

## COLLIN COLLEGE COURSE SYLLABUS

Course Information
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**Course Number:** MATH 0305

**Course Title:** Beginning Algebra

**Course Description:** With an emphasis on developing critical thinking skills, a study of algebraic vocabulary, concepts, and notation, functions, linear equations, systems of linear equations, polynomial expressions, and quadratic expressions and equations. Lab included.

**Course Credit Hours:** 3

Lecture Hours: 3 Credit Hours

Lab Hours: 1 (included)

**Placement Assessment:** Placement in MATH 0305 OR successful completion of MATH 0302. Consult the Testing Center Director if you have questions about an assessment level.

**Prerequisite:** Successful completion of Math 0302 or meet TSI standard for Math 0305; or equivalent.

**Student Learning Outcomes:**

Upon successful completion of this course, students will:

1. Identify, classify, graph, and use properties of operations on real numbers.
2. Solve a linear equation in one variable with three or more variable terms using multiple algebra skills.
3. Identify, graph, and evaluate a function.
4. Solve a system of two linear equations and interpret the solution graphically and algebraically.
5. Perform an operation with polynomials.
6. Factor a polynomial and solve a quadratic equation by factoring.
7. Solve an application problem involving an equation with a polynomial.

**Withdrawal Policy:** “See the current *Collin Registration Guide* for the last day to withdraw.”

**Collin College Academic Policies:** “See the current *Collin Student Handbook*.”

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required affording equal opportunity. It is the student’s responsibility to contact the ACCESS office to arrange for appropriate accommodations. (CPC: B-335 or 972.548.6816, PRC: F-144 or 972.881.5950, SCC: D-140 or 972.881.5898 (V/TTD: 972.881.5950)) See the current *Collin Student Handbook* for additional information.

<https://rainier.accessiblelearning.com/Collin/ApplicationStudent.aspx>

**Note:** Instructors will provide reasonable accommodations only to students who present a Course Accessibility Letter issued by the ACCESS Office.

**CougarAlert:** When an emergency occurs, the CougarAlert system can send email, text messages and voice messages to students and employees as little as 90 seconds.

Visit the following website to sign-up! <https://www.collin.edu/cougaralert.html>

## INSTRUCTOR INFORMATION

### **Instructor's Information:**

Instructor's Name: **Ivy Langford**  
Office Number: **LH125 located in Suite LH117 (Frisco Campus)**  
Office Hours: **Monday & Wednesday 12:00 – 1:00 PM**  
**Tuesday & Thursday 9:20 – 9:50 AM**  
**1:00 – 2:00 PM**  
**2:00 – 2:30 PM (Online Class ONLY)**

**Others by appointment**

### **Contact Information:**

Phone: **(972)377-1535**

Email: **yjlangford@collin.edu**

Email is checked periodically throughout the day. However, during non-business hours or weekends it could take 24-48 hours to respond to your email. Please utilize your CougarMail account for all electronic communication. You must include your **first and last name** and **course/section number** (ie. MATH0305.P03) in the subject line. Check your college email daily (**return my email in a timely manner.**)

Website: **<http://faculty.collin.edu/yjlangford>**

**In case of emergency, contact the Instruction Office (PRC LH158) at (972) 377-1554 or contact your instructor by email as listed above.**

### **Class Information:**

Section Number: **P05**

Meeting Times: **MWF 11:00 – 11:50 AM**

Meeting Location: **LH130 (Frisco Campus)**

Netiquette Expectations: All correspondence, public and private, should be conducted in a professional manner. Always use your **CougarMail** account when emailing your instructor and include your **full name** and **course section**. Emails from other domains may not be answered.

**College Repeat Policy:** Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour. Undergraduate courses attempted at Collin with a graded status of A, B, C, D, F, I, W (withdrawals *after* census), and AU will be evaluated for repeat limits. Developmental Education (DE) courses are exempt from the additional tuition charge until the 27 hour threshold is met. Students in excess of 27 Developmental Education hours will be assessed the authorized \$50 per hour additional tuition. If you drop this class before census day (**Monday, 2/4/2019**), it will not count against you.

**Course Resources:** The College provides group tutoring and a Math Lab at no charge at each campus to support student success in this class. Students are required to purchase a software license for use in this class. Please see: <http://www.collin.edu/collegesurvival/> for a listing of available college support resources. The Math Lab locations are below:

McKinney Campus: C220 Phone: 972.548.6896

Frisco Campus: F148 Phone: 972.377.1639

**Textbook:** The MyMathLab (MML) Integrated Course Sequence code is **REQUIRED**.

The Barnes & Noble bookstore on each campus provides the following purchasing options:

- 1) MyMathLab (MML) Integrated Course Sequence code - **ISBN # 9780321757371**
  - This code will include access to the eText version of Bittinger and Beecher's Algebra Foundations: Basic Math, Introductory and Intermediate Algebra.
- 2) Bittinger and Beecher Algebra Foundations: Basic Math, Introductory and Intermediate Algebra - **ISBN # 9780133862324**
  - This is a bundle including the loose leaf textbook and MyMathLab code.

\*\* The MML code available in the bookstore provides full access for all 3 courses in the Developmental Math sequence.

**Supplies:** Textbook (above), pencil(s), color markers/pens, notebook paper, a three-hole binder with page dividers in which to organize materials. A graphing calculator is required and the TI 83, TI 83 Plus, or TI 84 is preferred. Calculators with a computer algebra system (CAS) will not be permitted on exams, unless prior approval is obtained from the instructor. **Calculator will be allowed after Test I. Cell phones will also not be permitted as a calculating device in class.** It is expected that all supplies, including the graphing calculator, will be brought to each class.

**Attendance Policy:**

Students are expected to attend all class sessions regularly and **punctually**. When an absence from class is unavoidable, it is the student's responsibility to make arrangements for makeup work and to determine whether announcements relevant to the course were missed during the absence.

**Three (3)** absences or less during the regular semester will receive an addition of **two points** to the final semester grade. More than three but no more than **four (4)** absences will receive an addition of **one point** to the final semester grade. **Three (3)** tardies will be counted as one absence. Students arriving late and/or leaving early will be considered tardy. A tardy or early departure of **twenty (20)** minutes or more will be considered an absence. An absence is anytime you are not present.

Attendance will be taken each class period. It is the student's responsibility to ensure that the roll is signed before leaving class. **Failure to sign-in will be considered an absence. YOU CANNOT SIGN-IN FOR SOMEONE ELSE.**

**Electronic Devices Policy:** As per Section 6.1 Academic Etiquette and the College Experience (pg. 41, paragraph 3) of the *Collin Student Handbook* with the exception of a calculator, all electronic devices are to be switched OFF and stored out of sight during class, unless an exception is obtained from the instructor in advance. Students who are using any electronic devices for text message, IM, email, and etc. during the class time will be asked to leave the class without returning for the remaining day, considered absent for that class meeting. Students will also be reported to the Dean of Students Office (DOS) at the second offence.

**Course Requirements:** Attend class as scheduled and complete the required tests, lab assignments, and final examination, and any other assignments required by the instructor.

## Method of Evaluation:

- 55% Tests - Five (5) module tests will be given over the chapters covered. All tests will be taken ONLINE in the **Testing Center (F209)**. **A minimum grade of 80 of Test Reviews is required prior to taking Module Tests.** Only the first test can be retaken once. The earned extra credit will be added to your highest Test I score. **No calculator is allowed for Test I.**
- 10% Labs – Ten (10) Labs should be completed ONLINE (MyMathLab) by the assigned due dates (**11:59 PM**). Each lab will have a Practice Lab, which contains 15 questions. Labs 2 through 9 will contain problems from both the current section and previous section. Students have unlimited chances to take the Practice Lab; however, they will only have one chance for the actual Lab. A minimum grade of 80 of Practice Labs is required prior to taking Labs. In addition to completing Labs online, **WRITTEN WORK FOR EACH LAB is also required to be submitted by the next class meeting day after the online assigned date in order to receive maximum points.** These worksheets are worth **50%** of each Lab grade. **No late labs will be accepted.** At the end of the semester, the lowest Lab grade will be replaced by the highest Lab grade. Practice Labs are not counted in the final semester grade.
- There will also a **required Mandatory Advising Lab** assigned. This document may be provided in class, but is available online for printing under the **Assignments** tab in **MyMathLab**. The student must meet with an academic advisor to discuss the courses necessary for their degree plan or transfer requirements. Upon completion, the student will be expected to turn in the completed lab with a tentative course plan and advising notes for full credit. Mandatory Advising Lab grade will **NOT** be replaced by the highest Lab grade.
- 10% Quizzes/Class Work – Unannounced in-class quizzes will be given at the beginning of the class sessions. Announced or unannounced exercises/activities will be given as class work. **There is no makeup for any missed in-class quiz or class work.** The lowest two grades will be dropped at the end of the semester.
- 10% Homework – Students are expected to complete the homework ONLINE (MyMathLab) before the next session. Online homework is due the assigned dates (**11:59 PM**). **Homework exercises can be done over until they are correct before the assigned due dates. All homework can be worked on after the due dates. A deduction of 7 percent per day applies to questions scored after due date.** Homework questions will be answered at the beginning of each class session.
- 15% Final exam - A comprehensive departmental final exam is REQUIRED for all students at the end of the course (NO EXCEPTIONS). It will be an **in-class final exam**. You will need a scantron answer sheet (Form No. 882-E) for the in-class final exam.

Bonus/Extra Credit – You have several chances to earn bonus/extra credit added to each module test. All extra credits are due **the assigned dates**. Please refer to the *Class Schedule* for due dates.

- 1) **Portfolio Binder** – The materials required for you to receive 3 extra points for the **first test** are: a one inch 3-ring binder, page dividers (for course document, class notes, quizzes/classwork, written labs, and extra credit), syllabus, and notebook paper. By the **fifth test**, you will receive another 3 extra points for maintaining the portfolio binder in an organized manner, which means all papers should be hole-punched and put in the correct category.

- 2) **Module Test Review** – In order to receive 5 points for each module test, you must complete all online module test review problems with a grade of 100 by **11:59 PM** on the last day of taking the module test.
- 3) **Math Lab Tutoring** – You will be able to receive 2 extra points if you utilize Math Lab and/or group tutoring (any CCCCD campus) more than five (5) hours total before the end of each module test. Please submit a record of Math Lab Tutoring hours or “*Math Lab Tutoring Log*” available on my instructor website under “Forms.”

**Grades:** Only AD, BD, CD, FD or I can be awarded in this class.

<u>Percentage</u>	<u>Grade</u>
90 – 100%	AD
80 – 89%	BD
70 – 79%	CD
0 – 69%	FD

*A grade of DD will **never** be awarded.*

### **Test/Makeup Policy:**

There will be **NO make-up class work, quizzes, labs, and tests** for ANY REASON. Only the first test can be retaken once if the grade is not satisfactory. Excessive absences will affect your quiz / class work grades. If unavoidable circumstances cause you to miss a test, you can replace that TEST GRADE with the FINAL EXAM GRADE. Subsequent missed tests will be recorded as zeros. If a student takes all tests, the lowest test grade will be replaced by the final exam grade, provided the final exam has a higher grade.

**Course Withdrawal Policy:** Our goal is for you to successfully complete this course and to be prepared to successfully complete subsequent course(s). Prior to withdrawing from this class, please meet with me to discuss your progress and to learn about the support services provided at Collin to help you succeed.

The process for withdrawing from a Developmental course is (1) meet with your professor, (2) meet with an advisor, (3) meet with the Dean of Developmental Education. After completing these three steps, take the signed course withdrawal form to the Admissions Office for processing. **See the current *Collin Registration Guide* for the last day to withdraw. If you stop participating, and do not withdraw from this course by the college withdrawal date, you will most likely receive an FD.**

### **Student Responsibilities:**

1. Attend class and be aware of announcements made in class.
2. **Inform instructor of late arrival at the conclusion of that class and be sure it is noted.**
3. Understand the syllabus, especially attendance, grading, test, and cell phone policies.
4. Take care of personal needs before or after class.
5. Arrange for appropriate child care when needed—children are not allowed in class.
6. Show all your work on quizzes and class work. Partial credit may be given for correct work shown.

### **Additional Information:**

- For tests given in the **Testing Center (F209)**, you **must have a CCCCD Student ID.**
- Please complete all work in pencil. The work will not be graded if it is not in pencil.
- College rules do not permit you to eat, drink, or use tobacco in the classroom.

➤ **Hints for success:**

1. Be on time for class.
2. Read the sections BEFORE we discuss them in class.
3. Do all your homework as soon as you can after class.
4. Plan to spend at least **6 – 9 hours per week outside of class** studying, completing Labs and homework, and preparing for tests.
5. Always **SHOW YOUR WORK** on Labs, homework, quizzes and tests.
6. If you don't understand a topic, get help ASAP.

➤ **Getting Help:**

1. **Math Lab (F148)**, phone # 972-377-1639): free tutoring and computer access
2. **ACCESS Office (F144)**, phone # 972-881-5950): free group tutoring
3. **Instructor (LH125)**, phone # 972-377-1535): I am available during my office hours or other times by appointment.
4. **Tools for Success:** There are great tools, reference and review in MyMathLab including a review of basic algebra.
5. **Graphing Calculator assistance:**
  - TI-83, 84 & TI-86 Study Skills Seminars
  - “Calculator Functions” Study Sheet
  - Graphing Calculator Help (MyMathLab)
  - Useful websites: [http://www.prenhall.com/divisions/esm/app/calc\\_v2/](http://www.prenhall.com/divisions/esm/app/calc_v2/)  
<http://mathbits.com/MathBits/TISection/Openpage.htm>

**Collin College Academic Policies:** Please refer to the current *Collin Student Handbook*.

**Academic Ethics:** Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission of one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

**Plagiarism** is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course. **If a determination of cheating is made by the Dean of Students Office:**

1. A grade of zero will be assigned for the first offense.
2. A course grade of "FD" will be assigned for the second offense.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

See the current *Collin Student Handbook* for additional information.

- Notes:** (1) The instructor reserves the right to make changes to this syllabus during the semester. Changes will be provided in writing during class hours.
- (2) With the exception of a calculator, all electronic devices are to be switched off during class, unless an exception is obtained from the instructor in advance.
- (3) Please see: <http://www.collin.edu/collegesurvival/> for a listing of available college support resources.

**Expectation: Maintaining a positive learning environment**

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

**Creating Opportunities for Learning**

As your instructor, it is my responsibility to present learning opportunities through the course syllabus, lectures, labs, in-class and out-of-class exercises and assignments.

It is your responsibility to do the learning by completing the readings, by attending class and by participating in the class discussions and assessment/lab exercises.

**Tracking Your Success at Learning**

Your instructor will conduct quizzes, exams and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

**MATH 0305 BEGINNING ALGEBRA  
COURSE OBJECTIVES FALL 2016**

*Algebra Foundations: Basic Math, Introductory Algebra, and Intermediate Algebra, First Edition*  
Marvin L. Bittinger, Judith A. Beecher, Barbara L. Johnson

<b>Upon successful completion of this course, students will:</b>	<b>3rd Rev.</b>
<b>1. Identify, classify, graph, and use properties of operations on real numbers.</b>	
Given a set of numbers, classify each as counting, whole, an integer, rational, irrational, and real.	10.2
Convert fractions to decimals	4.5
Given two or more sets of numbers, find the intersection of the sets.	18.2
Given two or more sets of numbers, find the union of the sets.	18.2
Identify and use the commutative, associative, distributive, identity, and inverse properties of real numbers.(Inverse Properties in 10.6 and 10.8)	10.6b, 10.7, 10.8a
<b>2. Solve a linear equation in one variable with three or more variable terms using multiple algebra skills.</b>	
Identify the base and exponent of an exponential expression.	1.9a, 13.1
Simplify an arithmetic expression using the order of operations.	1.9cd, 10.8d
Translate an English phrase into an algebraic expression.	10.1b
Evaluate an algebraic expression.	10.1a
Simplify an algebraic expression.	10.7, 10.8abc
Solve a linear equation in one variable.	11.1, 11.2, 11.3
Solve a literal equation for a specified variable.	11.4
Solve a linear inequality in one variable and express the solution (i) in set-builder notation, (ii) interval notation, and (iii) as a graph.	11.7, 18.1b
Solve a compound linear inequality in one variable and express the solution (i) in set-builder notation, (ii) interval notation, and (iii) as a graph.	18.2
<b>3. Identify, graph, find the domain and range of, and evaluate a function.</b>	
Plot an ordered pair on the rectangular coordinate system.	12.1
Find an ordered pair solution for a specified linear equation in two variables and verify using the TABLE feature of a graphing calculator(P.739).	12.2
Graph a linear equation on the rectangular coordinate system and verify using a graphing calculator.(P. 745)	12.2
Graph a vertical and a horizontal line.	12.3b, 16.4c
Determine the x- and y-intercepts (if appropriate) of a line given an equation, a graph, or a table.	12.3a, 16.4a
Solve a linear equation in one variable using the ZERO and INTERSECT features of the graphing calculator.	Supplement
Find the slope of a line given: (i) two points on the line, (ii) an equation of the line, (iii) a table of values, or (iv) a graph.	12.4 Supplement
Write an equation in slope-intercept form, if applicable, given a linear equation.	16.3



<b>Upon successful completion of this course, students will:</b>	<b>3rd Rev.</b>
Write an equation of the line using point slope or slope intercept form given the slope and a point or given two points.	16.5
Determine whether a set of points, an equation, or a graph represents a function.	16.1 Supplement
Identify the domain and range from a graph in interval notation.	16.2, 18.1b
Evaluate a function for a specified value.	16.1
<b>4. Solve a system of two linear equations and interpret the solution graphically, algebraically, and in the context of the information provided, if necessary.</b>	
Solve a system of linear equations in two variables by: (i) graphing manually and with a graphing calculator, (ii) substitution, and (iii) elimination	17.1, 17.2, 17.3
Write a system of linear equations in two variables describing an application, solve the system, and interpret the solution.	17.4
Determine whether two equations represent parallel lines, perpendicular lines, or neither.	16.4d
<b>5. Factor a polynomial and solve a quadratic equation by factoring.</b>	
Simplify an expression, which contains an exponent that is an integer.	13.1, 13.2
Use scientific notation on a graphing calculator. (Page 798)	13.2
Identify a coefficient, term, factor, constant, and the degree of a specified polynomial.	13.1a, 13.3
Classify a polynomial as a monomial, binomial, or trinomial as appropriate.	13.3b
Add, subtract, and multiply two polynomials.	13.4, 13.5, 13.6
Simplify a polynomial in two or more variables.	13.7
Divide a polynomial by a monomial or a binomial.	13.8
Factor a polynomial by finding the greatest common factor.	14.1
Factor a polynomial by grouping.	14.1
Factor a trinomial in the form $ax^2 + bx + c$ , where $a \neq 0$ , $a = 1$ or $a$ is a common factor.	14.2
Factor a trinomial in the form $ax^2 + bx + c$ , where $a \neq 0$ , $a \neq 1$	14.3, 14.4
Factor the difference of two squares	14.5
Solve a quadratic equation by factoring.	14.8
<b>6. Set up and solve an application with an appropriate linear, quadratic, or system of linear equations.</b>	
Solve an application involving a linear equation in one variable.	11.6
Solve an application involving a quadratic equation.	14.9
Solve an application requiring the Pythagorean Theorem.	9.6d, 14.9, 19.7
Solve an application requiring a system of equations.	17.4

**MATH 0305**  
**Tentative Class Schedule**

Week	Date	Sections	HW/Labs Due	Notes
1	1/21	<b>MLK Holiday (ALL CAMPUSES CLOSED)</b>		
1	1/23	Introduction Syllabus		
1	1/25	10.2 Real Numbers		
2	1/28	18.2 Intersections and Unions 10.7 Properties of Real Numbers	HW 10.2 (1/29)	<u>Printed Syllabus</u> due at beginning of class <u>Syllabus Quiz</u> (1/28)
2	1/30	10.7 Properties of Real Numbers 1.9 Exponential Notation and Order of Operations	HW 18.2, 10.7 (1/31)	
2	2/1	10.1 Introduction to Algebra 10.8 Simplifying Expressions	HW 1.9 (2/2) Lab 1 (2/3)	
3	2/4	10.8 Simplifying Expressions		<b>Census Date (2/4)</b>
3	2/6	11.1 Solving Equations: The Addition Principle 11.2 Solving Equations: The Multiplication Principle	HW 10.1, 10.8 (2/7)	
3	2/8	11.3 Using the Principles Together Solving Linear Equations 11.4 Formulas	HW 11.1, 11.2 (2/9) Lab 2 (2/10)	
4	2/11	11.6 Application and Problem Solving	HW 11.3, 11.4 (2/12)	
4	2/13	<b>Test I Review and Test (no calculator)</b>	HW 11.6 (2/13) Lab 3 (2/14)	Test I by Sat, 2/16
4	2/15	18.1 Inequalities and Interval Notation 11.7 Solving Inequalities		Bring a TI 83/84 calculator to <u>each</u> class meeting
5	2/18	18.2 Compound Inequalities	HW 18.1, 11.7 (2/19)	Test I Retake: 2/18 - 2/19
5	2/20	18.2 Compound Inequalities 12.1 Introduction to Graphing		Test I Extra Credit due
5	2/22	12.1 Introduction to Graphing 12.2 Graphing Linear Equations	HW 18.2, 12.1 (2/24)	

**MATH 0305**  
**Tentative Class Schedule**

6	2/25	12.3 More with Graphing and Intercepts	HW 12.2 (2/25) Lab 4 (2/26)	
6	2/27	12.4 Slope and Applications	HW 12.3 (2/28)	
6	3/1	16.3 Linear Equations: Slope Intercept Form 16.4 Parallel and Perpendicular Lines	Advising Lab (3/1) HW 12.4 (3/3)	
7	3/4	16.5 Finding Equations of Lines	HW 16.3, 16.4 (3/5)	
7	3/6	<b>Test II Review and Test</b>	HW 16.5 (3/6) Lab 5 (3/7)	<b>Test II by Sat, 3/9</b>
7	3/8	16.1 Functions and Graphs 16.2 Finding Domain and Range		
	3/11	<b>Spring Break (NO CLASSES)</b>		
	3/13	<b>Spring Break (NO CLASSES)</b>		
	3/15	<b>Spring Break (NO CLASSES)</b>		
8	3/18	16.2 Finding Domain and Range	HW 16.1, 16.2 (3/19)	Test II Extra Credit due
8	3/20	17.1 Systems of Equations in Two Variables		
8	3/22	17.2 Solving by Substitution	HW 17.1 (3/23)	<b>Last day to withdraw (3/22)</b>
9	3/25	17.3 Solving by Elimination		
9	3/27	17.4 Solving Applied Problems: Two Equations	HW 17.2, 17.3 (3/27) Lab 6 (3/28)	
9	3/29	<b>Test III Review and Test</b>	HW 17.4 (3/30)	<b>Test III by Tue, 4/2</b>
10	4/1	13.1 Integers as Exponents		
10	4/3	13.2 Exponents	HW 13.1 (4/4)	Test III Extra Credit due
10	4/5	13.3 Introduction to Polynomials	HW 13.2 (4/6) Lab 7 (4/7)*	
11	4/8	13.4 Addition and Subtraction of Polynomials 13.5 Multiplication of Polynomials	HW 13.3 (4/9)	
11	4/10	13.6 Special Products 13.7 Operations with Polynomials in Several	HW 13.4 (4/11)	
11	4/12	13.8 Division of Polynomials	HW 13.5, 13.6, 13.7 (4/13)	

**MATH 0305**  
**Tentative Class Schedule**

12	4/15	<b>Test IV Review and Test</b>	<b>HW 13.8 (4/15)</b> <b>Lab 8 (4/16)</b>	<b>Test IV by Thur, 4/18</b>
12	4/17	14.1 Introduction to Factoring		
12	4/19	<b>Spring Holiday (ALL CAMPUSES CLOSED)</b>		
13	4/22	14.2 Factoring Trinomials of the Form $x^2+bx+c$	<b>HW 14.1 (4/23)</b>	Test IV Extra Credit due
13	4/24	14.4 Factoring Trinomials of the Form $ax^2+bx+c, a \neq 1$	<b>HW 14.2 (4/25)</b>	
13	4/26	14.5 Factoring Difference of Squares	<b>HW 14.4 (4/28)</b>	
14	4/29	14.8 Solving Quadratic Equation by Factoring	<b>HW 14.5 (4/30)</b>	
14	5/1	14.9 Applications of Quadratic Equations 19.7 Applications involving Powers and Roots	<b>HW 14.8 (5/2)</b>	
14	5/3	<b>Test V Review and Test</b>	<b>HW 14.9, 19.7 (5/4)</b> <b>Lab 9 (5/5)</b>	<b>Test V by Tue, 5/7</b>
15	5/6	Review for Final		
15	5/8	Review for Final	<b>Lab 10 (5/9)</b>	Test V Extra Credit due
15	5/10	Review for Final	<b>ALL HW DUE</b>	
16	5/13	<b>NO CLASS</b>		
16	5/15	<b>Final Exam for Math 0305.P05 (10:45AM - 12:45PM)*</b>		<b>In-class Final</b>
16	5/17	<b>NO CLASS</b>		

\*Comprehensive Final Exam: a [scantron \(#882-E\)](#) is required.

Lab #	Sections
Lab 1	1.4, 1.9, 10.4, 10.7, 18.2
Lab 2	10.1, 10.2, 11.1, 11.2
Lab 3	11.3, 11.4, 11.6
Lab 4	11.7, 12.1, 12.2, 18.1, 18.2
Lab 5	12.3, 12.4, 16.3, 16.4, 16.5
Lab 6	16.1, 16.2, 17.1, 17.2
Lab 7	17.3, 17.4, 13.1, 13.2
Lab 8	13.3, 13.4, 13.5, 13.6, 13.7, 13.8
Lab 9	14.1, 14.2, 14.3, 14.4, 14.5, 14.8, 14.9
Lab 10	1.9, 11.4, 12.2, 13.2, 13.8, 14.8, 16.5, 17.3, 17.4, 18.2

## Assignment Guidelines

The following standards apply to all class work and other turned-in assignments. The instructor reserves the right to not accept or deduct points from assignments that do not follow these guidelines.

- ✓ Write in pencil on all assignments.
- ✓ Assignments without student's first and last name, course number, section number, and assignment title will not be graded.
- ✓ Problems should be worked **down** (not across) the page in the order they were assigned. **(ONE column per page)**
- ✓ Multiple pages should be stapled.
- ✓ Illegible and/or incomprehensible work (as determined by the instructor) will not be graded.
- ✓ Assignments with frayed "spiral" edges will not be accepted.
- ✓ Label the assignment or classwork problems/sections.
- ✓ Always give exact answers unless asked for approximations. (i.e. fractions are preferred over rounded-off decimals)
- ✓ **If there is absolutely no work for the problem, copy the problem and state the solution(s).**
- ✓ If the problem asks to graph, please show graph.
- ✓ Simplify your answers.
- ✓ Answers should be **boxed** or **circled** for clarity.
- ✓ **Show ALL your work** and that work must support the answer.
- ✓ Assignments are due when called for; late work will NOT be accepted!!!

## GUIDELINES FOR MyMathLab

- ❖ Due dates for Homework Assignments and Labs are given on the tentative class schedule in the syllabus. It is highly recommended that students record these dates in a calendar or day planner.
- ❖ MyMathLab provides two types of lab exercises—labs for practice (**Practice Labs**) and labs for grade (**Labs**). Practice Labs have a few more content and types of problems than Labs, but most of them are the same.
- ❖ Practice Labs may be used as many times as necessary to prepare for the corresponding Labs and must be completed with a grade of **80 or higher** prior to attempting Labs.
- ❖ **WRITTEN WORK FOR EACH LAB is required to be submitted in order to receive maximum points.**
- ❖ Each Lab allows **only one submitted** attempt. Student can access and continue at any time before due dates. Failure to submit the lab on time, students will receive a grade of 0 after due dates.
- ❖ **Logging off any Labs without submitting will not deny access.**
- ❖ **Students who wait until the last minute to complete Labs will not be allowed access to that lab(s) if a problem is encountered. Late labs will receive a grade of 0.**
- ❖ Homework exercises can be done over until they are correct before the assigned due dates. All homework assignments can be worked on after the due dates. A deduction of 7 percent per day applies to questions scored after due date.
- ❖ The videos and tutorials on MyMathLab may be helpful when you are absent or when a topic is more difficult for you.
- ❖ Students are responsible for submitting Homework Assignments and Labs by **11:59 p.m.(CT)** of the due date given in the syllabus.
- ❖ Students who have difficulty using MyMathLab with their home (or other) computer should remember that the math labs on any CCC campus (F148 at PRC) have computers available for their use.