



MATH 1111 / College Algebra

COURSE SYLLABUS

Online – Fall 2021

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20113

Preferred Method of Contact: Email [Bee Hart \(bhart@southeasterntech.edu\)](mailto:bhart@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Dr. Bee Hart

Campus/Office Vidalia /Location: 323

Office Hours: By appointment

Email Address: [Bee Hart \(bhart@southeasterntech.edu\)](mailto:bhart@southeasterntech.edu)

Phone: 1.912.538.3131

Fax Number: 1.912.538.3156

Tutoring Hours: By appointment

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

NO REQUIRED TEXT

Purchase of a textbook is optional. The course includes an e-text: Blitzer, R. [College Algebra \(seventh edition\)](#). New Jersey: Prentice Hall. Student Text ISBN 13: 978-0-13-446916-4 (Other editions of the same book are acceptable if you want to purchase a hard copy of the text.)

REQUIRED SUPPLIES & SOFTWARE

Software: MathXL is the software required for the course. The **MathXL Access Code** may be purchased from the bookstore or from the [MathXL Website \(www.mathxl.com\)](http://www.mathxl.com) after the course has started. Online students will find the MathXL Course ID (this is not the access code that you will purchase) on the menu of our Blackboard course.

Supplies: Three ring binder notebook, computer access, loose-leaf paper, pencils (all math problem work must be done in pencil), highlighter, and a graphing calculator (TI-83 or TI-84). Cellphones or other electronic devices cannot be used in the course. Daily, MTWR, access to a reliable internet connection for use with Blackboard, Mathxl, mySTC, and college email.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

CALCULATOR USAGE

The use of cell phones or other internet capable devices are not allowed for calculator usage. Students are expected to bring a calculator appropriate for the course content each day of class and for use in the online course. If calculator usage is not allowed for some topics, students are required to adhere to those expectations.

COURSE DESCRIPTION

This course emphasizes techniques of problem solving using algebraic concepts. Topics include: fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; and optional topics including sequences, series, and probability; and analytic geometry.

MAJOR COURSE COMPETENCIES

Topics include: fundamental concepts of algebra; equations and inequalities; functions and graphs; systems of equations; optional topics including sequences, series, and probability; and analytic geometry.

PREREQUISITE(S)

Appropriate Degree Level Math Placement Test Score

COURSE OUTLINE

1. Fundamental Concepts of Algebra
2. Equations and Inequalities
3. Functions and Graphs
4. Systems of Equations
5. Optional Topics including Sequences, Series, Probability, and Analytical Geometry

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (ONLINE)

Students are expected to complete all work required by the instructor and to attend the required proctored campus event. Students must register/enroll in Mathxl during the first days of class and use the Mathxl Software to successfully complete the course. Students will be No Showed who do not register for Mathxl by the end of the 3rd day of the semester. (To secure the proper information to access Mathxl, first login to our Blackboard course and go to the menu item titled as **Math Work / MathXL.**)

Quizzes, tests, and homework grades may be given at any time without prior notice, when needed, but most will be scheduled as part of the class. Failure to adhere to due dates will result in a grade of zero.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 37.5 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

| COVID-19 Key Symptoms |
|--|
| Fever or felt feverish |
| Chills |
| Shortness of breath or difficulty breathing (not attributed to any other health condition) |
| Cough: new or worsening, not attributed to another health condition |
| Fatigue |
| Muscle or body aches |
| Headache |
| New loss of taste or smell |
| Sore throat (not attributed to any other health condition) |
| Congestion or runny nose (not attributed to any other health condition) |
| Nausea or vomiting |
| Diarrhea |
| In the past 14 days, if you: |
| Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator,

swaters@southeasterntech.edu, 912-538-3195.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due by 11:59 p.m. on Wednesday of each week and are scheduled on the lesson plan for online math. Exceptions to the time frame and Wednesday deadline may be the proctored exam and final exam.

Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the

term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, (11-16-21), (1:00-3:00), (323) and Swainsboro Campus, (11-18-21), (1:00-3:00), (Will be announced).

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

A grade of zero will be assigned for any missed assignment regardless of the reason.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Note from Instructor: Do not use cheating websites or other forms of dishonesty as such actions will have a detrimental effect on your preparedness for the Proctored Exam.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the

Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

| | |
|---|--|
| <p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p> | <p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p> |
| <p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p> | <p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p> |

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

| Assessment/Assignment | Percentage |
|-----------------------|------------|
| Homework | 25% |
| Quizzes | 10% |
| Tests | 25% |
| Discussion Boards | 5% |
| Proctored Event/Exam | 35% |

GRADING SCALE

| Letter Grade | Range |
|--------------|--------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 0-59 |

MATH 1111 Homework Guide and Lesson Plan

College Algebra, 7th Edition

| Date Week | Chapter | Content/Objectives | Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List | Competency Area |
|--|--|--|--|-------------------------------|
| See Lesson Plan in Blackboard for Weekly Assignment due dates. These dates are also preset in MathXL as well. | Start Here! | First Day of Class Learn how to use Office 365 email first. Orient yourself to your math online course. Complete the checklist of items in the next column. | Complete the No Show Requirements: Set up your MathXL account by January 8th to avoid being dropped from the course. | NA |
| | Chapter P Fundament al Concepts of Algebra 1 | P.1: Algebraic Expressions, Mathematical Models, and Real Numbers P.2: Exponents and Scientific Notation P.3 Radicals and Rational Exponents | P.1 Homework P.2 Homework P.3 Homework P.1-P.3 Quiz | CC: 1, 2, 5 GC: A, B, C |
| | | P.4: Polynomials P.5: Factoring Polynomials P.6: Rational Expressions | P.4 Homework P.5 Homework P.6 Homework P.4-P.6 Quiz Ch. P Exam | CC: 1, 2, 5 GC: A, B, C |
| | Chapter 1 Equations and Inequalities | 1.1: Graphs and Graphing Utilities 1.2: Linear Equations and Rational Equations 1.3: Models and Applications 1.4: Complex Numbers (opt) | 1.1 Homework 1.2 Homework 1.3 Homework 1.4 Homework Ch. 1.1-1.4 Quiz | CC: 1, 2, 3, 5 GC: A, B, C |

| Date Week | Chapter | Content/Objectives | Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List | Competency Area |
|--------------|---|---|--|-------------------------------|
| | | | | |
| | Chapter 1 continued | 1.5: Quadratic Equations 1.6: Other Types of Equations (opt) 1.7: Linear Inequalities and Absolute Value Inequalities (opt) | 1.5 Homework 1.6 Homework 1.7 Homework Ch. 1.5-1.7 Quiz | CC: 1, 2, 3, 5 GC: A, B, C |
| | Chapter 1 continued | Chapter 1 continued | Ch. 1 Exam | CC: 1, 2, 3, 5 GC: A, B, C |
| | Chapter 2 Functions and Graphs | 2.1: Basics of Functions and their Graphs 2.2: More on Functions and their Graphs 2.3: Linear Functions and Slope 2.4: More on Slope 2.5: Transformation of Functions | 2.1 Homework 2.2 Homework 2.1-2.2 Quiz 2.3 Homework 2.4 Homework 2.5 Homework 2.3-2.5 Quiz | CC: 3, 5 GC: A,B,C |
| | Chapter 2 continued | 2.6: Combinations of Functions; Composite Functions 2.7: Inverse Functions 2.8: Distance and Midpoint Formulas; Circles | 2.6 Homework 2.7 Homework 2.8 Homework 2.6-2.8 Quiz Ch. 2 Exam | CC: 3, 5 GC: A,B,C |
| | Chapter 3 Polynomial and Rational Functions | 3.1 Quadratic Functions 3.2: Polynomial Functions and Their Graphs 3.3: Dividing Polynomials: Remainder and Factor Theorems 3.4: Zeros of Polynomial Functions | 3.1 Homework 3.2 Homework 3.3 Homework 3.4 Homework 3.1-3.4 Quiz | CC: 1,2, 3 GC: A, B, C |
| | Chapter 3 continued | 3.5: Rational Function and Their Graphs 3.6: Polynomial and Rational Inequalities 3.7: Modeling Using Variation | 3.5 Homework 3.6 Homework 3.7 Homework 3.5-3.7 Quiz Ch. 3 Exam | CC: 1,2, 3 GC: A, B, C |
| | Chapter 4 | 4.1: Exponential | Ch. 4 Homework | CC: 2, 3, 5 |

| Date Week | Chapter | Content/Objectives | Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework Use as a Check List | Competency Area |
|--------------|---|--|---|-----------------------------|
| | Exponential and Logarithmic Functions | Functions 4.2: Logarithmic Functions 4.3: Properties of Logarithms 4.4: Exponential and Logarithmic Equations 4.5: Exponential Growth and Decay: Modeling Data | Ch. 4 Quiz | GC: A,B,C |
| | | Ch. 4 Continued | Ch. 4 Exam | CC: 1, 2, 3, 5 GC: A,B,C |
| | Ch. P-Ch.4 | Proctored Exam – required on campus – 35% of your final average!! This is a MANDATORY exam and you will receive a zero if you do not take it. | 5.1 Homework 5.2 Homework 5.3 Homework 5.5 Homework Ch. 5 Quiz | CC: 2, 3, 5 GC: A,B,C |
| | Chapter 5 Systems of Equations and Inequalities | 5.1: Systems of Linear Equations in Two Variables 5.2: Systems of Linear Equations in Three Variables 5.5: Systems of Inequalities | Ch. 5 Exam | CC: 4, 5 GC: A,B,C |
| | Chapter 5 Continued | 5.1: Systems of Linear Equations in Two Variables 5.2: Systems of Linear Equations in Three Variables 5.5: Systems of Inequalities | Review for the final exam | CC: 5 GC: A,B,C |
| | Final Exam | Final Exam | Complete the final exam. | CC: 1-5 GC: A,B,C |

COURSE COMPETENCY AREAS (CC): TAKEN FROM STATE STANDARDS

1. Fundamental Concepts of Algebra
2. Equations and Inequalities
3. Functions and Graphs
4. Systems of Equations
5. Optional Topics including Sequences, Series, Probability, and Analytical Geometry

GENERAL CORE EDUCATIONAL COMPETENCIES (GC):

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.

DISCLAIMER STATEMENTS

- The instructor reserves the right to change the syllabus and/or lesson plan as necessary

Discussion Board Rubric:

Your grade for each discussion board posting will be either be a 100, 50, or 0. The overview of each grade is listed below:

Note: There is no minimum word count criterion for each discussion; however, your discussion board grade for each post is contingent upon your response providing a thoughtful and adequate reply to the given outline along with providing replies to other student posts.

100 – Your post provides a thoughtful response to each aspect of the outlined discussion and respond to at least 2 other student posts.

50- Your post provides thoughtful responses to some but not all aspects of the outlined discussion and/or you do not respond to at least two other student posts.

0- You did not respond to the discussion board post.

