

Course Guide for Math Review

Course Information

Title: Math Review Credits: none
 Term: Offered Each Semester

Instructor: John W. Pluemer Address: Southwest Wisconsin Technical College 1800 Bronson Blvd. Fennimore, WI 53818 Email: jwpluemer@swtc.edu Phone: 800-362-3322 x2621	Academic Skills Center (ASC) Room: 107 Hours: Monday – Tuesday 7:30 – 5:00 Wednesday – Thursday 7:30 – 4:00 Friday 7 :30 – 2:00 <u>Summer</u> Monday - Thursday 8:00 – 12:00
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Completion Date : _____

Course Description: On completion of this course, students will have the math skills necessary to enter their chosen program. Students will compute with fractions, decimals, and percents. They will use formulas and ratio and proportion to solve problems. Additional competencies vary based on the student's chosen program. Some students will compute with signed numbers and solve linear equations. The chapters you will be required to complete will depend on the course for which you are preparing. Your instructor will tell you the chapters for which you will be responsible. See the grid below for more information regarding specific requirements.

Chapter Objectives	Standard Math Courses Applied Math Elem Algebra Bus Math w App	Math Intensive Courses Tech Math Math of Finance Intr College Math Math and Logic
Fractions Write fractions Compute with fractions	X	X
Decimals Convert decimals \leftrightarrow fractions Round decimals Compute with decimals	X	X
Percents Convert fractions \leftrightarrow decimals \leftrightarrow percents Solve percent problems	X	X
Formulas Use formulas to solve problems Use ratio and proportion to solve problems	X	X
Algebra Compute with signed numbers Solve linear equations		X

Materials: Basic Scientific Calculator
 Math Review Booklet Available at SWTC Bookstore

Getting Started

1. Take pretest (Results of pretest determine the chapters you are required to complete)
2. Get course materials (Math Review Booklet in the SWTC bookstore)
3. Work on your first required chapter
 - Study lesson in the Math Review Booklet
 - Work out example problems (Ask Questions)
 - Complete practice problems
 - Check your answers at the end of the chapter (Ask Questions)
 - Take quizzes when you complete the chapter
 - Check quiz answers in the ASC (Ask Questions)
 - Take the chapter test in the ASC
4. Start next required chapter

Course Structure

Chapter	Overview	Quizzes			Tests
Fractions	Overview	Quiz 1	Quiz 2	Quiz 3	Test
Decimals	Overview	Quiz 1	Quiz 2		Test
Percents	Overview	Quiz 1	Quiz 2		Test
Formulas	Overview	Quiz 1	Quiz 2		Test
Algebra	Overview	Quiz 1	Quiz 2	Quiz 3	Test

Evaluation:

Quizzes

1. Complete quizzes at the end of the chapter
2. Check your answers and ask any questions
3. Present completed quizzes when taking the chapter test
4. Successful completion of all quizzes can play a role in a borderline grade

Chapter Tests

1. 80% is considered passing for a Chapter Test
2. If you meet the Test Deadline, you earn the opportunity to retake that test if needed.
3. If you retake a Chapter Test, the score will be the average of the two attempts

Grading Scale

<u>Chapter Test Average</u>	<u>Grade</u>
80% +	Pass
Below 80%	Fail

Test Deadlines:

Required Chapter	Math Review	Required Chapter	Math Review with Algebra
First	6/16/09	First	6/16/09
Second	6/23/09	Second	6/23/09
Third	6/30/09	Third	6/30/09
Fourth	7/7/09	Fourth	7/7/09
		Fifth	7/16/09

Tips and Policies for Successful Performance

1. Get started as soon as you find out the results of your pretest. Procrastination is the single biggest reason for poor performance in independent study courses. Be aware of the deadline for completing the course and the chapter tests. Even if you only have one chapter to complete get started immediately.
2. Set a pace for yourself that will allow you to finish the course on time. If you have 4 chapters to complete and 8 weeks to get them done, then you should be completing 1 chapter every two weeks minimum. Recommended Pace: One Chapter per Week: If you stick to this pace, you will be done with plenty of time to spare and you will meet all the deadlines
3. Ask questions when you don't understand. Take advantage of the communication resources: answer keys, instructor email, discussion with other students, ASC instructors.
4. Be honest with yourself. When you check your work and find you got a problem wrong, don't just look at the answer key and say "Oh I know how to do it now." Find out why you got it wrong and make sure you can fix it.
5. Spend a reasonable amount of time on each problem. Some problems will be easy for you and you will finish them quickly. Other problems may take a little more effort. Don't give up too soon. On the other hand, don't spend hours on a single problem. If you have given it your best effort, move on to another problem and come back to it later or ask your instructor for help.

Additional Policies

ADA Statement: Students with disabilities who are requesting special accommodations to complete this course should contact the Special Services Coordinator. See student hand book for additional information.

Lisa Hebgen
Special Services Coordinator
800-362-3322 x2631
TDD = 608-822-2072
lhebgen@swtc.edu

Ethics Policy: When an instructor has evidence of dishonest behavior by a student or students, that student shall be withdrawn from the course for the semester. A letter describing the infraction will be sent to the student and the division dean and filed with student services. The student or students will be required to meet with the division dean, the counselor, and the course instructor.

Quiz and Test Record

Fractions	Quiz 1 =	Quiz 2 =	Quiz 3 =	Fractions Test =
Decimals	Quiz 1 =	Quiz 2 =		Decimals Test =
Percents	Quiz 1 =	Quiz 2 =		Percents Test =
Formulas	Quiz 1 =	Quiz 2 =		Formulas Test =
Algebra	Quiz 1 =	Quiz 2 =	Quiz 3 =	Algebra Test =