

**MATH 25 – ELEMENTARY ALGEBRA II - 3 credits**  
**MATH 103 – COLLEGE ALGEBRA – 4 credits**  
**MTWRF 1:00 p.m. – 2:15 p.m.**

**INSTRUCTOR:** Jean Okumura  
**OFFICE:** Mana’opono 112A  
**OFFICE HOURS:** WF 11:30 a.m. – 12:30 p.m.  
TR 10:00 – 11:30 a.m.  
Other Hours by Appointment  
**TELEPHONE:** 236-9282  
**FAX NUMBER:** 247-5362 Attention: Jean Okumura  
**EMAIL ADDRESS:** [jokumura@hawaii.edu](mailto:jokumura@hawaii.edu)  
**EFFECTIVE DATE:** Spring 2014

**MY MATH LAB (MML) Course ID:** okumura94116

### **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**

Math 25 – 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 credit hrs. lect.)

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

Math 103 – Linear equation, inequalities, systems of equations, polynomial functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions; rational, exponential and logarithmic functions. (4 credit hrs. lecture)

**PREREQUISITES:** Grade of "C" or better in Math 25 or equivalent, satisfactory placement test score, or consent of instructor.

WCC: FS

### **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](mailto:lemke@hawaii.edu), or you may stop by Hale ‘Akoakoa 213 for more information.*

## Suggested Basic Skills

Good study skills and habits; Competency with Elementary Algebra I

## Learning Resources and Materials

Required Text: College Algebra, 9<sup>th</sup> ed. by Sullivan, bundled with a MyMathLab access code.

Required Material: MyMathLab (MML) access code

MyMathLab (MML) Course ID: okumura94116

MATH LAB: La'akea 226 – free drop-in tutorial assistance

THE TESTING CENTER (TTC): La'akea (Library Learning Commons) rm 228  
– phone number 235-7498

UH Manoa Online Learning Academy: <http://manoa.hawaii.edu/ola/>  
Free online tutorial assistance Mondays through Fridays from 9 am to 10 pm  
and Sundays from 5 to 10 pm

Brainfuse: <http://windward.hawaii.edu/Brainfuse/>  
Free online tutorial assistance accessed via the MyUH portal.

## MyMathLab (MML)

This course will utilize MML for many homework assignments. The new textbook purchased from the WCC bookstore is packaged with MML. If you purchase the textbook from elsewhere, be sure that it comes with the MML access code.

The MML access code also provides an e-book so if you prefer, you may purchase just the MML access code online for \$93.50.

## 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 MML; homework; quizzes; some exams; consultation with instructor.

It is expected that students spend, at the minimum, 21 hours per week outside of class time studying, seeking assistance, and doing homework and readings for this class.

## Email and Lulima Website

You are responsible for checking your UH email regularly for important announcements. You are also expected to check the Math 25/103 Lulima site for important resources for the course.

**STUDENT LEARNING OUTCOMES – MATH 25**

These student learning outcomes will be assessed via course activities (homework, in-class work, and/or additional assignments) and via tests or quizzes.

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.

**STUDENT LEARNING OUTCOMES – MATH 103**

These student learning outcomes will be assessed via course activities (homework, in-class work, and/or additional assignments) and via tests or quizzes.

1. Demonstrate proficiency in writing math expressions into different forms.
2. Employ algebraic techniques to find the solutions to equations and/or inequalities, using complex numbers where appropriate.
3. Use algebraic techniques to analyze and solve applied problems.
4. Interpret equations geometrically and use geometrical information to obtain the equation of lines and circles.
5. Utilize introductory function concepts and draw the graphs of selected functions.
6. Utilize the definition of a logarithm and the properties of logarithms to simplify logarithmic expressions or to solve logarithmic and exponential equations.
7. Demonstrate proficiency in solving systems of linear and second degree equations and inequalities.
8. Utilize precise mathematical language and symbols to effectively communicate mathematics in written and/or oral form.

**FOUNDATIONS HALLMARKS – MATH 103**

Math 103 fulfills the 3 credits General Education requirement for Foundations: Symbolic for both an A.A. degree at WCC and a Bachelor's degree at UH Manoa or UH West Oahu. Consequently, it meets the following hallmarks of the symbolic reasoning requirement

1. Students will be exposed to the beauty, power, clarity and precision of formal systems.
2. Instructors will help students understand the concept of proof as a chain of inferences.
3. Instructors will teach students how to apply formal rules or algorithms.
4. Students will be required to use appropriate symbolic techniques in the context of problem solving, and in the presentation and critical evaluation of evidence.
5. The course will not focus solely on computational skills.
6. Instructors will build a bridge from theory to practice and show students how to traverse this bridge.

**Course Goals – Math 25**

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.

**Course Goals – Math 103**

1. To provide the student with mathematical background necessary to pursue advanced work in mathematics and in other areas.
2. To provide the student with fundamental concepts, properties, and applications of college algebra.
3. To provide the student with an introduction to functions.
4. To extend the student's understanding and ability to apply algebraic concepts beyond the level of elementary algebra.
5. To promote greater student appreciation and awareness of the role of algebra in the environment and culture.

## 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, SI leader (if an SI leader is available) and the Math Lab (if the Math Lab is available) whenever necessary;
5. Regularly attending class and SI sessions (if available). Also, notifying the instructor of an absence and responsibly obtaining and completing assignments by the designated date.

## Academic Honesty

All quizzes and exams are **closed books and notes and must be done by your individual effort**. You may not consult with any classmates while taking quizzes or exams. You are not allowed to tell a friend the type of questions on the quiz or exam, the answers, or help a classmate in any way (e.g. by explaining how to solve the problem). This would fall under the guidelines of academic integrity and any evidence of cheating will result in a score of 0 for all parties involved. Also keep in mind that we are assessing your knowledge and understanding of the concepts and strategies – attempting to find the answers online or through other sources is not in the spirit of academic honesty. An “F” will be assigned to students involved in **cheating** and will be reported to the Dean.

Graded assignments that apply to the course activities portion of your grade may be discussed with your classmates and you may seek guidance from the instructor, the Math Lab tutors, online tutors, or the Trio tutors (if you are a Trio client), however, the write up of the solution for each problem must be done on **your individual effort** unless otherwise specified by the instructor. Graded assignments are **not group assignments** where all members of the group write the same responses for each problem. Any evidence of plagiarism will result in a score of 0 for all parties involved. If plagiarism persists, then an “F” will be assigned to the students involved in **plagiarism** and will be reported to the Dean.

All students are required to follow the Student Conduct Code described at <http://www.hawaii.edu/apis/ep/e7/e7208.pdf>.

## Supplemental Instruction

These courses might utilize Supplemental Instruction (SI). If we are able to get an SI leader for these classes, then students are expected to attend 2 one-hour sessions or some combination totaling 2 hours per week arranged by the SI leader for additional help. **A minimum of two hours per week in SI sessions are required.**

Students who earn a grade of A for an exam are automatically given credit for 2 hours per week of SI sessions from the week after that exam to the week of the next exam. Students who earn a grade of B for an exam are automatically given credit for 1 hour per week for SI sessions between the week after that exam and the week of the next exam. Students who earn a grade of B for an exam must still attend a minimum of one hour per week for SI sessions between the week after that exam and the week of the next exam.

If you are already committed to other activities during SI sessions and cannot rearrange your schedule to attend an SI session at the minimum two hours per week then please discuss your situation with the SI leader.

Students who do not meet the minimum 2 hrs per week in SI sessions will lose 1 pt per hour missed from the SI portion of the Course Activities points.

## Disruptive Behavior

**Disruptive Behavior** leads to a loss of learning time. Examples are activated beepers and cell phones, texting messages, making offensive remarks, packing books before class is over, making noise, leaving class early, coming to class late, sleeping in class, prolonged chattering, reading other materials not relevant to this class, etc. If a student takes part in disruptive behavior, the instructor reserves the right to exclude the student immediately from the class meeting, and will be marked absent.

**Remember that class time is learning time. Also, be respectful of others and their learning time.**

## Course Tasks – Math 25

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

5 exams @100 pts	500 pts	(62.5% of possible pts)
Course Activities	130 pts	(16.25% of possible pts)
(Total % correct)(130) = pts for CA or if have SI - 105 pts for CA, 25 pts for SI & (Total % correct)(105) = pts for CA		
Final Exam	<u>170 pts</u>	(21.25% of possible pts)
Total points	800 pts	

***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 for Math 25. Without these two minimum requirements, a passing grade for the Math 25 course is not possible.***

## Course Tasks – Math 103

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

3 exams @100 pts	300 pts	(46.2% of possible pts)
Announced Quizzes	100 pts	(15.4% of possible pts)
Course Activities	125 pts	(19.2% of possible pts)
(Total % correct)(125) = pts for CA or if have SI - 100 pts for CA, 25 pts for SI & (Total % correct)(100) = pts for CA		
Final Exam	<u>125 pts</u>	(19.2% of possible pts)
Total points	650 pts	

**For both Math 25 & 103:** Course activities may include but are not limited to:

MML Homework or Media Assignments	SI Attendance/Participation (25 points)
Journal entries (writing assignments)	Other Problems/Activities/Worksheets
Reports or Presentations	In-class pop quizzes

***The student must receive a C or better (or CR) in Math 25 to be able to earn the credits in Math 103.***

## Grading Information – Math 25 & 103

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

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

**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.



## 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 MML to view a video on the section(s) that you missed, if available. 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 written assignments, or graded in-class activities that you miss due to absences or tardiness. Some extra credit opportunities may be available for the course activities portion of your grade.

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 (236-9282) OR EMAIL JOKUMURA@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.

**Additional Information (continued)**

## 3. RETEST – MATH 25:

After each chapter test in Math 25, 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. Retests are arranged by appointment.

To take a retest for a chapter test in Math 25, 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) For students who did not meet the 70% minimum, they must meet with the instructor to review mistakes made on the first form of the test taken. For students who met the 70% minimum but would like to improve their grade, a meeting with the instructor to review mistakes made on the first form of the test taken is optional.
- (c) Additional math activities as designated by the instructor must be completed.

## 4. There are NO RETESTS for the Math 103 course.

## 5. FINAL EXAM:

The final exam for each course is cumulative.

For Math 25 – 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.

For Math 103 – There are no retests for the final exam.

## 6. CALCULATOR:

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

**Additional Information (continued)**

## 7. HOMEWORK:

Read the sections to be covered in a class session prior to that class session (you may also watch the videos available at MML for each section). As you read each section and/or view the video for 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” or “Now Work” problems given in the section.

After the class discussion on a section, work on your online and/or written homework problems that count towards the course activities (CA) portion of your grade. 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, SI leader (if available) or the online 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.

The online homework and/or written homework that count towards the course activities (CA) portion of your grade will be given with a due date. The online homework that count towards the CA portion of your grade will have a due date but you may continue working on the online homework past the due date with a 25% penalty on the problems done late. The written homework that count towards the CA portion of your grade must be turned in on time and at the beginning of the class, unless otherwise specified. **LATE WRITTEN GRADED HOMEWORK WILL NOT RECEIVE ANY POINTS.** You may turn in your written graded homework before the due date and/or time without losing points. There will be opportunities to earn some extra credit points towards the CA portion of your grade but the maximum number of points that may be earned for the entire semester for the CA portion of your grade is 130 points (or 105 points if we have SI) for Math 25 and 125 points (or 100 points if we have SI) for Math 103.

Course activities may also include other activities such as journals (writing assignments), oral presentations, etc. Any written/oral 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**. However, you will have 5 one day late graces (LG) for written course activities. You may turn in your graded work before the due date and/or time without losing points.

Be sure to analyze your written graded homework and other written course activities for 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.

## 8. HELP:

Your instructor (and SI leader, if available) is your primary human resource for help when you are lost or having trouble. There are also online help resources and the Math Lab available. 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. You could also make an appointment, email or call the instructor. The Math Lab tutors and online tutors are also available for drop-in assistance on the course material. Don't wait too long to get help!!

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.

## 9. 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. Put your cell phones away during class time. NO TEXTING is allowed during class time.

## 10. 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.

## 11. 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.

## 12. N Grade

The N grade indicates that the student 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."

The N grade is an optional grade. Instructors do not have to give an N grade.



*Last Day for 100% Refund – Math 25/103	Jan. 14/Mar. 4, 2014
**Drop Deadline (no “W” on Transcript) and Last Day for 50% Refund – Math 25/103	Jan. 21/Mar. 17, 2014
°Withdrawal Deadline – Math 25/103	Feb. 10/Apr. 16, 2014
°Cr/NC Grading Option Deadline – Math 25/103	Feb. 10/Apr. 16, 2014
°Audit Deadline – Math 25/103	Feb. 10/Apr. 16, 2014

103-Exam 2 covers sections 1.2 – 1.7, 2.1, 2.2, 4.5, 5.4

103-Exam 3 covers sections 2.3 – 2.5, 3.1, 3.2, 4.1, 4.3, 5.2, 5.3, 6.1

103-Exam 4 covers sections 6.3 – 6.6, 8.1, 8.6, 8.7

103-Quiz 1 covers R.4, R.5, R.7, 1.1, 1.7 – pt 1

103-Quiz 2 covers R1(Compound Inequalities), R.2, R.8

Instructor:	Jean Okumura	Office:	Mana’opono 112A
Office Hrs:	WF: 11:30 am – 12:30 pm TR: 10:00 – 11:30 am Other hours by appointment	Office Phone:	236-9282
Fax Number:	247-5362 Attention: Jean Okumura	Email:	<a href="mailto:jokumura@hawaii.edu">jokumura@hawaii.edu</a>

GRADING INFORMATION  
MATH 25 & 103

*Grades for Math 25 are based on the following course tasks:*

5 exams @ 100 pts	500 pts	(62.5% of possible pts)
Course Activities (Total % correct)(130) = pts for CA or if have SI - 105 pts for CA, 25 pts for SI & (Total % correct)(105) = pts for CA	130 pts	(16.25% of possible pts)
Final Exam	<u>170 pts</u>	(21.25% of possible pts)
Total points	800 pts	

***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 for Math 25. Without these two minimum requirements, a passing grade for the Math 25 course is not possible.***

*Grades for Math 103 are based on the following course tasks:*

3 exams @ 100 pts	300 pts	(46.2% of possible pts)
Announced Quizzes	100 pts	(15.4% of possible pts)
Course Activities (Total % correct)(125) = pts for CA or if have SI - 100 pts for CA, 25 pts for SI & (Total % correct)(100) = pts for CA	125 pts	(19.2% of possible pts)
Final Exam	<u>125 pts</u>	(19.2% of possible pts)
Total points	650 pts	

***The student must receive a C or better (or CR) in Math 25 to be able to earn the credits in Math 103.***

**For both Math 25 & 103:** Course activities may include but are not limited to:

MML Homework or Media Assignments	SI Attendance/Participation (25 points)
Journal entries (writing assignments)	Other Problems/Activities/Worksheets
Reports or Presentations	In-class pop quizzes

**COURSE ACTIVITIES THAT ARE TURNED IN LATE WILL NOT RECEIVE ANY POINTS (no matter what the reason).** All 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, since the class meets 11:30 – 12:45 then, the assignment must be turned in by 11:35. The clock of the classroom is used to determine the time. Any homework turned in after 11:35 is considered late.

**There are no make-up opportunities for missed assignments, quizzes or in-class activities or other activities that are graded for the course activities portion of your grade.** However, you will have 5 one day late graces (LG) for each course. There also will be a few opportunities to earn some extra credit points for the course activities portion of your grade for each course. However, the maximum score for the course activities portion of your grade is 130 points (or 105 points if we have SI) for Math 25 and 125 points (or 100 points if we have SI) for Math 103.