

Math Multimedia Learning Center - Natomas

Syllabus • Spring 2020

Basics

- Natomas MMLC location: Natomas Center LRC (2421 Del Paso Rd, Sacramento, CA 95835)
- Natomas MMLC phone number: 916-485-6067
- Natomas MMLC website:
<https://www.arc.losrios.edu/academics/arc-natomas-center/natomas-mmlc>

Our Philosophy

Math is a sequential learning subject. In order to learn a new topic, you must already understand what came before. Often times, students who struggle with math have “gaps” in their mathematical knowledge. For example, consider trying to climb a staircase that is missing several steps. It would be very difficult to reach the top of the staircase if there were steps missing. Mastery of mathematics means that the student will understand each individual concept before moving on to the next. Mastering each topic ensures that your “mathematical staircase” is solid and complete with no gaps.

What is this program?

The MMLC provides students with a mastery-based, independent study approach to learning math, under the guidance of an instructor. You will learn primarily by reading, watching video lectures, and completing numerous practice problems. To be successful, you will need to be self-directed, self-motivated, and committed to working quickly enough to stay ahead of the testing deadlines. If you put the necessary time and effort into learning the material as well as ask for assistance when you need it, we believe you can be successful in this program.

Course Offerings

The MMLC offers two levels of math:

- **algebra readiness** (covering arithmetic and pre-algebra)
- **combined algebra** (covering elementary and intermediate algebra).

This material is divided into **five 3-unit courses**. Students must begin with a “part I” course.

These two courses are for students who are preparing to take algebra in the future. Both courses must be completed (6 units total) in order to then enroll in Math 131.

ENTRY POINT	MATH 41	Algebra Readiness – Part I	No prerequisite required
	MATH 42	Algebra Readiness – Part II	Must complete MATH 41 first

These three courses are for students who are ready to take algebra (at any level) now. All three courses must be completed (9 units total) in order to then enroll in a transfer level math class.

ENTRY POINT	MATH 131	Combined Algebra – Part I	Prerequisite: MATH 42 or Math Placement Process
	MATH 132	Combined Algebra – Part II	Must complete MATH 131 first
	MATH 133	Combined Algebra – Part III	Must complete MATH 132 first

Prerequisites

Students may only add **Math 42, Math 132, or Math 133** if they have successfully completed the prerequisite course directly through the MMLC with a grade of "C" or better.

If you are unsure of whether you should enroll in either Math 41 or Math 131, please make an appointment to see a counselor.

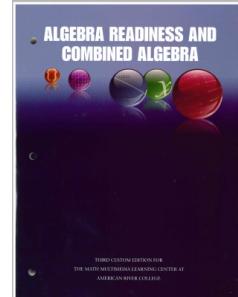
If you are given a permission number to add the class, you must enroll by the 2nd class meeting or your spot will be given away.

Required Materials

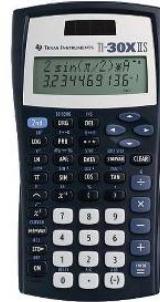
- You MUST purchase the **Algebra Readiness/Combined Algebra Custom Workbook & MyMathLab package from the ARC bookstore.**

Note that one set of materials can generally be used for multiple MMLC courses, if completed in consecutive semesters.

Do NOT purchase a stand-alone MyMathLab kit as that code will NOT work for our courses.



- In order to watch the required videos and complete the required workbook pages while in the center, you will need to bring a set of **inexpensive headphones**, such as the Sony MDR-ZX100 model. (**Note that cell phone earbuds or earbuds with built in microphones may not work.**) We do have a few headphone sets to loan out to students who are working in the center.
- If you are in MATH 42, or one of the Combined Algebra courses, the **only scientific calculator allowed is a TI-30XIIS**. (Non-scientific basic calculators, with only +, -, ×, ÷, √, %, are also permitted.) You must present a photo ID and MMLC card to borrow a calculator.



- You need to bring your own paper and pencils to complete assignments while in the center. We also recommend you organize your work in a three-ring binder.

Attendance

This is a hybrid class – attendance is mandatory

You are **required** to come to class each time your course meets, otherwise you will be marked absent. You need to **be on time** and **stay until the end of class** (or until your instructor dismisses you). If you are late or leave early without being excused, you may be marked absent for the entire class. **You are either present for the entire class or you are not.** Please sit on the left side of the room (near the whiteboard) when coming to your class. During class you will complete assignments, take exams, and meet with your instructor to discuss your progress. You must **bring your Workbook** and **MMLC ID** card to class with you each time you come. Attendance will continue to be required throughout the semester for students who enroll in a second, third, fourth, or fifth course.

Note: if you are well ahead of the test deadline schedule, your instructor MAY e-mail you to excuse you from attending during a particular day. This is completely at the instructor's discretion. If you do not receive such an e-mail, **you are required to be in class.**

After the orientation period ends, you are also free to work in the center during any hours we are open, provided there is space. The hours are listed on the semester calendar handout and on your MMLC student ID card. If you come at times other than when your class is scheduled, please sit in non-classroom side (the side you walk through to get to your classroom). You can complete assignments, ask questions, and take exams during these times. (If you have special documentation to turn in, such as a medical note, etc., you will need to give it directly to your instructor during your scheduled class time.)

Check your email every day

Communication

The following modes of communication are utilized to foster interaction between you and your instructor: **e-mail, other scheduled times for your instructor in the MMLC, and office hours.**

E-mail

Your instructor will be sending messages and announcements on an as-needed basis via e-mail. You are responsible for all information that is sent this way. To ensure that you receive them you need to:

1. **Activate your Los Rios Gmail account and check it daily.** Or, if you wish, you can forward this e-mail to another e-mail address you plan to check daily.
2. **Set up your MyMathLab account using an e-mail address that you plan to check on a daily basis.** You can find your instructor's e-mail address on the class info sheet that was given to you during the orientation. Your instructor will make every effort to respond to your e-mail messages within 24-48 hours, excluding weekends and school holidays. Please resend your message if you do not hear back within 48 hours.

MMLC hours

Your instructor is available to you in the MMLC during his/her other scheduled hours. (**Every instructor works 3 hours in the MMLC per MMLC class section taught.**) Please see your class info sheet for days and times.

Office hours

You can always visit your instructor's office hours for individual assistance. No appointment is necessary. Please see your class info sheet for days and times. You can also call your instructor during his/her office hours. (Note that if you leave a voice-mail message, we would ask that you also send a summary of your message via e-mail.)

Getting Help

Use the flags!

While in the center you may request help by raising the flag on the side of the computer or going up to the counter. (Note that tutoring begins after the orientation period is over.) **If you need help with a math topic, please be sure to watch the video and complete the corresponding workbook page first.** Student tutors are available for a maximum of five minutes per visit to answer one or two questions. Please be patient, understanding that our tutors have many students to help.

If you need additional assistance, one-on-one tutoring appointments may be available. You can sign-up for these at the table near the front counter.

For questions regarding one-on-one tutoring as well as student tutors in the classroom, please ask a staff member to direct you to our Tutorial Services Assistant, or you may email them directly at mmlctsa@arc.losrios.edu.

Participation Hybrid classes require online assignments completed throughout the week (doing math every day = success)

Please read this section carefully! Students who fail to actively participate each week may be dropped by the instructor.

This is a **hybrid class**, which means that, in addition to meeting weekly with your instructor, **you are required to spend regular time on days other than when your class meets** learning material and completing assignments on-line through MyMathLab. The instructor reserves the right to determine what constitutes a satisfactory level of participation in this course. Active participation may include but is not limited to verifiable on-line activities such as: **completing four or more (eight in the summer) on-line assignments per week in MyMathLab** (such as concept checks or homework), completing assignments given by the instructor via a testing ticket, demonstrating progress by taking on-line exams, etc. **Lack of verifiable participation as defined above over a consecutive six-day period (four days in the summer) will constitute one absence.**

As a guideline, you should expect to spend at least 9-15 hours per week (18-30 in the summer!) studying the material using the videos and workbook and completing work on-line. Since class only meets once per week (twice in the summer), you should work hard to keep up with assignments on a daily basis and not procrastinate. It is important that you put in enough time so that you can stay ahead of the deadline schedule shown on the semester calendar handout. In addition, please take full advantage of the resources available to you through MyMathLab and in the MMLC so that you can successfully learn the material and pass the course.

****Note that failing to attempt your first module exam of the semester by the 4th class meeting (in summer within two weeks of the first day orientation) is considered equivalent to two periods of non-participation and may result in you being dropped (see below).**

Drop Policy COME to class, WORK on assignments on non-class days, complete your work ON-TIME

You may be dropped from the course by your instructor for **any** of the following reasons:

- Failing to attend the mandatory orientation on the first day of class
- Failing to enroll with the college by the 2nd class meeting could result in your space being given away
- Failing to register into MyMathLab by the 2nd class meeting
- Missing **two** classes during the semester
- **Two** periods of non-participation in the course (equivalent to two absences)
- Failing to attempt your first exam of the semester by the 4th class meeting (summer: within two weeks of the first day orientation)

(Note that if you are repeating the class and receiving credit for past work, you have additional participation and drop policy requirements. See the section on "Repeating Students".)

If you are dropped by your instructor you will have to wait until the next semester to re-enroll. If you wish to drop the course yourself, you may do so up until the "W" deadline shown on the semester calendar handout, provided you have not taken the final exam. If you attempt to drop the course after taking the final exam or after the "W" deadline, you will be reinstated and receive the appropriate grade.

Mastery Learning

The content of each MMLC course is organized into six or seven “modules” of material. Each module is broken into several “topics”.

MyMathLab strategy – video, concept check, HW

For each topic, you are required to do the following:

- Watch the **on-line video** while completing the **matching page from the bound workbook**
- Complete the **“concept check”** assignment on-line with at least 90%
- Complete the **“homework”** assignment on-line with at least 90%

(Note that until you receive 90% on an assignment, you will be unable to access the next one).

As you work through this learning pathway, you will find numerous helps and tips that we have added to assist you, including optional extra videos that are available for more difficult topics. You will also receive immediate feedback on your work as you complete homework problems and other assignments.

When all the assignments and workbook pages from the module are complete, you should complete the **“pre-test”** assignment for that module on-line with at least 90%. The pre-test contains representative problems from the on-line exam, but is not comprehensive.

After scoring at least 90% on the pre-test, you should study the entire module and then take the on-line exam in person in the MMLC. (See testing section below for more details). **To prove mastery on the exam, you must score 80% or higher.** If you score lower than 80%, you will have to repeat the exam until you prove mastery. (See testing section below for more details).

Once you have proven mastery for a particular module, you will move on to the next one. **You may not take the next module exam unless you prove mastery for the previous one.** (However, you may work ahead on other assignments if you wish.)

You must complete **all** the module exams for your course by the last regular day of class (as shown on the semester calendar handout) in order to take the comprehensive final exam.

If you do not complete all the module exams for your course by the last regular day of class, you will NOT be able to take the final exam, and will receive a final grade of F in the course.

Note: if you receive a grade of W or F in the course this semester without taking the final exam AND if you re-enroll in the course the very next semester, you may receive credit for work done up through the last exam you mastered, *provided your work was not completed using temporary access*. Recall also that the college limits you to three enrollments per course.

Module Testing and Deadlines

All exams are taken IN PERSON in the MMLC in one sitting. To take a test, bring your **MMLC student ID card** and a **photo ID** up to the MMLC counter. **NO photo ID = no exam!** (Make sure you have already scored at least 90% on the corresponding pre-test). You must start your exam at least 80 minutes before closing time for the day. Please come prepared with YOUR OWN PENCILS and a calculator (if it is allowed—see section on “Calculators” below). Please **turn off your cell phones** or other electronic devices before starting the test.



The MMLC staff will issue you a cover sheet and direct you where to sit to take the exam. (You may wish to bring earplugs, as sometimes the testing room is full.) At the computer you will log in to your MyMathLab account, choose the exam you wish to take, and then wait for MMLC staff to enter the password. Complete each problem carefully, showing your work on MMLC scratch paper. Double check your work and follow all directions, including how to type in the answer.

Any break taken during your module exam longer than 10 minutes will result in a forfeiture of that attempt on the exam. Students who have special circumstances requiring a longer restroom break will need to communicate this to their instructor to allow for a longer break. Also, you must have your phone off and zipped away in a bag. After you submit the exam it will be immediately graded by the computer and you will see your score. Other than what is built into MyMathLab, we do NOT give partial credit on module tests. (To account for this, the mastery level has been set at 80% instead of 90 %.) **You must get the right answer and enter it in correctly to receive credit.** (However, you may see your instructor regarding non-math related computer syntax errors.) You will write down the score on the cover sheet and hand it in at the MMLC counter along with **ALL** your MMLC scratch paper.

You may review your exam any time afterward by going to the “Gradebook” area of MyMathLab.

Your MMLC card needs test deadlines – see calendar

You have **THREE** attempts to score 80% on the exam by the **TEST DEADLINE** shown on the semester calendar handout for your class, keeping the following in mind:

- You may not take the same module exam more than **TWO TIMES** in any one day. **Only two attempts per day will be recorded.**
- Your actual deadline is the time period your class meets on the day of deadline.
- There is no time limit on the exam, other than closing time for the day.
- If you score at least 80%, you will move on to the next module. (However, if you are ahead of your deadline and haven't used all three attempts, you may retake the test for an even higher score if you wish. In this situation, the highest score will be used in your grade. Module tests must be taken in order. Once you take a subsequent module test, you may not go back to repeat a previous one.)

If you have not achieved a score of 80% on a module test by your third attempt OR if your test deadline has passed, you will have to speak with your instructor and receive a “testing ticket” for each subsequent attempt until you prove mastery on the exam. The testing ticket will contain a particular learning task you must complete before you can take the exam. (Often this will be one of the assignments labeled as “optional” in MyMathLab. These assignments may be required for a testing ticket, but will not count directly in your grade.) Once the task is finished, you will present the ticket to the MMLC counter, along with any necessary verification, in order to take the exam. (Note that a testing ticket may NOT be used to retake an exam if you have already scored 80% or higher on it.)

Note that if you are using a testing ticket to take an exam, this indicates that you are not making sufficient progress in the course and are in danger of failing. It is imperative that you catch up as soon as possible.

The last day module exams will be given is the last regular day of class for the semester, as shown on the semester calendar handout.

Finishing TWO courses this semester? Deadline for your first class is ...

Pacing

You may take the entire semester to complete one course if you wish.

However, if you successfully complete one course in the MMLC during the first part of the semester (**by the deadline shown on the semester calendar handout**), you may immediately sign up for a second course. Note that if you wish to complete two courses, you should follow the test deadlines shown on the ACCELERATED calendar. (It is located on the back page of the regular calendar.) You may wish to use the "My Goals" column on your MMLC student ID card to help pace yourself. *If you do not finish your course by the deadline, then you will not be permitted to enroll in a subsequent course this semester but you will be able to complete work in the Head Start course.*

Students entering the semester in Math 131 have the option to complete all three algebra courses (Math 131, Math 132 and Math 133) in one semester. If you're interested in this option, ask your instructor for further information.

All courses started in the MMLC must be completed by the end of the semester. If you finish a course with a D or F, you will have to wait until the next semester to re-enroll.

Credit for previous work (or Head Start) - complete form? Repeating Students

If you are repeating a course that you were enrolled in during the previous academic semester and you never took the final exam, you are eligible to receive credit for the work that you did up through the last module exam you passed. To take advantage of this, just fill out the "Credit for Previous Work" form provided by your instructor at orientation. (Note that if you were not enrolled in the semester that just ended, you will not receive credit for any previous work—you will have to start the course from the beginning.)

Assuming you qualify, you will start this semester at the beginning of the next module (which may mean you have to redo some homework assignments.) You will need to wait until your instructor transfers your scores to start your work for this semester. Your instructor will notify you via e-mail when this happens.

In addition to the participation requirements listed earlier in the syllabus, as a repeating student you have the following requirements:

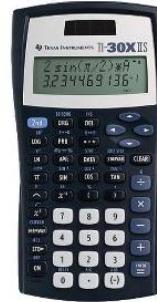
1. Each week, beginning with the first week, your instructor will provide you with a minimum amount of work that you must complete before the next class meeting in order to meet the participation requirement for that week. (This may be communicated via e-mail, so be sure you are checking it daily.) Remember that you can be dropped for two weeks of non-participation.
2. No later than the 2nd class meeting, your instructor will be creating a customized testing schedule for you. Your first exam for this semester will be due no later than the 4th class meeting. (In summer, it will be due within two weeks of the first day orientation)
3. As with all students, if you do not attempt your first exam of this semester by the 4th class meeting, this will be considered equivalent to two weeks of non-participation and you may be dropped from the class. (In summer this deadline is within two weeks of the first day orientation.)

Extra credit

Your instructor will add **FIVE PERCENT** to your final exam score if you have completed all the pages for your course in the workbook. (You must use the bound workbook that is sold by the ARC bookstore.) To be eligible for the extra credit, you must show your completed workbook pages to your instructor for evaluation BEFORE you take the final exam. **If you are not sure what your instructor's expectations are for workbook completion, be sure to ask.**

Calculators

Students in MATH 41 may NOT use a calculator on exams. Students in MATH 42 may only use a **TI-30XIIS scientific calculator** (or a non-scientific basic calculator) for Modules 12 and 13 and the final exam. Students in MATH 131, MATH 132, and MATH 133 may only use a **TI-30XIIS scientific calculator** (or a non-scientific basic calculator) on all modules and exams. Other scientific calculators as well as graphing or programmable calculators are NOT permitted in the MMLC. In addition, students may not use cell phones, iPods, iPads, or any other electronic devices during exams. (Note that the MMLC does have some loaner **TI-30XIIS** calculators available should you forget yours when taking a test.) If you are allowed a calculator on an exam, you should show it to the MMLC staff when you come up to request an exam. If it is not an approved calculator, you will not be able to use it. Students who do not return a borrowed pair of headphones or calculator will have a hold placed on their ARC account. To have the hold removed, they will have to purchase a replacement pair of headphones or calculator (the same type used in the MMLC) and turn it in to the MMLC.



Final exam

The comprehensive final exam is taken **ONE** time upon completion of the last module exam. Once you demonstrate mastery on the last module test, you have five school days (three school days in the summer) to take your final exam. Note that if you pass the last module exam during the final week of instruction, then you must take the final by the final exam deadline provided to you by your instructor at the orientation. (Remember that you CAN NOT take the final exam unless you have completed all the module exams.)

The final exam is a **PAPER AND PENCIL** test that you will take IN PERSON in the MMLC in one sitting. You must start the final at least two hours before closing time for that day. Both an on-line and a paper "sample final exam" are available for you to look at in MyMathLab, though they are not comprehensive. When completing the final, please show your work neatly on the exam pages (work on scratch paper will not be graded). **Any break taken during your final exam longer than 10 minutes may result in a score of zero for the final exam.** If you anticipate a problem while taking an exam, please consult with your instructor as soon as possible. Your instructor will grade the exam, assigning partial credit as appropriate, provided your work is neat and organized. (Please alert your instructor via e-mail once you take the final, unless you take it at the end of the semester.)

Academic Honesty

The work you do on-line and in the workbook must be your own. Turning in someone else's work as your own will be considered cheating and will not be given credit.

The only things allowed during a module exam or the final exam are the following: the cover sheet issued by the MMLC staff, MMLC scratch paper, writing utensils, and approved calculator (if allowed). **Having anything else out during an exam, navigating away from the test window, or communicating with anyone during the exam is considered cheating.** This includes having out notes of any form, handouts, sample exams, books, electronic devices, cell phones, etc. **Using a calculator for an exam that doesn't allow it is also considered cheating.**

If cheating occurs on a module exam, a zero will be assigned for all attempts of the exam. The student will still be required to show mastery (80% or higher) on the exam in order to move to the next module, but the score will count as a zero when determining the course grade. Students who cheat a second time in a semester will earn an F in the course, will be required to start from the beginning of their class if they re-enroll in a future semester, and the dean will be informed.

If cheating occurs on the final exam, the student will receive an automatic F in the course and the dean will be informed.

Grades

Your overall course average will be calculated as follows:

On-line homework assignments: 10%	On-line module exams: 30%	Final exam: 60%
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Specific scores as well as your overall grade can be found in the "Gradebook" area of MyMathLab. Final letter grades will be assigned according to your overall course average:

90.0% or higher: A	80.0%-89.9%: B	70.0%-79.9%: C
60.0%-69.9%: D	0.0%-59.9%: F	

Please speak to a counselor if you are interested in ARC's P/NP grading option. It is your responsibility to meet all deadlines associated with this.

DSP&S Student Accommodations

The MMLC is committed to providing reasonable accommodations to our DSP&S students. Students who qualify for accommodations through DSP&S should provide their professor with the initial paperwork (usually a white & pink form) within the ***first two weeks of the semester***, or as soon as accommodations are approved if during the semester. Students will not receive accommodations until the proper DSP&S paperwork has been presented to and signed by their instructor of record. As per DSP&S protocol, DSP&S students who wish to take their exam at DSP&S must make appointments at DSP&S and provide their instructor a copy of the white exam cover sheet (or otherwise notify them of the date and time they have their exam scheduled for) a minimum of two school days prior to the exam.

Students requiring the assistance of a scribe or assistant may **have only a DSP&S approved** scribe or assistant in the classroom, drop-in area, and testing area. Students who require any kind of assistant during exams, and who want to take their tests in the MMLC, can be accommodated **only during their scheduled class while their instructor is present**. Any student who requires a scribe or assistant and wishes to take an exam on a day or at a time other than during their scheduled class will be required to take it at DSP&S.

Classroom Conduct

Class time is valuable. You need to come prepared, focused, and ready to work AT ALL TIMES. You should consistently respect other students and the instructor. Students using foul language, using threatening words or actions, or disrupting the learning environment will be asked to leave the MMLC. In addition, these students will be required to meet with the dean of the math department and/or the Dean of Student Development before being allowed to return to the MMLC. Please keep cell phones on silent or vibrate while in class and step outside to make or receive calls. The computers are reserved for MMLC work only. We do not allow food, drinks, or children in the center. Finally, you are expected to come to class prepared with all necessary materials (paper, pencils, calculators, workbook, headphones, etc.)

Technical issues

Normally you will access MyMathLab by going to www.mymathlab.com. If this site is not working, you can also access everything but the videos by going to www.mathxl.com/login_mml.htm. The first time you use MyMathLab at home, you will need to run the "Browser Check" (located in the Course Home area) to set up your computer. (Note also that Pearson Learning recommends using [Google Chrome](#) as your browser when using MyMathLab.) If you have technical difficulties using MyMathLab at home or logging in while in the MMLC, you will need to contact Pearson technical support. You are always welcome to complete on-line assignments in the MMLC, provided we have space. (If we are full, you may be able to use the computers in the Learning Resource Center). It is your responsibility to complete all work by the appropriate deadlines.

There may be occasional times in the MMLC when the Internet goes down temporarily or the power goes out. Please be patient during these times. If you have an on-line module test that is interrupted we will allow you to come back during the next couple of days to retake the exam. **Technical difficulties do NOT excuse procrastination. You need to stay ahead of your deadline schedule or you simply may not have enough time to catch up and pass the class.**

Moving into lecture classes

If you successfully complete a course in the MMLC, but would rather complete the rest of your math requirements using a traditional lecture format, the following charts may be useful:

This MMLC course serves as a pre-requisite to this regular lecture course
MATH 41	→ None
MATH 42	→ MATH 100, Math 129 or STAT 105

This MMLC course serves as a pre-requisite to this regular lecture course
MATH 132	→ MATH 120
MATH 133	→ Various transfer level courses

Hate and Bias in the Classroom

American River College values the many diverse members of our community. Hate and bias incidents within the classroom greatly affect students' ability to learn by distracting from learning and making students feel unwelcome or unsafe. ARC is committed to addressing reports of hate and bias seriously, promptly, confidentially, and with sensitivity.

Incidents of hate, bias, and discrimination should be reported to the campus equity officer, Kate Jaques at (916) 484-8406 or jaquesk@arc.losrios.edu. If there is an emergency or crime, please contact 911 or the Los Rios Police Department at (916)-558-2221.

We urge you to intervene when you can – you can start by reporting situations that adversely affect learning environments. If you become aware of any incident that compromises the values of our community, please seek assistance from the campus equity officer immediately.

If you or someone you know has experienced a sexual assault or domestic violence, help and resources are available. Contact the WEAVE Confidential Advocate at (916) 568-3011 or WEAVEConfidentialAdvocate@losrios.edu.

Student Learning Outcomes

MATH 41 (Modules 1-6): Upon completion of this course, the student will be able to:

- evaluate problems using addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals.
- use the order of operations to simplify expressions.
- read, write, and round whole numbers and decimals.
- identify and use factors and prime factorizations of whole numbers.
- analyze and simplify fractions.
- demonstrate the relationships between fractions, decimals, and percents.
- analyze and estimate problems involving whole numbers, fractions, and decimals.
- set up and solve application problems using computational arithmetic.

MATH 42 (Modules 7-13): Upon completion of this course, the student will be able to:

- evaluate expressions that contain addition, subtraction, multiplication, and division of real numbers.
- solve numerical and applied percent problems.
- simplify algebraic expressions using order of operations.
- evaluate and simplify exponential and square root expressions.
- solve linear equations, including those with signed numbers, fractions, and/or decimals.
- set up and solve elementary application problems using algebraic techniques.
- compute perimeter and area of geometric figures.
- translate words into symbols and equations.
- perform operations on signed fractions.
- graph linear equations.

MATH 131 (Modules 14-20): Upon completion of this course, the student will be able to:

- solve linear equations and inequalities.
- graph linear equations and inequalities.
- apply appropriate solving techniques to solve systems of linear equations.
- demonstrate addition, subtraction, and multiplication of polynomials.
- apply properties of exponents.
- set up and solve application problems using appropriate algebraic methods.

MATH 132 (Modules 21-26): Upon completion of this course, the student will be able to:

- apply appropriate factoring techniques to polynomials.
- demonstrate factoring and algebraic techniques to solve quadratic equations.
- simplify rational expressions and solve equations with rational expressions.
- identify and solve variation applications.
- use roots, radicals, and exponents in simplifying expressions.
- solve equations with radical expressions.
- set up and solve application problems using appropriate algebraic methods.

MATH 133 (Modules 27-32): Upon completion of this course, the student will be able to:

- differentiate between a mathematical function and relation.
- evaluate functions using function notation.
- solve quadratic equations using a variety of algebraic methods.
- analyze and graph quadratic functions.
- analyze and graph exponential and logarithmic functions.
- solve exponential and logarithmic equations using algebraic properties.
- classify and construct graphs of conic sections.
- set up and solve application problems using appropriate algebraic methods.

Getting started

1. Fill out the upper left corner of the scoresheet and the top line of the progress chart
 2. Fill out the back side of the progress chart
 3. Fill in the blanks on your MMLC student ID card using the semester calendar handout
 4. Turn in your scoresheet and progress chart to your instructor
 5. If you were given an add slip, use it to enroll in the class. Make sure to pay any fees you owe immediately.
 6. Purchase the workbook/software package from the bookstore if you don't already own it
 7. Go to www.mymathlab.com and register your software using the course ID provided by your instructor
- A. If this is your first course using our materials, you will need to use the code that came with the Workbook/MyMathLab package that you purchased from the ARC bookstore.
- (Note that you may request 14-day "temporary access" if necessary—however, it is your responsibility to upgrade to full status within the 14-day period after purchasing the Workbook/MyMathLab package. If you fail to upgrade, you will be unable to complete on-line assignments and may be dropped for lack of active participation.)
- B. If you have used our materials before, simply login to your MyMathLab account, select "Enroll in a New Course," and then follow the directions.
 8. Read through this syllabus carefully
 9. Take the "syllabus quiz" that is found under the START HERE button. **You will need to repeat it until you score 90% or higher.**
 10. Begin the first module of your course (see next page).

What HW should I finish BEFORE my next class meeting?

✓ You have COMPLETED the orientation – CONGRATS!

*By enrolling in this course, you agree to follow all the policies explained in this syllabus. Note also that everything in this syllabus is subject to change as needed. Please be in class to be aware of these things.

**You should also be aware that while all MMLC faculty members follow this syllabus, each instructor will have different ways of handling the details regarding checking in with students, looking at the workbook pages, taking roll, issuing testing tickets, etc. You are expected to follow the directions and procedures that your instructor uses.

***During any given semester, students may choose to enroll in the MMLC in Natomas OR the MMLC on the main campus. However, students may only take tests at the MMLC center in which they are enrolled.

Completing the modules

The following flow chart shows how to complete each module.

