

DEPARTMENT OF MATHEMATICS
STUDENT SYLLABUS
MAT 0002 – Developmental Airthmetic
Fall 2007

Instructor:	Glenn A. Bryce	Office Hours:
Office:	General Classrooms (#8) Office Suite	MW: 9.30am – 11.00am
Email:	<u>BryceG@nfcc.edu</u>	TR: 12.30pm – 3.00pm or by appointment

TEXT: Basic College Mathematics, 3rd Ed. : Martin-Gay

COURSE OBJECTIVES:

MAT 0002 is a refresher course designed to refine and develop basic mathematical skills. This course reviews arithmetic with whole numbers, fractions, and decimals; ratio and proportion; percents; measurements; and applications thereof.

TESTS AND GRADING:

A: 90 – 100
B: 80 – 89
C: 70 – 79
D: 60 – 69
F: 0 – 59

Four major tests will be given during the semester, leading up to a cumulative final exam. Tentative test dates are given below. Expect weekly quizzes, which may be in-class assignments, take-home tests, or attendance checks.

Quizzes count for 25% of your final grade, tests for 50%, and the final exam for 25%. In other words, your final grade is $(25Q + 50T + 25X)/100$, where Q is your quiz average, T is your test average, and X is your final exam score.

There are no makeup quizzes, although your lowest quiz grade will be dropped.

Tests can only be made up if prior arrangements are made with the instructor. Unexcused test absences will count as a zero. If you will have to miss a test due to illness, family emergency, or school function, let me know as soon as possible. The makeup test will necessarily be more difficult than the normal test.

TENTATIVE TEST DATES:

Test 1 (Chapter 1): Sept 20
Test 2 (Chapters 2 & 3): Oct 11
Test 3 (Chapters 4 & 6): Oct 30
Test 4 (Chapters 5 & 10): Nov 29

FINAL EXAM: Dec 11, 8am – 10am

See <http://www.nfcc.edu/catalogSched/ExamSchedule.html> for updates.

CLASS POLICIES:

Please turn off cell phones during class. I will deduct points for interruptions.

Attendance is mandatory. There are no excused absences. You are responsible for all work and material you miss. See “NFCC Attendance Policy” on the Postscript for more info.

Academic dishonesty in any form (cheating, unauthorized notes, plagiarizing, collusion, etc) will not be tolerated. See the Student Handbook for more information.

TOPICS COVERED

- I. Introductory Algebra Review
 - a. Tips for success in mathematics
 - b. Place Value and Names for Numbers
 - c. Adding and Subtracting Whole Numbers; Perimeter
 - d. Rounding and Estimating
 - e. Multiplying and Dividing Whole Numbers

- II. Fractions: Multiplication and Division
 - a. Fractions and Mixed Numbers
 - b. Factors and Prime Factorization
 - c. Simplifying Fractions
 - d. Multiplying and Dividing Fractions

- III. Fractions: Addition and Subtraction
 - a. Adding and Subtracting Like Fractions
 - b. Least Common Multiple
 - c. Adding and Subtracting Unlike Fractions
 - d. Adding and Subtracting Mixed Numbers
 - e. Order of Operations (PPMDAS)
 - f. Applications

- IV. Decimals
 - a. Introduction to Decimals
 - b. Order and Rounding
 - c. Decimal Arithmetic
 - d. Fractions and Decimals

- V. Percent
 - a. Introduction to Percent
 - b. Percents and Fractions
 - c. Applications
 - d. Sales Tax, Commission, Discount, Interest

- VI. Ratio and Proportion
 - a. Ratios
 - b. Rates
 - c. Proportions
 - d. Applications

- VII. Signed Numbers
 - a. Signed numbers
 - b. Operations on signed numbers
 - c. Order of operations (complete)

- VIII. Measurement
 - a. Length
 - b. Weight, Mass
 - c. Capacity
 - d. Temperature, Energy
 - e. Conversions (US, Metric)

SYLLABUS POSTSCRIPT

Disabilities

NFCC is dedicated to the concept of equal opportunity. Students with documented disabilities are encouraged to arrange for needs before the beginning of each semester. Accommodations and modifications will be made after the student registers with the Office for Student Disability Services and after providing appropriate documentation of a disability. After registering, the instructor may be involved in providing accommodations in order to equalize the educational experience. Please call 973-9484 (voice) or 973-1682 (voice) or 973-1611 (TTY) for more information.

Student Ombudsman

The Office of Ombuds/Advocate facilitates understanding, communication, and conflict resolution between students and instructors and other members of the college community without engaging in the formal grievance procedures. The Ombuds can listen impartially and confidentially to complaints, explain policies and procedures, and assist finding a solution. The mission of the Ombudsman is to ensure that all students receive fair and equitable treatment at NFCC.

NFCC OO/A can be reached at 850-973-9484.

NFCC Attendance Policy

Students are encouraged to attend class. A total of two absences per clock hour of weekly course meeting time are allowed in a class. The following table is applicable:

MW or TR (1.5 clock hours per meeting each day) : 4 allowed absences

Instructors may withdraw a student from the course after the maximum number of allowable absences is exceeded. A written warning is issued prior to withdrawal.

Library Services

The Marshall Hamilton Library at NFCC is open for student use according to the following schedule:

Monday – Wednesday 8.00am – 5.30pm

Thursday 8.00am – 4.30pm

For more information, visit the Library web page at (www.nfcc.edu/library).

Email

All NFCC students will be provided an email account through D2L, NFCC's learning management system, and this will be the official email address used by faculty and staff for communication with students. Email addresses and instructions for accessing the email will be provided within the first two weeks of classes each semester, and students are expected to check this email on a regular basis.