

	<p>School of Access Department of Mathematics & Statistics MATH 135 002 Career Algebra Winter 2016</p>
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COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/math.html>

⚡ Please note: the College electronically stores this outline for five (5) years only.
It is **strongly recommended** you keep a copy of this outline with your academic records.
You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

1. Instructor Information

(a)	Instructor:	Crystal Lomas
(b)	Office Hours:	M/W 2:30-3:20 pm, Tu/Th 11:00-12:20 pm
(c)	Location:	E270
(d)	Phone:	250-370-3428
(e)	Email:	LomasC@camosun.bc.ca
(f)	Website (D2L):	http://online.camosun.ca

2. Intended Learning Outcomes

(3 credits) This course may be used for entry into business programs, the criminal justice program, elementary education, and elementary statistics. It is also a good choice for students who want to refresh their skills before tackling a higher level mathematics course. Topics include a brief review of fractions, decimals, percentages and signed numbers; solving linear equations and inequalities in one variable; graphing linear equations and inequalities in two variables; function notation; systems of linear equations; integer and rational exponents; and fundamental polynomial operations.

Source: Camosun College calendar <http://camosun.ca/learn/calendar/current/web/math.html>

3. Required Materials

- (a) **Textbook:** *Career Algebra*, Tobey, Slater, Blair, Crawford, 1st Custom Edition, Pearson, 2013.
- (b) **Calculator:** The only calculator allowed on tests and the final exam is the *Sharp EL-531* or *Texas Instrument BAII Plus*. **Calculators will not be allowed on the first test.**

4. Course Content and Schedule

We will cover Chapters R-6 in the textbook. The *approximate, tentative* schedule of topics can be found (and printed, if you like) on the D2L site in the Content section.

5. Basis of Student Assessment (Weighting)

Grade Calculation

The final grade will be calculated according to the following breakdown:

Assignments:	15% total
Quizzes:	5% total
Term Tests:	30% total
Final Exam:	50%

Final Exam

The final exam will cover the entire course and will be 3 hours long; it will contain a no-calculator section. As stated in the current college calendar, “students are expected to write tests and final examinations at the scheduled time and place.” Exceptions will only be considered due to **emergency** circumstances as outlined in the calendar. The calendar specifically states that “holidays or scheduled flights are not considered to be emergencies.” The final exam schedule is posted within one week of the second Friday in February.

Quizzes

At the beginning of each class, there will be short quizzes which we will self-mark. Please speak to me if your regular schedule will make you miss these quizzes.

Assignments

There will be 4 homework assignments. You will have at least one week to complete each assignment before handing it in to be marked. Assignment solutions will be posted on D2L after the due date. Assignments are due by the start of class on the due date. Late assignments will not be accepted.

Term Tests

There will be 4 in-class term tests. The dates and topics for these tests are on the pacing schedule. No make-up tests will be given; if you have an emergency, please talk to me as soon as possible. Otherwise, you will receive a grade of 0 for any missed test.

Recommended Exercises

Although they are not a direct part of your grade, the recommended exercises are a **very important** part of your coursework. This is where a substantial portion of your learning will occur! Complete as many problems as you can and think through them carefully. The list of recommended exercises is posted on D2L.

Collaboration Policy

Students are encouraged to collaborate (work together) on assignments. However, any submitted work must be in your own words and you must be prepared to answer similar questions on your own for tests. Therefore, it is vital that you understand all of the work you turn in. Please familiarize yourself with the *Student Guidelines for Academic Integrity* handout, which will be handed out in class and is posted in the Content section of D2L.

6. Grading System

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

ACADEMIC PROGRESS POLICY

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf>

STUDY TIPS

It is recommended that approximately **3-6 hours** per week be spent studying for this course outside of class time. Find a study buddy to discuss problems, use the math labs, and spend time reviewing your notes.

8. Other Information

Extra Help

You can get **free face-to-face tutoring** from our instructional assistant in the Math Lab E224 or the Math Help Centre E342. Hours are posted on the lab doors and on the web <http://camosun.ca/services/help-centres/math.html>.

D2L

This class has the assistance of **Desire2Learn (D2L)**, an online course management system. All course related materials, grades, and announcements (including any changes to test dates or due dates) will be available on D2L. **It is your responsibility to ensure you have access to D2L and to check it regularly.**

Academic Integrity

The Department of Mathematics and Statistics has prepared a “red handout” called *Student Guidelines for Academic Integrity* to help you interpret college policies involving student conduct, academic dishonesty, plagiarism, etc. It is your responsibility to become familiar with the contents of the document and the college policies it references.

Class Time

It is expected that you will attend each class and be an active learner. This means participating in class discussions and attempting any problems the class is working on. Please come prepared with paper, pencils, a ruler, etc. Bringing your textbook is not required, but you may find it useful.