Welcome to NCBM 0224 – Support for Math 1324

Semester Syllabus

Delete these instructions after following them: Instructors must make the following customizations:

- Change all highlighted text and remove highlights. Text highlighted in yellow should be customized; text highlighted in green is instructions that should be followed and then deleted.
- It is impossible to arrange the vertical spacing correctly on the master syllabus, as each instructor will be adding and deleting items. Consider starting each of the Level 1 Headings (The Basics, Course Calendar, Getting Help, Grades, Course Content, and The Details) at the top of a new page.
- In order to make the document accessible to screen readers, the master syllabus uses styles for text. The 6 styles in use are Title, Subtitle, Heading 1, Heading 2, Normal, and hyperlink. If you would like to customize these styles with different fonts or formatting, please do so using Styles. Right click on the style you want to change and choose Modify.
- Please do not add tables without following accessibility procedures. Previous syllabi that contained critical information on the first page without a table do not meet accessibility requirements.

THE BASICS

About Your Instructor

Name: Insert info here

The best way to reach me is: Insert info here

Phone number: Insert info here

Email: Insert info here

Office location (and/or link if appropriate): Insert info here

Office hours: Insert info here

To schedule a conference outside of office hours: Insert info here

About Your Course

Instructional Methodology: **Delete these instructions after following them**: Choose the correct option and **delete the other options**

Classroom Section: This course is taught in the classroom primarily as a lecture/discussion course.

DLS—Synchronous Virtual Class Meetings Required: Instruction is fully online with required online meetings during the specified days and times listed.

ONL—Online: Instruction and testing are fully online without required class times.

HYC—Hybrid Classroom: Instruction is mostly on-campus with remaining instruction online.

Synonym: Insert info here **Section:** Insert info here

Meeting location: Insert info here **Meeting times:** Insert info here

Prerequisites: MATD 0370 with a C or higher or appropriate score on the TSI Mathematics Assessment. Corequisite(s): MATH 1324.

Paired Course Policy: This is a paired course. Students who withdraw from NCBM 0224 will automatically be withdrawn from MATH 1324.

Required Materials

The materials provided by First Day Access for MATH 1324 Math for Business & Economics will also be used for this course. Check with your instructor to see if MyLab Math is required in NCBM 0224. If MLM is required in NCBM 0224, then you will need to register for MLM in the NCBM 0224 Blackboard course AFTER you have already registered for MLM in the MATH 1324 Blackboard course.

Calculator: You will need a scientific calculator that handles exponents, logarithms and simple probability and statistics. Your instructor will determine the extent of calculator use in your class section.

Other Technology: **Delete these instructions after following them**: Delete webcam info if it does not apply; add any other needed technology. Access to a webcam and microphone are required for this course. Eligible students can check out required technology at https://www.austincc.edu/students/student-technology-services.

Course Calendar

Calendar

See your MATH 1324 syllabus for the schedule. NCBM 0224 will follow the same schedule.

Important Dates

Last day to withdraw: Insert date here
Holidays: Insert ACC holidays for current semester

(Please note these are the **ONLY** holidays this semester.)

Making Time to Learn

We learn math by thinking about and working on mathematical problems, which takes time. Practice is crucial in a math course. To ensure that you have adequate time, set aside 8-12 hours per week outside of class time to practice and study for this course. Ask for help immediately when something isn't clear.

Getting Help

ACC provides several free resources for students who need help; descriptions and links are below:

Office hours: Another name for office hours is "student hours." This is the time your instructor has set aside to answer student questions, so feel free to drop by if you have questions. Office hours may be virtual or on campus; see information above.

Instructional Associates: Instructional Associates specific to the course you are taking are available for tutoring. To make an appointment, go to https://sites.google.com/a/austincc.edu/math-students/meet/list and then click on your course.

Learning Labs: The ACC Learning Labs provide tutoring in math and other subjects. To schedule an appointment, go to https://www.austincc.edu/students/learning-lab. This site includes information about in person and virtual tutoring options.

Academic Coaching: Academic coaches offer extra support to students with study strategies; they want to help you learn to be an active participant in your own learning process. For more information or to make an appointment with an academic coach, go to https://www.austincc.edu/students/academic-coaching.

ACC Student Services: Services are offered in many areas, including Academic, Financial, Personal, and Technology Support. For more information, go to https://www.austincc.edu/student-support.

GRADES

Delete these instructions after following them: Grading criteria must be clearly explained in the syllabus. The criteria should specify the number of exams and other graded material (homework, assignments, projects, etc.). **Instructors must include where students can access their grades.** Instructors should discuss the format and administration of exams. Guidelines for other graded materials, such as homework or projects, should also be included in the syllabus. An example is given below; you should modify it to fit your course.

Grade Components

Exit Exam: 50%

Homework/Quizzes: 25%

Attendance/Participation: 25%

Grading Scale

A: 90 - 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: < 60

Where can I find my grades?

Grades will be posted in Blackboard.

What will we do in this class?

Exit Exam: Students will take an exit exam after completing the prerequisite material in chapter 2, sections 3.1, 3.2, 4.1, 5.1, and 5.2. Students will have one attempt to pass the exit exam. Review for the exit exam will be provided. Students can substitute their final grade in MATH 1324 for the exit exam grade. Students receiving a 70% or higher in this course and a 60% or higher on the exit exam is a requirement for passing this course. Students who do not meet these percentages will earn either a D or F in NCBM 0224.

TSI Completeness: Students who earn a C or higher in NCBM 0224 will be considered TSI complete in mathematics.

Homework/Quizzes: **Delete these instructions after following them**: [YOUR POLICY GOES HERE] Specify how written work will be evaluated – collected and graded or evaluated with an in-class quiz. If you are using MyLab Math for homework, indicate that here. You may only require MyLab Math if the paired Math 1324 course requires MyLab Math, and you will still need to evaluate written work in some form (like a weekly in-class quiz).

Attendance/Participation: Regular and punctual support class attendance is expected of all students. Students are required to be present for the entirety of the scheduled class time. Additionally, attendance and participation make up a large portion of your overall grade in the course (25%). Students with excessive absences in MATH 1324 and NCBM 0224 may be withdrawn from the course.

Why use Group Activities in NCBM 0224? Students process information in different ways and at different rates. Group learning can provide students with time to think in depth about questions, form better connections between concepts, and practice writing meaningful responses. In-class activities allow students to practice these skills before they are expected to do it on their own on an assignment. The more effort and thought put into the activities, the more you will learn and be prepared for what is expected on future assignments and exams.

Expectations

- Attend all classes
- Arrive on time to class and stay for the duration of class
- Participate during class time and spend time outside of class working on homework
- Refrain from any inappropriate use of cell phones or other technology during class

What happens if I miss something?

Dropped Grade Policy: Insert info here

Late Work Policy: Insert info here

Missed Exam Policy: Insert info here

Attendance/Participation Policy:

Course Content

Course Description

Credit Hours: 2, **Contact Hours:** 2

NCBM 0224 – Support for Math for Business and Economics (2-2-0). This course is designed to support students concurrently enrolled in MATH 1324 by providing additional focus on MATH 1324 topics and just-in-time review of prerequisite topics, as needed. Topics include review of properties of real numbers, functions, algebra of functions, inequalities, polynomials and factoring, rational expressions and equations, radical expressions and equations, quadratic functions and their graphs, solving quadratic equations, and exponential functions.

Course Rationale

This course is intended to provide support for students who are taking MATH 1324. It should be taken along with MATH 1324 and is required for students who do not meet the prerequisites to take MATH 1324 as a stand-alone course. Upon completion of NCBM 0224 with a C or higher (with concurrent enrollment in MATH 1324), a student will be considered TSI complete in mathematics.

Student Learning Outcomes

Upon successful completion of the course, a student should be able to:

1. Demonstrate understanding and knowledge of properties of functions, which include evaluation, domain and range, related equations, and basic operations.
2. Simplify, factor, and perform basic operations on algebraic expressions, including polynomials, rational and radical expressions, and complex fractions.
3. Solve linear, rational, and quadratic equations by symbolic methods, and solve linear inequalities.
4. Appropriately use forms and formulas, including quadratic formula, vertex formula, slope-intercept form, and point-slope form.
5. Graph linear, quadratic, absolute value, and square root functions, and graphically solve equations, including systems.
6. Solve application problems using linear and quadratic models, and 2x2 systems of linear equations.

The Details

[Delete these instructions after following them: Remove the following two paragraphs if your class is not online]

Distance Education Information: This class is fully online. Successful online students actively participate in class on a regular basis just like in an on-campus class and avoid putting off classwork until the last minute. This includes reading assignments, taking quizzes and tests, and any other activities assigned by your professor. You will need to stay motivated and routinely log in to your classes in order to keep on top of your assignments.

Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration. Students are encouraged to read ACC Distance Education General Information available at https://online.austincc.edu/faq/.

First Day Access: To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day™. You can easily access the required materials for this course through Blackboard, at a discounted price, and benefit from single sign-on access. Austin Community College includes the discounted price as a course fee in your registration fees for this course.

It is NOT recommended that you Opt Out, as these materials are required to complete the course. You can choose to Opt Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. See your course in Blackboard for details.

Importance of Completing Developmental Course Requirements: The first steps to achieving any college academic goal are completing developmental course requirements and TSI requirements. The first priority for students who are required to take developmental courses must be the developmental courses. TSI rules state that students are allowed to take college credit courses, if they are fulfilling their developmental requirements. Because successful completion of developmental courses is so important, ACC will intervene with any student who is not successfully completing developmental requirements. This intervention can mean a hold on records, requiring developmental lab classes, working with the Instructional Associate, and monitoring during the semester.

Withdrawal Policy: It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall 2002 may be charged a higher tuition rate for that course. State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Reinstatement Policy: Students who withdrew or were withdrawn will not be reinstated unless they have completed all coursework, projects, and exams necessary to place them at the same level of course completion as the rest of the class. Reinstatement is up to the instructor's approval.

Incomplete Grade Policy: Incomplete grades (I) will be given only in very rare circumstances. Generally, to receive a grade of "I", a student must be up to date on coursework and have a passing grade, and after the last date to withdraw, have a legitimate reason that prevents course completion. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Communication with Your Instructor: All e-mail communication to students will be sent solely to the student's ACCmail account or math software if applicable, with the expectation that such communications will be read in a timely fashion. Likewise, students should use their ACCmail account or math software when communicating with instructors. Instructors will respond to student emails within 3 business days, if no response has been received by the student at the end of that time, then the student should send a reminder to the instructor.

Name Change Information: If you want to change how your name appears online at ACC, go to https://www.austincc.edu/admissions/update-student-information/chosen-name.

General College Policies: Policies that apply to all courses at ACC can be found here:

https://offices.austincc.edu/institutional-effectiveness-and-grant-development/master-syllabi-college-policies/