MTH 020     PRE-ALGEBRA

In order to log onto the system, you will need the VALIDATION CODE found in the “Validation Code Card” which is inside the front cover of your textbook. This code is the way that you verify that you have purchased a license to use the course software FOR ONE SEMESTER. Each code is unique and can only be used once. If you open the “code folder” the bookstore will assume it is used and not refund your money.

Note: For a limited amount of time you will be able to use the software without your code (1 day for 3-week classes, 1 week for 8-week classes, and 2 weeks for 16-week classes).

Unfortunately, this means that YOU WILL NEED TO BUY A NEW BOOK in order to obtain another validation code:

- If you are taking this class for the second (or higher) time,
- If you lose the code,
- If someone else learns your code and uses it before you do.

This course is for students who need to learn or review basic arithmetic skills in preparation for subsequent algebra courses. This course will help you understand the appropriate algorithms so that these skills can be applied to a more abstract setting in algebra. You are preparing to take higher-level math courses, so you will be developing strategies for solving problems, not just practicing the manipulation of numbers.

Your instructor and educational assistants are here to help you master the material. The courseware (Academic Systems Algebra) that is delivered via computer is an interactive “textbook” used for instruction and for quizzes. You must take an active role in your own instruction to be successful in this course. You will be responsible for learning the material and for getting help if you are having difficulties. Pay particular attention to the course notes icons if they appear on the right side of the monitor screen.

There are tutoring areas and staff available during the week for extra help. You may spend as much time as you need on each lesson, as long as you meet the deadlines on the printed schedule. You may drop in for extra computer time anytime that the Math Center is open and there are available computers.

COURSEWARE WORK FROM HOME

To work at home:
- Open your Internet browser and go to: http://asalgebra.platoweb.com
- Enter your Account Login: STLCC
- Enter your PLATO name and your Password and click the Login button

If you are having trouble running the lessons, get help from this web site: http://support.plato.com/instructional/ASalgebra.asp
You can also phone 1-952-607-3899 Monday-Thursday 7:00 AM – 10:00 PM CT, and Friday 7:00 AM – 8:00 PM CT or use the following web site to send email questions: http://support.plato.com/contact/academicsupport_request.asp
You may finish this course as soon as you are able. If you complete this course within the first ten (10) weeks of a regular semester, with a final grade of A or B, you may enroll, pay for, and begin working in the next course of the sequence. Enrollment in the next course must be completed by 4 pm on Friday of the tenth week.

If you have difficulty with the course work, see your instructor immediately. If you need additional help, the Mathematics Department supports professional tutors at three locations, on a free and drop-in basis: on the Meramec campus in CN 102 (fall and spring semesters only) and SW 211, and at the South County Education and University Center (SCEUC). Check each location for specific hours of operation.

Students are expected to attend class and work, on average, 6 hours per week outside of scheduled class, to achieve mastery of material. This preparation may include working in the Math Center, working at home with the courseware, and working in the PAN (Personal Academic Notebook) to practice skills (a.k.a. homework).

Students may NOT use a calculator on Pre-Algebra tests. Students should work practice problems in the courseware and in the PAN without using a calculator, in order to prepare for the tests.

**In Order To Complete This Course, You Must:**

1. Follow your schedule (provided the first day of class), remaining at or ahead of the dated restrictions. An electronic copy of the schedule may also be found at [http://users.stlcc.edu/departments/mcmath/mc/mcdocs.htm](http://users.stlcc.edu/departments/mcmath/mc/mcdocs.htm)
2. Try to do as many odd-numbered problems as possible in the PAN and check your answers in the Answers section in the back of the PAN.
3. Try to get 80% on the Evaluates (quizzes) at the end of all sections. Each Evaluate may be taken as many as three times, if necessary. Do not go on to the next section until the Evaluate has been taken at least once.
4. Try to get 80% on each of the five tests, on or before the dated restrictions. Each test may be taken at most three times.
5. Take a comprehensive two-part final exam, upon completion of all Evaluates and tests.

**The Math Center Grading Scale for Pre-Algebra:**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>83% - 92%</td>
<td>B</td>
</tr>
<tr>
<td>75% - 82%</td>
<td>C</td>
</tr>
<tr>
<td>65% - 74%</td>
<td>D</td>
</tr>
<tr>
<td>Below 65%</td>
<td>F</td>
</tr>
</tbody>
</table>

**Course Materials:**

Your textbook for the class is called a PAN (Personal Academic Notebook). Your PAN must be brought to each class, as well as paper and pen. (Pencils are not permitted in the Math Center.)

**How To Get The Most Out Of This Course:**

- Read the lesson in your notebook before going into Explain.
- Complete Explain and Apply for one concept before moving on to the next concept.
- Complete homework problems before doing Evaluate. After scoring Evaluate, take notes on the problems you got wrong, and ask for help on those problems that you do not understand.
- Get ahead so that you can take each test more than once, if necessary. You may be able to only take one test per class period.
Suggestions on How to Learn, Using Academic Systems Algebra

IN THE CLASSROOM:

- Be sure to attend all of each class meeting.
- Ask questions in class when you don’t understand what is going on.
- Begin your study in the courseware with Explain (Explain introduces you to new concepts and procedures. Practice problems are included in Explain to check your understanding of each concept.)
- Then proceed to Apply (Apply provides you with a series of practice problems to help you build your understanding of the new material.)
- Next you will do either online or offline Homework (Online homework problems are automatically assigned to you through your courseware. To do Offline homework problems, you will need your PAN. You can access a copy of the PAN online by clicking on the Tools button and then selecting Personal Academic Notebook. Locate the lesson number for each concept. Go to the Homework section. Locate the concept name.)
- Next try Explore if available. (Explore helps you investigate mathematics concepts, using tools such as the Grapher to stimulate your thinking. Explore reinforces the concepts introduced in Explain and challenges you to extend what you've learned.)
- Then do an Evaluate (The final quiz is found in Evaluate. After you take the quiz, the program reports your score to you and to your instructor. It also provides you the opportunity to review each item, your response, and a worked-out solution.)

WORKING IN YOUR PAN:

- Read your textbook slowly and carefully, including the chapters at the beginning of the book. Every step is important.
- Pay special attention to material that is highlighted or boxed in.
- Try examples first. Cover them up and uncover one line at a time to compare your work.

WORKING OUTSIDE OF THE CLASSROOM:

- First do the exercises that look easy to you.
- Break up math study time into small enough units to keep your energy level high – usually 20 – 30 minutes at a time.
- Math skills improve through practice.
- Details are important in mathematics, so be sure to work problems carefully and neatly.
- Try different ways of solving a problem. Many times there is more than one way to solve a problem. If you’re stuck, be adventurous; experiment with possibilities.
• In word problems, write down knowns and unknowns. Use symbols and make sketches to organize the information.
• The process of learning mathematics is cumulative. Plan to regularly review previously covered material.

MATHEMATICS DEPARTMENT POLICIES

DISRUPTIVE BEHAVIOR

Behavior that is disruptive to the instructor or students is contrary to quality education. If the instructor determines that an individual student's verbal or nonverbal behavior is hampering another student's ability to understand or concentrate on the class material, the instructor will speak with that student in an effort to rectify the problem behavior. If the behavior continues after this discussion, the instructor will have the disruptive student leave the class. Permission to return to class may be dependent upon assurances that the student has met with some responsible individual about the problem: the mathematics department chair, a counselor, the Vice President of Student Affairs, etc.

CHEATING AND/OR PLAGIARISM

An instructor who has evidence that a student may have cheated or plagiarized an assignment or test should confer with the student. The student may then be asked to present evidence (sources, first draft, notes, etc.) that the work is his own. If the instructor determines that cheating or plagiarism has occurred, he/she may assign a failing grade to the test, the assignment, or the course, as he/she sees fit.

ACCESS OFFICE

The College's Access Office guides, counsels, and assists students with disabilities. If you receive services through the Access office and need special arrangements (seating closer to the front of the class, a note-taker, extended time for testing, or other approved accommodation), please make an appointment with your instructor during the first week of classes to discuss these needs. Any information you share will be held in strict confidence, unless you give the instructor permission to do otherwise. Students enrolled in MTH 020, whose accommodations include the use of a calculator, will be provided a basic four-function calculator for use on tests and in the Math Center.

ATTENDANCE AND GRADING

Attendance is expected at all class meetings. Each individual instructor determines the grading system for his/her class. Grading scales, methods of grading, make-up policy, and penalties resulting from excessive absences will be discussed early in the semester.

FINAL EXAMS (DEPARTMENTAL)

In the Fall and Spring semesters, a portion of the final examination given in MTH020, MTH030, MTH140 and MTH160 may be designed by the Math Department.

COURSE REPEATER POLICY

Students must file a petition seeking departmental approval before enrolling in the same Meramec mathematics course for the third time. The petition process will involve writing a formal petition and meeting with a math faculty advisor to design a course of action that will improve chances for success.