

SYLLABUS

Instructor: Dr. Yun Yoo

Course Number: Math 016 **CRN:** 40720 **Section:** 164

Class Time: T/Th 11:00 am -12:20 pm

Classroom: M3-03B

E-mail: ywoo@ccp.edu (The best way contact me)

Office: B1-9D

Phone: 215-751-8317

Office Hours: T/Th : 6:35 pm-8:05 pm , Mon: 4 pm-6 pm, Wed: 3:50-4:50 pm,
or by appointment

Text: **Math 016 Text (elephant book)**
<http://faculty.ccp.edu/dept/math/developmental.html>
(You also can find online versions from math webpage, so you can
download them for free)

My Webpage: <http://faculty.ccp.edu/faculty/ywoo/>

Course Description: Integers, fractions, decimals, scientific notation, ratio and proportion, percents, geometry and measurement, applications, approximations, use of a scientific calculator. Credit will not apply toward graduation.

Calculator: **The use of calculators on tests and quizzes will not be permitted.** It is recommended that you do not use calculators outside of the classroom when working on assignments. The purpose of assignments outside of class is to prepare you for the tests and quizzes, and this goal can be best achieved if you do not use a calculator.

Homework: It is especially important that you keep up with the homework. We will discuss some of these problems in class, and I will be glad to help you outside class as well, but it is your responsibility to do the work. **Homework will be assigned at the end of every class, but it will not be collected. DO NOT ALLOW YOURSELF TO FALL BEHIND, AND SEEK HELP IF YOU ARE HAVING DIFFICULTY.**

Attendance: **Attendance will be taken at each class by means of an “Attendance Quiz” by me and “Lab Attendance” by Learning Lab instructor. These are for practice and fun and will 15 % towards in your grade. I will give you solutions of each AQ at the end of class so that you shouldn’t ask me solutions before taking exam.** There is a college policy allowing at most 6 absences during the semester. In the event that you do not meet this policy, you may be dropped from the class. Regular attendance is necessary in order to master the material. It is your responsibility to find out what you have missed due to absence. It is important that you try to do the work you have missed.

Test: **There will be 4 tests and a comprehensive final exam.**

Makeup Policy: Make-ups are the discretion of the instructor and require prior approval and a written, acceptable medical excuse.
Everyone must take the Comprehensive Final Exam. If not, you will get “F”.

NOTE: No test grade will be dropped.

Help

There are several resources for students with questions. First and foremost, you should participate and ask questions in class. If you still have unanswered questions, please feel free to meet me after the class. More importantly, **CCP provides free tutoring and workshops in the learning lab.** Many students find it helpful to form study groups for doing homework and studying for tests. It is a great way to learn materials.

Grading:

The course average will be computed using **the average of the four tests (60%), Attendance (15%) and a departmental final (25%)**. Your written final grade will be determined as follow:

P03	70 % or above overall average
MP or F	Below 70 %

For more details for MP and F grade:

MP: To receive an **MP** grade, students must **complete all requirements** for the course. Requirements include attendance (not missing more than equivalent of 2 weeks of study), punctuality (being late no more than 3 times), completing all assignments, doing homework, taking all tests, quizzes, and a final exam. Students should be truly making progress: showing improvement and demonstrating the ability to pass the course given more time to do so. A student can get an **MP** grade with a lower average than a student who gets an **F**.

F: A grade of F is given if a student does not complete all requirements for the course or shows little progress during the semester.

Fall Semester 2011:

Final day to drop course for fall 2011 without penalty of 'F' grade: **Monday, Nov 21.**

Last day of class: Thursday, Dec 15 for T/Th classes

Final Exam Week: Friday, Dec 16- Wednesday, Dec 21, 2011

Final Remarks:

- **Avoid any behavior that can be disturbing to the class.**
- **Turn off cell phones and iPod.**
- **Be respectful to me and to your classmates.**
- **No food or gum during class.**
- **Be classroom on time if you really learn something from me.**
- **If you need to leave the classroom early, do it as quietly as possible.**

Lecture Schedules

Week #1 (Sept 6-8)	Lesson 1	
	Lesson 1	
Week #2 (Sept 13-15)	Lesson 2	
	Lesson 2	
Week #3 (Sept 20-22)	Lesson2	
	Test 1	
Week #4 (Sept 27-29)	Lesson 3	
	Lesson 3	
Week #5 (Oct 4-6)	Lesson 4	
	Lesson 4	
Week #6 (Oct 11-13)	Professional Development day — no classes	
	Lesson 5	
Week #7 (Oct 18-20)	Lesson 5	
	Test 2	
Week #8 (Oct 25-27)	Lesson 6	
	Lesson 6	
Week #9 (Nov 1-3)	Lesson 7	
	Lesson 7	
Week #10 (Nov 8-10)	Lesson 8	
	Test 3	
Week #11 (Nov 15-17)	Lesson 9	
	Lesson 9	
Week #12 (Nov 22-24)	Lesson 10	
	Thanksgiving Holidays	
Week #13 (Nov 29-Dec1)	Lesson 10	
	Lesson 11	
Week #14 (Dec 6-8)	Lesson 11	
	Test 4	
Week #15 (Dec 13-15)	Lesson 12	
Week #16	Comprehensive Final Exam (Dec 16-21)	