Math 025: BEGINNING ALGEBRA  
TTh 3:30 p.m. – 4:50 p.m.  
3 Credits – Fall 2009

Instructor: Cindy Dickson, M.S.  
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Office: Shields 207 C  
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Office Hours: 
MWF: 9:00 – 9:50 a.m.  
TH: 5 – 5:30 p.m. & 7:30 – 8:00 p.m.  
Math Lab Tutoring in Shields 207: Tuesday 2:00 – 2:50 p.m.  
webpage: http://www.csi.edu/dir.asp?cdickson

1. Course Description: This course is designed to develop basic algebra skills. It covers positive and negative integers, exponents, fractions, first-degree equations and inequalities in one variable, polynomials, evaluation of algebraic expressions, factoring, rational expressions, radicals, an introduction to graphing in a quadrant system, and operations on sets. Students are not advised to go on to the next math course in the sequence if course grade or outcomes assessment indicates a below-average achievement. Math lab help is available.

2. Prerequisite: MATH 015/009 grade of “C” or better, or COMPASS placement test score.

3. Required Textbook and Supplies: 
   b. Calculator: Non-graphing, non-programmable calculators (i.e. scientific calculators) are recommended.  
   c. Supplies: 3-ring binder with dividers, paper, pencil, stapler.

4. Course Objectives:  
The student will demonstrate a working knowledge of the following processes:  
   a. Addition, subtraction, multiplication and division of integers and rational numbers  
   b. Exponents and the order of operations agreement  
   c. Variable expressions (simplify, translate, evaluate)  
   d. General equations with one variable (solve, translate)  
   e. Polynomials (add, subtract, multiply, divide)  
   f. Factoring  
   g. Rational expressions (simplify, multiply, divide, add, subtract, complex fractions)  
   h. Radicals (simplify, multiply, add, subtract, divide)  
   i. Quadrant system (set up, plot points, graph lines, find slope)  
   j. Inequalities (solve linear inequalities, graph)  
   k. Sets (union, intersection, set notation)

5. Outcomes Assessment: Students will be asked to fill out a course evaluation near the end of the semester. All students will be required to complete a common final that will measure the student’s knowledge of the material that was covered throughout the course. A statistical analysis of each individual test question will be completed along with a comprehensive study of the course evaluations to further improve the course.

6. On-Line Course Evaluations: To help instructors continually improve courses, students are strongly encouraged to go online to http://evaluation.csi.edu and complete anonymous evaluations which open two weeks before the end of the course and close the last day of class. When students enter the site, they find evaluations for their enrolled courses. Thank you for this valuable input!

7. Disabilities: Any student with a documented disability may be eligible for related accommodations. To determine eligibility and secure services, students should contact the
8. Student e-mail: Since email is the primary source of written communication with students, all registered CSI students get a college email account. Student e-mail addresses have the following format: `<address>@eaglemail.csi.edu` where `<address>` is a name selected by the student as a part of activating his/her account. Students activate their accounts and check their CSI e-mail online at [http://eaglemail.csi.edu](http://eaglemail.csi.edu). Instructors and various offices send messages to these student accounts. Students must check their CSI e-mail accounts regularly to avoid missing important messages and deadlines. At the beginning of each semester free training sessions are offered to students who need help in using their accounts.

9. Policies and Procedures:
   
a. Attendance: Attendance is essential to student success. If you miss a class, you are responsible for material discussed in class as well as any additional assignments and announcements made during class time.

b. Binder: You are required to keep a 3 ring binder. Your notebook needs to be divided into the following 3 sections and in the following order: Lecture notes, in chronological order. Homework assignments & preview reading assignments, in chronological order. Exams, in order by chapter. After each exam, you should rework any problems missed on a separate sheet of paper and attach to the exam.

c. Homework: Assignments will be given daily and will be collected at the next class meeting. Be sure to read each section before attempting the homework. Late homework will not be accepted under any circumstances. It will be given no credit if turned in after I have collected homework during the first part of class. If you have a planned absence, you may turn homework in early. Your lowest 5 homework scores will be dropped.

d. Preview reading assignments: It is a goal of this course to also improve your study skills in mathematics. One skill that most students need to develop is the proper and effective use of a college mathematics textbook. A requirement of this course will be that you prepare for each class by previewing the section that will be covered in your next class. Questions/directions will be provided to assist you in writing each brief summary as part of your homework assignment. These reading assignments will be collected and included in the homework grade.

e. Exams: Six exams and a comprehensive final will be given. Exams will be taken in the Campus Testing Center (GRM 230). The final will be taken in the classroom with the instructor present. Make-up exams will NOT BE GRANTED unless you have a medical excuse validated by a doctor or the consent of the instructor at least one week prior to the exam. Make-up final exams will NOT BE GRANTED UNDER ANY CIRCUMSTANCES. Your lowest test score can be dropped and replaced by your final exam score if it is to your benefit.

f. Testing Center: All chapter exams will be taken in the Testing Center. It is located in GRM 230 and is open from 8:00 am – 9:30 p.m. Mon.-Thurs. and from 8:00 a.m. – 5:00 p.m. on Fridays. A picture ID is required to take any test in the Testing Center. You cannot start a test in the Testing Center if closing time is less than one hour away.

g. Academic Integrity: If a student is caught cheating on an exam or copying another student’s assignment, a student will be subject to a failing grade (0 credit).

h. Classroom Behavior: You as a student are expected to maintain good conduct during class, treating fellow students with respect and demonstrating a cooperative attitude.
toward the instructor. Inappropriate behavior will not be tolerated. After one warning, further breaches in acceptable conduct will result in your being dropped from the course, and the matter will be referred to student services for college discipline. If there is a situation creating a problem for you in this class, please let me know so that I can conference with any students who are involved. Information regarding student Behavior Policies can be found on p.34 and 35 of the C.S.I. catalog. See also the Code of Conduct in the Student Handbook.

i. Other Policies: All cell phones and pagers must be turned off or to a vibrate mode during class. No children are allowed in class.

10. Grading Practices:
   a. Evaluation:
      6 Exams: 600 points  90 -100% = A
      Homework: 100 points  80-89% = B
      Final Exam: 200 points  70-79% = C
      Total Possible: 900 points  60-69% = D
      Below 60% = F

      A grade of NC (No Credit) may be given instead of a D or F if the student persists for the complete semester. If the student receives a D, F, or NC, the course must be retaken.

   b. It is the student’s responsibility to drop the course.

      During the first two weeks of the term, a student may drop a course or completely withdraw without its being recorded on the student's official transcript. After the first two weeks a “W” will be recorded in any course the student drops.

      A student desiring to drop a course during the first two weeks of the term may do so online. In order to drop or completely withdraw after the first two weeks, the student must complete and submit a drop or complete withdrawal form to the Admissions and Records Office.

      If you stop attending the course and do not withdraw, you will receive an F in the course.

      NOTE: No course may be dropped or withdrawn from after 75% of the course or twelve weeks of the term has elapsed, whichever is earlier.

11. Where to get help:
   - Ask questions in class or stop by to see me – I’m here to help you!
   - DVDs corresponding to our textbook come with new textbook purchases. Video tapes/DVD's of our class topics are also available for check out at…
      o Instruction Lab (GRM 202)
      o Library (GRM 131)
   - Instructor and peer tutoring are available at…
      o Instruction Lab (GRM 202)
      o Math Lab (SHL 207)
   - CD: Offers computer instruction and tutoring that corresponds to our textbook, comes with new textbook purchases
   - Smarthinking: online, real time e-tutoring is available with new textbook purchases.

12. Do not put off getting help! If you wait until you are totally lost, you might find it impossible to get back on track.
13. **Keys to success in this class:** Show up every day and pay attention; ask questions; practice by doing assignments and forming study groups; don’t quit!

14. **Tentative topical outline:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Section</th>
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<th>Section</th>
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<tbody>
<tr>
<td>Aug. 25</td>
<td>1.1, 1.2, 1.3</td>
<td>Oct. 22</td>
<td>5.5</td>
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<tr>
<td>Aug. 27</td>
<td>1.4, 1.5, 1.6</td>
<td>Oct. 27</td>
<td>Review</td>
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<tr>
<td>Sept. 1</td>
<td>1.7, 1.8</td>
<td>Oct. 29</td>
<td>6.1</td>
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<td>Sept. 3</td>
<td>2.1, 2.2</td>
<td>Nov. 3</td>
<td>6.2, 6.3</td>
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<td>Sept. 8</td>
<td>2.2, 2.3</td>
<td>Nov. 5</td>
<td>6.4</td>
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<td>Sept. 10</td>
<td>Review</td>
<td>Nov. 10</td>
<td>6.5, 6.6</td>
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<td>Sept. 15</td>
<td>3.1, 3.2</td>
<td>Nov. 12</td>
<td>6.7, Review</td>
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<td>Sept. 17</td>
<td>3.2, 3.3</td>
<td>Nov. 17</td>
<td>7.1, 7.2</td>
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<td>Sept. 22</td>
<td>3.4</td>
<td>Nov. 19</td>
<td>7.2, 7.3</td>
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<td>Sept. 29</td>
<td>4.1, 4.2</td>
<td>Nov. 25-27</td>
<td>Thanksgiving Break</td>
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<td>Oct. 1</td>
<td>4.3, 4.4</td>
<td>Dec. 1</td>
<td>9.3, Review</td>
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<td>Oct. 6</td>
<td>4.4, 4.5</td>
<td>Dec. 3</td>
<td>10.1, 10.2</td>
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<td>Oct. 8</td>
<td>Review</td>
<td>Dec. 8</td>
<td>10.3, Review</td>
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<tr>
<td>Oct. 13</td>
<td>5.1, 5.2</td>
<td>Dec. 10</td>
<td>Review</td>
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<tr>
<td>Oct. 15</td>
<td>5.2, 5.3</td>
<td>Tues., Dec. 15</td>
<td>Final Exam: 2 – 4 p.m. in classroom</td>
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<td>Oct. 20</td>
<td>5.4</td>
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15. **Exam Dates:**
- **Chapter 1 & 2 Exam:** Ch.1 (sections 1-8) & Chapter 2 (sections 1-3) open: **Sept. 15**
- **Chapter 3 Exam:** Ch. 3 (sections 1-4) open: **Sept 29**
- **Chapter 4 Exam:** Ch. 4 (section 1-5) open: **Oct. 13**
- **Chapter 5 Exam:** Ch. 5 (sections 1-5) open: **Oct. 29**
- **Chapter 6 Exam:** Ch. 6 (sections 1-7) open: **Nov. 17**
- **Chapter 7 & 9 Exam:** Ch. 7 (sects 1-3) & Ch. 9 (sects 1-3): **Dec. 3**

**FINAL EXAM:**
- **Tuesday, Dec. 15,** from 2 p.m. – 4 p.m. in the classroom
Homework Assignment Format
Math 025
Fall 2009

1. Use loose leaf paper
2. On the top right hand corner of the first page, include the following:
   - Name
   - Course title
   - Section in textbook
3. Do all homework in pencil. Work done in pen will not be graded.
4. Show all work necessary to complete the problem. A correct answer with little, no, or incorrect work will receive NO credit.
5. Circle your final answer when possible.
6. Write legibly. If I cannot decipher your work, it will not be graded.
7. Do your work vertically (going down) instead of horizontally (going across).
8. Correct all odd number problems using the back of the book before turning the assignment in. You may rework the problem until you get the correct answer, if possible. Write a “C” for correct by the problem number if it is correct, or a check mark √ if it is incorrect.
9. Staple all pages for one section of homework assignment together, but do not staple more than one section together.
10. No late homework will be accepted.

How to Access Outlines for Notes & Chapter Exam Answer Keys
1. Go to http://www.csi.edu/dirdetail.asp?cdickson
2. Click to “View Personal Webpage”
3. Click on our class – Math 025 3:30 p.m.
4. Notes for each section will be posted there, and answer keys for chapter exams will be posted after each exam. Click on any that you want to open and print from there.

This syllabus may contain errors. I reserve the right to correct omissions and errors.