



**MATH 1111 / College Algebra**  
**COURSE SYLLABUS**  
**Online**  
**Summer Semester 202016**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

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

Class Meets: Via Internet for \_\_10\_\_ weeks

Course Reference Number (CRN): 60139

Preferred Method of Contact: College Email [Don Davis \(ddavis1@southeasterntech.edu\)](mailto:ddavis1@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

**Instructor Name:** Mr. Don Davis

**Email Address:** [Don Davis \(ddavis1@southeasterntech.edu\)](mailto:ddavis1@southeasterntech.edu)

**Vidalia/Office Location:** Vidalia Main Building Room 409

**Office Hours:** Blackboard Collaborate On Line Classroom 3:00-4:00 pm, MW- Monday, Wednesday

**Phone:** 912-538-1957

**Fax Number:** 912-538-3156

**Tutoring Hours:** Blackboard Collaborate On Line Classroom 3:00-4:00 pm, TR-Tuesday, Thursday or by Appointment

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and 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 Georgia Virtual Technical Connection (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**

Southeastern Technical College 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. 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 3<sup>rd</sup> 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, discussion boards and Blackboard Collaborate on line classroom sessions. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **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 and included as Due Dates in MathXL.

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:** [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@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:** [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@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

**Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event, but will not be required to come on campus to do it.**

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the 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. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an "F" (Failing) for the course.**

## 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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

## 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><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas (hthomas@southeasterntech.edu)</a></p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas (ljonas@southeasterntech.edu)</a></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 Southeastern Technical College'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 / Exams	25%
Discussion Boards	5%
Proctored Final Exam (Cumulative)	35%
Proctored Event/Exam <b>(due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event, but will not be required to come on campus to do it).</b>	

## GRADING SCALE

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

The Blackboard Gradebook is the official gradebook for the course.

# MATH 1111 Homework Guide and Lesson Plan

## College Algebra, 7<sup>th</sup> Edition

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework; MXL = MathXL Use as a Check List HW, Quizzes, Exams are Completed in MXL	Competency Area
<b>No Show Days and Beginning of Work Week 1</b>  <b>Due May 27th</b>	<b>Start Here!</b>	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.	<b>Complete the No Show Requirements:</b> <b>*Set up your MathXL account by May 27<sup>th</sup> to avoid being dropped from the course.</b> <b>*Course agreement pledge.</b> <b>*Send Instructor an email.</b> <b>Student Introduction Discussion Board</b>	NA
<b>Work Week 2</b>  <b>Due June 3rd</b>	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.4: Polynomials P.5: Factoring Polynomials P.6: Rational Expressions	P.1 Homework P.2 Homework P.3 Homework <b>P.1-P.3 Quiz</b> P.4 Homework P.5 Homework P.6 Homework <b>P.4-P.6 Quiz</b> <b>Ch. P Exam</b> <b>Discussion Board 1</b>	CC: 1, 2, 5 GC: A, B, C CC: 1, 2, 5 GC: A, B, C
<b>Work Week 3</b>  <b>Due June 10th</b>	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 <b>Ch. 1.1-1.4 Quiz</b>	CC: 1, 2, 3, 5 GC: A, B, C
<b>Work Week 4</b>  <b>Due June 17th</b>	Chapter 1 continued	1.5: Quadratic Equations 1.6: Other Types of Equations (opt) 1.7: Linear Inequalities and Absolute Value	1.5 Homework 1.6 Homework 1.7 Homework <b>Ch. 1.5-1.7 Quiz</b> <b>Ch. 1 Exam</b> <b>Discussion Board 2</b>	CC: 1, 2, 3, 5 GC: A, B, C

Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework; MXL = MathXL Use as a Check List HW, Quizzes, Exams are Completed in MXL	Competency Area
		Inequalities (opt)		
<b>Work Week 5</b> <b>Due June 24th</b>	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 <b>2.1-2.2 Quiz</b> 2.3 Homework 2.4 Homework 2.5 Homework <b>2.3-2.5 Quiz</b> <b>Discussion Board 3</b>	CC: 3, 5 GC: A,B,C
<b>Work Week 6</b> <b>Due July 1st</b>	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 <b>2.6-2.8 Quiz</b> <b>Ch. 2 Exam</b> <b>Discussion Board 4</b>	CC: 3, 5 GC: A,B,C
<b>Work Week 7</b> <b>Due July 8th</b>	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 <b>3.1-3.4 Quiz</b>	CC: 1,2, 3 GC: A, B, C
<b>Work Week 8</b> <b>Due July 15th</b>	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 <b>3.5-3.7 Quiz</b> <b>Ch. 3 Exam</b> <b>Discussion Board 5</b>	CC: 1,2, 3 GC: A, B, C
<b>Work Week 9</b> <b>Due July 22nd</b>	Chapter 4 Exponential and Logarithmic Functions	4.1: Exponential Functions 4.2: Logarithmic Functions 4.3: Properties of Logarithms 4.4: Exponential and Logarithmic Equations	Ch. 4 Homework <b>Ch. 4 Quiz</b> <b>Ch. 4 Exam</b>	CC: 4, 5 GC: A,B,C



Date Week	Chapter	Content/Objectives	Assignments, Assessments, and Due Dates BB = Blackboard; HW = Homework; MXL = MathXL Use as a Check List HW, Quizzes, Exams are Completed in MXL	Competency Area
		4.5: Exponential Growth and Decay: Modeling Data		
<b>Work Week 10</b> <b>Due July 29th</b>	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	5.1 Homework 5.2 Homework 5.3 Homework 5.5 Homework <b>Ch. 5 Quiz</b> <b>Ch. 5 Exam</b>	CC: 5 GC: A,B,C
<b>Work Week 10</b> <b>Due July 30th</b>	Final Exam	Final Exam (35% of final course average)	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.

100 – Your post provides a thoughtful response to each aspect of the outlined discussion.

50- Your post provides thoughtful responses to some but not all aspects of the outlined discussion.

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

