

Math 097 – Basic Algebra Skills

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Prerequisite: Math 095 or appropriate score on the Mathematics Placement Test.

Course Credit: Three semester hours

Text: Beginning Algebra, Fourth Edition, Elayn Martin-Gay, Pearson Prentice Hall, 2005.
(Optional: Student Solutions Manual, Study Guide.)

Course Description: Numbers of ordinary arithmetic and their properties, integers and rational numbers, solutions of equations, polynomials, graphs, polynomials in several variables, fractional expressions, radical notation, and quadratic equations.

Grading Policy: Course is graded on a pass/fail basis and does not provide credit towards Bachelor's degrees. I expect you to work on all the exercise problems and contact me if you have any problems. The final grade will consists of:

Graded Exams	Number	Points	Grade
End of Chapter Assignments	9	180	30%
Exam1 (Chap: 1, 2, 3, 4)	1	120	20%
Exam2 (Chap: 5, 6, 7)	1	120	20%
Final Exam (Comprehensive)	1	180	30%
Total:		600	100%

All grades will be based on the following:

Satisfactory (S): 70% — 100%

Unsatisfactory (U): Below 70%

General Policies:

1. All EXAMS are closed book exams to be taken under the supervision of an approved proctor. Contact Extended Studies for a list of approved proctors.
2. You are responsible for knowing definitions of important terms, formulae and how to work problems on the relevant material for each exam. Partial credit may be given on the problem section of the exam. So, it is important to show all your work.
3. The FINAL EXAM is comprehensive; covering the entire course material.
4. You may not use **programmable or graphing calculators** on exams.

Introduction:

This is a three-hour-credit course in which you will learn (or review) the basic algebra that is necessary for studying intermediate algebra. The primary goals of this course are:

- A) To help you acquire/renew an understanding of fundamental algebra concepts and skills.
- B) To assist you in applying algebra concepts and skills to solving problems.

The material for this course has been split into nine lessons. For each lesson you will study several sections of the text and work on exercises from those sections. It is very important for your learning that you practice many more of the problems in the text. After working on these problems you can check your answers in the back of the text. It is also important that you read the text material and the information about the lessons in this Course Guide before proceeding to the exercises. If you have any difficulty with the course, please contact me immediately. I am here to help you learn the material.

There are practice exams at the end of each chapter that will prepare you for the type of exam you will take in this course. Even though this practice exam is not proctored, you should treat it like a regular exam. Put yourself into an exam situation, in a quiet place where you can complete the exam all at once without interruptions. There is also a Cumulative Review Exercises Section at the end of all the chapters, which will prepare you for the final exam.

Since this course is offered as an Independent Study Course, you can complete the course in as little as six weeks or up to twelve months. You have up to a **maximum of 12 months** to complete this course. No additional extensions will be allowed after the 12 month period has expired. If you wish to complete the course after the 12 months are exhausted, you will need to re-register and pay full tuition and fees to continue in the course. Hence, I suggest that you start working right from the first day and spend at least two hours per day in completing the assignments. Once you mail me an assignment, begin the next one. Do not wait for the assignment to be graded and returned back to you.

Use of Textbook Website:

For those of you who like to use the Internet to enhance your learning, there is a companion website for your textbook. It is located at:

<http://cwx.prenhall.com/bookbind/pubbooks/martin-gay7/>

This website provides access to an older version of the textbook. But the course content is the same. At this website, you will find links to all chapter quizzes. You will want to use these to quiz yourself to check your understanding of the concepts covered in the chapter. The use of this website is not required for this course, and you do not generally need to send me any information from your use of the website unless you want some feedback from me on a related question.

Student-Teacher Communication:

Mailing Address:

Please use the mailing address mentioned in the syllabus to mail your assignments and ask questions about the course or assignments. Please be sure to include a return address.

Email:

You can email your questions about tests/assignments and scanned or typed assignments to the email address included in the syllabus.

(Typed assignments can be in Text format/ MS Word format/ Adobe PDF format/ HTML format/ Scientific Notebook format. If the format you are using is not listed here, then email me the format before typing the homework.)

Format to Submit Assignments:

- Write the course number, the assignment number, and your name at the head of each assignment and also on front of the envelope if using conventional mail.
- Clearly indicate the problem number beside each problem.
- Use paper of uniform size.
- Be sure to include the necessary algebraic steps with each solution. Do not crowd your work, but leave some space for me to make the comments and corrections.
- Make a copy of your work before sending it to me. This way, if something is lost in the mail, you will not have to redo the work.
- Mail the completed assignment to me in a form listed under Student-Teacher Communication section of the course material.
- I will return the assignments to you with comments and the grade earned. These returned assignments will be helpful study aids for the exams.