



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

BASE BEGINNING ALGEBRA

BASM 0100 L05

Joy Howard

NOTE: This is a 6 week course

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Course Description:

The BASE NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. Semester Hours: 1 (3 hour for MATH 0307)

Prerequisites and/or Corequisites:

Co-Requisite: MATH 0307 L05

TSI scores of 335 or less with an ABE score of 1-4 would indicate the need for these linked courses.

Prerequisite: Recommendation by Advisor or Division Director.

Course Notes and Instructor Recommendations:

Plan ahead for tests...homework and practice test quiz must be done before the test. If they are not completed to the required grade, student will not be able to take the test and receive a zero with no option for make-up. Keeping up with work is essential to passing course.

Notes on Email: Email checked and replied to daily Mon.-Fri. Please send emails from your **student account** and "sign" first and last name and include a subject that includes the topic (absence, homework question, etc.) If you do not receive a response, within 24 hours, feel free to resend the message as it may not have been received. Check that it was sent from student account.

Contacting through MLM: With "Ask Your Instructor", I will automatically receive the problem with your message but will not know what work you have done, so please explain the steps you used to get your answer or specific questions. If you have work, you can send a photo in a separate e-mail.

Instructor Information:

Instructor Name: Joy Howard

MCC E-mail: jhoward@mclennan.edu

Office Phone Number: (254) 299-8812 during office hours or to leave a message

Office Location: Math Building (MWF) 226

Office/Teacher Conference Hours: Mon-Thurs: 9:30-10:10 am

Required Text & Materials (same book as 307...purchase once only)

1. Title: *Beginning & Intermediate Algebra* Author: Elayn Martin-Gay
Edition: 6th edition Publisher: Pearson
ISBN: 9780135374214 \$126 MyLab Math™ Student Access Kit—without the book
Or: ISBN: 9780134194103 \$210 MLM with the textbook:
2. **Access to a computer with high speed internet service**—a phone will not work.
3. 3-ring binder with 4 dividers (Warm-ups, Notes, Handouts, and Tests) OR large spiral notebook with sections for Warm-ups and Notes and Pockets for Handouts and Tests
4. Pencils plus a colored pen/pencil—to grade own work or to underline important info.
5. Scientific calculator (**non-graphing, non-phone**)
6. Graph paper—10 sheets minimum—may be printed from online.
7. MCC ID and Headphones for using computers in Tutoring center or computer lab.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Students will participate in the learning of mathematical concepts by online videos, online activities, taking notes, discussing, peer tutoring, and solving practice problems alone and/or with one or more partners. Participating in class is just one step in understanding the concepts; students will also need to spend time doing online homework using support found in software and seeking out other resources such as Math Lab tutors, youtube videos, etc.

Course Objectives and/or Competencies:

Students successfully completing BASM 100 should be able to:

1. Perform operations with integers.
2. Use appropriate symbolic notation and vocabulary to communicate, interpret, and explain mathematical concepts.
3. Define, represent, and perform operations on real numbers, applying numeric reasoning to investigate and describe quantitative relationships and solve real world problems in a variety of contexts.
4. Use algebraic reasoning to solve problems that require ratios, rates, percentages, and proportions in a variety of contexts using multiple representations.
5. Apply algebraic reasoning to manipulate expressions and equations to solve realworld problems.
6. Use graphs, tables, and technology to analyze, interpret, and compare data sets.
7. Construct and use mathematical models in verbal, algebraic, graphical, and tabular form to solve problems from a variety of contexts and to make predictions and decisions.

Course Grading Information:

This is a Pass or Fail class. If students do not pass MATH 307 (lower than), they will NC for BASM 100. If a student passes 307, they will automatically receive credit for BASM 100. MATH 307 will be based according to the following percentages. The GRADEBOOK for 307 is in MyMathLab.

Online Homework:	15%	Tests (3):	45%
Warm-up Quizzes (4):	10%	Final Exam:	20%
Online Quizzes (5):	10%		

Dropping this class does not count towards your limit of 6 drops. It does affect your completion rate. This class does not count towards your GPA. It does affect your completion rate.

Online Homework:

Students must be enrolled in MyLab Math to be able to complete homework and activities for both linked classes. If not registered for MLM by the Census Date (July 14), the student will be dropped from class. Homework problems can be found by clicking the **ASSIGNMENTS** button. **Instructions for registering are posted in Brightspace.** Students can obtain temporary access if money is unavailable today to buy the access code. EVERY HOMEWORK SECTION MUST BE DONE WITH A MINIMUM GRADE OF 80 TO OPEN QUIZ.

NEED HELP?

IF YOU NEED HELP WITH UNDERSTANDING HOMEWORK:

- USE THE **ASK MY INSTRUCTOR** BUTTON IN **MyLab MATH** TO SEND ME AN E-MAIL. INCLUDE DETAILS OF WHAT YOU NEED CLARIFIED.
- TRY SEARCHING FOR A VIDEO ON THE TOPIC FROM [YOUTUBE.COM](https://www.youtube.com) OR [KHANACADEMY.ORG](https://www.khanacademy.org)
- VISIT A MATH TUTOR **MONDAY-THURSDAY, 7:30 AM-6 PM**; ON CAMPUS IN **SSC ROOM 105** OR ONLINE AT: AST@MCLENNAN.EDU OR **254-299-8500** OR **ZOOM: MCLENNAN.ZOOM.US (MEETING ID: 254 299 8500)**
- CONTACT A **SUCCESS COACH**: [HTTP://WWW.MCLENNAN.EDU/COMPLETION-CENTER/SUCCESS-COACHES](http://www.mclennan.edu/completion-center/success-coaches)

IF YOU HAVE PROBLEMS WITH THE PEARSON WEBSITE :

- TRY USING A DIFFERENT BROWSER OR CLEARING BROWSER HISTORY ON YOU BROWSER
- CONTACT PEARSON CUSTOMER SUPPORT AT **800-677-6337**

IF YOU HAVE PROBLEMS WITH YOUR COMPUTER :

- USE A COMPUTER IN THE ON CAMPUS TUTORING CENTER (**SSC 105**) OR THE LIBRARY
- CALL MCC'S TECHNICAL SUPORT AT **254-299-8077**

Warm-up Quizzes:

Warm-ups will be given at the beginning of each class. On Thursdays other than the first day of class, you will have a warm-up quiz with the identical type of problems as given on warm-ups other days. The lowest grade or one missed quiz will be dropped. No calculators, phones, or smart watches may be used. BASM objectives will be tested on each Warm-up Quiz.

Online Quizzes:

This course has 5 quizzes worth 2% each. The quizzes are under the **ASSIGNMENT** button on MLM.

- **EACH QUIZ NEEDS A MINIMUM GRADE OF 75 BEFORE YOU CAN TAKE THE TEST.**

Unit Tests:

Students will take 2 tests in class and one take-home test. *Work MUST be shown.*

- A scientific, non-graphing, non-phone calculator may be used.
- Notes written on one 3x5 inch card may be used.
- Each test has an online "practice test" quiz. I recommend that these be done more than once.
- If only two of the 3 tests are taken, then the grade of zero for the third test will be replaced by the Final Exam grade.
- If a students leaves the room during the test, then they are finished working on the test and it will be taken up and graded as is.

- ❖ Example: To take Test 1, all homework listed in the Course Outline before Test 1 must be done to a grade of 80 so Practice Test 1 QUIZ will open. That quiz must be passed with grade of 75 to take Test 1.

Final Exam:

The Final Exam is comprehensive and **must be taken by every student wanting to pass this course unless exempt.**

- A scientific (non-graphing, non-phone) calculator may be used along with a notes page provided by the instructor. (A copy is located under HANDOUTS for use during finals prep.)
- The Final Exam will have a two-hour limit.

- ❖ **Final Exam Exemption:**

The Math Department requires a Final Exam of all students. However, students who study hard and **make test attendance a priority** can benefit from an exemption. A student will be exempt from taking the Final Exam if he/she has an A average on Aug 10th at 5 pm finals AND has not been absent for any of the regularly scheduled tests.

Late Work, Attendance, and Make Up Work Policies:

- ❖ **Late work:** **Homework is at 9:30 am, Mondays and before a test.** Students may continue to work on homework assignments after the due date but will incur a 1% per day penalty. Quizzes will not incur a penalty if done or re-done after the due date. However, late homework may result in a zero test grade. All assignments will close on the Tuesday at 9:30 am before the final, except the last online quiz which will close Wed at 9:30 am ...no exceptions.
- ❖ **Attendance:** Regular attendance is required by the college and is beneficial to the learning process. When an absence cannot be avoided, do the missed lessons by using the learning tools available under the Multimedia Library and Lecture Videos in MLM. Attendance will be recorded in Brightspace.

Class begins promptly, so be early and stay until dismissed. With so much material to cover, we almost always need all the scheduled time. Put phone on mute and into bag and leave it there except for mid-class break.

A student may be dropped from this class for:

- Never attended...if student does not attend the first three classes.
- Non-participation...if student doesn't register for MyLab Math before MCC's Census Date
- Non-participation...if student misses 2 tests. Exceptions may be made for an emergency if I am contacted as soon as possible.

- Absences...if student misses class 5 times. If a student is late, leaves early, not participating or is spending time on their phone, then they may be counted absent.
- ❖ **Make-up Work:** MAKE-UP TESTS OR QUIZZES WILL NOT BE GIVEN. The Final Exam grade can replace one missing test grade and the lowest warm-up quiz grade will be dropped. If a student is aware of an absence on a test/quiz date, he/she may ask to take it early.

Student Behavioral Expectations or Conduct Policy:

You are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. You are expected to come to class prepared with necessary supplies AND to participate actively in each class meeting. Having someone else complete your online assignments is cheating and will result in a zero for the work and disciplinary actions.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

COURSE OUTLINE & SCHEDULE BASM 100/MATH 0307:

This is a TENTATIVE schedule of **lessons covered in class and the corresponding homework (HW) sections**. If you are absent, go to MyLab Math and watch my Lecture Videos or use the Multimedia Library button to find power points, animation, videos, and textbook pages for that section so that you **do not fall behind**. Please mark your calendar so that you do not miss a deadline.

Week			Due Dates
1	July 8	Syllabus and Intro 1.3 Fraction Operations	Syllabus Quiz= 100% by July 12
2	July 12-15	1.4 Exponents & Order of Op 1.5/1.6 Add & Sub Real Numbers	HW July 19
		1.7 Multiply & Divide Real Numbers 1.8 Properties of Real Numbers	
		2.1 Simplifying Expressions 2.2 Solving equations (a, b, & c)	
		2.3 More Equations	
3	July 19-22	2.5 Solving Formulas 2.4 Word Problems w/ 1 variable	Ch 2 HW, PT 1 QUIZ, & Test 1 July 21
		2.8 Graphing inequalities (VIDEO) Review for Test 1	
		Test 1 (BASM Obj 1-5, 7; 307 Obj. 1-5) 3.1 Coordinate System	
		3.2 Graphing w/ T-chart 3.3 Graphing intercepts	
4	July 26-29	3.4 Graphing slope 3.5 Graphing w/ $y=mx+b$	HW due July 29 PT 2 QUIZ due Aug 2 Test 2 due Aug 4
		4.1 Graphing systems of equations 4.2 Solve systems w/ substitution	
		4.3 Solving systems w/ elimination 4.5 Word Problems w/ 2 variables	
		3.APP Graphing applications Review for Test 2 Test 2-Take Home: given to those w/ homework and quiz done (BM obj 6, 307 obj 6-8)	
5	Aug 2-5	5.1 Exponent Rules 5.2 Add/Subtract Polynomials	HW Aug 9
		5.3 Multiply Polynomials 5.4 Special Products	
		5.5 Negative Exponents & Sci Not. 5.6 Divide Polynomials	
		5.7 Synthetic Division 6.1 GCF & factoring by grouping 6.2 Factoring Trinomials	
6	Aug 9-11	6.5 Factoring Binomials Review for Test 3	HW, PT3 QUIZ, & Test Aug 10 PF QUIZ Aug 10 @ 11:59 PM
		Test 3 (307 Obj. 9, 10) Review for Final	
		FINAL EXAM	

All information in this syllabus is subject to change. Changes will be posted in MLM Announcements and/or in class.

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.