NORTH CENTRAL TEXAS COLLEGE
COURSE SYLLABUS

Course Title: Beginning Algebra		
Course Prefix & Number: MATH 0305	Section Number: 421	Semester: Spring 2019
Semester Credit Hours: 3	Lecture Hours: 48	Lab Hours: 0
Course Prefix & Number: NCBM 0205	Section Number: 421	Semester: Spring 2019
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.

NCBM0205 – 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:
MyMathLab Access code – required
Elayn Martin-Gay: Beginning & Intermediate Algebra, 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:	Marla Owens
Campus/Office Location:	Corinth / Rm 206
Office Hours:	MW 9:00-9:30 am; 11:00 am – 12:30pm; 3:00 – 4:00pm TR 9:00 – 11:00am; T 1:30 – 2:00pm ; 3:00 – 3:30pm R 1:30 – 3:30 pm
Telephone Number:	940-498-6226
E-mail Address:	mowens@nctc.edu

GRADING CRITERIA MATH0305

# of Graded Course Elements	Graded Course Elements	Percentage or Point Values
Approx. 35	Class Activities/Homework	10%
12-14	Weekly Quizzes	10%
5	Unit Tests (in class)	60%
1	Final Exam	20%

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

All homework, quizzes and practice tests will be completed online using MyMathLab(MML) off campus at the convenience of the student**. All tests and the final exam will be completed ON CAMPUS in a proctored environment.**

Check MML for all due dates. **Do not ask to extend due dates.** The grade book in MML keeps a running average of your grade.

If you are waiting for Finical Aid please use the Temporary Access Code. The access code is necessary to register and unlock all the features including homework/quizzes/tests for our course. **I will NOT modify due dates** because you did not purchase your access code.

There will be **no make-up assignments (including tests or final exam**).

The final exam is comprehensive and must be taken by all students. The final exam may be used to replace your lowest test grade. (Only if you missed 6 hours of class or less).

GRADING CRITERIA NCBM0200

# of Graded Course Elements	Graded Course Elements	Percentage or Point Values
30	Attendance	50%
4	Mindset	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

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** may 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.

HOMEWORK, QUIZZES, PRACTICE TESTS AND TESTS POLICIES AND PROCEDURES
HOMEWORK, QUIZZES, AND TESTS POLICIES AND PROCEDURES
All homework and quizzes are completed online in MyMathLab(MML). You will need an access code to register at http://nctc.mylabsplus.com. If you are waiting for Finical Aid please use the Temporary Access Code, buy the code but do not enter the new code until you are prompted.

Plug-ins:
At home, you will need to download some plug-ins before viewing assignments. There are several places in MML for you to run the Installation Wizard. These plug-ins do not take very long to download. They are required for you to view the assignments and to generate new problems. It is suggested that you use either Chrome or Firefox to have the best results with the software program. Please call MML 24/7 Technical Support at 1-888-883-1299 if you have issues downloading the plug-ins. You may also use the 24/7 web site if you are having technical problems with MyMathLab, contact the Customer Technical Support Team at http://247pearsoned.custhelp.com. **I cannot answer technical computer problems.**

Homework:
All due dates are listed in MML. Complete the assignments by 11:59 pm of the due date listed. The homework may be attempted multiple times in order to increase your homework grade. Do this by clicking on Similar Exercise button located at the bottom of the page (this button replaces Check Answer). **Please do not ask me to give you more time to complete an assignment**.

Quizzes:
Weekly quizzes will be given.   All due dates are listed in MML. Quizzes are untimed and unlimited. Only the highest score will be counted. Students should attempt the quiz multiple times in order to be prepared for the unit tests and improve their overall score. **Please do not ask me to give you more time to complete an assignment**.

 Tests:
Five chapter tests are scheduled during the semester and a comprehensive final exam. Make sure to follow the deadline dates listed in the tentative schedule. The tests will be given in class. While taking each test, you are NOT to use any notes, cellphones, and information from the book, to leave the room or talk to other students.

Final Exam:
The final exam will be comprehensive and is required of all students. The final exam will also be given in class. The final exam will be administered on be completed before or on **Wednesday, May 15 from Noon to 1:50 pm.** *No exceptions.* **The final exam is comprehensive and must be taken by all students. The final exam may also be used to replace the lowest test grade. (Only if you missed 6 hours of class or less).**

CLASS RULES
1. **Be courteous and respectful to everyone in the classroom at all times.** Maintain a positive and professional attitude. All students are expected to remain respectfully engaged with the instructor and the learning materials throughout each class period. Students who break this rule will receive disciplinary action, which may include expulsion from the course.
2. **Put on silent and put away (e.g., in your pocket, backpack, or purse) all electronic devices when class begins**. Students are not allowed to have any electronic devices on their desks or in view. Students are not allowed to read or send text messages, check their cell phones during class, **nor use any apps to aid in working assignments during the class.** Students who break this rule will be asked to leave the classroom, will be counted absent for the class period, and will receive further disciplinary action, which may include expulsion from the course.
3. **Store your coat, purse, backpack, and other carrying bags or materials on the back of your chair or on the floor beside or beneath your desk.** Students are expected to keep only their course materials (textbooks, papers, and pens/pencils) on their desktops. Students who break this rule will receive disciplinary action, which may include expulsion from the course.
4. **Students are not permitted to use or to appear to be using earbuds or earphones/headphones of any type while in class**. Students who break this rule will be dismissed from class, will be counted absent for the class period, and will receive further disciplinary action, which may include expulsion from the course.
5. **Students are not permitted to disrupt the class with food or drinks.** Eating or drinking that draws attention and disrupts classroom focus is not permitted. Examples of things that are not permitted include the slurping of drinks, rattling of ice, tearing of wrappers, loud chewing, licking and smacking of fingers, making a mess, and exposing others to strong odors. The professor will determine which foods and drinks are appropriate for the classroom. If you do not dispose of inappropriate foods or drinks immediately at the request of the professor, you will be dismissed from class, will be counted absent for the class period, and will receive further disciplinary action, which may include expulsion from the course.
6. **Students are expected to arrive on time for the start of each class period**. Students who consistently arrive after class begins will be counted tardy and will receive disciplinary action, which may include expulsion from the course.
7. **Students are not permitted to sleep in class.** Sleeping students will be dismissed from class, will be counted absent for the class period, and will receive further disciplinary action, which may include expulsion from the course.
8. **Students are not permitted to use laptop computers during class without permission from the instructor**. Students who break this rule will receive disciplinary action, which may include expulsion from the course.
9. **Notice to Students:** This class is not a spectator sport. You must take notes during class. Please schedule at least three hours per week outside of class to complete homework, quizzes and pre-tests.
10. **While taking each quiz and chapter review, you are NOT to use any notes, information from the book, another person or websites.**

11. You are welcome to come to my office during my posted hours. We can talk by phone if necessary. If you call me after my office hours, your phone call will be returned within a 24 hour time frame.

12. I check my email daily, and sometimes more. Please email me with any questions, problems, or concerns you have mowens@nctc.edu. If you email me after my office hours, your email will be answered within a 24 hour time frame. If you email me over the weekend, your emails will not be answered until Monday.

13. Use your NCTC email account for all email correspondence. This is how I will correspond with you.

LAST DAY TO WITHDRAW

Last day to withdraw from a course with a "W" is Thursday, April 4, 2019.

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:

GAINESVILLE – 1403 (Library)	CORINTH – 182	FLOWER MOUND – 2nd floor in MSU
Mon & Thurs 9:00 am – 4:00 pm	Mon – Thurs 8:30 am – 6:30 pm	Mon & Wed 9:00 am – 3:00 pm
Tues & Wed 9:00 am – 5:00 pm		Tues & Thurs 9:00 am – 3:00 pm
Fri 9:00 am – 12:00 pm	Fri 9:00 am – 12:00 pm	Fri 9:00 am – 12:00 pm
Sun 1:00 – 5:00 pm	Sat 10:00 am – 1:00 pm	

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/student-services/office-students-with-disabilities.html

STUDENT HANDBOOK

Students are expected to follow all rules and regulations found in the student handbook. https://www.nctc.edu/_documents/academics/student-handbook.pdf

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 patters for various types of polynomials; solve quadratic equations by factoring
Geometry	Solve for perimeter of rectangles and triangles involving unknown amounts