



Course Prefix/Number/Title: ASC 91- Algebra Prep 1

Number of Credits: 2 credits

Course Description: This course begins with the development of the fundamental skills required for the successful completion of studies in college level mathematical courses. Topics include operations with whole numbers and fractions, order of operations, simplification and evaluation of expressions, and evaluation of one and two step linear equations and inequalities. Study skills will be incorporated throughout the course. **Credit earned does not count towards any degree, nor does it transfer.**

Pre-/Co-requisites: None

Course Objectives: It is expected that students will be able to:

- Perform basic algebraic operations using positive and negative numbers, fractions, and exponents. Demonstrate an understanding of terms and rules used in algebra.
- Utilize problem-solving strategies to solve problems.
- Simplify expressions & solve equations and inequalities.
- Analyze and solve various types of math problems

Instructor: Jessica Haut

Office: McFarland 134

Office Hours: Monday- Wednesday, Friday 11:00-11:50 am & 1:00-1:50 pm, appointments on Thursday

Phone: (701)845-7685

Email: jessica.puhr.2@dakotacollege.edu

Lecture/Lab Schedule: MTWF 1st 8-weeks 9:00am – 9:50am

Monday	Tuesday	Wednesday	Thursday	Friday
Vangstad 005	Vangstad 005	Vangstad 005		Vangstad 005
9-9:50am	9-9:50am	9-9:50am		9-9:50am

Textbook(s): OER

Course Requirements: Learning algebra is an investment of time. Algebra is learned best by practice, reflect, and practice some more. Understanding the examples provided by the instructor and textbook is a good first step. However, to truly know the material, you should be able to look at a problem, know how to proceed, and carry out the steps WITHOUT ASSISTANCE. The independent practice and graded homework provide opportunities for you to get to that point. Passing grades on quizzes and tests demonstrate that you have indeed learned the skills taught. **Calculators will not be used in this class.**

Homework (84 pts): Homework will be assigned in Blackboard at the end of each section. These are graded assignments that can be done multiple times. Only the highest score will be used. These assignments close at 11:59 PM, Central Daylight Time on the due date. **No late work will be accepted.** There will occasionally be in-class homework assignments. In-class assignments cannot be made up unless the absence is school related.

- Sections 0.1-0.5 = 20 pts
- Sections 1.1-1.9 = 36 pts
- Sections 2.1-2.7 = 28 pts

Activities (33 pts): Students will have time for activities each week. Activities will be done in class ONLY. Make-up activities will be provided for those whose absences are school related.

- Section 0 Activity = 11 pts
- Section 1 Activity = 11 pts
- Section 2 Activity = 11 pts

Chapter Tests (167 pts): A test will be given at the completion of each chapter. Students are allowed one attempt on each test and must be completed in one sitting. Tests must be taken on the day they are given or previous arrangements must be made prior to the test day. Tests will **NOT** be allowed to be taken in the Learning Commons, unless the student has documentation to do so. **If you miss an exam you must contact me within 24 hours of the missed exam to arrange for a time to make up the exam. MAKE UP TEST WILL ONLY BE TAKEN WITH MRS. HAUT.** Exams must be made up within 72 hours of the original exam time. If you do not contact me within 24 hours, a grade of 0 will be entered for the exam that was missed. The exam grade will be docked 10% per day for late points. Make-up tests may be more difficult than the one given for the regularly scheduled test.

- Test 0 = 54 pts
- Test 1 = 55 pts
- Test 2 = 58 pts

Final Exam (50 pts): The final exam is comprehensive. Anyone who misses the final will receive a 0 on the exam and a grade of **F** for the course. No make-up final will be given.

Cheating on tests will not be tolerated. If you are caught cheating, that will result in an automatic 0 for the exam.



- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%

NO EXTRA CREDIT!!!!

YOU NEED A 70% TO PASS ASC 91!

Tentative Course Outline:

<i>Chapter</i>	<i>Topics</i>
Chapter 0 Sections 0.1 – 0.5	Prealgebra Review
Chapter 1 Sections 1.1 – 1.9	Real Numbers and Variables
Chapter 2 Sections 2.1 – 2.6,2.8	Equations, Inequalities, and Applications
Final Exam	COMPREHENSIVE

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): None

Relationship to Campus Focus: This course develops algebra skills that are used to solve problems in science, technology, business, and social sciences.

Classroom Policies:

- Respect is to be shown towards the instructor and fellow students in the classroom.
- Attendance and participation is expected. This means you must be alert and paying attention to what is being discussed during class.
- Show up to class on time and be prepared (pencil, notebook, etc).
- Cell phones and all other electronics should be off/silenced and put away. You will be asked once to put the phone away, if asked again you will be asked to leave.
- **Participating in class is MANDATORY, if you choose to not answer questions or answer questions asked of you, you will be counted as absent from the class and reported to starfish for too many absences.**

Student Email Policy:

Dakota College at Bottineau/Valley City State University is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

- According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred. **Cheating will not be tolerated. Any student found to be cheating will receive a 0 on the assignment; an additional incidence of cheating will result in the student being dismissed from the course.**

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services. You can reach them at 701-845-7207 or email Jackie Owens.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

The syllabus is a living document that is subject to change. Students will be informed of any changes.