Math 402  
PRE-ALGEBRA

SPRING 2012  M, T, R, F 11:00am – 12:10pm

Instructor: Michelle Ingram  
Office: R322-N  
Office Hours: M, T, R, F: 1:30pm-2:30pm; W: 10:00am – 12:00pm  
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Course ID: Ingram84154

Student Learning Outcomes:

1. Perform operations on real numbers and basic algebraic expressions without the use of a calculator.

2. Apply and follow the mathematical principles, operations and strategies to solve linear equations.

3. Model and solve real-world applications involving math principles, operations, and strategies.

Attendance: College policy allows for a maximum of 9.3 missed class-hours; the equivalent of 8 classes. Three tardies are equivalent to an absence. If you are more than 15 minutes late or leave more than 15 minutes before class ends, that will count as an absence. If you leave during class and return you will be assessed a tardy. You can be dropped for lack of attendance.

If you are absent from class, you are responsible for mastering all information discussed during your absence. Do not ask the instructor to repeat important information that you missed. Read the textbook, study the examples before attempting the problem set, and contact a classmate to obtain or go over the notes. See the instructor during office hours with specific questions after attempting the problems, if help is needed.

Supplies: 200 sheet spiral/not ebook, pencil, eraser, pen, highlighter, and 8 large bluebooks (≈ $3.00) from the PCC Bookstore; only. NO CALCULATORS.

Please turn off all chiming/ringing devices.  
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Grading: 50% = Chapter Tests  25% = Final Exam
15% = Quizzes   10% = Homework Quizzes

All work will be evaluated on the following scale:
90% - 100% A, 80% - 89% B, 70% - 79% C, 60 – 69% D, below 60% F

Practice: All practice assignments are valued at 0 points each.

Practice is to be completed online using MyMathLab. The MyMathLab access code is available for free with the purchase of a new book. The access is good for 12 months. It can also be purchased online at www.MyMathLab.com. If you are already registered for MyMathLab from last semester, you may be able to change your enrollment to this section. **USE AN E-MAIL ADDRESS THAT YOU ACTIVELY CHECK;** I frequently send messages via e-mail.

MyMathLab works on PCs and Macs. If you do not have a computer, PCC has a computer lab in the lower level of the D-building.

When you are unable to complete a problem or if you are not sure how to do a problem, 1) click “view an example”, 2) click “help me solve this”, and/or 3) click “text book). “View an example” is the same for everyone; “Help me solve this” is the same as the given problem and walks you through the problem; and “textbook” takes you to the beginning of the current section using the e-book. When you are unable to complete a problem after several attempts and using the aides, press “Ask my instructor” and explain to me what you think is wrong. I will go over as many problems as I can at the next class meeting.

Homework Quizzes: After completing the practice, you are to take a short quiz. The practice assignments are required in order to take the homework quizzes which account for 10% of your grade. You will need to achieve a predetermined grade on the practice assignment in order to take the corresponding quiz. The questions for the quiz come from the practice assignment. The quiz score is the grade that will be recorded for that assigned section. There are no deadlines for working on practice, but there are deadlines for the homework quizzes. You are given unlimited opportunities to take the quiz until the deadline. After the deadline you will have three days to complete the quizzes with decreased opportunities each day after the deadline to improve your score. The highest score will be recorded. No further extensions will be provided.

Extra credit is available when all quizzes are completed, for a set of assignments leading up to an exam, that receive a score of 90% or higher.

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The amount of extra credit is equivalent to a 20% increase for each assignment.

There will be a 1 point (20%) deduction for homework quizzes not taken that exam lead up to an exam.

**Tips for HW:** Complete all homework in the 200 sheet-notebook or binder in a neat and organized way as if you were writing a math book. **Bring this to class each day** so you can make corrections and take notes on those problems.

**Tests:** Tests are listed on the calendar; the dates may change. Missed tests receive a grade of zero. **There are no make-up tests**. A 10 point deduction will be made from a test score if your cell phone type device goes off during the test or your may leave and turn in what you have completed. (See homework section regarding other deductions)

**Extra Credit:** Extra credit will be available based on improvement on consecutive tests.  
A = 10 points extra credit  
20% or higher improvement = 10 points extra credit  
10-19.9% improvement = 5 points extra credit  
Less than 10% improvement = 2 point extra credit  

**Quizzes:** Quizzes will be unannounced. Missed quizzes receive a grade of zero.  
**There are no make-up quizzes.** One of the lowest quiz grades will be dropped* at the end of the semester for every six quizzes taken. Your quiz must be turned in immediately if your cell phone type device goes off during the quiz.

*This option will not be available to students that remain in the class after exceeding the attendance limits for absences and/or having more than 20 tardies.

**Missed tests due to required fieldtrips or athletics at PCC, court, or hospitalization may be taken at alternate times ONLY when arrangements have been made with the instructor in advance, when possible.** Documentation must be submitted with dates and times.

**Extra Credit:** Extra credit will be available on most quizzes.

**Extra Credit:** Extra credit will be available for exceptional participation.

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Suggestions to help you to BE SUCCESSFUL:

▪ Attend class every day
▪ Be on time
▪ Do the work assigned
▪ Ask for help within your group when needed
▪ Offer help to the people in your group
▪ Pay attention to lecture and examples
▪ Take good notes by copying examples correctly
▪ Participate in class by asking relevant questions to the instructor and/or classmates at appropriate times
▪ Help others and show your work on the board
▪ Do your own homework to the best of your ability
▪ Submit problems from homework to the instructor that you did not understand or were unable complete with the correct answer(s)
▪ See a classmate, tutor and/or friend for help (use the methods taught in class)
▪ Work online with MyMathLab as much as possible (practice makes perfect)
▪ Re-work homework problems continuously (practice makes more perfect)
▪ Review quizzes, notes, and practice problems in preparation for tests
▪ Do your best to learn, understand, and master the topics
▪ BE POSITIVE, LEARN FROM MISTAKES, DO YOUR BEST
▪ QUALITY EFFORT = SUCCESS

Tutoring

▪ R-409 Math Resource Center
▪ D-300 Learning Assistance Center (LAC)
▪ GM112A; The Zone (athletes)

No Class: 3/30, 4/16-4/22

Last day to add or drop without a “W” is March 03, 2012
Last day to drop with a “W” is May 18, 2012
Final Exam: Thursday, June 14, 2012, 10:15am –12:15pm
A grade of F is given when the final is not taken

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Welcome Students!

MyMathLab and MyStatLab are interactive websites 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 & MyStatLab include multimedia learning aids, videos, animations, and live tutorial help.

Before You Begin:

To register for MyMathLab you will need:

- A student access code (packaged with your new text, sold at your bookstore, or available for purchase with a major credit card at www.coursecompass.com)
- Your instructors’ Course ID: Ingram84154
- Your school’s zip code: 91106
- A valid email address that you check regularly

Student Registration:

Enter http://www.coursecompass.com in your Web Browser.
Under Students, click Register.
Read the “Before you start” information and click Next.
Enter your Course ID exactly as provided by your instructor and click “Find Course.” Your course information should appear. If not, contact your instructor to verify the correct Course ID.
Select Access Code, type your Access Code in the fields provided (one word per field), and click Next. If you do not have an access code, click Buy Now and follow those prompts to purchase and register.

- Read the License Agreement and Privacy Policy and click “I Accept.”

- On the Access Information Screen, you’ll be asked whether you already have a Pearson Education Account. Click:
  - “YES” if you have registered for other Pearson online products and already have a login name and password. Fields will appear for you to enter your existing login information.
  - “NO” if this is the first time you have registered for a Pearson online product. Boxes will appear for you to create your login name and password.
  - “NOT SURE” if you want to check for a pre-existing account and receive an email with your login name and password.

Simply follow the registration screens and enter your information as prompted. You will enter your name, email address, school information, and provide a security question/answer to ensure the privacy of your account.
Once your registration is complete, you will see a Confirmation screen (this information will also be emailed to you). Simply print your confirmation (remember to write down your login name and password) and you are now ready to Log in and access your resources!

Logging In:

Go to www.coursecompass.com and click on Log In.
Enter your login name and password and click Log in.
On the left, click on the name of your course.
The first time you enter your course from your own computer and anytime you use a new computer, click the Installation Wizard or Browser Check on the Announcements page. After completing the installation process and closing the wizard you will be on your course home page and ready to explore your MyMathLab/MyStatLab resources!

Need help?
Contact Product Support at http://www.mymathlab.com/student-support for live CHAT, email, or phone support.

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