St. Petersburg College

SPC

COURSE SYLLABUS

College Algebra

MAC 1105 Section 2360

Face-to-Face Instruction 0625 – FALL 2023

WELCOME

Hello and Welcome to College Algebra. This course is the study of high school algebra at a more advanced level and although many of the topics will be familiar to you, expect to carry out more challenging and involved manipulations of these familiar topics. In addition, you may 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 read through this Syllabus and when you are ready to get started you must complete the User Agreement so that you can unlock the remaining course materials. It is advisable that you always keep this **Syllabus** and the **Assignment Due Dates** schedule handy 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 don't hesitate to contact me… I care about your success and I'm here to help! Let's have a wonderful semester!!

Click on How to Be A Successful Student, which provides important college policies, success factors, student expectations, and more.

ACADEMIC DEPARTMENT

INSTRUCTOR

Name: Danny Clark

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Phone: 727.424.0325

Office and Online Chat Hours: 11:30 AM – 12 Noon and 2:00 – 3:00 PM

Office Location: In Classroom

Instructor Web Page: https://web.spcollege.edu/instructors/id/clark.danny

DEAN

Name: Jimmy Chang

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

Office Phone Number: 727-341 - 4305 Email: Chang.Jimmy@SPCollege.edu

ACADEMIC CHAIR

Name: Hannah Johnson

Office Location: SPC Downtown DC 354

Office Phone Number: 727-791-2559

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WEBSITE

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IMPORTANT DATES

Course Dates: 08/15/2023 - 12/05/2023
Drop Date with a Refund: 08/18/2023
Withdrawal Date: 10/28/2023
Financial Aid Dates: Visit Financial Aid.

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.

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 minimum grade of C (recommend 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 5: User Agreement** located in the **START HERE: Important Course Information** module. Please take some time to thoughtfully read and acknowledge the terms and policies in this Syllabus. Except for the Final Exams (and their respective reviews), the content in MyCourses will be available for the duration of the semester. Assignments in ALEKS are due on a scheduled basis. It is highly recommended that you keep the **Step 2: Know the Assignment Due Dates Schedule (Please print for your records)** handy at all times.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Textbook: College Algebra 2nd ed. by Miller and Gerken

Publisher Information: Students must purchase an ALEKS 360 subscription. ALEKS 360 is a total course solution that combines the power of ALEKS with fully-integrated, interactive eBook.

ISBN-13: Please refer to the First Day module.

IMPORTANT: This course is part of **the First Day™ Inclusive Access Program. First Day™** is a partnership between Barnes & Noble College, SPC and the Publisher to bring your course materials to you through MyCourses at a discounted price. Please note that for McGraw Hill courseware (Connect, SIMnet or ALEKS) you must activate your enrollment in your McGraw Hill courseware section [with your username/password or by creating a new Connect account] within the first week of class. Failure to complete this step may result in hitting a "paywall" in the future – even though you remained in the First Day Program. Access your McGraw Hill courseware directly through the **ALEKS Access** link [located in module 1 - Introduction to Equations]. Please unlock the course materials/modules by scoring a 100% on the User Agreement [located in the BEGIN HERE: Important Course Information module].

View the College Bookstore site.

View the College Library site.

LEARNER SUPPORT

View Free Tutoring site.

View the Accessibility Services site.

View the Academic Support site.

View the On-Campus and Online Support site.

View the Student Services site.

STUDENT ASSISTANCE PROGRAM

As an SPC student it's vital that you know Titans Care. You can access resources through SPC's Student Assistance Program (SAP) (https://mycoursessupport.spcollege.edu/student-assistance-program), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss because of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

Financial Aid Dates: Visit Financial Aid.

DISCIPLINE-SPECIFIC INFORMATION

ATTENDANCE

View the college-wide attendance policy included in [How to be a Successful Student](#).

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, active participation is defined as responding to emails and/or posting to the discussion board as required by your Instructor as well as completing Assignments (Homework, Pies, Quizzes, Reviews, Tests, and Exams) by the required deadlines. Specifically:

- First two weeks active participation policy for this course: At two weeks, active participation is defined as having completed the User Agreement, the Initial Knowledge Check, a minimum of 70% of Pie 1. After two weeks, nonparticipating students may be removed from the course.

- 60% active participation policy for this course: If a student fails to complete the assigned work by the respective deadline, then by the 60% point of the term he/she is subject to being classified as not actively participating which would result in being administratively withdrawn from class with a WF. Please note that a WF will become 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 the Instructor will automatically receive an email notification to their SPC email whenever a withdrawal occurs.

Administratively withdrawn students will receive a "WF". Please note that if a student is receiving financial assistance and is also categorized as a WF, then the student may be required to pay back some or all financial aid: http://www.spcollege.edu/withdrawal

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GRADING

To encourage students to make every effort to complete their lessons on time, all Assignments are expected to be completed by their respective due dates. **Due date extensions are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Instructor to allow make-up work**. 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.

Each student course grade will be determined on the following basis:

- Objective Pies (Adaptive Learning): 35%
- Homework 15%
- Tests: 15%
- Proctored Final Exam: 35%

A: 90 -100%   **B**: 80 - 89% **C**: 70 - 79% **D**: 60 - 69% **F**: 0 - 59%

How to Calculate your Overall Grade: (Pie avg)***0.35** + (Test avg)***0.15** + (Homework)***0.15** + (Final Exam)***0.35** + (Reading Graphs of Functions)***0.005 Extra Credit** + (Final Review)***0.045 Extra Credit**

Extra Credit
You may earn up to 5% Extra Credit by completing the Reading Graphs of Functions (0.5%) and the Final Review (4.5%).

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.

ASSIGNMENTS

Please view **Step2: Know the Assignments due date Schedule** in the **Begin Here** module which lists the due dates for each assignment.

Knowledge Checks (located in ALEKS) 0% of Overall Grade
Knowledge Checks measure your mastery of topics. In this course, you will find one (1) Initial Knowledge Check and then following each of the Objective Pies [below] there are eight (8) Post Objective Knowledge Checks. Although the Knowledge Checks do not count toward your grade, taking these Knowledge Checks seriously and honestly will save you TIME in the system. You will not struggle trying to learn topics you are not ready for, and you will not waste time on topics you already know. You may see topics on a Knowledge Check you have not yet learned or have already mastered. ALEKS does this to reinforce mastery and test the limits of what you know. Also, it is completely normal to not remember 100% of the topics you have recently learned, so expect to see some of them later in the course. Better to have extra practice on topics that might appear on a Quiz, Test, or Exam! A Post Objective Knowledge Check will occur **1)** as soon you finish all 100% of topics for a Pie or **2)** after the Pie Due Date passes. Your highest mastery level for that pie is what is used to calculate your grade. If you complete 100% of the topics and then lose some in the Post Objective Knowledge check, your grade will remain 100%. IMPORTANT: Students will not be able to move forward until the Post Objective Knowledge Check is completed.

Objective Pies (located in ALEKS) 35% of Overall Grade
There are eight (8) Objective Pies assigned in this course. The Pies contain the problem types (topics) we are working on and should be worked on during the MAT 1033L class time. Goal topics are identified by a gem**.** The Initial Knowledge Check determines each student's knowledge of those topics, ALEKS then creates Pies that helps student work on the topics they are ready to learn. IMPORTANT: Pies 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 get started on the Pies right away and give yourself ample time to complete them.

Tests (located in ALEKS) 15% of Overall Grade
There are 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 in Modules 2, 4, 6, & 8 in the online curriculum and each Test is timed (90 minutes). It is highly recommended that you complete the respective Test Review. A student missing a Test deadline for ANY reason will receive a zero for that Test. The best three (3) out of four Tests will be counted toward your semester grade. You can miss one (1) Test at no cost to your overall grade. At the end of the semester your best three (3) Test scores will be used in your overall grade calculation. **Late Tests are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Instructor to allow make-up work**.

Exam Reviews (located in ALEKS) 4.5% Extra Credit
The Exam Review is designed to help you prepare for the Final Exam. This class is set up to encourage Mastery Learning, so you may rework each Exam Review to get a perfect score (unlimited attempts - the highest score is used to average your overall grade). You must pass the Final Review with a minimum of 70% for the Final Exam to be accessible. A student missing an Exam deadline for any reason will receive a zero for that Exam.

Homework (located in ALEKS) 15% of Overall Grade
Be sure that you have completed all assigned Homework that corresponds to each Module. The practice will help you become more prepared for the exams and increase long term memory recall for specific topics.

Final Exam – (located in ALEKS) 35% of Overall Grade
For all students, the Final Exam must be taken by the dates defined in this syllabus. This Exam is timed (120 minutes). You must pass the Final Review with a minimum of 70% 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. **Late Exams are generally not permitted in this class. In extreme extenuating circumstances (such as hospitalization) for which appropriate documentation has been provided, then it is at the discretion of the Instructor to allow make-up work**.

General Flow of the Course

Once you have gained access to the remaining course materials/modules, you will find an **Introduction and Resources** link within each of the eight course modules (numbered 1-8). They provide a list of Module Topics that you will be able to do after successful completion of each module along with an Assignment Checklist and Resource Location breakdown of the assigned Readings, Videos, and/or Pies. To prepare for the journey ahead, please take the time to complete the assigned Readings before you attempt your Assignments. When you are ready to begin click on the **ALEKS Access** link located within the course Modules.

At the end of each Module, you are required to complete an ALEKS Pie. Pies describe your current knowledge of the subject and makes precise recommendations for further study. IMPORTANT: Pies 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 get started on the Pies right away and give yourself ample time to complete them.

At the end of Modules 2, 4, 6, & 8 you will notice an assigned Test. They can be found in ALEKS and you are given one (1) attempt for each Test. It is highly recommended that you complete the respective Test Review before attempting a Test. The Test Review contains questions like those found in the actual Test.

After Module 8 you will find the Final Exams. The contents of this module will be made available as we get closer to the Exam and to be able to take the Exam, you will first need to score at least 50% on the Reviews. The 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.

IMPORTANT: **Do not wait until the last minute to complete the weekly Assignments** (no later than 8:00AM EST on the assigned due dates). Do your best to complete everything a few days in advance… in that way, if you run into trouble on any of the Assignments, you will have ample time seek help. Also, if your work schedule conflicts with the due dates then it is essential that you work ahead.

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

What is expected of every student?
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. If a student becomes disruptive (e.g.: sending indecent emails to other students and/or the 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 their academic work. By enrolling at the College, students agree to obey all 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. Please be sure to:

- Thoroughly and thoughtfully read the syllabus and abide by the contents of the syllabus.
- Act in a civil and respectable manner in addressing Instructor and peers.
- Log into MyCourses at least 4 times per week.
- Take an active role in this course, participating fully in class discussions by posting to the discussion board on a weekly basis.
- Read and respond in an appropriate manner to all faculty emails and class discussion.
- Be responsible for raising any questions or seeking clarification about all course materials and assignments.
- Submit assignments on time and complete assessments by the posted dates.
- Have constant access to a computer and the internet.
- Immediately seek assistance with assignments and all technical issues.
- Complete the Student Survey of Instruction.
- Become familiar with the College's Academic Honesty Policy.
- Understand that failure to comply with the Academic Honesty Policy may result in disciplinary action.

For more information please visit the [How to be a Successful Student](#) link.

What can students 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.
- 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.
- Respond to all emails within a 48-hour period during the normal business week (M - F).
- Post grades in a timely manner.

What can students do to be successful in this course?
Students are required to logon to MyCourses 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, interact with your Instructor and peers, as well as complete Assignments on or before the due dates. Should you have any questions then please do not hesitate to contact me and I will do my best to point you in the right direction (typically within 48 hours, M - F). If you are having trouble with a question in ALEKS then please utilize:

- **Explanation:** Shows the complete solution of the actual question that is giving you trouble. NOTE: If you utilize this feature then you must rework a similar question (Try Another) to receive credit.
- **Guided Solution:** An interactive one-on-one virtual tutor that walks you through the very question that is giving you trouble step-by-step until you arrive at the correct solution, and it provides feedback along the way (it is excellent). NOTE: If you utilize this feature then you must rework a similar question (Try Another) to receive credit.
- **Example:** Provides a fully worked Sample Question like the one that is giving you trouble. NOTE: You are not required Try Another if you utilize this feature.
- **eBook:** A high-quality, interactive version of the physical counterpart. It offers robust virtual features, including highlighting, bookmarking, and note taking, and allow students to access

the full textbook content, as well as multimedia resources (i.e., videos, images, exercises, etc.).

- **Message Center:** While working on a question, it sends your question my way. Not only does it provide me with the very question you are working on, but it also includes any input you have provided. Please provide input, otherwise I will not be able to determine what is giving you trouble.

PARTICIPATION, CONDUCT, & NETIQUETTE

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in How to be a Successful Student.

ACADEMIC HONESTY

View the Academic Honesty Policy.

COPYRIGHT

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: www.copyright.gov

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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 MyCourses Minimum Technology Requirements.

Minimum Technical Skills: Students should know how to navigate the course and use the course tools (email, discussion, gradebook, etc.). Students also MUST become proficient with ALEKS and the tools contained within the program.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

ACCESSIBILITY OF TECHNOLOGY

- MyCourses (Brightspace by Desire2Learn) Accessibility
- Google (YouTube) Accessibility

PRIVACY

- [MyCourses (Brightspace by Desire2Learn) Privacy](#)
- [Turnitin Privacy](#)
- [YouTube Privacy](#)
- [Minitab](#)

TECHNICAL SUPPORT

Technical Issues:
Should you experience technical difficulties with ALEKS and would like to contact McGraw-Hill's Technical Support, please call: 1-800-258-2374
Hours (EST):
7am - 1am Monday - Thursday
7am - 9pm Friday
4pm - 1am Sunday

Or, if you prefer, open the following link to fill out a form: https://www.aleks.com/support/form

EXTREMELY IMPORTANT: If you are experiencing technical difficulties with MyCourses and/or ALEKS, before you contact either SPC's Tech Support or McGraw-Hill'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 if your primary means of connection does not function properly**.

Technical support is available via the [St. Petersburg College Technical Support Center](#)

McGraw-Hill's Support: https://mhedu.force.com/aleks/s/

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INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg College website at www.spcollege.edu is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period and is planning ways our operations can continue following such an emergency.

So, if a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the Instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, to keep up with all activities in this course during and after a natural disaster, please

plan to continue this course by maintaining online access to MyCourses (possibly through duration of the course's regularly scheduled end date). We will finish this course in MyCourses, as directed by your Instructor online, and your Instructor will use all graded assignments to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.