COURSE TITLE: Pre-Algebra and Algebra I

CATALOG NO: MAT006

SECTION NO: 300

CRN: 96088

MEETING TIME: 2:00pm – 2:50pm; Monday
1:30pm – 3:10pm; Tuesday and Thursday

ROOM NO: Shinnecock Bldg. 114 Monday
215 Tuesday and Thursday

PREREQUISITE: NONE

INSTRUCTOR: Mrs. Elizabeth A. Petroulias
E-mail: petroue@sunysuffolk.edu

MATH SECRETARIES: Ms. Kim Wourgola ~ Phone #: (631) 548-2628
Ms. Iris Rilling ~ Phone #: (631) 548-2610
Office: Shinnecock Building, Room 220

OFFICE HOURS: 3:15pm – 3:45pm Tuesday and Thursday

By Jordan and Palow; Pearson Addison-Wesley Publishing

RECOMMENDED:
- Basic scientific calculator (no cell phone or graphing calculators)
- Binder, dividers, and paper
- Pencils and an eraser
- Folder
GENERAL DESCRIPTION (from SCCC Catalog):
Review of arithmetic skills and introduction to the basic concepts of algebra. Topics include arithmetic skills, geometry, language of algebra, order of operations, signed numbers, linear equations, two equations in two unknowns, polynomials, solving quadratic equations by factoring, and selected verbal problems. Graded on an SA-SB-SC-U-W basis. Does not fulfill requirements for any degree or certification. Serves as a prerequisite for any course which MAT007 is a prerequisite. No prerequisite.

COURSE OBJECTIVES:
The purpose of this course is for students to be able to:
1. Perform the four arithmetic operations; addition, subtraction, multiplication, and division with the following sets of numbers: whole numbers, decimals, fractions, mixed numbers, and signed numbers;
2. Correctly evaluate expressions with the following sets of numbers: whole numbers, fractions, decimals, and signed numbers;
3. Be able to write equivalent forms of a fraction, mixed number, decimal, and percent;
4. Know the meaning of ratio and proportion and be able to solve a proportion;
5. Acquire a clear understanding of the concepts of perimeter, area, and volume when applied to simple geometric figures;
6. Understand the use of variables of real numbers and the use of order of operations;
7. Understand the field properties of real numbers (associative, commutative, identities, inverses, and distributive properties) and be able to apply these properties in manipulating algebraic equations;
8. Solve linear equations and inequalities in one variable and develop the ability to analyze verbal problems and solve them;
9. Perform polynomial addition, subtraction, multiplication, division, and factoring; solve polynomial equations that can be factored and apply these techniques to verbal problems;
10. Simplify and perform basic operations on rational expressions; solve rational equations using factoring techniques;
11. Understand radicals and simplify expressions involving radicals;
12. Graph lines using: table of values, intercepts, slope.

College wide Attendance Policy:
All students are required to attend every class session of each course for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance, even if absences are the result of late registration or add/drop activity at the beginning of the term as permitted by college policy. The college defines excessive absences or lateness as more than the equivalent of one week of class meetings during the semester. Excessive absence or lateness may lead to failure in or removal from the course.

ATTENDANCE POLICY:
- You are required to attend every class unless you are simply unable to do so.
  Attendance is an important key to successfully completing this course
- If you are absent, it is your responsibility to have the missed lecture material covered and the related homework done by the time you return.
- Unexcused absence for more than the equivalent of one week of class meetings during the semester is subject to failure or removal from the class roster, regardless of scores on exams and quizzes.
  To avoid an unexcused absence, you must contact me by phone or e-mail prior to class.
EVALUATION:

Participation and Assignment Grade (averaged together) 10 %  
Quiz Grade Average 10 %  
Test Grade Average 50 %  
Final Exam 30 %

Participation Grade:
For each class you will receive a participation grade. If you attend class and actively participate ( prepared for class, took notes, asked questions, etc.) , you will receive a point for that class. If you did not attend class or were in class and were noticeably unprepared or disruptive in any way, you will not receive a point. At the end of the semester, the points will be totaled and divided by the total number of classes to get your participation grade.

Example: If you received 43 points that would be divided by 45 and your participation grade would be 95.5 rounded to a 96.

Please note: for every three classes that you are late or leave early, 1 point will be subtracted from your point total.

Homework:
- Homework will be assigned and checked unannounced. Therefore, it is your responsibility to have your assignments completed at all times.
- After each class session, it is a good idea in your mind to summarize the main point of each section covered in class and immediately work on the assigned homework.
- Circle the problems you had difficulties with and be certain to ask me in class or see me during my office hours for the solution.
- I am more than happy to spend extra time with anyone who is confused with a lesson and needs extra help. Please let me know.
- If it is necessary for you to be absent, complete the next assignment before you return.

Assignments:
Throughout the semester you will receive approximately 9 assignments to be completed, turned in and graded. You will be given one week to complete the assignment.

Each assignment will be graded on a 5 point scale. To receive full credit on an assignment it must meet the following criteria:
1. Handed in on time. For every class that the assignment is late, one point will be subtracted from the total. No assignments will be accepted after one week of the due date and a ‘0’ will be entered as a grade.
2. Your name, date, page(s) of assignment, and numbered problems should be clearly stated.
3. All work must be shown for every problem. A definite effort in completing the assignment should be shown. Credit will be deducted for any missing problems or work not shown. Most of the problems should be answered correctly.

Please note: These assignments are set up to help you do well on the tests and the final exam. Therefore, it is strongly recommended that you spend the **time** and **effort** in completing them.

**Quiz Grade**
Quizzes will be given with high frequency throughout the semester. Quizzes may be announced or unannounced. **There will be no make-ups for missed quizzes.** However, the two lowest quiz grades will be dropped. If you are absent from class on the day of a quiz, a ‘0’ will be entered for that grade and will count as one of the quiz grades dropped.

**Exams:**
There will be Eight (8) exams given during the course, as appropriate after each major section or chapter(s) taught.

Unless otherwise stated, you must **show all work to receive full credit for each question.** A correct answer with no work shown or incorrect work shown **will not receive credit.**

**No Work = No Credit**
You may drop the lowest grade on any exam (except the Final Exam). If you are unable to be present on the day of an exam, a grade of zero (0 %) will be recorded for that exam; however, that would then be the lowest grade that would be dropped.

**You will be issued a make-up exam only if it was missed due to serious and extenuating circumstances** (i.e. does not include transportation or auto problems, doctor or dentist appointments, minor illnesses, or everyday problems). **In this case, you must notify me before the test or as soon as possible to arrange a time for a make-up exam during my office hours and within one week of returning to class.**

**Final Exam**
To prepare for the final and to do well in this course, I encourage you to **study and review constantly all class notes, all homework and assignments, all quizzes and exams.**

*** Please Note***
A make-up final exam will only be issued under serious and extenuating circumstances. You must also have at least a 70 % participation grade, and be prepared to show proof or documentation of reason for make-up exam. A student who gives false or misleading information in order to receive a make-up exam will fail the course.

**Final Letter Grade:**
- MAT006 is graded on an **SA – SB – SC – W - R - U** basis
  - SA  90 – 100 %
  - SB  80 –  89 %
  - SC  70 –  79 %
• A grade of **W** will be given to students who withdraw officially by returning a withdrawal slip with my signature to the Registrar’s Office by October 21st.
• A grade of **U** will be given to students who achieve a course average below 60% or who stop attending class.

CLASS DECORUM:
The following actions will not be tolerated. Talking disruptively, regularly arriving late or leaving early. Please remain in the class for the entire period by taking care of personal issues before or after class. This includes phone calls. **If you need to be updated during an emergency please set your phone to vibrate to minimize the disruption and leave the room discretely. During an exam or quiz all cell phones must be turned off.**

STUDENTS WITH SPECIAL NEEDS:
Anyone in class who has special needs as a result of a disability, please see me as soon as possible. Special seating, testing, or other accommodations can be made as needed.

HONESTY:
You are encouraged to work on homework assignments together; however, anyone aiding or **being aided by another during quizzes or exams will be subject to failure.**

WITHDRAWAL POLICY:
In order to be guaranteed a grade of W, you must return a form signed by me to the registrar office by **October 21st.** After this date you may request a grade of withdrawal from me, but there is no guarantee that I will give you the withdrawal. Students, who violate the attendance policy, as stated above, will be withdrawn or subject to failure.

ACADEMIC SKILLS CENTER:
Mathematics tutoring services, as well as, video and computer aids is provided for all students through the Mathematics Skills Center. The Math Skills Center is located in the Orient Building, Room 234. For tutoring availability call (631) 548-2594.

SCHOOL CLOSINGS OR DELAY OPENINGS:
For School Closings or Delayed Openings call (631) 696-4910 or visit the college webpage at: [http://www.sunysuffolk.edu](http://www.sunysuffolk.edu)

The following radio and television stations will be announcing any cancellations of classes during the fall 2009 semester:

**WBLI**........................06.1 FM  **WRIV RIVERHEAD** ..............1390 AM
**WALK**........ 1370 AM or 97.5 FM  **WBAB**........... 02.3 FM & East 95.3 FM
**WRCN**........................103.9 FM  **WLNG**...........................92.1 FM
**WLVG(LOVE)**.......... 96.1 FM  **NEWS 12 L.I.** ..........Cable TV News
**WBZO**........................103.1 FM

FINAL NOTE:
I would like to wish each one of you good luck and success in the semester.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
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<tbody>
<tr>
<td>Review of Arithmetic Skills (Chapter R)</td>
<td>1 week</td>
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<tr>
<td>1. Operations on Whole Numbers (R1 – R4)</td>
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<td>2. Operations on Fractions (R5)</td>
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<td>3. Operations on Decimals (R6 – R7)</td>
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*Please Note: No calculators may be used on this test.*

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<thead>
<tr>
<th>Exam #1 Arithmetic Skills (R.1 – R.7)</th>
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<tbody>
<tr>
<td>Chapter 1:</td>
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</tr>
<tr>
<td>Addition and Subtraction of Integers and Polynomials/Exponents</td>
<td>1 1/2 weeks</td>
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<tr>
<td>Perimeters, Areas, and Volumes of Geometric Figures</td>
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<td>(1.1, 1.5 -1.8)</td>
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<td>(1.2 – 1.4)</td>
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<tr>
<th>Exam #2 Chapter 1 (1.1 – 1.8)</th>
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<tr>
<td>Chapter 2:</td>
<td>1 1/2 weeks</td>
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<tr>
<td>Laws of Exponents/ Multiplication and Division of Integers and Polynomials (2.1 – 2.8)</td>
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<td>(2.1 – 2.8)</td>
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<tr>
<th>Exam # 3 Chapter 2 (2.1 -2.8 )</th>
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<tr>
<td>Chapter 3:</td>
<td>3 weeks</td>
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<tr>
<td>Linear Equations and Inequalities (3.1 – 3.8)</td>
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<p>| Exam # 4 Chapter 3 (3.1 – 3.8)                                      |            |</p>
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<thead>
<tr>
<th>Topics</th>
<th>Approximate Time (Including Examinations)</th>
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<tr>
<td>Chapter 4: Graphing Linear Equations and Inequalities</td>
<td>(4.1 – 4.5, 4.7)</td>
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<tr>
<td>Chapter 9: Systems of Linear Equations</td>
<td>(9.1 – 9.3)</td>
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<td>Exam #5 Chapters 4 &amp; 9 (4.1 – 4.5, 4.7, 9.1 – 9.3)</td>
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<tr>
<td>Chapter 5: Factors, Divisors, and Factoring</td>
<td>(5.1 – 5.8)</td>
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<td>Exam #6 Chapter 5 (5.1 – 5.8)</td>
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<tr>
<td>Chapter 6: Multiplication and Division of Rational Numbers and Expressions</td>
<td>(6.1 – 6.7)</td>
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<tr>
<td>Chapter 7: Addition and Subtraction Of Rational Expressions</td>
<td>(7.1 – 7.4, 7.6)</td>
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<tr>
<td>Exam #7 Chapters 6 &amp; 7 (6.1 – 6.7, 7.1 – 7.4, 7.6)</td>
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<tr>
<td>Chapter 8: Ratios, Percents, and Proportions</td>
<td>(8.1 – 8.3)</td>
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<td>Chapter 10: Roots and Radicals</td>
<td>(10.1 – 10.2)</td>
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<td>Exam #8 Chapters 8 &amp; 10 (8.1 – 8.3, 10.1 – 10.2)</td>
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<tr>
<td>Cumulative Final Exam</td>
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