

**COURSE SYLLABUS**

College Algebra

MAC 1105, Sample Syllabus

Online Instruction, Spring 2016

Click on [How to Be A Successful Student](http://www.spcollege.edu/addendum), which provides important college policies, success factors, student expectations, and more.

**WELCOME**

Hello and Welcome to College Algebra Online! This course is a continuation of high school algebra at a more advanced level. Although many of the topics will be familiar to you, expect to carry out more challenging and involved manipulations of these familiar topics. You may also encounter new topics that you have not studied in your previous algebra course.

To ensure that you get off to the right start please take some time to thoroughly and thoughtfully ready through this Syllabus.  When you are ready to get started, complete the User Agreement so that you can unlock the remaining course materials. It is wise to keep this Syllabus and the Assignment Due Dates schedule handy at all times so that you are familiar with the policies and deadlines for this course.

Finally, should you run into any difficulties throughout the semester then please contact me right away… I care about your success and I’m here to help! Let’s have a wonderful semester!!

Prof. B.

**INSTRUCTOR**

**Name:** Prof. Lisa M. Borzewski

**Email:** borzewski.lisa@spcollege.edu

**Phone:** 727-394-6170

**Office and Online Chat Hours:** I am usually in the office between 9 and 4:30 Monday through Friday.  Due to classes and meetings however, it is wise to check my availability before driving to the office.  Please feel free to call or email to verify an appointment is available

**Office Location:** Seminole Campus, UP 337 B

**Instructor Web Page:** https://web.spcollege.edu/instructors/id/borzewski.lisa

**ACADEMIC DEPARTMENT**

**DEAN**

**Name:** Jimmy Chang

**Office Location:** SA 215B (St. Petersburg/Gibbs Campus)

**Office Phone Number:** (727) 341 - 4305

**Email:** [Chang.Jimmy@SPCollege.edu](https://mycourses.spcollege.edu/content/enforced/81350-OFR_MAC1105_375_0510/Chang.Jimmy@SPCollege.edu)

**ACADEMIC CHAIR**

**Name:** Prof. Lisa M. Borzewski

**Office Location:** Seminole Campus, UP 337 B

**Office Phone Number:** 727-394-6170

**Email:** borzewski.lisa@spcollege.edu

**WEBSITE**

**URL:** <http://www.spcollege.edu/math/>

**COURSE INFORMATION**

**Course Description:** Major topics include: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; applications such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay.

**Course Objectives:**

**1.** The student will apply the fundamental concepts of algebra, and the characteristics and properties of relations, and functions by:

a. determining whether relations, equations, and graphs are functions  
b. evaluate a function using function notation  
c. determining the domain and/or range of given functions (polynomial, rational, absolute value, radical, exponential and logarithmic).  
d. performing arithmetic operations on, and the composition of, given functions  
e. simplifying and performing arithmetic operations on complex numbers, expressing the answer in standard form  
f. evaluating and simplifying the difference quotient of given linear and quadratic functions  
g. determining the inverse of given functions

**2.** The student will demonstrate their comprehension of graphing various functions and inequalities by:

a. graphing standard linear, quadratic, cubic, rational, absolute value, radical, exponential, and logarithmic functions  
b. using transformations of the standard graphs to linear, quadratic, cubic, rational, absolute value, radical, exponential, and logarithmic functions   
c. applying other techniques to graph linear (intercepts and y-intercept form), quadratic (vertex), and rational (asymptotic behavior), and piece-wise defined functions  
d. graphing systems of linear and quadratic inequalities

**3.** The student will demonstrate the ability to solve a variety of equations and inequalities by:

a. solving radical equations  
b. solving absolute value equations  
c. solving quadratic equations  
d. solving higher order polynomial equations by factoring  
e. solving polynomial and rational inequalities  
f. solving exponential and logarithmic equations  
g. solving systems of linear and quadratic equations in 2 variables using algebraic techniques

**4.** The student will apply critical thinking to the concepts of this course by:

a. solving real world problems that require the use of linear equations and inequalities  
b. solving real world problems that require the use of quadratic equations  
c. solving real world problems that require the use of exponential equations (exponential growth and decay)  
d. solving real world problems that require the use of systems of linear equations and inequalities

In order to earn a grade of C or better, the student will achieve at the 70% level or higher on classroom measures. Upon successful completion of the course, the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures developed by individual course instructors.

**Prerequisites:** MAT 1033 with a grade of “C” or better (recommend MAT 1033 taken within the last two years), or appropriate score on the SPC mathematics placement test.

**Availability of Course Content**: To gain access to the remaining course materials/modules, you must score 100% on **\*Step 4: User Agreement\*** located in the **\*START HERE: Important Course Information\*** module. Before you begin the User Agreement, please take some time to thoughtfully read and acknowledge the terms and policies in this Syllabus as well as **\*Step 2: Know the Assignment Due Dates Schedule\***. With the exception of the Midterm & Final Exams and their respective reviews, the content in MyCourses will be available for the duration of the semester. Also, although MyMathLab assignments are due on a weekly basis, MML Homework assignments leading up to a Test will be accessible until the day of the Test. Students may work ahead on any of the MML assignments, however once an assignment is past due it may no longer be accessed.  
  
**Proctored Exam Registration**: All students must identify and register their Exam preference.To do so, go to Step 3: Register your Exam preference (MUST BE COMPLETED BY ALL STUDENTS) located in the **\*BEGIN HERE: Important Course Information\*** module. Students must register their preference within the first two weeks of the semester. Please do this ASAP.  
  
**Proctored Exam Requirement**: On Exam day, students must present a valid form of ID to their Proctor (College Student ID, Drivers License, Passport, etc...). Scientific calculators are allowed, but a graphing calculator (TI-83, TI-84, TI-84+) is strongly recommended. However, certain models (TI-89’s, TI-92’s, TI-Nspire, etc...) are not allowed on exams. Books, formula sheets, and notes of any kind are not allowed. Scratch paper will be provided.

[View the Proctored Testing Information site](https://mycoursessupport.spcollege.edu/proctored-testing-information)

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

**Required Textbook:** College Algebra Essentials 4th ed. by Blitzer  
  
**Publisher Information:** A MyMathLab Access Code is required to participate in this course. The access code can be purchased alone or packaged with a regular hardcover textbook. If you are considering getting a textbook, it is much less expensive to buy it as an unbound package than to buy the access code and textbook separately.  
  
**ISBN-13**: 978-0321199911 **(MyMathLab Access Code only)**  
**ISBN-13**: 978-0321869715 **(unbound textbook + MyMathLab Access Code)**  
  
**IMPORTANT:** If you are currently unable to purchase an Access Code -or- you are waiting for your Access Code, you can still register with MML and begin your course work on the first day of classes. Pearson allows all students a grace period before an Access Code is required. Please get started on your course work right away.

[View the college bookstore site](http://www.spcollege.edu/textbooks)  
  
[View the college librararies site](http://www.spcollege.edu/libraries)

**LEARNER SUPPORT**

[View the Disability Resources site](http://www.spcollege.edu/dr)[View the Academic Support Services site](http://www.spcollege.edu/support)  
  
[View the On-Campus Support site](http://www.spcollege.edu/tutoring/#tab%3d2)  
  
[View the Online Support site](http://www.spcollege.edu/tutoring/#tab%3d3)[View the Student Services and Resources site](http://www.spcollege.edu/services)

**IMPORTANT DATES**

**Course Dates:** 01/11/2016 - 05/05/2016

**Drop Date:** 01/15/2016

**Withdrawal Date:** 03/23/2016  
  
[View Financial Aid Dates](http://www.spcollege.edu/pages/dynamic.aspx?id=800)

**DISCIPLINE-SPECIFIC INFORMATION**

**ATTENDANCE**

[**View the college-wide attendance policy**](http://www.spcollege.edu/addendum/#attend)**included in the How to Be a Successful Student link.**

**The policy notes that each instructor is to exercise professional judgment and define “active participation” in class (and therefore “attendance”), and publish that definition in each syllabus.**

**For this class, attendance is defined as:** responding to emails and/or posting to the discussion board as required by your instructor as well as completing Assignments ( Homework, Quizzes, Study Plans, Tests, and Exams) by the required deadlines.   
  
**60 % Participation policy  for  this  course:**If a student fails to complete Test 1 and Test 2 by their respective deadlines, then by the 60% point of the term he/she will be classified as not actively participating and will be administratively withdrawn from class with a WF which becomes an F on the students transcripts. Students will be able to withdraw themselves at any time during the term up until the last date to withdraw. Students and instructors will automatically receive an email notification to their SPC email whenever a withdrawal occurs.   
  
Professors will verify that students are in attendance at least once each week during the first two weeks of class. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn. Immediately following the 60% point of the term, each instructor will verify which students are actively participating in class. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a “WF”.

**GRADING**

Your semester grade will be a weighted average.

**How to Calculate your Overall Grade**: (Homework avg)\***0.10** + (Quiz avg)\***0.12** + (Test avg)\***0.15** + (Exam Review avg)\***0.03** + (Midterm & Final avg)\***0.60**

**Grading Scale**: **A** (100-90), **B** (89.9-80), **C** (79.9-70), **D** (69.9-60), **F** (59.9-0)

To encourage students to make every effort to complete their lessons on time, **\*no make-up Quizzes, Tests or Exams will be given, no exceptions\***. Grades of "I" (Incomplete) are NOT given in this course. If you do not complete the course by the scheduled final exam date, you will receive an "F" for the course.  
  
State policy specifies that students may not repeat a college credit course for which a grade of “C” or higher has been earned except by appeal to the campus Academic Appeals committee. You may repeat a college credit course one time without penalty. At the third attempt, you will pay the full cost of instruction. The full cost of instruction rate for the academic year is stated in the course catalog. In addition, at the third attempt you may NOT receive a grade of “I,” “W,” or “X,” but must receive the letter grade earned. This grade will be averaged into your overall grade point average.

**Extra Credit**  
No official extra credit assignments are available. Extra Credit is not an option for this course.

**ASSIGNMENTS**

**Homework Assignments (located in MyMathLab) 10% of Overall Grade**  
There are a total of twenty-five (25) Homework Assignments spread over the eight (8) Modules in this course. They have been set up to encourage Mastery Learning, so you may rework any Homework Assignment in order to get a perfect score (unlimited attempts). Each Homework Assignment contains a Video Lecture that demonstrates the objectives for the assignment and there are also several tools available (Help Me Solve This, Animation, Textbook, and/or Ask My Instructor) for each problem within the assignment.  
  
**Quizzes (located in MyMathLab) 12% of Overall Grade**  
There are a total of four (4) Quizzes in this course according to the Assignment Due Dates Schedule. The Quizzes are located in Modules 1, 3, 5, & 7 in the online curriculum. You are encouraged to not use your book or your notes during the Quizzes. You are allowed two (2) attempts for each Quiz, but before you can attempt a Quiz for the second time you must score the required number of mastery points in that Quiz’s Study Plan (please refer to the Study Plan mentioned below). Any Quiz not taken by its respective due date will be assigned a zero (0%). \***No 3rd Attempt Quizzes or Make-up Quizzes, no exceptions!\***  
  
**Study Plans (located in MyMathLab) 0% of Overall Grade**  
Each Module in this course contains a Study Plan that is designed to help you focus on the course objectives. The Study Plans are not included in your overall grade but they are required in order to access 1) any second attempt on a Quiz and 2) each of the Tests. In order to gain access to a second attempt Quiz or Test, you must first achieve the required number of Mastery Points within each Study Plan. Mastery Points are awarded upon successful completion of each Quiz Me. If you become locked out of a Quiz Me (due to unsuccessful completion) then you must work through its respective Practice in order to gain access to that Quiz Me. Only if the minimum Mastery Points is reached in a Study Plan will you then be able to take a second attempt Quiz or Test.  
  
**Tests (located in MyMathLab) 15% of Overall Grade**  
There are a total of four (4) Tests in this course according to the Assignment Due Dates Schedule and you are allowed only one (1) attempt for each Test. The Tests are located in Modules 2, 4, 6, & 8 in the online curriculum. You are encouraged to **not** use your book or your notes during the Tests. Before you are allowed to attempt a Test you must score the required number of mastery points in that Test’s Study Plan (please refer to the Study Plan mentioned above). A student missing a Test deadline for ANY reason will receive a zero for that Test. \***No Make-up Tests, no exceptions!\***  
  
**Exam Reviews (located in my|Courses) 3% of Overall Grade**  
The Exam Reviews are designed to help you prepare for the Midterm & Final Exams. This class is set up to encourage Mastery Learning, so you may rework any Exam Review in order to get a perfect score (unlimited attempts); however, the computer will use the highest score for each assignment to average your final grade in the course. You must pass the Midterm Review with a minimum of 70% in order for the Midterm Exam to be accessible and you must pass the Final Review with a minimum of 70% in order for the Final Exam to be accessible. A student missing an Exam deadline for any reason will receive a zero for that Exam.  
  
**Midterm Exam – Proctored/Supervised Exam (located in my|Courses) 30% of Overall Grade**  
For all students, the Midterm Exam must be taken by the dates defined in this syllabus. This Exam is timed (90 minutes) and MUST be proctored (supervised) at an educational facility near you (please refer to the Online Proctored Exam Information link provided near the top of this page).   
You must pass the Midterm Review with a minimum of 70% in order for the Midterm Exam to be accessible. A student missing an Exam deadline for any reason will receive a zero for that Exam. All students with accommodations must provide appropriate documentation if they need special arrangements for testing and must make arrangements for their testing. \***No Make-up Exams, no exceptions!\***  
  
**Final Exam – Proctored/Supervised Exam (located in my|Courses) 30% of Overall Grade**  
For all students, the Final Exam must be taken by the dates defined in this syllabus. This Exam is timed (90 minutes) and MUST be proctored (supervised) at an educational facility near you (please refer to the Online Proctored Exam Information link provided near the top of this page).   
You must pass the Final Review with a minimum of 70% in order for the Final Exam to be accessible. A student missing an Exam deadline for any reason will receive a zero for that Exam.All students with accommodations must provide appropriate documentation if they need special arrangements for testing and must make arrangements for their testing. \***No Make-up Exams, no exceptions!\***

General Flow of the Course

Once you've gained access to the remaining course materials/modules, you'll find within each of the eight course modules (numbered 1-8) a list of Learning Objectives that you will be able to do after successful completion of each module. Each of these modules also contain an Assignment Checklist that provides a detailed breakdown of the assigned Readings, PowerPoint Slides, and Homework as well as additional Assessment and Support. After each Assignment Checklist you'll find a collection of useful links that will take you to the PowerPoint presentations, the eText for this course, your MyMathLab Assignments, and a Module Discussion.  
  
To prepare for the journey ahead, please take the time to complete the assigned Readings and PowerPoint Slides before you attempt your Homework Assignments. When you are ready to begin your Homework click on the \*MyMathLab All Assignments\* link and then on the page that appears open an assignment by clicking on it's name. Every Homework assignment contains a Lecture Video that provides excellent illustrations and explanations for the problems that you are to submit for grade. Also, while you are working on individual problem, you'll have additional resources at your disposal (Help Me Solve This, Animation, Textbook, and/or Ask My Instructor).  
  
At the end of Modules 1, 3, 5, & 7 you'll notice an assigned Quiz. The Quizzes can be found in MyMathLab and you are given two (2) attempts for each Quiz. There are no restrictions for entering the Quizzes for the first attempt, however they are timed and if you are unfamiliar with the concepts then it is likely that you will run out of time and/or score poorly. If you'd like to take a Quiz for the second attempt you must first earn the required number of Mastery Points in the Study Plan, otherwise access to the second attempt will not be granted. IMPORTANT: The Study Plan can take a considerable amount of time to complete and it is strongly advised that you do not wait until the last minute to get started. Please give yourself ample time to complete the Study Plan.  
  
At the end of Modules 2, 4, 6, & 8 you'll notice an assigned Test. The Tests can be found in MyMathLab and you are given one (1) attempt for each Test. In order to gain access to a Test you must first earn the required number of Mastery Points in its associated Study Plan, otherwise access will not be granted. IMPORTANT: The Study Plan can take a considerable amount of time to complete and it is strongly advised that you do not wait until the last minute to get started. Please give yourself ample time to complete the Study Plan.  
  
Lastly, just after Modules 4 & 8 you'll find the Midterm & Final Exams (respectively). The contents of these modules will be made available as we get closer to these Exams and in order to actually be able to take these Exams, you'll first need to score at least 70% on their respective Reviews. Each Review can be found within the module and to better prepare for the Exams it is strongly recommended that you go through each Review several times. Don't forget to go to \*Step 3: Register your Exam preference (MUST BE COMPLETED BY ALL STUDENTS)\* located in the \*BEGIN HERE: Important Course Information\* module. Students must register their preference within the first two weeks of the semester.

**STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS**

**Student Expectations**  
Whether in an online class or a physical classroom, certain behaviors are expected of every student. Students need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. In the event that a student becomes disruptive (eg: sending indecent emails to other students and/or then Instructor, submitting inappropriate postings to the Discussion boards) the instructor may take disciplinary action including removing the student from the class. This ensures that all students in the class have an opportunity to learn. SPC expects students to be honest in all of their academic work. By enrolling at the College, students agree to obey all of the standards of academic honesty and integrity and students should also understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. For more information please visit the [How to Be A Successful Student](http://www.spcollege.edu/addendum) link.  
  
**What Students can expect from the Instructor**  
The instructor will establish and maintain, with your involvement and help, a safe, comfortable learning environment in which your opinions and thoughts are valued. The instructor will make meaningful assignments designed to broaden your knowledge and help improve your ability to problem solve utilizing the critical thinking skills developed in the study of Mathematics.  
  
**REQUIRED INTERACTION**  
  
Students are required to logon to my|Courses on a regular basis. Plan on logging into the course at least 4 times per week so that you can keep up with discussions, announcements and emails, complete all assignments, tests, and exams on or before the due dates, and to interact with your professor and peers. Should you have any questions then please do not hesitate to contact me and I will do my best to respond as soon as possible (typically within 24 to 48 hours). If you are having trouble with a homework problem in MyMathLab, use MML's \***Ask My Instructor**\* to send your question. Please remember that your instructor is not the only source of information. Most of the time you will be able to post your question in the discussion forum and your classmates will help you as well.

**PARTICIPATION AND CONDUCT**

[View the Online Student Participation and Conduct Guidelines](http://www.spcollege.edu/addendum/#onlineguide) in the Syllabus Addendum

**ACADEMIC HONESTY**

[View the Academic Honesty statement](http://www.spcollege.edu/academichonesty)

**NETIQUETTE**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. [View the Netiquette expectations](http://www.spcollege.edu/addendum/#expectations) in the Syllabus Addendum.

**STUDENT SURVEY OF INSTRUCTION**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

**TECHNOLOGY**

**MINIMUM REQUIREMENTS**

[View the Technology Requirements for MyCourses](http://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses)  
  
[View the System Requirements for MyMathLab](http://www.pearsonmylabandmastering.com/northamerica/mymathlab/system-requirements/index.html)

Sufficient technology and Internet access is required to complete this online class. Students must have continuous access to the internet and while smartphones, tablets, and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. Therefore, please be sure to have a Windows or Mac based computer available at all times.

**Minimum Technical Skills:**

Students should know how to navigate the course and utilize the course's tools (Discussions, email, etc...) and access certain file types (.pdf, .ppt, etc...). **\*MyCourses Tutorials\*** are available to students new to my|Courses and are located at the beginning of the course under the **\*Table of Contents\***. Students should also know how to interact with MyMathLab. A **\*How to Answer Video\*** along with a **\*Homework Orientation\*** have been provided in order to ensure successful utilization of MML. Although most of the features of these systems are accessible on mobile devices, it is recommended that you use a computer for your graded assignments (Homework, Quizzes, Tests, and Exams).

**ACCESSIBILITY OF TECHNOLOGY**

[View the MyCourses (Brightspace by Desire2Learn) Accessibility Statement](http://www.brightspace.com/about/accessibility)

**PRIVACY**

[View the MyCourses (Brightspace by Desire2Learn) Privacy Statement](http://www.brightspace.com/legal/privacy)

**TECHNICAL SUPPORT**

**Technical Issues:**  
Your course has been directly linked to MyMathLab (MML). Should you experience technical difficulties with MML and would like to contact Pearson's Technical Support, you must be logged into your my|Courses course. Select the \***Course Content**\* tab, go into the **\*BEGIN HERE: Important Course Information\*** module and then the **\*Learner Support\*** sub module. Open the diagnostics page by clicking on the **\*Pearson Diagnostics and Grade Sync\*** link. The Diagnostics page contains information that you must provide to Pearson's Technical Support in order for them to assist you. You'll also find several options to CONTACT PEARSON 24/7 TECHNICAL SUPPORT on the right side of the page.

**EXTREMELY IMPORTANT:** If you are experiencing technical difficulties with My|Courses and/or MyMathLab, before you contact either SPC's Tech Support or Pearson's Tech Support, please be sure to rule out the possibility of a bad (or limited) internet connection as well as the possibility of an incompatible browser, browser setting, firewall setting, recent update, etc... , by using a different computer on a different network via a different browser (For example: Internet Explorer, Firefox, and Chrome have all been known to work properly). **\*It is your responsibility to have a verified and reliable back up method for completing your assignments in the event that your primary means of connection does not function properly.\***  
  
Technical support is available via the [St. Petersburg College Technical Support Help Desk](http://www.spcollege.edu/helpdesk)