Math 039 – Beginning Algebra Online - Syllabus

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Note about e-mail:
You can e-mail me a question any time.
I try to return e-mail within 48 hours, with the exception of weekends; if you e-mail after 3 pm on a Friday, you may not hear back from me until the following Monday.

If you have a personal question, e-mail me directly at BaarsonMonaG@jccmi.edu
When you e-mail, **put MTH039 Online in the subject line followed by your name**.
So, the e-mail will come to me as: **Subject: MAT039 Online Your Name.**

If you need an immediate answer put: **Subject: MAT039 Online Your Name URGENT**

Course Description:

Students will build algebraic skills working with expressions and linear and quadratic equations. The course particularly emphasizes graphs and equations of lines, factoring techniques, methods of solving quadratic equations, and linear and quadratic modeling..

A graphing calculator is required and will be used extensively.

Prerequisite(s): *by Course Placement*

Performance Objectives:

I. Core Course Objectives

1. *Simplify linear expressions and solve linear equations in one variable with applications.*
2. *Algebra of linear equations in two variables in including graphing lines, finding and understanding slope of a line, finding the equation of a line, and solving systems of equations.*
3. *Solve application problems through the use of linear modeling.*
4. *Manipulate polynomial expressions including the use of laws of exponents, arithmetic processes and factoring.*
5. *Solve quadratic equations by factoring and using the quadratic formula; graph quadratic polynomials.*
6. *Solve application problems through the use of quadratic modeling.*
7. *Apply algebra and pre-algebra skills in applications commonly required across the college and in everyday life.*

II. Associate Degree Outcomes

The Board of Trustees has determined that all JCC graduates should develop or enhance certain essential skills while enrolled in the college. All courses at Jackson Community College address one or more institutionally defined Associate Degree Outcomes (ADOs).

MATH 039 addresses two of these **Associate Degree Outcomes** (see below) :

- Demonstrate computational skills and mathematical reasoning. (ADO 3)
- Critical thinking and problem solving (ADO 7)

Associate Degree Outcomes:

Mathematics is required for graduation from Jackson Community College and is a component of general education. General education promotes essential skills and understandings that collectively define the educated person. One aspect of general education is the development of practical skills which is guided by the associate degree outcomes (ADOs).

A graduate from JCC should possess the following skills (associate degree outcomes):

ADO 1: Write clearly, concisely and intelligibly (3 credits)
ADO 2: Speak clearly, concisely and intelligibly
ADO 3: Demonstrate computational skills and mathematical reasoning (3-5 credits)
ADO 4: Demonstrate scientific reasoning (4-5 credits)
ADO 5: Understand human behavior and social systems the principles which govern them, and their implications for the present and future (3-4 credits)
ADO 6: Understand aesthetic experience and artistic creativity (3 credits)
ADO 7: Think critically
ADO 8: Make responsible decisions in personal and professional contexts
ADO 9: Work productively with others, recognizing individual contributions to group success
ADO 10: Understand and respect the diversity and interdependence of the world's peoples and cultures

Materials Needed for the Course

- See the Document: **Course Materials**

Course Topics and Assignments

The topics covered in the course, the assignments and the due dates for Homework, Quizzes, Discussion Forums/Link Analysis Paper, Unit Exams, and Final Exam can be found in the following documents:

- See document: **Math 039 Online Course Calendar by Weeks**

- MyMathLab: **The Course Calendar by Weeks is to be used in conjunction with the due dates found in "MyMathLab" under Do Homework, then Show All. The Course Calendar by Weeks will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in "MyMathLab" under Do Homework, then Show All.**

Grading Procedures

- See document: **Math 039 Online Grading Procedures**
- See document: **Math 039 Online Grading Scale**

Available Help

- **T**utors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 125.

- **S**tudents requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

- See the document: **Getting Help with Math 039 Online**

Late Work Policy

- **Homework** is to be completed on or before the due dates.
  See: **Math 039 Online Class Calendar by Weeks and MyMathLab for due dates.**
- **Quizzes** are to be completed on or before the due dates.
  See: **Math 039 Online Class Calendar by Weeks and MyMathLab for due dates.**
- **Unit Exams** are to be completed on or before the due dates.
  See: **Math 039 Online Class Calendar by Weeks and MyMathLab for due dates.**
- **Midterm Exam and the Final Exam** are to be completed and turned in, at the JCC Testing Lab, on or before the due dates.

  Or, the Midterm Exam and Final Exam are to be completed, mailed to me by US Mail and postmarked on or before the due dates (if you have chosen to take your midterm and final exam at another college testing center or public library).

  See: **Math 039 Online Class Calendar by Weeks and MyMathLab for due dates.**

  Remember that the due dates are completion dates and postmark dates for the Midterm Exam and Final Exam
- **Discussions and Projects: Discussions, Link Analysis Paper and other Project** are to be completed on or before the due dates.
  See: **Math 039 Online Class Calendar by Weeks and MyMathLab for due dates.**

Grading Scale

- See Document: **Math 039 Online Grading Scale**

Class Calendar for Assignments and Due Dates

- See document: **Math 039 Online Class Calendar by Weeks and MyMathLab**
- See MyMathLab: **The Course Calendar by Weeks is to be used in conjunction with the due dates found in "MyMathLab" under Do Homework, then Show All. The Course Calendar by Weeks will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in "MyMathLab" under Do Homework, then Show All.**

Please note that the due dates found in MyMathLab are the official due dates (assignments cannot be turned in past the dates in MyMathLab). The dates on the Course Calendar are dates that assignments should be completed in order to complete the coursework without feeling rushed.

Other General Information

- **Instructional Philosophy:** Education is a self-initiated, active, goal-directed process, leading to a change and/or expansion of the students understanding of and ability to use the subject material. The student is expected to be accountable for the learning process. The instructor should be viewed as a facilitator and resource person to assist in the process.

- **Academic Honesty:** (Excerpt from JCC policy; see instructor for a copy of the complete policy.) Academic Honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' their own, either by plagiarism, by cheating or by helping others to do so. Faculty members who suspect a student of academic dishonesty may penalize the student by…assigning a failing grade for the paper, project, report, exam or the course itself.

- **Audits:** Must be registered during the first week of class. You will not receive a grade or credit for the course.

- **Drop and Withdraw** deadlines are on the ***Academic Calendar website*** found at http://www.jccmi.edu/academics/academic_calendar.htm. If you do not wish to complete the class and receive a grade, because you are not happy with your grade or for any other reason, you must withdraw by this date. The instructor may withdraw any student who does not complete assignments and/or tests in a timely manner. However, **do not assume that I will withdraw you.**

- **Incompletes** will be given only in accordance with JCC policy. (Excerpt from JCC policy; see instructor for a copy of the complete policy.) A student may request an incomplete from the instructor. The incomplete will be granted only if the student can provide documentation that his or her work up to that point is sufficient in quality, but lacking in quantity, due to circumstances beyond the student's control. Furthermore, a written plan for making up the missing work within one semester must be completed by the student. Final determination of whether an incomplete will be given is the instructor's decision.

- **General College Policies:** You should read the policies and procedures of the college as specified in the "Student Handbook".

MAT 039 Online Spring 2016
Course Calendar by Weeks with Assignments and Due Dates

First and foremost, it is extremely important that you understand that this is not a self-paced course! Deadlines must be met in order to receive credit for the assignment. In order to get the complete understanding of the subject matter being presented in this course so that you will be able to progress competently to the course that comes after this, namely College Algebra, it is necessary that you progress through the material in a timely and efficient manner. The material has to be learned in a way that allows you to digest the concepts being taught. Therefore, we will have a Course Calendar by Weeks with Assignments and Due Dates.

The Course Calendar by Weeks is to be used in conjunction with the due dates found in "MyMathLab" under Do Homework, then Show All. The Course Calendar by Weeks will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in "MyMathLab" under Do Homework, then Show All.

On the **Course Calendar by Weeks**, you will find the various types of activities that we will be doing to receive a grade for this course. In order to complete the course, you must complete the requirements in each of the five categories: Homework, Quizzes, Discussion Forums/Link Analysis Paper, Unit Exams, the Midterm and the Final Exam.

You should also refer to the due dates found in **MyMathLab** to help you meet the assignment due dates for the course.

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MAT 039 Online Spring 2016
Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
Week 1		
	Due by May 23	**MyMathLab - Get Signed Up Immediately!!!**
	Due by May 25	**Proctor Selection Form – Quiz in MyMathLab/CourseCompass**
	Due by May 30	**Proctor Selection Form – Fill Out and Send to Instructor**
	Due by July 9	**Midterm Exam**
	Due by July 9	**Link Analysis Paper**
	Due by Aug 6	**Final Exam**
May 23 to	1.1	Variables and Constants
May 28	2.1	Expressions
	2.2	Operations with Fractions
	2.3-2.5	Operations on Real Numbers, Ratios and Percents
	Supp.	Weighted Averages; Unit Analysis
	2.6	Exponents and Order of Operations
May 28 – 30	**Memorial Day Holiday**	**No classes, offices closed May 30**
Week 2		
	Due by May 23	**MyMathLab - Get Signed Up Immediately!!!**
	Due by May 25	**Proctor Selection Form – Quiz in MyMathLab/CourseCompass**
	Due by May 30	**Proctor Selection Form – Fill Out and Send to Instructor**
	Due by July 9	**Midterm Exam**
	Due by July 9	**Link Analysis Paper**
	Due by Aug 6	**Final Exam**
May 29 to	**Review**	***Review for Chapter 2 Exam – Chapters 1.1 and 2***
June 4	**Exam**	***Chapter 2 Exam (MML) - Chapters 1.1 and 2***
	1.2	Scattergrams
	1.3	Exact Linear Relationships
	1.4	Approximate Linear Relationships
	3.1	Graphing Equations of the Form y=mx+b
	3.2	Graphing Linear Models; Unit Analysis
	3.3	Slope of a Line

MAT 039 Online Spring 2016
Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
Week 3		
	Due by July 9	**Midterm Exam**
	Due by July 9	**Link Analysis Paper**
	Due by Aug. 6	**Final Exam**
June 5 to	**Review**	***Review for Chapter 1 Exam – Chapters 1.2, 1.3 and 1.4***
June 11	**Exam**	***Chapter 1 Exam (MML) – Chapters 1.2, 1.3 and 1.4***
	3.4	Using Slope to Graph Linear Equations
	3.5	Rate of Change
	4.1	Commutative, Associative, and Distributive Laws
	4.2	Simplifying Expressions
	4.3	Solving Linear Equations in One Variable
	Review	***Midterm Review – Review Found in MML***
	Exam	***Midterm Exam - Chapters 1, 2, 3, 4 and 5 (see below)***
		Please Note: The Midterm Exam must be taken in a proctored environment. The Midterm Exam is a paper and pencil exam in which all work must be shown to receive full credit. **The Midterm exam must be Postmarked or taken in JCC Testing on or before: Saturday, July 9, 2016**

MAT 039 Online Spring 2016
Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
Week 4		
	Due by July 9	**Midterm Exam**
	Due by July 9	**Link Analysis Paper**
	Due by Aug. 6	**Final Exam**
June 12 to	**Review**	***Review for Chapter 3 Exam***
June 18	**Exam**	***Chapter 3 Exam (MML)***
	4.4	Solving More Linear Equations in One Variable
	4.5	Comparing Expressions and Equations
	4.6	Formulas
	5.1	Graphing Linear Equations
	5.2	Functions
	5.3	Function Notation
	Review	***Midterm Review – Review Found in MML***
	Exam	***Midterm Exam - Chapters 1, 2, 3, 4 and 5 (see below)***
		Please Note: The Midterm Exam must be taken in a proctored environment. The Midterm Exam is a paper and pencil exam in which all work must be shown to receive full credit. **The Midterm exam must be Postmarked or taken in JCC Testing on or before: Saturday, July 9, 2016**

MAT 039 Online Spring 2016
Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
Week 5		
	Due by July 9	**Midterm Exam**
	Due by July 9	**Link Analysis Paper**
	Due by Aug. 6	**Final Exam**
June 19 to	5.4	Finding Linear Equations
June 25	5.5	Finding Equations of Linear Models
	5.6	Using Function Notation with Linear Models to Make Estimations and Predictions
	5.7	Solving Linear Inequalities in One Variable
	Review	***Midterm Review – Review Found in MML***
	Exam	***Midterm Exam - Chapters 1, 2, 3, 4 and 5 (see below)***
		Please Note: The Midterm Exam must be taken in a proctored environment. The Midterm Exam is a paper and pencil exam in which all work must be shown to receive full credit. **The Midterm exam must be Postmarked or taken in JCC Testing on or before: Saturday, July 9, 2016**

MAT 039 Online Spring 2016
Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
Week 6		
	Due by July 9	**Midterm Exam**
	Due by July 9	**Link Analysis Paper**
	Due by Aug. 6	**Final Exam**
June 26 to	**Review**	***Review for Chapter 5 Exam***
July 2	**Exam**	***Chapter 5 Exam (MML)***
	6.1	Using Graphs and Tables to Solve Systems
	6.2-6.3	Using Substitution & Elimination to Solve Systems
	6.4	Using Systems to Model Data
	6.5	Perimeter, Value, Interest, and Mixture Problems
	Review	***Midterm Review – Review Found in MML***
	Exam	***Midterm Exam - Chapters 1, 2, 3, 4 and 5 (see below)***
		Please Note: The Midterm Exam must be taken in a proctored environment. The Midterm Exam is a paper and pencil exam in which all work must be shown to receive full credit. **The Midterm exam must be Postmarked or taken in JCC Testing on or before:** **Saturday, July 9, 2016**

MAT 039 Online Spring 2016
Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
July 2 – 4	**Independence Day Holiday**	**No classes, offices closed July 4**
Week 7		
	Due by July 9	**Midterm Exam**
	Due by July 9	**Link Analysis Paper**
	Due by Aug. 6	**Final Exam**
July 3 to	**Review**	***Review for Chapter 6 Exam***
July 9	**Exam**	***Chapter 6 Exam (MML)***
(MML)	7.1	Adding and Subtracting Polynomial Expressions and Functions
	7.2	Multiplying Polynomial Expressions and Functions
	7.3	Powers of Polynomials; Product of Binomial Conjugates
	7.4	Properties of Exponents
	Review	***Midterm Review – Review Found in MML***
	Exam	***Midterm Exam - Chapters 1, 2, 3, 4 and 5 (see below)***
		Please Note: The Midterm Exam must be taken in a proctored environment. The Midterm Exam is a paper and pencil exam in which all work must be shown to receive full credit. **The Midterm exam must be Postmarked or taken in JCC Testing on or before:** **Saturday, July 9, 2016**

MAT 039 Online Spring 2016
Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
Week 8		
	Due by Aug. 6	**Final Exam**
July 10 to	7.5	Dividing Polynomials: Long Division and Synthetic Division
July 16	**Review**	***Review for Chapter 7 Exam***
	Exam	***Chapter 7 Exam (MML)***
	8.1	Factoring Trinomials of the Form x^2+bx+c and Differences of Two Squares
	8.2	Factoring Out the GCF; Factoring by Grouping
	8.3	Factoring Trinomials of the Form ax^2+bx+c
	8.4	Sums and Differences of Cubes: A Factoring Strategy

Day	Sections	Topics Covered and Assignments To Be Working On
Week 9		
	Due by Aug. 6	**Final Exam**
July 17 to	8.5	Using Factoring to Solve Polynomial Equations
July 23	8.6	Using Factoring to Make Predictions with Quadratic Models
	Review	***Review for Chapter 8 Exam***
	Exam	***Chapter 8 Exam (MML)***
	9.1	Graphing Quadratic Functions in Vertex Form
	9.2	Graphing Quadratic Function in Standard Form
	9.3	Simplifying Radical Expressions
	9.4	Using the Square Root Property to Solve Quadratic Equations
	Review	***Comprehensive Final Exam Review – Review Found in JetNet***
	Exam	***Comprehensive Final Exam (see below)***
		Please Note: The Final Exam must be taken in a proctored environment. The Final Exam is a paper and pencil exam in which all work must be shown to receive full credit. **The Comprehensive Final Exam must be Postmarked or taken in JCC Testing on or before: August 6, 2016**

MAT 039 Online Spring 2016
Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
Week 10		
	Due by Aug. 6	**Final Exam**
July 24 to	9.1	Graphing Quadratic Functions in Vertex Form
July 30	9.2	Graphing Quadratic Function in Standard Form
	9.3	Simplifying Radical Expressions
	9.4	Using the Square Root Property to Solve Quadratic Equations
	9.6	Using the Quadratic Formula to Solve Quadratic Equations
	9.7	Solving Systems of Linear Equations in Three Variables; Finding Quadratic Functions
	9.8	Finding Quadratic Models
	9.9	Modeling with Quadratic Functions
	Review	***Comprehensive Final Exam Review – Review Found in JetNet***
	Exam	***Comprehensive Final Exam (see below)***
		Please Note: The Final Exam must be taken in a proctored environment. The Final Exam is a paper and pencil exam in which all work must be shown to receive full credit. **The Comprehensive Final Exam must be Postmarked or taken in JCC Testing on or before:** **August 6, 2016**

MAT 039 Online Spring 2016
Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
Week 11		
	Due by Aug. 6	**Final Exam**
July 31 to	9.6	Using the Quadratic Formula to Solve Quadratic Equations
Aug 6	9.7	Solving Systems of Linear Equations in Three Variables; Finding Quadratic Functions
	9.8	Finding Quadratic Models
	9.9	Modeling with Quadratic Functions
	Review	***Review for Chapter 9 Exam***
	Exam	***Chapter 9 Exam (MML)***
	Review	***Comprehensive Final Exam Review – Review Found in JetNet***
	Exam	***Comprehensive Final Exam (see below)***
		Please Note: The Final Exam must be taken in a proctored environment. The Final Exam is a paper and pencil exam in which all work must be shown to receive full credit. **The Comprehensive Final Exam must be Postmarked or taken in JCC Testing on or before: August 6, 2016**

Day	Sections	Topics Covered and Assignments To Be Working On
Week 12		
	Review	***Review for Chapter 9 Exam***
	Exam	***Chapter 9 Exam (MML)***
Aug 7 to Aug 15		***Finish up all homework assignments in MML. You may also go back and do more to improve overall scores in both MML homework and MML exams.***
(Aug 15 @ Noon)		***Note: The Last Day of this Class is August 15, 2016 at 11:59 am (or Noon)***