

**SYLLABUS**  
**MAT 161A 010**  
**PRECALCULUS ALGEBRA LAB**  
**2009\*01**

**Faculty Information**

**Instructor:** Karma Crouch, M.A. Ed.  
**Email Address:** [kcrouch@abtech.edu](mailto:kcrouch@abtech.edu)  
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**Phone:** 254-1921 ext. 386  
**Office Hours:** MWThF 10:00-10:50, T 9:00-9:50

**Course Information**

**Course Title:** Precalculus Algebra Lab  
**Course Number:** MAT 161A 010  
**Credit Hours:** 1  
**Course ID:** crouch94027

**Course Description** This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**Prerequisite:** Mat 080 or Mat 090

**Corequisite:** Mat 161 WD10

**Textbook:** Blitzer, *College Algebra*, fourth edition

**Course Goal:** Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

**Course Specific Competencies:** Upon successful completion of the course, the student will be able to:

- visualize the dual roles of geometry and algebra.
- define, graph, perform operations on, and apply functions.
- solve equations and inequalities containing a single variable.
- evaluate polynomial functions and rational functions.
- solve polynomial and rational equations.
- solve equations and inequalities containing two or more variables.

**Reinforcement Experiences for General Education Cross-Curriculum Competencies**

The course encapsulates reinforcement experiences for the general education cross-curriculum competencies:

- Communicate effectively in speaking, writing, reading, and listening.
- Locate, evaluate, and use information to analyze problems and make logical decisions.

- Apply math skills and/or natural science knowledge appropriately to organize, analyze and make information useful.
- Develop the ability to succeed as a self-directed learner.

### **Grading Policy:**

Your grade will be based on weekly quizzes and lab assignments. Quizzes will be posted on Thursday of each week, and you will have 1 week to complete the quiz. Make-up labs and quizzes will not be given. **Once you begin your quiz, you will only have 30 minutes to complete it.** The quiz will come from the previous week's lecture and skill building exercises. Your lowest lab and quiz grade will be dropped before calculating your final average. Your quizzes will account for 50% of your final grade. Your labs will account for 50% of your final grade. There will not be a final exam in Mat 171-A. *It is the student's responsibility to ensure that your labs and quizzes have been successfully submitted, received, and processed.* Current grade information is available within the software used for labs and quizzes. If for any reason it is necessary for you to withdraw from this class, you must complete the appropriate form and submit it to the Records and Registration Office by the deadline. If you quit attending class without completing the appropriate forms your grade will become an "F". The grading scale is as follows: A (90-100), B (80-89), C (70-79), D (60-69), F (below 60)

### **Attendance Policy:**

To receive course credit, a student is required contact not to lapse for greater than two weeks, minimum of two logins each week, or not missing more than two assignment due dates consecutively. The student may be dropped from the class with a grade of "U" at the discretion of the instructor. (refer to pg. 74 of your student handbook)

**Email Policy:** The AB Tech student email is to be used for official school business. All electronic correspondence must take place through your AB Tech email account. The format for student emails is: [firstnamemiddleinitiallastname@students.abtech.edu](mailto:firstname.middleinitial.lastname@students.abtech.edu) . All emails should start with the following information:

Class:  
Class Section:  
Student ID:  
Official Student Roster Name:

### **Important Dates:**

#### **Spring Semester 2009**

<b>Classes begin</b>	January 6
<b>Martin King Jr. Day</b>	January 19
<b>Last Day to Drop for Partial Refund</b>	January 22
<b>Professional Development</b> (no classes 12 pm- 5 pm)	February 17
<b>Last Day to Apply for Spring Graduation</b>	February 27
<b>Student Break</b>	March 13 *
<b>Last Day to Withdraw from Class w/o Penalty</b>	April 7
<b>Spring Break</b>	April 13 -18
<b>Activity Day – Earth Day</b>	April 24
<b>Last Day of Classes/Exams</b>	May 12 *
<b>Spring Graduation</b>	May 15

\* Up to three days may be made up at the end of the semester for inclement weather. All dates are subject to change.

**Academic Dishonesty** – You may not deceive any official of the college by cheating on any assignment, exam, or paper. This includes plagiarism, which is the intentional theft or unacknowledged use of another’s words or ideas. Plagiarism includes (but is not limited to) paraphrasing or summarizing another’s words *or works* without proper acknowledgement, using direct quotes of material without proper acknowledgement, or purchasing or using a paper *or presentation* written *or produced* by another. The faculty at A-B Tech *may* also consider presenting as original work a paper written for one class to satisfy a requirement in another class to be academic dishonesty. In particular, you are engaged in academic dishonesty when participating in an online course/assignment if you use materials or resources strictly forbidden when submitting work to be graded, as well as having another person assume your identity and submit work for which you personally take credit.

### **Tobacco Free Campus**

Asheville-Buncombe Technical Community College is committed to providing students and employees with a safe and healthy environment.

*It is the policy of Asheville-Buncombe Technical Community College that tobacco use is not permitted on A-B Tech’s campuses. A-B Tech is tobacco-free.*

**Other Information:** Tutoring in math and related courses is available in the Academic Learning Center, Laurel Building, Room 118. The hours are from 9am-6:30pm M-Th, and 9am-1:00pm on Friday. Computer labs on campus that currently have MyMathLab access:

- Laurel 116 (Open computer/Writing)
- Elm 200 (Transfer Advising Center)
- Sycamore 216 (Early College Lab)
- Sycamore 312 (Science Lab)
- Open computer lab (LRC)

# NETIQUETTE

## General

1. Understand that typed messages lack cues normally associated with face-to-face conversation.  
Without these supporting cues for context, satire or sarcasm can come across in unintended ways.
2. Use parenthetical explanation to explain meanings that might be misunderstood.
3. Do not criticize spelling or grammar. But do check your own spelling, punctuation, and grammar.
4. Don't use all capital letters. In the online world, this is the equivalent of shouting and it is difficult to read.
5. All lowercase letters indicate mumbling.
6. Be brief and to the point.

## Subject Lines

1. Keep subject lines short.
2. Make subject lines informative by indicating the content of the message.
3. Make subject lines clear and unambiguous.

## Replying

1. If you excessively reply to ongoing discussions and include the original message, your messages will be very long and hard to follow.
2. For simple messages, quoting the original message when replying will clarify your response.
3. Using carets to indicate lines of text that are quoted.

## Email

1. Unless you are explicitly given permission, don't publicly post email sent to you in private.
2. Recognize that instant delivery of email does not guarantee an instant response.
3. If you are sending information from another source, pay attention to whether the material is copyrighted and cite sources.
4. For important messages, compose a draft in a word processor so you can spell check it.
5. Be careful when addressing emails. One character out of place, or a ".com" suffix when the person's email really ends with ".edu", and your message won't be delivered.
6. If it is going to take considerable time to reply fully, try to acknowledge receipt of a message promptly  
and let the sender know that you will answer.

## Attachments

1. Do not send huge attachments.
2. When you're replying to a message that has an attachment, do not include the attachment again.

3. Avoid sending attached files that lack filename extensions (that's because some computers won't be able to open them).

### Flaming

1. Do not flame! Flaming refers to derogatory, abusive, threatening, sarcastic, rude, or otherwise mean-spirited messages directed at people.
2. If a message provokes a negative emotional response, put it away for a while, then reread it and see if you're misinterpreting it. If you don't understand a particular item, ask the sender for clarification before replying to an incorrect conclusion.
3. Messages are not secure. Remember, it's very easy for someone else to forward messages you thought were confidential.
4. Apologize. If there's been a misunderstanding or miscommunication, you can often nip a flame war in the bud by a brief apology.
5. Don't write anything that you won't want other people to be able to see for a long time (posts can be archived for years).

### Discussions

1. Lurk before you leap. Lurking is visiting without participating. While it's rude to make a habit of lurking, a little lurking can acquaint you with rules and procedures, help you get the "lay of the land," and prevent embarrassment.
2. Avoid posting non-informative messages on bulletin boards. Chat is more like a telephone, so saying "Me, too!" or "I don't know" is accepted. But on bulletin boards, people don't like to read postings that aren't substantive.

### Chat

1. Remember that chat rooms are "logged" (i.e., a record is kept of conversations).
2. Do not disrupt chat rooms by pasting large blocks of text into the input box (thus causing the screen to scroll faster than other users are able to type) or otherwise act in a manner that negatively affects other users' ability to engage in real time exchanges.
3. If you are having a conversation that is off the main topic, please move to another chat room.
4. If you are a fast typist, please pause occasionally to let slower typists contribute to the discussion.

California State University at Fullerton

Excerpted from Bramucci, Robert. Cal State Fullerton.

**Calculator:** A graphing calculator is required for this course. The TI-83 or TI-86 will be the calculator used by the instructor. I will not permit the TI-89 or the TI-92 to be used on tests. Your calculators may be cleared before examinations.

**Statement of Right to Make Changes:** I reserve the right to make changes in the syllabus. Any changes will be announced in class.

**Dear Student,**

**Welcome to the Mathematics Department!**

**We look forward to working with you and providing you with the very best education in mathematics.**

**We are a seven-member team that boasts a combined experience of over one-hundred-fifty years in professional education. We are extremely proud of our services and our accomplishments, and we always strive to maintain the best of quality instruction and as well as adherence to high academic standards and goals. Because of this dedication, we enjoy an excellent academic reputation with the surrounding upper-division colleges and universities in the region. It is a high priority to maintain this reputation, and consequently the value of your degree.**

**In order to be successful in your Math class and to ensure that other students have the learning environment they deserve, we require that you adhere to the Code of Student Conduct located in your Student Handbook, and on your syllabus. A positive learning environment makes it much easier for any student to achieve their goals.**

**If it is necessary for you to discuss any personal issue with your instructor, it is imperative that you do so during their office hours or during an out of class appointment. We are happy to meet with you to talk about any issue that is relevant to your participation in class, or your grade in the course. We have appropriate and time-proven suggestions that should help you.**

**As a student at AB-Tech, it is expected that you to keep up with the class, turn in assignments on time, and take responsibility for your education. The instructor will assist you in every way possible that does not compromise the integrity of the course itself. Our reputation depends on it.**

**Again, Welcome to AB-Tech and have a great semester!**

**R. Trent Codd, Jr.; Chairman; AA, BS, BSCS, MA, EASGC; 38 years of experience  
Jerry L. Ashe; Instructor; AA, BS, MS; 22 years of experience  
Jackie Caldwell; Instructor; BS, MA; 20 years of experience  
Karma Crouch; Instructor; BS, MA Ed; 23 years of experience  
Valerie Martin; Instructor; AA, BA, MS; 8 years of experience  
Tammy Pagan; Instructor; AA, BS, MS; 20 years of experience  
Robby Webb; Instructor; BA, MA; 23 years of experience**

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**Your Acknowledgement**

I have been provided access to the course syllabus, understand what is expected of me, and agree with the provision set forth in the syllabus.

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Your name

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Your student I.D. Number

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Your signature

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Date