This course syllabus is 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: Oleg Melnikov  
Email Address: omelnikov@dcccd.edu
Office Phone Number: xxxx
Office Location: xxxx
Office Hours: No office hours

Course Information
Course title: College Algebra
Course number: MATH 1314
Section number: 78216
Credit hours: Three (3)
Class meeting time: 8 am to 10:50 am in the C205

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@deccd.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 which are taken in class at North Lake College.

Technical Support for eCampus and MyLabsPlus

MyLabsPlus support website:  https://support.pearson.com/getsupport/s/

• A link to this site is available in your course on eCampus.
• 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

Please see the eCampus classroom for a detailed course calendar.

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:
<table>
<thead>
<tr>
<th>Item</th>
<th>Percent of grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>5%</td>
</tr>
<tr>
<td>Homework in MLP</td>
<td>20%</td>
</tr>
<tr>
<td>Other Daily Work</td>
<td>Included in HW grade</td>
</tr>
<tr>
<td>Written Chapter exams (tests)</td>
<td>60%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
</tbody>
</table>

**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 BEFORE you come to class.
- MyLabsPlus for homework assignments is required.

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?

**Homework must be completed before the chapter test is taken.**

Students should maintain a HW notebook.
- Label each section and each problem
- Show your work needed to solve the problem
- Circle the answer
- Enter your answer in MyLabsPlus
- You will be asked to present your written HW at various times throughout the semester.
- For detailed examples of required work, see “Guidelines for All Tests and Assignments” document posted in your eCampus classroom.

**Attendance**

Attendance is necessary to pass this class. See policy on page 6. Roll will be taken every class period.

**Testing**

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 should ask for a paper copy of the lecture test.
- 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.

**Important limits on testing--read now before you have a problem:**

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.)

A retest is allowed on ONLY one chapter test! Score capped at 75%. Student must have a minimum HW & mastery test scores of 75% in order to qualify for a retest.

**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.

**Certification**
To be certified as attending, a student must complete the following before:

- Completion of Assignments in MyLabsPlus: Minimum of 70% on the following assignments:
  - Section 1.1 HW
  - Section 1.2 HW

**Discipline/ Course/ Department/Policies**

**Attendance and Quizzes**

- All students are expected to attend all classes at the scheduled time.
- Quizzes will be given at the beginning or end of class. It may or may not be announced so it is important to be prepared, be on time, and stay for every class.
- Quizzes will cover material discussed during the previous class. These quizzes must be finished within the time allotted.
- There will be no makeup quizzes. You will receive a zero if you miss a quiz because you are absent or tardy.

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

<table>
<thead>
<tr>
<th>Absences</th>
<th>No. of Absences</th>
<th>Grade</th>
<th>Grade Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences</td>
<td>0 - 2</td>
<td>Grade</td>
<td>100</td>
</tr>
<tr>
<td>Absences</td>
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<td>Grade</td>
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<td>Absences</td>
<td>4</td>
<td>Grade</td>
<td>90</td>
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<tr>
<td>Absences</td>
<td>5</td>
<td>Grade</td>
<td>85</td>
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<td>Grade</td>
<td>75</td>
</tr>
<tr>
<td>Absences</td>
<td>No. of Absences</td>
<td>Grade</td>
<td>Grade Score</td>
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<tr>
<td>Absences</td>
<td>8</td>
<td>Grade</td>
<td>70</td>
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<tr>
<td>Absences</td>
<td>9</td>
<td>Grade</td>
<td>65</td>
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<tr>
<td>Absences</td>
<td>10</td>
<td>Grade</td>
<td>60</td>
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<td>Absences</td>
<td>11</td>
<td>Grade</td>
<td>55</td>
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<td>Absences</td>
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<td>Grade</td>
<td>25</td>
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<td>Absences</td>
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<td>20</td>
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<td>Absences</td>
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<tr>
<td>Absences</td>
<td>20</td>
<td>Grade</td>
<td>10</td>
</tr>
<tr>
<td>Absences</td>
<td>21</td>
<td>Grade</td>
<td>5</td>
</tr>
<tr>
<td>Absences</td>
<td>22 or more</td>
<td>Grade</td>
<td>0</td>
</tr>
</tbody>
</table>

Students will be able to earn back attendance credit by attending the Math Center (MC). Attending the Math Center for 1.5 hours will make up one absence.

**Tardies**
- Don't be late to class.
- It is rude to the instructor and other students.
- It causes you to miss part of the classwork.
- Everyone will be late on occasions—even the instructor. Do not make a habit of it.
- If you anticipate an ongoing problem, please discuss it with the instructor.
- Quizzes will be given periodically often during the first 5 minutes of class. The quizzes are a part of your daily work grade. Arriving after the quiz has been distributed will result in a zero for that daily quiz. Some quizzes may be dropped.

**Classroom Behavior**
Distractive talking or any disorderly conduct is prohibited. Please be courteous of others. A warning will be given for behavior an instructor considers disruptive and if the warning is not heeded, the student will be asked to leave. See Student Code of Conduct for more details.

**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**
The Math Learning Center (L137) provides generalized instructional services for students enrolled in North Lake MATH and DMAT courses. Students must show a North Lake College I.D. These include:
- Tutoring in all math courses taught at North Lake College;
- Online tutoring now available during select times
- Computers for use by students enrolled in courses that have an Internet component such as homework systems (i.e., MyLabsPlus, ConnectMath, ALEKS)
• Graphing calculators and textbooks that are available for use in center;
• Graph Stamps so students can make their own graph paper; and
• 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.
Center Phone: 972-273-3381
Center Email: nlcmathcenter@gmail.com
Manager: Camrunn Beck

Testing in the Testing Center
• Take a chapter test in the Testing Center, Room A425, 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 1314-73456)
  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 (A 425)
• 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:
www.northlakecollege.edu/syllabipolicies

Drop Policy
If you are unable to complete this course, you must officially withdraw. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you.

STOP BEFORE YOU DROP:
It is in your interest to talk to your instructor or an advisor before dropping.

Counseling Services (A311)
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 311.

Appendix I

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.