COURSE SYLLABUS
College Algebra / MATH 1314
INET / ONLINE
1st 8 week, FALL 2019

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To be certified as attending, a student must complete the assignments posted in the Start Here section of eCampus BEFORE the August 31, 2019.

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Math/Science Learning Center
Location: P330
Telephone: 972-273-3500
Division Office Hours
Monday - Thursday: 8:00 am - 6:00 pm
Friday: 8:00 am - 4:30 pm

This course syllabus is intended as a set of guidelines for MATH 1314. 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: Huy (Tim) Ngo
Email Address: hngo@dccc.edu
Office Phone Number: 927-273-3068
Office Location: C303E
Office Hours: M-W: 09:25AM-10:55AM
T-Th: 04:40PM-05:40PM
Notes: Other times available by appointment.

Course Information
Course title: College Algebra
Course number: MATH 1314
Section number: 77431
Credit hours: (3) Three
Class meeting time: Online INET
The attendance is ONLINE by log into ecampus account at least twice a week.

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.

DCCCD Distance Education Courses: This course is presented through a web-based interactive, multimedia format using MyLabsPlus and can be completed on either a PC or MAC computer. Students use Internet access to participate in classroom studies and to ask questions. There is not a particular time of the day when the class meets. One of the advantages of taking a course in this medium is the flexibility of when students choose to complete the work. For those students who live close to North Lake College, the Math/Science Center is available six days a week for extra one-on-one help with homework.

Required Textbook and Materials

1) College Algebra MLP Package for North Lake College is a must.
   Package includes
   • Access to MyLabsPlus and
   • College Algebra Text, 5th ed, by Beecher & Penna (3-holed paper copy)
   • Video Notebook pages –REQUIRED for INET students

   Video notebook pages are a part of the package sold in the NLC bookstore. Purchase the package or plan to print the 200+ pages of video notes necessary to be successful in this course.

   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. You may check out a TI-84 calculator for the midterm and final at North Lake College. Please verify the calculator policy for other campuses by calling the appropriate testing center.

3) Headphones – very beneficial to have if you are on campus and working in MLP.

Technical Support for eCampus and MyLabsPlus

• MyLabsPlus support website: http://www.mylabsplus.com/support
• A link to this site is available in your course on eCampus.
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
Please see Appendix i attached to this syllabus for a detailed course outline.

Evaluation Procedures
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:

Computing Your Grade:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Chapter tests</td>
<td>30%</td>
</tr>
<tr>
<td>Daily work</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
</tbody>
</table>

FORMULA:
Daily Work Average*0.15 + (Total of 4 Written Chapter Tests/4 *0.30 + Midterm*0.30 + Final Exam * 0.25 = Course Grade

See eCampus under “Course Info and Grading” for a sample calculation.

The Gradebook listed under "Tools" on eCampus will show you your exam grades and the class average for that exam. Averages are interpreted as follows:

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
Homework is the most important learning tool in a course.
- It reinforces instruction.
- It provides an immediate and personal measure of your competence in the course.
- Homework will be assigned for each objective from MyLabsPlus.
- All work must be written neatly on paper and the answer submitted online.
You must earn at least a 75% on each homework assignment before moving onto the next objective. Students that continue to work and earn 90 – 100% on the homework statistically do better on the written tests.

Students will be required to include certain homework problems with each written chapter test.

The homework must be organized in the following manner:
1. Put the chapter, section, and objective at the top of EVERY PAGE, not just the page where the section begins.
2. Start new sections on a new page or highlight the start point with a marker.
3. Express the answer to stated problems (word problems) in a sentence which identifies what you have determined to be the answer.
   - An important part of mathematical literacy is good communication skills.
   - First: write the problem or the essential facts
   - Second: present mathematical sentences showing the progression of your ideas and
   - Third: present a conclusion.

More details about what is expected on homework assignments can be found in the appendix.

Go to the eCampus classroom for the following documents:
1) Guidelines for Homework Assignments and All Tests and
2) Chapter Summary

Time Requirements:
- You can expect to spend a **minimum of 24 hours per week** on this class.
- The 24 hours = 6 hours of “class time” (reviewing eText videos & filling in video note book pages) + at least 18 additional hours working on homework assignments and projects
- **Often online courses take even more time to work through the material.**
- **If you cannot donate this amount of time to math homework, your success will be diminished.**

Project/Learning Activities
- Periodically you will be expected to complete a project and/or additional assignments.

Tests
- **Types of tests:** Mastery tests and written chapter tests.
- Mastery Tests (practice tests)
  - Mastery tests will be taken using MyLabsPlus.
  - The mastery test will help determine your readiness to take the written chapter test.
  - Mastery test criteria:
    1) If your score is \( \geq 75\% \), you will be able to take the written chapter test.
    2) If your score is below a 75%, you will need to discuss with your instructor the best course of action to help you be more successful in learning the material. Do not retake the mastery test until you contact your instructor.
Written Chapter Tests:
- All written chapter tests have been uploaded into the eCampus classroom. There are four written chapter tests.
- After you have completed all of the objectives with corresponding homework (minimum score of 75% on each assignment) and discussed the mastery test with your instructor, you are ready for the written chapter test.

  **The password will be released to you in an assignment found in MLP.**

- Once you have the password,
  1. Go into the eCampus classroom and click on the appropriate unit.
  2. Print the exam and complete the test according to the “Guidelines for Homework Assignments and Tests”. **To earn full credit you MUST use proper notation.**
  3. See eCampus for rules on how to submit your test for grading.
- You have 48 hours to mail in the exam after the password has been given. An exam cover sheet must also be included with the test (the cover sheet is also available on eCampus).
- Any tests that have been mailed/submitted after the deadline will be considered late and will count as a retake.

**A maximum of ONE test may be taken PER WEEK.**

**You will not be allowed under any circumstances to complete several written chapter tests within a short period of time especially at the end of the semester so plan your schedule accordingly.**

- Retests are available on all exams except the final. You are allowed only one retest per exam.
- The maximum grade for re-tests will be a 75%.
- All written chapter tests will be graded according to the Guidelines for Homework Assignments and All Tests (see Appendix). **Proper notation REQUIRED.**
- You are required to use proper algebraic techniques on each test. Improper algebraic steps may result in a loss of all or partial points.
- Answers only will receive little, if any credit.

Special note on written tests:
- All written chapter tests will be based on homework problems that are assigned throughout the semester.
- All chapter tests will test your understanding of the course concepts that are covered throughout the semester and through various forms of questioning and application problems. **This means the exams are not identical to problems you have worked but designed to test your understanding of the concepts presented.**

**Proctored Tests – Midterm and Final Exam**

- You must contact the instructor via email at least two weeks before you are ready to take either the midterm or final exam so that it can be sent to the appropriate test center. Exams are only sent out on Tuesdays.
- The midterm exam is comprehensive and will be given after the Chapter 3 test.
- The final exam is comprehensive i.e. it covers the entire course. It will be given after the Chapter 8 Mastery test is completed.
• For the final exam, students must adhere to the test schedule given in the course calendar. A student may take the final exam early ~ contact your instructor.

**You may not take the final exam until all written chapter tests have been taken, received AND graded by the instructor.**

• The midterm and the final must be taken at a DCCCD college or in a supervised testing situation at a testing site mutually agreed upon. Students must notify the instructor as to which college is best for testing by filling out the student profile form.

• Students who live out of the Dallas area may arrange for a proctor using the proctor nomination form in the Dallas TeleCollege. No proctored tests will be sent to a location in Dallas County other than a DCCCD campus test center unless accommodation is being made through Disability Services. There is a link to the proctor nomination form in the "External Links" area of the eCampus classroom.

**Extra Credit**
There is an extra credit test/quiz in eCampus under "Assignments". It covers information contained in the Syllabus and on the First Day Handout. It should be taken within the first week of class after you have read ALL the information contained in both documents. Any extra credit earned during the semester will count in the written chapter test point total and be included in that portion of the grade unless specifically noted otherwise.

**You will not be allowed under any circumstances to take more than 1 test during the last week of the semester.**

**Taking Tests in the Testing Center (L240)**
• **Important:** Government- or school-issued photo identification is required & enforced.
• You may not bring personal items into the Test Center. This includes bags, cell phones and pagers. Coin-reimbursable (quarter) lockers are available for student use. Please do not share lockers.
• Please show courteous and cooperative behavior while using the services provided by the Testing Center.
• **Do not bring children to the testing center.** You must make arrangements for the care of your children prior to your exam date. 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.

**Academic Dishonesty**
The Dallas County Community District has established procedures and guidelines to protect the security and integrity of all exams. All incidents of academic dishonesty are documented and reported to the instructor, the Director of Testing and the Dean of Student Enrollment.

• **Hours of Operation:**
Monday – Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor's direction. All exams collected at 8:00 p.m.
Please verify the Testing Center will be open before you arrive.

Friday - Saturday: 8:30 a.m. – 3:30 p.m.
Other cut-off times may be in effect for specific exams by the instructor's direction. No tests will be issued after 2:30 p.m. All exams collected at 3:30 p.m.
Please verify the Testing Center will be open before you arrive.

Sunday: CLOSED

- If your instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request your test:
  0) Instructor’s name
  1) Subject and course number...MATH 1314 INET or online. Be careful to NOT take the lecture based tests -- you will be required to go back to the testing center and take the tests designated for INERNET (INET or online).
  2) Exam – midterm or final exam
  3) 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 & Eraser
  2) Only battery operated 4 function, non-programmable scientific or TI83/TI84 calculators are allowed (if permitted by instructor).

- Questions? Please visit the Testing Center (L240) or call 972-273-3160.

End of Course Grade Options
1. Student receives an A, B, or C average.
   Receiving an A, B or C grade is considered successful completion of the College Algebra course.

2. Student receives a W.
   Students who decide that they will be unable to complete the course and withdraw on or before the drop date will receive a W. Students repeating the course in a subsequent semester will have to pay tuition again and may have to purchase a new set of materials to obtain the required software license (MyLabsPlus code is good for one year if used with the same text).

3. Student receives an Incomplete (I).
   - A student who has completed all work but the last unit test and final exam successfully in accordance with the Course Calendar AND/OR HAS MEDICAL ISSUES OR OTHER EXTREME CIRCUMSTANCES may be eligible for an Incomplete grade.
• Only students who have worked consistently and regularly throughout the semester may qualify for an Incomplete.
• The student needs to make individual arrangements with the instructor for plans to finish the course.
• A contract for the Incomplete must be included with the instructor’s final grades.
• Incomplete contracts must be approved by the last week of the term and may be accepted via email.
• The contract includes a deadline for completion, agreed upon work to be finished and a grade alternative if the contract is not fulfilled.
• The student does not have to re-enroll in the course, nor buy new materials.

4. Student receives a WX grade.
• Allows the student to re-enroll in MATH 1314 INET (online) and begin with chapter four.
  1. All work for chapters one through three will be saved and transferred to the new MATH 1314 class.
• A student who has been attending class regularly (as determined by regular weekly activity in the software) and taking tests regularly (not all bunched together) may be eligible for a WX grade if the first three tests and the midterm are completed with a 70% average or better
• Students who receive a WX grade must sign a contract that states what assignments are to be finished and must agree to sign up for the same online course the next semester to complete the course work.
• The contract must be approved by the last week of the term and submitted with the final grades. Student’s acceptance of the contract may be completed by email.
• The student will have to pay for the course tuition again but will not have to purchase a new code (providing the next semester ends within the one year time frame allowed by the program).
• The WX grade will only be considered and discussed on an individual basis.

5. Student receives a D or an F.
Students who do not drop the course must be given a completion grade. Those that do not qualify for one of the options listed above will be given the Course Grade they have earned as determined by the course average process listed in the previous section.

*The instructor will use the same grading policy for all students.

Discipline/ Course/ Department/Policies
Sending Emails
Be sure to put "MATH 1314-section, Last Name" in the subject line for all emails you send. There are several internet classes going on at the same time. By doing this you will be saving yourself and the instructor a lot of time. Also, please include your first and last name in the message of the email.

Attendance
Attendance is an important part of your success. Attendance will be marked each week by
recording the time spent in the instructional classroom. Additional time off line, doing assigned homework and taking exams is also expected.

**The Academic Success Center (ACS) (A332)**
The Academic Success Center (ASC) is designed to provide assistance to students in the following areas:

Labs for students enrolled in foreign language, Developmental Reading, and ESOL courses. One-on-one tutoring is available.

- The Writing Center can help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing" papers, tutors focus on helping students develop and improve their writing skills. To schedule a tutoring appointment go to the ASC homepage on the North Lake website, Find the “Writing Center” heading, click Appointments

- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-48 hours. The OWL can be accessed by going to the ASC homepage on the North Lake website, Find “The Online Writing Lab” heading, click “SUBMIT PAPER HERE!”

For more information, come by A-332 or call 972-273-3089.

The STEM Center, located in L137 and L139 provides assistance and resources free to students enrolled in mathematics and developmental mathematics classes at North Lake College. This 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 courses that have an Internet component such as homework systems (i.e., MyLabsPlus, ConnectMath)
- Graphing calculators for use in the center
- Textbooks for use in the center
- A quiet area to study (Just ask one of the tutors)
- Opportunity for students to make up class absences
- Whiteboards space for study groups
- Content workshops covering how to use graphing calculators, course topics, review sessions, and study skills

**For Math 1314 INET courses:**

**To be certified as attending,** a student must complete the assignments posted in the Start Here section of eCampus **BEFORE** the 6th day of class. (August 31, 2019)
Institutional Policies

Institutional Policies relating to this course can be accessed from the following link.


Drop Policy
If you are unable to complete this course, you must officially withdraw by Thursday, October 3, 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.

STOP BEFORE YOU DROP- Do NOT drop until you speak with your instructor.
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges.

Financial Aid Statement
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid)

Counseling Services (A430)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.
**TSI Information**

TSI (Texas Success Initiative) is the state required assessment program that has replaced TASP. The purpose of TSI is to insure students have the skills to be ready for college level coursework. Dallas County Community College District is allowing students to decide when they will take their developmental coursework. Demonstrated proficiency in skills through completion of DMAT 0093 or a passing score on an assessment instrument is required to move to college level math classes. Students must earn an “A”, “B”, or “C” in their developmental class in order to move to the next developmental level or to a college level class.

Effective for Fall Semester 2005, the Dallas County Community Colleges will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester.

Enrollment in developmental courses is subject to other limitations. Students may enroll in a maximum of 27 hours of developmental courses.

For more information go to the DCCCD web site and click on “Paying for College” and then “Third Course Attempt.”

TSI completion of all areas (reading, math, and writing) is required before being awarded a degree. Based on the first testing score, some students may need to re-test in order to complete TSI requirements.

**Food and Drink in the Classroom**

The college policy restricts food and drink in the classroom.

**APPENDIX**

Go to the eCampus classroom for the following documents:

1) Guidelines for Homework Assignments and All Tests – printer friendly version
2) Chapter Summary – printer friendly version
3) Course calendar – printer friendly version posted

**Appendix I**

**Course Objectives**

*Detailed list of course objectives covered in this course.*

Spring 2016 SLO information (SLOs match State ACGM Learning Outcomes)
Slo1: Domain and Range of a Square Root Function (Sec. 1.2; activity available in eCampus)
Slo2: Evaluate roots of a polynomial function (Sec. 4.1; LO #4)
Slo3: Applying graphing techniques (Sec. 4.2; activity available in eCampus; see p. 246 textbook)
Slo4: Solve an exponential function (Sec. 5.2)
Slo5: Solve a system of equations using matrices (Sec. 6.2 and 6.3)

SLO group/individual activities (eCampus) Posted SLO Quizzes in MLP similar to these problems

1. Activity corresponding to SLO 1 SLO1 see p. 30 #81 & 82
2. Activity corresponding to SLO 3 SLO2 see p. 236 #27
SLO3 see p. 247 #9 & 11; SLO4 see p. 331 #63 (Green diploma problem) SLO5 see p. 416 #27 (Solve using rref in calculator)

Appendix ii

MATH 1314 Weekly Course Calendar – 1st 8 weeks, FAL 2019
INET – online classes

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>August 31</td>
<td>Certification Date (Last day to drop WITHOUT record on your transcript)</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day – No Classes</td>
</tr>
<tr>
<td>October 3</td>
<td>Last Day to Withdraw with grade of W</td>
</tr>
<tr>
<td>October 3, 2019</td>
<td>Only one chapter test allowed after this date</td>
</tr>
<tr>
<td>October 7, 2019</td>
<td>Last day to take final exam at any NON-North Lake Central Campus</td>
</tr>
<tr>
<td></td>
<td>Testing site – Note: Not all testing centers are open on Saturday</td>
</tr>
<tr>
<td>October 14, 2019</td>
<td>6 PM, Monday, October 14, 2019: Last day to take Final Exam at the North Lake Testing Center (Central Campus only).</td>
</tr>
</tbody>
</table>

The following timeline is for 8 weeks section of Math 1314

• The dates listed below are the due dates for this course.
  • The post-mark on the test will be the date used to determine if a test was taken on time, not the date of receipt by the instructor.
  • Students are strongly encouraged to finish early and may take tests as quickly as they are able to complete the required material.
  • All exams may be taken on or before the due date without any penalty.
  • The password to the written test will be accessible to you once you have completed the required material in MLP.
  • Once the password has been given, students have 48 hours to mail in the completed test along with a self-addressed stamped envelope. It typically takes 2 stamps to mail the test.
  • A late penalty will apply for tests taken after the due date. See syllabus for details.
  • See eCampus for procedure to submit your test for grading.
  • After October 3, 2019 the instructor will only grade one take home test and one proctored exam for each student.
• Multiple exams will not be accepted after the October 03, 2019 deadline.
Before class begins: Don’t forget to check eCampus for:
A. Required Activities
B. FAQ for the Chapter Homework
C. Supplements
D. Information about Written Test

Orientation:
- Log into eCampus
- Carefully work through the START HERE section in eCampus
- Complete the “Getting Started Checklist” and work through all the folders in START HERE
- Complete the Day 1 & 2 assignment. Take the syllabus quiz

| Week 1 08-26-19 | • Section 1.1 + 1.2 (MLP)  
|                 | • **SLO 1 Activity - Required to turn in Activity**: “Finding the Domain and Range of a Square Root Function” (eCampus)  
|                 | • **Supplement**: Domains  
|                 | • **Handout**: Calculator Tips (eCampus ~ Lesson Unit Ch 1& 2)  
|                 | • **Green Diploma Curve Fitting Project – Part I** (optional - contact instructor)  
|                 | • **SLO 1 Quiz in MLP** – email instructor for password  
|                 | • Section 2.1 (MLP)  
|                 | • **Supplement**: Graphing Piecewise Functions (eCampus – Ch1&2)  
|                 | • Section 2.2 (MLP)  
|                 | • **FAQ**: Difference Quotient and the Slope of the Secant Line  
| Week 2 09-03-19 | • Sec 2.3 + 2.4 (MLP)  
|                 | • **Supplement**: Tests for Symmetry (eCampus – Ch 1 & 2)  
|                 | • Section 2.5 (MLP)  
|                 | • Mastery Test: Chapter 1 & 2 (MLP)  
|                 | • **Written Test Ch 1 & 2 ~ Must access password by noon on September 09, 2019.**  
|                 | • Section 3.1 + 3.2 (MLP)  
| Week 3 09-09-19 | • Section 3.3 (MLP)  
|                 | • **Supplement**: Completing the Square or \( h = -b/(2a) \) You choose! (eCampus Ch 3)  
|                 | • **Supplement**: Calculator Tips Part II  
|                 | • Section 3.4 + 3.5 (MLP)  
|                 | • Mastery Test: Chapter 3 (MLP)  
|                 | • **Written Test Chapter 3 ~ Must access password by noon on September 16, 2019**  
|                 | • Review for Midterm ~ See eCampus for details about Midterm – under Lesson Units  
|                 | • **Midterm Exam (Proctored Exam) ~ Due September 23, 2019**  
| Week 4 09-16-19 | • Section 4.1 + 4.2 (MLP)  
|                 | • **SLO Activity 3: “Analyzing Graphs”** (eCampus ~ SLO & Projects). **Required to turn in.**  
|                 | Note: There are five SLO quizzes but only two SLO activities – one for SLO 1 and one for SLO 3
### Appendix iii

### ACGM Learning Outcomes

Upon successful completion of this course, students will:

2. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.

3. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.

4. Apply graphing techniques.

5. Evaluate all roots of higher degree polynomials and rational functions.

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#### Week 5 09-23-19
- Section 4.3 + Sec 4.4 + Sec 4.5 and 4.6 (MLP)
- Supplements: Horizontal Asymptotes; Vertical Asymptotes vs. Holes
- FAQ – Section 4.4 & 4.5 Example problem including calculator steps
- FAQ: Graphing Rational Functions (eCampus Ch 4)

- Midterm Exam (Proctored Exam) ~ September 23, 2019
- Mastery Test: Chapter 4 (MLP)
- Written Test: Chapter 4 ~ Must access password by noon on Sept. 30, 2019.
- SLO Quiz 2 & 3 (MLP) – Required
- Section 5.1 + 5.2 + Sec 5.3 (MLP)

#### Week 6 09-30-19
- Section 5.4 + Sec 5.5 and Sec 5.6 (MLP)
- Last day for RETAKE (As needed) PROCTORED MIDTERM Exam is: 6 PM, Wednesday, October 02, 2019
- Last Day to Withdraw: Thursday, October 03, 2019.
- Mastery Test: Chapter 5 (MLP)
- Written Test: Chapter 5 ~ Must access password by noon on Monday, October 07, 2019.
- SLO Quiz 4 (MLP) – Required

#### Week 7 10-07-19
- Only one written chapter test per student will be graded this week.
- Final Exam Review – see list of practice problems posted in eCampus
- Proctored FINAL EXAM – deadline depends upon testing site
- 10/07/19 Last Day for NON-North Lake Central Campus testing site Final Exam for
- Final Exam Covers Chapter 1, 2, 3, 4, & 5

#### Week 8 10-14-19
- North Lake testing center – Central campus location only Last Day is 6PM, Monday, 10/14/19 (Warning!!!! Lots of students wait until this last day – the testing center is often packed. Take test early if at all possible or plan to wait in

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**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.