This course is designed to prepare a student for Elementary Algebra. Topics include a review of basic arithmetic while studying operations on various number systems, including signed numbers, fractions, decimals and percents, and exploration of simple equations and their applications. Algebraic manipulation of variables will be extensively explored.

**Accommodation:**
If any student is in need of an accommodation due to a documented disability, the student must notify the instructor within the first week of class in order for the proper arrangements to be made.

**Attendance:**
- Each 3 hour 35 minute class meeting is broken into two class periods, with a 20 minute break in between. Theoretically the first class period will run from 9:00-10:40, with the break running from 10:40-11:00, and the second class period will run from 11:00-12:35. Each day (class meetings), roll will be called at the beginning of both class periods.
- Three (3) tardies equals one absence. You are considered tardy if you show up five (5) or more minutes after the beginning of each class period, or if you leave more than 5 minutes early (before the end of any of the class periods), or if you leave for more than 5 minutes during the middle of any class period. Each tardy deducts two (2) points from your participation grade.
- You are considered absent from any class period, if you do not attend for at least half of that one (class period) session. Each class period absence deducts five (5) points from you participation grade.
- Excessive leaving & entering of the classroom will not be tolerated. Any student deemed by the instructor of doing so, will be asked to leave class for the day.
- Two and a half (2½) full day (class meetings) absences (or 5 class periods) are allowed through the six-week course. We only meet 23 sessions, so missing even one of these will definitely put you behind. Avoid absence from class at all cost.
- If you miss three (3) full day (class meetings) absences (or 6 class periods) you will automatically be dropped from the class, or receive an automatic “F”, unless prior arrangements have been made with the instructor. If you miss two (2) full days (or 4 class periods) during the first week of classes, you will automatically be dropped from the class.
- Deliberate distractions from class, like sleeping in class, doing homework in class, text messaging, etc., will not be tolerated. Each deliberate distraction from class deducts 2 points from your participation grade, and you will be asked to leave the classroom until you are allowed back in the room. A second deliberate distraction in the same class period will be met with dismissal from that class period, which means a 5 point participation grade deduction.

**Grading:**
- Individual tests 30%
- Quizzes 10%
- Final Exam 25%
- Homework 25%
- Participation 10%
Grading Scale:

89.5% - 100% “A”  
79.5% - 89.4% “B”  
69.5% - 79.4% “C”  
59.5% - 69.4% “D”  
0% - 59.4% “F”

Exams/Quizzes:

- Quizzes can be announced or not. If a student is not present either the day that a take-home quiz is passed out, or the day that it is due, the student will not receive credit for that quiz, unless previous arrangements have been made with the instructor. **All take-home quizzes are to be done (on your own) independently; that is without help from anyone, including other classmates and tutors.** If you are caught working with someone else, or copying someone else’s work, or providing someone with your take-home quiz for copying purposes, you will first receive a 0% on the entire take-home quiz. A second similar infraction will lead to more severe disciplinary action, usually a suspension from class for a time period to be determined at the time of the infraction.
- Three (3) individual exams will be administered during the six-week semester at approximately 2 week intervals (approximately every six class meetings).
- If you do not take a midterm during its regularly scheduled time and you have not contacted the instructor first to make an accommodation due to the emergency (which will be confirmed by the instructor), you will receive a zero on that exam. **If the missed exam is the first or second exam, you will also be dropped from the class.**

**FINAL EXAM DATE:** Thursday, February 12, 2009, 9:30 am - 11:30 am  
(Review from 9:00-9:25am)

Homework:  
Homework is graded in a variety of ways that is to encourage you to complete assignments, including:
- Turning in previous day’s class assignment
- Spot check
- By packet on the day of a quiz or exam

Calculators:  
Calculators are not allowed in class, except for the few assigned homework problems that have calculator icons by them in the text, and specific proportion classwork at the very end of the class. No calculators are to be used on the day of exams at all.

Behavior:  
General school policies apply. All work is to be completed individually, unless otherwise directed by the instructor. Cheating consequences range from a zero on the assignment to an “F” in the class. All matters concerning student behaviors and disciplinary issues are subject to the outlined principles in the student handbook.

General Announcements: **All work (quizzes, tests, and homework) should be done in pencil,** and should be ready to be turned in at the beginning of the class in which it is due. **All graphing should be done on standard ¼” quadrille graph paper.** All applicable steps (solutions/work) need to be shown. **No late work will be accepted.** All dates listed in the regular schedule apply. There will be “no record” shown, if you drop this class by the Monday of the 2nd week, (January 12, 2009). If this class is dropped on or before the Monday of the 4th week, (January 26, 2009) you will receive a “W” (withdrawal) on your transcript. After the half term deadline, the student will receive the applicable letter grade.  
**Note:** There will be a school holiday during this Winter 2009 school session on January 19th [Martin Luther King, Jr. Day]. ☺