Welcome to Elementary Algebra, MATD 0370. To ensure your success in this course, you will need to read and understand all the information provided here and in the attached pages. Mathematics, and more specifically algebra, does not come naturally to most of us. To learn the topics and techniques presented in this course, you will need to work many problems to practice these skills. You should be prepared to spend a considerable amount of time and energy on the material. Please feel free to contact me at anytime during the semester if you need help. I will make every effort to be available to you for assistance.

**Course Description (MATD 0370 Elementary Algebra):** A course designed to develop the skills and understanding contained in the first year of secondary school algebra. Topics include review of operations on real numbers, graphing linear equations, solving linear and quadratic equations, solving systems of linear equations, polynomials, factoring, and applications.


MyMathLab access: 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.

**Supplemental Materials:** Rectangular coordinate graphing paper, Scientific calculator

**Instructional Methodology:** This class is conducted in a computer lab setting.

**Course Rationale:** Welcome to Elementary Algebra. As with all developmental math courses, Elementary Algebra is designed to provide you with the mathematical foundation and personal confidence to enable you to use mathematics in your future life. This course is designed to prepare you for MATD 0390 (Intermediate Algebra) and the algebra-based courses that follow it. It also offers you one way to prepare for MATH 1332 (College Math, formerly Topics in Math), MATH 1342 (Elementary Statistics), and MATH 1333 (Math for Measurement) after you have passed the math portion of the state-approved test, like THEA or TCOMPASS.

**Prerequisite:** C or better in Basic Math Skills (MATD 0330), or its equivalent knowledge, or a passing score on the MATD 0370 placement test.
COURSE EVALUATION/GRADING SCHEME:

Grades: Your final grade will be based on the standard ten point scale: A = 90-100, B = 80 – 89, C = 70 – 79, D = 60 – 69, F = below 60. See below for information on I and IP grades.

Written Homework: You will be required to complete all assigned problems listed on the weekly schedule. Due dates for each assignment are also listed. No late homework will be accepted without prior permission from me. The answers to many of the assigned problems can be found in the back of your book. You are encouraged to check your problems and ask questions, but in order to receive full credit for each problem you are required to show all your work. You may submit your homework in person, by campus mail, by US Mail to the address listed above or electronically through Blackboard. Sorry, e-mail and fax are not acceptable methods for homework submission. Your written homework average will account for 10% of your course grade.

MML Homework: You will also have online homework lessons in MyMathLab. Due dates for online homework are the same for the written homework. In order to move on to the next section, you must score 80% or better on the previous MML homework assignment. Due dates for each section of the online homework are the same as for the written homework. See the weekly schedule below for due dates. Your online homework average will account for an additional 10% of your course grade.

MML Quiz Average: You will have quizzes in MyMathLab. Each quiz will cover multiple (2-4) sections from your textbook. In order to take a quiz you must have completed the homework for the sections covered on the quiz. You must score 80% or higher to move on to the next section. You will have up to 3 attempts to take each quiz. If you do not score 80% or higher in one of your three attempts, see me immediately. Your MML quiz average will account for 10% of your course grade.

Tests: You will have a total of five tests for this course, including the final exam. Each test will be taken in the testing center. For details on testing center hours and policies see [http://www.austincc.edu/testctr](http://www.austincc.edu/testctr). The final exam will be a cumulative exam and may be used to replace your lowest test grade provided you score higher on the final. Therefore, no retests will be given. If for some reason you miss a test, you may request a make-up test (which may be granted at the discretion of your instructor) or receive a zero and have the final exam count for the missed test. Make-up tests will be limited to one per semester and must be requested within 24 hours of the deadline of the missed test. **There will be no make-up test for the final exam.** All tests will be averaged equally, and the average will account for 70% of your course grade.

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.

Attendance Policy: Since we do not meet for class, attendance will be monitored by your progress in the software program. If you fall more than two weeks behind or have not done any work online in two weeks, you may be dropped from the course. However, I make no commitment to do so.

Withdrawal Policy: 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.

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 Grade Policy: An instructor may award a grade of “I” (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. 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: 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.)

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-Thur: 4 PM - 11 PM Central time.
  Students toll-free: 1.800.877.3016
  Instructor info: 1.800.666.8801
  Fax: 1.877.262.9774
  Email Questions: mtutor@pearson.com

- **Videos on DVD:** These are available for viewing in the LRS and are recommended for students who miss class.
**Statement on Student Discipline:** 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 page 32 or on the web at: http://www.austincc.edu/marketing/handbook/student_handbook_02-03.pdf.

**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.

**Statement on Scholastic Dishonesty Penalty:** Students who violate the rules concerning scholastic dishonesty will be assessed an academic penalty which the instructor determines is in keeping with the seriousness of the offense. This academic penalty may range from a grade penalty on the particular assignment to an overall grade penalty in the course, including possibly an F in the course. ACC's policy can be found in the Student Handbook page 33 or on the web at: http://www.austincc.edu/marketing/handbook/student_handbook_02-03.pdf.

**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 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 the Office for Students with Disabilities is available at http://www.austincc.edu/support/osd/.

**Statement on 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.
**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/index.php](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:

- **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/](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/](http://www.austincc.edu/s4/)

Links to many student services and other information can be found at: [http://www.austincc.edu/current/](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/students/tutoring.php](http://www.autincc.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.
COMMON COURSE OBJECTIVES FOR MATD 0370 ELEMENTARY ALGEBRA (Revised July 2004):

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:

A. 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.

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

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

1. Description and classification of whole numbers, integers, and rational numbers using sets and the operations among them

   a. identify and use properties of real numbers
   b. simplify expressions involving real numbers
   c. evaluate numerical expressions with integral exponents

2. Polynomials

   a. distinguish between expressions that are polynomials and expressions that are not
   b. classify polynomials in one variable by degree and number of terms
   c. simplify polynomials
   d. add, subtract, multiply, and divide polynomials (including the use of long division techniques and the distributive law)
   e. factor polynomials in one or more variables (including factoring out the greatest common factor, factoring by grouping, factoring trinomials in which the leading coefficient is one, factoring trinomials in which the leading coefficient is not one, and factoring the difference of two squares)
   f. understand and use the exponent laws involving integer exponents
   g. convert numbers into and out of scientific notation and perform multiplication and division with numbers written in scientific notation

3. Solve linear equations in one variable involving integral, decimal, and fractional coefficients and solutions

4. Solve and graph linear inequalities

5. Application problems

   a. write and evaluate linear expressions from verbal descriptions
   b. solve application problems which lead to one of the following types of equations: linear equations in one variable, systems of two linear equations in two variables, quadratic equations
   c. solve literal equations for a specified variable using addition and multiplication principles
   d. use given data to estimate values and to evaluate geometric and other formulas
   e. solve problems involving the Pythagorean theorem

6. Linear equations in two variables

   a. identify the relationship between the solution of a linear equation in two variables and its graph on the Cartesian plane
b. understand and use the concepts of slope and intercept
c. determine slope when two data points are given
d. graph a line given either two points on the line or one point on the line and the slope of the line
e. write an equation of a line given one point on the line and the slope of the line, or two points on the line
f. identify lines given in standard, point-slope, or slope-intercept forms and sketch their graphs
g. solve systems of linear equations

7. Quadratic equations
   a. find solutions to quadratic equations using the technique of factoring and using the principle of square roots
   b. recognize a need to use the quadratic formula to solve quadratic equations and solve quadratic equations by using the quadratic formula when simplification of square roots other than perfect squares is not needed

8. Description and classification of irrational numbers
   a. simplify perfect square radical expressions
   b. use decimal approximations for radical expressions

9. Rational expressions
   a. determine for which value(s) of the variable a rational expression is undefined
   b. simplify rational expressions containing monomials, binomials, and trinomials
   c. multiply and divide rational expressions containing monomials, binomials, and trinomials
   d. add and subtract rational expressions with like denominators

10. Geometry
    a. understand the difference between perimeter and area and be able to use formulas for these appropriately
    b. solve application problems involving angles and polygons