



NORTH CENTRAL TEXAS COLLEGE
PRE-ALGEBRA COURSE SYLLABUS

Course Name & Number	Pre-Algebra MATH 0303	Semester & Year	Fall 2009
Instructor's Name	Linda Fuqua (pronounced: few-kway)	Office Phone #	940-668-4221
Instructor's Office #	Gainesville Campus Cox Building, room 326	E-mail Address	lfuqua@nctc.edu
Office Hours	MWF: 9:00-10:00 MWF: 1:00-2:00 TR: 9:00-11:00		
Catalog Description	This introductory course includes a general overview of basic arithmetic: fractions, decimals, and percent. Other topics include algebraic concepts, integers, solving equations, linear equations, graphing, and polynomials. Simple geometric concepts are also discussed. This course is designed for those students with little or no algebra background. This course does not count toward graduation at NCTC.		
Prerequisite for MATH 0303	Satisfactory <i>THEA</i> placement score.		
THEA Compliance	If you did not pass the <i>THEA</i> test, or other approved test, in Reading, or Writing, or Mathematics, you will be required to complete a College Prep course EVERY SEMESTER (including summers) until you complete the College Prep course sequence or provide passing test scores from the <i>THEA</i> or Compass.		
Textbooks & Materials Required / Recommended	Jamie Blair, John Tobey, & Jeffrey Slater: <u>Prealgebra</u> , Prentice Hall, Inc., 2006, 3 rd ed. Calculators may be used beginning with Chapter 6. Basic and Scientific calculators are permitted. Suggested calculator is the TI-30XIIS. Graphing, cell phone, and PDA calculators are not permitted. (If you would like to use MyMathLab, at www.coursecompass.com , then use course id fuqua91843.)		
Attendance Policy	Regular and punctual attendance is expected of all students in all College Preparatory classes for which they have registered. There are NO excused absences. After 3 hours of absenteeism, a student may be warned and referred to the College Preparatory Studies Department Director. When a student has been absent from class for a total of 6 hours , the student may be dropped . Being dropped from a College Preparatory course for non-attendance may result in being dropped from all remaining courses this semester. Inform the instructor in writing during the first week of class of any religious holidays observed this semester. Documentation must be given to the instructor at the class following the holiday. Also, since punctuality has become a problem in recent semesters, 3 tardies will be considered one absence . Coming in late disrupts the class. Occasions do occur that you will need to be tardy, but not on a consistent basis.		

**Grading Policy
& Procedures**

Grade Scale: 90 – 100% = A; 80 – 89% = B; 70 – 79% = C;
Below 70% = F

Your final grade will be determined from 6 tests, including the final exam, and your homework average. The final exam is mandatory. The lowest test grade will be replaced by the final exam, but not the other way around. **No makeup tests are given during the semester.**

Test #1: 1.6, 2.1-2.5, 4.1-4.3, 5.1-5.3, 5.5 (integers and fractions)

Test #2: 1.7-1.9, 2.6, Ch 3

Test #3: 4.4-4.6, Ch 5 (involving variables)

Test #4: Ch 6 & 7

Test #5: 8.6, 8.7, 8.9, 9.3, 9.4, 10.1, 10.2, 10.3, 10.4

Comprehensive Final Exam

Homework is mandatory. Your homework average will be considered one test grade and will not be dropped or replaced. Homework is due each class meeting. Homework will not be accepted late. The more problems you work, the more questions you ask, the more you will understand. Keep this in mind: Algebra is manipulation of numbers and/or variables based on a set of rules and applying those rules in the correct order. There is a world of uses for algebra, but you won't be seeing the big picture in this class. You learn the basic algebraic concepts in this class and then add to those in Beginning Algebra.

Extra Credit is available in the Student Success Center (the Math Lab) located in room 182 on the Corinth Campus and **room 114 on the Gainesville Campus**. You will receive 1 point for every 30 minutes spent in the math lab for a maximum of 20 points to apply to any test during the semester. You must do math homework or receive math tutoring. Log in to the computer in the computer lab using the appropriate course (Prealgebra, math0303). If you do not, then I will not receive the time spent on this course at the end of the semester.

Class Rules

1. Silence cell phones prior to coming to class.
2. Use the restroom/water fountain prior to coming to class (distraction). Feel free to bring Kleenex with you.
3. Be courteous to your fellow classmates. Everybody deserves respect.
4. Maintain a positive and professional attitude. Please do not sit in the back of the room and visit with your neighbor. If you feel this may be a problem for you, then move to another seat in the classroom.
5. Ask questions, get involved, and do your homework. By just watching, you cannot learn algebra. You must do the homework and ask questions about the homework. You should work the problems over and over until you are comfortable with the material. There are no dumb questions in my classroom and there are no stupid people. Everybody has a different processing rate and should not feel embarrassed to ask questions.
6. If you should miss a day of class, then you should contact me or a friend for help on the material you missed and go to the Math Lab. Do not miss a day and then come to class and expect me to reteach what you missed.

<i>Tentative Calendar (optional)</i>	<p>September 7th: Labor Day. No class.</p> <p>October 2nd: Professional Development Day. No class.</p> <p>November 13th: Last day to drop a class with a W.</p> <p>November 25th: Classes dismissed at 3pm for Thanksgiving break.</p> <p>November 26th-29th: Thanksgiving break.</p> <p>December 7th: Week of finals for Monday thru Friday classes</p> <p>December 8th: TR 11am Prealgebra final Tuesday at 11am.</p> <p>December 9th: MWF 12pm Prealgebra final Wednesday at 12pm.</p>
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<i>Scholastic Integrity</i>	<p>Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. See <i>Student Handbook</i> “Student Rights & Responsibilities: Student Conduct [FLB-(LOCAL)]” #18. Student violations of this policy will be reported to the appropriate Dean.</p>
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<i>Course Competencies</i>	<p>At the completion of the course the student should be able to:</p> <ul style="list-style-type: none"> • perform operations of arithmetic on terms. • solve basic equations. • perform basic operations of integers. • solve equations and problems. • perform basic operations of arithmetic on fractions. • perform the operations on fractional expressions. • perform basic operations on polynomials. • solve algebraic equations. • calculate percents. • solve percentage problems. • interpret statistics and plot solutions on graphs. • use geometric formulas to solve applied problems.
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**Additional
Resources**

Student Success Center:

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. Students can attend free interactive workshops about Time Management, Study Skills, Test Anxiety, Choosing a Major, Learning Style Strategies, Career Exploration, and much more. This program also links students to FREE tutoring, including a Writing Center, a Math Lab, and free online. All students are invited to visit the Student Success Center located in Rooms 160, 170, 183, 188 in Corinth, Rooms 111 and 114 in Gainesville, and Room 124 in Bowie.

TRIO Program:

TRIO Programs are federally funded programs which offer services designed to assist students in achieving their academic goals. Services include educational workshops, academic advising, tutoring, personal counseling, career counseling, cultural enrichment, and financial aid information. Students may be eligible for TRIO if they are currently enrolled at North Central Texas College, have academic need, and meet at least ONE of THREE criteria which include: 1) first generation status—neither parent has graduated from college 2) income level is within federal low income guidelines, and/or 3) has a documented disability. TRIO is located in Room 170 on the Corinth Campus, Room 114 on the Gainesville Campus, and Room 124 on the Bowie Campus.

Students can also access the Department of Student Success' website by going to www.nctc.edu and clicking on the red button in the middle of the page labeled "Tutoring and Other ACADEMIC SUPPORT SERVICES", or by going directly to http://www.nctc.edu/Student_Services/Access/AcademicandStudentSupportServices.htm.

**EEOC
Statement**

North Central Texas College does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in the employment or the provision of services.

Web Page

Visit the North Central Texas College web page for information on registration, financial aid, counseling/advising, and cost of tuition and fees. You will also find information on the catalog and semester schedules as well as courses of study. You can keep up with what is happening on campus by checking the calendar of events and the sports news. The web has information on the library as well as links to other areas of interest. Check out our web page at <http://www.nctc.edu> .

You can also learn more about the Department of College Preparatory Studies at http://www.nctc.edu/What_We_Teach/ArtsSciences/DevStudies/DevStud.html . From this site, students have access to information about department faculty members and their course syllabi. Additionally, students can navigate to a variety of educational resources for English, math, and reading, which were selected to enhance the College Preparatory Studies current curriculum and assist students in achieving their educational goals. To access my page directly, which contains links, syllabus, homework assignments, and reviews go to

http://www.nctc.edu/What_We_Teach/ArtsSciences/DevStudies/DevMath/lherald_fac_pg.htm