



MATH 0305

Math for College Readiness

***** Note to Student *****

Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. If you ever have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Director of Academics, or the Dean of Academics, as soon as possible. Their contact information is provided below:

Director of Academics, Dr. Kevin Behr: 361-354-2338; kevind@coastalbend.edu
 Dean of Academics, Mark L. Secord: 361-354-2529; secordm@coastalbend.edu

We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Instructor :
 Office Location :
 Office Hours :
 Office Phone :
 Email Address :

MML Course ID:

Course Description: 3 semester credit hours

MATH 0305 is designed to assist the student who is a high school senior and did not achieve college readiness scores in math on the high school TAKS or STAAR 11th grade exit exam. The purpose of this course is to strengthen students' basic mathematical skills. This course is a non-credit bearing course which is nontransferable and does not count toward Associate in Arts or Associate in Science Degrees.

Textbook/ Supplies: ISBN numbers may be used to search and purchase products online from any vendor.

1. (Required) MyMathLab Student Access Kit. 4th ed. Pearson ISBN: 9780321199911
2. (Required) - Internet Access
3. Textbook (Optional): Robert Blitzer, *Introductory and Intermediate Algebra for College Students 4e*. Pearson ISBN: 9780321758941

Internet Access: Students are responsible for completing all assignments in MyMathLab, which requires an internet service provider that is compatible with MyMathLab. Students may have to use campus computer labs, as needed, in order to meet the MyMathLab assignment deadlines.

Course Objectives:

1. To improve student's basic mathematical skills.
2. To strengthen students' mathematical skills in the use of sets and properties of real numbers; linear equation and inequalities in one variable; geometry formulas; word problems using linear equations; exponents; polynomial operations; factoring; similar geometric figures; Cartesian coordinate system; graphs and equations of lines; solving systems by graphing, factoring: definition, simplification and operations of rational expressions and roots and radicals; and solving quadratic equations.
3. To prepare students for MATH 1314.



Course Grades:

Homework	15%	A = 90-100%
Quizzes	15%	B = 80-89%
Tests	40%	C = 70-79%
Midterm Exam(Major Assignment)	15%	D = 60-69 %
Final Exam(Major Assignment)	15%	F = Below 60%

Grades received in developmental courses do not impact a student's GPA; however they do indicate how well prepared the student is to go to on to the next sequenced course, and they do have an impact on student financial aid and academic status at Coastal Bend College. A student must receive a "C" or better in this course to proceed to MATH 1314.

Semester Course Calendar: A Semester Course Calendar will be posted in Blackboard for students to access and follow during the semester, outlining a weekly schedule of the sections to be covered in lecture. The schedule may vary by Professor or Instructor, but all course content contained in the curriculum for this course will be covered in the given semester.

Student Course Evaluation: IOTA Solutions will be providing online evaluation surveys for student participation each semester and students will find a direct link with instructions to their evaluations when they log into Campus Connect. Students will receive three reminder email messages from IOTA, indicating the evaluation period dates and instructions, until they have completed all course evaluations. The online evaluation survey requires approximately 5-10 minutes to complete online. After the evaluation period closes or the evaluation survey is submitted, the evaluation website cannot be re-opened, therefore, students are encouraged to participate and complete the evaluations in a timely manner. Anonymous results are used to help make course improvements essential to student success. Students are directed to contact the IOTA Solutions contact person via their email address, which is provided in the reminder emails sent to students, should they experience any problems during the process.

Student Behavior: All official College students(including Dual Enrollment and Concurrent Enrollment students) are expected to perform at the college level by attending class promptly and regularly, by being respectful towards the Instructor, fellow students, and college employees in their actions and words, being attentive and involved in the learning process in class, by taking notes in class on all information given by the Instructor, by participating in all class activities directed by the Instructor to help build important skills needed in the course, by accessing MML daily in order to practice, complete, and submit all required coursework in a timely manner, and by honoring all policies and deadlines published by the College Instructor and Coastal Bend College. Every lecture and lab is important and the student is responsible for any missed material. Address your Instructors, fellow students, and CBC employees respectfully. Laptops will not be allowed in lecture or lab unless approved by the College Instructor. Before lecture, lab, or testing, students must power off their cell phones(including all types of watches that can link to cell phones) and put away in their bag, place face down on their desktop away from their work area, or as instructed and cannot be on their person. Students testing at the Testing Center will follow all Testing Center Policies regarding cell phones/watches. Cell phones/watches will not be allowed to be used as calculators. Handling your cell phone/watch for any reason during lecture, lab, or testing will be cause for dismissal. (In the case of during testing, the student will receive an F for the course. No exceptions.)

It is your responsibility to:

- Inform your Instructors well in advance before class begins that you may be contacted during the day and possibly have to leave campus and be absent. Allowing a student to have their cell phone available during the period(except during testing) must be approved and will be at the Instructor or Professor's discretion.

- Provide the person who must contact you with your daily class schedule. This should include Building, Name of Building Secretary, Classroom number, and the days and times when you may be reached. Times that you may be reached while on campus must be before or after classes begin.
- Leave this information with the secretaries of the nearest buildings in which your class/classes are being held.

In order to maintain and preserve a constructive learning environment, disruptive behavior will not be tolerated. Disruptive behavior in class by any student(s) may result in dismissal from class or may result in suspension from the class/college. The Professor or Instructor may also end the period immediately as a result of the disruption, in which case, all students will be responsible for any and all material missed or not covered in class. Disruptive Behavior will be any behavior or action(s) by any student(s) in class that distracts the Instructor and/or other student(s) during the instructional and learning process in class, some examples of which are: talking or sleeping in class, handling any non-approved electronic device in class, eating and/or drinking in class, making unnecessary noises in class. Academic dishonesty is also cause for dismissal and/or suspension from college. Refer to the Student Handbook for Academic and Disciplinary Policies.

Students guilty of Academic Dishonesty in this math class will receive an “F” for the course. Academic Dishonesty is defined in the Coastal Bend College Student Handbook.

Examples of Academic Dishonesty are:

- **taking an Exam outside of the student’s designated Testing location, proctor, date, and time without prior approval from the CBC Mathematics Professor for the course,**
- **taking an Exam with aid from another person, material, websites, or devices not authorized by the CBC Mathematics Professor for the course, including all types of watches that can link to cell phones,**
- **allowing another person to take their Exam,**
- **obtaining from and/or distributing personal or unauthorized Exam work and information to classmates, students, or others.**

Class Policy:

- **Cheating on a MATH EXAM will receive a grade of zero for the test and an “F” for the course.**
- **During testing, cell phones must be powered off and put away in your bag, face down on your desktop away from your work area, or as instructed and cannot be on your person, as this is considered a violation of Academic Dishonesty in this course. No exceptions.**
- Students will be dropped from the course if they have not registered their MyMathLab account and purchased full access before the dates stated by the Instructor.
- There are no make-up exams. Missed exam for any reason is the student’s first attempt. The second attempt must be taken according to the class schedule.
- Students have infinite attempts to complete and/or improve Homework and Practice Exam (Quiz) grades before the respective due dates expire. The minimum score required for completing these assignments is 70% and can be completed using the student’s notes, textbook, and/or Help Features in MML.
- All Exams are timed and will expire on their respective Due Dates and Times posted in MML. Students have 2 attempts for each scheduled Chapter/Unit Exam. Both attempts will be taken as scheduled on the Lecture Instructor’s Course Calendar for this course and will be administered by the Lecture Instructor or approved and designated CBC Testing Center. The second attempt will be taken the following week and will be administered by the Lecture Instructor or approved CBC Testing Center. Exams Due Dates will not be extended. Missed Exams receive a zero score. Students in this course may only use Formula Sheets stated and allowed by the Professor or Instructor, as well as the allowed calculator on Chapter/Unit Exams and Final Exam.
- Students have 1 attempt on the Final Exam and are expected to review their work carefully before submitting. The Final Exam will be administered by the Lecture Instructor or approved CBC Testing Center. The Final Exam is a departmental exam and will be held according to the official Coastal Bend College Final Exam Schedule. Once the



Final Exam is submitted, the student's Overall Score is considered final and will not be rounded up. The student's Final Overall Score will be rounded up only if the student took both attempts on each Chapter/Unit Exam and improved all previous Homework and Quiz assignments to 100% before the semester deadline for Homework and Quiz assignments.

- Students using unauthorized material, devices, or information on Exams, having another person take their Exams, taking Exams outside of the designated labs on campus or approved Testing Centers and their normal and stated hours of operation, taking Exams outside of the Dates and Times scheduled by the Lecture Professor/Instructor, or violating any other rule concerning Scholastic and Academic Dishonesty will receive an "F" in the course.
- Homework is the prerequisite for the Chapter Practice Exam (Quiz) and must be completed with a minimum score of 70%.
- The Chapter Practice Exam (Quiz) is a prerequisite for the Chapter Exam and must be completed with a minimum score of 70% prior to the scheduled exam date.
- There are no prerequisites for the Practice Mid-Term & Final Exam or the Mid-Term & Final Exam.
- The class will follow the course calendar and maintain its schedule regardless of student absences, instructor absences, bad weather, etc. in order to complete the required college curriculum for this course.
- All required assignments (Homework, Quizzes, and Exams) not completed with the stated minimum score by their respective due dates will receive a zero.
- **Sending E-mail to your Professor or Instructor:** always follow the format given below.
 - 1 **Subject Line:** *include your Full Name and Course Number,*
 - 2 **Opening:** *address your Professor or Instructor with their appropriate title of Dr., Mr., or Ms. followed by the Instructor's last name ,*
 - 3 **Body and Closing of your E-mail:** *provide a detailed message and End with your Full Name.*

The Professor or Instructor will try to send a reply by the next day or as soon as is possible. E-mail does not equate to a Text message. Student E-mail not providing this information will not be addressed.

- **The required MyMathLab(MML)** for this course is an online and interactive educational system designed by Pearson Education. The CBC Mathematics Division uses this system to create and manage the course assessments and timelines for completion, view and monitor student performance in the course, and other course related actions. Each student in this course is required to pay for and immediately activate their personal MML Student Account with Full Access on the first day of classes, as well as maintain Full Access during the semester, in order to access course material/assessments and submit completed and required work as scheduled. This can be done either by purchasing a personal MML Student Access Code at the CBC Bookstore or online directly through Pearson for immediate access

using a credit card. Students may elect to activate and register their required personal MML Student Account for the course using the Temporary 14-Day Access provided by Pearson on the Payment Option Page of the MML Registration Process. **IMPORTANT:** Students in this course may be dropped if they do not activate and register their personal MML Student Account within the first two weeks of the semester. Also, students who use Temporary Access may be dropped from the course if they let their personal MML Student Account expire by not purchasing Full Access and updating their MML Account.

If a student is experiencing any problems with their personal MML Student Account or their Internet service at any time during the semester, it is the student's responsibility to contact the appropriate MML Technical Support or Internet Service Provider for help in correcting them as soon as the problems are encountered. Students must login to their MML account daily to know if their account is experiencing problems that need to be resolved immediately by MML Technical Support.

***MML Technical Support:**(Tel)800-677-6337 Mon.-Fri.11am-7pm (<http://247.support.pearsoned.com>)

Attendance Policy:



- Class Attendance is mandatory and is not an option. Attending class regularly and promptly as scheduled is an important factor of the student's success in this course. By not taking attendance seriously and by being absent from class, the student is not going to be successful in this course. Therefore, if a student is excessively absent from Lecture and/or Lab in the semester, the Instructor will report the student to the registrar's office for Excessive Absences and will be in danger of being dropped from the class. Students will be marked absent if not in class once Attendance is taken at the beginning of the period or for leaving class before the end of the period. Reasons for leaving class early must be legitimate and verified with the Instructor in advance. If a student arrives late to class or must leave class early due to an emergency, it is the student's responsibility to contact the Instructor as soon as possible to inform them of the reason for being late or leaving class early for Attendance. Three tardies will count as one absence. Absences totaling more than six hours from Lecture and/or Lab during the semester will be considered excessive. Being dropped from a course may have a negative impact on a student's full-time status.
- **Lab attendance is a requirement for courses with a lab component, this is not an option.** Students are required to attend a 1 hour 20 minute lab twice a week according to the lab schedule for reinforcement and practice of the topics taught in class. Students who do not attend lab will be dropped from the course.

ADA Statement: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GL \(Legal\)](#)

Special Needs Services: Students with special needs, including physical and learning disabilities, who wish to request accommodations in this course should contact the Student Development Office as soon as possible to make arrangements; this should occur no later than the second week of class or as soon as the student has the documentation on the disability and requested accommodation per a certified medical or psychological professional. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Student Development Advisor. For more information, contact: in Alice at sdalice@coastalbend.edu; Beeville at sdbeeville@coastalbend.edu; Kingsville at sdkingsville@coastalbend.edu; and Pleasanton at sdpleasanton@coastalbend.edu.

Academic Dishonesty: Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

See at: [FLB \(Local\)](#) and [FM \(Local\)](#).

See the [Student Handbook](#) for further explanation of Scholastic Dishonesty.

Copyright Law and Intellectual Property Rights Policy: Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use

Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

Intellectual Property: Student /Third Party Works: Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: library@coastalbend.edu or the Office of Marketing and Public Relations at: socialmedia@coastalbend.edu.

NOTE: The College website (www.coastalbend.edu) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

Math 0305 Course Outline

Unit 1: Linear Equations and Inequalities in One Variable:

- ✓ Exponents and Order of Operations
- ✓ Simplifying Algebraic Expressions
- ✓ Solving Linear Equations
- ✓ Introduction to Problem Solving
- ✓ Sections 1.8, 2.3, 2.5, 2.7

Unit 2: Linear Equations in Two Variables:

- ✓ Graphing Linear Equations in Two Variables
- ✓ Graphing Linear Equations Using Intercepts
- ✓ Slope of the Line and the Slope-Intercept Form of Linear Equations
- ✓ Sections 3.1, 3.2, 3.3, 3.4

Unit 3: Exponents and Polynomials:

- ✓ Basic Operations (+, −, ×, ÷) with Polynomials
- ✓ Long Division of Polynomials
- ✓ Sections 5.1, 5.2, 5.5, 5.6

Unit 4: Factoring Polynomials:

- ✓ The greatest common factor and factor by grouping
- ✓ Factoring techniques and Special forms
- ✓ Sections 6.1, 6.3, 6.5

Unit 5: Rational Expressions

- ✓ Basic Operations (+, -, ×, ÷) with Rational Expressions
- ✓ Complex Fractions
- ✓ Applications of Rational Expressions
- ✓ Sections 7.1, 7.2, 7.4, 7.5, 7.6

Unit 6: Radicals and Rational Exponents

- ✓ Radical Expressions and Functions
- ✓ Basic Operations (+, -, ×, ÷) with Radicals
- ✓ Rational Exponents and Radical Equations
- ✓ Complex Numbers
- ✓ Sections 10.1, 10.2, 10.3, 10.4, 10.6, 10.7

Unit 7: Solving Quadratic Equations

- ✓ Quadratic Equations and Their Applications
- ✓ Solving Quadratic Equations By Factoring and Quadratic Formula
- ✓ Sections 6.6, 11.2
- ✓ Review prep for college algebra sections 3.5, 4.1