

SYLLABUS

Code: MATH 011

Title: PREALGEBRA, Part I

Institute: STEM

Department: MATHEMATICS

Course Description: This course is the first half of the content of MATH 015 (the second half is covered by MATH 012). The MATH 011-012 sequence prepares students for elementary algebra. In MATH 011, operations with whole numbers, integers, and fractions are reinforced through application problems. Other topics include formulas, practical geometry, evaluating algebraic expressions, absolute value, and solving simple algebraic equations. This is a developmental course in foundational studies and will not be counted towards degree requirements. NOTE: Students taking MATH 011 may not enroll simultaneously in any other math course.

Prerequisites: None.

Credits: 4

Lecture Hours: 4

Lab: 0

REQUIRED TEXTBOOK/MATERIALS:

See your instructor addendum for a complete list of required materials for your section.

- 1. Textbook:** The Brookdale Mathematics Department: Prealgebra MATH 011/012/015. This eBook is available for free online – the link is in your Canvas course. Your instructor may require that you bring a hard copy to class. A hard copy of the eBook can be purchased at the College bookstore.
- 2. Homework:** Online homework will be completed using the MyOpenMath platform, which is free to students.
- 3. Notebook:** You should use a loose-leaf notebook. Use a section of the notebook for class notes and in-class problem solving, and a different section for homework. A loose-leaf notebook is preferred over a spiral-bound notebook since your instructor may wish to collect assignments periodically. Returned assignments, labs, tests, and quizzes can be reinserted into their proper location in a loose-leaf notebook.
- 4. Calculator:** You will need a scientific calculator for this course, like the TI-30x Multiview. Calculator-based questions will be included throughout the course and the calculator will be used to explore and develop concepts. You will not be allowed to use your cell phone as a calculator.
- 5. Ruler:** You will need a 6-inch or 12-inch ruler with a centimeter scale.
- 6. Computer:** If your instructor uses computer components for the course, you must have access to a computer with internet capability. You may use the computers in the Bankier Library or the Math Lab.

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ADDITIONAL TIME REQUIREMENTS:

OTHER TIME COMMITMENTS:

- In addition to the regular class hours, you will need to set aside time each week for homework. The weekly time will vary by topic and level of difficulty, but as an estimate, you should expect two homework hours for *each* class hour per week. For example, if your class meets for four hours per week, you should expect to spend about **eight** hours per week on homework.
- If you are having any difficulty with the course material, you may need to allow time to see your instructor during office hours or to get help in the Math Lab.

COURSE LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- Demonstrate the mathematical skills appropriate to this course.
- Analyze and solve application problems.
- Interpret solutions in the context of the situation.

COURSE GOAL:

Upon completion of this course, students will be able to:

- Successfully participate in MATH 012.

GRADING STANDARD: In this course, you will be evaluated by means of tests, labs, quizzes, activities and possibly homework.

A. TESTS

There will be three tests, one after each unit. Each test is cumulative and covers material from the beginning of the course. All supporting work must be shown on tests in order for your instructor to properly assess your understanding of the material. The tests will be given in class and it is expected that you will be in class to take the test on the day it is given. If you are very ill (verifiable with a doctor's note) or you have some other emergency, you *must* contact your instructor immediately.

Retesting for Test 1 and Test 2: If you pass a test with a grade of 70 or higher, you may not retest for a higher grade. For Test 1, if your grade is below 70, you have one opportunity for a retest. For Test 2, if your grade is below 70, you have one opportunity for a retest. The decision about retesting should be made in consultation with your instructor. A passing retest grade is recorded as a 70. Before retesting you *must* meet with your instructor and be prepared to show all your homework and corrections on the test. Your instructor may require additional work and/or a special session in the Math Lab. Your instructor will determine when you are ready for the retest. The retest must be taken within two weeks of the day the test was given in class, unless your instructor has made different arrangements. The grade on the retest, which will not be recorded as higher than 70, will be the grade used to compute your average for the course.

B. QUIZZES/HOMEWORK

There are two or more in-class quizzes per unit and your instructor may also choose to use certain homework assignments for evaluation. At the end of the semester, your grades on the quizzes will be used to form your "Quiz Grade". Your instructor may choose to use online quizzes and online homework assignments as part of your course grade.

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C. LABS/ACTIVITIES

A portion of class time will be used for activities designed to help you learn. Some examples are: labs, group work, writing, and computer and calculator exercises. You will be graded on your participation and performance during each lab session and activity.

At the end of the semester your grades will be used to form your "Lab Grade" and "Activity Grade."

GRADING

Each test is graded on the basis of 100 points, and the labs are averaged to form your "lab grade", and the quizzes are averaged to form your "quiz grade." Your activities are averaged to form your "activity grade." Your final course average is determined by a weighted average as follows:

Test 1	20%
Test 2	25%
Test 3	25%
Quiz	5 – 10%
Lab	5 – 10%
Homework	5 – 10%
Activity	5 – 10%

FINAL GRADE

Your final grade is determined as follows:

If your final course average is	Your final grade is
90 – 100	A
88 – 89	A-
86 – 87	B+
80 – 85	B
78 – 79	B-
76 – 77	C+
70 – 75	C
65– 69	F or INC (see below)
Below 65	F

Incomplete

INC is only given at the discretion of your instructor. This may occur:

1. If your final average is 65 – 69. In this case, you must pass a comprehensive final exam with a minimum grade of 70 to earn a grade of C for the course. Failure to pass this test will result in a grade of F.
OR
2. In documented cases of hardship or emergency. In this case, you must meet with your instructor to discuss the work that must be completed to earn a grade in the course.

All work must be completed within 21 days after the end of the term, exclusive of official college closings.

Withdrawal

You may withdraw from the course, without penalty, up to a date set by the College. If you do not withdraw from the course but stop attending, your grade at the end of the semester will be F.

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COURSE CONTENT: (TEXT SECTION)

Unit 1: In this unit, you will perform arithmetic operations and solve application problems with whole numbers. You will be introduced to algebraic expressions. You will study integers and learn how to add integers.

Unit 1 Outcomes: You will:

- o Learn tips on becoming a successful math student (1.1)
- o Identify place value, write numbers in standard notation, compare whole numbers on a number line (1.1)
- o Round and estimate whole numbers (1.1)
- o Perform arithmetic operations with whole numbers using a calculator (1.2 – 1.5)
- o Recognize the properties of whole numbers (1.2, 1.4, 1.5)
- o Find perimeter and area of geometric figures (1.2, 1.4)
- o Solve application problems involving whole numbers; calculate the mean of a set of numbers (1.2 – 1.5)
- o Evaluate expressions with exponents and square roots; apply order of operations using whole numbers; evaluate algebraic expressions
- o Compare integers on a number line, find absolute values and opposites of integers (2.1)
- o Add integers (2.2)

Unit 2: In this unit, you will perform arithmetic operations, solve equations and solve application problem with integers. You will also simplify algebraic expressions.

Unit 2 Outcomes: You will:

- o Perform arithmetic operations with integers by hand and with a calculator and solve application problems (2.2 – 2.4)
- o Evaluate expressions, apply order of operations (3.1)
- o Recognize properties of real numbers applied to algebraic expressions (3.2)
- o Simplify algebraic expressions using the distributive property of multiplication over addition (3.2)
- o Solve linear equations in one variable (3.3)
- o Solve linear equations with multiple steps (3.4)
- o Translate verbal statements into equations and solve applications of linear equations (3.5)

Unit 3: In this unit, you will perform arithmetic operations, solve equations, and solve application problems with fractions.

Unit 3 Outcomes: You will:

- o Find multiples and factors (4.0)
- o Represent numbers in a variety of ways: picture form, as equivalent fractions, as mixed numbers and improper fractions (4.1)
- o Compare and order fractions (4.1)
- o Simplify fractions (4.2)
- o Perform basic arithmetic operations with fractions by hand and with a calculator (4.2 – 4.5)
- o Solve application problems involving fractions (4.2 – 4.5)
- o Evaluate and apply order of operations to expressions with fractions and simplify complex fractions (4.3, 4.5)
- o Solve equations with fractions (4.7)

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DEPARTMENT POLICIES:

The Math Department wants you to be successful in this course. Because of this, we have compiled a list of strategies and behaviors.

Attendance and class participation

- If you want to be successful in this course, attend every class.
- Come to class on time and stay for the entire class period. If you are late or leave during class, you will miss important class material and you will also distract your classmates and your instructor. (See the Student Conduct Code)
- Turn off your cell phone during class. You and your classmates need to be free from distractions. (See the Student Conduct Code)
- Bring your book, notebook, calculator, and ruler to every class.
- Respect your classmates and your instructor. Listen carefully to questions asked and answers given. Treat all questions with respect.
- Participate fully in class. Volunteer answers, work problems, take careful notes, and engage in discussions about the material. Above all, stay on task.
- Contribute your share to your in-class group work and do your best to make the group experience a positive one for all members.
- Do your own work on tests and quizzes. Cheating will not be tolerated. (See the Academic Integrity Code.)

Homework

- Homework is the way you practice the ideas and skills that are introduced in class. To be successful on the tests, you must do the homework. Homework may be collected, and homework questions may be included on quizzes or tests.
- When you do the homework, write down all supporting work. Using the correct process is at least as important as getting the correct answer, so your work and steps are very important.
- If there are questions you can't get or don't understand, ask about them at the beginning of the next class. If you have trouble with more than a few problems, try starting your homework in the Math Lab, where help is available.

Absence

- If you are sick and an absence is unavoidable, please call or email your instructor. You are still responsible for all material that was covered during your absence. You are expected to read the textbook and do the homework.
- Make time to see your instructor when you return so that you can get any papers you missed.
- You will not be able to make up labs, activities, or quizzes.
- Remember that you are expected to be in class for the tests.

Getting Help

After you have tried the homework, there are ways to get help:

- Look in your text and your class notes for examples similar to the problems you are finding difficult.
- See your instructor during office hours or make an appointment. Bring the work you have done.
- Go to the **Math Lab** to get extra help on your homework or simply go and do your homework there. Someone will be there if you get stuck. You don't need an appointment to use the Math Lab.

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- Form a **study group** with other class members. Working with other students can be a great way to learn. If you have a group to work with, consider meeting and working together in the Math Lab.
- You can use the computers in the computer lab within the Math Lab to do work related to your math course.
- In the Math Lab, you can get help on how to use your calculator.

Visit the [Math Lab website](#) to view hours and other useful information about the Math Lab.

COLLEGE POLICIES:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK](#) AND [BCC CATALOG](#).

NOTIFICATION FOR STUDENTS WITH DISABILITIES:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

MENTAL HEALTH:

- Mental Health Crisis Support: From a campus phone, dial 5555 or 732-224-2329 from an external line; off-hours calls will be forwarded to BCC police (2222 from a campus phone)
- Psychological Counseling Services: 732-224-2986 (to schedule an appointment during regular hours)

The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arises.