

DSPM 0700
BASIC MATHEMATICS (PRE-ALGEBRA)
SYLLABUS AND STUDENT RULES

I. **Course Description**

An introduction to the basic mathematics principles. Topics include whole numbers, fractions, decimals, ratio and proportion, percents, and topics in algebra that include signed numbers, exponents, algebraic expressions with sums and differences, and solving simple algebraic equations.

II. **Course Outcomes**

Upon successful completion of this course, the student should be able to:

1. Perform all arithmetic operations (addition, subtraction, multiplication, division) dealing with whole numbers, fractions, decimals, integers, and only addition/subtraction of polynomials.
2. Evaluate and/or simplify simple algebraic expressions involving combining like terms, distributive, addition and multiplication properties. Also, translate word phrases into algebraic expressions.
3. Solve algebraic equations and one variable linear equations involving whole numbers, fractions, decimals, and integers using the addition property and/or the multiplication property.
4. Plot and complete ordered pairs for two variable linear equations.
5. Solve and/or simplify problems using ratios and proportions.
6. Apply the use of the calculator in arithmetic computations.

Topics

- Order of Operations
- Simplifying Algebraic Expressions
- Solving Equations: The Addition Property
- Solving Equations: The Multiplication Property
- Solving Linear Equations in One Variable
- Linear Equations in One Variable and Problem Solving
- Introduction to Fractions and Equivalent Fractions
- Factors and Simplest Form
- Multiplying and Dividing Fractions
- Adding and Subtracting Fractions and Least Common Denominator
- Adding and Subtracting Unlike Fractions
- Complex Fractions and Review of Order of Operations
- Solving Equations Containing Fractions
- Operations on Mixed Numbers
- Introduction to Decimals/ Adding and Subtracting Decimals
- Multiplying Decimals and Circumference of a Circle
- Dividing Decimals
- Estimating and Order of Operations
- Fractions and Decimals
- Equations Containing Decimals
- Square roots and the Pythagorean Theorem
- Ratios/Rates
- Proportions
- Proportions and Problem Solving
- Percents, Decimals, and Fractions
- Solving Percent Problems with Equations
- Percent and Problem Solving: Sales Tax, Commissions, and Discounts

- The Rectangular Coordinate System
- Adding and Subtracting Polynomials
- Multiplication Properties of Exponents

III. **Required Text, Calculator for classroom:** *Students must check with the instructor before purchasing any materials*

Textbook: *PreAlgebra*, 5th edition, by K. Elayn Martin-Gay, ISBN 013241631X with MyMathLab is available in the NSCC bookstore.

(Stand alone textbook - ISBN 0-13-231951-9);

(Stand alone MyMathLab access - ISBN 032119991X).

Calculator: Texas Instruments TI-84 Plus. TI-89 or comparable calculators are not allowed.

The DSPM 0700 course packet is also required for the course and is available in the NSCC Bookstore or by downloading from ww2.nsc.edu/dspm.

Required for New Web Class: MyMathLab ISBN 032119991X

Strongly Recommended for Web Class: PreAlgebra with MyMathLab, access code ISBN 013241631X, 5th edition Pearson

Recommended for all classes: CD Lecture Series, ISBN 0-13-157634-8

Optional: *PreAlgebra* textbook and package with CD, Study Guide, Solutions Manual.

(ISBN 0-13-234353-3)

Optional: PreAlgebra (textbook and CD) ISBN 0132319519 or CDs Lecture series alone, 0-13-157634-8

IV. **Requirements**

In order to receive credit for this course, the student must:

- Attend class regularly.
- Complete the homework assignments.
- Have a final average of 75 or more.
- Complete three (3) unit tests and a comprehensive final exam.

V. **Grading**

On-campus courses:

Grades for this course will be based on unit tests, homework, and a final exam as follows:

Unit tests	60%
Homework	15% (procedure to be announced by instructor)
Final Exam (comprehensive)	25%

Note: Points may be deducted from the final average for more than three absences (3 classroom hours).

Web courses:

Grades for this course will be based on unit tests, discussions, homework, and the final exam as follows:

- Tests--50%
- Discussions(Introduce Yourself, Summary and Reflections)--10%
- Homework--15%
- Final Exam (comprehensive)--25%

Grading scale:

- A 93 -100
- B 84 - 92
- C 75 - 83
- F 0 - 74
- X Continuation Grade - See below for criteria.
 1. Must be first attempt (no W, F, X, FA or FN grades on record)
 2. Must have completed all requirements (homework, all three unit tests, and final exam)
 3. Attendance record must not be in violation of stated attendance policy
 4. Overall average must in the "D" range (59.5-69.5)

VI. **Policies**

Attendance:

Each Instructor will provide information regarding his/her attendance policy. Failure to attend class will result in a final course grade of "FA" or "FN" (see explanation below) depending on the individual instructor's course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required
FN= failure, never attended class (unofficial withdrawal)

- A. Students are expected to attend all classes and be on time.
- B. A maximum of three absences (3 classroom hours) is allowed with no direct effect on the final grade. Each hour of absence over this number will lower the student's final average by one point for each hour of absence. **Students will receive an "FN" or "FA" grade after missing the sixth hour of class.**
- C. Tardies will be recorded and will lower the course grade. Guidelines will be announced by the instructor.

Makeup Tests: Students who miss a scheduled unit test must make up the test in the Testing Center within two days of returning to class. Ten points **will be** deducted from the score of any makeup test taken **after** the assigned test day. Makeup tests are to be taken in the Testing Center in the Library, K-158 (353-3564).

Other: Any changes in course sections **must** be made on or before the second class meeting. Students will only be allowed into sections with open seats and with the instructor/ mathematics' coordinator approval.

VII. **Instructor Information**

Record the following information concerning the course instructor.

Name: _____

Email: _____

Office Number: _____

Office Phone: _____

Office Hours: _____ (or by appointment)

Messages may be left on the instructor's voice mail, with the department secretary in K-240 (353-3369) during daytime hours or with the division evening secretary in K-120 (353-3328).

Nashville State complies with the Americans with Disabilities Act. If you wish to request any accommodation(s) for this class, please notify the Student Disability Services' Coordinator and the instructor as soon as possible. The phone number is 353-3721.

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.)

Academic Dishonesty (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words" (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course.