

Syllabus for Math 93DE—Pre Algebra Course

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Biography: I have been teaching at CSN for the past 12 years. I received my PhD from University of Lincoln in Nebraska. I taught for many years at University and college level as well as high school level. I am also the author of Pre-Algebra textbook for this course. I care greatly about your success in math. I define success based on how much you learn from this course and not necessarily the grade you make in this course. My advice for you is to practice, practice and practice. This is the only key to learn math. Don't be afraid of making mistake. Learning from your mistake is part of learning math.

Course Title: Math 93DE—Pre Algebra

Course description: A basic course intended to review arithmetic and to preview Elementary Algebra.

Course date: First day of instruction is the beginning of each semester. The length of the course during Spring 2011 is 16 weeks; and 6 weeks during the summer.

Location: Online (virtual), except midterm and Final will be given in any of the CSN campuses. The course begins promptly on the first day of the semester. Please check the schedule of classes to find the exact day. You must have Internet access in place at that time. You are responsible to learn the updated Angel program and know your way around this online program. You will receive an email that walks you through this course on the morning of the first day of the semester.

Prerequisite(s): Placement test or passing Math 91D with a C or better grade

Textbooks: **You need to purchase the Access key for the “e-textbook” for this course.** There is also a hard copy of the textbook available for optional purchase, but it is not required. But the access key for the use of the e-book is required. Only with access key you are able to access the practice problems, quizzes and chapter exams that must be done online. Majority of the work in this course are interactive types.

How and where buy the access key:

- You can **purchase the access key** by going to the publisher site: http://www.CoDcourses.com/students/angel_PApin.html. The name of the company is **Content On Demand**. Copy and paste the above site address on a new browser page. Once you open up the site, you should see a box that allows you to enter the ISBN# for this e-book. This box is located on the left upper side corner of the screen. The ISBN# is **978-1-59757-079-4** and you have to type it exactly as is given here. I recommend this site because it will offer you a cheaper price and also provide you a better service. Once you paid for it online, they will email you the Access Key.
- You can also purchase it at CSN Bookstore prior to the first day of the course. The price is slightly higher here. But this source is especially good for students that use financial aid for purchasing

books. In the bookstore, the access code comes in an envelope. Make sure that **on the outside of the legal size envelope, it says "Angel access Key" "Title; pre algebra" "Author: Froozan Afiat" "ISBN 978-1-59757-079-4" "Publisher: Content on Demand"**.

Course Goals: On-line Teaching and Learning Pre-Algebra; upon completion of the course, the student should be able to:

1. Manipulate whole numbers, fractions, & decimals
2. Use order of operation
3. Simplify algebraic expressions
4. Manipulate signed numbers
5. Manipulate signed numbers
6. Graph ordered pairs on a coordinate axis
7. Graph simple linear equations in two variables on a coordinate axis
8. Obtain area and perimeter of simple geometric shapes
9. Be able to apply and extend concepts
10. Solve word problems

Chapters and sections that are not part of this course: There would not be any pretest, posttest, homework, quizzes, or exam for the following sections and chapters.

- Ch 1 Sect 1
- Ch 6 Sect 1, 2, 3, 4, 5 are available for review purposes but you only will be tested on Ch 6 Sect 6
- Ch 8 sect 4, 5
- Ch 9 all sections
- Ch 10 sect 1, 4, 5, 6
- Ch 11 sect 1 & 2

Grading Policy:

1. **Pretests**—for practice purposes. **(0% of total grade)**
2. **Homework**-- for practice purposes. **(0% of total grade)**
3. **Posttest**— You are allowed to take each posttest for each chapter once. When you take chapter-1-posttest and submit it, you are able to take the next one, and so on. **(5% of total grade)**
4. **Section Quizzes**—You are allowed to take each section quiz once. When you take the first assigned section quiz and upon submitting it, then you are able to take the next quiz, and so on. There will be no make up for quizzes. **(10% of total grade)**
5. **Chapter Exam**—You are allowed to take each chapter exam once. When you take the first chapter-1 exam and upon submitting it, then you are able to take the next chapter exam, and so on. There will be no make up for Chapter exams. **(15% of total grade)**
6. **Midterm**—over chapter 1 thru 5. **(30% of total grade)**

You have to watch for the date for Midterm in the Calendar. Anytime in this day, you can take the Midterm exam at any CSN assessment centers during their business hours. For Midterm exam the assessment proctor will enter the password for you on their computer and you will take it online. Make sure you take your picture ID with you. You only have **one attempt** for this test, and there will be no make up.

7. **Final**—**comprehensive over all chapters. (40% of total grade)**

The Final will be given on the last two days of the course. Similar to midterm, final exam will also be given at any CSN assessment centers during their business hours. Beside your picture ID, you need to have your registration paper for this class with you. The day and the hour of your Final Exam is based on which section you registered in for this course. For Final, you only have **one attempt**, and there will be no make up.

Living outside of Las Vegas and Henderson or State of Nevada: If you live outside of the Las Vegas and Henderson area, or in a different state or country, then for these two exams, **it is your responsibility to find a college or a university near you and take these tests in their testing center.** You need to contact the person who will proctor your exam and email me the name of the school, person name and his/her position and also email address at least a week before midterm or Final dates. Make sure that their email address is affiliated with the school. I will contact the person and check on the place, and if the location and the proctor are acceptable, then I will provide them with the necessary information. Not providing necessary information at least a week earlier would jeopardizes your chance of taking these exams.

Suggested Order for studying the materials: 1) Read the lesson and watch the video lessons; 2) Do the Homework practice; 3) Check your answers of the Homework practice; 4) Re-read the lesson on the parts you missed; 5) Follow step 1-4 for all the sections of each chapter; 6) Take the Pretest; 7) Take the Quiz for each Section that is covered; 8) Take the Posttest, 9) and if you did well in all the above assessments, then take the Chapter Exam. 10) Do steps 1-9 for each chapter that is part of this course.

Grades:	95 – 100 A	90 – 94 A-
	85 – 89 B+	80 – 84 B
	75 – 79 C+	70 – 74 C
	65 – 69 D+	60 – 64 D
	< 60 F	

Important Dates: Please refer to class schedule or Internet for 8 weeks courses.

DRC Statement: "If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) for coordination of your academic accommodations. The DRC is located in Student Services on each campus. The phone numbers for each DRC office are: West Charleston 651-5644, Cheyenne 651-4045, and Henderson 651-3795.

For students that would like to perform community service or earn extra money, stop by the DRC to fill out a job interest card. This office hires students as note takers, proctors, scribes, and lab assistants as needed."

Message from Retention Office: Students are encouraged to take advantage of the fantastic services offered by the CSN Retention Office. Retention offers: Free Guidance Appointments; Tutoring Assistance (Student Coaches); Faculty/Staff Mentors; College Survival Skills; Learning the Ropes at CSN; The Retention Office will help you come up with practical solutions to any challenges you may encounter and get you connected to the right resources. The mission of the office is to help you stay in school and achieve your dreams for a brighter future. We are here to help you and work with you. Don't quit CSN before calling us! Call 651-3103

Counseling/Advising – Helps students select courses, complete degree audits, obtain transfer information, and provide personalized assistance in developing educational and vocational plans appropriate to personal interests and abilities. Contact information: CHARLESTON Bldg. D – Lobby, 651-5670; CHEYENNE 1100 Student Services Area, 651-4049; HENDERSON Bldg. B - Student Services Area, 651-3165

Faculty E-Alert (the Electronic Early Warning System) – Used by faculty members as a confidential means to submit to Retention Services the names of students having academic problems in a class, in order that they be offered timely assistance. Faculty places the referral through CSN's restricted Web Grading system. The E-Alert System is managed by the Office of Student Retention Services.

Math & Science Resource Centers – FREE individual and group drop-in tutoring offers assistance in various levels of math and science. Contact information: CHARLESTON Bldg. H – Room 203, 651-7615; CHEYENNE Room 2049-2050, 651-4088; HENDERSON Bldg. B – Room 201, 651-3167.

Retention/Student Success Services: Trained specialists/advocates help students assess personal strengths and limitations, determine the root of a variety of academic struggles, develop college success strategies, implement action plans, learn to navigate the educational system, benefit from campus and community resources, and connect to campus life. Contact information: CHARLESTON Bldg. B-119, 651-7367; CHEYENNE 1111 Student Services Area, 651-2626; HENDERSON Bldg. B – 130, 651-3103

TRIO Student Support Services – One stop shop for first-generation college, financial aid-eligible, and disabled students offering tutoring, academic advising, career exploration, college-transfer assistance, and development of college success strategies. Contact information: CHEYENNE Room 1120, 651-4441

Tutorial Services: All CSN students are allowed 4 hours of free tutoring per one credit of coursework. (i.e., 3 credit class = 12 free hours of tutoring). To make arrangements for this benefit, you must take your semester schedule to Tutorial Services at the campus of your choice and activate the CSN student email account. The earlier you apply for help, the more likely that you will succeed. Contact information: CHARLESTON Bldg. D – Room 203, 651-5732; CHEYENNE Room 2100 (Library), 651-4232; HENDERSON Bldg. C – Computer Lab, 651-3125