MATH 25 – ELEMENTARY ALGEBRA II - 3 credits
TR 1:30 – 2:45 p.m.

INSTRUCTOR: Michael Joyce
OFFICE: Mana’opono 110A
OFFICE HOURS: TR 12:30 – 1:20 p.m., 2:45-3:15 p.m.
Other Hours by Appointment

TELEPHONE: To Be Announced
FAX NUMBER: 247-5362 Attention: Michael Joyce
EMAIL ADDRESS: joycem@hawaii.edu
EFFECTIVE DATE: Fall 2010

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 a continuation of MATH 24 Elementary Algebra I representing approximately the second half of a typical first year course in algebra. Topics include exponents, polynomials, factoring, rational expressions and equations, radical expressions and equations and quadratic equations. (3 hrs. lect.)

PREREQUISITES: Grade of "C" or better in Math 24 or equivalent, satisfactory math placement test score, or consent of instructor.

Suggested Basic Skills

Good study skills and habits; Competency with Elementary Algebra I

Learning Resources and Materials


MATH LAB: Mana’opono 113
Provides Drop-in Tutorial Assistance

THE TESTING CENTER (TTC): Alaka‘i 106 – phone number 235-7498
STUDENT LEARNING OUTCOMES

1. Utilize precise mathematical language and symbols in written and/or oral form.
2. Demonstrate proficiency in performing operations with real numbers and variable expressions.
3. Interpret quadratic equations geometrically and identify key characteristics.
4. Employ algebraic techniques to find the solution for equations.
5. Use algebraic techniques to analyze and solve applied problems.
6. Demonstrate proficiency in the use of the rules of exponents and its applications to scientific notation.
7. Employ algebraic techniques to factor a polynomial.
8. Graph a linear equation in two variables, find slope and apply it to finding the equation of a line.

Course Goals

1. To provide the student with fundamental concepts, properties, and applications of elementary algebra.
2. To provide the student with mathematical background necessary for further work in mathematics and in other areas.
3. To cultivate and enhance the student's mathematical ability to reason.
4. To nurture the student's problem-solving skills.
5. To promote appreciation and awareness of the role of algebra in contemporary society.

Activities Required at Scheduled Times Other Than Class Times

Reading the text; studying the material; doing problems from the text or from handouts or from MathXL; Homework; quizzes; consultation with instructor.

It is expected that students spend, at the minimum, 9 hours per week outside of class time studying and doing homework and readings for this class.
Course Tasks and Grading Information

Grades for this course are based on the following course tasks:

- 5 exams @100 pts = 500 pts (67% of possible pts)
- Course Activities = 100 pts (13% of possible pts)
- Final Exam = 150 pts (20% of possible pts)
- Total points = 750 pts

Course activities may include but are not limited to:
- Graded Homework Problems
- In-Class Problems
- Journal entries (writing assignments)
- Math Resource Activities
- Announced Quizzes
- Reports or Presentations
- Online Problems

The student must achieve a minimum of 70% of the possible points for each unit exam and a minimum of 60% of the possible points for the final exam. Without these two minimum requirements, a passing grade for the course is not possible.

Each letter grade for the course will be assigned according to the level of achievement listed below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100% of the cumulative points possible</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89% of the cumulative points possible</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79% of the cumulative points possible</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69% of the cumulative points possible</td>
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<tr>
<td>F</td>
<td>Less than 60% of the cumulative points possible</td>
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<tr>
<td>Cr</td>
<td>70% - 100% of the cumulative points possible</td>
</tr>
<tr>
<td>NC</td>
<td>Less than 70% of the cumulative points possible</td>
</tr>
<tr>
<td>N</td>
<td>See Below</td>
</tr>
<tr>
<td>W</td>
<td>Official Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete - given when a student has failed to complete a SMALL part of the course due to circumstances beyond his/her control</td>
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</tbody>
</table>

N Grade Definition: The student has worked conscientiously, attended class 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.

Note: Cr/NC grading may be selected online at the time when the student registers for the class. Otherwise, students must apply for Cr/NC grading option by submitting the proper and completed form (that requires instructor consent) to the Admissions Office by the posted deadline.

Note: W grade is given only when the student officially withdraws from the course by the posted deadline.

Note: Students who stop attending class, stop participating in the class, do not discuss their situation with the instructor (essentially disappear from the course), and do not withdraw or select the CR/NC grading option will receive an F grade for the course.
Responsibilities of Students

Success in this course will be enhanced by:

1. A positive, inquiring attitude toward mathematics;
2. Setting aside adequate time for studying, working on problems, and careful cogitation of the material;
3. Reading the text carefully and making use of other learning materials whenever necessary;
4. Seeking assistance from the instructor and the Math Lab whenever necessary;
5. Regularly attending class and, notifying the instructor of an absence and responsibly obtaining and completing assignments by the designated date.

Additional Information

1. ABSENCES:

   It is your responsibility to attend class. If you are absent, borrow a classmate’s notes and copy them for the day you were absent. You are responsible for those topics and examples discussed on the day of your absence. Furthermore, you are responsible for any important announcements or homework assignments given during the class you missed. Go to the Library to view a video on the section(s) that you missed. If you are absent frequently or for an extended period of time, contact the instructor as soon as you can to discuss your situation. Frequent or lengthy absences can negatively affect your grade primarily because you fall so far behind in learning the material in the class.

2. MAKE-UP POLICY:

   There are no make-up opportunities for any quizzes, graded assignments, or graded in-class activities that you miss due to absences or tardiness.

   If you are unable to attend class on an exam day, discuss your situation with the instructor as soon as possible before the exam day. It may be possible for you to take the exam earlier than the specified day/time. IF YOU UNEXPECTEDLY MUST BE ABSENT ON AN EXAM DAY, NOTIFY THE INSTRUCTOR BY THE END OF THAT EXAM DAY (4:30 pm). YOU MAY LEAVE A VOICE MAIL MESSAGE FOR THE INSTRUCTOR OR EMAIL JOYCEM@HAWAII.EDU. BE SURE TO STATE THE REASON FOR THE ABSENCE. If no notification is received by the day of the exam or if the reason is not justified, then you will receive a 0 for that exam and no make-up will be allowed. If notification is received and the reason is justified then a make-up exam will be scheduled. You must take the make-up exam as soon as possible after you return to school. The instructor has the right to request documentation of the student’s absence and determine if the reason for the absence is justified.
3. **RETEST:**

After each chapter test, a chapter retest deadline will be given. One retest is allowed for each chapter test if it is done by the specified chapter retest deadline and the better of the two tests will count toward your grade. No retests will be given after the chapter retest deadline. Retests are arranged by appointment.

To take a retest for a chapter test, all of the following must be met:

(a) All problems from a Chapter Self-test handout from the instructor must be completed and approved by the instructor.
(b) The student must meet with the instructor to review mistakes made on the first form of the test taken.
(c) Additional math activities as designated by the instructor must be completed.
(d) If you are required to take a retest because you did not meet the 70% minimum score on a chapter test, you will required to study math in the Math Lab for at least 3 hours per week from the time you find that you did not meet the 70% minimum score on a chapter test until the end of the semester, unless otherwise specified by the instructor. If you do not spend the necessary 3 hours per week in the Math Lab, then there will be a 10 point penalty assessed on all retests taken after the first time you get below 70% on a chapter test.

4. **FINAL EXAM:**

The final exam is cumulative. No retesting for the final is available unless the 60% minimum is not met and the 70% minimum per chapter test was met. In that event, a retest of the final exam may be possible and the maximum score is 60% of the possible points for the final exam.

5. **CALCULATOR:**

Calculators are not allowed for tests unless otherwise specified by the instructor. Calculator use is encouraged for homework problems where needed.

6. **HOMEWORK:**

Read the sections to be covered in a class session prior to that class session. As you read each section, write down terminology (words or phrases) or symbols and their meaning, formulas, and properties/rules that are important. Redo the example problems on a separate sheet of paper and show all the steps involved. It is important for you to know these. Do some of the “Now Try” problems given in the section.
6.  HOMEWORK: (Continued)

After the class discussion on a section, you should complete more odd numbered problems from those sections or do online problems. Those problems and concepts that you still do not understand or you need further clarification on should be asked about on the class meeting after the section is discussed in class. Seek further assistance from the instructor or the Math Lab tutor(s) if you are still having difficulties. Complete, review, analyze, and redo the problems you’ve done incorrectly to help you get a better handle on the concepts and strategies.

After the section(s) are covered in class, graded homework that count towards the course activities (CA) portion of your grade will be given with a due date. This graded homework must be turned in on time and at the beginning of the class, unless otherwise specified. LATE GRADED HOMEWORK WILL NOT RECEIVE ANY POINTS. You may turn in your graded homework before the due date and/or time without losing points.

Course activities may also include other activities such as journals (writing assignments), oral presentations, etc. Any items collected for grading purposes for the course activities portion of your grade are due at the BEGINNING OF CLASS unless otherwise specified by the instructor and WILL NOT RECEIVE ANY POINTS IF TURNED IN LATE.

Be sure to analyze your graded homework and other course activities errors after it is returned to you. Redo those problems following the correct methodology and notation. This will help you to better learn the material, concepts, and the proper way to show your work.

7.  HELP:

Your instructor is your primary human resource for help when you are lost or having trouble. Seek help immediately if you are encountering problems even after reading and re-reading the text section(s) and listening to/thinking about the discussion in class on that section(s). See the instructor during office hours, make an appointment, email or call. Don't wait too long to get help!! The Math Lab tutor is also available for drop-in assistance on the course material.

If a crisis comes up that interferes with the class, communicate with your instructor in a timely manner. Too many students wait until it is too late to inform their instructor about their crisis and that reduces the options that students may have to complete the course with a grade of C or better.
8. CELL PHONES: Please put your cell phone on silent mode or turn it off prior to the start of the class so that it does not disturb the class session.

9. GRADING ON HOMEWORK, QUIZZES, OR EXAMS:

To receive full credit for problems done on exams, on quizzes, or for graded homework, you must show sufficient work in a clear, logical, and organized manner. It helps me determine where your error is (hence, you might be able to obtain partial credit) and if you are logically applying the mathematical tools learned to solve the given problem. Your work must be neat and organized. "Messy" and/or disorganized work will not be accepted.

10. DON’T PROCRASTINATE

Mathematics is not a subject that you can consistently be successful in by "cramming" a day or two before the test. By "cramming" you don't develop proficiency in doing the problems, knowledge of what to do on a particular problem and long-term understanding of the process. Also, if you procrastinate, you may fall so hopelessly behind that it becomes impossible to catch up. It requires constant work to keep on top of the material.

**DISABILITIES ACCOMMODATION STATEMENT**

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 you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.
Grades for this course are based on the following:

- 5 exams @100 pts = 500 pts (67% of grade)
- Course Activities (CA) = 100 pts (13% of grade)
- Final Exam = 150 pts (20% of grade)
- Total points = 750 pts

Course activities include but are not limited to:
- Quizzes (announced)
- Journal entries (writing assignments)
- Reports or Presentations
- Online Problems
- Graded Homework Problems
- Math Resource Activities
- In-Class Problems

**LATE ASSIGNMENTS WILL NOT RECEIVE ANY POINTS** (no matter what the reason).
Assignments are due at the **BEGINNING** of class unless otherwise specified by the instructor. The "beginning of class" means that assignments must be given to the instructor by 5 minutes after the start of class. For example, if the class meets 1:30 - 2:20 then, the assignment must be turned in by 1:35. The clock of the classroom is the official clock used to determine the time.

There are no make-up opportunities for missed assignments, quizzes or in-class activities that are graded. The three lowest CA scores will be dropped at the end of the semester before calculating the number of points toward the CA portion of your grade.

Reminder: No passing grade for Math 25 is even possible unless all unit exams are passed with a minimum score of 70 (70%) and the final exam is passed with a minimum score of 90 points (60%).

Instructor: Michael Joyce
Office: Mana’opono 110A
Office Hrs: TR 12:30 – 1:20 p.m.  
TR 2:45 – 3:15 p.m.  
Other hours by appointment
Office Phone: To Be Announced
Email: joycem@hawaii.edu
School Fax Number: 247-5362
Attention: Michael Joyce
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<th></th>
<th>TUESDAY</th>
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<th>THURSDAY</th>
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<tr>
<td>AUG  24</td>
<td>Orientation, Review 5.1, 5.2</td>
<td>AUG  26</td>
<td>Review 5.2, 5.3, Discuss 5.4</td>
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<td>AUG  31</td>
<td>5.5, 5.6</td>
<td>SEPT  2</td>
<td>5.6, 5.7</td>
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<td>SEPT  7</td>
<td>6.1, 6.2</td>
<td>SEPT  9</td>
<td>6.2, Review - Ch 5</td>
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<td>SEPT  14</td>
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<td>SEPT  28</td>
<td>7.1, 7.2</td>
<td>SEPT  30</td>
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<td>OCT   5</td>
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<td>7.4, 7.5</td>
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<td>OCT   12</td>
<td>7.6, 7.7</td>
<td>OCT   14</td>
<td>8.1, 8.2</td>
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<td>OCT   19</td>
<td>8.2, Review - Ch 7</td>
<td>OCT   21</td>
<td><strong>Exam 5 – Ch 7, 8.3</strong></td>
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<td>OCT   26</td>
<td><strong>8.3, 8.4</strong> W, CR/NC Deadline (10/26)</td>
<td>OCT   28</td>
<td>8.5, 8.6</td>
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<tr>
<td>NOV   2</td>
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<td>NOV   4</td>
<td>8.6, 8.7</td>
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<tr>
<td>NOV   9</td>
<td>9.1, 9.2</td>
<td>NOV   11</td>
<td>NO CLASSES: Veteran’s Day</td>
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<td>NOV   16</td>
<td>9.2, Review - Ch 8</td>
<td>NOV   18</td>
<td><strong>Exam 4 !!! – Ch 8, 9.3</strong></td>
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<td>NOV   23</td>
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<td>NOV   25</td>
<td>NO CLASSES: Thanksgiving</td>
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<tr>
<td>NOV   30</td>
<td>Review 3.2, 3.3, 3.4</td>
<td>DEC   2</td>
<td>Review - Ch 9/3</td>
</tr>
<tr>
<td>DEC   7</td>
<td><strong>Exam 5 !!! – Ch 9/3</strong></td>
<td>DEC   9</td>
<td>Final Exam Review</td>
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**THE FINAL EXAM IS THURSDAY, DECEMBER 16 FROM 1:30 TO 3:20**