

# MiraCosta Community College

Course Syllabus  
Mathematics 820  
Prealgebra  
Fall 2012

Instructor: Keith Dunbar

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Office Hours: Room 3623, 11:00-11:30 Mondays and Wednesdays, 12:30-1:00 and 5:00-5:30 Tuesdays and Thursdays or by appointment.

Text: *Prealgebra 6<sup>th</sup> Ed.*, by McKeague.

## Grading Policy

**Homework**                      Homework will be assigned daily, will be due on the day of the test **when you arrive**. Homework will be worth 20% of your final grade. See the *Homework Assignments* sheet for details and directions.

**Tests:**                      There will be six mini-tests administered on the dates on the homework sheet. The lowest grade will be dropped. Each test is worth 10% toward your final grade and may be cumulative.

**Final:**                      The two-hour Final will be given on the date specified in the Course Schedule. This date is Monday, December 12<sup>th</sup> 7:00-9:00. It will be cumulative and count 30% toward your final grade and may **not** be dropped.

**Final Grade:**                      The final grade will be assigned according to the standard percentage scale (90% ~ A, 80% ~ B, 70% ~ C, etc.). Students seeking an 'I' must file a petition with the instructor **before** the final class citing "unforeseeable emergency and justifiable" reasons.

**Late Work:**                      **No** make-up tests will be given! Homework may be turned in early or delivered by a third party to my office by 4:00 on the day of a missed test.

**Accommodations:**                      A student with a verified disability may be entitled to appropriate academic accommodations and should contact the Disabled Students Program & Services Office ext. 6658.

### Student Learning Outcomes

1. Students will be able to perform binary operations on real numbers.
  2. Students will be able to verify solutions of linear equations.
  3. Students will be able to apply the rules of signed numbers and rules of exponents to simplify algebraic expressions.
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**Resources:** MiraCosta has many resources available to help you master the material in this course. Take advantage of my office hours or make an appointment. Utilize the Math Learning Center (OC ext. 6381 / SEC ext. 7781) located on both campuses. Take advantage of one-on-one tutoring available by appointment at the Tutoring Center (ext. 6682). Finally, form study groups with others in the class and help each other.

**Attendance:** Attendance and participation are not directly factored into the grade, but for success in this course, it is *strongly* recommended that you attend every class, keep up on every homework assignment, and submit it in its entirety.

While you may be dropped for the lack of attendance, do not assume that you will be dropped. It is your responsibility to make sure that you are dropped by delivering the appropriate drop form to Admissions and Records.

**Classroom Courtesy:** If you must arrive late or leave early, please take a seat near the door to minimize disruptions. Unless some emergency situation occurs, do not walk in and out of the class. Also, there should be NO talking between students during class (unless it is a part of a class discussion). Such talking is disruptive to the class and distracting for other students. If you have a question, please ask me or wait until class is over to speak with me or another student. Any student who is disruptive will be asked to leave. No personal music/audio devices may be used during class.

**Please turn all cell phones and pagers to silent mode while in the classroom. All such devices must be turned OFF during a test!**

**Testing Rules:** During a test, you may not share any material with another student. If you want to use any admissible testing aides, you must bring them to the test yourself. **No calculator may be used on any test in this course.**

Once the test has started you may not leave the testing area until you are finished with the exam, so plan accordingly. Leaving the area during a test will end that exam for you.