COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE:	MATH 022 – Fundamental Math 2
CLASS SECTION:	S20-Bridges for Women Society-Victoria
TERM:	2022F
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 updates please visit https://camosun.ca/about/covid-19-updates.

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

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 grow a foundation of basic mathematics skills, concepts, vocabulary, and problem-solving strategies to prepare them to meet personal, career, or academic goals. Students will be able to perform simple tasks related to following topics: place value, rounding, adding, and subtracting whole numbers to 1,000,000; multiplication facts up to 12x12. Students will grow automaticity and estimation skills to increase their confidence and competence in mathematics.

PREREQUISITE(S):   All of COM in ENGL 023 and C in MATH 021
Or all of COM in ELD 052 and ELD 054, C in MATH 021

COURSE LEARNING OUTCOMES / OBJECTIVES

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

Learning Outcome *Students will be able to . . .*	Sub-outcomes / skills *By achieving this broader outcome, students will demonstrate that they can also . . .*
1. Evaluate multi-digit expressions using addition, subtraction with carrying or borrowing/ trading	• Show the relationship between multiplication and repeated addition

2. Identify place value to 1,000,000	• Recall multiplication facts up to 12 x 12
3. Round whole numbers up to 1,000,000 place value	• Write numbers in expanded notation to 10,000 • Estimate sums and differences
4. Read, write and compare whole numbers to 1,000,000 in digits and words	• Multiply two whole numbers that are less than or equal to 10
5. Represent mathematical ideas in concrete, pictorial and symbolic forms	• Multiply one-digit numbers by 10, 100, 1000 • Use key words: multiplier, multiple,
6. Use mathematical vocabulary and language to communicate concepts	multiplication, multiply, product, double/twice, triple, quadruple, by, of, carrying, borrowing, times, expanded notation, perimeter
7. Add and subtract currency up to $2	
8. Translate 1-step addition, subtraction and multiplication word problems into a mathematical expression	
9. Convert, add and subtract time units	
10. Convert to and from 12-hour notation to 24-hour notation	

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 Two

    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; 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 022 Course Content – Book Two	Date/grade
1		Number Sense	
	A	Emotions and Learning	
	B	Expanded Form	
	C	Place Value	
	D	Ordering Numerals	
	E	Rounding Numbers	
		Unit 1 Review	
		Unit 1 Final Test	
2		Addition	
	A	Addition	

	B	Addition with Carrying		
	C	Estimating Answers in Addition		
		Unit 2 Review		
		Unit 2 Final Test		
3		**Subtraction**		
	A	Subtraction		
	B	Subtraction of Larger Numbers		
	C	Renaming		
	D	Subtraction with Borrowing		
	E	Estimating Answers in Subtraction		
	F	Problem Solving		
		Unit 3 Review		
		Unit 3 Final Test		
4		**Making Change and Time**		
	A	Counting to Make Change		
	B	Making Change		
	C	Telling Time		
	D	Adding Units of Time		
		Unit 4 Review		
		Unit 4 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 noticed is required. Deadlines can be reviewed on the CAL exams page. 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	Number Sense	25%
Unit 2	Addition	25%
Unit 3	Subtraction	25%
Unit 4	Making Change and Time	25%
	TOTAL	100%

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

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 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

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

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

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	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration

Support Service	Website
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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.

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. To contact the Office of Student Support: 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.

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.