

NORTH CENTRAL TEXAS COLLEGE

COURSE SYLLABUS

<i>Course Title:</i>	Beginning Algebra			<i>Course Modality:</i>	In Person
<i>Course Prefix & Number:</i>	MATH 0305	<i>Section Number:</i>	0401	<i>Class Day/Time:</i>	(MW) 1:00 -2:20 pm
<i>Semester Credit Hours:</i>	3	<i>Lecture Hours:</i>	48	<i>Semester/Year:</i>	Fall 2021
<p>Course Description (NCTC Catalog): A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. <i>This course does not count toward graduation at NCTC.</i></p>					
<p>Course Prerequisite(s): Appropriate placement score on TSI or other approved assessment test.</p>					
<p>Required or Recommended Course Materials:</p> <p>Required: MyLab Math for Developmental Math: Basic, Intro & Interm Algebra Access Code (e-book included with the MyLab Math access code) (18 week access) Current email address (default email address is Lion Pride) Non-graphing scientific calculator (*No graphing calculators allowed) Free scanner app</p> <p>Recommended: Squires/Wyrick, MyLab Math for Developmental Math: Basic, Intro & Interm Algebra, 2nd Edition (paper notebook + 24 week access) TI-30X IIS calculator is highly recommended. Notebook Calculators are permitted. *** NO GRAPHING CALCULATORS NOR CELL PHONE CALCULATORS ALLOWED – ONLY SCIENTIFIC CALCULATORS ALLOWED. *** TI-30X IIS is highly recommended.</p>					

INSTRUCTOR INFORMATION

Name of Instructor:	Marla Owens
Campus/Office Location:	Corinth / Rm 206
Office Hours:	Monday/ Wednesday 9:00 am -10:00 am; 12:30 – 1:00 pm Monday 2:30 pm – 3:30 pm Wednesday 5:00 – 6:00 pm Tuesday/Thursday Virtually 2:00 – 5:00 pm Evening, Weekends by appointment only virtually
Telephone Number:	940-498-6226
E-mail Address:	mowens@nctc.edu

STUDENT HOURS (OFFICE HOURS)

Each week instructors have time set aside to meet with students outside of class. (Traditionally these times have been called “office hours”.) This is a time when a student may ask questions regarding the class, or discuss a particular problem/topic with an instructor one-on-one. Student hours may be held in-person or online. See below for instructions on where/when/how instructors will offer student hours in this class.

There are several options to contact me during my office hours. Email me first to let me know what day and time you would like to meet. We can meet face-to-face on Mondays and Wednesdays. If you are not comfortable with meeting face to face, we can meet virtually meet through BigBlueButton in Canvas during any of my posted office hours.

GRADING CRITERIA

# of Graded Course Elements	Graded Course Elements	Percentage or Point Values
62	Homework/ Notebook Notes	15%
13	Quizzes	15%
4	Regular Tests	50%
1	Final Exam	20%

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

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 Financial 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 due. All due dates are listed in MML. **Quizzes may be attempted three times**, and each quiz attempt has a time limit. Only the highest score will be counted. Students should attempt the quiz multiple times in order to be prepared for the unit test.

Tests:

Four 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 **December 6 from 1:00 pm to 2:50 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) No work will be excepted after the final exam.**

CLASS EXPECTATIONS

- 1. Students must 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. Students are required to use appropriate "netiquette" when communicating online with others in this course.** Students are expected to show professionalism and emotional maturity when communicating with classmates and/or with the instructor. Communication that is rude, aggressive, passive-aggressive, or dismissive will not be tolerated. Students who break this rule will receive a grade of zero (0) for the offending assignment. Further disciplinary action, including expulsion from the course, may follow.
- 3. Students are not permitted to use cell phones during class without permission from the instructor.** Cell phones are very distracting in a learning environment. 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.
- 4. 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.
- 5. Students must store their coats, purses, backpacks, and other carrying bags or materials on the back of their chairs or on the floor beside or beneath their desks.** 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.
- 6. 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.
- 7. 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.
- 8. Students are expected to remain seated in class for the duration of each class period.** Students are expected to use the restroom, make or receive telephone calls, and take care of any personal matters before or after class. Students who consistently leave the classroom (more than two times during the semester) during the class period will receive disciplinary action, which may include expulsion from the course.
- 9. 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.

10. **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.

11. **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.

12. **While taking each quiz and chapter review, you are NOT to use any notes, information from the book, another person or websites.**

13. 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.

14. 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.

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

Fall 2021
NCTC

MATH 0305 Beginning Algebra Tentative Weekly Schedule **Wednesday**

Week	Week of	Topic
1	August 23	Introduction, Syllabus, 14.1 Introduction to Expressions 14.2 Evaluating Algebraic Expressions 14.3 Simplifying Expression 14.4 Simplifying Expressions with Parentheses
2	August 30	14.5 Translating Words into Symbols 15.1 Translating Words into Equations 15.2 Linear Equations and Solutions 15.3 Using the Addition Property 15.4 Using the Multiplication Property of Equality
3	September 6	<i>Labor Day, Monday September 6th. College Closed.</i> 15.5 Using the Addition and Multiplication Property 6.7 The Percent Equation 6.9 Percent Applications
		16.1 Solving Equations with Variables on Both sides 16.2 Solving Equations with Parentheses

4	September 13	16.3 Solving Equations with Fractions 16.4 Solving A Variety of Equations Review for Test 1
		Test #1: 14.1 –16.2, 6.7, 6.9
5	September 20	16.5 Solving Equations and Formulas for a Variable 16.6 Solving and Graphing Linear Inequalities 16.7 Applications of Linear Equations and Inequalities 17.1 The Rectangular Coordinate System 17.2 Graphing Linear Equations by Plotting points
6	September 27	17.3 Graphing Linear Equations Using Intercepts 17.4 Graphing Linear Equations of the forms $x = a$, $y = b$ 17.5 Applications of Graphing Linear Equations
		18.1 The Slope of a Line 18.2 Slope-Intercept Form 18.3 Graphing Lines Using the Slope and y-Intercept
7	October 4	18.4 Writing Equations of lines using a point & slope 18.5 Writing Equations of lines using two points 18.6 Writing Equations of parallel & perpendicular lines
		18.7 Graphing Linear Inequalities in two variables 19.1 Relations and Functions
8	October 11	19.2 The vertical line test 19.3 Function Notation 19.4 Evaluating Functions Review for Test 2
		Test #2: 16.3 – 19.1
9	October 18	20.1 Introduction to Systems of Linear Equations 20.2 Solve by the Graphing Method 20.3 Solve by the Substitution Method
		20.4 Solve by the Elimination Method 21.1 Introduction of Polynomials
10	October 25	21.2 Addition of Polynomials 21.3 Subtraction of Polynomials 21.4 Product Rule for Exponents
		21.5 Power Rule for Exponents 22.1 Multiplying by a Monomial **Last Day to Drop with a W is Monday 11/1 (make sure offices will be open!!!)
11	November 1	22.2 Multiplying Binomials 22.3 Multiplying Polynomials 22.4 Multiplying the Sum & Difference of Two terms
		22.5 Squaring Binomials 23.1 The Quotient Rule
12	November 8	23.2 Integer Exponents 23.4 Dividing a Polynomial by a Monomial C.4 Synthetic Division Review for Test 3

		Test #3: 19.2 – 23.1
13	November 15	24.1 Greatest Common Factor (GCF) 24.2 Factoring by Grouping 24.3 Factoring Trinomials
		24.4 Factoring Trinomials of the form ax^2+bx+c 25.3 Factoring the Sum and Differences (omit Cubes)
14	November 22	25.4 Solving Quadratic Equations by Factoring Review for Test 4
	November 24	<i>Thanksgiving Break November 24 - 28. College Closed.</i>
15	November 29	Test #4 over Mini-Mod 21 - 23
		Review for Final Exam
16	December 6- 11	Finals Week

****Final exam is scheduled for: December 8 from 7:00 -9:00 pm**

This schedule is tentative and will most likely change as the semester progresses. It is provided so that you have a general idea of the order and speed with which we will be covering the material.

STUDENT LEARNING OUTCOMES

	At the successful completion of this course the student will be able to:
1.	Define, represent, and perform operations on real and complex 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 absolute value, polynomial, radical, and rational expressions.
4.	Identify and solve absolute value, polynomial, radical, and rational equations.
5.	Identify and solve absolute value and 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 any school policy. 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 can result in a student being WITHDRAWN from the college preparatory course. 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 classes for which they have registered. All absences are considered to be unauthorized unless the student is absent due to illness or emergencies. It is the student's responsibility to provide documentation as to the emergency for approval by the faculty member. Approved college-sponsored activities are also excused absences. The instructor is responsible for judging the validity of any reason given for an absence. Valid reasons for absence, however, do not relieve the student of the responsibility for making up required work. Students will not be allowed to make up an examination missed due to absence unless the absence is documented and excused by the instructor. Student will be dropped from a class by the Registrar upon recommendation of the instructor who feels the student has been justifiably absent or tardy a sufficient number of times to preclude meeting the course's objectives. Persistent, unjustified absences from classes or laboratories will be considered sufficient cause for College officials to drop a student from the rolls of the College. From Board Policy FC (LOCAL)

TESTING POLICY

Testing may be administered in a variety of ways and the mode of testing may change during the semester as deemed appropriate by the instructor. When possible, in-person proctored testing is preferred. For in-person classes testing will occur during the designated class times. **For online classes in-person proctored testing may be required.** On site testing may be done in an NCTC testing center, at test locations provided by the math division, or at another authorized testing site. If online testing is used students may be required to use a webcam while testing. For online testing students will be required to scan and upload supporting documents. Students may be asked to demonstrate knowledge/skills in a one-on-one conference if deemed necessary by the instructor.

TENTATIVE TEST SCHEDULE

This schedule is tentative and will most likely change as the semester progresses. It is provided so that you have a general idea of the order and speed with which we will be covering the material.

Assessment name	Tentative Date
Test 1	September 15
Test 2	October 13
Test 3	November 10
Test 4	November 29
Final Exam	December 6

LAST DAY TO WITHDRAW

Last day to withdraw from a 16-week course with a “W” is Monday, November 1, 2021.

MATH LAB

Students who need help with any math class can visit the NCTC Mathematics Lab to receive assistance. Sign up for an appointment or see the most current tutoring hours for all campuses at <http://www.nctc.edu/student-services/student-success/tutoring/mathematics-lab.html>.

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 160 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 <https://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>.

ACADEMIC DISHONESTY

Scholastic dishonesty shall include, but is not limited to cheating, plagiarism, academic falsification, intellectual property dishonesty, academic dishonesty facilitation and collusion. The use of online math solvers with submitted work is considered academic dishonesty. Faculty members may document and bring charges against a student who is engaged in or is suspected to be engaged in academic dishonesty. See Student Handbook, “Student Rights & Responsibilities: Student Conduct ([FLB(LOCAL)])”. Consequences for academic dishonesty may include:

- 1) Zero on the assignment
- 2) Failing grade for the course

Division Chair:	Ben Owens
Office Location:	Corinth 170
Telephone Number:	940.498.6209
E-mail Address:	bowens@nctc.edu
Instructional Dean:	Mary Martinson

Office Location:	Gainesville 1404
Telephone Number:	940.668.7731 ext. 4377
E-mail Address:	mmartinson@nctc.edu

Syllabi statement regarding potential Conversion of Onsite Classes to Online/Remote Format: North Central Texas College students should be aware that in the event of a college closure due to COVID-19 or other health related crisis, onsite classes will be converted to an online/remote format. Students should plan ahead to ensure they have access to the computer equipment (either PC, MAC, or tablet), webcam, and internet connectivity to continue their classes in an online/remote format. Please read all your official North Central Texas College student emails as the transition from onsite to online/remote might require a reorganization in your personal situation. Students will be granted a 72-hour transition and grace period. Online classes will continue as scheduled without disruption. Contact your Instructor as the situation arises. These policies and procedures were updated on July 27, 2021 and are subject to change as conditions change.

Syllabi Statement Regarding Face Coverings: Per the North Central Texas College guidance on face coverings on campus, in the instructional setting, faculty and students are not required to wear face coverings, such as masks or face shields. In May, Texas Governor Gregg Abbott released an Executive Order prohibiting Government entities from mandating the use of masks. As a political subdivision of the State of Texas, NCTC will follow the Governor's Executive Order for Government entities and effective immediately NCTC is no longer mandating the use of masks while on campus. This order does not mean that you cannot choose to wear a mask, rather it is no longer allowed to be mandated. These policies and procedures were updated on May 19, 2021 and are subject to change.

Return to Standard Attendance Protocol for Face-to-Face Meetings: In spring 2020, we faced an unprecedented situation in which all of us had to be flexible and make prudent decisions in the best interest of our families, our campus, and our community. In light of this, North Central Texas College is temporarily establishing the requirement that faculty keep records of student attendance for face-to-face course meetings as well as a documented seating chart. In addition, students who are sick or need to quarantine should not attend classes. Students will not be required to provide formal documentation from a health care provider and will not be penalized for COVID-19 related absences when proper notification to campus health officials is made in accordance with the guidelines stated below.

Faculty will:

- Notify students about important course information and delivery changes through Canvas and campus email.

Students should:

- Provide notification to campus officials if they have tested positive for COVID-19 or have to quarantine so we can confirm reported absence with instructors, monitor, and assist the campus community.
- Notify instructors in advance of the absence.
- Connect with that class through Webex if the class session is being transmitted in a hybrid fashion.

- Keep up with and/or make up missed classwork or assignments.
- Submit assignments digitally through Canvas or other means as announced by your instructor.
- Work with their instructors to reschedule exams, labs, and other critical academic activities described in the course syllabus.
- Check Canvas and campus email daily to receive important announcements pertaining to the course.

During the fall 2021 semester, faculty with face-to-face meetings will establish assigned seating/work stations to facilitate roll-taking, and, if necessary, contact tracing. Additionally, we ask all members of the College community to be attentive to their health, and safeguard others, by following the CDC's guideline to "stay home when you are sick." You should stay home if you have symptoms. More information on what to do if you are sick is available at the CDC's website.

Additional NCTC information is available at <http://www.nctc.edu/coronavirus/index.html>

CAMPUS POLICIES

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 <https://www.nctc.edu/campus-safety/campus-carry.html>.

Parking Permits: The North Central Texas Community College District has managed traffic and parking regulations in order to ensure the safety of the campus community related to the operation and parking of vehicles on campus. These regulations apply to all operators of motor vehicles on campus. For parking permits and more information, see the website at <https://www.nctc.edu/campus-safety/transportation-parking.html>.