

CASPER COLLEGE COURSE SYLLABUS

COURSE NUMBER & TITLE: MATH 1400-N1 *Pre-Calculus Algebra*

SEMESTER: Fall 2015

LECTURE HOURS: 0

CREDIT HOURS: 4

CLASS TIME: Internet Course

DAYS: MTWTHF

ROOM: -----

INSTRUCTOR'S NAME: Tracey E. Hollister

PRIMARY CONTACT: Through Moodle Class Communication (MCC)

OTHER E-MAIL: thollister@caspercollege.edu

INSTRUCTOR'S OFFICE: PS 129

PHONE: 307-268-2545

FAX: 307-268-2041 Include my name as recipient and yours as sender

OFFICE HOURS: Moodle Mail: Monday-Friday

Course Description: Elementary functions and graphing for mathematics, science, business, and engineering majors preparing for the regular calculus sequence. Includes exponential and logarithmic functions.

Statement of Prerequisites: A 'C' or better in MATH 0930 or MATH 0934; An ACT Composite MATH score of 23 or better, or a COMPASS exam score in the Algebra domain of 66 -100 or College Algebra domain of 0-64, within the past year.

GOALS: **Chapter 1:** Intro. To Functions and Graphs **Chapter2:** Linear Functions and Equations **Chapter 3:** Quadratic Functions and Graphs **Chapter 4:** Nonlinear Functions and Equation **Chapter 5:** Exponential and Logarithmic Functions

OUTCOMES: Students should:

1. Be able to use function concepts including; evaluating, operations, composition, inverses, and transformations.
2. Solve polynomial, exponential, and logarithmic equations and relate and interpret these solutions.
3. Be able to graph linear, polynomial, exponential, logarithmic, absolute value, square root, piecewise defined, and rational functions.
4. Be able to model and interpret real-world problems using polynomial equations or regressions.
5. Be able to solve systems of equations.

MATERIALS NEEDED:

1. **Internet access.** This is an online course therefore I hope it is obvious you will need consistent internet access. You can access the internet at multiple locations around campus.
2. **Moodle account** – This is our primary source of contact. You will need to log into Moodle for worksheets, handouts and other important information.
3. **MyMathLab (MML) Access code** – Having the access code gives you access to an e-book, PowerPoint lecture slides, quizzes, homework and many more helpful tools.
4. **Printer or printer access:** There are several assignments, which you must print out, completed by hand and sent back to me for grading.
5. **Scanner, fax machine, or digital camera/phone** that take legible pictures for submission of handwritten homework.
6. Graph and notebook paper
7. Ruler
8. Colored pencils
9. Ruler
9. **Calculator:** TI-83/84 can be used, however you will be asked to do almost all of your homework, quizzes and tests using only a basic scientific calculator. Therefore, it is a good idea to practice without the aid of a graphing calculator, so pay careful attention to those questions we are NOT using technology as an aid. Lastly, due the programming nature of all graphing calculators, your own personal calculator will not be allowed on any tests.

METHODOLOGY:

This is an internet course, therefore there are no formal lectures, which makes it primarily a self-study course, but I am here to help you succeed. ☺ With that said, please note that a distance based math course takes serious dedication and time management. We will be using MyMathLab (MML) for homework and quizzes, and Moodle to communicate so reliable internet access is a must! It will be your responsibility to read the e-book, watch the video lectures, read the PowerPoint slides, keep up with the assignments and ask for help immediately when needed.

There is no such thing as a stupid question, but there is such a thing as an ill prepared question so please **PREPARE yourself** and **THEN** ask questions.

PARTICIPATION: One of the most important things to remember in this class is: **YOU are responsible for your learning.** I cannot force you to sit down at the computer each day and work, but I can offer my help and guidance by providing feedback, a calendar of due dates, tutorials, PowerPoint lectures, access to MML videos and other helpful tools to be successful in an online math course. Pacing yourself is very important! It is important that you not fall behind; students who get behind on their assignments are often unsuccessful in the course. I am here to help and work with any student putting in time and effort.

SCHEDULE OF COURSE CONTENT: See the schedule posted in Moodle.

EVALUATION CRITERIA:

Your grade will be determined by total points earned on the following:

I. HOMEWORK FROM MyMathLab (MML): Homework will be assigned every section. I will have at most three weeks of work open on MML so if a student needs to work ahead they can. (Remember: MML is the place where you find HW, quizzes, PowerPoint lectures, lecture videos, extra work, and many other helpful tools.) *(100 points)*

II. WORKSHEETS:

- 6 Chapter Worksheets worth 30 points each. You will be requested to send a digital copy of your written work through Moodle Mail. All assignments will be done by hand, on another piece of paper; please reference ASSIGNMENT EXPECTATIONS in Moodle to ensure you are doing them correctly. *(180 points)*

III. QUIZZES: There will be between 11-15 (timed) quizzes, i.e. approximately one quiz per week, each worth 10 points. These will be in line with MML homework and due by Sunday at midnight. At the end of the semester I will take your top 10 highest quizzes for your quiz grade. *(100 points)*

IV. TESTS: There will be 2 written, paper pencil, proctored exams; a midterm and a comprehensive final. You will need to find a proctor to administer these exams, but I can help. Moreover, our Testing Center can also help find an acceptable, certified proctor to administer the exam. Do not wait; design your semester schedule so you have time away from work, your home etc... to take a paper pencil exam.

A proctor is someone who does not have a close personal relationship to you. Your proctor **MUST be approved by me at least 2 weeks before you take the exam**. In addition, there will be appropriate paper work to fill out (see Moodle for the documents). This person must have access to email, printer, scanner and/or fax and is verifiable.

❖ **MAKE-UP HW, QUIZZES & TESTS DNE = DO NOT EXIST!!!**

CLASS POLICIES:

I. Attendance, Preparedness & Participation:

- Attendance is crucial to student success. However, being enrolled in the course and checking in each day doesn't guarantee a passing grade. It is expected that you will have regular attendance (M-F). However, if you have a vacation planned, let me know ASAP and plan ahead!! I should have three weeks of HW, quizzes and worksheets posted, so you can work ahead.
- MAKE-UP HW, QUIZZES & TESTS = DO NOT EXIST!!! Plan ahead!** I cannot stress this enough; you have enrolled in an online college level math course, this takes planning, dedication and loads of work! Waiting until the last day to do 5 MML HW assignments, a worksheet and quiz is a bad idea - the excuse that the internet goes down, is NOT an excuse!
- In case of an emergency:** If you are unable to make it to class because of an injury, family emergency, called to jury duty or subpoenaed as a witness in a legal action contact me immediately. In these cases, we can work together to make appropriate arrangements.

GRADE:

MML Online Homework	100 points										
Worksheets (Chapter and 'Other')	180 points										
Weekly Quizzes	100 points										
Tests (Midterm and Final – 100 pts. each)	200 points										
TOTAL	580 points										
Grades are determined by taking your total points earned divided by the total points in the class:	<u>GRADING SCALE:</u>										
$\frac{YOURS \quad POINTS}{TOTAL - POINTS - IN - CLASS}$	<table border="1"><tr><td>90 – ↑</td><td>A</td></tr><tr><td>89 – 80</td><td>B</td></tr><tr><td>79 – 70</td><td>C</td></tr><tr><td>69 – 60</td><td>D</td></tr><tr><td>59 – ↓</td><td>F</td></tr></table>	90 – ↑	A	89 – 80	B	79 – 70	C	69 – 60	D	59 – ↓	F
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89 – 80	B										
79 – 70	C										
69 – 60	D										
59 – ↓	F										

What if I need HELP ???

We have a variety of resources on campus:

1. Ask me any question, then ask again! Do not hesitate!
2. If you are in Casper: **Math Learning Center in PS 104**. We are fortunate to have this resource available to us. The MLC has student helpers, staff, videos, extra books and computers to accommodate any learning style.
3. Ask a friend. Sometimes someone can explain it in a different way, so you can understand it better.
4. Go to a past instructor. We all welcome familiar faces.
5. Did you check with all the resources available on MML? Videos? PowerPoint lecture? Help me Solve This? Show me an Example? Or the 24 hour live tutor help via “Smartthinking?” YOU TUBE?

LAST DATE TO WITHDRAW W/ A 'W' GRADE: November 12, 2015 – This is a firm deadline, therefore if you are thinking of changing your course status, please contact me before this date. I do not allow AUDITS for online courses.

STUDENT RIGHTS & RESPONSIBILITIES:

Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. **For this course, we can communicate via MML, email, or Moodle mail.**

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

"My will shall shape my future. Whether I fail or succeed shall be no man's doing but my own."

- Elaine Maxwell