

NORTH CENTRAL TEXAS COLLEGE PRE-ALGEBRA COURSE SYLLABUS



Course Name & Number	Pre-Algebra MATH 0303	Semester & Year	Spring 2010
Instructor's Name	Jenean Culberson	Office Phone #	940-498-6208 (College Prep Office – Leave Message)
Instructor's Office #		Office Fax #	
E-mail Address	jculberson@nctc.edu	Office Hours	By Appointment

Grading Policy & Procedures	Percentage	Letter	Category	Weight
	90-100%	A	Homework	10%
	80-89%	B	Quizzes	20%
	70-79%	C	Tests	50%
	Less than 70%	F	Final Exam	20%

Catalog Description This introductory course includes a general overview of basic arithmetic: integers, fractions, and percent. Other topics include algebraic concepts, solving equations, linear equations, graphing, and polynomials. Simple geometric concepts are also discussed. This course is designed for those students with little or no algebra background. This course does not count toward graduation at NCTC.

Prerequisite for MATH 0303 Satisfactory *THEA* placement score.

Textbooks & Materials Required / Recommended

Required:
My Math Lab Access Code
Current email address

Recommended:
TI-30X IIS calculator (only after Chapter 4)
3-ring binder

Optional:
Elayn Martin-Gay: *Prealgebra*, Prentice Hall, Inc., 2011, 6th ed. (**e-textbook is included with the My Math Lab Access Code)

Scientific calculators are permitted after Chapter 4. Graphing calculators and cell phone calculators are not permitted at any time.

Course Competencies

At the completion of the course the student should be able to:

- perform operations of arithmetic on terms.
- solve basic equations.
- perform basic operations of integers.
- solve equations and problems.
- perform basic operations of arithmetic on fractions.
- perform the operations on fractional expressions.
- perform basic operations on polynomials.
- solve algebraic equations.
- calculate percents.
- solve percentage problems.
- interpret statistics and plot solutions on graphs.
- use geometric formulas to solve applied problems.

Attendance Policy

Regular and punctual attendance is expected of all students in all College Prep classes for which they have registered. **There are NO excused absences.** After **3 hours** of absenteeism, a student may be warned and referred to the College Preparatory Studies Department Chair. After a student has been absent from class **6 hours**, the student may be **dropped**. If the student is dropped from the only College Prep class in which he/she is enrolled and is TSI liable, the student will be **DROPPED** from all remaining courses for that semester. Inform the instructor in writing during the first week of class of any religious holidays observed this semester. Documentation must be given to the instructor at the class following the holiday.

Also, you will be considered tardy 10 minutes after the scheduled class start time. **Three tardies** will be considered **one absence**. Coming in late disrupts the class. Occasions do occur that you will need to be tardy, but not on a consistent basis.

Students who miss more than 30 minutes of class will be counted absent.

Homework, Quizzes and Tests Policies and Procedures

Homework will be due on the day of each unit test, with due dates posted on MyMathLab. The homework may be attempted multiple times in order to increase your homework grade. Additionally, homework assignments may be printed to allow you to work on it away from the computer. However, answers must be entered into MyMathLab to receive credit for the assignment. Students will be able to complete the homework assignments after the due date has passed, but the usual helps will not be available after that date.

Quizzes will be completed using MyMathLab, with due dates posted on MyMathLab. Quizzes may be attempted three times each. Only the best score will be counted in your quiz average. Quizzes will be due on the class day before the unit exam.

Four unit tests are scheduled during the semester. Students will be allowed to use a non-graphing calculator on the tests after Test #2. Cell phone calculators will not be allowed on any unit test, quiz or the final exam.

No make-up test, quiz or final exam will be given.

The final exam will be **comprehensive** and is **required** of all students. The final exam may be used to replace your lowest regular test grade or a missed regular test grade.

Class Rules

1. Turn put away all electronic devices prior to entering class. This includes cell phones, iPods, etc.
2. Instant or Text Messaging during class is prohibited. If you are not focused on the lesson, you will miss important information.
3. Administrative policy prohibits food or drink in classrooms.
4. Be courteous to your instructor and fellow classmates. Please do not visit with your neighbor during class. This is a distraction to me as well as others in the class. If this is a problem for you, please move to another seat. If necessary, I will ask you to leave the class and count you absent for that day.
5. Maintain a positive and professional attitude.
6. Ask questions, get involved, and do your homework. Algebra is not learned by watching, it is learned by doing. There is no such thing as a dumb question or someone who can't learn Algebra. Everyone processes things differently and no one should be embarrassed to ask questions.

THEA Compliance

If you did not pass the *THEA* test, or other approved test, in Reading, or Writing, or Mathematics, you will be required to complete a College Prep course **EVERY SEMESTER (including summers)** until you complete the College Prep course sequence or provide passing test scores.

Scholastic Integrity

Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. See *Student Handbook* "Student Rights & Responsibilities: Student Conduct [FLB-(LOCAL)]" #18. Student violations of this policy will be reported to the appropriate Dean.

ADA Statement

North Central Texas College does not discriminate on the basis of disability for admission or access to its programs. The College is committed to providing equal access to its students with disabilities by providing appropriate accommodations; a variety of services and resources are made available through the ACCESS Department. Students are responsible for notifying the ACCESS Department of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, and/or psychological disorders are eligible for services.

ACCESS and NETWORKS Program: The ACCESS Program provides accommodations for students who have a documented disability. A disability is anything that can interfere with learning, such as a learning disability, psychological challenge or physical illness or injury. Accommodations may include extra time on tests, tests in a non-distracting environment, note taker in class, etc. On the Corinth Campus, contact: Wayne Smith, ACCESS Coordinator, at (kwsmith@nctc.edu), 940-498-6207 or Penny Cogbill, Departmental Assistant, at (pcogbill@nctc.edu), 940-498-6212 or William Leija, Departmental Assistant, at (wleija@nctc.edu), 940-498-6224 in Suite 170. For the Gainesville, Bowie, or Graham Campuses, contact Yvonne Sandmann, ACCESS Specialist, at (ysandmann@nctc.edu, (940) 668-7731 ext. 4321) in Room 110 on the Gainesville Campus.

NETWORKS is a childcare reimbursement program that may assist technical students with partial childcare reimbursement for those that apply and qualify. Contact Yvonne Sandmann, ACCESS Specialist, for more information.

Additional Resources

The Student Success Center is designed to help all students at NCTC develop tools to achieve their academic goals. Students can attend free interactive workshops about Time Management, Study Skills, Test Anxiety, Choosing a Major, Learning Style Strategies, Career Exploration, and much more. This program also links students to FREE tutoring, including a Writing Center, a Math Lab, and free online. All students are invited to visit the Student Success Center located in Rooms 160, 170, 183, 188 in Corinth, Rooms 111 and 114 in Gainesville, and Room 124 in Bowie. Contact Tracey Fleniken, Student Success Coordinator, at tfleniken@nctc.edu, 940-668-4209 in room 114 on the Gainesville Campus for more information.

TRIO Program:

TRIO Programs are federally funded programs which offer services designed to assist students in achieving their academic goals. Services include educational workshops, academic advising, tutoring, personal counseling, career counseling, cultural enrichment, and financial aid information. Students may be eligible for TRIO if they are currently enrolled at North Central Texas College, have academic need, and meet at least ONE of THREE criteria which include: 1) first generation status—neither parent has graduated from college 2) income level is within federal low income guidelines, and/or 3) has a documented disability. TRIO is located in Room 170 on the Corinth Campus, Room 112 on the Gainesville Campus, and Room 124 on the Bowie Campus. Contact Jessica DeRoche, TRIO Coordinator, at jderoche@nctc.edu, 940-498-6212 on the Corinth Campus for more information.

Students can also access the Department of Student Success' website by going to www.nctc.edu and clicking on the Student Services link and Student Success or "Tutoring and Other ACADEMIC SUPPORT SERVICES", or by going directly to http://www.nctc.edu/Student_Services/Access/AcademicandStudentSupportServices.htm

EEOC Statement

North Central Texas College does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in the employment or the provision of services.

Web Page

Visit the North Central Texas College web page for information on registration, financial aid, counseling/advising, and cost of tuition and fees. You will also find information on the catalog and semester schedules as well as courses of study. You can keep up with what is happening on campus by checking the calendar of events and the sports news. The web has information on the library as well as links to other areas of interest. Check out our web page at <http://www.nctc.edu> .

You can also learn more about the Department of College Preparatory Studies at http://www.nctc.edu/What_We_Teach/ArtsSciences/DevStudies/DevStud.html . From this site, students have access to information about department faculty members and their course syllabi. Additionally, students can navigate to a variety of educational resources for English, math, and reading, which were selected to enhance the College Preparatory Studies current curriculum and assist students in achieving their educational goals.