BLOOMFIELD COLLEGE

SPRING ’11

ACF 94: BEGINNING ALGEBRA AND APPLICATIONS
SYLLABUS

Instructor:  Mrs. Patricia Arteaga

Telephone #:  (973) 748-9000 ext. 258   e-mail:  Patricia_Arteaga@bloomfield.edu
Office:  LRC 102

The instructor’s mailbox is located in LRC, next to the front desk at the entrance.

Office hours:  by appointment only

The course maintains a web page:  http://www.bloomfield.edu/tutorial (click on ACF 94 Website).  You are encouraged to access it. You are expected to use your Bloomfield College e-mail address. You may use it to communicate with your instructor in a more effective manner than through the phone. We don’t like to play “phone tag” with the students.

Very Important Information on Time Management:

1.  This course is very intensive and requires a minimum of 8 hours of study time OUTSIDE the classroom.  Please manage your study time wisely.
2.  This course is designed with the expectation that you attend a REQUIRED workshop every week. If you have a time conflict, you may attend tutorial sessions in lieu of the workshops. You will get extra credit for attending workshops and tutorial sessions.
3.  The midterm grade is NOT 50% of the grade. The midterm grade is, approximately, 17% of the final grade.
4.  If you are struggling with the material, consult with your instructor ASAP. Your teacher will advise you.
5.  Never drop this or any course without consulting with your instructor. You are probably doing better than what you think.

CLASS BOOK:

I.  REQUIRED: Elementary Algebra-Concepts and Applications, 8th Edition, by Bittinger – Addison Wesley. You may buy this book at the college bookstore. The book should be brought to every class. You are encouraged to read any other basic algebra book. A good student always reads additional books to be exposed to different approaches to the subject. You will also need to have an access code to MyMathLab software. See page 5 for more information regarding this.

II.  OPTIONAL, but strongly suggested: Student’s Solutions Manual – Contains completely worked-out solutions with step-by-step annotations for all the odd-numbered exercises in the text.
III. Supplements: Notes, handouts, etc. provided in class. Lecture notes and on-line tutorial segments from other instructors may be found in the website [www.bloomfield.edu/tutorial](http://www.bloomfield.edu/tutorial). You will need a scientific calculator.

**GOALS of the COURSE:**

The two main goals of the course are for you to develop into a better **critical thinker** and **independent learner**.

1. **Development of critical thinking.**

   Critical thinking involves students in doing things (probing, questioning, etc.) and thinking about the things they are doing (reflecting, evaluating teacher feedback, etc.). To think critically, students must learn general problem solving skills and develop a usable knowledge base. This requires several strategies. In ACF 94 we must teach students how to:

   - **learn meaningfully; they must attain fluency in the subject.** Students must be at least bi-lingual in that they can explain concepts in at least two of the three languages: words, pictures, or mathematics. Meaningfulness is the ability to accurately explain complex concepts in one's own words or symbols.

   - **generalize knowledge.** Many undergraduate students are still concrete learners. They must be taught to go beyond the concrete, tangible, and visual. They must be taught to think abstractly.

   WORD PROBLEMS ARE THE TOOL TO ACHIEVE THOSE GOALS. APPLIED ALGEBRA IS THE EMPHASIS OF THIS COURSE.

2. **Development of Independent Learning.**

   ACF 94 promotes and expects the student to become an independent learner. The student needs to understand that the teaching and learning process at the college level is very different than at the high school level. As S. Zucker from PSU says: “The instructor's job is primarily to provide a framework, with some particulars, to guide you in doing your learning of the concepts and methods that comprise the material of the course. It is not to “program” you with isolated facts and problem types nor to monitor your progress.” The goal of the teacher is not to get you to “duplicate” what you are told in the classroom, but to apply what you have learned to new situations. Students must be **active learners** in the learning process, not passive recipients of information. They should identify and solve unstructured problems that require use of multiple information sources. Therefore:

   - Expect to have the material covered at two or three times the pace of high school.

   - Do not expect to learn everything in the classroom. It is your responsibility to learn outside the classroom by doing the homework, reading the textbook, and reviewing the class notes. **In this course you should spend a minimum of 8 hours of study time per week.** Be honest with yourself: if you cannot allocate that time, drop the course.

   AT THE END OF THE SEMESTER YOU WILL BE A BETTER THINKER.
MODALITY:

1. **Group Learning**

   The focus will not only be “to find solutions” but also to “find how to solve problems.” This mode of learning necessitates working in groups of 3 to 5 members. Participation and contribution in class as well as in the study groups (workshops) will be recognized.

2. **Activities and Homework**

   Students in ACF 94 are expected to access MyMathLab to complete the (mandatory) Drill Exercises. MyMathLab offers tutorial assistance with step-by-step explanations and video segments. Students get an access code with a new book purchase or by buying the code separately in a student access kit/card at the campus bookstore. Students can also buy access to a course online with a credit card or PayPal account while they are enrolling.

   **Important:** Drill Exercises using MyMathLab are a requirement for the course. In addition, students can earn extra credit by completing homeworks #01-#08 listed on the classwork/homework section of this syllabus.

   All homework is due as specified in the schedule. **NO LATE HOMEWORK.**

3. **Tests and Quizzes**

   Tests and miniquizzes will be given frequently. **MISSED TESTS AND QUIZZES MAY NOT BE MADE UP.** Only one make-up test (comprehensive) is scheduled at the end of the semester. The score in that make-up test will replace your lowest test score.

   **Also note:** There is a compulsory comprehensive final exam to be scheduled during the finals week. If you are not present to take the final, you will get an F for the course. Mastery of the course will be determined by passing with a composite grade of “C” with a minimum grade of “C” on the final exam.

4. **Textbook**

   You are expected to read the textbook and work out the examples. It is recommended to read the section(s) **before** the material is presented in lecture. That is, come prepared for class.

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**ATTENDANCE POLICY**

The class is governed by the Uniform College Attendance Policy as found on the College catalog. Attendance is taken at the beginning of the class.

- Absences due to late registration, among other reasons, will be counted.
- You are late if you walk in after attendance is taken; 1 lateness counts as ½ an absence.
- 10 minutes after the hour the class door will be closed. Students will not be permitted to enter. The student will be counted as absent.
- Early leaving will be counted as an absence.
- You are not allowed to leave the class during the period, unless it is an emergency. People going in and out of the room are a major disruption.
- It is in your best interest to get the class notes and collect the handouts if you miss a class. For that purpose you may contact a fellow student.

**NOTE:** *It is school regulation that students should wait at least 20 minutes for the teacher to arrive. After that, a security officer will contact the students and get attendance before they leave.*

**CHEATING**
Anyone caught cheating will be expelled from the class and given an F. They will also be reported to the Dean. **No exceptions.** Getting assistance for take-home tests is considered cheating.

**DISCIPLINE**
Lack of respect towards the teacher and/or students will not be permitted. The disruptive student will be escorted out by a security officer, and the matter will be resolved as per College policies as stated in the Student Handbook.

**NOTE:** Please, read carefully the attached “CAD/ACF Student Professional Conduct Code”. Think of it as a contract.

**IMPORTANT NOTICES:**
- It is the student’s responsibility to be registered for classes through the Registrar’s Office and cleared through the Bursar’s Office. Students who attend classes and who are not properly registered and cleared will not be reinstated into the class and will not receive credit.
- **Services for Students with Disabilities**
  Bloomfield College will make reasonable accommodations for persons with documented disabilities. Students are encouraged to contact Disability Services for information about registration (LRC Building). Services are available only to students who are registered and submit documentation. As your instructor, I am happy to discuss specific needs with you as well. For more information, please contact the Learning Needs Coordinator at (973) 748 – 9000 ext. 654.

**WORKSHOPS AND TUTORIAL APPOINTMENTS**
Group tutoring is part of ACF 94. Everybody in the class is expected to attend workshop. Day students will be assigned a time (1 hr. per week) during the registration process. If you were not registered for a workshop you may sign up for one at the LRC Building as soon as the semester starts. Evening students may attend tutorial sessions in lieu of workshops if none of the evening workshops fit their schedule. You should work on your homework during the workshop/tutorial appointment. You are welcome to attend as many workshops/tutorial sessions as needed during the week. I will be receiving regular attendance reports. I will reward any student who attends workshops more than once per week: one point for every workshop attended. If you need more help, you may attend tutorial sessions (an appointment is needed) offered by CAD; you will also get one point for each session. **EVENING AND SUMMER STUDENTS WILL RECEIVE DOUBLE THE POINTS.**

**TO MAKE A TUTORIAL APPOINTMENT GO TO:**  [www.bloomfield.edu/tutorial](http://www.bloomfield.edu/tutorial)
**Tutorial services:** Monday through Friday, 08:00 am-09:00 pm; Saturdays, 09:30-02:30. On-going tutorials are available by request.

**WORKSHOPS START THE FIRST DAY OF CLASSES. TUTORING STARTS ON MONDAY, JANUARY 24.**

### SPING 2011 ACF 94 WORKSHOP SCHEDULE

<table>
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<tr>
<th>TIME</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
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<td>LRC 005</td>
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### GRADE EVALUATION

<table>
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<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>5 tests</td>
<td>600</td>
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<tr>
<td>13 miniquizzes</td>
<td>130</td>
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<tr>
<td>8 optional homework assignments</td>
<td></td>
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<tr>
<td>MyMathLab Drill Exercises</td>
<td>160</td>
</tr>
<tr>
<td>class attendance and participation, max. 50 points</td>
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<tr>
<td>(STUDENTS WITH PERFECT ATTENDANCE WILL GET AN EXTRA 50 POINTS)</td>
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<tr>
<td>workshop/tutorial attendance (you are welcome to attend more than once per week)</td>
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<tr>
<td>final test (EXIT EXAM)</td>
<td>1000</td>
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<tr>
<td>TOTAL</td>
<td>1890</td>
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</table>

**FINAL EXAM:** There is a compulsory comprehensive final exam to be scheduled during the finals week. If you are not present to take the final, you will get an F for the course. Mastery of the course will be determined by passing with a composite grade of “C” with a minimum grade of “C” on the final exam.

**MYMATHLAB SOFTWARE** - Students in ACF 94 are expected to access MyMathLab to complete the Drill Exercises. MyMathLab offers tutorial assistance with step-by-step explanations and video segments. Students get an access code with a new book purchase or by buying the code separately in a student access kit/card at the campus bookstore. Students can also buy access to a course online with a credit card or PayPal account while they are enrolling.

**Important:** The student access code is nontransferable and can be used only once.

**Course ID:** arteaga86599  
**Course Name:** SPRING-11-ACF-94