MATH 22  PRE-ALGEBRA MATHEMATICS  
3 Credits  
MWF 1:00 PM – 2:15 PM  

INSTRUCTOR: Kevin A. Takayama, Lecturer, Mathematics  
OFFICE: Hale Mana‘opono 110A  
OFFICE HOURS: M 2:30 PM – 3:30 PM;  
T 1:00 PM – 2:00 PM;  
W 2:30 PM – 3:30 PM, 4:15 – 5:15;  
Th 1:00 PM – 2:00 PM;  
or by appointment.  

TELEPHONE: 236-9281  
EMAIL: ktakayam@hawaii.edu  
EFFECTIVE DATE: Fall 2012  

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT  

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.  

CATALOG DESCRIPTION  

This course prepares students who want to strengthen computation and problem solving skills before proceeding to an elementary algebra course. Includes a brief review of arithmetic, the concept of variables, using rational numbers, solving simple equations in one variable, percent, measure, ratio and proportion, geometry formulas, square roots and word problems  

Prerequisite: Grade of “C” or better in MATH 20, MATH 21A or equivalent; satisfactory placement test score, or consent of instructor.  

Activities Required at Scheduled Times Other Than Class Times  

Homework, Math Lab as needed.  
Math Lab: Hale La‘akea  

STUDENT LEARNING OUTCOMES  

The student learning outcomes for the course are:  
1. Utilize precise mathematical language and symbols in written and/or oral form.  
2. Demonstrate proficiency in performing operations with whole numbers, fractions, mixed numbers, decimal numbers, integers, real numbers, and variable expressions.
3. Utilize fundamental properties to solve equations.
4. Use algebraic techniques to analyze and solve applied problems.
5. Employ mathematical formulas to determine measurements in geometric figures.
6. Apply concepts and principles of percents to solve applied problems.

COURSE CONTENT

<table>
<thead>
<tr>
<th>Concepts or Topics</th>
<th>Skills or Competencies/Responsibilities of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraction, Decimal, and Percent</td>
<td>Success in this course will be enhanced by:</td>
</tr>
<tr>
<td>Notation</td>
<td>1. a positive, inquiring attitude towards</td>
</tr>
<tr>
<td>Geometry</td>
<td>mathematics;</td>
</tr>
<tr>
<td>Real Numbers and Algebraic</td>
<td>2. setting aside adequate time for studying and</td>
</tr>
<tr>
<td>Expressions</td>
<td>working of problems;</td>
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<tr>
<td>Solving Equations and Inequalities</td>
<td>3. reading the text carefully and making use of</td>
</tr>
<tr>
<td></td>
<td>other learning materials whenever necessary;</td>
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<tr>
<td></td>
<td>4. seeking assistance from the instructor and</td>
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<tr>
<td></td>
<td>the Math Lab personnel whenever necessary;</td>
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<tr>
<td></td>
<td>5. completing assignments by the designated date;</td>
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<tr>
<td></td>
<td>6. regular class attendance, participation and</td>
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<td></td>
<td>maintaining accurate class notes.</td>
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</table>

COURSE TASKS

The mode of instruction is primarily discussion-problem solving where the initial portion of each class period may be utilized to discuss and clarify any questions from the preceding class meeting and/or assignment, and the remaining portion is used to discuss new material. Lectures, directed student explorations, group work, appropriate technologies, and projects will also be used as appropriate. After the completion of each unit, a review and an exam will be conducted.

ASSESSMENT TASKS AND GRADING

The student will demonstrate competency in the objectives by participating in and completing all class activities, by completing and turning in all assignments as requested, by taking unit tests, and by taking a final exam over concepts and skill covered in the entire course. Class activities, weekly quizzes, unit tests, and the final exam are to be taken in the classroom and without any references unless otherwise stipulated by the instructor.

It is the student’s responsibility to obtain and complete all assignments that are given in any class meeting for which the student is unable to attend. Unless permission is granted by the instructor beforehand, assignments and tests must be completed and submitted to the instructor at the specified date and time.

Points will be assigned to each graded assignment, class activity, weekly quiz, and tests as follows:
1. Homework. Homework sets will be graded on a 0 - 10 point scale. Assignments are due at the first class meeting of every week to the instructor. Late homework will not be accepted.
2. **Class Activity**. Class activities are done in class only. Class activities will be graded on a 0 - 5 point scale. There is no make-up for a missed class activity. Students must be present in class to participate.

3. **Weekly Quiz**. Weekly quizzes will be graded on a 0 - 10 point scale and will take place at the last meeting of every week. There is no make-up for a missed weekly quiz. Students must be present in class to participate.

4. **Chapter Test**. The five chapter tests are given in class at the end of each chapter. A chapter test will be 50 minutes in length and will be scored on a 100-point scale. The student must achieve a minimum of 70% of the possible points for each unit test. Without this minimum requirement, a passing grade for the course is not possible.

**Retests.** After each chapter test, a chapter retest deadline will be given. One retest is allowed without penalty for each chapter test if it is done by the specified chapter retest deadline. The better of the two test scores will count towards your grade. No retests will be given after the chapter retest deadline. Retests are arranged by appointments with your instructor.

To take a retest, all of the following must be met:
- a) All problems from the Chapter Test at the end of the chapter must be completed and turned in to 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) The retest must be taken by the designated chapter retest deadline.

5. **Final Exam**. The final exam will cover the concepts and skills in the entire course. The final exam is one hour, fifty minutes in length and will be scored on a 200-point scale. The student must achieve a minimum of 60% of the possible points for the final exam. Without this minimum requirement, a passing grade for the course is not possible.

Retesting for the final exam is available if the 60% minimum is not met and the 70% minimum per chapter test was met. In that event, a retest of the final exam is possible, however, the maximum score of the retest is 60% of the possible points for the final exam.

**Make-up.** Make-up opportunity for a chapter test or final exam will be possible only upon a timely presentation of a serious and justified explanation of the student’s absence from the class test. The instructor has the right to request documentation of the student’s absence from the class and to determine if the absence from the class test is justified. A make-up test must be taken within one week of the in-class test unless otherwise specified by the instructor. **No more than one test may be taken by a student on a make-up basis.**

**Course grade.** If the student has achieved a minimum of 70% of the possible points for each unit test and a minimum of 60% of the possible points for the final exam, then a letter grade for the course will be assigned according to the level of achievement as provided in the table below:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>A</td>
<td>90% - 100% of the total possible points</td>
</tr>
<tr>
<td>B</td>
<td>80% - &lt;90% of the total possible points</td>
</tr>
<tr>
<td>C</td>
<td>70% - &lt;80% of the total possible points</td>
</tr>
<tr>
<td>Cr</td>
<td>70% - 100% of the total possible points</td>
</tr>
<tr>
<td>NC</td>
<td>&lt;70% of the total possible points</td>
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</table>
D  60% - <70%  of the total possible points
F  < 60% of the total possible points

Note: Students must apply for the Cr/NC grading option at the Admissions Office. Consult the WCC Catalog for deadlines.

Note: W grade is given only when the student officially withdraws from the course at the Admissions Office. Consult the WCC Catalog for deadlines.

LEARNING RESOURCES

The Student Solution Manual, Work Book, etc. are optional.

Additional Information

1. Grading on Homework, Class Activities, Weekly Quizzes or Tests. To receive full marks for problems done on any graded activity, you must show your work neatly and completely as well as provide clear written explanations when it is asked for. Partial credit may be awarded.

2. Absences. It is your responsibility to attend every class meeting. Even if you are absent, you are responsible for those topics and examples covered in class that you missed. Furthermore, you are responsible for obtaining any important announcements and assignments given during the class you missed. If you are absent frequently or for an extended period of time, contact the instructor as soon as possible to discuss your situation. Absences and tardiness to class can have a negative impact on your success in this course.

3. Homework. For each chapter, as you read through each section, it is recommended that you write down the words, phrase or math symbols and their meanings, formulas, and properties/rules that are important for each section. It is important for you to know these.

After reading through each section carefully, try the suggested odd numbered problems in each section. The answers to the odd numbered problems are available at the back of the textbook. Do as many as you feel is necessary to help you learn and understand the material and become comfortable with the concepts and/or properties. If you have difficulty solving problems in the section, review the material in the text and your class notes. Many examples are solved. Review the solutions to these problems. If, after checking these sources and trying to find your mistakes, you are still unable to solve a problem correctly, make a note of the exercise number so that you can ask someone for help with that problem.

Mathematics is not a spectator sport. To succeed in mathematics, you must do problems. It is often necessary to practice a skill more than the instructor requires. For example, a textbook may provide 50 practice problems in a section and the instructor may assign only 25 of them. However, some students may need to do 30, 40, or all problems. If you are an accomplished athlete, musician, or dancer, you know that long hours of practice are necessary to acquire a skill. Do not cheat yourself of the practice you need to develop skills taught in this course.

4. Calculators. Calculator use is not allowed on quizzes, tests and exams.
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 ʻAkoakoa 213 for more information.

Revised May 25, 2011