I. COURSE DESCRIPTION:
This course provides students with the algebraic knowledge needed for many fields such as engineering, business, science, computer technology, and mathematics. Graphic and numerical methods support the study of functions and their corresponding equations and inequalities. Students will study linear, quadratic, polynomial, rational, exponential, logarithmic, inverse, composite, radical, and absolute value functions; systems of equations and inequalities modeling applied problems; and curve fitting techniques. Prerequisite: grade of C or better in MAT 1033; or required score on placement test

II. TEXTBOOK: College Algebra Essentials, 3rd Edition by Blitzer

III. ADDITIONAL MATERIAL:
A scientific or graphing calculator is necessary. Cell phone and symbolic calculators are not permitted. You will be expected to use a calculator on all exams and assignments. You should bring your calculator to all class meetings. You will need access (at home or on campus) to a stapler, hole-punch and a computer with internet connection. You will use the internet to retrieve several assignments, check your grades and send email. You will not be required to complete online homework. Do not use red or pink ink to complete assignments that are to be turned in and graded. I recommend that you use a three ring binder notebook to organize course materials.

IV. HOMEWORK:
Homework should be done daily – try to stay current with the syllabus. You should attempt to do all of the problems listed on the homework assignment sheet for each section we cover. This is my short list and you should do more exercises in your weak areas. Check your answers and correct any errors that you can. Ask me questions! I will answer questions from homework at the beginning of class, between classes and during office hours. Your classmates and the tutors located in the Success Center will also be able to answer many of your homework questions. In addition, before each class you should preview the sections that will be covered. Your success in this course will be dependent upon the amount of time and effort you are willing to spend with the material. You should plan to spend four to six hours per week outside of class reading your text, reviewing class notes, working on homework, completing quizzes and assignments, and studying for exams.
V. QUIZZES:
You can expect a number of in-class and take-home quizzes throughout the term. Quizzes may be multiple choice or free response. It is important that all work is shown neatly with free response quizzes. Partial credit will be awarded for correct steps and no credit will be given if work is not shown. Quizzes should be completed by you alone and it is dishonest to turn in work that you do not complete yourself. You should consult your notes and textbook for assistance with quiz questions. While you are encouraged to ask me quiz questions, you should not discuss particular quiz question solutions with other students or tutors. Take home quizzes are due at the beginning of class and are considered late otherwise (see Attendance). Late quizzes are scored as a zero. There will be no individual make-up quizzes offered. If at least six quizzes are given, then the lowest quiz score will be dropped. Quizzes contribute 15% to your grade. Failure to write your name on a quiz will result in a ten point deduction assuming that ownership can be established.

VI. POP QUIZZES, ACTIVITIES & PROJECTS:
There will be a number of pop quizzes, activities and projects to be completed throughout the semester. Some must be completed outside of class while others will be completed during class or involve working in small groups during class. Take home assignments will be announced in class and posted in Hawknet. Take home assignments are due at the beginning of class will be considered late otherwise (see Attendance). Late assignments are scored as a zero. There will be no individual make-up assignments offered. These activities will contribute 10% to your grade. Failure to write your name on an activity will result in forfeiture of credit for that assignment.

VII. TESTS:
There will be four tests (closed books, of course) and a comprehensive final. The tests will contribute 55% to your grade, the final exam 20%. You will be permitted to replace one test grade with your final exam grade. If you anticipate missing an exam, you might be able to make arrangements to take the exam prior to the scheduled test date. Otherwise, the missed exam will be the one replaced with the final exam score. Your course grade will largely be determined by your performance on these exams, so it is important that you prepare yourself for them. Completing the homework and practice tests will familiarize you with the material and question format which will alleviate some of your stress. A good night of rest will allow you to think clearly and perform at your best.

THERE WILL BE NO MAKE-UP TESTS ! ! !
VIII. ATTENDANCE:
You are expected to attend all class meetings and are responsible for all material covered. Not surprisingly, studies have shown that there is a strong correlation between student attendance and academic performance (poor attendance = poor grades). Therefore, it is important for your success in any class that you make every effort to attend each class. Assignments that are due will be recorded as a zero unless submitted to me by the beginning of class on the due date. You may turn your quiz in to the mailroom (ask someone to date and time stamp it), FAX it (757-2172), or have a classmate turn it in during class. Should you miss a class, you should view the video lectures that correspond to the sections in our book (videos can be obtained from our library, Success Center or online through MyMathLab). I will review missed material during my office hours after you have viewed the videos or read those sections in your textbook. I understand that other aspects of your life are competing for your attention and energy, but one of your jobs now is this class.

IX. CLASSROOM BEHAVIOR:
I expect my students to arrive to class prepared and on time. It is also expected that you will stay in the classroom continuously until the end of class. If you know in advance that you must arrive late or leave early one day, please inform me. If you have a medical condition that prevents you from staying in your seat in the classroom for 75 minutes, please discuss it with me outside of class. I expect everyone to treat his or her classmates with respect. Cell phones, beepers, and pages should be turned off during class. Speak with me in advance if you believe an exception should be made in your case. Talking during lecture can be disruptive to those around you, so limit your conversations to break times.

X. CHEATING AND PLAGERISM:
Cheating will not be tolerated! You are expected to personally complete any work that is submitted with your name on it. While I encourage students to discuss homework solutions, you should not discuss particular solutions to questions that will be graded. Instead, find a similar question to discuss or use an example from the textbook or notes. It is never acceptable to copy another person’s work. It is equally wrong to allow another student to copy your work. If I determine that a student has cheated, I will give him or her a zero on the assignment in question and issue the only warning. Upon a second offense, the student will receive a grade of F for the course. For any written assignments, remember to site your sources whenever quoting another either directly or indirectly.

XI. REQUEST FOR ACCOMMODATIONS:
If, to participate in this course, you require an accommodation due to a physical or learning impairment, you must contact the Office of Services to Students with Disabilities. The office is located in the Student Services building. You may also reach the office by telephone at (813) 757-2209 {voice line}; (813) 757-2166 {TTD}. To insure that your accommodations can be met, it is important that your request be processed by the HCC Disabilities Office and a copy of your accommodations given to me early in the semester. If you fail to provide me with your accommodations request at least one week prior to an exam, it may not be possible to accommodate you for that first test. You should plan to meet with me to discuss particular accommodations as well. If you need to use the testing center for exams, you will need to schedule the exams with both the testing center and me.
XII. ADDITIONAL RESOURCES:
ME! I am the best person to see outside of class for additional instruction. Please bring your questions to me. Use each other! Form study groups, work on homework together, compare quiz answers (this does not mean share/copy another’s work), et cetera. Do not forget the Success Center (PSCI 108). There you will be able to find tutors, software, videos and study areas to assist you. This is a great place to meet with a study group. Check out the site www.interactmath.com for practice and step-by-step examples.

XIII. GRADING SCALE:
Your grade = (.15)(quiz average) + (.10)(etc.) + (.55)(test average) + (.20)(final exam)

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This is a tentative grading scale and may be adjusted at the instructor’s discretion.

XIV. CAMPUS CRUISER & EMAIL:
We will be utilizing Hawknet/Campus Cruiser throughout this semester. A home computer is not necessary. You can use the computers located in the library, computer lab and Success Center. Some assignments will require that you log into this website in order to retrieve or post them. You will also be able to check your grades online, communicate with classmates via message boards and send email messages. One of the personal tools offered through Hawknet will be an official HCC email address. I expect you to use this email as your primary means of communicating with me outside of class. Email messages and posts to the message board should contain complete sentences and be relatively free of spelling, punctuation and grammar errors. Your login and password for Campus Cruiser is the same as your WebAdvisor login name and password. Please do not hesitate to ask for assistance if needed.

XV. WHAT YOU SHOULD ALREADY KNOW:
It is assumed that you are able to use of the basic features of your calculator and that you have a working knowledge of all material covered in the prerequisite course. Some review material may be briefly covered during lecture but most will not. While I understand that some of the material was not mastered by all students in the prerequisite course or that the prerequisite course was taken years ago, it is not possible for me to spend class time re-teaching prerequisite material. It is your responsibility to seek assistance outside of class. You should start by reading the textbook and its examples. You will find that the material comes back quickly. You are strongly encouraged to visit me during office hours or between classes to ask questions. You will also be able to get assistance in the Success Center. Following is a partial list of the prerequisite material you should already know: arithmetic, properties of exponents, simplifying radical expressions, polynomial operations, factoring, simplifying rational expressions (fractions), solving linear equations, quadratic formula, interval notation, function notation and graphing lines.