

Moraine Valley Community College
Departmental Course Syllabus

Date: August 31, 2009
Course Title: Beginning Algebra
Course Number: MTH 095 580
Semester: Fall 2009

I. Faculty Information

A. Instructor	Shenita D. Talton
B. Class Location	Blue Island Education Center
C. Office Hours	By Appointment
D. MVCC Phone	(708) 974-5300
E. E-mail	talton@morainevalley.edu

II. Course Identification

- A. Credit hours: 4
- B. Total contact hours: 4
- C. Course meets: Monday/Wednesday 12 – 2 pm
- D. Prerequisite: MTH-090 with a grade of “C” or better, or requisite score on the math placement test
- E. Corequisite: None
- F. Catalog Description: Topics include order of operations, the solutions of linear and quadratic equations and linear inequalities, the rectangular coordinate system, operations with polynomials, factoring, rational expressions, and applications. Credit hours for this course can be applied to full- or part-time status, but will not count toward graduation credits unless specified in your certificate or degree program.

III. Textbooks

- A. Required: Beginning & Intermediate Algebra, VI, PKG
- B. Optional: Introductory Algebra, Student Solutions Manual, Introductory Algebra Video Set (CD-ROM)

All these materials are available for checkout in the Learning Resource Center.

IV. Learning Outcomes

The student will:

- A. Find the value of numerical expressions using the order of operations and signed numbers.
- B. Perform operations with polynomials.
- C. Simplify expressions with integer exponents.
- D. Solve first degree equations and inequalities in one variable.
- E. Write interval notation for the solutions of an inequality.
- F. Factor polynomial expressions.
- G. Graph lines represented by linear equations in two variables and find the slope of a line.
- H. Solve a system of linear equations graphically and algebraically using the substitution and elimination methods.
- I. Find perimeters, areas, or volumes of figures.
- J. Solve problems using similar triangles or the Pythagorean Theorem.

V. Classroom Policies

- A. The college's General Information Sheet is attached to this syllabus.
- B. A student who does not withdraw officially from a course may receive a grade of 'F', depending on course progress or course attendance, which will become a part of the student's permanent record. The withdrawal date is listed in the General Information Sheet.
- C. Final Exam Schedule: (attached – no exceptions), see the resource site at <http://My.MoraineValley.Edu> for review material.
- D. Attendance: Attendance is mandatory. To be successful in this course a student must attend class every day. You are responsible for work missed due to absence.
- E. Cheating/Plagiarizing: Cheating and plagiarizing will not be tolerated in this course. If a student cheats or plagiarizes on a quiz, exam, or homework assignment, the student will receive a grade of zero for the work and will not be allowed to redo the work. A student cheating or plagiarizing a second time will receive an "F" for the course.
- F. Each student is responsible for adhering to the Code of Student Conduct as stated in the college catalog.
- G. Occasionally, tests may be assigned to be taken in the Testing Center, B101. An MVCC id is required.
 1. The use of the Testing Center is a privilege. Any student suspected of cheating by the Testing Center staff will not be allowed to use the Testing Center for the remainder of the semester.
 2. Students may not bring books or papers into the Testing Center.
 3. All electronic devices must be turned off.
 4. Students must know the file number, course number, and the test number to avoid taking the wrong test.

- H. **Students must use the e-mail account provided by Moraine Valley as their official means of email communication for all business related to this course.** Any email that does not come directly from your MVCC email (username@student.morainevalley.edu) may be filtered by SPAM or junk mail filters and may get deleted, and *will not be excused*. This means if you choose to forward your MVCC email account to some other email account (such as *hotmail*, *yahoo*, *Comcast*, etc.), then do not send a response back to the instructor from that third party account. All email correspondence for this course must come from your username@student.morainevalley.edu email account.
- I. All beepers and cell phones must be placed on vibrate and placed in backpacks or purses; check messages before or after class. These devices must not be used in class for any reason, i.e. as a calculator.
- J. Additional Instructor Policies
Please refer to the instructions on the “Stuff Happens” sheet.
- K. If you register before the end of the semester and receive a grade below a “C,” you must go through the “add/drop” process and reregister for this course.
- L. With the recommendation of the instructor, students earning an “A” average at week 12 of the spring and fall semesters may be eligible to retake the Placement Test to change their math placement.

VI. Grading Policies

- A. Grades will be based on the following guidelines:
- 70% - Chapter Tests/Quizzes
 - 20% - Comprehensive Department Final Exam
 - 10% - Other (combined, homework/participation)
 - Letter grade assignments must be as follows:

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

0% - 59% = F

Grade Calculation

$$\text{Average} = [(\text{tests+quizzes})/(\text{total possible})](70\%) + [(\text{final exam}/\text{total possible})](20\%) + [(\text{other}/\text{total possible})](10\%)$$

Example: Student grades

Tests and Quizzes: 75/100, 60/100, 85/100, 75/100; 8/10, 7/10, 9/10, 6/10 gives 325/440

Final Exam: 75/100

Homework: 4/5, 3/5, 3/5, 5/5 gives 15/20

$$\text{Average} = (325/440)(0.7) + (75/100)(.2) + (15/20)(.1) = 0.742 = 74.2\%$$

- B. Extra credit is prohibited.
- C. Calculators: At the beginning of this course, students will be doing basic arithmetic computations on real numbers. This means adding, subtracting,

multiplying and dividing whole numbers, fractions, decimals and integers. In order to test understanding of these processes, students will not be allowed to use a calculator or arithmetic fact table on this portion of the class. Following the exam on real numbers, students will be allowed to use an arithmetic fact table, or a non-algebraic calculator. Students may also use an arithmetic fact table or a non-algebraic calculator on the final exam. Most calculators are acceptable; however, the TI-89 and the TI-92 are not appropriate for this course. For testing in the Testing Center, calculators will be provided for you

- D. Students needing additional help are encouraged to consult with the instructor, make use of free tutoring available in the Irene H. Brodie Academic Skills Center, to check out the CD-ROM Videos and the Student Solutions Manual at the circulation desk in the LRC and to use the Resource Website noted on page 1, I. H.

VIII. Course Calendar

Date	Assignment
8/31	Syllabus; Pretest
9/2	Chap 1.2 – 1.3
9/7	Labor Day – NO SCHOOL
9/9	Chap 1.4 – 1.5
9/14	Chap 1.6 – 1.7
9/16	Chap 1.8; Review
9/21	Test 1 (Chap 1); Chap 2.1
9/23	Chap 2.2 – 2.3
9/28	Chap 2.4 – 2.5
9/30	Chap 2.8; Review
10/5	Test 2 (Chap 2); Chap 3.1
10/7	Chap 3.2 – 3.3
10/12	Chap 3.4 – 3.5
10/14	Chap 3.6; Review
10/19	Test 3 (Chap 3)
10/21	Chap 4.1 – 4.2
10/26	Chap 4.3
10/28	Chap 4.5; Review
11/2	Test 4 (Chap 4); Chap 5.1
11/4	Chap 5.2 – 5.3
11/9	Chap 5.4 – 5.5
11/11	Chap 5.6; Review
11/16	Test 5 (Chap 5); Chap 6.1
11/18	Chap 6.2 – 6.3
11/23	Chap 6.4 – 6.5
11/25	Thanksgiving Break – NO SCHOOL
11/30	Chap 6.6
12/2	Chap 6.7; Review

12/7	Test 6 (Chap 6); Review for final
12/9	Review for final
12/14	Review for final
12/16	FINAL EXAM

Final is scheduled during our regular class hours

This calendar serves as a tentative guide. The instructor reserves the right to make changes in the syllabus. Students will be notified of any changes.

Attendance Policy

The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility. An instructor's attendance policy may go into effect with the first class meeting of the course. Late registration does not exempt the student from adhering to the attendance requirements in the course syllabus. Make-up work or work submitted late due to absence (including an instructor's decision to award less than full credit for work submitted late) will be handled at the discretion of the instructor in accordance with the course syllabus.

Students not regularly attending class are strongly advised to withdraw officially from the course. Students who do not withdraw officially may receive a grade of "F" for the course, which will become a part of the student's permanent record. Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

Campus Environment

In accordance with the Illinois Clean Indoor Air Act, Moraine Valley Community College prohibits smoking in all campus buildings.

Food is not allowed in the classroom. Beverages in the classroom are left to the instructor's discretion. Please leave the classroom in a clean and tidy condition.

Cell Phones and Pagers

Students, faculty, staff, and college visitors may not use and must silence cell phones, pagers, and other communication devices in all instructional areas, which include all labs, classrooms, conference rooms, and lecture halls during instructional sessions, workshops, and meetings; the Library/Learning Resources Center; the Testing Center (B101); and other areas designated by the college.

Center for Disability Services

The Center for Disability Services (CDS) seeks to provide equal access to programs, services, and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, L150, 708/974-5711 (V) or 708/974-9556 (TTY). The CDS will work with you to make arrangements for reasonable accommodations.

Computer Labs

Computers are available for student and/or community use. More information is available online at <http://www.morainevalley.edu/Resources/computer.htm>.

Counseling Career Dev/Academic Advising Center

Visit or call the Counseling Center (708/974-5722) for academic, career, and personal counseling or help in selecting a college major. Visit or call the Advising Center (708/974-5721) for information on MVCC programs of study, transfer information, and course selection assistance. Both centers are located in the Student Services Center—Counseling (S101) and Advising (S203).

Emergency/Closing Information

Information about Moraine Valley closing because of bad weather or emergency will be broadcast on the following radio and TV stations, or you can check our Web site or call. Students, faculty, and staff will also receive an automated phone call (home or cell phone) to inform them if the college is closed or if classes will be delayed.

RADIO: WGN (720 AM) and WBBM (780 AM); Zone (94.5 FM).

TELEVISION: WBEM-Channel 2, WMAQ-Channel 5, WLS-Channel 7, WGN-Channel 9, WFLD-FOX-Channel 32, and ChicagoLand Television CLTV News.

ONLINE: Moraine Valley's website (www.morainevalley.edu) and the Emergency Closing Center's website (www.emergencyclosings.com).

PHONE: Call the college's main phone number (708/974-4300). Additionally, information is available by calling 1-312-222-SNOW (7669) using a touch-tone phone.

Family Educational Rights & Privacy Act (FERPA, 1974)

Please refer to the complete policy in the 2009-2011 catalog, page 45, regarding student rights concerning education records maintained by the college.

Graduation Petition Deadlines

Students completing a certificate or degree must file a graduation petition in the Records Office. Filing deadlines are: Fall graduation (December) - September 15; Spring graduation (May) - February 1; Summer graduation (August) - June 1

Irene H. Brodie Academic Skills Center (708/974-5340)

Free tutoring for currently enrolled Moraine Valley students is available in B284A for accounting, biology, chemistry, mathematics, and physics. Tutoring is available in English and reading in B284B. Students should pick up a tutoring schedule for specific details. Additional information can be found in the college catalog, semester class schedule, and the center's Web page. The center has two computer labs—classroom and walk-in.

Late Registration Policy

COURSE LENGTH	17 - 12 WKS	11 - 5 WKS	4 - 1 WKS
Late Registration Period	1st WK	3 days	1 day
Late registration with Instructor Permission	2nd WK	3 days	1 day

NO REGISTRATION WILL BE ACCEPTED AFTER THESE DATES. Refund information is available in the semester class schedule and the Registration Office.

NON-CREDIT Refund Policy: It is the student's responsibility to drop a non-credit course three business days (9am to 5pm, Mon-Fri) prior to the start date of course to receive a full refund. Courses dropped less than three business days before or after the start date will not receive a refund. No-shows do not constitute an official drop. No credit may be used toward another section for missed classes. Classes that are canceled by the college receive a full refund.

Library (708/974-5235)

The Library is located at the west end of Building L. Enter on the 2nd floor. Additional information on the Library can be found in the college catalog and the Web site.

Student E-mail

Students are provided a college-issued e-mail address and are required to use this e-mail address to communicate with their instructors and other college staff. Faculty will use the college-issued e-mail to communicate electronically with students. The user name and password are printed on the class schedule students receive in the mail. Students who do not receive an e-mail address do not have a birth date on file and must contact Registration to provide this information. For more information, visit morainevalley.edu/studentemail.

Student Identification Card/Photo I.D.s (708/974-5620)

All full- and part-time students must have a Moraine Valley photo identification card (ID) that has been validated for current enrollment. ID cards and/or validation stickers can be obtained at the Photo ID Services area, located in the Student Services Center (Room S164). Two forms of identification are required; your current class schedule will serve as one of these forms. Obtain your ID at the beginning of the semester. You will need it to use the library, computer labs, testing center, and recreational facilities. Additional information can be found in the student handbook and on the Web site.

Testing Center (708/974-5309)

The center is located in B101. You must present a valid MVCC student ID. All testing materials will be collected at closing. THE LAST EXAM IS HANDED OUT 35 MINUTES PRIOR TO CLOSING.

Withdrawal Policy

After the prescribed period of tuition refund and before the end of the 13th week of a 17-week semester (see table below), an official withdrawal will result in a "W" on the student's record. A student who does not withdraw officially from a course will receive a grade of "F", depending on course progress or course attendance, which will become a part of the student's permanent record. To withdraw officially from a course, a student must obtain a withdrawal form from the Registration Office or Extension Center coordinators. The withdrawal form must be completed and returned, in person, to the Registration Office (S125).

Class length	Deadline to obtain "W"	Class length	Deadline to obtain "W"	Class length	Deadline to obtain "W"
3 wks	2 weeks	8 wks	6 weeks	13 wks	10 weeks
4 wks	3 weeks	9 wks	7 weeks	14 wks	10 weeks
5 wks	4 weeks	10 wks	7 weeks	15 wks	11 weeks
6 wks	5 weeks	11 wks	8 weeks	16 wks	12 weeks
7 wks	5 weeks	12 wks	9 weeks	17 wks	13 weeks

Writing Center

Moraine Valley faculty members and peer consultants are available to assist students with any part of the writing process. The Writing Center is located in L242 and is open Monday through Friday. Additional information is available online at <http://writingcenter.morainevalley.edu>.

THE COLLEGE WILL BE CLOSED:

FALL 2009: Sept. 7, Nov. 25-29

No credit classes will be held Oct. 20, 2009—college services will be available

SPRING 2010: Jan. 18, Feb. 15, April 2-4

No credit classes will be held March 2, 2010—college services will be available

No classes will be held March 15-21 (SPRING BREAK)—college will be open

*Hours of operation are posted outside of each center.