

# COURSE SYLLABUS



COURSE TITLE: MATH 024 – Fundamental Math 4  
CLASS SECTION: S20-Bridges for Women Society-Victoria  
TERM: 2022W  
COURSE CREDITS: Non-credit  
DELIVERY METHOD(S): Blended

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Karen Lightbody  
EMAIL: [lightbodyk@camosun.ca](mailto: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

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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, 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

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

Learning Outcome	Sub-outcomes / skills
<i>Students will be able to . . .</i>	<i>By achieving this broader outcome, students will demonstrate that they can also . . .</i>
1. Evaluate decimal expressions using addition subtraction, multiplication and division	<ul style="list-style-type: none"><li>• Read and write decimals</li></ul>

2. Identify place value to 10 000ths	<ul style="list-style-type: none"> <li>• Apply or use examples of keywords: decimal, decimal place value, per, of, by</li> <li>• Convert between dollars and cents</li> <li>• Compare decimal values</li> <li>• Translate word problems into mathematical expressions and/ or equations</li> <li>• Convert metric units without a conversion chart</li> <li>• Apply and use metric examples of length, mass, capacity and temperature</li> <li>• Calculate perimeter and area of squares and rectangles</li> <li>• Add and subtract same units and mixed metric units</li> </ul>
3. Round decimal numbers to a given place value	
4. Order decimal numbers	
5. Evaluate multi-step decimal expressions	
6. Solve word problems	
7. Convert measurements within the metric system	

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

#### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

##### 1. Adult Literacy Fundamental Mathematics Book Four

Supplementary Materials

- three-ring binder, lined paper, graph paper
- pencils, eraser, ruler, highlighter, file cards

#### 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; in person office appointment: Wednesday 9:00-12:00pm or by video chat/phone appointment arranged with instructor.

For each unit, students are expected to prepare for the Unit Final Test by completing the Unit Review. Consult with your 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.

Unit	Topic	MATH 024 Course Content – Book Four	Date/grade
<b>1</b>		<b>Working With Decimals</b>	
	A	Part of the Whole Thing	
	B	Reading and Writing Decimals	
	C	Comparing Decimals	
	D	Review: Rounding Whole Numbers	
		Unit 1 Review	
		Unit 1 Final Test	
<b>2</b>		<b>Adding and Subtracting Decimals</b>	
	A	Adding Decimals	

	B	Subtracting Decimals	
	C	Bookkeeping	
		Unit 2 Review	
		Unit 2 Final Test	
<b>3</b>		<b>Multiplying Decimals</b>	
	A	Multiplying Decimals	
		Unit 3 Review	
		Unit 3 Final Test	
<b>4</b>		<b>Dividing Decimals</b>	
	A	Dividing Decimals	
		Unit 4 Review	
		Unit 4 Final Test	
<b>5</b>		<b>Using Decimals in Real Life</b>	
	A	Unit Pricing	
	B	Decimal Problems	
		Unit 5 Review	
		Unit 5 Final Test	
<b>6</b>		<b>Measurement</b>	
	A	Why Metric?	
	B	The Prefixes	
	C	Measuring	
	D	Conversion Within the Metric System	
		Unit 6 Review	
		Unit 6 Final Test	

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%
<b>TOTAL</b>	<b>100%</b>

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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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 a number of 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

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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 who share 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

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. 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

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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 <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>

Support Service	Website
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### 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 Integrity

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

### 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.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### 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. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

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 or misconduct 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 and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### 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.

**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.