MATH 60: ELEMENTARY ALGEBRA

Instructor: Ford, Diane
Course: MATH 60: Elementary Algebra (20295 LEC) Enrl/Grd
Meetings: MTuWTh 11:00 am-12:50 pm Room: CB103
Phone: (562) 860-2451 ext 4500
E-mail address: dford@cerritos.edu
Web page: http://web.cerritos.edu/dford

OFFICE: PST-217
DESIGNATED OFFICE HOURS: Mondays, 1-2pm, Aug. 15, 22, 29.Sep. 12, 19, 26, Oct. 3, 10
Additional Office Hours by appointment.

Prerequisite: Math 40 or equivalent with a grade of Credit or "C" or higher or a satisfactory completion of the Math Placement Process.

NOTE to Students having trouble with enrollment:
Make sure there are no holds on your records via your mycerritos account before attempting to add a class. Also, students may repeat a course in which a substandard grade (D or F) or "W" has been received ONLY ONE time without filing a petition. Prior to a second repeat (third enrollment) of a course, students must file a petition at the Admissions Office with, and receive permission from, the Academic Records and Standards Committee. See Cerritos Community College District Procedure. Petitions must be filed by the first week of class.

Course Coverage: This course is the first course in algebra. Topics included are: real numbers, polynomials, rational expressions, first-degree equations and inequalities, graphs of equations, linear systems of equations, exponents and radicals, and quadratic equations.

Student Learning Outcome: A student successfully completing Math 60 will be able to create, analyze and interpret linear models of real world applications.

REQUIRED MATERIALS
- Access code to MyMathLab.com (You will need access to the internet and preferably use of Mozilla Firefox for your browser). Computers are available for use at the Success Center in LC-137 and of course your local library. See Student Registration Instructions at the end of the syllabus.
- Scientific Calculator (Though not required, a graphing calculator such as TI 83, TI 84, or TI 84 C is strongly recommended), ruler, graph paper, paper, pencils, pens, folders, 3-ring notebook, textbook. You may not use a cell phone as a calculator.

Math 60 Course Grading System:
The grading of this class is based on a percentage system, which is made up of these components:
1) MyPearsonLab Assignments (10%) – Each Chapter has related homework to be done using mypearsonlab.com and must be completed by the assigned due dates

2) Workshops/DLAs (5%): You will be required to participate in at least (3) workshops or 3 structured study groups working 3 DLAs (Directed Learning Assessments) that you can do at any point in the semester. A workshop is a mini-lecture with up to 15 students that covers one topic. All workshops last 50-55 minutes. To sign up for a workshop, you must go to the MLC (located in the LC) and ask a tutor for help to sign up for a workshop. All workshops take place in LC-137. A DLA is a worksheet that you complete in a study group that covers one topic. To do a DLA, you can go to the MLC anytime during their hours and ask a tutor for a DLA. You must complete the DLA in the MLC, you cannot take it home with you to complete. After you are done with the DLA, ask a tutor to go over it with you.
Available Workshops:

WORKSHOP Week #1: Utilizing the Success Center/ Problem Solving I
WORKSHOP Week #2: SYSTEMS OF EQUATIONS
WORKSHOP Week #3: Graphing Equations of Lines
WORKSHOP Week #4: PROBLEM SOLVING II
WORKSHOP Week #5: POLYNOMIALS / FACTORING
WORKSHOP Week #6 FACTORING II
WORKSHOP Week #7: EXPRESSIONS VS EQUATIONS / RATIONALS
WORKSHOP Week #8: ROOTS / QUADRATICS

Available DLAs for Math 60:

<table>
<thead>
<tr>
<th>M101.1 Linear Model Applications</th>
<th>M102.1 Scientific Notation</th>
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<tbody>
<tr>
<td>M103.1 Word Problems (Investments)</td>
<td>M104.1 Word Problems (Mixtures)</td>
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<tr>
<td>M105.1 Word Problems (Coin)</td>
<td>M106.1 Word Problems (Translation)</td>
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<tr>
<td>M107.1 Word Problems: Uniform Motion</td>
<td>M108.1 Solving Linear Equations</td>
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<tr>
<td>M109.1 Quadratic Formula</td>
<td>M110.1 Translating Algebraic Equations</td>
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<tr>
<td>M111.1 Transformations Using Parent Graphs</td>
<td>M112.1 Factoring Up to Four Terms, With or Without a Greatest Common Factor</td>
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<tr>
<td>M113.1 Factoring: 3 Terms (ac Method)</td>
<td>M114.1 Factoring: Two Terms</td>
</tr>
<tr>
<td>M115.1 Factoring: 3 Terms (Guess and Check, a=1)</td>
<td>M116.1 Factoring: 3 Terms (Guess and Check, a does not equal 1)</td>
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<tr>
<td>M401.1 Pythagorean Theorem</td>
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2) QUIZZES (10%): We will have a quiz for each chapter on problems similar to the homework. Dates of quizzes are noted in the class schedule. You will have 15 minutes at the beginning of class to complete this quiz, so BE ON TIME! They will be graded in class. ALL WORK MUST BE SHOWN for full credit. There are no makeup quizzes, however, the lowest quiz grade will be dropped. Quizzes will count for 10% of the total grade.

3) EXAMS (50%): Exams (not including the final) will be worth 50% of your grade. There will be 4 exams covering 2 chapters each. The lowest exam score will be dropped. Each exam will have a Take-Home portion which will be DUE ON EXAM DAY. If you are going to be absent on the day of an exam, YOU MUST NOTIFY the instructor that SAME DAY by e-mail (dford@cerritos.edu) or phone (562)860-2451 x4500 by 8am to schedule a makeup exam to be taken on a non-class day. NO MAKEUP EXAMS will be given if the professor is NOT NOTIFIED on the day of the exam.

4) FINAL EXAM (25%): Final Exam will be cover all subjects in the class and is worth 25% of the grade. Final Exam will be on the last day of class at the normal class time on October 13.

<table>
<thead>
<tr>
<th>Grading Components</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>MyPearsonLab Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Workshops/DLAs</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Best 3 of 4 Exams:</td>
<td>50%</td>
</tr>
<tr>
<td>FINAL EXAM</td>
<td>25%</td>
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<tr>
<td>TOTAL</td>
<td>100%</td>
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</table>
Course Grading Standards:
A final letter grade is to be awarded to each enrolled student in accordance with the grading system shown below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent of Total Points</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>A</td>
<td>89 – 100%</td>
<td>890 – 1000</td>
</tr>
<tr>
<td>B</td>
<td>79 – 88.9%</td>
<td>790 – 889</td>
</tr>
<tr>
<td>C</td>
<td>69 – 78.9%</td>
<td>690 – 789</td>
</tr>
<tr>
<td>D</td>
<td>59 – 68.9%</td>
<td>600 – 689</td>
</tr>
<tr>
<td>F</td>
<td>Below 59%</td>
<td>&lt; 590</td>
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Attendance Policy:
It is the responsibility of students to attend classes regularly and apply themselves to the college studies in which they are enrolled. When students have been absent due to illness, they should report to the instructor to explain the absence. When the hours of absence exceed more than 10% of the total class course during the semester, the student is considered to be excessively absent and is subject to exclusion from class. For example, a 4-unit has 72 hours of instruction. 10% of that is 7.2 hours. Each class is 2 hours long, so this equates to missing no more than 4 class periods.

Examination Make-Up Policy:
Since responsible behavior – including daily class attendance is expected of all Cerritos College students, absence from a scheduled examination is considered to be an extremely serious matter. If you are physically unable to attend school the on the day of the exam, you must call my voice mail, or e-mail me BEFORE the exam starts, in order to schedule a make-up exam (to be taken in the Testing Center at LC-111, your ID is required). Make-up exams must be taken before the next scheduled class period after the original exam (e.g., a test originally scheduled for Tuesday, Oct. 12 must be made-up by Thursday, Oct. 14). There are no make-ups for quizzes. NO MAKEUP EXAMS will be given if the professor is NOT NOTIFIED by the day of the exam.

Academic Integrity Policy:
Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievement and seek to establish an unfair advantage over their fellow students. The academic standards at Cerritos College are based on a pursuit of knowledge and assume a high level of integrity in every one of its members. The Academic Integrity Policy is designed to foster a fair and impartial set of standards upon which academic dishonesty will be judged. All students are required to read, understand, and adhere to these standards, which define and specify the following mandatory sanctions for such dishonest acts as copying, plagiarism, lying, unauthorized collaboration, alteration of records, bribery, and misrepresentation for the purpose of enhancing one’s academic standing.

The first recorded offense will result in the student receiving zero (0) credit for the entire paper, exam, quiz, lab, homework assignment, or other graded activity in which the incident of academic dishonesty occurred. No partial credit may be given. Where the incident involved a graded assignment normally subject to a “drop” option, the student my not exercise that option.

The second recorded offense will result in the student receiving a failing grade for the course in which the second offense occurs.

How to do well in this course:
- SHOW UP, TAKE NOTES, DO YOUR HOMEWORK, and WRITE DOWN EVERY STEP. KEEP UP with the assignment schedule.
- CHECK YOUR WORK to make sure you did not make any calculation mistakes. Look to see if your answer looks REASONABLE.
- Even if you don’t know what to do, at least write down what you think needs to be done and why you are stuck.
- See your instructor during her office hours for additional explanation.
- Walk-in math tutoring
  If you are enrolled in any math course at Cerritos College, you may receive FREE math on a walk-in basis at the Academic Support Center (Learning Resource Center (LC-166), lower level).
To register for Math 60 Beginning Algebra (Instructor: D. Ford) - 20295:

2. Under Register, select Student.
3. Confirm you have the information needed, then select OK! Register now.
4. Enter your instructor’s course ID: ford95752, and Continue.
5. Enter your existing Pearson account username and password to Sign In.
   You have an account if you have used a Pearson product, for example: MyMathLab, MyiTLab, MyPsychLab, MySpanishLab or Mastering, such as MasteringBiology.
   ➤ If you don’t have an account, select Create and complete the required fields.
6. Select an access option.
   ➤ Use the access code that came with your textbook or that you purchased separately from the bookstore.
   ➤ Buy access using a credit card or PayPal account.
   ➤ If available, get 14 days temporary access. (The link is near the bottom of the screen.)
7. From the confirmation page, select Go To My Courses.
8. On the My Courses page, select the course tile Math 60 Beginning Algebra (Instructor: D. Ford) - 20295 to start your work.

To sign in later:

2. Select Sign In.
3. Enter your Pearson account username and password, and Sign In.
4. Select the course tile Math 60 Beginning Algebra (Instructor: D. Ford) - 20295 to start your work.

To upgrade temporary access to full access:

2. Select Sign In.
3. Enter your Pearson account username and password, and Sign In.
4. Select Upgrade access from the course tile Math 60 Beginning Algebra (Instructor: D. Ford) - 20295.
5. Enter an access code or purchase access with a credit card or PayPal account.

For a registration overview, go to www.pearsonmylabandmastering.com/students/get-registered. Scroll down to Need a little help? and select a video.