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| <http://www.dmacc.edu>  Campus Name: Boone Campus  Course Title: Prealgebra  Course Number: MAT053  Section Number: WW1  CRN: 25520 | | | | |
| **Instructor Information** | | | | |
| Name | Maureen Huisinga | | | |
| E-mail Address | [mkhuisinga@dmacc.edu](mailto:mkhuisinga@dmacc.edu) | | | |
| Phone Number | (515) 228-3590 (H)  (515) 965-7033 ext. 9206 | | | |
| Office Location | None | | | |
| Office Hours | None | | | |
| Instructor Introduction | | | Adjunct instructor at DMACC since 2004. | |
| Instructor Web Page Address | | | <http://mrshuisingashomepage.yolasite.com/> | |
| Blackboard | | | <https://dmacc.blackboard.com> | |
| **Course Information** | | | | |
| Semester & Year | | Spring, 2016 | | |
| Date Syllabus Created and/or Revised | | | | 1/8/16 |
| Days & Time & Location | | Online | | |
| Course Description & Credits | | <https://go.dmacc.edu/Schedule/Pages/coursedescriptions.aspx> | | |
| Prerequisites | | Placement score and/or prerequisite required. | | |
| Course Competencies | | <https://go.dmacc.edu/competencies> | | |
| Midterm & Final Dates | | <http://go.dmacc.edu/students/Pages/academiccalendar.aspx> | | |
| Study Tips | | To do well in this class, students must log in regularly, review the assigned lessons, participate in discussions, and compete the homework and exams on MyMathLab. Students are expected to keep up with the pace of the class and current on the homework. Students’ willingness to do so will determine their success in this course. The content of this course builds on itself throughout the semester. Consequently, it is important that students master early concepts, as they will become building blocks for concepts introduced later in the course. Students should seek extra help (tutoring, e-mail me, ask questions on Blackboard, etc.) as soon as possible if they feel that they are getting behind on the course material. Many times the instructor can answer students’ questions via email or phone calls. | | |
| Extra Help/Tutoring | | Academic Achievement Center – (Check hours on campus.) <https://go.dmacc.edu/currentstudents/Pages/academic_achievement_center.aspx> (Free tutoring)  Check out other tutoring services by searching **tutoring** on DMACC’S home page or visiting this website: <https://go.dmacc.edu/handbook/servstudents/Pages/tutoring.aspx>  (Most are free.)  Tutoring is also available through MyMathLab (Free tutoring) [www.pearsonmylab.com](http://www.pearsonmylab.com) – Look for the **?** or other Help Resources | | |
| **Textbooks & Materials** | | | | |
| Required Textbooks & ISBN | | Prealgebra 7th edition, Bittinger/Ellenbogen/Johnson  ISBN: 978-0-321-997-159 | | |
| Required Materials | | MyMathLab | | |
| Optional or Recommended Books/Materials | | Scientific Calculator | | |
| **Course** **Policies** | | | | |
| Grading Criteria | | Homework: 10 x 25 = 250 points  Discussion: 15 x 10 = 150 points  Tests: 10 x 50 = 500 points  Final: 1 x 100 = 100 points  Total: 1000 points  A 93–100% A- 90-92%  B+ 87–89% B 83-86% B- 80-82%  C+ 77-79% C 73-76% C- 70-72%  D+ 67-69% D 63-66% D- 60-62%  F 59% & Below | | |
| Classroom Conduct | | Refer to the DMACC Student Handbook:  <https://go.dmacc.edu/handbook> | | |
| Exams/Missed Exams | | The chapter exams will be worth **50** points each. The final exam will be worth **100** points.  Tests will be open for one week to complete. Unexcused late work will not be accepted. | | |
| Discussion | | Because this class does not take place in a regular classroom setting, attendance is replaced by participation in discussion boards. Discussion boards are used as a way to communicate between classmates and learn from one another. It gives students a chance to express any questions or concerns and/or give feedback to others taking the class. Students are required to complete 4 discussion board posts each week. The requirements for each week’s discussion board posts are as follows:  1) response to Topic 1 (Due by Thursday, 11:59 pm) Worth 3 pts.  2) question/comment concerning the current week's homework or exam (or anything you might want to add for the rest of the class)  (Due by Thursday, 11:59 pm) Worth 2 pts.  3) response to a classmate's question/comment post or a classmate’s post on Topic 1 or 2 (Due by Sunday, 11:59 pm) Worth 2 pts.  4) response to Topic 2 (Due by Sunday, 11:59 pm) Worth 3 pts.  Each week, the topics will be available under that week's folder in the ‘course content’ section as well as under the ‘discussion board’ tab.  The responses to Topic 1 and 2 should each be a paragraph long (3-4 sentences). The other responses may be a sentence or 2. (One or 2 word responses will not receive credit.) Your posts should be completed during at least two different times during the week (not all at one time). All posts should be respectful, professional, and free of grammatical errors. The topics are an easy way to participate and earn points, especially if you struggle with homework and/or tests.  **Total discussion points for the week: 10 points** | | |
| Homework | | Homework problems will be assigned through MyMathLab. To receive credit for homework, you must complete problems through MyMathLab. These assignments must be submitted electronically before the date due.  **Each chapter of homework will be worth 25 points.** Unexcused late homework will not be accepted.  To register with MyMathLab, you will need:  Access code: Available with new text purchase. You can also buy the access code separately on-line or from the DMACC Bookstore.  **Course Name: MAT053, SP16, Online**  **Course ID: huisinga59416**  E-mail address: DMACC (recommended) or personal  \*Whatever e-mail you sign up with will be the one that I answer questions through when you click on ‘ask my instructor’. | | |
| Extra Credit | | There will be extra credit problems on several of the exams. | | |
| **DMACC Information** | | | | |
| Weather Policy | | <https://www.dmacc.edu/handbook/commoncampus/Pages/closings.aspx> | | |
| Academic Dishonesty/Plagiarism | | <https://go.dmacc.edu/handbook/polprocedures/Pages/academicmisconduct.aspx>  “See DMACC Educational Services Procedures ES 4670. A. and B” for information on plagiarism, cheating,  information about appeals procedures or reference publication that addresses this information in detail.” | | |
| Instructor Home Pages | | <http://www.dmacc.edu/instructors> | | |
| Student Handbook:  Policies/Procedures | | Handbook: <https://go.dmacc.edu/handbook>  Introduction: <https://go.dmacc.edu/handbook/polprocedures>  Admission/registration: <https://go.dmacc.edu/registration>  Registration dates: <https://go.dmacc.edu/admissions/pages/applyonlinefull.aspx>  Financial Aid: <https://go.dmacc.edu/fin_aid>  Add Drop Dates: <https://go.dmacc.edu/registration/pages/add_drop.aspx>  Refund Policy: <https://go.dmacc.edu/registration/Pages/refund.aspx>  Grievance Procedures: <https://go.dmacc.edu/student_services/pages/policies_procedures.aspx>  Consumer Information: <https://go.dmacc.edu/consumerinfo> | | |
| Technology | | Technology use: <https://go.dmacc.edu/handbook/polprocedures/Pages/technologyusage.aspx>  Computer labs: <https://go.dmacc.edu/helpdesk/Pages/computerlabs.aspx>  Software notice: “All of the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is property of Des Moines Area Community College. | | |
| Student Responsibilities & Rights | | <https://go.dmacc.edu/handbook/polprocedures/Pages/rightsandrespon.aspx> | | |
| Sexual Harassment Policy | | <https://go.dmacc.edu/handbook/polprocedures/Pages/nondiscrimpolicy.aspx> | | |
| Safety Page | | <https://go.dmacc.edu/safety/Pages/welcome.aspx> | | |
| Clery Crime Report | | <https://go.dmacc.edu/handbook/polprocedures/Pages/cleryact.aspx> | | |
| **Support Services** | | | | |
| Services for Students with Disabilities  Academic & Educational Advising  Career Counseling  Library | | <https://go.dmacc.edu/student_services/disabilities>  Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at **515-964-6850** or the counseling & advising office on any campus to apply for services.  <https://go.dmacc.edu/advising>  <https://go.dmacc.edu/counseling/Pages/careercounseling.aspx>  <https://go.dmacc.edu/library> | | |
| **Course Syllabus** | | | | |
| **Disclaimer:** “This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.”  **Nondiscrimination Policy:** Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure (ES4645). Complaint forms may be obtained from the Campus Provost's office, the Academic Dean’s office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For Title IX questions and concerns contact 515-964-6850.  Students who wish additional information or assistance may refer to Student Services procedure ES 4645 located at <https://go.dmacc.edu/student_services/int>. Click Policies & Procedures.  **Accommodations**: The Program Development/Academic Support Services Director is the official Student Accommodation Officer/Section 504/ADA Coordinator for DMACC. The ADA Coordinator’s office is located in Bldg. 6-10E on the Ankeny Campus and may be contacted by voice (515-964-6857). The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator’s office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem. | | | | |

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| **Course Schedule** | |
| **Date** | **Course Material** |
| Week 1: Jan 11 | 1.1, 1.2, 1.3, 1.4 |
| Jan 14 | 1.5, 1.6, 1.7 |
| Week 2: Jan 18 | 1.8, 1.9; Chapter 1 Exam |
| Jan 21 | 2.1, 2.2, 2.3 |
| Week 3: Jan 25 | 2.4, 2.5, 2.6 |
| Jan 28 | 2.7, 2.8; **Chapter 2 Exam** |
| Week 4: Feb 1 | 3.1, 3.2, 3.3 |
| Feb 4 | 3.4, 3.5, 3.6 |
| Week 5: Feb 8 | 3.7, 3.8; Chapter 3 Exam |
| Feb 11 | 4.1, 4.2, 4.3 |
| Week 6: Feb 15 | 4.4, 4.5 |
| Feb 18 | 4.6, 4.7; **Chapter 4 Exam** |
| Week 7: Feb 22 | 5.1, 5.2, 5.3 |
| Feb 25 | 5.4, 5.5, 5.6 |
| Week 8: Feb 29 | 5.7, 5.8; Chapter 5 Exam |
| Mar 3 | 6.1, 6.2, 6.3 |
| Week 9: Mar 7 | 6.4, 6.5, 6.6; Chapter 6 Exam |
| Mar 10 | (Finish Ch. 6 Exam) |
| **Mar 14-20** | **No Class – Spring Break** |
| Week 10: Mar 21 | 7.1, 7.2, 7.3 |
| Mar 24 | 7.4, 7.5; Chapter 7 Exam |
| Week 11: Mar 28 | 8.1, 8.2, 8.3 |
| Mar 31 | 8.4, 8.5 |
| Week 12: Apr 4 | 8.6, 8.7; **Chapter 8 Exam** |
| Apr 7 | 9.1, 9.2, 9.3 |
| Week 13: Apr 11 | 9.4, 9.5, 9.6 |
| Apr 14 | 9.7, 9.8; **Chapter 9 Exam** |
| Week 14: Apr 18 | 10.1, 10.2 |
| Apr 21 | 10.3, 10.4 |
| Week 15: Apr 25 | 10.5; Chapter 10 Exam |
| Apr 28 | (Finish Ch. 10 Exam) |
| Week 16: | **Final Comprehensive Exam – Chapters 1-10** |