COURSE SYLLABUS
Pre-Calculus MATH 2412
Fall 2019

MATH & Science Learning center
Location: P-330,
Telephone: 972-273-3500
Learning Center Office Hours:
Monday—Thursday 8:00 am—6:00 pm
Friday 8:00 am—4:30 pm
Check Posted Hours to Verify in Case of Change

This course syllabus is intended as a set of guidelines for Pre-Calculus. 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 prevailing conditions affecting this course.

Instructor Information
Instructor’s Name: Marie Kohrmann
Email Address: mkohrmann@dcccd.edu
Office Phone Number: 972-273-3510
Office Location: Central Campus, P324
Office Hours: See INSTRUCTOR INFO on eCampus

Course Information (Department Syllabus)
Course title: Pre-Calculus
Course number: Math 2412
Section number: 78203
Credit hours: 4
Class meeting time and location: Mon. & Wed. 11:00 am – 2:50 pm P335

Class Begins: Wednesday, Oct. 23, 2019

Course description:
This course consists of the study of algebraic and trigonometric topics including polynomial, rational,
exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar
coordinates, and other topics of analytic geometry will be included.

Course prerequisites: MATH 1316

Required Textbooks and Materials
Trigsted Algebra and Trigonometry 3rd edition package – includes book + access code + Guided
Notes

Special Notes:
- Guided Notes pages are posted in MyLabsPlus classroom.
- Chapters 1 – 14 of this Trigsted text cover the required topics in Pre-Calculus.

Hardware/Software Requirements:
System requirements for MyMathLab/MyLabsPlus can be confirmed by going to:
Course Objectives

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.

ACGM Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate and apply knowledge of properties of functions.
2. Recognize and apply algebraic and transcendental functions and solve related equations.
3. Apply graphing techniques to algebraic and transcendental functions.
4. Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
5. Prove trigonometric identities.
6. Solve right and oblique triangles

Program-Level Outcomes

As developed by the Texas Higher Education Coordinating Board

Program-Level Outcome 1: Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.

1. Written: Process and produce effective written communication adapted to audience, purpose, and time constraints.
2. Visual: Effectively interpret visual images or produce effective images.

Program-Level Outcome 2: Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Program-Level Outcome 3: Empirical and Quantitative Skills – to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Math 2412 is a Tier 1 course in the Quantitative Reasoning learning category. “Knowledge and skills that are important to your success in other college courses will be introduced and reinforced in Tier 1. The Quantitative Reasoning category promotes the application of mathematics to increase your ability to solve “real-world” problems. When you are quantitatively literate, you can use logic and critical thinking in new ways.” -Catalog of the Colleges of DCCCD

Course Outline: See eCampus classroom for weekly course calendar
Chapter 1: Solving Polynomial and Rational Inequalities
Chapter 2: Circles
Chapter 3: Functions
Chapter 4: Polynomial and Rational Functions
Chapter 5: Exponential and Logarithmic Functions and Equations
Chapter 6: Introduction to Trigonometric Functions ~ Review
Chapter 7: Inverse Trigonometric Functions
Chapter 8: Trigonometric Identities
Chapter 9: Applications of Trigonometry
Chapter 10: Polar Coordinates and Polar Equations
Chapter 11: Conic Sections and Parametric Equations
Chapter 12: Systems of Equations and Inequalities
Chapter 14: Sequences and Series

Means of Assessment of Course Learning Outcomes
Course Learning Outcomes will be assessed by a variety of means.
1. Several written exams will be given to assess all Learning Outcomes.
2. Quizzes will be assigned within MyLabsPlus or in class.
3. Homework will be assigned and assessed either using the software component or by the instructor.
4. Observation of students as they interact in groups and discussions will be used to assess all outcomes.
5. Students will complete projects and learning activities that will address specific course learning outcomes.

Evaluation Procedures of Course Learning Outcomes
The course grade will be based on the following:

- MLP HW & Quizzes 16.67% of total grade
- Test 1: Ch 3 & 4 16.67% of total grade
- Test 2: Ch 5 16.67% of total grade
- Test 3: Ch 7 – 8 16.67% of total grade
- Test 4: Ch 9 &10 16.67% of total grade
- Test 5: Ch 2, 11&12 16.67% of total grade
Total 100%

**Optional FE (Replaces EITHER Test 1 OR Test 2) Requires overall homework score to be no less than 80%.

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 = 65 – 69  F = 0 – 64%
The instructor reserves the right to make changes in the course requirements as needed throughout the semester. Students will be notified via email of any changes that are to be made. If an adjustment occurs in the number of points that can be generated, the course grade grid will be altered accordingly.

Grade Alternatives
Incomplete: Only given in EXTREME CIRCUMSTANCES and usually for medical reasons.

Discipline/ Course/ Department/Policies

Attendance and Quizzes and Group Work
• All students are expected to attend every class at the scheduled time.
• Homework quizzes may be given daily at the beginning or end of class and will serve to take attendance.
• **There will be no makeup quizzes.** You will receive a zero if you miss a quiz because you are absent or tardy. The best 10 out of 12 quizzes will be counted.
• There may be weekly group activities. Your score will be zero, if you miss these activities.

Tardies
• Do not 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. Do not make a habit of it.
• If you anticipate an ongoing problem, please discuss it with the instructor.
• Arriving after the quiz has been distributed will result in a zero for that daily quiz. (Two lowest quiz grades will be dropped, including a zero for the day.)

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 may be asked to leave class if your cell phone causes you or others to be distracted in class.

*Please note, many instructors, including myself, consider it quite rude for a student to be using their cell phone during class.* Multi tasking has been proven to be non productive. If you are on your phone, you are missing the opportunity to gleem something from what I am trying to present.

*I assure you, I will be spending a lot of time preparing for your class. You should be working at least as hard as I am towards the goal of you being successful in this class.*

Homework and Guided Notes
• Homework is the most important learning tool in a course.
• Homework includes the Reading Assessments, SLO quizzes, HW sections posted in MLP and any assignment I may give in class.
• The classroom is to get supplementary information and assistance that is not available in the text.
• After we discuss a section in class, you complete the Reading Assessment and HW in MLP.
• NOTE: Reading Assessments do NOT have multiple attempts.
• HW has unlimited attempts BEFORE the due date.
• Each homework assignment is anticipated to require approximately 2 hours in addition to 1 hour of content review for a total of 3 hours per class hour.

There will be two types of homework assigned:
1. Homework assigned for each section – problems posted in MLP
2. Periodic special problems assigned in class

• In order to receive full credit, all homework in MyLabsPlus must be completed by the posted due date. (See MLP)

• The score found in MLP is NOT your final homework grade!
  At the end of the semester, I will manage incompletes – meaning, 0’s will be submitted for work not finished. Managing incompletes may change the homework average shown in the MLP gradebook.

• In addition to homework, MyMathLab-Plus has many other resources to help you be successful in this course (videos, study plan, practice tests, tutorials, and many other tools).

• Free tutors are available in the STEM Tutoring Center in the library. Plan to spend time there!
  Form a study group! Online tutoring is now available! Go the Math Center and check it out.

Guided Notes (posted in MLP and part of NLC package)
• Certain sections of guided notes will be assigned for you to complete and turn in for grading.
• Some sections will used to replace a missed quiz or late homework.

Chapter Tests / Exams
• Exams will be given in class and/or administered in the campus Testing Center (library).
• Exam dates will be announced during class, at least one week in advance.
• The final exam will be comprehensive. It will be optional and only used to replace missed exam IF there is an acceptable reason for missing a test – see policy below.
• Calculators are allowed on all exams.
  TI-83/84 or similar calculators and all scientific calculators are permitted on all exams.
  Calculators with computer algebra systems (CAS) such as the TI-93 or TI N-spire are not permitted on any exam.

No Retakes / No Makeup
• Only extenuating circumstances where reasons for missing these exams are well documented, unpreventable, and were of urgent concern are considered. These conditions are subject to your instructor’s judgment.
• If you unable to take the exam by the given deadline, you will be given a zero.
• With permission, the final exam may be used to replace the lowest of your Test 1 or Test 2 score, including a zero due to an exam not taken.
• Final exam can only be taken on that Friday morning, 12/13 at 9 a.m. Room to be announced.
• This substitution with the final exam is ONLY allowed IF
  o Your HW average is at least 80% and
  o Your SLO quiz average at least 50%
• If you are absent for more than one exam, you should contact your instructor as soon as possible to discuss your situation.

**Taking Tests in the Testing Center (Library)**

• 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. 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:** Check NLC website

**STEM CENTER**
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

Contact the STEM Center Manager (Math)

Hours of Operation
Monday – Thursday:  9 a.m. – 6 p.m.
Friday & Saturday:  9 a.m. – 2 p.m.
Manager: Camrunn Beck, Room L135, camrunn.beck@dcccd.edu

**Financial Aid Certification of Attendance**

For Math 2412 8 week course: **To be certified as attending,** a student must log into MyLabsplus on or **BEFORE Saturday March 30** and complete the first Reading Assessment for Sec. 1.9.
Institutional Policies
Institutional Policies relating to this course can be accessed from the following link:
North Lake College Institutional Policies Web Site

PENALTY for Academic Dishonesty
Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

Drop Policy
If you are unable to complete this course, you must officially withdraw by Wednesday, Nov. 27TH, 2019. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. See link within Institutional Policies noted above.

STOP BEFORE YOU DROP - Do NOT drop until you speak with your instructor.

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 A311.

Syllabus and calendar subject to modification as deemed necessary by instructor.
Course calendar posted in eCampus.
# MATH 2412 Weekly Course Calendar
## Fall 2019 ~ 8-Week Course (Kohrmann)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 23</td>
<td>Class Begins</td>
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<tr>
<td>October 28</td>
<td>Certification Date</td>
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<tr>
<td>November 27</td>
<td>Last Day to Withdraw with Grade of W</td>
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<tr>
<td>November 28</td>
<td>Thanksgiving Holiday Begins – Campus is Closed Through Sun.</td>
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<tr>
<td>December 13</td>
<td>Optional Final Exam – 9 a.m. Friday morning only</td>
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### Week Assignment

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<tr>
<th>Week</th>
<th>Assignment</th>
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<tr>
<td>Week 1 10/23</td>
<td>Orientation: Syllabus, eCampus, MyLabsPlus &lt;br&gt;Section 1.9, 3.1, 3.2, 3.3 &lt;br&gt;<strong>HOMEWORK due Monday:</strong> &lt;br&gt;Carefully review the guided notes for 1.9 and Ch. 3 &lt;br&gt;Complete as much of HW 1.9 – 3.3 as possible &lt;br&gt;All sections of HW we completed this week in class</td>
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<td>Week 2 10/28 &amp; 10/30</td>
<td>Section 3.4, 3.5, 3.6 &lt;br&gt;Section 4.1, 4.2, 4.3 &lt;br&gt;<strong>HOMEWORK due Monday:</strong> &lt;br&gt;Mastery Test ~ Chapter 3 (MLP) – turn in work &lt;br&gt;Complete any SLO Quizzes (MLP) &lt;br&gt;All sections of HW we completed this week in class</td>
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<td>Week 3 11/4 &amp;11/6</td>
<td>Section 4.4, 4.5, 4.6 (not covering 4.7) &lt;br&gt;Section 5.1, 5.2 &lt;br&gt;<strong>HOMEWORK due Monday:</strong> &lt;br&gt;4.5 &amp; 4.6 Guided Notes due Mon. start of class &lt;br&gt;Mastery Test ~ Chapter 4 (MLP) Turn in work &lt;br&gt;All sections of HW we completed this week in class &lt;br&gt;Chapter 3 &amp; 4 Test – Taken in Testing Center – due Friday 11/15</td>
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<tr>
<td>Week 4 11/11 &amp; 11/13</td>
<td>Section 5.3, 5.4, 5.5 &lt;br&gt;<strong>HOMEWORK due Monday</strong> &lt;br&gt;Guided notes 5.4 &amp; 5.5 due next Mon. &lt;br&gt;Mastery Test ~ Chapter 5 (MLP) Turn in work &lt;br&gt;Complete any SLO Quizzes (MLP) Turn in work &lt;br&gt;All sections of HW we completed this week in class &lt;br&gt;Chapter 5 Test – Taken in Testing Center – due Wednesday, Nov. 20</td>
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<tr>
<td>Week 5 11/18 &amp; 11/20</td>
<td>Chapter 6: Take Pre-test – Tells you what you need to work on over Holiday break to be prepared for Calculus I – score not counted in course grade</td>
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- Ch 7: 7.1 – 7.3 Review on own – Not on test 3
- Ch 7.3 & 7.4 – Will be on test 3 – Hw IS assigned
- Ch 8 -- Development of formulas will be on test 3

- HOMEWORK due Monday
  7.3 & 7.4 HW
  Mastery Test ~ Chapter 7 & 8 (MLP)- Turn in work
  Complete any SLO Quizzes (MLP)
  Review development of ch 8 formulas for test

- Review Ch 9 on your own. (Read eText. Repeat from Trig. No HW assigned.)

Ch 7 & 8 Test – in Testing Center, Due Mon. Dec. 2nd

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**Week 6**
11/25 & 11/27
- Sections 10.1, 10.2, 10.3
- Start sections 10.4, 10.5
- HOMEWORK due Monday
  Hw 10.1 – 10.4
- Nov. 30 – Last Day to Withdraw ~ Talk to Instructor First!

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**Week 7**
12/2 & 12/4
- Chapter 10 wrap-up
- Chapter 10 Test – Taken in Class, Wed, Dec. 11th
  - Section 2.2, 11.1, 11.2, 11.3 11.4, 11.5, 12.5  Guided Notes only – These notes ARE fro a TEST Grade.
  - Guided notes due Wed, Dec. 11th

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**Week 8**
12/9 & 12/11
Class meets Mon. & Wed.
- Mon. Calculus I preview / prep for Ch 10 test
- Wed. Chapter 10 Test in class
- Wed. Chapter 11 & 12.5 Guided Notes Due

- Optional Final Exam ~ Friday, Dec.13, 9 a.m.
- Taken in Classroom

To be prepared for Calculus I in spring, I suggest that over the Holiday break you review the following:
- Complete Ch 2( sec.2.3 &2.4), Ch 6,7,8, 12.5 homework
- Review Ch 11.4 and 11.5 carefully
- Strongly suggested you review all of Chapter 12