

HENRY FORD COMMUNITY COLLEGE
MATHEMATICS DIVISION COURSE SYLLABUS
MATH 074 – 96 & 97: Pre Algebra (4 cr. hrs) Winter 2011

INSTRUCTOR: Adam L. Cloutier
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Office: H-103G
Office Hours: Monday & Wednesday 10:00 am – 12:00 pm, Tuesday & Thursday 8:00 am – 11:00 am, Friday by appointment

CATALOG DESCRIPTION:

This course is intended to prepare students for algebra in Math 080 or Math 100. Topics covered include fractions, percents, measurement and geometry, signed numbers, linear equations and proportions. Techniques of problem solving and applications are included throughout the course.

COURSE GOALS:

1. To review arithmetic processes with an emphasis on how they carry over to algebra.
2. To provide an introduction to the terminology and techniques of elementary algebra.
3. To develop the problem-solving skills needed to interpret, analyze and solve applied problems requiring basic algebraic skills.

MAJOR CORE OBJECTIVES: Upon successful completion of this course students should be able to:

1. Evaluate expressions using the order of operations.
2. Perform basic operations with fractions.
3. Solve linear equations involving one or two steps.
4. Express comparisons as ratios in simplest form.
5. Solve proportions.
6. Convert between fractions, decimals and percents.
7. Perform basic operations with signed numbers.
8. Find a mean, median or mode for a set of data.
9. Answer questions using information from bar graphs, line graphs and pie charts.
10. Create bar graphs, line graphs and pie charts.
11. Approximate measurements in the major English and metric units for mass, area and length.
12. Convert between the major English and metric units for mass, area and length.
13. Compute perimeter, area and volume for common geometric shapes.
14. Solve applied problems using the mathematics learned in this class.

TEXTBOOK and MATERIALS:

1. Basic Mathematics through Applications, 4/E, Akst and Bragg
ISBN-10: 0321500113 ISBN-13: 9780321500113 Publisher: Addison-Wesley Copyright: 2009
2. **MyMathLab (CourseCompass) Access Code** – our Course ID is: **cloutier35261** college zip: **48128**
3. A scientific calculator is recommended. You can use it on PART 2 of each exam.
4. Optional: **Student's Solutions Manual for Basic Mathematics through Applications, 4/E** Fusfield © 2009 | Addison-Wesley | Cloth ISBN-10: 0321500512 | ISBN-13: 9780321500519
5. One **SCANTRON** for the FINAL EXAM. They can be purchased in the College Book Store or in the vending machine on the first floor of the Liberal Arts Building.

CORE COURSE TOPICS:

Chapters	Sections covered
Ch. 1 Whole numbers	1.5 – 1.6
Ch. 2 Fractions	2.1 – 2.4
Ch. 3 Decimals	3.1
Ch. 5 Ratio and Proportion	5.1 – 5.2
Ch. 6 Percents	6.1 – 6.3
Ch. 7 Signed Numbers	7.1 – 7.5
Ch. 8 Basic Statistics	8.1 – 8.2
Ch. 4 Solving Simple Equations	4.1 – 4.3
Ch. 9 More on Algebra	9.1 – 9.3
Ch. 10 Measurements and Units	10.1 – 10.2
Ch. 11 Basic Geometry	11.2 – 11.4

INSTRUCTIONAL POLICIES:

POLICY ON ACADEMIC INTEGRITY (CHEATING):

College Board of Trustees Policy #8500 (adopted 3/17/97):

"...It shall be the policy of the College that determination of the fact of academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to, and including, failure in the particular course..."

Instructor Policy:

Academic dishonesty will not be tolerated in this class. I reserve the right to administer a penalty up to, and including, failure in this course – and that includes any student who permits someone to copy from him/her. To help ensure the integrity of test scores, students are not allowed to leave the testing center nor share calculators during a test, nor use cell phones, nor use any study aids of any form – NO notecards, study sheets, notes, or any form of notes may be used on the exams. All electronic devices and notes of any form (including your book) must be kept in a closed purse/bookbag during exams.

ATTENDANCE: Since this is an online class I won't be taking daily attendance, but if I see no evidence of activity on your part (such as working on the computer lessons, responding to discussion questions, or sending homework problems by email) for a week I will email you and possibly call you. If after a second week, I still do not hear from you, I will drop you from the computer database, and you will have to contact me to be reinstated. I urge you to keep up with the course work. It is EXTREMELY difficult to catch up once you start to fall behind.

*** In addition, the Mathematics Division requires students to actively participate in their learning. Since student success depends on this active engagement, a student who has not attended class by the College's 50% refund deadline will not be permitted into the class. I consider eligibility for "attended class" to be AT LEAST one email sent through the HFCC's UCompass email system or the completion of at least one assignment.

COURSE ACTIVITIES: Each week you will be responsible for the following: reading the textbook, viewing mini-lectures in MyMathLab ([CourseCompass](#)), solving homework problems from both your textbook and MyMathLab (CourseCompass), participate in threaded discussions on the discussion board, emailing me four or five given problems with complete details, and some weeks taking quizzes. The specific activities you are to complete are listed in the Weekly Packets for the specific week which are found under Course Materials in UCompass Educator ([http://henryford.ucompass.com/](#)). Completion of these assignments is absolutely essential in order to master the material.

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NOTE: Nearly EVERYTHING we do will be in **UCompass Educator**: weekly announcements, weekly notes with the weekly assignments, discussion boards and email. **ONLY one aspect of the course (online homework) will be someplace else (CourseCompass).** The book can also be found in [CourseCompass](#) along with mini videos, tutorials, help features and practice problems.

WEEKLY ASSIGNMENTS: You will have at least **FOUR** assignments to complete weekly, they are as follows:

- DISCUSSION BOARD:** Each week, with the exception of Week 1's Online Activity: Scavenger Hunt and Introductions, YOU are required to POST questions and replies on the Discussion Board of UCompass Educator. You MUST post at least two(2) of your own questions (related to Math 074 material) on the discussion board as well as answer at least two(2) of your classmates posts with a detailed, considerate, and mathematical solution. A perfect participation grade will be earned by posting two thoughtful questions and answers to someone else's question (that hasn't already been answered) on a weekly basis. My advice is to post your questions early in the week so that you don't forget to do it and to get your questions answered!
- EMAIL ASSIGNMENTS:** Each week you will e-mail me solution to approximately 4 or 5 problems that are representative of the week's material. You must copy and paste these problems that will be given to you in each week's packet on UCompass, solve them in the body of your email, and then send them to me for a grade. Make sure you're using the COURSE E-MAIL button in UCompass, and include the topic of your email in your Subject Line. **Late emails are not accepted for any reason!** Also, make sure you sign each email – otherwise I will email it back to you.
- TEXTBOOK ASSIGNMENTS:** Each week you will be responsible for solving several problems from the textbook. Please write them neatly on paper with no jagged edges and with all work shown – points will NOT be awarded unless the steps/work has been shown. You will turn in these textbook problems WITH your exam on the day you take your Exams. I will then grade your homework sets and your exams and you will pick both of them up (homework and exam) in a file cabinet in the Learning Lab.
- ONLINE HOMEWORK:** The bulk of the instruction will be delivered through the [CourseCompass](#) (MyMathLab) online software. In CourseCompass (MyMathLab) are video lectures, a help me solve this feature, examples to view, practice problems and more. Each week you must FIRST log onto UCompass to get the weekly directions, and then I suggest logging onto [CourseCompass](#), reading the section(s), practicing some problems and viewing some videos, then complete the online homework, the discussion board posts, email assignments, written homework and quiz. These problems will immediately give you feedback and the scores will be collected at the end of the associated Exam window and posted on UCompass.

QUIZZES: During Weeks 3, 5, 6, 11 and 13 you will have to take an ONLINE quiz. These quizzes will be found on [CourseCompass](#) (MyMathLab) and will relate to that current week's information. The help me solve this button, the ask my instructor button and the view an example button will be removed, however you will have three chances to take each quiz. Be sure you finish the quiz by the specified due date (the following Monday).

TESTS and FINAL EXAM: You will have to come to campus to take four one-hour and forty minute exams and a comprehensive final exam. All tests will be given in the Learning Lab (inside the Learning Resource Center – 2nd floor). You will have a Monday through Saturday window to take each test. When you come to take a test, bring the following items to the Learning Lab: picture ID, pencil, paper, textbook homework set, eraser, and a calculator – except for the first test. I will record all missed tests as zeros. For the final exam which will run for two hours, you will be given only five days, Tuesday through Saturday.

Please note: The Learning Lab is open MTWR from 8:00 am to 8:40 pm, Friday from 8:00 am to 4:30 pm, and Saturday from 9:40 am to 1:40 pm.

Note: A missed Exam will result in a score of ZERO

GRADING PROCEDURES: Your grade will be based on the following:

Assignment	Points per Assignment	Total
Weekly Email Assignments sent to your instructor	5 pts each week	5 x 15 = 75 pts
Weekly Discussion Board – 2 questions posted and 2 replies posted weekly	8 pts each week (2 pts for each post)	8 x 15 = 120 pts
4 Hand Written Textbook Homework Assignments (1 for each test)	20 pts each	80 pts
4 CourseCompass Homework Assignments (1 for each test)	25 pts each	100 pts
5 Quizzes (During Weeks 3, 5, 6, 11 and 13)	5 pts each	25 pts
4 Exams	100 pts each	400 pts
1 Final Exam (BRING A SCANTRON)	200 pts	200 pts
Total number of points possible in this class:		1000 pts

Thus there is a total of 1000 possible points in this class. Grades are based on the following scale:

Points:	Percent	Grade
900 – 1000	90 – 100%	A
800 – 899	80 – 89.99%	B
700 – 799	70 – 79.99%	C
600 – 699	60 – 69.99%	D
0 – 599	0 – 59.99%	E

The window for you to take your FOUR Exams and the FINAL Exam is as follows (you can take your test on any day in that week, from Monday through Saturday):

- Exam 1 – Between January 31st and February 5th
- Exam 2 – Between February 21st and February 26th
- Exam 3 – Between April 4th and April 9th
- Exam 4 – Between April 25th and April 30th
- FINAL EXAM – Between Tuesday May 3rd and Saturday May 7th

DROP POLICY:

College Policy: Students may officially drop a class and receive a DR grade anytime up until the end of the tenth week. If a student stops attending without officially withdrawing, the instructor may record either an E or a DR grade.

Instructor Policy: Students may drop this class and receive a DR only if they request the grade IN WRITING and IN PERSON (students must have some form of legal identification on them) from the instructor, using the form provided by the instructor, anytime during or before office hours on Monday May 2, 2011. Both the instructor and the student will retain signed copies of the form used.

Drops are not accepted verbally, by e-mail, voice mail, etc.

Note: Those of you who decide to drop this course in the registration office before the end of the 10th week, please let me know so that I can remove your name from the class list in CourseCompass and UCompass – otherwise you will still receive all of my regular/harassing e-mails and possibly phone calls.

IMPORTANT DATES:

January 10	--	Winter Semester begins
January 14	--	Last Day for 100% Refund
January 17	--	Martin Luther King, Jr. Day – College Closed
January 21	--	Last day for 50% Refund
January 21	--	Last Day for a No-Record Drop
January 31	--	12-Week Classes Begin
March 5 - 14	--	Spring Break – College Closed
March 31	--	Last Day to Drop Full Semester Classes
May 3 – 7	--	Final Exams
May 11	--	All Spring Classes Begin

ADVICE:

1. Do your WORK: [Textbook h/w](#), [CourseCompass h/w](#), [Discussion Board](#), [Emails](#) and [Quizzes](#).
2. Study/learn the weekly topics early in the week. This way you can post questions and have others respond within the week.
3. Come to my office or e-mail me when you need help – I want everyone in this class to do well.
4. Go to the learning lab for free tutoring if needed.
5. Don't fall behind – although this is an online class, we will have due dates!
6. Don't CHEAT! And cheaters will be failed!

MATHEMATICS DIVISION POLICY ON CUT-OFF DATE FOR STUDENT DROP-DOWNS

"Registered students may only drop-down (move-up) to another full-semester math class within the first three weeks of the Fall and/or Winter Semesters. During the fourth and fifth weeks of the Fall and/or Winter Semesters, registered students may only drop-down (move-up) to a twelve-week course. (In the Spring and/or Summer semesters, students have only one and one-half weeks to drop-down (move-up) to another class.)

In order to drop-down (move-up), a student must:

1. Obtain the written permission of his/her current instructor stating that the student was misplaced.
2. See the Math Associate Dean for assistance in finding open sections. The Math Associate Dean will select a section with fewer than 32 students to which to add the student. The Math Associate Dean will exercise due consideration with respect to classroom size and total contractual load. The Math Associate Dean will notify the teacher of the section in a timely manner.
3. The student must then officially file an Add-Drop form at the Registration office."

Math 074 Online Schedule

Below is the schedule that we will follow for the semester. Although you are working individually, this is NOT A SELF-PACED CLASS! PLEASE DO NOT FALL BEHIND.

Each week you MUST accomplish the following FOUR (4) or FIVE (5) assignments:

1. [Online homework](#) on CourseCompass (MyMathLab)
2. [Discussion Board](#) (at least 2 questions and 2 answers/replies)
3. [E-mail](#) your instructor the 2 Problems with complete solutions that are found in each week's packet.
4. [Textbook Homework](#) written neatly on paper.
5. [Quiz](#) (during Weeks 3, 5, 6, 11 and 13)

Online Course Schedule:

Week	Date	Sections To Cover	Topics
Week 1 Packet	Jan 10 – Jan 17	1.5, 1.6 & 2.1	Exponents, Order of Operations, Factors and Prime Numbers
Week 2 Packet	Jan 17 – Jan 24	2.2 & 2.3	Intro to Fractions and Adding/Subtracting Fractions
Week 3 Packet	Jan 24 – Jan 31	2.4 & 3.1*	Multiplying/Dividing Fractions and Decimals (Quiz this week)
Week 4 Packet	Jan 31 – Feb 7	Exam 1 & 5.1	Ratios
Week 5 Packet	Feb 7 – Feb 14	5.2 & 6.1	Solving Proportions and Intro to Percents (Quiz this week)
Week 6 Packet	Feb 14 – Feb 21	6.2 & 6.3	Percents, Percents and More Percents (Quiz this week)
Week 7 Packet	Feb 21 – Feb 28	Exam 2 & 8.1*	Intro to Basic Statistics
Week 8 Packet	Feb 28 – Mar 7	7.1, 7.2 & 7.3	Intro to Signed Numbers and Adding/Subtracting Signed Numbers
March 7 - 14: Spring Break – take a week off! My advice: practice the old stuff - the final is in 7 weeks!			
Week 9 Packet	Mar 14 – Mar 21	7.4 & 7.5	Multiplying and Dividing Signed Numbers
Week 10 Packet	Mar 21 – Mar 28	4.1, 4.2 & 4.3	Intro to Basic Algebra, Solving Addition, Subtraction, Multiplication and Division Equations
Week 11 Packet	Mar 28 – April 4	9.1 – 9.3	Solving Equations and Using Formulas (Quiz this week)
Week 12 Packet	April 4 – April 11	Exam 3 & 8.2*	Tables and Graphs
Week 13 Packet	April 11 – April 18	10.1 & 10.2	U.S. and Metric Units and Conversions (Quiz this week)
Week 14 Packet	April 18 – April 25	11.1 – 11.4	Basic Geometry, Perimeter and Circumference, Area, Volume
Week 15	April 25 – May 2	Exam 4	
Week 16	May 3 – May 7	Final Exam**	

*Note: Sections 3.1, 8.1 and 8.2 will be tested on Exam 4

** Note: The final exam will be available Tuesday May 3rd through Saturday May 7th ONLY!

Pre-Algebra
MATH 074 – 96 & 97
Mr. Cloutier – WINTER 2011
STUDENT TECH SUPPORT: (800) 677-6337

✗ MML

Welcome Students!

MyMathLab is an interactive website where you can:

- Self-test & work through practice exercises with step-by-step help to improve your math skills.
- Study more efficiently with a personalized study plan and exercises that match your book.
- Get help when YOU need it. MyMathLab includes multimedia learning aids, videos, animations, and live tutorial help.

Before You Begin:

To register for MyMathLab you will need:

1. A MyMathLab student access code (packaged with your new text, standalone at your bookstore, or available for purchase with a major credit card at www.coursecompass.com)
2. Your instructors' Course ID number: **cloutier35261**
3. Your school's zip code: **48128**
4. A valid email address

Student Registration:

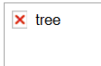
- Go to <http://www.coursecompass.com> and click the **Register** button under Students.
- Review the **Before You Start** information to ensure you have everything you need to register; click Next.
- On the Course ID page:
 - Enter the Course ID and click on Find Course
 - Choose your enrollment method
 - If your student access code came packaged with your textbook, select Access Code. (Select "Buy Now" to purchase online access using your credit card)
 - Enter your student access code as displayed; use the tab key to move from box to box and use all CAPITAL LETTERS when entering the access code. Click Next.
- Please read all information in the License Agreement and Privacy Policy. Click on Accept if you agree to the terms.
- On the Access Information screen:
 - If you have registered for other Pearson online products and already have a login name and password, select Yes. Boxes will appear for you to enter your login information.
 - If this is the first time you have registered for a Pearson online product, select No. Boxes will appear for you to enter your desired login name and password. You may want to use your email address as your login name. If you do not use your email address, be prepared with a second login name choice if the one you first selected is already in use. Your login name must be at least 4 characters and cannot be the same as your password.
 - If you aren't sure whether you have a Pearson account or not, select Not Sure. Enter your email address and click Search. If you have an account, your login information will be sent to your email address within a few moments. Change your selection to Yes, and enter your login name and password as directed.
- On the Account Information page, enter your first and last name and email address. Re-type your email address to make sure it is correct.
- In the School Location section, select United States from the School Country drop-down menu. Enter your school zip code, and then select your school from the drop-down list.
- Select a security question and answer to ensure the privacy of your account. Click Next.
- When your registration process is complete you will see a confirmation screen. Click Log In Now to reach CourseCompass, and click Log In. Enter your login name and password and click Log In.

Logging In:

- Go to www.coursecompass.com and click on Log In. Enter your login name and password and click Log In.
- On the MyCourseCompass page, click on the course name to enter your instructor's course.
- The first time you enter your course from your own computer and anytime you use a new computer click the **Installation Wizard** on the announcements page or navigational button at the bottom left of the screen. The wizard (or Browser Check) will detect and then help you install the plug-ins and players you need to access the math exercises and multimedia content in your MyMathLab course. Follow the screen instructions to complete this process. NOTE: Check with your instructor to ensure all plug-ins are installed in the college computer labs.
- After completing the installation process and closing the wizard you will be on your course home page and ready to begin exploring your MyMathLab course.

Need help?

Contact Product Support at <http://www.mymathlab.com/contactus.htm> for live CHAT, email or phone support.



Support Services and Resources

Academic Year 2010 – 2011

(Additional information at <http://www.hfcc.edu>)

Do you need help or assistance with:	Where you can go:	What's offered:
Class placement?	Assessment Office 313.317.6399 LRC-117	Students take the COMPASS test here so that they are properly placed into the correct English, Math, Chemistry or ESL (English as a Second Language) courses.
Physical or academic learning disabilities?	Assisted Learning Services (ALS) 313.845.9617 LRC-125	Assisted Learning offers support services for physically challenged, learning disabled or academically disadvantaged students.
Personal or family issues, educational or career goals, transferring?	Counseling 313.845.9611 or 313.845.9612 LRC-117	The Counseling Office provides assistance and support for students trying to reach personal, educational and career goals. They also have information available for transferring to four-year institutions.
Math? Reading? Writing?	Learning Lab 313.845.9643 LRC-200 http://hfccclab.info/	The Learning Lab provides trained tutors and instructors who provide free assistance to students who would like to develop their math, writing or reading skills.
The English language?	English Language Institute (ELI) 313.317.1556 L-142	After taking the COMPASS test in the Assessment Office, non-native speaking students may register in intensive year-round courses to expedite their English proficiency.
Buying books? Getting transportation to and from campus?	Student Outreach and Support (SOS) 313.845.9629 LRC-125	All students are welcome! Programs and services designed for both women and men to maximize opportunities and achieve educational goals through counseling, support groups and seminars.
Finding a job?	Job Placement 313.845.9618 T-112	The Job Placement office provides assistance for students seeking full time, part time or temporary employment before or after graduation.
	Cooperative Education 313.845.6359 T-211J	Students who do Co-Op can benefit from being paid while obtaining on-the-job training.
Paying for college?	Financial Aid Office 313.845.9616 LRC-001	The Financial Aid office offers financial assistance and veteran services to all students. You may also apply online at:

	http://www.fafsa.ed.gov	
Child care?	Child Development Center 313.317.6527	The Child Development Center offers state-licensed day and evening child-care for children ages 2½ through 12.
Grades, transcripts or registering and/or adding or dropping classes?	Registration 313.845.6403 LRC-013	The Registration Office provides transcripts and enrollment services.
Would you like to:	Where you can go:	What's offered:
Use a computer?	Library 313.845.9606	Our library has 40+ computers that are free and available for ANY student to use.
	Learning Lab LRC-200 313.845.9643	The Learning Lab has 30+ computers that are free and available for ANY student to use. Don't forget the free reading, writing and math help!
	Business and Economics Lab L-332 313.845.9645	Computers in this lab are available ONLY for current Business and Economic students. Go to L-332 to view the schedule.
	Computer Information Systems (CIS) Lab T-194	60+ computers in this lab are available ONLY for current CIS students. Go to T-194 to view the current schedule.
	Graphic Design Lab F-160 313.845.6487	Computers in this lab are available ONLY for current Graphic Design students. Go to F-160 to view the current schedule.
	Music Technology Computer Lab F-112	Computers in this lab are available ONLY for current Music students. Go to F-112 to view the current schedule.
Add, change or drop classes? Check your grades? Check your financial aid and payment information?	Nursing Computer Lab N-141 313.845.6305	Computers in this lab are available for current Nursing students ONLY.
	Registration LRC-013	The Registration Office provides transcripts and enrollment services.
Get free tutoring?	My Web Advisor	Online access to registration, grades, adding and dropping classes, financial aid and payment information.
	Learning Lab LRC-200	Provides students an opportunity to develop their math and writing skills.
Get free writing or reading help?	Assisted Learning Services (ALS) LRC-125	Assisted Learning offers individualized or small group tutoring for several classes including math, biology, chemistry and more. Schedules can be picked up in LRC-125.
	Learning Lab LRC-200	Provides students an opportunity to develop their writing or reading skills.
Join a student club?	Student Activities/Organizations 313.845.9865 C-105	HFCC has numerous Student Clubs and Organizations for you to join and connect with other students.
Find articles, books or previous newspapers?	Library 313.845.9606	Our library has an extensive collection, a Media Center, group-study rooms and an online catalog.
Find the right book for your class?	College Store 313.845.9603	Textbooks, study guides, supplies, clothing, computer software and snacks.
Provide newspaper input?	The Mirror 313.845.9639 C-117	The student newspaper has student articles and the latest college information.