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This course syllabus is intended as a set of guidelines for College Algebra. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within the prevailing conditions affecting this course.

Instructor Information
Instructor’s Name: Yan Avram
Email Address: yavram@deccd.edu
Office Phone Number: 972-860-3926
Office Location: A-371
Office Hours: Please see e-campus for details.

Course Information
Course title: College Algebra
Course number: MATH 1314
Section number: 77201
Credit hours: three (3)
Class meeting time: MW, 8:00am to 9:20pm.

District Course description: This course is an in-depth study and applications of polynomial, rational, radical, exponential, logarithmic, absolute-values and piecewise-defined functions, and systems of equations using matrices. Also covered are the graphing calculator, non-linear inequalities, sequences and series, circles, the Binomial Theorem and a review of the classification of the real number systems.

ACGM description: In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Course prerequisites: DMAT-0093 or DMAT-0310 (Intermediate Algebra) or equivalent with an A, B, or C, or an appropriate score on a mathematics placement test.

Required Textbook and Materials

1) College Algebra MLP Package for North Lake College
   Package includes
   - Access to MyLabsPlus and
   - College Algebra Text, 5th ed, by Beecher & Penna (3-holed paper copy)
   - Video Notebook pages
• Note: MyLabsPlus access code is NOT the same as the MyMathLab access code. The MyLabsPlus is accessed with the MyMathLab – Plus access code.

• Student ID number and email address listed in eConnect will be uploaded into the MyLabsPlus software to provide the student access to the course materials. You can modify your email address and password once you have logged into the software the first time. If you have questions or concerns contact the math division office at 7mathofc@dcccd.edu

2) Calculators
You will be allowed to use calculators on all tests. Graphing calculators (such as the TI-83 or TI-84 Plus) are recommended. Calculators such as the TI 89 & TI 92, which perform algebraic operations, are not allowed. Technical Support for eCampus and MyLabsPlus MyLabsPlus support website:

- Technical support number for eCampus: 972-669-6402
- Technical support number for MyLabsPlus: 1-888-883-1299

Course Objectives
To develop a further understanding of the process of learning mathematics, the factors which can interfere with learning, and to continue to build the algebraic skills necessary for future courses or for utilization in a career or other endeavor.

The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

Course Outline
This is a lecture class that will meet twice a week on Tuesday and Thursday from 9:30am to 10:50am. Please see Appendix I attached to this syllabus for a detailed course outline.

Computing Your Grade--Evaluation Procedures of Course
The course learning outcomes will be assessed through Group Work (projects), Homework, Daily work (includes mastery tests, SLO activities, quizzes and other activities), Quizzes and Exams. The final grade will be based on the following:

Attendance: 5%, See attendance policy on page 6.
Homework and mastery tests in MLP: 20%
Written Chapter exams (tests): 60%
Final Exam: 15% (Chapter 1 to 5).

Grading Scale
Your course grade will be determined by the final grade average based on the following:
A = 90 – 100; B = 80 – 89; C = 70 – 79; D = 67 – 69; F = 0 – 66

Homework
What happens in the classroom is only a part of the course. You have to put time in outside of class--homework. Your degree of success in the course will depend on how much effort you are able to give to work outside of class. That will depend on the time you are willing to give and the other activities that require your time--work, other courses, family, etc.
Read the section to be covered and try some of the problems BEFORE you come to class. Research has found that to be successful in a course (A, B, or C) students have to spend 2 hours out of class for every hour in class. Do the math! Do you have that much time?

Students should maintain a HW notebook.
- Label each section and each problem, copy the problem, work the problem, and circle the answer, enter your answer in MyLabsPlus.
- Show your steps to communicate what you did.
- You may be asked to present your written HW at any time throughout the semester.
- Attendance

**Attendance is necessary to pass this class.** Roll will be taken every class period.

**Testing**

**Mastery Tests:**
- You will be required to take a mastery test before each written exam.
- The mastery tests will serve as your test review for each written test.
- You will have limited attempts and a deadline to take each mastery test.
- Your deadline will be announced in class.
- The highest grade on each mastery test will be used to determine your mastery test average.
- The mastery test average and SLO quizzes average will be included in your Daily work grade.

**Written Tests (See "Important Limits on testing" below):**
- All written tests will be taken in the testing center (See Testing Center later in this document.)
- Students will login to the appropriate online location and the Test Center personnel will enter the required password for the exam.
- Once the exam comes up on the screen, the student will write out their work on paper supplied by the Test Center. You should request graph paper as needed.
- The paper you have done your work on will be attached to the Test Permit Form
- You must show all your work to receive full-credit.
- A correct answer with no work shown may result in no credit.
- The instructor reserves the right to make test schedule changes. All tests will be announced at least one week in advance.
- If you are unable to take a test on schedule, make prior arrangements with the instructor, if possible.
- Students who miss the test deadline will have to choose one of the options given in "Retests" in order to replace the zero. Each past due date test will be subjected to have 5% off and also counted as a retest.

**Important limits on testing:**

No one will be allowed under any circumstances to take more than 2 tests of any kind during the week **before** final exams.

No testing is allowed in the testing center during finals week. (Reserved for on-line courses and placement testing.)

**Retest:**
Students will only allow one retest or one past due date test through the semester. A past due date test will be counted as a Retest.

1. Retests will not be given on any exam. Students who want to raise their score may:
   
   Take an optional midterm exam that will replace the lowest test score from the first half of the course. No replacements for test four and five. Note: there are 4 dept. chapter tests + an optional midterm

2. A student may take a retest providing the students does the following additional work: Redo the mastery test and reach at least 80% of accuracy.

**Final Exam**
The final exam is comprehensive. The exam will be taken **in the classroom at the time specified** in the Official Final Exam Schedule.

**Discipline/ Course/ Department/Policies**

**Attendance**

Due to the nature of this course, **attendance is necessary to pass this class**. I will take roll every class period and it is expected that you follow the guidelines set forth in the Class Attendance Policy.

This portion of the final course grade will be determined by the number of unexcused absences, using the following table:

Students will be able to earn back attendance credit by attending the Math Success Center. Lost attendance points can be earned back by attending the Math Success Center.

- Each **2.0** hours of active work in the Math Success Center (L-139) will replace one missed day of class.
- Each **1.0** hour of active work in the Math Success Center (L-139) will replace one tardiness.
- Active work in the center must be documented by the center staff. **Make-up sessions in the Math Success Center must be completed within two weeks of the absence.**
- Attendance in the lab cannot be used for extra credit.

**Tardiness**

- Don't be late to class. Attendance sheet will be signed only for the first 10 minutes of the class. If you are late for more than 10 minutes, it will be marked as tardy. Three tardiness will be counted as one absence.
- It is rude to the instructor and other students.
- It causes you to miss part of the classwork.
- If you anticipate an ongoing problem, please discuss it with the instructor.

**Cell Phone Use**
The use of cell phones or other similar devices is prohibited during class time. You are expected to turn OFF all such devices BEFORE entering the classroom. You may be asked to leave class if your cell phone causes you or others to be distracted in class; i.e. contact calls or texting.
Math Center – Free and No Appointment Needed

The Math Center in Library L-139, provides tutoring and resources free to students enrolled in mathematics and developmental mathematics classes at North Lake College. The MC is a great place to bring a study group, study quietly, get help with math classes, and use the center’s various resources. Services offered:
Tutorial services in all math courses taught at North Lake College
Computers for use by students enrolled in math courses that have an Internet component such as homework systems (i.e., MyLabsPlus, ConnectMath)
Graphing calculators, textbooks, and headphones for use in the center
Graph stamps so students can make their own graph paper
A quiet area to study (C-207)
Opportunity for students to make up class absences
Whiteboards and table space for study groups
Content workshops covering how to use graphing calculators, course topics, review sessions, and study skills Contact the Math Center Manager or Coordinator in C-211 for questions regarding the services offered.

Hours of Operation (Fall/Spring)
Monday -- Thursday: 8 a.m. -- 8 p.m.
Friday & Saturday:  10 a.m. -- 2 p.m. CLOSED on Sunday
Center Phone:  972-273-3381

Testing in the Testing Center

- You will take chapter tests in the Academic Testing Center, Room L-240, on or before the regularly scheduled test dates.
- To test you will need to have the following information:
  1. Instructor’s name
  2. Subject, course number, and section number (ex: Math 1314-71023)
  3. Exam number (1st, 2nd, 3rd, etc.)
  4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).
- You should also bring the following supplies:
  1. Pencil
  3. Government or school issued photo identification is required & enforced.
  4. Only battery operated 4 function, non-programmable scientific or TI83/TI84 calculators are allowed (if permitted by instructor). The memory on your calculator will be cleared.

Testing Center Hours (L-240)

- The Testing Center normal hours are Mon – Thurs: 8:30 a.m. to 8 p.m. and Fri and Sat: 8:30 a.m. to 3:30 p.m. Important: hours and days may vary due to holidays or other events, please verify the Testing Center will be open before you arrive.
- Questions? Please visit the Testing Center (A 425) or call 972-273-3160.
Testing Center Policies (additional)

- No personal items in the Testing Center. This includes bags, cell phones, and pagers.
- Please show courteous and cooperative behavior while using the services provided by the Testing Center.
- NO children in the Testing Center. No exceptions. The police department will be notified of any unattended children.
- DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test. (To do so constitutes Academic Dishonesty.)

INSTITUTIONAL POLICIES

Institutional Policies relating to this course can be accessed from the following link, or type in www.northlakecollege.edu/syllabipolicies

Drop Policy

If you are unable to complete this course, you must officially withdraw by 10/03/2019.

Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: Course Drop Policy for third attempt or more for a course.

Appendix II. MATH 1314 Important Course Dates

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Important Dates for the semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/26/19 (Monday)</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>08/31/2019</td>
<td>Census date (Certification Date)</td>
</tr>
<tr>
<td>09/02/19 (Monday)</td>
<td>Labor day. College closes.</td>
</tr>
<tr>
<td>10/03/19</td>
<td>Last Day to Withdraw with grade of W</td>
</tr>
<tr>
<td>10/16/19 (Wednesday)</td>
<td>Last day to take Final Exam in class.</td>
</tr>
</tbody>
</table>

Appendix III

ACGM Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomials and rational functions.

5. Recognize, solve and apply systems of linear equations using matrices.

**Means of Assessment of Course Learning Outcomes**

Course Learning Outcomes will be assessed by a variety of means.

1. A written exam or Mastery test in MyLabsPlus will be given to assess each Learning Outcome.
2. Homework will be assigned and assessed using the software component.
3. Observation of students as they interact in groups and discussions will be used to assess all outcomes.
4. Students will complete projects and learning activities that will address specific course learning outcomes.

**Appendix IV**

**Student Guidelines for Written Assignments**

Writing mathematics is a lot like writing a composition paper. There is an introduction (the problem), body (work/steps), and a conclusion (the answer). Your work must flow in a clear, precise and logical order. You must use the proper notation and use the properties, theorems, and rules correctly.

Listed below are the expectations and guidelines for every assignment. Your grade will be based upon how well you follow these guidelines. The goal of these guidelines is to help you become a better thinker and presenter which will be beneficial for any career you choose.

**Expectations for all written assignments:**

1. If you use a spiral notebook and tear out the pages, you need to trim off the “shards” before turning in the assignment. Loose-leaf paper is preferred.

2. Your name, course number, and chapter and section from the text (if applicable) should be written in the upper right-hand corner of the first page. Each assignment should be stapled in the upper left-hand corner of the page.

3. Write the section and number of the problem or name of the assignment for each problem. Next include a summary of the problem and directions. Be sure to include all the given information in your summary and a picture of the problem if necessary.

4. If the problem requires you to introduce variables in order to solve it, clearly define the variables. Variables must represent **numerical** quantities (George's age), not objects (George). Be sure to include the units: feet, pounds, minutes, etc.

5. For word problems you will need to set up the equation(s) that model(s) the problem using the defined variables. State your final answer using a complete sentence and include the correct unit of measure (i.e. inches, feet, minutes, square feet, etc.).

6. Write the steps of the problem down the left-hand side of the paper with each step directly under the previous one. Show **every step**. Don’t skip a step even if you may think it is easy. The steps should be clear and follow a logical order. If numeric computations are necessary, do them neatly on the right-hand side of the paper.
7. Every statement you write must be a true statement. Use the correct notation.

8. Check your answer to make sure it is reasonable/correct with respect to the problem.
9. Skip at least 1 line between each problem.

For detailed examples of required work, see “Guidelines for All Tests and Assignments” document posted in your eCampus classroom.