Synonym: 39093
Section: DIL 067
This is a Distance Learning course, so there are no class meetings.

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Office Hours:
Fall 2015
MW 9:15 AM – 10:15 AM (in office)
12:05 PM – 12:25 PM (in RRC 1220)
TTh 10:30 AM – 11:45 AM (in office)
Office: Round Rock (RRC) Room 2308.04
(In Building 2000, inside office suite 2308.01)
Please email or call me for an appointment if these hours don't suit your schedule.

Course Description (MATD 0332 BASIC MATH SKILLS WITH STUDY SKILLS): A course is designed to develop basic arithmetic and algebra skills by using collaborative learning activities, math study skills, and computer-assisted learning. 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.

Prerequisite: none

Required Text: ACC Custom Version of Prealgebra, 5th edition by Blair, Tobey, and Slater. The ACC custom version includes a loose leaf text, MyMathLab (MML) access and the book Math Study Skills by Alan Bass (ISBN: 9781269434270). Note: You do not have to purchase the custom edition (but it is a good buy). If you are comfortable reading the online version of the text, you can opt to only purchase MyMathLab access (either directly from the company using a credit card or by buying a standalone access code from the ACC Bookstore).

This course uses the textbook in combination with MML, which is a computer program designed to support your learning. Students will use MyMathLab software to watch online lecture videos and do the required online homework and quizzes. Students will also be required to use the text to do written homework exercises that will be turned in. MyMathLab also offers an online version of the text and an online solution manual.

Calculator Policy: Calculators will be allowed after the first exam. Only a simple 4-function calculator is allowed. You MAY NOT use a scientific calculator, graphing calculator or cell phone calculator.

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.
**Proper Course Placement Tests:** If you think you should be in Elementary Algebra or a higher course, you will need to do very well on the placement test for that course. IF YOU WANT TO SWITCH CLASSES, arrange to get the review from your instructor and take the placement test AS SOON AS POSSIBLE so you don’t get behind in the next course.

**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 [https://sites.google.com/a/austincc.edu/math-students/choose/matd/tsi](https://sites.google.com/a/austincc.edu/math-students/choose/matd/tsi).

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

**Course Rationale:** The Basic Math Skills course is designed to be the first course in a 3-course sequence for Developmental Math. The course prepares students for the next course covering secondary school algebra, MATD 0370. The last course in the sequence is Intermediate Algebra (for STEM majors) and Developing Mathematical Thinking (for non-STEM majors). Other alternative programs are offered, like Statway and Mathways. Ask an advisor for more information. 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.

**Instructional Methodology:** The course uses MyMathLab software for computer-assisted instruction and online practice, and has a math study skills component. Students will use the MyMathLab software to assess their own progress and focus practice on skills, as need. Also, students will learn math study skills. Tests will be done by hand in the testing center.

**Attendance, Class Participation and Withdrawal Policies:** Since this is a Distance Learning course, there is no attendance required. However, if you do no measurable work for a 2 week period, you may be withdrawn from the course (2 weeks corresponds to 4 missed classes in an on-campus course).

However, it is your responsibility to ensure that your name is removed from the roll should you decide to withdraw from this class. The deadline for withdrawing from the course is **Thursday, Nov. 19, 2015.** It is also strongly encouraged to retain a copy of the withdrawal form for your 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.

**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.
Course Evaluation/Grading Scheme:  
Online Homework 5%, Study Skills Assignments 5%, Written Assignments 10%, Online Quizzes 10%, Tests 70%.  
Your Final Exam score, if higher, will be used to replace your lowest regular test score.

Online Assignments: These are accessed using MyMathLab (MML). These assignments are due by midnight. See the course calendar for specific due dates. MyMathLab will let you re-work a problem as many times as you need to succeed. There are also hints and other help available on the MyMathLab website. You may work past the due dates for online homework assignments in order to improve your grade, but a missed quiz will count as a grade of zero. You must score 80% or better on EACH assignment section included on a quiz BEFORE you are allowed access to the online quiz corresponding to that group of assignments. Grades are automatically sent to me.

Quizzes: You are expected to take an online quiz in MML after completing groups of online assignments. As stated above, you will not be able to take the quiz until you have scored at least 80% on each online assignment covered by that quiz. Online quizzes are due at midnight. See the course calendar for specific due dates. You have three attempts at each quiz. If you miss the deadline, you will receive a zero. Your three lowest quiz grades will be dropped at the end of the semester.

Other Assignments:  
Written Assignments: You are expected to complete written assignments. See the Course Content links in MyMathLab for links to these assignments. The purpose of the written assignments is to assess your proper use of mathematical vocabulary & notation, as well as your ability to apply concepts learned and practiced in your online homework. All written homework needs to be legible, with problems worked out by hand, with all work shown for full credit. You may submit written assignments to me by the deadline listed in the course calendar one of 2 ways:

- **(Preferred)** Access this course in Blackboard, click the Assignments menu button, and upload your written assignment to the appropriate slot. The assignment needs to be saved as one file. pdf works well (Word is OK). If you don’t have a scanner that can scan and save multiple pages into a single pdf, there are lots of apps and programs available that can help you do this. You can even get an app that allows you to “scan” using pictures from your smart phone and save them all into one document. Please pay attention to the maximum file size allowed in BB – you may have to reduce the resolution on your photos. Do not submit zipped files, as I am sometimes unable to access them easily. (It is possible to simultaneously select and upload multiple pdfs in BB, but only one submission per assignment is allowed – you cannot submit one page, then go back and submit another, etc.) If you make a mistake submitting an assignment in BB, email me, and I will clear the attempt for you to try again.

- **(Alternative)** You may submit written assignments via email (to asutton@austincc.edu). Your subject line must be “0332, Your Name, Assignment Name.” As stated above, your assignment needs to be saved as a single document (please do not submit several individual pages). Do not submit zipped files, as I am sometimes unable to access them easily.

Study Skills Assignments: You are expected to complete math study skills assignments. Topics include note taking, time management, mastering exams, and stress management. These assignments and their due dates are all listed on the Course Calendar, and can be accessed in MyMathLab using the Course Content menu.

Exams: All exams, except for the final exam, will be given in a proctored setting in the ACC Testing Center. See the Exam link in MyMathLab for review materials for each exam. No notes of any type will be allowed. If you miss an exam deadline, you must contact me as soon as possible after the exam deadline has passed to see if an extension can be allowed. For one exam only, if you miss an exam, you will receive a score of zero, and your Final Exam score will be counted in its place (If you take all exams, the Final Exam, if higher, will be used to replace your lowest regular test score). The FINAL EXAM is “departmental,” meaning all Basic Math students take essentially the same exam. It will be a paper-and-pencil test given in class during the last class day. If you miss the final exam, you earn a zero. You must take the Final Exam to pass the course. **The last day to take the Final Exam is Wednesday, Dec. 9, 2015.**

Letter Grade Equivalencies:  
A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = Below 60%
Special Circumstance Grades:

- **In-Progress Grade**: A student who is regularly attending, doing all assigned work but is still not earning a grade of C or higher, might be eligible for the IP (in progress) grade. An IP is a neutral grade with respect to the student’s GPA (it is not counted), but it might be treated like a W (non-completion) for the purposes of financial aid. Students who receive an IP grade are expected to retake (register and pay for) the course in the next semester they are enrolled at ACC. Students may not receive more than 2 IPs in this course (or in any given developmental course.)

- **Incompletes**: 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.

**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 Student Accessibility Services (SAS – formally known as 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 SAS for this course must provide the instructor with the ‘Notice of Approved Accommodations’ from SAS before accommodations will be provided. 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 this office is available at [http://www.austincc.edu/support-and-services/services-for-students/disability-services-and-assistive-technology](http://www.austincc.edu/support-and-services/services-for-students/disability-services-and-assistive-technology).

**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](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/](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. 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 immediately dismissed from the day’s activity, may be withdrawn from the class, and/or barred from attending future activities.

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.

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:

- ACC Photo ID
- Course Abbreviation (e.g., ENGL)
- Course Number (e.g., 1301)
- Course Synonym (e.g., 10123)
- Course Section (e.g., 005)
- 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.autincc.edu/tutor
For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

Schedule: See the course calendar handout for a detailed schedule, including all due dates (online and written), as well as test deadlines.
Course Objectives: Can also be found at https://sites.google.com/a/austinspace.edu/math-students/documents/objectives

Student Learning Outcomes:
Students will be able to:

1. Perform operations involving whole numbers, integers, fractions, decimals, and percents.
2. Simplify numerical and variable expressions using commutative properties, associative properties, distributive properties, order of operations, and combining like terms.
3. Solve one-variable linear equations, including multi-step equations and proportions.
4. Solve problems involving geometric figures including perimeter, area, volume, and similarity.
5. Solve applied problems by defining variable expressions, writing a linear equation, solving the equation, and writing an answer to the question in context.
6. Analyze, interpret, and solve problems from different types of graphs, such as line graphs, bar graphs, pictographs, and circle graphs.
7. Use verbal and written communication involving mathematical language, symbols, and notation. Communicate concepts, demonstrate reasoning, and solve problems, both individually and collaboratively.
8. Apply test-taking, note-taking, time management, and stress management study skills in a math 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.

Concepts and Skills:

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 (without using the quotient rule), 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. 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
3. write data as an ordered pair
4. plot points given coordinates
5. name the coordinates of points

VIII. 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

IX. Study Skills associated with test taking
1. recognize everyday strategies to prepare for exams
2. prepare physically and mentally for an exam
3. use effective strategies while taking a math exam
4. review and evaluate your math exam
5. identify common errors made on math exams
6. identify patterns in errors made on your math exam

X. Study Skills associated with note taking
   1. provide reasons of why it’s important to take good notes
   2. identify characteristics of good notes
   3. justify why using columns for taking notes in math class is helpful
   4. name and describe the three phases of note taking

XI. Study Skills associated with time management
   1. Predict the number of hours needed to study outside of math class
   2. Plan how to use time outside of class for studying
   3. Organize class materials in a math notebook
   4. Use a calendar to plan, analyze and reflect on scheduled time for school, work, family and other obligations
   5. identify strategies to avoid procrastination

XII. Study Skills associated with stress management
   1. identify campus resources to assist in stress management
   2. identify common causes of stress and assess stress levels
   3. recognize typical emotional, behavioral, and physical reactions to stress
   4. identify and try different stress management strategies