



## NORTH CENTRAL TEXAS COLLEGE BEGINNING ALGEBRA COURSE SYLLABUS

<b>Course Name &amp; Number</b>	Beginning Algebra MATH 0305	<b>Semester &amp; Year</b>	Fall 2009
<b>Instructor's Name</b>	Linda Fuqua (Pronounced: few-kway)	<b>Office Phone #</b>	940-668-4221
<b>Instructor's Office #</b>	Gainesville Campus Cox Building, room 326	<b>E-mail Address</b>	lfuqua@nctc.edu
<b>Office Hours</b>	MWF: 9:00-10:00 MWF: 1:00-2:00 TR: 9:00-11:00		
<b>Catalog Description</b>	This course includes basic algebraic concepts and notations: algebraic expressions and equations, factoring polynomials, and graphing. Some prior algebra knowledge required. This course does not count toward graduation at NCTC.		
<b>Course Competencies</b>	At the completion of the course the student should be able to: <ul style="list-style-type: none"><li>• perform operations of arithmetic on real numbers.</li><li>• perform operations with algebraic expressions.</li><li>• solve equations and inequalities.</li><li>• graph and write linear equations.</li><li>• solve systems of linear equations.</li><li>• perform operations with exponents and polynomials.</li><li>• factor polynomials.</li></ul>		
<b>Prerequisite for MATH 0305</b>	Pass Math 0303 with a "C" or better or <i>THEA</i> score placement.		
<b>Textbooks &amp; Materials Required / Recommended</b>	John Tobey, Jeffrey Slater, & Jamie Blair: <u>Beginning and Intermediate Algebra</u> , Prentice Hall, Inc., 2010, 3 <sup>rd</sup> ed. MyMathLab comes packaged with all new books.  Basic and Scientific calculators are permitted. Suggested calculator is the TI-30XIIS. <b>Graphing, cell phone, and PDA calculators are not permitted.</b>  <b>Use the appropriate course id to register online:</b> Beginning Algebra MWF 10am class use: fuqua55875		

<p><b>Grading Policy &amp; Procedures</b></p>	<p>Grade Scale: 90 – 100% = A; 80 – 89% = B; 70 – 79% = C; Below 70% = F</p> <p><b>Your final grade will be determined from 5 tests, including the final exam, and your homework average. No makeup tests are given during the semester.</b> The final exam grade can be used to replace the lowest test grade from the semester, but not the other way around.</p> <p>Test #1: Ch 2  Test #2: Ch 3 and 4.1  Test #3: Ch 5  Test #4: Ch 6  Comprehensive Final Exam</p> <p><b>Homework is mandatory. Your homework average will be considered one test grade and will not be dropped. Homework will be a combination of assignments from the book and online. Due dates will be listed in MyMathLab for the online assignments. In class assignments are due the class day after the material is covered in class.</b></p> <p><b>Extra Credit</b> is available in the Student Success Center (the Math Lab) located in room 182 on the Corinth Campus and <b>room 114 on the Gainesville Campus</b>. You will receive 1 point for every 30 minutes spent in the math lab for a maximum of 20 points to apply to any test during the semester. You must do math homework or receive math tutoring. Remember to log in their computer system under math0305.</p>
<p><b>Attendance Policy</b></p>	<p>Regular and punctual attendance is expected of all students in all College Prep classes for which they have registered. <b>There are NO excused absences.</b> After <b>3 hours</b> of absenteeism, a student may be warned and referred to the College Preparatory Studies Department Director. After a student has been absent from class <b>6 hours</b>, the student may be <b>dropped</b>. 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 <b>DROPPED</b> 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.</p> <p>Also, since punctuality has become a problem in recent semesters, <b>three tardies</b> will be considered <b>one absence</b>. Coming in late disrupts the class. Occasions do occur that you will need to be tardy, but not on a consistent basis.</p>
<p><b>Tentative Calendar</b></p>	<p>September 7<sup>th</sup>: Labor Day. No class.  October 2<sup>nd</sup>: Professional Development Day. No class.  November 13<sup>th</sup>: Last day to drop a class with a W.  November 25<sup>th</sup>: Classes dismissed at 3pm for Thanksgiving break.  November 26<sup>th</sup>-29<sup>th</sup>: Thanksgiving break.  December 7<sup>th</sup>: Week of finals for Monday thru Thursday classes  December 9<sup>th</sup>: MWF 10am Beginning Algebra final at 10am</p>

<b><i>Class Rules</i></b>	<ol style="list-style-type: none"> <li>1. Silence cell phones prior to coming to class.</li> <li>2. Use the restroom/water fountain prior to coming to class (distraction). Feel free to bring Kleenex with you.</li> <li>3. Be courteous to your fellow classmates. Everybody deserves respect.</li> <li>4. Maintain a positive and professional attitude. Please do not sit in the back of the room and visit with you neighbor. If you feel this may be a problem for you, then move to another seat in the classroom.</li> <li>5. Ask questions, get involved, and do your homework. By just watching, you cannot learn algebra. You must do the homework and ask questions about the homework. You should work the problems over and over until you are comfortable with the material. There are no dumb questions in my classroom and there are no stupid people. Everybody has a different processing rate and should not feel embarrassed to ask questions.</li> <li>6. If you should miss a day of class, then you should contact me or a friend for help on the material you missed and go to the Math Lab. Do not miss a day and then come to class and expect me to reteach what you missed.</li> </ol>
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<b><i>THEA Compliance</i></b>	If you did not pass the <i>THEA</i> test, or other approved test, in Reading, or Writing, or Mathematics, you will be required to complete a College Prep course <b>EVERY SEMESTER (including summers)</b> until you complete the College Prep course sequence or provide passing test scores.
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<b><i>Scholastic Integrity</i></b>	Scholastic dishonesty shall include, but not be limited to cheating on a test, plagiarism, and collusion. See <i>Student Handbook</i> “Student Rights & Responsibilities: Student Conduct [FLB-(LOCAL)]” #18. Student violations of this policy will be reported to the appropriate Dean.
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<b><i>ADA Statement</i></b>	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. The Corinth ACCESS Department is located in Room 120. The Gainesville ACCESS Department is located in ASC 111A. For assistance, stop by one of these offices or call Robin Truhe at (940) 498-6207 on the Corinth Campus or Mary Martinson at (940) 668-4216 on the Gainesville Campus. In addition, students can access information online at <a href="http://www.nctc.edu/Student_Services/Access/Access_program.html">http://www.nctc.edu/Student_Services/Access/Access_program.html</a> .
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<p><b><i>Additional Recourses</i></b></p>	<p><b>Student Success Center:</b>  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.</p> <p><b>TRIO Program:</b>  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 114 on the Gainesville Campus, and Room 124 on the Bowie Campus.</p> <p>Students can also access the Department of Student Success’ website by going to <a href="http://www.nctc.edu">www.nctc.edu</a> and clicking on the red button in the middle of the page labeled “Tutoring and Other ACADEMIC SUPPORT SERVICES”, or by going directly to <a href="http://www.nctc.edu/Student_Services/Access/AcademicandStudentSupportServices.htm">http://www.nctc.edu/Student_Services/Access/AcademicandStudentSupportServices.htm</a>.</p>
<p><b><i>EEOC Statement</i></b></p>	<p>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.</p>
<p><b><i>Web Page</i></b></p>	<p>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 <a href="http://www.nctc.edu">http://www.nctc.edu</a> .</p> <p>You can also learn more about the Department of College Preparatory Studies at <a href="http://www.nctc.edu/What_We_Teach/ArtsSciences/DevStudies/DevStud.html">http://www.nctc.edu/What_We_Teach/ArtsSciences/DevStudies/DevStud.html</a> . 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.</p>