Course Outline
Math 0300 - 012
Fall, 2009

INSTRUCTOR: Matthew Hudock **OFFICE:** NTB 304

OFFICE HOURS:

Monday through Thursday	8 am - 9 am
Monday& Wednesday	11 am - 1 pm
Saturday	7 am - 8 am
Saturday	1 pm - 2 pm (NTB 307)

PHONE NUMBER: (210) 486-2884

FAX NUMBER: (210) 486-2675 **E-MAIL:** mhudock@alamo.edu

WEBSITE: http://www.countingbear.com

CLASSROOM/TIME: Tuesday & Thursday 9:15 am - 10:30 am, NTB 300

APPLIED SCIENCES MAJORS If your major is in the Applied Sciences, you should not take this course. You should take Math 0350 or Math 0351.

LECTURE NOTES: You will need to get the Math 0300 Lecture Notes, Fall, 2009 notebook (blue cover) for this course. You can either purchase it from the bookstore or you can print it out from my website.

PERFORMANCE MEASURES: During the semester, there will be four in-class unit tests, thirty-four Mathzone assignments (lab activity grade), four reviews for the tests, and a comprehensive final exam. It is the Math Department policy that in order to pass this class, your overall average must be at least a 70%. Each test, including the final exam is worth 14% of your grade, your review average is worth 10% and your lab activity grade is worth 20%. The following scale will be used in assigning grades:

90% - 100%: A 80% - 89%: B 70% - 79%: C Below 70%: IP or F

In the event that you do not pass the class, you can receive an IP (In Progress) grade. The IP grade does not count against you in your GPA. You would still need to retake the course. In order to get an IP instead of an F in this class, you will need to satisfy both of these conditions:

1) You must take each and every in class unit test. This includes making a reasonable attempt on the majority of problems on each test.
2) You must complete the course work and show that you are making progress in learning the material.

TEST POLICY: All tests will be closed books and closed notes. They must be taken in one sitting and no help of any kind is allowed. All electronic devices must be turned off and put away during a test. You are only allowed to use a four-function calculator when taking a test. If you need additional time than the allotted class time to take the test, you must make arrangements with the instructor to do so the class period before the test. The tests must be taken on the day they are schedule. At the end of the semester, there will be an opportunity to make-up/retake one test during class.

CELL PHONES AND OTHER ELECTRONIC DEVICES: With an exception of a calculator, all other electronic devices including cell phones must be turned off and put away during class.

STUDENT RESPONSIBILITIES:

ATTENDANCE/TARDY POLICY: It is extremely difficult to learn if you miss the explanation of how the work is done. Attendance is required for the class and the lab and will be recorded during each time. In class, a sheet will be passed around at the beginning and **IT IS YOUR RESPONSIBILITY** to sign by your name. Failure to do this will result in you being recorded as being absent. You are expected to attend every class. If you accumulate absences equivalent to two weeks of class (one week during the summer), you may be dropped from this course for excessive absences unless extreme circumstances warrant otherwise **and** are brought to my attention in a timely manner. You are considered absent if 1) you do not attend class, or 2) you are more than 15 minutes late to class, or 3) you leave more than 15 minutes early.

TIME COMMITMENT: In order to be successful in this course, you need to spend time every day on the material. The rule for this type of course is to spend 3 hours outside of class for every hour in class. Since we meet for 3 hours a week, that translates into 9 hours you need to spend on the course outside of class per week. So, you will need to spend a minimum of 1 hours and 15 minutes a day on this course outside of class.

GETTING HELP: Seek help immediately if you do not understand something or cannot do the homework assignment. If you wait, you will not understand anything we are doing in class and you will get even more behind. It is absolutely critical that you keep up with the course since the material builds on itself. Do not be afraid to ask questions in class. The worst I will do to you is to ask you to see me after class. Also, remember you have several resources for getting help: the instructor, the tutors in the Math Lab in NTB 307, the tutors in NTB 116, and your classmates. Many students find a study group to be helpful as well. There is also a Math computer lab in NTB 307.

Mathzone LAB ACTIVITY: When you registered for this course, you also registered for a lab that meets outside of class one hour a week. The lab uses a course management system called Mathzone that comes with the textbook. All your homework assignments are in Mathzone. The homework will consist of assignments based upon the textbook and there are a total of thirty-four assignments.. Be aware that you will need to spend additional time outside of your lab time to complete your assignments. You can access Mathzone using a computer with an Internet connection outside of school. You can also use the computer lab during open lab times. The lab average is worth 20% of the final grade. Instructions for accessing Mathzone will be provided during your first lab meeting.

EMAIL: When I write to you, I will use your PALS address, so you will need to check your PALS mail frequently. Through the PALS website you have access to academic resources, email, and other online services. The following link will provide you access to PALS: http://spcportal.alamo.edu/cp/home/loginf. You can get help with logging into PALS by calling the ACCD Help desk 485-0555 or visiting their website at http://www.alamo.edu/it/pals/troubleshoot.html.

REVIEWS FOR THE TEST: The reviews will be assigned throughout the semester. Usually, they are longer and harder versions of the in-class unit tests. The reviews are open book and open notes and are to help prepare you for the test. The reviews are due at the beginning of the test. Your review average will count for 10% of your grade. No papers will be accepted late, but I will drop your lowest score at the end of the term. To receive full credit when turning in an assignment, you need to follow these guidelines (otherwise you will lose points):

1) Use **one side** of regular notebook paper (8" by 10 1/2"). No jagged edges. Your paper should be neat, clean, and easy to read.

2) Put your name (first and last), your course and section number on the top of the first page of your assignment.

3) Label each problem and work it in a logical, neat, and easy to read manner.

4) Complete the entire assignment correctly.

5) When turning in your assignment, put all your sheets in the correct order.

MISSING CLASS: If you should miss class, it is **your** responsibility to get a copy of any notes and handouts given in class. A copy of the notes and handouts will be posted on my website. You are responsible for all material covered in class.

WITHDRAWING FROM THIS CLASS: If you decide to stop attending, it is your responsibility to withdraw from the course by the day posted in the Class Schedule. Otherwise, you will receive an "F" for the course.

GRADED PAPERS: Any test that is not collected from your instructor within two weeks of when it was returned to the class or by the final exam day will be destroyed.

Calendar

Week	Class Activity	Assignments
Week # 1 Aug 24 - Aug 30	Orientation Sect 1.1 - Introduction to Whole Numbers Sect 1.2 - Addition of Whole Numbers and Perimeter Sect 1.3 - Subtraction of Whole Numbers	Read Sect 1.1 - 1.3 Complete and Submit MathZone Hwk #01 - 03 by Saturday, Sep 05 at 11:45 PM CT
Week # 2 Aug 31 - Sep 06	Sect 1.4 - Rounding and Estimating Sect 1.5 - Multiplication of Whole Numbers and Area Sect 1.6 - Division of Whole Numbers	Read Sect 1.4 - 1.6 Complete and Submit MathZone Hwk #04 - 06 by Saturday, Sep 05 at 11:45 PM CT
Week # 3 Sep 07 - Sep 13	Sect 1.7 - Exponents, Square Roots, & the Order of Operations Sect 1.8 - Problem-Solving Strategies Ch 1 Review Sect 2.1 - Introduction to Fractions and Mixed Numbers	Read Sect 1.7 - 1.8 Complete and Submit MathZone Hwk #07 & 08 by Saturday, Sep 12 at 11:45 PM CT
Week # 4 Sep 14 - Sep 20	**Test #1 over Ch 1 on Tuesday, Sep 15** Sect 2.2 - Prime Numbers and Factorizations Sect 2.3 - Simplifying Fractions to Lowest Terms	Read Sect 2.1 Review #1 due before Test #1 Complete and Submit MathZone Hwk #09 by Saturday, Sep 19 at 11:45 PM CT
Week # 5 Sep 21 - Sep 27	Sect 2.4 - Multiplication of Fractions and Applications Sect 2.5 - Division of Fractions and Applications Sect 2.6 - Multiplication and Division of Mixed Numbers	Read Sect 2.2 - 2.4 Complete and Submit MathZone Hwk #10 - 12 by Saturday, Sep 26 at 11:45 PM CT
Week # 6 Sep 28 - Oct 04	**Development Day (no class) on Tuesday, Sep 29** Sect 2.6 - Multiplication and Division of Mixed Numbers Sect 3.1 - Addition and Subtraction of Like Fractions	Read Sect 2.5 - 3.1 Complete and Submit MathZone Hwk #13 - 15 by Saturday, Oct 03 at 11:45 PM CT
Week # 7 Oct 05 - Oct 11	Sect 3.2 - Least Common Multiple and Equivalent Fractions Sect 3.3 - Addition and Subtraction of Unlike Fractions Sect 3.4 - Addition and Subtractions of Mixed Numbers	Read Sect 3.2 - 3.4 Complete and Submit MathZone Hwk #16 - 18 by Saturday, Oct 10 at 11:45 PM CT

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Week # 8 Oct 12 - Oct 18	Sect 3.5 - Order of Operations and Applications of Fractions Ch 2 and 3 Review Sect 4.1 - Decimal Notation and Rounding	Read Sect 3.5 & 4.1 Complete and Submit MathZone Hwk #19 & 20 by Saturday, Oct 17 at 11:45 PM CT Review #2 due before Test #2
Week # 9 Oct 19 - Oct 25	**Test #2 over Ch 2 & 3 on Tuesday, Oct 20** Sect 4.2 - Addition and Subtraction of Decimals Sect 4.3 - Multiplication of Decimals	Read Sect 4.2 & 4.3 Complete and Submit MathZone Hwk #21 & 22 by Saturday, Oct 24 at 11:45 PM CT
Week # 10 Oct 26 - Nov 01	Sect 4.4 - Division of Decimals Sect 4.5 - Fractions as Decimals Sect 4.6 - Order of Operations and Applications of Decimals	Read Sect 4.4 - 4.6 Complete and Submit MathZone Hwk #23 - 25 by Saturday, Oct 31 at 11:45 PM CT
Week # 11 Nov 02 - Nov 08	Sect 9.4 - Mean, Median, and Mode Ch 4 and Sect 9.4 Review Sect 10.1 - Real Numbers and the Real Number Line	Read Sect 9.4 & 10.1 Complete and Submit MathZone Hwk #26 & 27 by Saturday, Nov 07 at 11:45 PM CT Review #3 due before Test #3
Week # 12 Nov 09 - Nov 15	**Test #3 over Ch 4 & Sect 9.4 on Tuesday, Nov 10** Sect 10.2 - Addition of Real Numbers Sect 10.3 - Subtraction of Real Numbers	Read Sect 10.2 & 10.3 Complete and Submit MathZone Hwk #28 & 29 by Saturday, Nov 14 at 11:45 PM CT
Week # 13 Nov 16 - Nov 22	Sect 10.4 - Multiplication and Division of Real Numbers Sect 10.5 - Order of Operations Sect 11.1 - Concepts 1 & 2 Algebraic Expressions	Read Sect 10.4 - 11.1 Complete and Submit MathZone Hwk #30 - 32 by Saturday, Nov 21 at 11:45 PM CT

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Week # 14 Nov 23 - Nov 29	Ch 10 and Sect 11.1 Review Sect 6.1 - Percents and Their Fraction and Decimal Forms Sect 6.2 - Fractions and Decimals and Their Percent Forms **College Holiday (no class) on Thursday, Nov 26**	Read Sect 6.1 & 6.2 Complete and Submit MathZone Hwk #33 & 34 by Saturday, Nov 28 at 11:45 PM CT Review #4 due before the test.
Week # 15 Nov 30 - Dec 06	**Test #4 over Ch 10 & 11.1 on Tuesday, Dec 01** **Test Amnesty Day is Thursday, Dec 03** Review for the Final	Course Review Catch-up on Old MathZone Assignments by Saturday, Dec 05 at 11:45 PM CT
Week # 16 Dec 07 - Dec 13	Final Exam is on Tuesday, Dec 8 from 9 - 10:50 am in NTB 300	