**Academic Achievement  Winter 2018**

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| Mission: *Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success, lifelong learning and service to God and humankind.* |
| **COURSE NUMBER AND TITLE** | ACAC 0326 Elementary Algebra |
| **TERM AND DATES** | **Winter 2018** |
| **PROFESSOR** | **Mrs. Sarah Fountain** |
| **OFFICE ADDRESS** | **Van Howeling Education Building, Plainview, TX** |
| **PHONE** | **806-291-7996 (DO NOT TEXT this number!) Leave a message. Please no calls after 9:00 p.m. Central Time** |
| **E-MAIL ADDRESS** | sarah.fountain@wayland.wbu.edu **(The BEST way to contact her!)** |
| **OFFICE HOURS** | **Available via Skype, by appointment. Skype username: “ACAC0326 Office Hours”** |
| **CATALOG COURSE DESCRIPTION** | Evaluating and simplifying algebraic expressions, solving linear equations in one variable, graphing linear equations, problem solving, exponents and polynomials, introduction to factoring polynomials. Required for students whose score on approved assessment tests is below minimum for entry in MATH 1300 or MATH 1304. Students must have a “C” or better to advance to MATH 1300. |
| **REQUIRED RESOURCE MATERIALS** | MyMathLab Student Access Kit (ISBN10:032119991X, ISBN13: 978-0321199911)Wayland e-mail address |

**OPTIONAL RESOURCE MATERIALS:** *Introductory and Intermediate Algebra through Applications, 3rd Edition;* Akst and Bragg (The complete textbook is available online as part of MyMathLab. **A physical copy of the textbook is optional.**

**PREREQUISITE:** None

**COURSE REQUIREMENTS:** Most evaluations will be in MyMathLab, an online mathematical instructional program. The purchasing of a Student Access code is ESSENTIAL to complete the assignments in this course.

**Student Learning Outcomes:** Upon completion of this course, students actively engaged in learning will be able to:

1. Evaluate and simplify algebraic expressions
2. Employ the basic operations properties to solve linear equations in one variable
3. Demonstrate skills in graphing, slope, and the graphs of linear equations, function notation
4. Demonstrate skills with applications and problem solving with linear equations, formulas and proportion
5. Demonstrate the laws of exponents and basic concepts of polynomials
6. Demonstrate skills in addition, subtraction and multiplication of polynomials
7. Demonstrate skills in factoring polynomials using techniques including greatest common factors, factoring by grouping, factoring trinomials, and difference of squares

# **ATTENDANCE POLICY:** Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner.

1. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor.

2. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.

3. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.

4. Any student who has not actively participated in an online class prior to the census date for any given term is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.

5. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**Course Participation:** For this course, “participation” is defined as completing the online homework assignments, tests, and quizzes outlined under “Weekly Assignments” on Blackboard each week. Most of these will be through the MyMathLab program, but periodically there will be online assignments that will be completed through Blackboard. These will be explained as part of each specific assignment.

**ACADEMIC HONESTY:** University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work). Disciplinary action for academic misconduct is the responsibility of the faculty members assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanctions to any student involved. Penalties may be applied to individual cases of academic dishonesty; see catalog for more information about academic dishonesty.

**DISABLED PERSONS**: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

**EVALUATION: UNIVERSITY GRADING SYSTEM:**

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| A 90-100 Cr CreditB 80-89 NCR No CreditC 70-70 I Incomplete\*D 60-69 W WithdrawalF below 60 WP Withdrew PassingWF Withdrew FailingX No grade givenIP In Progress | A grade of “CR” indicates that credit in semester hours was granted but no grade or grade points were recorded.**\***A grade of incomplete is changed if the work required is completed prior to the date indicated in the official University calendar of the next long term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the **I** is converted to the grade of **F**. An incomplete notation cannot remain on the student’s permanent record and must be replaced by the qualitative grade (A-F) by the date specified in the official University calendar of the next regular term. |

**Course grading criteria:**

**final grade for course will be based on the following**

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| Homework assignments | All assignments averaged to equal 1 test grade |
| Tests (including the comprehensive final) | Averaged for the final grade (Test 1, Test 2, Test 3, Test 4, Comprehensive Final, Homework Average) |
| An average of “C” or better must be achieved to pass this course. |

**LATE ASSIGNMENT POLICY:** All assignments are due on the due date and time listed on Blackboard under “Weekly Assignments.” (All due times are set in the Central Time Zone, so plan accordingly.) Any assignments not completed on time will lose 10% of the value of the missing material for each late day. Late assignments will **NOT** be accepted after 7 days. **Tests and Practice Tests will NOT be accepted late for ANY REASON!**

**TEST WEEKS:** Because of the strict policy for not allowing extensions or late attempts on Tests and Practice Tests, it is YOUR responsibility to make sure that you set aside time enough time during week when the test is available. To allow you to plan ahead, below are the dates when the tests will be available. **UNDER NO CIRCUMSTANCES WILL TESTS BE AVAILABLE EITHER BEFORE OR AFTER THESE DATES!**

 TEST 1: **December 3 - 8**
 TEST 2: **January 7 - 12**

 TEST 3: **January 21 – 26**

 TEST 4: **February 4 – 9**
 FINAL: **February 11 – 16**

**Course Schedule**

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| **Week 1: November 12 - 17**Class orientation, getting to know youPre-Algebra Review:Order of OperationsFactorsFractions, Decimals, and Percents | **Week 2: November 19 – 24**Thanksgiving Break! No Assignments Due! |
| **Week 3: November 26 – December 1**Combining Signed NumbersTranslating, Evaluating, and Simplifying Algebraic Expressions | **Week 4: December 3 – 8**Test Review**Test 1** |
| **Week 5: December 10-15**Solving Linear EquationsIntroduction to Exponents  | **Week 6: December 17 – 22**Christmas Break! No assignments due! |
| **Week 7: December 24 – 29**Christmas Break! No assignments Due! | **Week 8: December 31 – January 5**More Laws of exponentsAdding/subtracting polynomialsMultiplying monomialsMultiplying binomials (FOIL)Special binomial products |
| **Week 8: January 7 – 12**Test Review**Test 2** | **Week 9: January 14 – 19**Greatest Common Factor (GCF)Factoring polynomials by groupingFactoring polynomials whose leading coefficient is 1Factoring polynomials whose leading coefficient is not 1 |
| **Week 10: January 21 – 26**Test Review**Test 3** | **Week 11: Janury 28 – February 2**Introduction to GraphingSlope of a LineGraphing Linear Equations |
| **Week 12: February 4 – 9**Test Review**Test 4** | **Week 13: February 11 – 16** Course Review**FINAL EXAM**(Last day of term: Saturday, February 16) |