Math 1400 Pre-Calculus Algebra
Casper College Course Syllabus

Semester/Year: Fall 2006
Section: 01
Credit Hours: 4

Lecture Hours: 4
Day(s): MT ThF
Room: PS 216
Class Time: 8:00-8:50 AM

Instructor: Heidi Arnold
Office: PS 113
Office Phone: 268-2505

Email: harnold@caspercollege.edu

Office Hours: Mon: 9 - 9:50am and 12 – 12:15pm
Tues: 9 - 9:50am and 12 – 1:15pm
Thur: 9 - 9:50am and 12 – 12:15pm
Fri: 9 - 9:50am and 12 – 12:15pm

Contact Information:
You can call me during office hours, and you can leave a voice mail or email me 24 hours a day. I want to help you and I am available for you. Please make an appointment with me if you need help and my office hours do not work for you. I am often in my office before and after this class.

Course Description:
Elementary functions and graphing for mathematics, science, business, and engineering majors preparing for the regular calculus sequence; includes exponential and logarithmic functions.

Extended Course Description:
This course includes function notation, polynomial, rational, power, exponential and logarithmic functions.

Statement of Prerequisites:
In order to take this course, you must have received a C or better in DVST 0930, or received an ACT Composite Math score of 23 or better within the past year, or received a Compass Exam placement of Algebra with a score of 66 or better, or Compass Exam placement of College Algebra. If you are not sure that you have satisfied the prerequisite, please talk to me ASAP so that you can get into the appropriate math class.

Goal:
This course is designed to help students gain mathematical knowledge and skills using algebra concepts to solve problems. It will also prepare students to take calculus, statistics, linear algebra, and other mathematics, computer, science, and business courses that present problems needing algebra concepts to solve.

Outcomes:
Students should be able to demonstrate their knowledge of:
1. The mathematical concept of a function.
2. Polynomial functions.
3. The graphs of polynomial functions by using polynomial function graphs to solve real world problems.
4. Rational functions and their graphs.
5. Exponential functions.
Methodology:
I will give short lectures followed by lots of examples. We will occasionally do group worksheets in class. I will sometimes ask students to come up to the board and write down homework problems. Please feel free to raise your hand to ask questions at any time.

Evaluation Criteria:
Scores on tests, quizzes, and a final exam will determine your grade in this course.
The breakdown is as follows (and is subject to change):
  Homework: 15%  Quizzes: 20%  Tests: 40%  Participation/Other: 5%  Final exam: 20%

Participation/Other: 5% of your grade depends on you asking and answering questions in class, doing correct work on the worksheets and on the board, being on time to class, not being disruptive in class, being polite, attendance, etc.

Here is the grading scale for this course:
A: 90% – 100%  B: 89% – 80%  C: 79% – 70%  D: 69% – 60%  F: 59% and below

Course Specific Detail:
Homework will be assigned daily. I will collect and grade several problems from all sections so that you can get feedback on your work before taking the tests. There may be several other short assignments that I will collect. Homework will not be accepted if it is not neat, if it is not stapled, if the problems are not written in order, if the directions are not followed, if it is not ready at the beginning of class, or if it is late. I do not accept late homework; instead, I will just drop your lowest 3 homework scores at the end of the semester. Show all steps leading to the solution for each problem. Please explain the problems to yourself in your written homework so that you will understand them later when you are studying for a test or the final exam. I never give credit for just writing the answers down; you must always show all steps whenever possible.

There will be approximately 8 quizzes during the last 15 minutes of class. Some of these quizzes will contain several problems right out of the book. If you do all of the homework problems, check your work with the solutions manual in the Math Lab, review all lecture examples, and get all of your questions answered, you should be able to get full credit on every quiz. Remember: homework and quizzes together account for 35% of your grade. I never give credit for just writing the answers down; you must always show all steps whenever possible.

There will be 3 or 4 chapter tests. These will last 50 minutes and be at the end of each chapter. I never give credit for just writing the answers down; you must always show all steps whenever possible.

The final exam is cumulative; it will cover EVERYTHING that we have learned this semester. I do not give early or late final exams; the final exam must be taken on the scheduled day and at the scheduled time. I will announce this date and time as soon as the final exam schedule is released. Plan on being here Wednesday of final's week, Dec 20th. If there is a conflict with a final exam in another class, please talk to me.

I do not give makeup tests without a VERY good reason. Being ill is a good reason. DO NOT come to class if you are ill. Contact me before the test and we can discuss a makeup time, as long as it is before I hand back the graded tests. I will allow no more than 1 makeup test per student. You must contact me as soon as possible (before the test time) if you must miss a test.
I also do not give makeup quizzes without a VERY good reason. Being ill is a good reason. Contact me **before the quiz** and we can discuss a makeup time. I will allow no more than 1 makeup quiz per student.

Attendance is mandatory. It is part of your Participation/Other grade and I will take role daily. If you must miss class, it is YOUR responsibility to contact another classmate or myself to see what announcements, topics, handouts, etc, you missed. It is YOUR responsibility to contact another classmate to get a copy of the notes from that day.

Please come to my office hours or go to the Math Lab in PS 104 to get all of your questions answered as they arise. I would appreciate it if each and every student would make time to stop by my office and introduce themselves to me sometime during the 1st week.

If you need additional help, visit me during office hours or visit the Math Lab, located in PS 104. They are open Mon-Thurs 7am - 7pm and Friday 7am - 3pm. The staff is friendly and willing to help you. This is a free service; take advantage of it.

I highly recommend forming a study group with your friends. This is a great way to learn.

**Required Text, Readings, & Materials:**

CALCULATOR: A graphing calculator is required for this course. Since most math courses at Casper College require a graphing calculator, it is to your advantage to learn how to use one now. If you do not already own a graphing calculator, you should buy a TI-83 or rent one from the Math Lab. I will be using the TI-83 in class and can answer your questions about this calculator. You are welcome to use any graphing calculator that you like. If it is not a TI-83, then I will not be able to help you with it and you will be required to learn to use it on your own.

**Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:**
November 3, 2006 will be the last day to drop this class. If you are thinking about dropping, you must contact me BEFORE this date.

**Student Rights & Responsibilities:**
Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.
**Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty.** Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course contact student services.

**Schedule:**
We will cover chapters 1, 2, 3, and 4 in this course. A detailed schedule and list of homework problems for each chapter will be handed out in class.

**Fellow Students:**
Please take a few moments at the end of this hour or before class next time to get the names and phone numbers of a few students in the class. You will want to call them when you miss class or get stuck on a homework problem.

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<th>Name</th>
<th>Phone # and/or Email Address</th>
<th>Good/Bad Times to Call</th>
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