

COURSE SYLLABUS



COURSE TITLE: MATH 024 – Fundamental Math 4
CLASS SECTION: S14-Bridges for Women Society-Victoria
TERM: 2024F
COURSE CREDITS: Non-credit
DELIVERY METHOD(S): Blended

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

INSTRUCTOR DETAILS

NAME: Karen Lightbody
EMAIL: lightbodyk@camosun.ca
OFFICE: Ewing 203, Lansdowne Campus
HOURS: By appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students will extend a foundation of basic mathematics skills, concepts, vocabulary, and problem-solving strategies to prepare them to meet personal, career, or academic goals. Students will perform functions related to the following topics: place value, rounding, adding, subtracting, multiplying, and dividing decimals, and metric measurement. Students will extend automaticity and estimation skills to increase their confidence and competence in mathematics.

PREREQUISITE(S): All of COM in ENGL 023 and C in MATH 023
Or all of COM in ELD 052 and ELD 054, C in MATH 023

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course, a student will be able to:

Learning Outcome <i>Students will be able to . . .</i>	Sub-outcomes / skills <i>By achieving this broader outcome, students will demonstrate that they can also . . .</i>
Evaluate decimal expressions using addition subtraction, multiplication and division	Read and write decimals Apply or use examples of keywords: decimal, decimal place value, per, of, by
Identify place value to 10 000ths	Convert between dollars and cents
Round decimal numbers to a given place value	Compare decimal values
Order decimal numbers	Translate word problems into mathematical expressions and/ or equations
Evaluate multi-step decimal expressions	Convert metric units without a conversion chart
Solve word problems	Apply and use metric examples of length, mass, capacity and temperature
Convert measurements within the metric system	Calculate the perimeter and area of squares and rectangles Add and subtract the same units and mixed metric units

This course meets the required learning outcomes for Fundamental Mathematics as outlined in the BC ABE Articulation Handbook.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

1. Textbook: Adult Literacy Fundamental Mathematics Book Four
2. Supplementary Materials: three-ring binder, lined paper, graph paper, pencils, eraser, ruler, highlighter

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

This class is expected to be a combination of online, blended and in-person instruction. In-person drop-in class: Wednesday or Thursday 12:30-3:30pm; or by video chat/phone appointment arranged with the instructor.

For each unit, students are expected to prepare for the Unit Final Test by completing the Unit Review. Students are encouraged to consult with their instructor for authorization to write the Unit Final Test and proceed to the next unit if the score is 75% or better. Students rewrite the Unit Final Test for scores less than 75%. *Calculators may not be used unless approved by the instructor.* Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html).
<http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

This course is graded based on the average of all Unit Final Test passing scores.

DESCRIPTION	WEIGHTING
Unit 1 Working With Decimals	16.7%
Unit 2 Adding and Subtracting Decimals	16.7%
Unit 3 Multiplying Decimals	16.7%
Unit 4 Dividing Decimals	16.7%
Unit 5 Using Decimals in Real Life	16.7%
Unit 6 Measurements	16.7%
If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf	TOTAL 100%

COURSE GUIDELINES & EXPECTATIONS

This is a self-paced course. Students have the flexibility to follow an individually adaptable timeline to complete the learning outcomes and unit tests. The course is a combination of 6 online, blended and/or in-person hours per week with an expectation of studying another 4 hours per week. The course completion time will vary for each student, depending on several factors, including students' current level of math skills, motivation, learning rate, and time devoted to study. Students have a responsibility to work hard, attend class and/or meetings, and ask for support when needed.

SCHOOL AND DEPARTMENTAL INFORMATION

Community Learning Partnerships (CLP), a department of the School of Access, brings education to community-based sites to make it easier for students to begin or return to learning in a less intimidating place than on the college campus. Students can build or refresh their skills to meet admission requirements and be

successful in other college programs. Students learn in a comfortable environment with other adults with similar backgrounds and get help from friendly and compassionate Camosun instructors and staff.

Community Learning Partnerships department: <http://camosun.ca/learn/school/access/community-partnerships/index.html>.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible College community member. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy:

<https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.