MTH 030 Elementary Algebra Lab Sections

COURSE OVERVIEW:
This lab course is for students who have not taken a full year of algebra in high school or who need to review elementary algebra. This course will help you understand the appropriate techniques so that these skills can be applied to a more abstract setting in algebra. To prepare to take higher-level math courses, you will be developing strategies for solving problems, not just practicing the manipulation of numbers.

The interactive courseware (MyMathLab) delivered via the computer is used for instruction, homework, quizzes, practice tests, and tests.

- You must take an active role in your own instruction to be successful in this course.
- You are responsible for learning the material and for getting help if you are having difficulties.
- Your instructor and educational assistants are here to help you master the material.
- In addition to working during class, you will need to put in a lot of work outside of class.

REQUIRED MATERIALS:
- Elementary Algebra Lecture Notes must be purchased at the Meramec bookstore (shrink-wrapped)

COURSE CONTENT:

<table>
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<tr>
<th>Test</th>
<th>Textbook Sections</th>
<th>Topics</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1.3, 1.4, 1.6, 1.7, 1.8, 2.1, 2.2, 2.3, 2.8</td>
<td>Real Number Review, Expressions, Equations, Inequalities</td>
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<tr>
<td>2</td>
<td>2.4, 2.5, 2.6, 2.7, 7.6, 3.6</td>
<td>Problem solving, Proportions, Function Notation</td>
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<tr>
<td>3</td>
<td>3.1, 3.2, 3.3, 3.4, 3.5, 3.6</td>
<td>Graphing lines, Slope, Functions</td>
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<tr>
<td>4</td>
<td>3.5, 9.4, 4.1, 4.2, 4.3, 4.5</td>
<td>Equations of Lines, Graphs of Linear Inequalities, Solving Systems of Equations</td>
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<tr>
<td>5</td>
<td>5.1, 5.5, 5.2, 5.3, 5.4, 5.6</td>
<td>Exponents, Polynomials</td>
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<tr>
<td>6</td>
<td>6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7</td>
<td>Factoring, Solving Quadratic Equations</td>
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<tr>
<td></td>
<td>Comprehensive Final Exam (2 parts)</td>
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WORKING AT HOME:
You must work on math outside of class - if you only work in class you will not be able to stay on schedule. We will provide you with a calendar containing due dates for tests. Refer to MyMathLab for due dates on homework and quizzes. To work on the MyMathLab coursework at home:
- Open your Internet browser and go to: www.MyMathLab.com
- Log in

TROUBLESHOOTING:
If you have difficulty getting the software to work you can:
- Try a different web browser – like Firefox or Chrome.
- Run a browser check by going to: http://tinyurl.com/mmlcheck
- Call technical support at 1-800-677-6337 during the following hours Mon-Fri: 12pm-8pm.
- You can also go to http://www.mymathlab.com/contactus_stu.html for answers to FAQ, live chat, or email support.
- Note that portions of MyMathLab do NOT work with tablets or smartphones including iPads, iPhones, android phones, kindles, etc.
**FOR EACH TEST:**
In order to take each of the six tests you will work on:
- Videos, Lecture Notes, and Homework - can be done in class and at home
- Quizzes - can be done in class and at home
- Practice Test (optional per instructor) - can be done in class and at home
- Test - must be done during your scheduled class time.

<table>
<thead>
<tr>
<th>Component</th>
<th>What you do</th>
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<tbody>
<tr>
<td>Videos</td>
<td>Each section has a video found in MyMathLab. Select a lesson, and watch the video. The Lecture Notes have spaces to be completed as you watch the video. Complete the lecture notes as you view the video. Copy examples as you go. <strong>Your Lecture Notes will be graded.</strong></td>
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<tr>
<td>Lecture Notes</td>
<td>Work homework problems on MyMathLab. You should practice until you are proficient. Your textbook can supplement the video. If you need more practice than you find on MyMathLab, more problems can be found in the textbook.</td>
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<tr>
<td>Homework</td>
<td><strong>You must watch videos and complete the lecture notes before working on homework.</strong></td>
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<tr>
<td>Textbook (do these in class and at home)</td>
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<tr>
<td>Quiz (do this in class and at home)</td>
<td>Select the quiz for the lesson. Work each exercise carefully. You have 4 attempts per quiz. Quizzes are completed without help features; however, help features are available while reviewing.</td>
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<tr>
<td>Practice Test (optional per instructor)</td>
<td>When you have watched the videos, completed the lecture notes, completed the homework, and completed the quizzes, select and complete the practice test. The Practice Test is also done without help features. For your benefit, if you do not score at least 80%, work more homework problems and then retake the Practice Test. You can also review your quizzes through the Grades menu or, seek help from our tutors, E.A.s, or your instructor.</td>
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<tr>
<td>Test (Must be taken during class)</td>
<td>You must take the Test on the scheduled day (or earlier). In order to be prepared for the Test, it should be taken after you have done all of the following: (1) watched the Video Lectures (2) completed the appropriate entries in the Lecture Notes (3) completed the homework (4) completed the quiz (5) completed the practice test</td>
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ATTENDANCE:
Attendance is mandatory and may count toward your grade. The college catalog defines excessive absences to be more than the number of class meetings in two weeks. Students missing more than two weeks of classes will be at risk of failing the course at the instructor’s discretion. Students with situations that affect their attendance should be sure to discuss them with their instructor.

EXPECTATIONS:

- Students must complete all 6 tests and both parts of the final exam in order to finish the course.

- Students are expected to attend class every day and work, on average, 6 hours per week outside of the scheduled class, to achieve mastery of the material. This preparation may include working in the Math Center, working at home, and working in the Textbook to practice skills.

- Only scientific calculators are allowed. The instructor reserves the right to disallow any device being used as a calculator.

- You are expected to bring pen and paper to each class.

- Please, no pencils, drinks, or food at the computer stations.

- All electronic devices, especially cell phones, must be silenced and out of sight.

WITHDRAWAL:
You may withdraw any time before 75% of the semester is completed and receive the grade of W. Withdrawal from a class must be done in person at the Registrar’s Office—see calendar for date deadline. If you stop attending classes and do not withdraw, you will earn an F.

FINISHING EARLY:
You may finish this course as soon as you are able. If you complete this course within the first ten (10) weeks of a regular semester, with a final grade of A or B, you may enroll, pay for, and begin working in the next course of the sequence. Enrollment in the next course must be completed by 4 pm on Friday of the tenth week. See your instructor for details.

GETTING HELP:
If you have difficulty with the coursework, see your instructor immediately. If you need additional help, the Mathematics Department supports professional tutors at three locations, on a free and drop-in basis: on the Meramec campus in CN 102 and SW 211, and at the South County Education and University Center (SCEUC). Check each location for specific hours of operation.
MATHEMATICS DEPARTMENT POLICIES

ACCESS OFFICE:
The College's Access Office guides, counsels, and assists students with disabilities. If you receive services through the Access office and need special arrangements (seating closer to the front of the class, a note-taker, extended time for testing, or other approved accommodation), please make an appointment with your instructor during the first week of classes to discuss these needs. Any information you share will be held in strict confidence, unless you give the instructor permission to do otherwise. Students enrolled in MTH 020, whose accommodations include the use of a calculator, will be provided a basic four-function calculator for use on tests and in the Math Center.

DISRUPTIVE BEHAVIOR:
Behavior that is disruptive to the instructor or students is contrary to quality education. If the instructor determines that an individual student's verbal or nonverbal behavior is hampering another student's ability to understand or concentrate on the class material, the instructor will speak with that student in an effort to rectify the problem behavior. If the behavior continues after this discussion, the instructor will have the disruptive student leave the class. Permission to return to class may be dependent upon assurances that the student has met with some responsible individual about the problem: the mathematics department chair, a counselor, the Vice President of Student Affairs, etc.

CHEATING AND/OR PLAGIARISM:
An instructor who has evidence that a student may have cheated or plagiarized an assignment or test should confer with the student. The student may then be asked to present evidence (sources, first draft, notes, etc.) that the work is his own. If the instructor determines that cheating or plagiarism has occurred, he/she may assign a failing grade to the test, the assignment, or the course, as he/she sees fit.

Note: Not all possible situations can be covered by one policy. If you feel you have exceptional circumstances that merit waiver of any of these policies, please inform your instructor as soon as possible. This information is subject to change at any time. This document, along with the course calendar, practice tests, and practice final, can be found at http://users.stlcc.edu/departments/mcmath/MathCenter/mcdocs.htm