MATHEMATICS 110 – Introduction to Algebraic Concepts - 5 UNITS   **Section#1456   Fall 2013**
Instructor: Dan Guo   Office MSB 212   M/W 8:00-10:35   Room MSA 012   Email:danguo829@gmail.com
Office Hours: MW 10:40-11:40pm   **PREREQUISITE: none**
Final Exam Date: Monday, December 9, 2013 9:15-11:15

This course is designed to give the student an understanding of and a competency in arithmetic operations with whole numbers, fractions, decimals, percents; ratios, rates, and proportions; applications of arithmetic, including percent problems; operations with signed numbers; uses of variables in algebra; definitions and applications of basic algebraic properties; writing and simplifying algebraic expressions; and solving simple linear equations.

The following ***STUDENT LEARING OUTCOMES (SLOs)*** will be evident throughout the course: A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences, B. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings, and C. Quantitative Reasoning: Identify, analyze, and solve problems that are quantitative in nature.

Text: PREALGEBRA, 4th Edition, by K. Elayn Martin-Gay

Calculator: **No Calculators on Quizzes or Tests!!** Otherwise, you may use a calculator to *check* your calculations only! A calculator is not really necessary in this course, however. Please do not use a calculator to do the homework.

Course Requirements
1.   The methods of instruction in this class will be lecture, discussion, group learning, and surveying. You are expected to take an active role in this learning process. You are responsible for all information covered in class. Taking good notes in a math notebook on concepts and examples is **necessary**! I may request that you turn in any class notes from the chapter the day of the chapter test. Make sure the school has an accurate email for you. You will need to check your email frequently, and respond to the many Survey Monkey surveys throughout the semester.

2.   We will cover the entire book, chapters 1-10. This course will contain a THROUGH examination of fractions, chapter 4. We will cover two or three chapter sections every class meeting. I strongly recommend that you read the material we will cover in class BEFORE that class!

3.   ATTENDANCE: You are expected to attend regularly and **on time, with cell phones turned off**. Attendance to all class sessions is required, **will** be dropped from the class due to excessive absences, i.e., if you miss two (2) consecutive classes in the first 3 weeks of the semester, or if you miss six (4) classes during the entire semester. However, you should not, under any circumstances, assume that you will be officially dropped from the class role by the instructor. It is the student's responsibility to officially drop the course if they decide to do so. Last Day to Drop with a "W" is Friday, November 15, 2013.

4.   GROUPWORK: Occasionally we will use group learning sessions in class. Groupwork will occasionally be collected and graded. Group work will usually be scored on a 5 point scale. There will be no make-up group work.

5.   HOMEWORK and SURVEYS: Essential to pass this course--practice! All homework problems must be done to assure adequate preparation for examinations. You are expected to do ten (10) hours of homework per week! Homework will be assigned daily. At the beginning of each class, we will go over the previous night's homework, so make sure you have completed it so that you can participate in the discussion. All chapter homework will be due and collected **EVERY Test**, using the homework cover sheet to self-assess your work. **Copy each problem**, and present the solution clearly. Box your answers. **DO NOT JUST TURN IN A LIST OF ANSWERS – THIS WILL RECEIVE NO CREDIT**. Staple your assignments in order, and identify with your name and chapter number. Late homework will not be accepted. Answers to all assigned problems are in the back of the book. Book homework sections will be scored on a 5 point scale. Be sure to respond to any homework survey – no response means NO points on the particular homework assignment. **Book homework, group work and survey responses will count at least 30% of your grade.**

6.   TESTS and QUIZZES: You will have approximately 4 in-class exams (closed-book, closed-notes) given approximately every 4 weeks, and will cover material from usually one or two chapters. Each exam is graded on a 100 point scale. We will also have several short homework quizzes, either announced ahead of time or given as a "pop" quiz. There will be no make-up quizzes. **These exams and quizzes will count for 50% of your grade.**

MAKE-UP TEST: ▲No make-up or retest will be given.   ▲If all tests are taken, your lowest test will

7.   FINAL: **The cumulative final exam will count for 20% of your grade**. No make-up final will be given.

 Grading: **90-100% - A; 80-89% - B; 70-79% - C; 55-69% - D**

HELP! Get help when needed! See me in my office, go to the math tutoring lab in the library, work together outside of class. Keep all your homework and tests. **SIGN UP FOR PD 5 – COLLEGE MATH SURVIVAL.** Additional books, such as Math Study Skills Workbook (Paul Nolting), Conquering Math Anxiety, and How to be a Great Math Student can be quite helpful. **SIGN UP FOR MATH 100 –TUTORING!!!**
NOTE: If you have a disability and might need accommodations in this class, please contact *Disabled Student Program & Services* (DSPS) in Building HLRC 121 as soon as possible to ensure that you receive the accommodations in a timely manner. You may also discuss your need for accommodations with me.

Disclaimer: Although every effort will be made to adhere to the policies, procedures, and schedules outlined in this syllabus, the instructor reserves the right to revise any information without prior notice