



PRINCE GEORGE'S COMMUNITY COLLEGE

COURSE SYLLABUS

DVM 0030 – Pre Algebra (EDUCO)
Course Designator and Title

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COURSE DESCRIPTION:

0 Credits (4 CEUs) Four-credit-hour load equivalent.

The purpose of this course is to provide the student with the basic skills needed for success in Beginning Algebra; topics include ratio and proportion, percent, geometry, signed numbers, equations and their applications. All students entering this course should be proficient, without a calculator, in the basic operations on whole numbers, decimals, and fractions. Students should also know the names and place values of whole numbers and decimals and recognize the basic geometric figures.

DVM 0030 is the equivalent of a four-credit-hour load, and consists of four hours of lecture and one lab hour per week. Regular attendance in class and lab is required. Upon satisfactorily completing DVM 0030, the student will be prepared for DVM 0070.

COURSE OBJECTIVES:

Upon successful completion of this course a student will be able to:

1. Perform basic operations on fractions, decimals and/or integers.
2. Simplify numerical expressions containing fractions, decimals, and/or integers using order of operations.
3. Solve applications, including perimeter and area, using equations or formulas and using fractions, decimals and/or integers.
4. Simplify algebraic expressions that may involve using the distributive property.
5. Evaluate algebraic expressions, given the values of the variables.
6. Solve linear equations in one variable containing integers, fractions and/or decimals that may involve using the distributive property.
7. Perform computations involving ratio, proportion and percent.
8. Solve applications, using equations, involving ratio, proportion, and percent.
9. Determine the lengths of the missing sides of right triangles using the Pythagorean Theorem.
10. Explain, compare or describe basic algebraic processes or concepts.

PREREQUISITE: Reading proficiency level or co-enrollment in reading course. First time DVM students must co-enroll in CAP 1030 or PAS 1010.

TEXT: *PreAlgebra, Sixth Edition*, by Sharma, King and Mittal, published by EDUCO International, Inc., with Computer and Internet Technology.

COURSE CONTENTS

CHAPTER 1	INTEGERS AND ORDER OF OPERATIONS
CHAPTER 2	APPLICATIONS WITH INTEGERS (omit 2.4A, B and C)
CHAPTER 3	INTRODUCTION TO RATIONAL NUMBERS (omit 3.1 and 3.7)
CHAPTER 4	OPERATIONS WITH FRACTIONS
CHAPTER 5	APPLICATIONS WITH FRACTIONS (omit 5.3B)
CHAPTER 6	DECIMAL NUMBERS (omit 6.1, 6.2A, and 6.4A, C, and D)
CHAPTER 7	APPLICATIONS OF DECIMALS (omit 7.4C)
CHAPTER 8	PERCENT WITH BUSINESS APPLICATIONS (omit 8.4B and omit 8.5)

A cumulative final exam will be given at the end of the course.

NOTE: Books and other materials can be purchased from the college bookstore in the Largo Student Center in person or by calling (301) 322-0912. Students taking classes at the University Town Center can use the order form available there to order. Online orders: www.pgccbookstore.com

SUGGESTED SUPPLEMENT: A scientific calculator or the *TI-83 or 84 Plus* graphing calculator, which is required for MAT 1040.

LEARNING LAB: The Learning Lab in M-2129 has video and computer materials, and an instructional coordinator is available for help. The Learning Lab has a list of recommended materials (some of which may be checked out overnight). If you need help with study skills or using a calculator, see the lab instructional coordinator.

TUTORS: Developmental math tutors are available on a walk-in basis in M-2120 (inside M-2129). Also, scheduled individual half-hour or one-hour tutoring sessions can be arranged in the Educational Resource (tutoring) Center on the 1st floor of Bladen Hall, B107 (maximum 2 hours per week). You can either walk in or call (301) 322-0748 for an appointment. Additionally, individual tutors are available through the various student support services.

INSTRUCTOR'S OFFICE HOURS: Your instructor is available during his or her office hours, which will be announced the first day of class. Also, a message can be left for your instructor with the department secretary during business hours at (301) 322-0495.

CELL PHONES & PAGERS: Due to distractions caused by cell phones and pagers, all such devices must be turned off while the student is in the classroom or the learning lab. **Cell phones and PDA's cannot be used as calculators during class and testing.**

DISABILITY SUPPORT SERVICES

Students requesting academic accommodations are required to contact the Disability Support Services Office (B-124) or call (301) 322-0838 (voice) or (301) 322-0122 (TTY) to establish eligibility for services and accommodations. Students with documented disabilities should discuss the matter privately with their instructors at the beginning of the semester and provide a copy of their Student/Faculty Accommodation Form.

CODE OF CONDUCT

The Prince George's Community College Code of Conduct defines the rights and responsibilities of students and establishes a system of procedures for dealing with students charged with violations of the code and other rules and regulations of the college. A student enrolling in the college assumes an obligation to conduct himself/herself in a manner compatible with the college's function as an educational institution. Refer to the College Student Handbook for a complete explanation of the code of conduct, including the Code of Academic Integrity and the procedure for dealing with disruptive student behavior.
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CODE OF ACADEMIC INTEGRITY

The college is an institution of higher learning that holds academic integrity as its highest principle. In the pursuit of knowledge, the college community expects that all students, faculty, and staff will share responsibility for adhering to the values of honesty and unquestionable integrity. To support a community committed to academic achievement and scholarship, the Code of Academic Integrity advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process. The complete text of the Code of Academic Integrity is in the College Student Handbook and posted on the college's website.
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GRADE REQUIREMENTS:

Students must achieve an average score of 70% or higher on tests and required assignments. Four Continuing Education Units (CEU's) will be awarded for a grade of **A** (90% - 100%), **B** (89% - 89%) or **C** (70% - 79%).

- TP Toward Passing** - Completion of at least three chapters with a grade of 70% or better. The student must either re-enroll in DVM 0030 **or**, upon the written recommendation of the instructor, the student *may* enroll in a self-paced DVM 0030 in order to complete only the unfinished chapters/tests.
- I Incomplete** - Completion of 75% of the combined lab and course work. The student is usually given until the end of the next major semester to successfully complete all work.
- Q Quit** - Student did not attend class after the first 3 weeks. **Q** grades are reported during the sixth week of classes.
- F Failed** - Unsatisfactory progress, a grade of 69% or less. Students who do not wish to receive a grade for DVM 0030 should register for audit.
- W Withdrawal** - The last day to withdraw from a course is approximately 3 weeks before the end of classes. Refer to the course schedule for the exact date; no withdrawals are allowed after this date.

CONTINUING EDUCATION UNITS (CEUs)

1. What are Continuing Education Units (CEUs)?

Continuing Education Units (CEUs) are a nationally recognized recording device for non-credit learning experiences. The CEU was developed by a task force representing such groups as the United States Civil Service Commission, the American Medical Association, the American Management Association and others. One CEU is defined as "at least 10 hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." Therefore, to receive 4 CEUs, a student must complete and pass at least 40 hours of required class work.

2. What are some of the objectives of CEUs?

- a. To permit the accumulation, updating and transfer of an individual's continuing education record.
- b. To encourage long-range educational goals, and lifelong learning as a process of continuing education.
- c. To make the pursuit of knowledge more attractive as a way of personal and professional development.
- d. To permit and encourage the typical adult student to utilize a host of educational resources to serve his particular needs.

3. Are CEUs awarded for Developmental courses?

YES – A student can earn a maximum of 4 CEUs by earning a passing grade for completion of a Developmental Mathematics course in a single semester. Please refer to the syllabus for specific requirements.

4. Do CEUs satisfy graduation requirements?

NO --- CEUs are not equivalent to graduation or transfer credits. However, CEUs will appear on the student's transcript; this will indicate satisfactory participation in an organized continuing education experience.

