

NORTH CENTRAL TEXAS COLLEGE

COURSE SYLLABUS

Course Title: Beginning Algebra		
Course Prefix & Number: MATH 0305	Section Number: 400	Semester: Spring 2019
Semester Credit Hours: 3	Lecture Hours: 48	Lab Hours: 0
Course Description (NCTC Catalog): <i>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.</i>		
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: <u>Beginning & Intermediate Algebra</u> , Pearson, 2017, 6 th 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:	Lidia V. Dattalo
Campus/Office Location:	NCTC
Office Hours:	By Appointment
Telephone Number:	N/A
E-mail Address:	ldattalo@nctc.edu

GRADING CRITERIA

# of Graded Course Elements	Graded Course Elements	Percentage or Point Values
Homework	All homework assignments will be completed through Canvas.	15%
Quizzes	Quizzes are intended for review and completed in Pearson MyLab.	10%
Math Lab Hours	Students are required to spend 2 hours per week in the Math Lab, Room 182.	5%
Exams	Four exams	50%
Final Exam	The final exam is comprehensive.	20%

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

<<Add in any notes here regarding late work, makeup tests, etc.>>

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.

TENTATIVE SCHEDULE

See weekly class schedule/calendar – The instructor reserves the right to change any portion of the syllabus at any time.

ACADEMIC DISHONESTY

Honesty in completing assignments is essential to the mission of the university. Cheating, plagiarism, or other kinds of academic dishonesty will not be tolerated and will result in appropriate sanctions that may include failing an assignment, failing the class, or being suspended or expelled.

Students caught cheating on exams automatically receive a zero. No restroom breaks are allowed during exams.

EXAMS: Dates (tentative): see class weekly schedule. **The instructor reserves the right to change any portion of the syllabus at any time.**

No Make-Up Exams will be allowed.

The final exam grade will replace the lowest grade.

LAST DAY TO WITHDRAW

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

EMERGENCY

In the event that the instructor does not show up for class on a particular day, check CANVAS for an emergency announcement.

IN CLASS

The instructor reserves the right to dismiss a student from a class if he/she is causing class distractions (i.e. sleeping, not paying attention, using phones, studying for other courses).

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>.