MATH 0098 / Elementary Algebra
COURSE SYLLABUS
Summer Semester 2017

See Disclaimers Below Lesson Plan

Semester: Summer 2017 (201716)
Course Title: Elementary Algebra
Course Number: MATH 0098
Credit Hours/ Minutes: 3 / 2250
Class Location: SWAINSBORO Bldg. 6 Room 6218
Class Meets: 9:30-11:45 am MW
CRN: 60017

Instructor: Don Davis
Office Hours:11:45 am-12:45 pm MW
Office Location: Room 6218
Email Address: ddavis1@southeasterntech.edu
Phone: 912-538-1957
Fax Number: 912-538-3156
Tutoring Hours: 11:45 am-12:45 pm MW

Students are welcome to stay after class in the lab to continue to work on the MathXL lab assignments. Campus labs are available for use as well.

The preferred method of contact is email: (ddavis1@southeasterntech.edu).

REQUIRED TEXT: Blitzer, R. Introductory Algebra (7th edition). New Jersey: Prentice Hall
This textbook package includes the required text and MathXL Access Code. Students must either purchase the package or the textbook and a standalone MathXL access code. The textbook current edition is required and the MathXL access code is also required.

To purchase separately, students can visit the textbook website at www.pearsonhighered.com or other online locations. The standalone MathXL Access Code can also be purchased at www.mathxl.com, **but** if the entire package from the bookstore is purchased, the student will not have to purchase the access code separately. Usually, the bookstore package is the better deal.

REQUIRED SUPPLIES & SOFTWARE: Supplies: 3 ring binder notebook, computer access, loose-leaf paper (loose-leaf and not torn out of a spiral notebook and work only on one side of each sheet), pencils (all math problem work must be done in pencil), highlighter, graphing calculator (TI-83 or TI-84), and graph paper. Software: MathXL Access Code (comes packaged with the text from the STC bookstore). Students must have the required graphing calculator. Cellphones or other electronic devices are not allowed for use in the course. MathXL does provide access to a calculator while it is being used; however, textbook assigned problems or other assigned problems will require use of the graphing calculator.

The student will be given instructions to register for MathXL during class. The student will need to acquire a separate MathXL Course ID from the instructor to completely register for MathXL. (In other words, the student should wait on guidance from the instructor before trying to register in MathXL).

The Blackboard learning management system is used by STC as the content delivery and information portal for faculty and students. The official grade book for the course resides in Blackboard, and each student must periodically review Blackboard for information and announcements. Access to Blackboard is found on our webpage under mySTC.

COURSE DESCRIPTION: Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

MAJOR COURSE COMPETENCIES: Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

PREREQUISITE(S): MATH 0097 – Math II OR Appropriate arithmetic or algebraic test score.

COURSE OUTLINE:

1. Introduction to Real Numbers and Algebraic Equations
2. Solving Linear Equations
3. Graphs of Linear Equations
4. Polynomial Operations
5. Polynomial Factoring

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (Web-Enhanced): Students are expected to keep assigned work in a notebook and pass competency tests at scheduled times. Students are also expected to do all homework and assignments as scheduled and are expected to have all supplies and access to software required by the course syllabus. Some courses may be web-enhanced and require the use of Blackboard, textbook websites, or textbook software. Quizzes and homework grades may be given at any time without prior notice, and makeups or late work on these assessments may or may not be accepted upon the discretion of the instructor. Students are expected to show high-quality, detailed work and/or explanations when completing all assignments. (A software program called MathXL is required. Students meet these requirements by completing MathXL homework, quizzes, and by using MathXL homework tutorial features such as the videos, Study Plan, View an Example button, etc… Campus computers are available for use for students who do not have proper access at home. Students are expected to use home computers, the Math Classroom or other labs on campus to complete MathXL assignments.)

COURSE REQUIREMENTS (Learning Support): Entry into Math 0098 is based on each student achieving the minimum score required by TCSG on the Accuplacer Elementary Algebra (EA) test. Exit from Math 0098 is based on a student achieving an overall minimum grade of 70 on all required course work. The course grading policy and grading scale is included later in the syllabus. Exit from Math 0098 automatically provides each student the opportunity to enroll in Math 0090 Learning Support Algebra and Math 1111 College Algebra on a co-requisite basis. Also, upon successfully completing Math0098 with an overall minimum grade of 70, each student may retake the Acccuplacer Elementary Algebra (EA) test one time, at their individual expense. Achieving the minimum score required by TCSG on this single retake allows the student to enroll in Math 1111 College Algebra only and does not require the co-requisite enrollment in Math 0090 Algebra. Note the purpose of the Math 1111 and Math 0090 co-requisite enrollment is to provide students with further support in successfully mastering Math 1111.

STC ATTENDANCE POLICY: It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time as noted on each syllabus will receive a "W" for the course if removed from the course on or before the 65% portion of the semester (see STC's calendar on our website for the actual date of the 65% point). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course involved.

LEARNING SUPPORT ATTENDANCE: The maximum number of days a student may miss for this class is equivalent to 2 class days during the semester including tardiness and early departure infractions. (Minutes are counted as absence time for tardies or early departures which are excessive in time-frame.) *(Any tardy or early departure that is over 1/3 of the class time will be counted as ½, ¾, or a full absence upon the discretion of the instructor.)*

ATTENDANCE REWARD: Students who do not exceed the attendance policy will be allowed to replace their lowest competency test grade with their final exam grade. The replaced grade will be a competency exam and will not include such items as a mid-semester exam, final exam, or a proctored on-line exam. If the final exam grade is lower than the lowest competency test grade, then the final exam will not be used as a replacement grade and the lowest competency test grade will be left in place. Students who receive their lowest test score due to cheating are not eligible for the attendance reward**. (This is a great opportunity)**

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc…): Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. No Make-up tests will be given, but an attendance reward will be given for applicable competency exams. (See the Attendance Reward for the specifics.) A grade of zero may be assigned for any quiz that is missed or homework that is not turned in as scheduled.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct
The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--
Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination

on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	**Title VI - Title IX (Employees) - EEOC Officer**
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY
15% Homework
10% Quizzes
50% Tests
25% Comprehensive Final

GRADING SCALE
A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

15% Homework Category (Mr. Don Davis): The homework average will be updated and displayed in Blackboard after major due dates – usually after test dates. Individual homework grades will be recorded in MathXL. The individual homework grades will consist of homework given in the MathXL program as well as several off-line homework assignments that may be required by your instructor. An *off-line homework assignment* is one that is done outside of the MathXL environment. The additional off-line homework grades will still be recorded in MathXL so they can be included in the overall homework average that will be transferred to the Blackboard Gradebook. Grades for problems assigned from the textbook will also be recorded in Blackboard. (Note: The Blackboard Gradebook is a tool that acts as a spreadsheet that averages your grades according to the categories noted above.)

10% Quizzes Addendum: The quiz average will be updated and displayed in Blackboard after major due dates. Individual quiz grades will be recorded in MathXL. The individual quiz grades will consist of quizzes given in the MathXL program as well as several off-line quizzes that may be required by your instructor. An off-line quiz is a traditional handwritten quiz or a quiz that is done outside of MathXL. The additional off-line quizzes will be recorded in MathXL so they can be included in the overall quiz average that will be transferred to the Blackboard Gradebook.

50% Test Addendum (Mr. Don Davis): You may have a combination of traditional in-class tests and online MathXL tests. The testing methods will be at the discretion of your instructor.

Note about MathXL: MathXL is a valuable tool that can greatly enhance your learning of the material. A major component of your grade is based on your MathXL work. You must complete the MathXL assignments in order to pass the course. In addition, MathXL will increase your ability to work in the computer based online environment which is increasingly important in today's work place.

Note about not giving up: A few bad grades are never a good reason to give-up. Giving up results in an F whereas trying usually results in an A, B, C, or D --- all of which are better than an F. Most students are able to turn things around after a few bad grades if they just try. **Always take time to discuss things with your instructor.** We have to learn to overcome bad circumstances and not run away from them. It is usually easier to turn things around than you think.

How many hours per week should I expect this course to take me? (15-week semester) Students should expect the course to take a minimum of 2 or 2.5 times the contact hours to complete the lecture material, homework, quizzes, tests, and study time. For this class, 2.5 hours class time per week X 2.5 = a minimum of 6.25 hours per week. (Experts say that a 3 semester hour class should take around 6-9 additional hours per week for the semester.) Therefore, students should work several days per week to learn and complete the material. **For a 9-week semester**, students should expect the course to take a minimum of 4.167 hours class time per week X 2.5 = a minimum of 10.4 hours per week. **For a 10-week semester**, students should expect the course to take a minimum of 3.75 hours class time per week X 2.5 = a minimum of 9.4 hours per week.

Are you feeling overwhelmed as you read all your course expectations for each class? That is a natural reaction at the beginning of the semester. Just listen to and communicate with your instructors and classmates. Take time to become organized in each class, and it will all come together soon. Your instructors want you to be successful.

MATH 0098 LESSON PLAN
ELEMENTARY ALGEBRA

HOURS/MINUTES 37.5hr = 2250min	CHAPTER	OBJECTIVES	ASSIGNMENTS (Specific Due Dates will be tentative due to unexpected daily events.)	COMP.
1-6	1 Variables, Real Number, and Mathematical Models	1.1: Introduction to Algebra: Variables and Mathematical Models 1.2: Fractions in Algebra 1.3: The Real Numbers 1.4: Basic Rules of Algebra 1.5: Addition of Real Numbers 1.6: Subtraction of Real Numbers 1.7: Multiplication and Division of Real Numbers 1.8: Exponents and Order of Operations	**MathXL:** Register for MathXL using the purchased MathXL Access Code and the Course ID provided by the instructor. Complete the Chapter 1 Assignments found under the Homework and Tests Button in MathXL. **Textbook Homework Chapter 1**: The instructor will assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught. **ADDITIONAL:** Your course calendar or instructor will detail how and when the following items are due or scheduled. **Homework in MathXL and/or class** **Objective Quiz(zes) in MathXL and/or class** **Competency Test (s) in MathXL and/or class**	*1 **a,b,c
7-12	2 Linear Equations and Inequalities in one variable	2.1: Addition Property of Equality 2.2: Multiplication Property of Equality 2.3: Solving Linear Equations 2.4: Formulas and Per cents 2.5: An Introduction to Problem Solving 2.6: Problem Solving in Geometry 2.7: Solving Linear Inequalities (Optional upon discretion of instructor)	**MathXL:** Complete the Chapter 2 Assignments found under the Homework and Tests Button in MathXL. **Textbook Homework Chapter 2**: The instructor will assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught. **ADDITIONAL:** Your course calendar or instructor will detail how and when the following items are due or scheduled. **Homework in MathXL and/or class** **Objective Quiz(zes) in MathXL and/or class** **Competency Test (s) in MathXL and/or class**	*2 **a,b,c
13-17	3. Linear Equations and Inequalities in Two Variables	3.1: Graphing Linear Equations in Two Variables 3.2: Graphing Linear Equations Using Intercepts 3.3: Slope 3.4: Slope-Intercept Form 3.5: Point-Slope Form	**MathXL:** Complete the Chapter 3 Assignments found under the Homework and Tests Button in MathXL. **Textbook Homework Chapter 3**: The instructor will assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to	*3 **a,b,c

		3.6 Linear Inequalities in Two Variables (Optional upon discretion of instructor)	show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught. **ADDITIONAL:** Your course calendar or instructor will detail how and when the following items are due or scheduled. **Homework in MathXL and/or class** **Objective Quiz(zes) in MathXL and/or class** **Competency Test (s) in MathXL and/or class**	
18-22	5. Exponents and Polynomials	5.1: Adding & Subtracting Polynomials 5.2: Multiplying Polynomials 5.3: Special Products 5.4: Polynomials in Several Variables 5.5: Dividing Polynomials 5.6: Dividing by Binomials 5.7: Negative Exponents and Scientific Notation	**MathXL:** Complete the Chapter 5 Assignments found under the Homework and Tests Button in MathXL. **Textbook Homework Chapter 5**: The instructor will assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught. **ADDITIONAL:** Your course calendar or instructor will detail how and when the following items are due or scheduled. **Homework in MathXL and/or class** **Objective Quiz(zes) in MathXL and/or class** **Competency Test (s) in MathXL and/or class**	*1,4 **a,b,c
23-28	6. Factoring Polynomials	6.1: The Greatest Common Factor and Factor by Grouping 6.2: Factoring Trinomials – Leading Coefficient 1 6.3: Factoring Trinomials- Leading Coefficient not 1 6.4: Factoring Special Forms 6.5: A General Factoring Strategy 6.6: Solving Quadratic Equations by Factoring	**MathXL:** Complete the Chapter 6 Assignments found under the Homework and Tests Button in MathXL. **Textbook Homework Chapter 6**: The instructor will assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught. **ADDITIONAL:** Your course calendar or instructor will detail how and when the following items are due or scheduled. **Homework in MathXL and/or class** **Objective Quiz(zes) in MathXL and/or class** **Competency Test (s) in MathXL and/or class**	*5 **a,b,c
29-32	8. Roots and Radicals – **Optional Material – Wait for Instructor Guidance** 7. Rational Expressions	8.1: Finding Roots 8.2: Multiplying and Dividing Radicals 8.3: Operations Adding Radicals 8.4 Rationalizing the Denominator 8.5: Radical Equations 8.6: Rational Exponents	**Optional Material – Wait for Instructor Guidance** **MathXL:** Complete the Chapters 8 & 7 Assignments found under the Homework and Tests Button in MathXL. **Textbook Homework Chapter 8 &7**: The instructor may assign specific text homework during class time. The problems will be done	Additional Topic **b,c

	Optional Material – Wait for Instructor Guidance	7.1 Rational Expressions and their Simplification 7.2-7.4 Arithmetic Operations 7.7 Applications 7.8 Modeling Using Variation	on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught. **ADDITIONAL:** Your course calendar or instructor will detail how and when the following items are due or scheduled. **Homework in MathXL and/or class** **Objective Quiz(zes) in MathXL and/or class** **Competency Test (s) in MathXL and/or class**	
33		**Final Review**		ALL
34-35		**Cumulative Final Exam**		ALL
36-37.5		**Accuplacer**		ALL

***Course Outline/Competencies**	****General Core Educational Competencies**
1. Introduction to Real Numbers and Algebraic Equations 2. Solving Linear Equations 3. Graphs of Linear Equations 4. Polynomial Operations 5. Polynomial Factoring	a) The ability to utilize standard written English. (i.e. Discussion Boards) b) The ability to solve practical mathematical problems. (i.e. Entire Course) c) The ability to read, analyze, and interpret information. (i.e. Entire Course, Applications)

****Disclaimer Statements****

****** Instructor reserves the right to change the syllabus and/or lesson plan as necessary. ******

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only. *****

Tutoring: Please see your instructor to arrange tutoring times, to see the day instructor, or see the Vidalia/Swainsboro instructors. In addition, MathXL is a rich tutorial system which includes a Study Plan, videos, and links to resources such as View an Example and Help me Solve This. Keep a well-organized notebook when doing online work in MathXL so you can reference the material later when you need to study.