Course Information Handout
MATD 0332 Basic Math with Study Skills
Distance Learning Synonym 35148, Section 066
Fall 2017

Instructor: Kimberley Kelton, Professor of Mathematics
Website: www.austincc.edu/kkelton
MyMathLab: http://www.pearsonmylab.com
MML Course ID: kelton03242
Phone: 512-223-8177 (office)
Office Hours: Pinnacle Room 1021: MW 12:45 – 2:15 and TTh 1:45 – 2:45

Required Software
This course uses MyMathLab, by Pearson, which is a computer program designed to support your learning. Students will be required to use the software at home, in the Learning Labs at the campuses, or anywhere else, provided the computer meets the minimum requirements. MyMathLab includes online homework assignments and quizzes as required components of the course. MML also offers other features such as an electronic version of the textbook, video lectures, study guides and an online solution manual.

Optional Hard Copy Textbook
MATD 0332 Package by Rockswold. This custom version includes additional content and a FREE MyMathLab (MML) access code. The two ISBN numbers for the custom edition are 1323475648 & 9781323475645.

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.

Prerequisite
There is no prerequisite for this course.

Course Description
This course is designed to develop basic arithmetic and algebra skills by using a variety of instructional strategies, such as collaborative learning activities and computer-assisted learning. Content includes operations on whole numbers, integers, fractions, decimals, ratio and proportions, percent, simplifying algebraic expressions, solving linear equations in one variable, and applying algebra concepts to geometry. Additionally, the course will address math-specific study skills, including time management, stress management, note-taking strategies, and test-taking strategies.

Course Rationale
This course is designed to be the first course in a Developmental Math Sequence. It should prepare students for MATD 0370, MATD 0421 or MATD 0385. If your degree plan allows MATH 1332 College Mathematics or MATH 1342 Elementary Statistics or MATH 1333 Math for Measurement, then the next course is MATD 0385 Developing Mathematical Thinking. If your degree plan requires MATH 1314 College Algebra or MATH 1324 Math for Business & Economics, then the next course is MATD 0370 Elementary Algebra followed by MATD 0390 Intermediate Algebra or MATD 0421 (individual-paced, computer-based course). Students who pass Basic Math with Study Skills will have a solid foundation in arithmetic of rational numbers, simplifying algebraic expressions, solving linear equations, and reasoning skills associated with solving real-world applications.
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

* 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.

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 change courses, 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.

Instructional Methodology

This is an online, distance learning course. This special section uses MyMathLab, an interactive online resource that provides visual explanations and includes an audio component so that you may listen to the explanations. It is called “interactive” because you are continually being prompted for input.

In this class, you will be in charge of your learning in a way that is different from a traditional lecture class. The format of the course is somewhat self-paced, which means you may work ahead of the schedule, but you cannot lag behind. You may spend less time on familiar topics and more time on troublesome topics.
How to Use MyMathLab
For login instructions, please read the handout “Student Registration Instructions”. You can download that from my website. MyMathLab is where you will spend the majority of your time learning mathematics and practicing problems. This is what I recommend you do:

1. Click on the Assignments link in MML, and then choose the appropriate week.

2. Read a section in the text and watch the video. Take notes! When you’re reading, you will see examples. Next to an example click on the “You Try It” icon to practice the problems on your own. This is where you will do most of your learning. If you skip this step you will be very frustrated when you try to do your homework.

3. Do the online homework for that section. I suggest you keep a spiral with all of your homework problems worked out neatly in it. This will help you review for tests. You must make an 80% in order to move on. You have three chances to improve your score. For each problem you miss, click on the Similar Exercise link. You’ll get another chance at that problem, and when you get it correct it changes your score. Email me if you need more than three chances.

4. Do the written homework. You will download the written homework from MML and print it out. Work the problems on the handout and attach more paper if you need it. You will submit your written homework weekly to me for grading. See page 4 for the many ways you can submit homework.

5. When you feel you have mastered the material and scored 80% or higher on each section, then you are ready to take a quiz. You are allowed to take a quiz twice, and the gradebook will use only your best score.

6. Complete your study skills assignments as they come up in the schedule. This course has a required study skills component. During the first half of the course, you are required to watch videos about how to study for your math course. Some of these videos have follow-up assignments or activities and are graded.

Technical Support
Pearson Technical Support: The publisher of your text offers free technical support should you need it with MyMathLab. Go to http://247.support.pearsoned.com and chat online with a representative 24/7. You may also call 800-677-6337, Monday – Friday 11 am – 7 pm.

Course-Specific Support Services
Learning Lab: ACC main campuses have Learning Labs which offer free first-come, first-serve help with math from tutors and computer tutorials for math courses. Learning Lab information is posted at http://www.austincc.edu/tutor/

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/. Hours of operation are Sunday – Thursday 4 pm – 11 pm Central time. Students toll-free 1-800-877-3016. Fax: 1-877-262-9774. Email questions to mtutor@pearson.com.
My Course Policies and Procedures

Online Orientation
You are required to complete an online orientation found on our course Blackboard. Please log on to Blackboard at [https://acconline.austincc.edu](https://acconline.austincc.edu) and complete this form by Friday, September 1st to ensure you are not dropped from the course.

Attendance/Participation
Students who do not log in to MyMathLab on a weekly basis or who fail to progress in the course may be withdrawn from the course. You are responsible for getting your work done on time.

Communication
I will communicate regularly with all of you through our MyMathLab and/or email. In MyMathLab I will leave important announcements such as weekly instructions, reminders of due dates, and encouraging words. We may also have discussions and/or meet in a chat room. You will also be able to view your grades from MyMathLab. I will send a minimum of one weekly class email to your ACC email address. Please be sure to check it.

Homework
You will have both online homework and written homework. All homework should be completed by the due date indicated on 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.

The online homework is found within MyMathLab. You must score at least 80% on each online homework assignment before moving on to the next section. If you are stuck on a homework problem, first try using the tools available in MyMathLab, such as Help me Solve This, View an Example, or Animation. Also try following an example from the textbook. If you are unable to figure out the problem from these tools, seek help. You may use the Ask My Instructor button to send me an email. If you have struggled with a homework problem, after getting the correct answer it is recommended that you select the Similar Exercise option to try out your skills again.

The written homework assignment is found on our MyMathLab site. You will download the written homework from MML and print it out. Work the problems on the handout and attach more paper if you need it. The purpose of the written assignments is to assess your proper use of mathematical vocabulary & notation. You will submit your written homework weekly to me for grading. Written homework may be submitted in a number of ways: 1) Scan or take a photo and submit it through the Dropbox feature in MyMathLab, 2) go to any ACC campus mailroom and mail it to Kimberley Kelton, Pinnacle Campus, 3) send it U.S. mail to Kimberley Kelton, Austin Community College, 7748 Highway 290 West, Austin, Texas 78736, or 4) fax it to me at 512-223-8200. I will not accept written homework through email. In order to receive full credit, you must do all problems and show your work. Please ask for help if you need it. Partially completed and/or late homework will receive partial credit.

Online Quizzes
You will have 1 or 2 online quizzes every week. After you have completed both the online and written homework, and you feel comfortable with the material, then you may take a quiz. You may take a quiz twice and your best score will be recorded.

Study Skills Assignments
You will complete math study skills assignments. Topics include time management, mastering tests, and stress management.
Tests
You will have four regular paper and pencil tests and a comprehensive final exam. Tests will be taken in an ACC testing center. Testing dates are indicated on your weekly schedule. Please take the tests at your earliest opportunity. Testing Center information may be found at http://www.austincc.edu/testctr/.

Missed Tests
If you do not take a test by the deadline, a zero will be recorded for that test. However, if your final exam score is higher than any of the four tests, then I will replace that score with your final exam score. So, in that case, your final will count twice. If you should miss a test, then obviously the zero will be your lowest score, and the final will replace it.

Grading
Final overall grades will be calculated based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study skills</td>
<td>5%</td>
</tr>
<tr>
<td>MML Homework</td>
<td>5%</td>
</tr>
<tr>
<td>Written Homework</td>
<td>10%</td>
</tr>
<tr>
<td>MML Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Tests</td>
<td>70%</td>
</tr>
</tbody>
</table>

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

For example, to calculate your grade I will do this: 

\[(\text{study skills average} \times 0.05) + (\text{MML HW average} \times 0.05) + (\text{Written HW average} \times 0.10) + (\text{MML Quiz average} \times 0.10) + (\text{test average} \times 0.70) = \text{your grade.}\]

Special Circumstance Grades
- **In-Progress Grade**: A student who is regularly working in MML, 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.)

- **Incomplete**: 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.

Withdrawals
It is the student's responsibility to withdraw him/herself from the course if he/she stops participating for any reason. However, students may be dropped by me for failure to make sufficient progress. The withdrawal deadline is Monday, November 27th, 2017.

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 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. After the last day to withdraw, neither the instructor nor the student may initiate reinstatement into the course.
Student Learning Outcomes for Basic Math with Study Skills

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, 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.

Course Objectives for Basic Math Skills

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. use mental math strategies to perform operations on whole numbers
   3. round whole numbers and use rounding to estimate values involving whole number arithmetic
   4. perform the four basic arithmetic operations (addition, subtraction, multiplication and division) on whole numbers
   5. solve application problems involving the four basic operations on whole numbers
   6. identify the order relation between two whole numbers
   7. simplify exponential expressions with whole number exponents
   8. find the square root of perfect squares
   9. use the order of operations to simplify expressions involving whole numbers, whole number exponents, square roots of perfect squares, grouping symbols, and the four basic arithmetic operations
   10. prime factor whole numbers
   11. find the least common multiple of two or more whole numbers
   12. find the greatest common factor 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. estimate irrational square roots to one or two decimal places
7. use the order of operations to simplify expressions involving decimals, whole number exponents, grouping symbols, and the four basic arithmetic operations
8. 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, square roots of perfect squares, 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
3. solve linear equations using tables & graphs

VII. Use statistics to collect and interpret data
1. determine the mean, median, and mode
2. determine weighted mean & GPA
3. interpret graphs (pictographs, circle graphs, bar graphs and line graphs) and analyze data
4. write data as an ordered pair
5. plot points given coordinates
6. name the coordinates of points
VIII. Concepts and skills associated with geometry
   1. know the appropriate vocabulary and facts about, 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 areas of composite regions
   5. use the Pythagorean theorem to solve problems

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
General Policies and Information for ACC Students

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

Concealed Handgun Policy: The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC’s commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college’s concealed handgun policy. It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999. Refer to the concealed handgun policy online at austincc.edu/campuscarry.