Course Number: Math 0305  
Course Title: Beginning Algebra  
Course Description: Study of rational numbers, expressions, linear and quadratic equations, absolute value equations, polynomials, factoring, rational expressions, rational equations, exponents and graphing linear equations. Lab included.  
Note: May not be used to satisfy the requirements of an associate degree.

Course Credit Hours: 3 Credit Hours  
Lab Hours: 1

Prerequisite: MATH 0302 or equivalent.

College Repeat Policy: Developmental courses may be taken for a combined total of no more than 27 credit hours.

Course Delivery Method: Lecture/Lab. Lab included.

Instructor's Information:

Instructor's Name: George Elizondo  
Office Number: Preston Ridge Campus D-158  
Phone: 972-733-1554

Office Hours: by appointment only
Contact Information: gelizondo@collin.edu.

In case of emergency, contact the Developmental Education office (SCC K102) at (972) 881-5720.

Class Information:

Tues/Thurs 1:00 – 2:15 PM  
Preston Ridge Campus, D-157


Supplies: Textbook, calculator, notebook, pencil and erasure (no pens please). A graphing calculator is required and one of the TI 83 or TI 84-family of calculators is preferred. Calculators with a computer algebra system (CAS) will not be permitted on exams without prior approval from the instructor.

Student Learning Outcomes: After successful completion of this course, a student will be able to:

- Solve a linear equation.
- Identify, graph, and evaluate a function.
- Perform an operation with polynomials or rational expressions.
- Factor a polynomial and solve a quadratic equation by factoring.
- Solve an application problem involving an equation with a polynomial or a rational expression.

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

- Participation in class discussion is strongly encouraged. Be engaged and ask questions to ensure understanding of the material.
- Be courteous to your fellow classmates. Respect their opinions.
- Electronic communication devices must be turned off or silenced before entering the classroom. No text messaging and no open laptop computers are allowed in class. Students may be asked to leave the classroom if in violation of this policy.
- College rules do not permit eating and drinking in the classroom.
Method of Evaluation: Only AD, BD, CD, FD or I (Incomplete) can be awarded in this class. **A grade of DD will never be awarded.**

Grades will be assigned based on four tests, 10 labs, daily homework, attendance, supplementary assignments and a departmental, comprehensive final exam. Your grade will be determined by averaging these grade components based on the scale at right.

Tests: There will be 4 major tests which count 55% of your grade. In addition, a comprehensive final exam counts for 20% of your grade. Completion of the Final Exam is mandatory for all students (NO EXCEPTIONS) in order to successfully complete the course. You must show your work (SYW) to receive maximum test points.

If you miss one test I will replace the missed test grade with your Final Exam grade. If you miss two or more test, the second and subsequent missed test grades will be replaced with a zero. If all tests are taken, I will replace your lowest test grade with the Final Exam grade if it is to your advantage.

Make-up Tests: There will be no makeup tests for this class. Any "special situations" must be discussed **in advance** with the instructor.

Lab Quizzes: There are 10 Lab Quizzes required in this class. The Labs and Lab Quizzes must be completed using MyMathLab Internet-based software. MyMathLab provides two types of lab exercises, Practice Labs and Lab Quizzes. Practice labs may be used as many times as necessary to prepare for the corresponding graded lab and successful completion of each Practice Lab is a requirement for attempting the graded lab. That means you must complete the Practice Lab before you will be allowed to take Quiz Lab. Additionally, you must score 70% or above on the Practice Lab in order to be able to take the Lab Quiz. All labs are due at the beginning of the class on the due day noted in the syllabus. Only ONE attempt is allowed for each Lab Quiz.

Homework: Practice is the hallmark of adult education and the timely, successful completion of homework is essential for developing the skills for success in this and future math classes. All homework will be on-line using MyMathLab and is automatically assigned after the respective sections are covered in class. Homework will be electronically graded by MyMathLab and applied toward your final grade as discussed above.

Attendance Policy: **Good attendance is critical to success in this class. There are no "excused absences." Students are responsible for all material, assignments and announcements from a missed class. If a student has no more than 3 absences, 6 points will be added to the lowest of the 4 test grades (but not the final exam).**

Electronic Devices: With the exception of a calculator, all electronic devices are to be turned off during class, unless an exception is obtained from the instructor in advance. No text messaging and no open laptops in class.

Course Withdrawal Policy: Our goal is for you to successfully complete this course and to be prepared to successfully complete subsequent math 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 (March 12). If you simply stop attending and participating, and do not withdraw from this course, you will most likely receive an FD.**

Religious Holy Days: Please refer to the current Collin Student Handbook.


**ADA Statement**: It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

**Academic Ethics**: The College District 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 as 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, and/or falsifying academic records.

**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, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else’s work for the 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 aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

**Changes**: The instructor reserves the right to make changes to this syllabus during the semester. Changes will be provided in writing during class hours.

**Additional Help**: If you don’t understand a topic, please get help from one or more of the following resources:

1. The **Math Lab** (PRC) D141, 972-377-1639, free, one-on-one (walk in) tutoring, no appointment necessary.
2. The **Access Office** (PRC) F118 (F109 Suite), 972-377-1785, free group tutoring. See Suzanne Chase to complete a tutor request form.
3. The **Review Chapter** in your textbook (Chapter R) offers a review of basic algebra topics.
4. **Graphing Calculator assistance**:
   - TI-83, 84 documents available at [http://students.pearsoned.com](http://students.pearsoned.com)
   - TI-83, 84 Study Skills Seminars
   - Calculator Study Sheets (available from instructor)

**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 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**

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.