



# Pre-Algebra Spring 2008

Instructor: Janet Frewing  
Office: Hum 208-A  
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Office Hours: MW 9:30-10:30  
T 10:30-11:30

Course Website: [faculty.rcc.edu/frewing](http://faculty.rcc.edu/frewing) Email address: [janet.frewing@rcc.edu](mailto:janet.frewing@rcc.edu)

## Welcome to Pre-Algebra

An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra.

## Student Learning Outcomes

Upon successful completion of the course, students will be able to:

1. Apply the four basic operations to integers and rational numbers.
2. Apply the fundamental laws of algebra to simplify basic algebraic expressions.
3. Perform the four basic operations on polynomial expressions.
4. Solve linear equations.
5. Derive and solve basic linear equations from elementary applications.
6. Use the symbols and vocabulary of pre-algebra to communicate mathematical concepts.

## Course Requirements

**Attendance** Attendance to the lectures is very important. You are expected to attend all classes. If you must miss a class, you will be responsible for obtaining all missed material. Although grades are not based on attendance to class, I reserve the right to drop any student with 5 or more absences.

**Homework** Homework will account for 10% of your total grade and will be assigned at every class meeting. Homework from the book will be due every Tuesday in class on the sections covered during the prior week. For a list of homework assignments and due dates, please see the class *website*.

**Quizzes/Group Activity** Every class session will include a daily quiz and/or group activity. The daily quiz/activity may be given in the beginning, middle or at the end of class. Students must be on time to take the quiz. No make up quizzes will be given. The two lowest quiz scores will be dropped.

**Tests** We will have five tests throughout the semester. These tests will be taken in the classroom. There will be a cumulative final exam at the end of the course.

## Textbook:

Pre-Algebra,  
2nd Edition; Bob Prior

## Grade Distribution:

Area	Percent
Homework	10%
Quizzes/ Group Activity	20%
Tests	55%
Final Exam	<u>15%</u>
	100%

## Grade Scale:

100% - 90%	A
89.9% - 80%	B
79.9% - 70%	C
69.9% - 60%	D
59.9% - 0%	F

## Course Expectations

We will move along through the material at a determined pace. It is imperative to your learning that you keep up with the class schedule. Should you begin to fall behind, please make use of the many resources available to you by myself and the college.

## Important Resources

Office Hours: Located in my office! Although we may move downstairs to the Math LAB if more space becomes necessary.

Math LAB: Located in ST 101, the math lab is an invaluable resource for students who would like extra help from both math tutors and math instructors. The Math LAB is available to all students enrolled in a math course.

Tutorial Services: RCC offers up to three hours per week of free tutoring to each student. Often a tutor makes all the difference in your understanding. Please call (951) 372-7143 to make an appointment early.

## Academic Dishonesty

Academic integrity is something I take very seriously. Cheating of any kind will not be accepted or ignored! Anyone caught cheating on any assignment will be given a zero for the assignment and will be reported to the College for possible further disciplinary action. It should be noted: letting someone copy your work (homework/quiz/exam) or the use of electronic devices during an exam are just some examples of cheating. If you are caught letting someone copy, you will receive the same treatment as the person copying.

## Retention of Assignments

It is the student's responsibility to keep all assignments, quizzes and exams for the duration of the semester. All grades are entered by hand and the possibility of an incorrect entry is very real. I will always assume that I am perfect and make absolutely no mistakes entering scores unless you can prove to me that I have made a mistake. Your only proof that a grade has been entered incorrectly is the assignment itself, with my handwritten score on it. As you already know, or soon will figure out, I am far from perfect; therefore I will happily change any grades in my gradebook I have entered incorrectly.

## Important Dates:

Spring Break	April 13-19
Memorial Day	May 26
Last day to add	March 7
Last day to drop without a W	March 16
Last day to drop with a W	May 21
Final Exam	June 10 8:00-10:30am

## Dropping Procedure

If you are unable to complete the course for any reason, you must complete the drop procedure by phone or Webadvisor to be officially removed from the course. Drops are not automatic and if a student leaves the course without completing the official drop procedures, their name will appear on my final grade roster. This student will receive an F in the course.

## Special Needs

Riverside Community College offers a comprehensive program of support services to students with a documented disability. If you wish to utilize these services, it is your responsibility to sign up with DSPS. Without your registration, I cannot provide any of the services you may qualify for.



## Cell Phones

Ringling cell phones and beeping pagers and PDA's are very disruptive to class. Please have enough respect for your fellow students to set them in such a manner that they are not heard or seen. If it should become a problem, you will be asked to leave the class and be held responsible for everything you miss. During an exam or quiz, turn off your cell phones, pagers, PDA or other electronic devices and do not use headphones of any kind. Failure to comply with this request may result in your dismissal from the exam, which would result in failing the exam.