MATD 0330, BASIC MATH SKILLS  
Synonym 47731, Section DIL 122  
ONLINE (DISTANCE LEARNING)  
Using MyMathLab Software (Spring, 2014)  
INSTRUCTOR: ALLISON SUTTON

<table>
<thead>
<tr>
<th>Spring, 2014</th>
<th>Office Hours:</th>
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<tbody>
<tr>
<td>MW 10:00 AM – 12:00 noon</td>
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<tr>
<td>TTh 5:30-6:00 PM</td>
<td>Additional office hours available by appointment (email or call to schedule).</td>
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<tr>
<td>Office: RRC, Room 2308.04</td>
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<tr>
<td>(In Bldg. 2000, office suite 2308.01)</td>
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<tr>
<td>e-mail: <a href="mailto:aasutton@austincc.edu">aasutton@austincc.edu</a></td>
<td>Web Page: <a href="http://www.austincc.edu/aasutton">http://www.austincc.edu/aasutton</a></td>
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Office Phone: 223-0199. Please leave your name, a brief message, and a number where you may be reached.  
FAX: (512) 244-3368. Please include student's name, course number, homework lesson numbers, and instructor's name on a cover sheet with all correspondence.  
Mailing Address: Posted at http://www.austincc.edu/aasutton (look for Contact Info).  

Text: Prealgebra: 5th Custom Edition* by Blair, Tobey, Slater, Pearson publishers

The two ISBN numbers for the NEW custom edition that includes Math Study Skills with binder: 1269434276 or 9781269434270 (Purchase this one if you want the study skills supplements included.)

The text, when purchased new from the ACC Bookstore, come with the MyMathLab access code included. If you choose not to purchase a text, you will need to purchase access to the MyMathLab program from https://pearsonmylabandmastering.com/students/. (MyMathLab does include an electronic copy of the text, as well as the Student's Solutions Manual, so it is possible to buy just the MyMathLab access. In general, I find that it is helpful for students to have the hard copy of the text, so this is not my recommended option.) This website also has instructions for setting up a temporary account (14 days), so that you may begin working right away, even if you are waiting for financial aid. Please note that at the end of the grace period, you will have to pay to make your account permanent and be able to continue working with the software.

MyMathLab access: In all online sections of Basic Math Skills, MyMathLab is required. 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.

COURSE DESCRIPTION  
MATD 0330 BASIC MATH SKILLS (3-4-0). 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. The same course is offered in a one hour (0130) and two hour (0230) format. (DVM 1103)

COURSE RATIONALE  
Basic Math Skills is designed to be the first course in the three 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.

Course Objectives/Learning Outcomes: https://sites.google.com/a/austincc.edu/math-students/documents/objectives. A list of the course objectives and learning outcomes is included at the end of this handout.
**Instructional Methodology:** Distance learning students will work from home on their own, using the text and the MyMathLab computer program.

**Prerequisite:** None

**Supplemental Materials:** Paper, Pencils, Eraser, 10-Key Calculator (to be used later in the semester)

**Welcome to Basic Math Skills.** When you have successfully completed this course, you will be ready to advance to Elementary Algebra (MATD 0370). You will also have taken your first step towards preparing yourself for the TSI exam.

**How to progress through the course**

Homework problems consist of two types: **online homework problems** worked in MyMathLab AND **written homework problems** from the textbook. Both are required and contribute to your grade. Here is the order in which you should work through the assignments, for maximum benefit.

**Instructional Aides in MyMathLab**

Each section contains online video lectures and example problems. This is where you should start. View the lectures, and pause the video to work through the examples, before attempting any homework problems. Read through the pages in the textbook for a more thorough explanation.

**Online Homework**

As soon as possible after completing the video lectures, start on the online homework problems from the corresponding sections in MyMathLab. These problems often have instructional aides, and give immediate feedback.

You must complete each assignment with a score of 80% or better before continuing to the next section. You may attempt each problem as many times as necessary. If you are stuck, get help from me or from the learning labs. Please note that online homework problems completed after the due date will have a 5% penalty deducted from the score. Problems completed before the deadline will receive full credit.

**Written Homework**

After completing the online homework, do the written exercises from the textbook. Written homework should be turned in by the due date indicated on the homework list (in the Weekly Schedule). These dates are provided to help you pace yourself through the material so that you will complete the course during the semester. Written homework may be submitted either in person, by US mail, by dropping it off at the Round Rock Campus mail room, by FAX, or via the Blackboard Safe Assign feature. Homework may also be sent through ACC campus mail by placing it in an envelope, clearly addressing it to Allison Sutton at RRC campus, and then putting it into the RRC mail bin at any campus mailroom. Please see the Weekly Schedule for guidelines on submitting written homework. Answers to odd problems are in your books. You are responsible for checking your answers and asking for help with problems that give you trouble. Written homework assignments will be checked for completeness. In order to receive full credit for homework, you must do all assigned problems and show all work. Please ask for help if you need it. If you do not complete a homework assignment, a zero will be recorded for that grade. Homework not received within a week of the due date will not earn credit. The average of your homework grades (online and written) will count 10% of your overall grade in the course.

**Online Quizzes:**

Quizzes are given online in MyMathLab, one quiz for every 2-3 sections of your text. Take the online quiz shortly after completing the homework for all of the sections that are covered in the quiz. You must complete all of the online homework in the corresponding sections with a score of 80% or higher before attempting the quiz.

Quiz deadlines are stated in the weekly schedule, as well as in MyMathLab. Quizzes may be taken early for bonus points, taken on time, or taken late at a penalty. Any quiz taken two or more days before the deadline
will receive a 10% bonus. Any quiz taken after the deadline will have 10% subtracted from the score. This grade adjustment process is done manually, and may not show up right away in the grade book. Each quiz may be taken up to three times. The highest score out of the three attempts is the only score that will count, and the date associated with the highest score will be used for grade adjustment purposes. If you score poorly on a quiz, it is a good idea to use the Study Plan in MML to do some extra practice problems before attempting the quiz again.

Testing: You will have four regular tests and a final exam. In order to pass the class, you must take the final exam. Each test, including the final exam, will count 16% of the overall grade. You will take all of the tests in an ACC Testing Center. Distance Learning students must take the final exam in the Testing Center no later than Tuesday, May 6, 2014. (Students testing at the San Marcos or Fredericksburg Testing Centers may have an earlier deadline at the end of the semester). Testing dates are provided on the test schedule included in the Weekly Schedule to help you pace yourself through the material so that you will complete the course during the semester. For more information about taking tests in an ACC Testing Center, please refer to http://www.austincc.edu/testctr. You will need a valid ACC Photo ID to use the Testing Centers.

Early Bonus and Late Penalty for Tests: You may earn 5 bonus points on any regular test by taking that test early (before the date for which it is scheduled to begin) and earning a score of 70 or better. Please notify your instructor in advance, especially early in the semester, if you plan to take a test early so that the test will be available. If you do not take a test by the posted deadline, there will be a penalty of 5 points per day unless I waive the penalty. Please contact me before the test deadline for permission to take a test late and to discuss the penalty and your plan to catch up. For one exam only, if you do not take an exam, you will count that test grade of 0 as your lowest exam grade and will count your final exam grade in its place.

In order to receive full and partial credit, please show your work for all problems on each test. If you use scratch paper while taking any exam, please clearly number any work you want your instructor to refer to, and do that work in an orderly fashion. Since partial credit will be given, at least attempt each problem.

Calculator Usage: See the Weekly Schedule for details on calculator use on each test. There will be no calculators allowed early in the course, and you will be allowed to use a 4-function calculator on tests later in the semester.
Grading: Final overall grades in this class will be calculated based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>HOMEWORK AVERAGE</td>
<td>10%</td>
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<tr>
<td>QUIZ AVERAGE</td>
<td>10%</td>
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<tr>
<td>4 REGULAR TESTS</td>
<td>16% EACH</td>
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<tr>
<td>FINAL EXAM</td>
<td>16% (OR 32%)</td>
</tr>
<tr>
<td>OVERALL AVERAGE GRADE</td>
<td></td>
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<tr>
<td>90 or Above</td>
<td>A</td>
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<tr>
<td>80–89</td>
<td>B</td>
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<tr>
<td>70–79</td>
<td>C</td>
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<tr>
<td>60–69</td>
<td>D</td>
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<tr>
<td>Below 60</td>
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* If your lowest regular test grade is lower than your final exam grade, then the final exam grade will replace your lowest test grade and will also count as your final exam grade.

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 the handout *Information about MyMathLab.*

- **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
  Fax: 1.877.262.9774
  Email Questions: mtutor@pearson.com

Withdrawals: It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall 2002 may be charged a higher tuition rate, for that course. State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog. **The withdrawal deadline is Monday, April 21, 2014.**

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.*

**NOTE:** Since this is a distance learning course, attendance is irrelevant, and you will be evaluated on whether or not you are continually making progress. If you do not complete work for this course for 2 weeks in a row (working on the computer, turning in homework, and taking tests on time), you may be withdrawn.

**Reinstatement Policy:** Students who withdrew or were 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.

**Incomplete grades:** Incomplete grades (I) will be given only in very rare circumstances. Generally, to receive a grade of "I", a student must have taken all examinations, be passing, and after the last date to withdraw, have a personal tragedy occur which prevents course completion. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

**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 during the next semester.

**Statement on Scholastic Dishonesty** A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at [http://www.austincc.edu/current/needtoknow](http://www.austincc.edu/current/needtoknow).

**Student Rights and Responsibilities:** Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

**Statement on Students with Disabilities:** Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from OSD for this course must provide the instructor with the ‘Notice of Approved Accommodations’ from OSD before accommodations will be
Arrangements for academic accommodations can only be made after the instructor receives the ‘Notice of Approved Accommodations’ from the student.

Students with approved accommodations are encouraged to submit the ‘Notice of Approved Accommodations’ to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations. Additional information about the Office for Students with Disabilities is available at http://www.austincc.edu/support/osd/

**Safety Statement:** Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at http://www.austincc.edu/ehs. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at: http://www.austincc.edu/emergency/

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day’s activity, may be withdrawn from the class, and/or barred from attending future activities.

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**Use of ACC email:** All College e-mail communication to students will be sent solely to the student’s ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at http://www.austincc.edu/accmail/index.php

**Testing Center Policy:** Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam. To request an exam, one must have:

1. ACC Photo ID (info at http://www.austincc.edu/support/admissions/student_id.php)
2. Course Abbreviation (e.g., ENGL)
3. Course Number (e.g., 1301)
4. Course Synonym (e.g., 10123)
5. Course Section (e.g., 005)
6. Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, regardless of whether it is on or off, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at http://www.austincc.edu/testctr/

**Student and Instructional Services:** ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at http://www.austincc.edu/s4/

Links to many student services and other information can be found at http://www.austincc.edu/current/
ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: 
http://www.austincc.edu/tutor/students/tutoring.php

For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab: http://www.austincc.edu/tutor/locations.php

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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.

Student Learning Outcomes: Upon successful completion of this course, a student will be able to do at least 70% of the following:

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