**COMMUNITY COLLEGE OF PHILADELPHIA**

**TERM: Fall 2018: September 04, 2018 – December 15, 2018**

**COURSE NAME: Elementary Algebra**

**CRN: 40312 FNMT 017 SECTIONS: 024 SYLLABUS**

1. **Instructor Information:**

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| **Instructor:** | **Professor Nandima Turay-Yankoon** |

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| **Class Time:** | **Monday, Wednesday Friday 03:00PM – 04:00PM** |
| **Classroom:** | **Center for Business & Industry C3-11** |

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| **Email:****Number** | **nturayyankoon@ccp.edu****215-751-8199** |
| **Office Hours:** | **Monday, Wednesday, Friday 08:00AM -09:00AM****Monday, Wednesday, Friday 10:20AM - 11:20AM;** **Room M-R-4E** **Best way to contact me: email ; Please include your complete name, course, and section number when emailing** |

1. **Course Title: Elementary Algebra**
2. **The Course:** This basic Algebra course will introduce variables immediately. It covers algebraic expressions; equivalent algebraic expressions; operations on algebraic expressions; linear equations and inequalities in one variable; and factoring. A departmental exam is required with no calculators allowed. Correct mathematical format will be stressed and expected when working all problems, including class work/homework and exams. Topics will be studied in depth with correct language and notation emphasized. Credit will not apply toward graduation, as this is a pre-college level course.
3. **Student Learning Outcomes -** After completing this course, you should be able to:
* Master basic and complex arithmetic operations involving whole numbers, integers, decimals, fractions, percent and ratios
* Solve Linear Equations and Inequalities
* Apply the rules of exponents
* Classify add, subtract, multiply, and divide polynomials
* Determine Greatest Common Factors and Lowest Common Multiple
* Factor polynomials of degree 1 or 2
* Analyze a “real-world” mathematical problem and be able to write the appropriate algebraic equation and apply that equation to solution of the problem.
1. **No calculators will be used in this class:** The use of calculators on tests and quizzes will **NOT** be permitted. It is recommended that you **DO NOT** use calculators outside of classroom when working on assignments. The purpose of assignments outside of class is to prepare you for the tests and quizzes, and this goal can be best achieved if you do not use a calculator. **If you use a calculator (or cell phone) during a test or quiz, the test or quiz will be confiscated and you will receive a zero for the assessment.**
2. **Prerequisite:** “Pass” grade in FNMT 016, or satisfactory score on mathematics placement test.
3. **Credits:** FNMT 017 is a NON-credit developmental course, designed to prepare students for a credited-level mathematics course. As noted in the Catalog, **students do NOT receive credits towards graduation for this course.**
4. **Materials/Textbook:** FNMT 017 Elementary Algebra Sixth Custom Edition for CCP by Marvin L. Bittinger. You must purchase the bundle textbook with **MyLabsPlus Access Code.**

This class relies **heavily** on Computer Based Assignments. Make every effort to have access to a computer, to purchase the required material, to practice using the software, and to complete your homework, quizzes and tests.

* Access Code can be obtained by:
* Purchasing a NEW customized text from the CCP bookstore (MyLabsPlus code is packaged for FREE)
* Purchasing a standalone MyLabsPlus code from the Pearson website using a credit card or Paypal

**Note: Temporary 14-day access is available for students who may be awaiting financial aid or have not yet purchased a book**

**You must have these with you for every class session: paper/notebook/binder + writing utensil to take notes and to do classroom assignments.**

1. **Methods of Instruction:**, Attendance Quiz, Lecture/discussion, question/answer, assigned reading, group work exercises and problems.
2. **Student Learning Activities:** Student participation through class/group work, question/answer, taking notes, reading, studying, and completing practice exercises and homework problems. Several times during the semester, class will meet at a computer room so I can proctor/ individually help students as they work on mylabsplus.
3. **Contacting Instructor:** Please send an email when absent or when making an appointment. When you contact the instructor by e-mail, please include "Math 017-024 in the subject line and sign your e-mail (with your first and last name) so the instructor will know who has written the e-mail.
4. **MyCCP/MyCourses:** As a student in this class, you have access to a website area devoted to this class. Going to MYCCP and selecting MyCourses from the Top Line menu can find it. Select this particular course and you will see links to, among other things, a list of members of this class and an easy way to e-mail them along with your instructor. You will also see a link where files can be stored for your use such as homework assignments, supplementary materials, etc. – anything your instructor chooses to download to this space.

**Your course is: FNMT 017 – 024**

1. **Help available:** You can find help in the Math Learning Lab in room B2-36. **It is highly suggested that students make several visits to the Learning Lab throughout the course.** Students are allowed and recommended to make two tutoring appointments per week in the Learning Lab. Drop-ins are always unlimited, but never guaranteed. Tutoring is done by faculty, staff and peer who have taken many of the courses in which they tutor.
2. **Statement on disability**

In order to receive classroom or testing accommodations, students with disabilities must be registered with the Center on Disability, and must provide their instructors with accommodation forms that have been prepared by a counselor in the Center.

1. **Attendance:**

Each student is required to attend every class meeting on time. Students are responsible for all work missed due to absence. Attendance will be taken at the beginning of each class You are required to attend every class meeting on time. You are responsible for all work missed due to absence. Students who arrive after taking roll or leave the class early are considered to be late. If you are late three times it will be counted as one absence.

 If a student misses class more than once during the first 3 weeks or more than twice during the first 7 weeks, the **attendance will be reported to the college as unsatisfactory**.

**Any student who is absent for the equivalent of 4 classes throughout the summer session, has a possibility to NOT PASS this class no matter what the reasons are.**

1. **Early Alert System:**

Community College of Philadelphia Early Alert System provides faculty the opportunity to assist students by communicating feedback about current academic performance and supplying recommendations beneficial to achieving academic success. At the 20% and 50% reporting periods during the semester, students may be assessed on the following items: attendance, punctuality, meeting assigned deadlines, classroom behavior, classroom participation, and other factors important to your success in this course. Please be sure to check your MyCCP email as Early Alerts are sent through your CCP email account. Should you receive an Early Alert email, be sure to open it and follow the directions to access your student performance report. Follow up on the suggested intervention strategy as soon as possible.

1. **Withdrawal Policy**

The last date to withdraw from this course is 09/25/2018. Please recognize that a withdrawal will count as a “W” on your transcript.

1. **Relevant Websites:**

 <http://www.khanacademy.org>

 <http://faculty.ccp.edu/dept/learn>

1. **Inclement weather:**

In the event of inclement weather there are several ways of determining whether CCP is open. You may listen for CCP's school closing number 238 (for day classes) and 2238 (for evening classes) on KYW radio at 1060 on the AM dial or check KYW's school closing web page at http://www2.kyw1060.com/schools/ or for a price you may call KYW's school closing phone number at 1-900-737-1060.

1. **Methods of Evaluation**:

**Methods of Evaluation:** Grades are based on but not limited to combinations of the following: homework, quizzes, class participation, chapter tests and comprehensive final examination.

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| Type of Assessment | Percent Weight |
| Test 1 | 12 |
| Midterm | 16 |
| Test 2 | 12 |
| Final Exam | 30 |
| Homework | 20 |
| Quizzes | 10 |

1. **Homework/Quizzes:** Homework will be done through MyLabsPlus. Students are responsible for keeping track of the assignments and its’ due dates. Homework can be re-taken unlimited times until due-date to raise score. Students only have to retake questions that were incorrect. **Extended time to do homework after due date is limited with consequences!**

Three quizzes will be assigned on MyLabsPlus during the semester. Students may take quizzes unlimited number of times before its’ due date. The highest score will be counted. It is required that all work must be neatly done and handed to me on the next class day after the on-line due date. **If work is not neatly done, staple and handed in on the next class day after the on-line due date, 50% of your quiz score will be deducted!!**

1. **Test:**
* There will be Two tests.
* I expect you to show all work that you use to get the answer. You will be given partial credit if the work is almost right, but the answer is incorrect.
* If you find that you will be missing an exam**, a make-up exam is at my discretion**. It is your responsibility to make arrangements with me for a make-up exam before the first-class meeting after the scheduled exam date. This can be done by e-mail, phone, or in person. If you do not make the effort to make such arrangements, then you will not be allowed to take a make-up exam.
* Exam questions will be based upon class work and discussions as well as assigned homework.
* For each Test category, there will be an on-line portion which must be done prior to the in-class portion. This portion is worth 25% of your test grade. The other 75% for each test will be taken in class individually.
1. **Midterm Exam** A midterm exam will be given half way through the semester. It will comprise of all the topics subject to be covered by that time. It is worth 16% of your cumulative grade.
2. **Final Exam** will be comprehensive (all topics covered) and given by the department. The requirements along with many examples will be provided prior to the exam.
3. **Grading system.** This course is a 3-credit course that does not apply towards graduation credits with 3 grades possible: pass, made progress, or failure. The final grade will be determined as follows:

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| **Grading Scale:** | **Weighting:** |
| **P (passing)**: **70-100%**You must take a final in order receive a P.   | **70 – 100%**  |
| **MP (making progress, must repeat class)**: **<70% average**You must take a final in order to receive an MP. You must also have completed all course work. You must retake the course and earn a P to pass. | **< 70%** Completed class |
| **F (failure, must repeat class): < 70%**You demonstrated unsatisfactory participation and/or little to no improvement throughout the semester. | **< 70%** Did not take Final |

1. **Appropriate Classroom Behavior/Academic Honesty:**

**Classroom Etiquette:** Cell phones should be set to vibrate during class and should be turned off during exams. Do not answer your phone in class. Do not read the newspaper during class. Do not work on homework for another class during my class. When leaving while a lecture is in progress, be sure to do so discretely. Do not speak with other students while a lecture or exam is in progress. In other words, be attentive and not disruptive.

Cheating: Don’t do it. I have a zero tolerance policy on cheating. This means that if you are caught cheating, you will receive an F for the course and may face disciplinary action from the school.

Attend on time for class. It is distracting to other students when people arrive late.

Do not eat in the classroom.

If you have any personal questions (for example: ‘I was absent last time, can I get my test back’), please come and discuss it with me during a break, after a class, or during my office hours, NOT during the instruction time.

Do not bring children to the classroom.

Note: If you break one of these rules, I will first remind you of it. But if you break the rule again, unfortunately, I will have to ask you to leave the classroom. If I ask you to leave, please leave. You may return the next class, and I will not penalize you further for the earlier infraction.

1. **IMPORTANT INFORMATION**

**Advocate, Collaborate and Empower:**

The Center on Disability (COD) fosters an educational environment that is inclusive of and accessible to the diverse population served by Community College of Philadelphia. It works collaboratively with College constituencies and outside agencies that support individuals with unique or complex learning needs. The Center is an office within the Division of Educational Support Services, which seeks to empower students, faculty and administrators to embrace disability as an integral component of the diversity that exemplifies the College. The Center on Disability is here to assist students with disabilities by connecting you to the resources you need to achieve your educational goals. For more Information, please visit: <http://www.ccp.edu/student-support/center-disability>

**Process for "credit by exam":**

* Complete "credit by exam" form (may be obtained in MSHC Division offices); note the stated fee has been increased.
* Pay for 1 credit hour -- by cash or check, payment may be made at Cashier; -by credit card, can pay online.
* Take form to Cashier to be stamped PAID.
* Bring stamped paid form / ticket to department head, Dr. Dixon, to schedule the test.
* You would be given 2 hours to complete the exam upon providing the stamped form.

If you pass the exam, you will earn credit for the course but no grade.  The credit will not affect your GPA, i.e., the only way to rehabilitate a GPA is by re-taking the course

Notes restrictions: You must be a CCP student; you must be eligible to take the class for which you want credit; you cannot be a concurrent student in that class; this is a one-time opportunity.

**Withdrawal Policy to be included in syllabus**

The last dates to withdraw from your Fall 2018 courses are:

1. September 3rd, 2018 for 7 and 15 Weeks Course (7A, 15A)
2. October 1st, 2018 for 10 Weeks Course (10A)
3. Though you (the student) won’t earn an F if you withdraw, before you decide to withdraw from this course or any other course, think about the following information: The W will be reflected on your transcript permanently.
4. W’s on transcripts may have a negative impact on acceptance into select programs.
5. Transfer institutions may view W’s negatively, and it may go against your application.
6. Your financial aid may be impacted.

Please discuss your options with your instructor or an advisor/counselor before you decide to withdraw from a course.

1. **Fall 2018 OFFICIAL CALENDAR**

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| Date  | Event |
| 09/03/2018 | Labor Day - College Closed |
| 09/04/2018 | Fall 2018 (15A or 7A) term begins |
| 10/22/2018 | Registration begins for continuing students for Spring 2019 |
| 10/22/2018 to 10/24/2018 | Thanksgiving Holiday — College closed |
| 12/08/2018 | Final day of classes for Fall 2018 semester |
| 12/10/2018 to 12/15/2018 | Final examinations, Fall 2018 semester |
| 12/17/2018 | Deadline for faculty submission of grades for Fall 2018 |
| 12/24/2018 to 12/31/2018 | Winter Break — College closed |

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| **Parts** | **Start** | **End** | **Refund** | **Refund** | **Refund** | **Withdraw** | **Incomplete** |
|  |  |  | **100%** | **50%** | **0% After** | **By** | **By** |
| **15 A** | **09/04** | **12/15** | **09/03** | **9/04 – 9/24** | **09/25** | **11/09/18** | **01/21/19\*** |
| **7 A** | **09/04** | **10/16** | **09/03** | **9/04 – 9/11** | **09/12** | **10/05/18** | **11/27/18** |
| **7 B** | **10/23** | **12/11** | **10/22** | **10/23 – 11/01** | **11/02** | **11/28/18** | **01/22/19\*** |

1. **Summary of Course Topics:**

 **Math 017** (**NO CALCULATORS PERMITTED**)

**The following timeline is subject to change to meet student needs**

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| **DATES** | **TOPICS** |
| Week 1  | * 1. Introduction of Algebra
	2. Real Numbers
	3. Addition of Real Numbers
	4. Subtraction of Real Numbers
	5. Multiplication of Real Numbers
	6. Division of Real Numbers
 |
| Week 2 | 1.7 Properties of Real Numbers1.8 Simplifying Expressions Order of OperationsR.5 Exponential Notation - Order of OperationQuiz Chapter 12.1 Solving Equations: Addition Principle2.2 Solving Equations: Multiplication Principle2.3 Using the Principles Together2.4 FormulasR.4 Percent Notation |
| Week 3 | 2.7 Solving Inequalities2.8 Applications and Problem Solving with Inequalities*Review Units 1 and 2 Page 211-212***Test 1: Units 1 and 2**4.1 Integers as Exponents4.2 Exponents and Scientific Notation4.3 Introduction to Polynomials |
| Week 4 | 4.4 Addition and Subtraction of Polynomials4.5 Multiplication of Polynomials4.6 Special Products4.7 Operations with Polynomials in Several Variables4.8 Division of Polynomials*Review Units 1, 2, and 4 Page 381-383**Quiz Chapter 4***Midterm Exam**R.1 Factoring, GCF, and LCM |
| Week 5 | 5.1 Introduction to Factoring5.2 Factoring X2 + bX + c5.3 Factoring aX2 + bX + c (FOIL Method)5.4 Factoring aX2 + bX + c (ac-Method)5.5 Factoring Trinomials Squares and Differences of Squares*Quiz Chapter 5* |
| Week 6 | *Review Units 1, 2, 4, and 5 Pages 463-464***Test 2: Units 4, and 5**Departmental Final Review |
| Week 7 | Review for Departmental Final**Final Exam: Date to be confirmed** |
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