

COLLEGEWIDE COURSE OUTLINE OF RECORD

MAT 050, BASIC ALGEBRA

COURSE TITLE: Basic Algebra

COURSE NUMBER: MAT 050

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of "C" or better in MAT 044, Mathematics

DIVISION: General Education

PROGRAM: Academic Skills Advancement

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DATE OF LAST REVISION: Spring, 2005

EFFECTIVE DATE OF THIS REVISION: Fall, 2005

CATALOG DESCRIPTION: Reviews signed numbers and basic linear equations. Concentrates on integer exponents, scientific notation, linear equations and inequalities, literal equations, polynomial operations, polynomial factoring, graphing linear equations, and applications. A developmental algebra course.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Use order of operations with signed numbers.
2. Use properties of integer exponents, square roots, and scientific notation.
3. Simplify and evaluate algebraic expressions.
4. Solve linear and literal equations.
5. Graph linear equations.
6. Understand and use the concept of slope.
7. Solve and graph linear inequalities in one variable.
8. Perform basic operations with polynomials.
9. Factor polynomial expressions and use factoring to solve simple quadratic equations.
10. Use relevant mathematical terminology, laws, and notation.
11. Solve a variety of application problems in the above areas.
12. Use a scientific and/or graphing calculator proficiently as related to coursework.
13. Use computer technology, which may include the Internet, the Web, email, or computer tutorials to enhance the course objectives.

COURSE CONTENT: Topical areas of study include -

Signed numbers	Polynomial operations
Linear equations	Polynomial factoring
Integer exponents and scientific notation	Graphs of linear equations
Linear inequalities	Applications
Literal equations	

TEXT/CURRICULUM MATERIALS:

Bittinger and Beecher. *Introductory and Intermediate Algebra*. Addison-Wesley.
ISBN 0-201-77341-4 (Official course text).

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in **the judgment of the instructor** of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior. **For this course, using texts, notes, or any other resources during online quizzes is a violation of the College's Academic Honesty Statement.**

ADA STATEMENT:

Ivy Tech State College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services. Your Disability Services Coordinator is:

Desiree Polk-Bland
2325 Chester Boulevard
Ivy Tech State College
Richmond, IN
(765) 966-2656
dpolk@ivytech.edu
or contact your local campus

Instructor Supplemental Information

INSTRUCTOR: Dr. Gayle Hartleroad

- Doctor of Education – Higher Education Leadership – Nova Southeastern University
- Master of Arts – Student Personnel Administration in Higher Education – Ball State University
- Bachelor of Science – Management, Human Resource – Ball State University

INSTRUCTOR PHONE NUMBER: home number by appointment

INSTRUCTOR EMAIL: ghartler@ivytech.edu

INSTRUCTOR OFFICE HOURS: Varies, also by appointment

COURSE SECTION NUMBER: 12I

REQUIRED TEXT: Introductory and Intermediate Algebra (2nd Edition). Bittinger & Beecher. Addison-Wesley.

REQUIRED MATERIALS: Non-graphing calculator and graph paper

METHOD OF INSTRUCTIONAL DELIVERY: Internet via Blackboard

METHODS OF EVALUATION: Student performance will be evaluated through the use of one or more of the following: discussion, quizzes, examinations, course work, participation, assignments and other evaluated measures designed to ensure that the course work objectives are met. Chapter quizzes, the mid-term exam, and final exam are outlined in the course schedule; this is located in the Assignments section of Blackboard. Chapter quizzes are generally worth approximately 30 to 50 points each.

EXAMS: Two exams, a midterm and final, will be given for this course; they will be worth approximately 100 points each. The exams will require you to have an approved proctor to administer the exam; proctors oversee you when taking an exam. **The easiest way to choose your proctor is to complete the exam at your local Ivy Tech Learning Center.** Those who are not near an Ivy Tech may select a different proctor. Examples of approved proctors include but are not limited to: teachers, librarians, bosses, etc. The following may **NOT** be used as a proctor: ANY family member, social friends, subordinates, etc.

- For any non-Ivy Tech proctor, a copy of their resume and contact information (address, phone, fax, and email) must be submitted (postmarked) to the instructor no later than Sept. 16, 2005 at 4pm.
- Those using Ivy Tech Learning Centers for their exams **MUST** submit the campus location, address, phone, and fax to the discussion board no later than Sept. 16, 2005 at 4pm.

GRADING SCALE:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Less than 60

Grades are calculated based on total points earned divided by total course points. You can calculate your grade at any time by going to the online Gradebook in Blackboard, adding the

total points you have earned and dividing by the total number of points possible.

ATTENDANCE POLICY: Each week you have one or more discussions to participate in. Each discussion board is posted in the discussion area, along with the week in which it is due. Discussions must be completed within 5 days of the original post in order to earn attendance credit for that week. You may continue discussions after the due date, however anything posted after the due date will not receive credit. The expectation in this course is that you will not rely completely on the instructor, or on your textbook, but that you will use Internet resources, fellow classmates, and outside assistance as well. However, I expect you to communicate with your classmates on the discussion boards regularly – doing so is a portion of your grade!!!

LATE WORK: A complete schedule of all course assignments and deadlines, as well as descriptions of those assignments, is located on the course web site, under the Assignments button. **ANY work turned in late will accrue a 5 point PER DAY deduction! Late work is accepted ONLY when there are EXTREME circumstances.** IF THERE IS AN EMERGENCY WHICH WILL CAUSE YOU TO TURN IN WORK LATE FOR THIS CLASS, YOU NEED TO COMMUNICATE THAT TO ME AS SOON AS YOU POSSIBLY CAN. I AM AVAILABLE BY PHONE, EMAIL, IN PERSON, AND POSTAL MAIL. The excuse that you could not reach me is simply not valid. If you call and get voice mail, please leave a message that includes your full name, and a phone number where I can reach you. Documentation will be required (from a doctor, etc.) if an exception is to be made. Students are encouraged to work ahead, particularly if you know a particular week will be extremely busy for you. All work assignments for the term are available to you on the first day of class.

- If at any time during the semester you experience technical difficulties which will keep you away from your computer and/or are unable to log in to Blackboard or check your email you **MUST** contact me immediately to let me know. I do not accept the excuse that your computer has been down for two weeks if you try to use it for late work!! You always have the option to use the facilities at your local library.

ACTIVITES SCHEDULE: See Schedule of Assignments in Assignments section of Blackboard.

LAST DATE TO WITHDRAW: November 11, 2005

RIGHT OF REVISION STATEMENT: This syllabus was up-to-date and correct at the time of posting. It may be altered at any time with notice on the Announcements page.

FORMAT FOR PAPERS, PROJECTS, OR OTHER ASSIGNMENTS: All assignments must state at the top your name (first & last) as well as MAT 050. **All work (including “scratch” paper used on the midterm & final exam) must be in a logical sequence and be legible.** The instructor’s ability to understand your work will determine the amount of partial credit granted. All assignments (homework, quizzes, and exams) **MUST** be completed in PENCIL, **NEVER pen.**

“UPDATES” in Gradebook: Following each online chapter quiz, the instructor will manually

review each submission. Minute differences in the form of students' answers as interpreted by the computerized grading of the Test Manager on Blackboard may cause changes to individual assignment scores. Upon instructor review and possible adjustment to the quiz score, the grade column will be renamed "Chapter # Quiz UPDATED." This is the student's final grade following instructor review; the instructor will review ALL quizzes. The UPDATED score will be the ONLY score for that chapter quiz that will be included in the final grade for the course. Updated scores are always equal to or greater than the original computer score.

EXTRA CREDIT WORK: This may be available following the midterm exam.

COMMUNICATION WITH INSTRUCTOR: I generally check email at least once per day. You can count on me to respond to an email message within 48 hrs. Keep in mind I reserve the right to not check my email on weekends and holidays.