NORTH CENTRAL TEXAS COLLEGE
COURSE SYLLABUS

Course Title: Beginning Algebra		
Course Prefix & Number: MATH 0305	Section Number: 516	Semester: Fall 2018
Semester Credit Hours: 3	Lecture Hours: 48	Lab Hours: 0
Course Prefix & Number: NCBM 0200	Section Number: 516	Semester: Fall 2018
Semester Credit Hours: 2	Lecture Hours: 32	Lab Hours: 0
Course Description (NCTC Catalog): *MATH0305 – Beginning Algebra (3 credit hours)* *This course includes basic algebraic concepts and notations; algebraic expressions and equations, factoring polynomials and graphing. Some algebra is required. This course does not count toward graduation at NCTC.* *NCBM0200 – BASE NON-COURSED BASED OPTION FOR MATH (2 credit hours)* *This course is a BASE developmental education intervention and supports foundational topics in mathematics such as fractions, integers, decimals, percent, algebraic concepts, solving equations, graphing, and polynomials. This course is designed for those students with little algebra background, and must be taken concurrently with MATH0305. Course may include basic study skills, note-taking, time management, learning styles, math anxiety, and test-taking strategies. This course does not count toward graduation at NCTC. 32 lecture hours.*		
Course Prerequisite(s): Appropriate placement score on TSI or other approved assessment test.		
Required or Recommended Course Materials: **MyLabsPlus Access code – required** Elayn Martin-Gay: <u>Beginning & Intermediate Algebra</u>, Pearson, 2017, 6th ed. - optional Calculators are permitted. ***** NO GRAPHING CALCULATORS NOR CELL PHONE CALCULATORS ALLOWED – ONLY SCIENTIFIC CALCULATORS ALLOWED. ***** *TI-30X IIS is highly recommended.*		

INSTRUCTOR INFORMATION

Name of Instructor:	Kira Dehnel
Campus/Office Location:	Flower Mound 107
Office Hours:	T/TR 30 minutes before class, online daily, or by appointment
Telephone Number:	n/a
E-mail Address:	kdehnel@nctc.edu

GRADING CRITERIA MATH0305

# of Graded Course Elements	Graded Course Elements	Percentage or Point Values
Approx. 35	Class Activities/Homework	20%
4	Practice Unit Exams	10%
4	Unit Exams (in class)	50%
1	Final Exam	20%

Grade Scale: 90 – 100% = A; 80 – 89% = B; 70 – 79% = C; Below 70% = F

No late work accepted
There are no test make ups except on a case by case basis where absence is caused by unadjustable emergencies; you must speak with me in advance
Any talking while others are testing will be considered cheating and result in a zero

GRADING CRITERIA NCBM0200

# of Graded Course Elements	Graded Course Elements	Percentage or Point Values
	Attendance	50%
2	Notebook	20%
1	Time Management Worksheet/Activity	10%
1	Learning Styles Worksheet/Activity	10%
1	Lion Pride Email	5%
1	Advising Activity	5%

Grade Scale: 70 – 100% = P; Below 70% = F

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STUDENT LEARNING OUTCOMES

	At the successful completion of this course the student will be able to:
1.	Define, represent, and perform operations on real numbers.
2.	Recognize, understand, and analyze features of a function.
3.	Recognize and use algebraic (field) properties, concepts, procedures (including factoring), and algorithms to combine, transform, and evaluate polynomial expressions.
4.	Identify and solve polynomial equations.
5.	Identify and solve linear inequalities.
6.	Model, interpret and justify mathematical ideas and concepts using multiple representations.
7.	Connect and use multiple strands of mathematics in situations and problems, as well as in the study of other disciplines.

STUDENT EMAIL

All students at NCTC are assigned a student email address, also known as Lion Pride email. Lion Pride email can be accessed on the NCTC home page by clicking on MyNCTC, then the link "Lion Pride Email" to the left. After clicking the Lion Pride Email link, the Microsoft Office 365 window will open.
1. Enter your NCTC student e-mail address. (for example, Smithj123456@student.nctc.edu)
2. Enter your password (your NCTC Student ID Number, either 7 or 9 numbers).
3. From the list of Microsoft icons, choose MAIL.
4. You will be asked to set your language and local time zone (Central Time). Your account is now activated.

**It is the student's responsibility to activate and regularly monitor the assigned NCTC (Lion Pride) e-mail account. Important announcements and notifications from the Admissions office, Financial Aid, or other college staff will be sent via the Lion Pride student email system.

For communicating with classmates and instructors, students also have an option to communicate through Canvas. Canvas messaging is NOT the same as Lion Pride e-mail. Failure to read and/or receive NCTC e-mails (either in Lion Pride or in Canvas) is no excuse for not complying with the College Prep Attendance Policy or any other school policies. Be sure to regularly check BOTH the Lion Pride email as well as the Canvas inbox for important messages and information.

TSI COMPLIANCE

At North Central Texas College, students who test but do not meet the passing scores in ALL sections of the TSI Assessment or any other THECB approved testing measurements are required by state law to obtain TSI advising and continuously enroll in a formal college preparatory studies (developmental) program every semester until all TSI requirements are satisfied. TSI program attendance is MANDATORY. Non-compliance with the rules of attendance will result in a student being WITHDRAWN from the college preparatory course and possibly being placed on academic hold at North Central Texas College. Withdrawals are subject to college policies as set forth in the college catalog.

ATTENDANCE POLICY

Regular and punctual attendance is expected of all students in all College Prep classes for which they have registered. **There are NO excused absences**. Faculty teaching College Preparatory courses will notify students of absences on a regular basis and one courtesy warning e-mail notification will be sent to the students' current NCTC student e-mail address (Lion Pride email and/or Canvas email) when the student accrues 1 week absence (not necessarily consecutive days) in a course. Please check your NCTC student email (Lion Pride) frequently to ensure that you are receiving notifications from the college and from your instructors. Some faculty may send notifications in Canvas as well. Failure to read and/or receive NCTC e-mail (Lion Pride) is no excuse for not complying with the Attendance Policy. It is the student's responsibility to maintain correct and current e-mail and local and permanent addresses with the college.

After a student has been absent from class **2 weeks (not necessarily consecutive days)**, the student may be **dropped.** After a student receives an F/W in the same College Prep course *twice*, the student will receive an academic hold so that the student is blocked from enrolling in any other course except the required College Prep courses in the subsequent semester. This hold will be enforced even in summer. Inform the instructor in writing during the first week of class of any religious holidays observed this semester. Documentation must be given to the instructor at the class following the holiday.

Also, since punctuality has become a problem in recent semesters, **three tardies** will be considered **one absence**. Coming in late disrupts the class. Occasions do occur that you will need to be tardy, but not on a consistent basis.

TENTATIVE SCHEDULE

Week	Date	NCBM Topic	Math Topic
1	8/27/2018	Intro Syllabus Log into CANVAS Setup NCTC Lion Pride Email Notebook Assignment	Introduction 2.1 Simplifying Algebraic Expressions 2.2 The Addition & Multiplication Properties of Equality 2.3 Solving Linear Equations
2	9/3/2018	Mon 9/3 Labor Day NCTC Closed Time Management Worksheet Note-Taking Discussion Attendance	2.4 An Introduction to Problem Solving 2.5 Formulas & Problem Solving 2.6 Percent & Mixture Problem Solving
3	9/10/2018	Time Management WKST Due Attendance	2.7 Further Problem Solving 2.8 Solving Linear Inequalities
4	9/17/2018	Learning Styles Inventory Attendance	Review Chapter 2 **TEST #1: Chapter 2**
5	9/24/2018	Attendance	3.1 Reading Graphs & the Coordinate plane 3.2 Graphing lines 3.3 Intercepts
6	10/1/2018	Advising Activity Attendance	3.4 Slope & Rate of Change 9.4 Graphing Inequalities (through ex 5)
7	10/8/2018	Attendance	3.5 Equations of Lines 3.6 Functions
8	10/15/2018	Advising Activity Due Attendance	4.1 – 4.3 Systems of equations (basic only)
9	10/22/2018	Attendance	Review Chapter 3 & 4.1 – 4.3 & 9.4 **TEST #2: Chapter 3 & 4.1 - 4.3 & 9.4**
10	10/29/2018	Attendance	5.1 Exponents 5.2 Polynomial Operations 5.3 Multiplying polynomials 5.4 Special Products
11	11/5/2018	Attendance	5.5 Negative Exponents & Scientific Notation 5.6 Dividing polynomials (monomial only) 6.1 Greatest common factor

12	11/12/2018	Attendance	6.2 Factoring Trinomials Review Chapter 5 & 6.1 – 6.2
13	11/19/2018	Attendance	**TEST # 3: Chapter 5 & 6.1 – 6.2** College Closed 11/21-11/24
14	11/26/2018	Attendance Review Intro to Statistics	Intro to Statistics (supplemental) Reading tables & graphs Appendix F – mean, median, mode Analyzing Data – range, midpoint Simple Probability (coin toss, cards) **Test #4: Intro to Statistics**
15	12/3/2018	Attendance	Review for Final Exam
16	12/10/2018	Attendance	**Final Exam** see NCTC Website

LAST DAY TO WITHDRAW

Last day to withdraw from a course with a "W" is <u>Thursday, November 8, 2018</u>.

MATH LAB

Students who need help with any math class can visit the NCTC Mathematics Lab to receive assistance. No appointments are necessary. See the most current tutoring hours for all five campuses at http://www.nctc.edu/student-services/student-success/tutoring/mathematics-lab.html.

TIMES SUBJECT TO CHANGE BASED ON TUTOR AVAILABILITY:
NOTE: We do not have the Math Lab hours now. We will send the hours when we have them.

DISABILITY SERVICES (OSD)

The Office for Students with Disabilities (OSD) provides accommodations for students who have a documented disability. On the Corinth Campus, go to room 170 or call 940-498-6207. On the Gainesville Campus, go to room 110 or call 940-668-4209. Students on the Bowie, Graham, Flower Mound, and online campuses should call 940-498-6207.
North Central Texas College is committed to both the spirit and letter of federal equal opportunity legislation, including the Americans with Disabilities Act (ADA) of 1990, ADA Amendments Act of 2009, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112).
http://www.nctc.edu/catalog/north-central-texas-college-student-handbook/section-i/special-accommodations-office-students-with-disabilities/osd-department-contacts.html.

STUDENT HANDBOOK

Students are expected to follow all rules and regulations found in the student handbook.
http://www.nctc.edu/catalog/North-Central-Texas-College-Student-Handbook/nctc-student-handbook.html.

Name of Chair/Coordinator:	Elizabeth Howell
Office Location:	Corinth 236
Telephone Number:	940.498.6209
E-mail Address:	ehowell@nctc.edu
Name of Instructional Dean:	Sara Flusche
Office Location:	Gainesville 1306
Telephone Number:	940.668.3351
E-mail Address:	sflusche@nctc.edu

CAMPUS RESTRICTIONS

Tobacco-Free Campus: NCTC restricts the use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, and smokeless tobacco, on campus property.

Campus Carry: Effective August 1, 2017, a license holder may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of an institution of higher education or private or independent institution of higher education in this state. For more information, see the website at http://www.nctc.edu/police/campus-carry.html.

GENERAL DESCRIPTION OF SUBJECT MATTER FOR EACH LECTURE/DISCUSSION

Topic	General Description of Subject Matter
The Whole Numbers	Perform multi-step problems using order of operations
Integers & Intro to Solving Equations	Basic operations with positive and negative numbers; solving one step equations
Fractions & Mixed Numbers	Basic operations with fractions, as well as with mixed numbers; solve application problems involving fractional units
Decimals & Intro to Statistics	Calculate the mean, median, and mode for a set of data
Ratio, Proportion, & Triangle Applications	Set up ratios; determine if ratios are proportional; use proportions to solve problems; solve problems involving similar triangles
Percent	Covert between decimal, fraction, and percent; translate and solve problems involving percents, money, and simple interest
Algebraic Expressions, Equations, Inequalities, & Applications	Add and subtract algebraic expressions by combining like terms, translating words to algebraic expressions and equations, solving linear equations involving multiple steps, solve linear inequalities, solve application problems for an unknown amount
Graphing & Functions	Graphing points in the coordinate plane; finding the slope of a line; graphing lines using slope and intercept; writing equations of lines; and introduction to functions and functional notation
Systems of Linear Equations	Solving systems of linear equations using various methods; solve application problems for two unknown amounts
Exponents & Polynomials	Simplify algebraic expressions using exponent rules; multiply and divide in scientific notation; combine polynomials with addition, subtraction, multiplication, and division

Factoring	Use the Greatest Common Factor to factor expressions; recognize and use factoring patterns for various types of polynomials; solve quadratic equations by factoring
Geometry	Solve for perimeter of rectangles and triangles involving unknown amounts