Course Syllabus

Math 20 — Basic Mathematics (3 Credits)

INSTRUCTOR: Navtej (Johnny) Singh
E-MAIL: navtej@hawaii.edu
OFFICE: Manaopono 110
OFFICE HOURS: M W 12:30pm – 1:20pm, F 9:30am – 10:20am T TR 1:30pm – 3:00pm,
T TR 5:00pm – 5:30pm, and by Appointment.
TELEPHONE: (808) 236 – 9278
EFFECTIVE DATE: Fall 2010

<table>
<thead>
<tr>
<th>CRN</th>
<th>Class Meeting</th>
<th>Days</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>60351</td>
<td>10:30am – 11:20am</td>
<td>MWF</td>
<td>Manaopono 102</td>
</tr>
</tbody>
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Windward Community College Mission Statement

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

Catalog Description

This course is designed to help students review and master the basics of mathematics. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, and decimals. Also includes the concept of variables; ratios; proportions; solving simple equations in one variable; percent; basic geometry; solving basic applied problems; and basic operations with integers. Prerequisite for this course is satisfactory math placement test score or consent of instructor.

Learning Resources and Materials

Required textbook for this course is “Developmental Mathematics,” (7th edition customized for WCC), by Bittinger and Beecher. Make sure that your textbook come with a valid access code.

Disabilities Accommodation

If you have a physical sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help your succeed in this class. Ann Lemke can be reached at (808) 235-7448, lemke@hawaii.edu, or you may stop by Hale Akoakoa 213 for more information.
Student Learning Outcomes

• Utilize precise mathematical language and symbols in written and/or oral form.
• Demonstrate proficiency in performing operations with whole numbers, fractions, mixed numbers, decimal numbers and integers.
• Utilize fundamental properties to solve simple questions.
• Use algebraic techniques to analyze and solve basic applied problems.
• Apply concepts and principles of percents to solve basic applied problems.
• Apply concepts and principles of basic geometry to determine measurements in geometric figures.

Assessment, Tasks, and Grading

<table>
<thead>
<tr>
<th>Point distribution</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td>(34 Assignments @ 10 points each)</td>
</tr>
<tr>
<td>Consultations</td>
<td>(Two @ 5 points each)</td>
</tr>
<tr>
<td>Quizzes</td>
<td>(Three @ 50 points each)</td>
</tr>
<tr>
<td>Exams</td>
<td>(Three Exams @ 100 points each)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>(Comprehensive)</td>
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<tr>
<td>Total</td>
<td></td>
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Grades: Letter grades will be assigned based on the following scale:
A ⇒ 90% ↑; B ⇒ 80% ↑; C ⇒ 70% ↑; D ⇒ 60% ↑; F ⇒ below 60%;

Exams: There will be three exams (on chapter 1, 2, and 3) and a cumulative final. You will be given 50 minutes to complete each chapter exam. Best way to prepare for the exams is to study examples presented in the class and homework problems. Calculators are not permitted on the exams.

Quizzes: There will be three quizzes in this class on chapter 4, 6, and 7. Once again, study examples present in the class and homework problems to better prepare for the quizzes.

Homework: All homework assignments will become available online at www.mathxl.com in timely manner. To access the homework, you must first register at this website using the steps described on the MathXL handout. The software has various build in help but to receive additional help on the homework simply come to my office during office hours or make an appointment for consultation. I will also use some class time to go over various homework problems. You can utilize the math lab, located in Manaopono 113, to get additional help on the homework.

Consultation: You are required to meet with instructor at least twice a semester; once at the beginning of the semester and once toward the end of the semester.
Department Policies for Math Courses under 100

1. **To pass this course**, each student must score at least 70% of the total points on each unit exam and at least 60% on the final exam. Until these minimums are met, grades of A, B, C, D or CR cannot be assigned. In other words, if a student does not meet the two criteria above, they must obtain the F grade for the course, unless they are qualified for a N or NC grade.

2. Because of minimum competencies, retesting is provided. Students may retake every unit exam to either meet the 70% minimum or to improve their grade if the minimum was already achieved in the in-class version of the exam (first attempt). Only one retest per unit is allowed without penalty if done by the specified deadline, with exceptions at the discretion of the instructor. Final exam can only be retaken if you scored below 60%.

Additional Information

**Attendance:** All students are expected to be on time and stay until the end. If you are absent from the class, it is your responsibility to check on announcements made while you were absent. If you stop attending this class for any reason, it is your responsibility to drop it. For important deadlines consult the schedule of courses.

**Plagiarism:** Plagiarism, or copying and use of another's work without proper acknowledgment, is not permitted. A student caught cheating, may result in failing grade for the course.

**Important Info:** Please check your WCC e-mail account frequently for important announcements. Note this syllabus is subject to change in extenuating circumstances. For additional academic information refer to WCC website [www.windward.hawaii.edu](http://www.windward.hawaii.edu) or go to [www.hawaii.edu](http://www.hawaii.edu) for system wide information.

**N Grade:** "The 'N' grade indicates that the student has worked conscientiously, attended regularly, finished all work, fulfilled course responsibilities, and has made measurable progress. However, either the student has not achieved the minimal student learning objectives and is not yet prepared to succeed at the next level, or the student has made consistent progress in the class but is unable to complete the class due to extenuating circumstances, such as major health, personal or family emergencies." If you would like to request for N grade in this class, you must provide a formal letter of request to me no later than the time of final examination addressing how you have met the criteria for N grade. Then I will make a decision on whether or not you qualify for the N grade.

**Make-up Work:** There is no make-up for any quizzes, exams, in-class activity, and graded assignments that you missed due to an unexcused absent. If you must be absent on an exam day, notify the instructor at least one hour prior to the exam. E-mail is the preferred method of communication.

**Note:** It is highly recommended that you free up at least 10 hours per week outside of the class time to study for the course and work on homework assignments.
# Math 20 [Tentative] Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates (M-F)</th>
<th>Topics / Sections</th>
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<tbody>
<tr>
<td>1</td>
<td>08/23 - 08/27</td>
<td>Introduction, Section 1.1, and Section 1.2</td>
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<tr>
<td>2</td>
<td>08/30 - 09/03</td>
<td>Section 1.3, 1.5, &amp; 1.6</td>
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<tr>
<td>3*</td>
<td>09/06 - 09/10</td>
<td>Section 1.7, 1.8, &amp; 1.9</td>
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<tr>
<td>4</td>
<td>09/13 - 09/17</td>
<td>Review, Exam Ch 1, &amp; Section 2.1</td>
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<tr>
<td>5</td>
<td>09/20 - 09/24</td>
<td>Section 2.2, 2.3, &amp; 2.4</td>
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<tr>
<td>6</td>
<td>09/27 - 10/01</td>
<td>Section 2.5, 2.6, &amp; Review</td>
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<tr>
<td>7</td>
<td>10/04 - 10/08</td>
<td>Exam Ch 2, Section 3.1, &amp; 3.2</td>
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<tr>
<td>8</td>
<td>10/11 - 10/15</td>
<td>Section 3.3, 3.4, &amp; 3.5</td>
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<tr>
<td>9</td>
<td>10/18 - 10/22</td>
<td>Section 3.6, 3.7, &amp; Review</td>
</tr>
<tr>
<td>10</td>
<td>10/25 - 10/29</td>
<td>Exam Ch 3, Section 4.1, &amp; 4.2</td>
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<tr>
<td>11*</td>
<td>11/01 - 11/05</td>
<td>Section 4.3, Quiz Ch 4, Section 6.1</td>
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<tr>
<td>12*</td>
<td>11/08 - 11/12</td>
<td>Section 6.2, 6.3, &amp; 6.4</td>
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<tr>
<td>13</td>
<td>11/15 - 11/19</td>
<td>Quiz Ch 6, Section 7.1, &amp; 7.2</td>
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<tr>
<td>14*</td>
<td>11/22 - 11/26</td>
<td>Section 7.3 &amp; 7.4</td>
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<tr>
<td>15</td>
<td>11/29 - 12/03</td>
<td>Section 7.5, 7.6, &amp; Quiz Ch 7</td>
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<tr>
<td>16*</td>
<td>12/06 - 12/10</td>
<td>Review for Final</td>
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<tr>
<td>17</td>
<td>12/15</td>
<td>Final Exam on Wed. Dec 15 @ 10:30am – 12:20pm</td>
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*Holidays:  Labor Day – Monday September 6, 2010  
Election Day – Tuesday November 2, 2010  
Veterans’ Day – Thursday November 11, 2010  
Thanksgiving Break – Thursday/Friday November 25-26, 2010  
Non-Instructional Day – Friday December 10, 2010
Welcome Students! MathXL is an interactive website where you can:
• Receive step-by-step help to successfully solve math problems.
• Study more efficiently with a personalized study plan and exercises that match your book.
• Get help when YOU need it. MathXL includes multimedia learning aids, like videos and animations.

Before You Begin:
To register for MathXL you will need:

☐ A MathXL student access code (packaged with your new text, standalone at your bookstore, or available for purchase with a major credit card at www.mathxl.com)
☐ Your school's zip code: 96744
☐ A valid email address

In addition, your instructor may provide you with a Course ID to "enroll"

☐ “Course ID”: XL0J-U13Y-101Y-88N2

Student Registration:
• Go to http://www.mathxl.com and click the Register button under "First Time User?" If you need to purchase access, click “Buy Now” and follow those screen to buy access and register.
• Read the License Agreement and Privacy Policy and click “I Accept.”
• On the Access Information Screen, you’ll be asked whether you already have a Pearson Education Account. Click:
  - “YES” if you have registered for other Pearson online products and already have a login name and password.
  - “NO” if this is the first time you have registered for a Pearson online product. Boxes will appear for you to create your login name and password.
  - “NOT SURE” if you want to check for a pre-existing account and receive an email with your login name and password.
• Type in your Access Code in the fields provided (one “word” per field) and click Next.
• Simply follow the registration screens and enter your information as prompted. You will enter your name, email address, school information and provide a security question/answer to ensure the privacy of your account.

Once your registration is complete, you will see a Confirmation screen (this information will also be emailed to you). Now that you have registered, click Log In button to continue to enroll in your instructor’s course gradebook.

Logging In:
• Go to www.mathxl.com, enter the login name and password you just created, and click Log In.
• Click the Enter MathXL button.
• The first time you log in to MathXL, you have the option of either enrolling in your instructor’s course or studying on your own:
  - If your instructor has set up a course for you, select "I am taking a course that is using MathXL and need to enroll in my instructor’s course" and then enter your Course ID in the fields provided.
  - If your instructor has not set up a course, select "I am studying on my own" and then choose your textbook by browsing all available titles or searching by Author. NOTE: You will always have the option to “Enroll in a new course” in case you receive the Course ID from your instructor later.
• Click the Enroll button.
• Run the Browser Check or Installation Wizard to install any plug-ins or players your computer needs to run MathXL. After completing the installation process, and close the wizard you will be on your course home page.

Need help?
Contact Product Support at http://www.mathxl.com/support/contactus.htm for live CHAT, email or phone support.
If at any time you forget your login name or password, go to www.mathxl.com and click “Forgot login name/password” to have it emailed to you!