MATD 0330 Basic Math Skills
First-Day Handout for Students

Basic Math Skills
Online Course
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or
Student 3-hole punched with MyMathLab ISBN 0-32-166303-9
or

MyMathLab access: MyMathLab is required in this course. All new textbooks purchased at an ACC bookstore include MyMathLab access. It is not included with the purchase of a used book, and may not be included with a new book purchased at a different bookstore. Refer to the handout Information about MyMathLab. Please note that I DO NOT require that students have a hard copy of the textbook. If you only want to purchase MyMathLab access, that is fine with me. In doing so, you will be able to view the textbook online. This may be a less expensive option for you.

In the event that you have difficulty with promptly obtaining a textbook, you can access the first two chapters of the text (including exercises) online at http://www.pearsoncustom.com/tx/acc_prealgebra
You will need the following: Login Name: accmath0330 password: accmath0330

Supplemental Required Materials: Later in the semester students will be allowed to use a 4-function calculator. On some tests students will not be allowed the use of a calculator.

Prerequisite: none

COURSE DESCRIPTION (MATD 0330 BASIC MATH SKILLS): A course designed to develop basic arithmetic and algebra skills to prepare for courses covering secondary school algebra, the first of which is MATD 0370. Content includes operations on whole numbers, integers, fractions, decimals, ratio and proportions, percent, solving linear equations in one variable applications, and relating simple algebra concepts to geometry.

INSTRUCTIONAL METHODOLOGY
This is an online course.

COURSE RATIONALE
The Basic Math Skills course is designed to be the first course in a 3-course sequence for Developmental Math. The other two courses are Elementary Algebra and Intermediate Algebra.
Students who pass Basic Math Skills will have a solid foundation in arithmetic of rational numbers, solving linear equations, and the beginnings of polynomial arithmetic.

**Attendance (participation) is required in this course.** Students who do not log in to MyMathLab on a weekly basis or who fail to progress in the course may be dropped from the course. You are responsible for the material covered and any assignments that are due. See also the Texas Success Initiative (TSI) Warning below.

**TSI Warning for students who are not TSI complete***

Students who are not TSI complete in math are not allowed to enroll in any course with a math skill requirement.

All students are required to be "continually in attendance" in order to remain enrolled in this course. If this is the only developmental class you are enrolled in, and you withdraw yourself from this course or are withdrawn by your instructor, then:

a) You may be withdrawn from courses that you should not be enrolled in, such as any class with a math skill requirement.

b) You will have a hold placed on your registration for the following semester. The Hold will require that you register for the next semester in person with an advisor or counselor and that you work with the Developmental Math Advisor during that semester.

c) You will continue to face more serious consequences, up to being restricted to only registering for developmental courses, until you complete the required developmental math course or satisfy the TSI requirement in another way.

More information can be found at [http://www.austincc.edu/math/tsiwarning.htm](http://www.austincc.edu/math/tsiwarning.htm).

*If you are unsure whether or not this warning applies to you, see an ACC advisor immediately.*

**Importance of Completing Developmental Course Requirements**

The first steps to achieving any college academic goal are completing developmental course requirements and TSI requirements. The first priority for students who are required to take developmental courses must be the developmental courses. TSI rules state that students are allowed to take college credit courses, if they are fulfilling their developmental requirements. Because successful completion of dev courses is so important, ACC will intervene with any student who is not successfully completing developmental requirements. This intervention can mean a hold on records, requiring developmental lab classes, working with the Dev Math Advisor, and monitoring during the semester.

**Withdrawal policy:** It is the student’s responsibility to initiate all withdrawals in this course. The instructor may withdraw students for lack of progress but makes no commitment to do this for the student. After the withdrawal date, neither the student nor the instructor may initiate a withdrawal. The last day to withdraw from a course this semester will be posted on my syllabus on Blackboard.

**Reinstatement policy:** Students who withdraw or are withdrawn generally will not be reinstated unless they have completed all course work, projects, and tests necessary to place them at the same level of course completion as the rest of the class. After the last day to withdraw, neither the instructor nor the student may initiate reinstatement into the course.
Grading Policy
Your final grade in this course will come from 4 different components. They include homework (both online and on paper), online quizzes, tests and a final. They will be distributed as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz average</td>
<td>10%</td>
</tr>
<tr>
<td>4 tests</td>
<td>15% each</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
</tbody>
</table>

At the end of the semester you will be assigned a letter grade corresponding to the following:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 59 and below

Grades: You will receive your test and homework grades through Blackboard. You will need to log on to Blackboard each week for new announcements from me and to view your grades.

Homework: You will have both online homework and written homework. The grades for both of these combined will make up your homework average. The online homework is found within the MyMathLab program and must be completed on a weekly basis. When you complete the online homework the grade is automatically saved and sent to me. The written homework should be worked out on paper and sent to me before each test. You may turn in written homework by putting it in the ACC intercampus mail system (write “K. Chaka – Cypress Campus” on the envelope) or by mailing them to ACC:

1555 Cypress Creek
Cedar Park, Tx 78613
Attn: Karen Chaka

*make sure all correspondence includes your name and instructor’s name

Quiz average: The software we are using for this course is MyMathLab. The majority of your time will be spent learning the material in the program by viewing videos and working practice problems. The software will explain the material to you and ask you to work problems, giving you immediate feedback with corrections if needed. When you feel comfortable with the material and have completed both the online and written homework, you are ready for a Quiz. Each quiz has about 15 questions and covers
approximately 2 or 3 sections from the textbook. You may take this quiz up to three times and it will record the highest of those three.

**Tests:** You will be required to take four (4) tests that are not on the computer and a final exam. These will be paper and pencil exams that will be administered at any one of the ACC testing centers. When filling out the Online Orientation Form you will let me know which of these testing centers you will use for all of your tests. For each test, there will be a scheduled week in which you must go to a testing center and take the exam. You may take tests early if you are working ahead but you must give a 1 week notice so that I may get the correct test to the correct center. Late tests will only be given in extreme circumstances and will be decided on a case by case basis and may include a penalty. For more info on the ACC testing center go to: [http://www.austincc.edu/testctr/](http://www.austincc.edu/testctr/)

**Final Exam:** You are required to take a final exam on campus that will be administered at an ACC testing center.

**Incomplete grades** (I) are given only in very rare circumstances. Generally, to qualify for an "I", a student must have taken all exams and assignments, have a passing grade, and have a personal situation occur that prevents course completion after the last day to withdraw.

**In Progress grades** (IP) are also rarely given. In order to earn an "IP" grade the student must remain in the course, be making progress in the material, not have excessive absences, and not be meeting the standards set to earn the grade of C or better in the course. Students who are given an IP grade must register and pay tuition for the same course again to receive credit. Students who make a grade of IP should not go on to the next course.

**Course-Specific Support Services**

- **Learning Lab:** ACC main campuses have Learning Labs that offer free tutoring (first-come first-serve) in mathematics courses. The locations, contact information, and hours of availability of the Learning Labs are available from [http://www2.austincc.edu/tutor](http://www2.austincc.edu/tutor). Software and videotapes to support this particular text are available in the Learning Labs. Students who need regular tutoring are encouraged to use the Learning Labs before they get very far behind.

- **Software:** See description of MyMathLab under “Required Materials” in this handout.

- **Pearson tutoring:** Pearson has a tutoring center that is available by phone for students using any of their texts. Information about the service can be found at [www.aw-bc.com/tutorcenter/](http://www.aw-bc.com/tutorcenter/). Hours of operation are Sun-Thu: 4 PM - 11 PM Central time.
  Students toll-free: 1.800.877.3016
  Instructor info: 1.800.666.8801
Videos on DVD: These are available for viewing in the LRS and are recommended for students who miss class.

Student Services
The web address for student services is http://www.austincc.edu/support/advising/index.php
The ACC student handbook can be found at http://www.austincc.edu/handbook

Instructional Services
Information about locations of Instructional Services at each campus can be found by going to http://www.austinecc.edu/faculty/newsemester/ and then clicking on “Campus Based Student Support Overview”.

Scholastic Dishonesty "Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to, cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, work, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework.”

Student Discipline Policy Classroom behavior should support and enhance learning. Behavior that disrupts the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day. In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC's policy on student discipline can be found in the Student Handbook under Policy and Procedures http://www.austincc.edu/handbook

Students with Disabilities "Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.”
“Students who are requesting accommodation must provide the instructor with a letter of accommodation from the Office of Students with Disabilities (OSD) at the beginning of the semester. Accommodations can only be made after the instructor receives the letter of accommodation from OSD.”

Academic Freedom "Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks."
MATD 0330, Basic Math Skills. Learning Objectives
(revised December 3, 1999)

The following objectives are listed in a sequence ranging from the simple to the more complex. As such, this document should not be viewed as a chronological guide to the course, although some elements naturally will precede others. These elements should be viewed as mastery goals which will be reinforced whenever possible throughout the course.

Overall objectives:

1. Students will feel a sense of accomplishment in their increasing ability to use mathematics to solve problems of interest to them or useful in their chosen fields. Students will attain more positive attitudes based on increasing confidence in their abilities to learn mathematics.

2. Students will learn to understand material using standard mathematical terminology and notation when presented either verbally or in writing.

3. Students will improve their skills in describing what they are doing as they solve problems using standard mathematical terminology and notation.

I. Concepts and skills associated with whole numbers
   1. write the standard form of a whole number
   2. round whole numbers and use rounding to estimate values involving whole number arithmetic
   3. perform the four basic arithmetic operations (addition, subtraction, multiplication and division) on whole numbers
   4. solve application problems involving the four basic operations on whole numbers
   5. identify the order relation between two whole numbers
   6. simplify exponential expressions with whole number exponents
   7. use the order of operations to simplify expressions involving whole numbers, whole number exponents, grouping symbols, and the four basic arithmetic operations
   8. prime factor whole numbers
   9. find the least common multiple of two or more whole numbers

II. Concepts and skills associated with fractions
    1. perform the four basic arithmetic operations on fractions
    2. solve application problems involving the four basic operations on fractions
    3. simplify fractions to lowest terms
    4. convert between mixed numbers and improper fractions
    5. use the order of operations to simplify expressions involving fractions, whole number exponents, grouping symbols, and the four basic arithmetic operations
    6. identify the order relation between two fractions

III. Concepts and skills associated with decimals
     1. write the standard form of a decimal
     2. round decimals and use rounding to estimate values involving decimal arithmetic
     3. perform the four basic arithmetic operations on decimals
     4. solve application problems involving the four basic operations on decimals
     5. convert between fractions and decimals
     6. use the order of operations to simplify expressions involving decimals, whole number exponents, grouping symbols, and the four basic arithmetic operations
     7. identify the order relation between two decimals or between a decimal and a fraction

IV. Concepts and skills associated with integers and rational numbers
    1. perform the four basic arithmetic operations on rational numbers
2. use the order of operations to simplify expressions involving rational numbers, whole number exponents, grouping symbols, and the four basic arithmetic operations
3. solve application problems involving the four basic operations on rational numbers
4. identify the order relation between two rational numbers

V. Concepts and skills associated with ratios, proportions and percents
1. convert between fractions and percents and between decimals and percents
2. solve percent equations
3. find the missing number in a proportion
4. solve ratio and proportion application problems
5. solve application problems involving percents

VI. Concepts and skills involving linear equations in one variable
1. solve linear equations in one variable involving integers, decimals and fractions
2. solve application problems that yield linear equations

VII. Concepts and skills associated with polynomials
1. identify terms of a polynomial, and classify polynomials by number of terms
2. use the exponent laws to simplify algebraic expressions involving whole number exponents
3. use the order of operations to evaluate variable expressions and formulas
4. combine like terms
5. add and subtract polynomials
6. multiply monomials by polynomials

VIII. Use statistics to collect and interpret data
1. determine the mean, median, and mode
2. interpret graphs (pictographs, circle graphs, bar graphs and line graphs) and analyze data

IX. Concepts and skills associated with geometry
1. know the appropriate vocabulary and facts about angles, triangles, rectangles, squares, and circles
2. find perimeters of rectilinear figures
3. use standard formulas to find perimeters and areas of triangles, rectangles, squares and circles
4. find complementary and supplementary angles
5. find angles associated with parallel lines cut by a transversal