

CSKLS 372: Pre-Algebra – 3.5 units **Instructor:** Karen Roche
Spring 2017: 1/17/2017 – 5/18/2017 **Voice Mail:** 524-1793
Section 5981: T Th 3-4:30 **Email:** kroche@santarosa.edu
Math Lab*: T Th 4:30-5:30 pm **Office hours:** T TH 5:30-6pm & online & by appt room 610
Class location: 2913 Magginni Hall **Lab location:** Analy Village 615
Final Exam: 5/23/2017

Instructor homepage: <https://profiles.santarosa.edu/karen-roche>

Section homepage: <https://canvas.santarosa.edu/courses/21108>

Homework schedule: handed out first day of class and posted on our Canvas homepage

Course Description:

The course is designed to help you do the following:

- learn/review arithmetic concepts that you can use in real situations
- learn/review algebra concepts to get ready for future math classes
- develop and practice expressing yourself mathematically
- develop and practice critical thinking skills such as analysis and synthesis
- develop and practice good study skills and test taking skills

Student Learning Outcomes:

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1. Simplify and evaluate arithmetic and algebraic expressions by using mathematical algorithms.
2. Translate words and phrases into mathematical expressions and equations.
3. Apply critical thinking strategies and math concepts to set up and solve pre-algebra and geometry problems.
4. Demonstrate fluency with appropriate mathematical terminology and symbols.
5. Solve linear equations with one variable.
6. Use academic literacy skills to improve studying and learning.

Workload/Time Commitment:

This is a basic math class. However, this math class is not an easy one. It requires motivation, effort and persistence, and it is highly structured. You will be given a course calendar of assignments that includes due dates for homeworks, quizzes and tests. Coursework includes:

- homework assignment each time we meet (1-2 hours to complete)
- weekly lab assignments
- weekly lab quizzes
- in-class quizzes and study group time
- 5 unit tests
- final exam

Units: 3.5 units with option of grade or P/NP. **3 hours lecture plus 2 hours dedicated lab per week.**

Prerequisites: Completion of CSKLS 368B, or CSKLS 371 or any equivalent course with a grade of "C" or better, or by test score on math placement test.

Required Text: *Pre-algebra for College Students, 2nd ed* by Greaney and the *CSKLS 372 Course Reader*, which is required for each class and each scheduled math lab.

Required Supplies: Scientific Calculator (graphing OK) due by week 4, three ring binder, lined paper, pencils and pens. **The calculator is a course requirement. You will be able to use it beginning with unit 3. The calculator function on your cell phone will NOT be acceptable. Points deducted if you don't have a scientific (or graphing) calculator by week 4.**

Grading Criteria:

- **Attendance & Participation: 10% (in class 5% and in lab 5%)**

Participation and attendance go hand in hand. I don't differentiate between excused and unexcused absences. Each absence from class or lab lowers your participation percentage. More than 3 absences from class or 3 absences from lab may affect your overall grade not to mention your progress. Absence of 4 classes/lab sessions in a row without contacting me will result in my dropping you from the course. If you are unable to attend class or lab, check your assignment calendar, contact a classmate or contact me because you are expected to keep up with the class. Periodic in-class quizzes, group or paired work are part of the attendance score.

- **Homework: 20%** Homework will be assigned at each class session. It is not online. To prepare for the quizzes, tests and the final exam, you should complete every assignment. Every assignment will be graded in a way that I will describe to you in class. You will be given **3 late homework coupons** for those times when you cannot hand in homework on time (including absences). Homework is due at the beginning of class. Anything handed-in after that is considered a late homework. If you do not have a late slip on your late homework, I will deduct one point for each class session that it's late. Students will be expected to keep-up with the homework, whether absent or not. Refer to **Homework policy/procedures** handout and **late homework** coupons.

- **Lab Assignments and Lab Quizzes: 20%/2 tries** Lab assignments provide additional exercises to reinforce lecture topics. In addition to lecture homework assignments, weekly scheduled lab assignments and quizzes must be completed. These assignments are NOT optional. **Lab assignment worksheets** (where you will show your computer work) are found in your Course Reader. Lab quizzes can only be taken after completing the appropriate lab assignments. Your best score of two attempts is recorded. **Quiz blanks** are found in your Course Reader. The actual quiz questions are given out at the front desk once you have shown that you've completed the worksheet. You must take your Course Reader to the Math Lab when you work. Bring it to class also. You will be given **4 late quiz coupons**. A late coupon must be stapled to each late quiz. If you don't have any **late quiz coupons** left, you should still do the quizzes. **The scheduled math lab after lecture is a required component of this course.**

Unit Tests: 25% 1 try only There are 5 unit tests. You will find a practice test in the back of your Course Reader in section 3, and you need to complete it before each unit test. If you have not taken a unit test by the deadline, you will receive a "0" on that test. If you are absent on test day due to a medical reason and have a medical letter to verify your illness, you will need to get a permission slip from me to take the test in the dedicated lab. See the **Schedule of Assignments** handout for test deadlines.

Final Exam: 25% This is a cumulative exam given in the classroom on Thursday, Dec 22, 2016, @ 7am.

Grading Scale:	91% - 100% =	A	61% - 70% =	D (not passing)
	81% - 90% =	B	less than 61% =	F (not passing)
This is passing >	71% - 80% =	C		

P/NP Option: If you prefer the PASS/NO PASS option, you must apply for it online or at Admissions and Records. To receive a PASS you must meet all requirements of the course with at least a "C" average. A PASS grade will not affect your GPA, but gives you 3.5 units of credit. A NO PASS grade will not affect your GPA nor will you be awarded 3.5 unit credits. See the website for the Academic Calendar dates and deadlines. You will also find a link on my section homepage for the Academic Calendar.

Student Conduct: Be informed! TAKE NOTE of the "Reminders/Expectations" handout. See "College Conduct Standards" section in the SRJC catalog or "Rules and Regulations" on the SRJC website.

Required reading: **Instructor has prepared a Student Conduct page for class handout on first day of class.**

Important Dates: It is your responsibility to be aware of important dates and deadlines such as the last date to drop and the last day to opt for pass/no pass. These dates can be found on the section homepage and on the SRJC homepage.

Email and Internet: I will send reminders, announcements and assignments to you by email. Email addresses can be updated using your student portal. Keep email current and read it weekly.

Students with Disabilities: If you need accommodations, contact Disability Resources (527-4278), or go to their office in Bertolini Hall, 3rd floor as soon as possible to ensure such accommodations are implemented in a timely fashion.

Welcome to College Skills 372 and have a great learning experience!