

Course Syllabus

Portland Community College | 12000 SW 49th Ave, Portland, OR 97219 | (971) 722-6111

This syllabus introduces you to the goals of the course and how we will be working together this term. Please read it carefully and contact me if you need further clarification.

Course Information

- Course Title: Fundamentals of Mathematics
- Course Number: MTH 20
- CRN: 41440
- Credits: 4
- Term and Year: Fall 2025
- Prerequisites: (ABE 0782 or placement into MTH20), and (placement into RD90 or ESOL250)
- Class Meetings & Times: Mondays and Wednesdays, 2:00 PM - 4:20 PM
- Modality / Location: In Person, Southeast Campus, SCOM 318

Instructor Information

- Instructor: Miranda Ramsey
- Email: miranda.ramsey@pcc.edu
- Phone: 971-722-3542 (Voicemail)
- Office Location: Southeast Campus, SCOM 214
- Office Hours: By Appointment
- School Address: Portland Community College, 12000 SW 49th Ave., Portland, OR 97219

Course Description

Develops arithmetic fluency and the conceptual basis, and applications of integers, fractions, decimals, percents, and measurements. The PCC math department recommends that students take MTH courses in consecutive terms. Audit available.

Learning Outcomes

Upon completion of the course students should be able to:

- Perform accurate arithmetic computations in a variety of expressions and applications.
- Apply mathematical problem solving strategies.
- Effectively communicate mathematical reasoning.

Instructional Materials

Textbook(s)

- Basic College Mathematics (Third Edition). Most of the structure of the class will be built around chapters 1-6, with chapters 7-11 used as references for applications throughout the term.
 - Available at the [PCC Bookstore](#).

Supplies

- Pencils and erasers
- Ruler
- 1-inch 3-ring binder for organizing your workbook activities and notes, unless using a digital alternative.
- Note paper. I prefer dot grid paper or engineering paper over lined paper, for a clean and easy to read appearance.

Software/Hardware/Equipment

The specific software/hardware/equipment used in this course are:

- ALEKS for homework assignments,
- D2L for additional materials and assignment submissions

Please visit the technology support section of [Student Support Resources](#) for a complete list of apps and tools for PCC students.

Technical Expectations

The technical requirements for the course include:

- [Technology Requirements for taking an online course at PCC](#)
- [A recommended Internet Browser installed](#)
- [Ability to use Google Drive and Google Docs](#)
- Webcam and/or microphone for meetings and online appointments

Accessibility

This course uses digital courseware, software, or texts that may cause barriers for those using assistive, or accessibility-related technologies. If you encounter barriers, please contact the Access Tech Team at access-tech-group@pcc.edu or by calling 971-722-TECH (971-722-8324).

Instructional Approach

Mathematics has an unfortunate reputation for being a challenging subject that only some people are capable of engaging with. I strongly believe that this is not true, and that more people are capable of mathematics than we give credit to. My goal is to facilitate creativity and discovery, rather than simply

dictating facts and procedures to memorize. In my lectures I set out to establish a question that can ground us and give us context for the math we are working with, and through group work students will be encouraged to talk through problems, ask for help, and lift each other up.

Weekly Structure

Each week we will cover a few sections from the textbook. You will be assigned two homework assignments, one set of ALEKS problems and one set of problems to write out by hand, which will correspond to the material we cover in class. On Wednesdays, there will be a quiz covering material from the week before.

Attendance & Participation

Group work is a large component of this course, so students are expected to attend class and collaborate with each other. However, I understand that perfect attendance is not a practical expectation. If you must miss class, please email me to let me know, and I'll work with you to make sure you keep up and that your grade is not impacted.

First Week Activities

During the first week of the term, instructors must:

- Identify students who are enrolled but not engaged in a class. These are referred to as "No Show" students and will be dropped from the class as per PCC's [G302 Grading Guidelines policy](#).
- In order to avoid being dropped as a "No Show" student, you must complete the following activities by their deadlines:
 - Attend class on Monday, September 22, 2025
 - Complete the [Student Introduction](#) form before class Wednesday, September 24, 2025.

Communication Guidelines

I highly encourage you to exchange contact information with your peers, especially those you are working with in groups, to work together outside of class. Email, group chats, and Discord servers are all excellent ways to connect and collaborate.

Best Way to Contact Me

I check my email often! If you need anything, please contact me at miranda.ramsey@pcc.edu. Emails sent on weekdays will be answered within 24 hours. Emails sent over the weekend or holiday will be answered the following scheduled school day.

Graded Assignments & Feedback

For more information, please go to the [PCC Grading Guidelines](#).

ALEKS Assignments (10%)

Each week will have ALEKS assignments corresponding to the sections we cover in class. These are due Friday nights before midnight. ALEKS provides instantaneous feedback and materials to review and practice, so completing the ALEKS work as soon as possible will help you be more comfortable with the work before moving on to the Problem Sets.

Problem Sets (10%)

There are 9 problem sets assigned for the class, generally due on Mondays at the start of class. Each problem set consists of exercises from the textbook.

Paper homework will be graded on the following:

- 2 points: Work is complete, with a solution presented for each problem (partial credit for at least 5 selected problems).
- 1 point: Work process is shown for each problem, so that if you made a mistake I can see where it happened and offer corrections.
- 1 point: Work is organized and presented in the proper format.
- 1 point: Work is generally correct. Small errors are okay.

These should be submitted in person in class, but you may submit them digitally through D2L. If you do, your submission must be combined into a single document, in order, and oriented correctly to receive full credit.

Group Work (10%)

Each class you will be able to get into groups to work on the worksheets together. There are four roles: Manager, Recorder, Outreach, and Presenter. These roles will be defined and clarified in class.

Your attendance and participation in class with your group will be graded as follows:

- 1 point: Arrive to class on time.
- 3 points: Fully engage in class: Sign up for and perform the duties of your group role, share ideas and questions with your group and with the class.
- 1 point: Remain in class until class ends.

If you must be absent, email me before class starts to earn 2 points for the day.

Interviews (10%)

From week 3 onward, I will offer short 1-on-1 interviews in class while the class is working on group work. You will be given 5 minutes to solve a problem, then spend a few minutes explaining your process to me verbally. You will be given a grade based on your performance as follows:

- 0: No grade. Student did not attend, or could not engage with the problem at all.
- 1: Does Not Meet. Student made a good faith attempt, assessment indicates a need for further instruction and practice.
- 2: Developing. Student shows near understanding of the material that can be corrected with review or practice.
- 3: Proficient. Student shows a satisfactory understanding of the material, with only small errors that are easily addressed during the interview.
- 4: Excelling: Student shows a sophisticated understanding of the material with an excellent demonstration and discussion.

There will be four interviews total, each covering a separate topic from the class.

Exams (20% each)

Exams will be given on October 22, November 12, and December 10 during class time.

Feedback

I will do my best to return all graded work to you by the next class meeting, so that we can go over it in class, and grades will be recorded in the D2L gradebook within a week.

For more information, visit [Viewing instructor feedback](#).

Late Work & Make-up Policy

Mathematics is a subject that builds on itself, so it is crucial that you stay on top of your work at the pace of the class. However, I understand that life does not always line up with college schedules and deadlines. If you need more time to complete a homework assignment, or if you need to miss class, please contact me to work out an extension, or another way to make up work, **before the assignment is due**. I am very generous with extensions if you communicate with me, but I am less inclined to accept late work that has accumulated without communication.

Grading Criteria

Please read over all assignments in advance and reach out if you have any questions or if you want to confirm you understand them correctly. Clarifying questions will help you avoid deductions in your grades. Learn more about the [Grading Guidelines at PCC](#).

Activities	%
ALEKS	10%
Problem Sets	10%
Group Work	10%
Interviews	10%

Midterm Exam 1	20%
Midterm Exam 2	20%
Final Exam	20%
Total	100%

Grading Scale

Letter Grade	Grading Scale by Percentage	Interview Score
A	90 - 100%	4: Excelling
B	80 - 89%	3: Proficient
C	70 - 79%	2: Developing
D	60 - 69%	1: Does Not Meet
F	< 59%	0: No Grade

PCC Policies and Deadlines

Visit the [PCC Policies](#) page for information on:

- Academic Integrity Policy
- Accessibility Statement & Resources
- Drop/Withdraw Deadlines
- Grading Policy
- Internet Etiquette
- PCC Payment Policy
- PCC Registration Policy
- Sanctuary College
- Student Rights and Responsibilities

Drop/Withdraw Deadlines

A student is responsible to add/ drop/ withdraw classes. Please review [PCC Registration Policy](#) for more information.

Add and Drop Deadlines

- Students need to register online via MyPCC. Please review the [Online Registration Instructions](#) to find out how.

- For 8-12 week classes, students need to drop out by the end of the first week of classes. Students can view course specific deadlines from the MyPCC Home tab, 'View My Drop & Withdraw Dates' link.
- For late add, students must add within two business days of the course drop deadline.

Accommodations and Services

PCC is committed to supporting all students. If you plan to use academic accommodations for this course, please contact your instructor as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the "Approved Academic Accommodations" letter from you (submitted in person for courses on campus; via email for Online Learning courses). To request academic accommodations for a disability, please contact an Accessible Education & Disability Resources counselor on any PCC campus. Office locations, phone numbers, and additional information may be located on the [Accessible Education & Disability Resources website](#).

Student Rights and Responsibilities

Students are required to complete this course in accordance with the [Student Rights and Responsibilities Handbook](#). The Handbook establishes students' freedoms and protections as well as expectations of appropriate behavior and ethical academic work. The Handbook includes items such as the Policy on Student Rights, and the Student Code of Conduct Policy and Procedures.

Generative AI Statement

The use of generative AI in this course such as, but not limited to ChatGPT, should be used only if it does not otherwise violate the Academic Integrity Policy of the College. Such violations include turning in work that is not your own.

In this class specifically, while generative AI and language learning models can be excellent tools for summarizing and presenting information, they are not themselves capable of mathematical reasoning and are prone to errors - sometimes in very comical ways! Leaning on such tools when you are yourself trying to learn something, even in ways that seem to be academically honest, can instill a dependency that is really challenging to let go of later. **I highly recommend avoiding the use of tools like ChatGPT, even as a study assistant!** Please ask me for help instead.

I also promise that **I will not use AI in my role as your instructor**. All communication, feedback, or instruction that you receive will be from me as a human being.

Academic Integrity (rules about cheating, plagiarism, or sharing work)

The handbook contains the Code of Student Conduct and the Academic Integrity Policy. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment, and may include copying answers from other students or using unauthorized notes during tests. Plagiarism is a particular form of cheating that involves presenting as one's own the ideas or work of another and may include using other people's ideas without proper attribution and submitting another person's work as one's own. Dishonest activities such as cheating on exams and submitting or copying

work done by others will result in disciplinary actions including but not limited to receiving a failing grade. For further information, review the institution's [Academic Integrity Policy](#).

Internet Etiquette (or Netiquette)

[Click here for more information about Netiquette](#).

Sanctuary College Statement

PCC is a sanctuary college. For more information and resources, see the [resources for undocumented students page](#).

Inclement Weather Statement

Our course is typically unaffected by college campus and facility closures or delayed class start times. Our regular due dates [and Zoom class meeting times (if a remote class)] apply. However, if PCC must close all operations, our regular due dates will be adjusted accordingly. Please check your email for my instructions and continue to check Brightspace during closures.

Flexibility Statement

The instructor reserves the right to modify course content and/or substitute assignments and learning activities in response to institutional, weather, or class situations.

Title IX

In accordance with PCC Board Policy 216, PCC prohibits sex or gender-based harassment. Any concerns about sex or gender-based harassment should be reported to the Title IX office here. PCC is committed to providing supportive measures and a fair process for all parties. The Title IX office can provide more information about supports and options. You may contact the Title IX Office at titleix@pcc.edu. For more information or to report an incident, visit <https://www.pcc.edu/title-ix/>

Course Calendar

Note that the specific dates of material and assignments in this calendar are subject to change. Any significant changes will be communicated to students in writing.

Week	Monday	Wednesday	Assignments
1	September 22 Whole Numbers	September 24 Signed Numbers	Student Introduction Prob. Set 1 ALEKS Homework 1
2	September 29 Prime Numbers and Exponents	October 1 Factoring	Prob. Set 2 ALEKS Homework 2
3	October 6 Fractions	October 8 Fraction Multiplication	Prob. Set 3 ALEKS Homework 3
4	October 13 Fraction Simplification	October 15 Fraction Addition	Prob. Set 4 ALEKS Homework 4
5	October 20 Review	October 22 <i>Midterm Exam</i>	
6	October 27 Decimals and Addition	October 29 <i>No Class</i> (Inservice)	Prob. Set 5 ALEKS Homework 5
7	November 3 Decimal Multiplication	November 5 Decimal Division	Prob. Set 6 ALEKS Homework 6
8	November 10 Review	November 12 <i>Midterm Exam</i>	
9	November 17 Conversions	November 19 Ratios/Proportions	Prob. Set 7 ALEKS Homework 7
10	November 24 Rates and Unit Costs	November 26 Percentages	Prob. Set 8 ALEKS Homework 8
11	December 1 Mean, Median, Mode	December 3 Catch Up and Review	Prob. Set 9 ALEKS Homework 9
12	December 8 <i>No Class</i> (Finals Week)	December 10 <i>Final Exam</i>	