CREDIT AND CONTACT HOURS: 4 credit hours (free-elective only) and 4 contact hours

COURSE PREREQUISITE: MAT098 – Prealgebra, equivalent or placement; if you do not meet the course prerequisite, you will not be allowed to take this course.

COURSE DESCRIPTION: This course covers basic algebraic skills essential to the study of mathematics. Course topics include linear expressions, equations and inequalities; systems of equations and inequalities; polynomial, rational and radical expressions and equations; and graphing on the coordinate plane. Applications to various fields of study will be explored. This course counts as free elective credit only. You must earn a C- or better to take MAT104 College Algebra with Trigonometry I or MAT105 Technical Mathematics.

Fall 2015 Course Information

<table>
<thead>
<tr>
<th>Section 05C</th>
<th>My Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>Monday 4:30-5:30</td>
</tr>
<tr>
<td>1:15-2:05 p.m.</td>
<td>Tuesday 3:30-4:30</td>
</tr>
<tr>
<td>Room 341M</td>
<td>Wednesday 8:45-9:45</td>
</tr>
<tr>
<td></td>
<td>Thursday 3:30-4:30</td>
</tr>
<tr>
<td></td>
<td>Friday 11:00-12:00</td>
</tr>
</tbody>
</table>

Course Text and Supplies

You will be required to have MyMathLab and to bring the required supplies to class each day:

- OR- *MyMathLab* (MML) with a netbook or laptop
  
  Your MyMathLab account includes an online version of the textbook (an eTextbook.) Thus, you are allowed to purchase the textbook bundled with MML -OR- MML alone.

- A scientific calculator with square root function
- A three-ring binder (with dividers)
- Loose leaf paper
- Pencils; assignments that are not completed in pencil will lose 20% of the earned value

Need to contact me?

- See me for help in room 549M during my office hours (see above)
- Call me or leave me a voicemail (518) 562-4391
- e-mail me at maggie.courson@clinton.edu
Methods of Instruction and Evaluation

This course will be presented by a series of lectures, example problem solving and group activities.

You can view your current course grade any time in your MyMathLab (MML) gradebook.

<table>
<thead>
<tr>
<th>Learning Activities</th>
<th>Percent toward Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare Assignments + Class Activities</td>
<td>10%</td>
</tr>
<tr>
<td>MyMathLab Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Unit Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Departmental Final Exam</td>
<td>20% or 30% (see “Quizzes and Exams”)</td>
</tr>
</tbody>
</table>

Midterm and final course grades will be rounded to the nearest whole number then assigned a letter grade:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>B+</th>
<th>86-89%</th>
<th>C+</th>
<th>76-79%</th>
<th>D+</th>
<th>66-69%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
<td></td>
<td>C-</td>
<td>70-72%</td>
<td>D</td>
<td>60-65%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
<td>B-</td>
<td>80-82%</td>
<td>C-</td>
<td>70-72%</td>
<td>F</td>
</tr>
</tbody>
</table>

CLASS PREPARATION: You are expected to attend each class on time and prepared with the required course materials. Prepare assignments will be graded in class on the day that the section begins; see course calendar for dates. If you do not have a prepare assignment completed, it will be recorded as a zero. One prepare assignment score will be dropped at the end of the semester.

CLASS ATTENDANCE: If you need to come in after or leave prior to roll being called, you will not be recorded as in attendance unless you inform me of your presence during a break or after class (not during the class lecture). It is your responsibility to ensure that you are recorded as in attendance. Our attendance policy conforms to the policy found on page 24 of the CCC catalogue: students with 15% or more absences will be eligible to be involuntarily withdrawn.

ACTIVE CLASS PARTICIPATION: Active class participation means that you are taking notes, participating in class discussions, independently completing problems in your notebook and asking questions when necessary.

CLASS GROUPWORK: You are expected to work in groups and will be assigned group work regularly; each class you are expect to sit in groups of 3-5. Working with a motivated group of your peers can be an invaluable learning experience. I strongly encourage you to form study groups outside of class.

Absences do not excuse you from learning the concept taught during the absence or from the homework assigned during the absence. It is your responsibility to complete the guided notes, get the class notes from a classmate for the missed class, and complete the assigned class work and homework on time. If you are absent from class on a day that an assignment is due, you may email a scanned or photographed image of your assignment; late assignments (excluding MyMathLab homework) will not earn credit.

If you are disruptive in class you will be warned and, for subsequent violations, be asked to leave and marked as absent for the day. If you are asked to leave for the day you will not be eligible to turn in and receive credit for that day’s classwork. You are able to complete your MML homework.
Homework Assignments in MyMathLab

MyMathLab (MML) is an online platform, which you will use to practice course concepts. MML comes with many features; you will need to play around with them and see which ones work best for you.

- MyMathLab homework will be assigned each day; I post each assignment the day before we cover the material in class. You should schedule two hours or more per day to work on course assignments.

- It is important to work on the MyMathLab homework assignment the day we work on it in class as the course content builds upon itself. You will often have difficulty with future concepts if you are not promptly completing the independent practice that homework affords.

- Do all of the work for your homework in a notebook so that you can get used to showing all of your steps. Your notebook will then be great to use when studying.

- I allow you to try individual homework problems again and again until correct for 100% homework scores. However, after three attempts at a problem, you will need to try a “Similar Exercise.” One MML homework assignment score will be dropped at the end of the semester.

- Each homework assignment in MyMathLab is due by 11:59 PM of the indicated due date. Any work completed after the due date will receive 50% of the earned value (but any work completed before the due date is locked in at 100% of the earned value.) For example, if you earn full credit on half of an assignment (all that you completed before the due date), you will only earn 50%. However, if you are able to work the missing problems after the due date and get them all correct, you will earn another 25% (half-credit for the other half of the assignment); so you will get a 75%, rather than a 50%.

- CCC does have a math computer lab available for you to use during the week, 8:00AM-4:00PM in the Tutoring Center on the 4th floor. There are also several other places on campus where you can use a computer to complete your homework, such as the library or in an open computer lab.

- In the event you feel that you have the right answer, but you keep getting marked incorrect use the “Ask My Professor” feature. Do not work on one problem/topic too long as it only leads to frustration (not mastery). This is a cue to get help.

MyMathLab Features

MyMathLab has numerous features that will help you master the course material; features include:

- View an Example: This is similar to looking at an example in your textbook.

- Help Me Solve This: This is like working with a tutor, but easier. This feature will walk you through the problem you are trying to solve, asking you for input as you make your way through the problem. Once you have finished solving the problem, MyMathLab will generate a similar problem for you to solve. I strongly recommend using the “Help Me Solve This” feature!

- Video: You can play (and pause) a video of the text author solving a problem that is similar to the problem you are working on.

- Animation: This will give you animation that is designed to help you visually understand the topic.

Keep in mind that these features will not be there to assist you when you take the unit exam. Your goal should be to understand the material, not just get through the assignment as quickly and easily as you can.
MyMathLab Registration

1. Using Firefox or Google Chrome as a browser, go to www.MyMathLab.com (the platform will not work properly in Internet Explorer.)

2. On the right-hand side of your screen, click on the button labeled “student”, then “OK! Register now.”

3. Enter the “Course ID” of courson67476 and then click on the “Continue” button.

4. On the right-hand side, the course information for our class should appear:

   **MAT100-05C FA-15**

5. Next, you will either sign in with your Pearson account –OR– create a Pearson account:
   - If you already have a Pearson Education account from a previous class, enter your existing login name and password.
   - If you have not used MyMathLab or MyPsychLab or MyBioLab (etc.) before, click “Create” to register. After this initial registration, your login name and password are all that you will need to access the MyMathLab (et al) site.; please write this information down.
   - Login name: __________________________________________
   - Password: ___________________________________________

6. You will be asked to enter personal information, including an email address in the boxes provided. I will be emailing you using the address you choose, so be accurate.
   - e-mail Address Used: ____________________________________

7. Select your payment/access code option:
   - If you already have your student access code (bundled with your text from the college bookstore) select “Use an access code” and enter your 6 word access code in the boxes provided.
   - If you are waiting for financial aid, you can access the course without payment for 14 days by selecting “Request temporary access”. Any course work you submit prior to access expiration is NOT lost. After you've paid, you regain access to all your work. MyMathLab will save your progress; do NOT start a new account when you gain paid access. Even if you are past the 14 days, continue on with your established account. I will not be able to merge the accounts.

8. Congratulations, you have now finished registering your MyMathLab Account. Click the “Log In Now” button to enter the course.

9. In the “Announcements” section, click on “more” for your next steps.

**Course Continuity Plan**

In the case that the college officially closes because of an emergency, which causes a short term disruption of this course, we will utilize MyMathLab to continue this course in the short term (1-3 weeks). All students need to utilize their campus email to receive college and course related information.
Where to Get Help

- **My Office Hours**: Visit me during my office hours listed on the first page of the syllabus.

- **The Tutoring Center**: See one of our outstanding math tutors in the Tutoring Center and Math Computer Lab (room 412M.) Open M-F 8:00AM–4:00PM.

- **Ask My Professor in MML**: The exercises in MyMathLab are randomly generated, so each person sees a different problem #7, for example. This feature sends a snapshot of your homework problem to me. You will have a box where you can type a question for me; be sure to phrase your question as clearly as possible and let me know exactly what part of the problem you are struggling with. Don't just type "I don't get this." or "HELP??!!" By explaining what you've tried, what you don't understand, or which part of the problem you require help with, you are giving me a chance to help you.

- **Smarthinking Online Tutoring**: I recommend making an appointment but drop-ins are welcome 24/7. Here, you will work together with the online tutor on an online whiteboard. Also, your session is archived, so you can access it later. As a Clinton student, you will have access to a limited amount of Smarthinking online tutoring, free of charge!

Course Quizzes and Exams

This course will have scheduled concept quizzes and unit exams. You are responsible for knowing when each quiz/exam will be given and for being present on those days; see course calendar for exam dates.

**I DO NOT GIVE MAKE-UP QUIZZES**: If you miss a quiz, it will be recorded as a zero; your lowest quiz score will be dropped at the end of the semester.

**I DO NOT GIVE MAKE-UP EXAMS**: If you miss an exam, your grade will be recorded as a zero. After final exams are given I will replace your lowest test score with the percentage you earned on your final exam (provided it will help your grade.) If you miss two exams I will expect verifiable proof of very good reasons (my call on what is very good) for both exams. If you provide such proof we will take care of the second missed exam at that point. To date no one has convinced me they had a good reason for missing two exams.

**DEPARTMENTAL FINAL EXAM**: This course will have a cumulative final examination, which is administered in every section of MAT100. It is important to understand and retain the material to a satisfactory level to be successful in your next math course. You will be provided with a departmental study guide to help you prepare for the final.

The departmental final exam accounts for 20% of your course final average. Recall that I will replace your lowest test score with the percentage you earned on your final exam (provided it will help your grade.) Thus, if you miss an exam - OR - if your final exam score is higher than one of your unit exam scores, your final exam will account for 30% of your course final average.

You will be provided with a schedule of the dates/times that we will meet during the college final exam week. MAT100 classes will meet twice during the final exam week.

Academic Integrity

Conduct which undermines the professional standards of CCC shall be subject to college action. Such conduct includes, but is not limited to: cheating, plagiarism, unauthorized collaboration, and stealing. Action against you may include, but is not limited to: receiving an F-grade on the assignment, receiving an F-grade for the course, or college dismissal.
Course Extra Credit

UNIT EXAM EXTRA CREDIT: If you meet the following criteria during any given unit exam period, you will earn 10 extra credit points on that exam:

1. You have no absences during the exam period
   (i.e. the first day unit material is covered until the day of the exam),
2. You have completed all of the prepare assignments during the exam period,
3. You have completed all of the class activities during the exam period,
4. You have perfect scores (100%) on all of your MyMathLab homework assignments.

You are given a fresh opportunity to work toward the 10 extra credit points at the beginning of unit each exam period. This is the only extra credit that I give. I do not give any students extra credit opportunities that I do not extend to the entire class; no exceptions!

Policies and Procedures for Quizzes and Exams:

- Your desk must be cleared for all quizzes and exams, except for pencils, a calculator, and a straight edge.
- You are expected to come to every quiz and exam prepared (i.e. supplied with sufficient pencils, your own calculator and a straight edge). Supplies (such as a calculator and pencils) will not be provided for you during a quiz or exam.
- You are not allowed to share supplies (such as a calculator) during a quiz or exam. I will assume you are exchanging answers and BOTH you and the other student will receive zeros for the quiz/exam.
- You should clearly show all steps involved in solving a problem. If I cannot see your work, you will receive zero credit. In addition, I cannot give partial credit for answers if all of your work is not properly detailed.
- If I can't understand what you have written, or it is illegible, you will receive no credit for your response.
- If you work a problem more than once be sure to X-out the response you feel is incorrect, but leave all of your work; you will not lose any credit if the X'd out work is incorrect. However, it will allow me to explain why the chosen answer is correct. It will also allow me to give you partial credit if the X'd out work is correct.
- Scrap paper will be supplied at each exam. Be sure to indicate when work has been completed on scrap paper and that problems worked on scrap paper are properly numbered and labeled in order to earn credit for your work.
- To make each response clear, be sure to place your final answer in the given box.
- Do not speak with other students during a quiz or exam or I will assume you are exchanging answers. If you need a question answered, please ask me. Students found communicating during an exam will BOTH receive zeros for the quiz or exam.
- You are not allowed to answer or reference cell phones or other electronic devices during a quiz or exam; if you are found accessing such devices during a quiz or exam will receive a zero.
- You are not allowed to leave the room and return to complete a quiz or exam after said quiz or exam has been distributed. If you leave the room during a quiz or exam, the quiz or exam will be collected at the time you leave the classroom and graded as-is. You are allowed to leave once the quiz or exam has been completed and turned in.
Course Objectives for MAT100

Students satisfactorily completing this course will be able to:

- Communicate using the appropriate mathematical vocabulary
- Identify algebraic expressions and equations
- Use appropriate mathematical notation
- Translate word problems into mathematical expressions or equations and vice versa
- Complete tables of values using provided equations
- List the factors of a given number and give the prime factorization of a given number
- Build up a given fraction to an equivalent fraction with the indicated denominator and simplify a given fraction
- Convert an improper fraction to an equivalent mixed number and vice versa
- Perform operations with real numbers
- Convert between fractions, decimals and percentages
- Order given real numbers and graph given real numbers on the number line
- Use the order of operations to simplify algebraic expressions
- Evaluate an expression by substituting in given values
- Simplify a given expression by combining like terms and by using the distributive property
- Solve a given equation, formula and inequality
- Write clear, coherent solutions that demonstrate an understanding of the math concepts
- Logically determine if solutions make sense
- Solve word problems within the context of business, economics, entertainment, health, science, sports, and technology applications
- Graph a given point on the coordinate plane and identify a point that has been graphed
- Determine the slope and intercepts of a linear equation
- Place a linear equation in each of the following forms: slope-intercept form, point-slope form, or general form
- Write and graph linear relationships
- Determine if given linear functions are parallel, perpendicular or neither
- Evaluate functions at a point
- Determine if a mathematical relationship is a function
- Determine the domain and range of a function
- Determine if a given ordered pair is a solution to a system of linear equations or inequalities
- Solve a system of linear equation by the graphing method, the substitution method and the addition method
- Solve linear inequalities and systems of linear inequalities and graph their solution set
- Simplify expressions involving exponents
- Convert numbers in standard notation to scientific notation and vice versa and use to simplify computations
- Determine if a given expression is a polynomial and the degree of a given polynomial
- Perform operations with polynomials
- Use various factoring techniques to factor polynomials (including factoring out GCF, factoring difference of squares, factoring by grouping, and factoring trinomials)
- Solve a quadratic equation by factoring and by using the quadratic formula
- Simplify rational and radical expressions and complex fractions
- Perform operations with rational and radical expressions
- Solve simple radical and rational equations
- Convert expressions with rational exponents to radical form
Course Outline for MAT100

UNIT 1: Prealgebra Review & Introduction to Algebra
   I. Prealgebra Review (textbook chapter R): fractions, decimals and percents
   II. An Introduction to Algebra (textbook chapter 1): including describing numerical relationships, real numbers, operations with real numbers, solving equations, exponents and order of operations, algebraic expressions

UNIT 2: Solving Equations and Inequalities & Graphs of Linear Equations
   III. Equations, Inequalities, and Problem Solving (textbook chapter 2): including solving equations, problem solving, simplifying algebraic expressions, formulas, inequalities
   IV. Graphs of Linear Equations (textbook chapter 3): including graphing using the rectangular coordinate system, graphing linear equations, the slope of a line, describing linear relationships, writing linear equations

UNIT 3: Polynomials & Factoring
   V. Exponents and Polynomials (textbook chapter 4): including integer exponents, scientific notation, polynomials, operations involving polynomials
   VI. Factoring and Quadratic Equations (textbook chapter 5): including factoring out the greatest common factor, factoring by grouping, factoring trinomials, solving quadratic equations by factoring

UNIT 4: Rational Expressions and Equations & Systems of Equations
   VII. Rational Expressions and Equations (textbook chapter 6): including simplifying rational expressions, operations with rational expressions, complex fractions
   VIII. Solving Systems of Equations and Inequalities (textbook chapter 7)

UNIT 5: Radical Expressions and Equations & Functions
   IX. Radical Expressions and Equations (textbook chapter 8): including evaluations square and higher order roots, operations with radicals, solving radical equations
   X. Quadratic Equations and Functions (textbook chapter 9): including graphing quadratic functions, quadratic formula, graphing basic functions, functions

Accommodations

If you have, or suspect you may have, any type of disability or learning problem that may require extra assistance or special accommodations, please contact Laurie Bethka in the Academic Assistance Center (room 420) for further assistance. I highly recommend that you utilize any accommodations you are eligible for during the first exam.

Cell Phone Use

All cellphones and electronic devices are expected to be turned off and placed inside your backpack/bag. **Answering a cell phone or texting while in class is disruptive and therefore is prohibited.** If you have an emergency, you must inform me before class begins and the following accommodations will be made: you may set your cellphone to silent mode and place it face-down on the corner of your desk; if a response is required, you need to leave the classroom (quietly) before responding to the text/call.