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| MAT 171A03 |
| PreCalclus Algebra Lab |
| Course Syllabus |

Faculty Information:

Instructor: Tammy Pagan, AA, BS, MS
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Phone: (828) 254 - 1921 ext 7636 Office
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Office Hours: Madison Campus: M-F; 7:54am-8:20am
Asheville Campus: M,W 11:00am - 11:50 am

Course Information:

Course Title: PreCalculus Algebra Lab
Course Number: MAT 171 A 03
Credit Hours: 1
Course ID: pagan66575
Class Location: Online Lab – www.coursecompass.com
Class Meeting Time: Weekly log –ins on MyMathLab

Common Course Library Description:

This course is a laboratory of MAT 171. Emphasis is placed on the 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.*

Prerequisites: MAT 080 or MAT 090

Corequisite: MAT 171

Textbook: Sullivan & Sullivan, *Algebra and Trigonometry Enhanced with Graphing Utilities*, fifth Edition
ISBN: 978-0-13-600492-9
Required of all students

Course Goal:

Upon completion, students should be able to solve practical problem and use appropriate modes for analysis and predication.

Course Specific Competencies:

Upon successful completion of the course, the students 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:

The class will operate according to the AB Tech course description. The labs and assessments are built into the weekly schedule. Labs and Quizzes are posted *weekly* and expected to be completed each week. There will also be practical-based labs, one per chapter. **Make-up labs and quizzes will not be given.** *Once you begin a quiz, you must complete it. Quizzes cannot be restarted. 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. Otherwise, your grade will become an "F". The following is a breakdown for you grade in the Lab:

- Quizzes 45%
- Labs 35%
- Practical Labs 20%

The AB Tech course grading system will be used for recording the final course grade. **A**(90 %-100%), **B**(80%-89%), **C**(70%-79%), **D**(60%-69%), **F**(Below 60%)

MATHEMATICS DEPARTMENT STATEMENT:

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

Attendance Policy:

To receive course credit, the student must attend a minimum of 80% of the contact hours. Upon accumulating absences exceeding 20% of the course contact hours, the student may be dropped from the class with a grade of "U" at the discretion of the instructor. Three tardies may constitute one absence. A tardy is defined as arriving late, leaving early, or being away from class without permission during class hours.

Email Policy:

The ABTech student email is to be used for official school business. The format for student emails is: firstname.lastname@students.abtech.edu

All emails shall start with the following information:

Class:

Class Section:

Student ID:

Official Student Roster Name:

Important Dates:

Spring Semester – 2009*

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

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

Activity Schedule:

This schedule will be used for most approved and announced student activities.

| Normal Class Time | Activity Day Schedule |
|-------------------|---|
| <u>8:00 am</u> | <u>8:00 – 8:40 am</u> |
| <u>8:30 am</u> | <u>8:20 – 9:00 am</u> |
| <u>9:00 am</u> | <u>8:45 – 9:25 am</u> |
| <u>9:30 am</u> | <u>9:05 – 9:45 am</u> |
| <u>10:00 am</u> | <u>9:30 – 10:10 am</u> |
| <u>10:30 am</u> | <u>9:50 – 10:30 am</u> |
| <u>11:00 am</u> | <u>10:15 – 10:55 am</u> |
| <u>11:30 am</u> | <u>10:35 – 11:00 am (note 25 minutes)</u> |

11:00 am – 1:00 pm Scheduled Activities!!

Activity Schedule Continued:

| Normal Class Time | Activity Day Schedule |
|-------------------|-----------------------|
| <u>12:00 pm</u> | <u>1:00 – 1:40 pm</u> |
| <u>12:30 pm</u> | <u>1:20 - 2:00 pm</u> |
| <u>1:00 pm</u> | <u>1:45 – 2:25 pm</u> |
| <u>1:30 pm</u> | <u>2:05 – 2:45 pm</u> |
| <u>2:00 pm</u> | <u>2:30 – 3:10 pm</u> |
| <u>2:30 pm</u> | <u>2:50 – 3:30 pm</u> |
| <u>3:00 pm</u> | <u>3:15 – 3:55 pm</u> |
| <u>3:30 pm</u> | <u>3:35 – 4:15 pm</u> |
| <u>4:00 pm</u> | <u>4:00 pm</u> |

Inclement Weather Schedule:

The college will close when weather conditions are such that driving is hazardous. The following procedure will be observed for inclement weather conditions:

1. Announcements concerning school operation will be made by 6:30 am on local radio and TV stations for the day classes. A voice message will be recorded on the switchboard. If it appears that the ice or snow may be cleared by mid-morning, the schedule to follow will be used and all College personnel and students should report by 10 am.
2. Closing or delaying the day programs does not automatically close evening classes. Announcements will be made on radio stations and the College switchboard no later than 3 pm concerning the evening classes.
3. When weather conditions dictate early dismissal of the day or evening classes, the announcement will be made by telephone to each building on campus.
4. Adjustments in the College Calendar for the days missed because of inclement weather will be made at the end of the semester.

5. Important: If weather conditions become worst after the 6:30 am announcement, an additional announcement closing school for the day will be made no later than 8:30 am. Oak Student Center will open at 8 am for early arrivals.

Inclement Weather Schedule:

| Normal Class Time | Delayed Opening |
|-------------------|---------------------|
| 8:00 am | 10:00 – 10:40 am |
| 8:30 am | 10:20 – 11:00 am |
| 9:00 am | 10:45 – 11:25 am |
| 9:30 am | 11:05 – 11:45 am |
| 10:00 am | 11:30 am – 12:10 pm |
| 10:30 am | 11:50 am – 12:30 am |
| 11:00 am | 12:15 – 12:55 pm |
| 11:30 am | 12:35 – 1:15 pm |
| 12:00 pm | 1:00 – 1:40 pm |
| 12:30 pm | 1:20 – 2:00 pm |
| 1:00 pm | 1:45 – 2:25 pm |
| 1:30 pm | 2:05 – 2:45 pm |
| 2:00 pm | 2:30 – 3:10 pm |
| 2:30 pm | 2:50 – 3:30 pm |
| 3:00 pm | 3:15 – 3:55 pm |
| 3:30 pm | 3:35 – 4:15 pm |
| 4:00 pm | 4:00 pm |

Code of Student Conduct:

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 not limited to) paraphrasing or summarizing another’s words or *works* without proper acknowledgement, using direct quotes of material without proper acknowledgement, or purchasing/using a paper or *presentation* written or *produced* by another. The faculty at AB 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.

Code of Classroom Conduct:

AB Tech is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with a desire to learn. In order to create an appropriate environment for teaching and learning, there must be respect for the instructor and fellow students. The list that follows is guidelines for classroom behavior, which the College has established to ensure that the learning environment is not compromised.

1. **Attendance:** You are expected to be in class the entire class time. Do not enter late or leave early. Rare exceptions may be excused, particularly under emergency

circumstances, but you should be prepared to explain your tardiness to the instructor after class. Likewise, the need to leave early should be explained to the instructor before class.

2. **Absences:** Inform the instructor in advance if you know you are going to miss class. Also, take responsibility for getting missed assignments from other students. Do not expect that you will be allowed to make up work, such as unannounced quizzes or tests, after an absence. Instructors are not responsible for re-teaching the material you missed because of absence.
3. **Conversation:** Do not carry on side conversation in class.
4. **Other Activities:** You may not work on other activities while in class. This includes homework for other courses or other personal activities.
5. **Internet:** In classes where the Internet access is provided, you may use the Internet for valid, academic purposes only. You may not use it for open access to other non-academic sites, which are unrelated to the course.
6. **Sleep:** Do not sleep in class.
7. **Attitude:** You are expected to maintain a civil attitude in class. You may not use inappropriate or offensive commentary or body language to show your attitude regarding the course, the instructor, assignments, or fellow students. . Keep in mind that all electronic interactions (email, chats, discussion forums etc) are extensions of the classroom and should be treated as such. Unacceptable language and behavior will be addressed as if you were sitting in the classroom.
8. **Profanity and Offensive Language:** You may not use profanity or offensive language in class.
9. **Cell Phones and Beepers:** You may not receive or send telephone calls or pages during class. You are responsible for turning off cell phones and beepers upon entering class.
10. **Guest:** You may not bring unregistered friends or children to class.
11. **Food, Drink, Tobacco Products:** You may not have food or drink in class. You may not use tobacco products in the buildings of AB Tech.
12. **Personal Business:** You may need to transact personal business with the instructor, asking him/her to sign forms. Plan to do this before instruction begins or after class.

Typically, violations of the Code of Classroom Conduct will be dealt with as minor infractions. However, repetitions of minor infractions or other more serious violations of the Code of Student Conduct may lead to removal from the classroom while the matter is resolved and referral to the Vice President of Student Services for disciplinary action.

NETIQUETTE STATEMENT:

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).

DISCUSSION:

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.

*Please note this Netiquette statement was inserted as a requirement by the department.

California State University at Fullerton

Excerpted from Bramucci, Robert. Cal State Fullerton.

Other Information:

Tutoring in math and related courses is available in the Academic Learning Center, Laurel Building, Room 118. The hours are from 9 am to 6:30 pm Monday through Thursday, and 9 am to 1pm 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)
- LRC

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 ABTech's campuses. ABTech is tobacco-free.*

Calculator:

A graphing calculator is required for this course. The instructor will be using the TI-84 for instructional purposes.

Statement of Right to Make Changes:

I, Tammy Pagan, reserve the right to make changes in the syllabus. Any changes that occur will be announced in class.

Course Syllabus
MAT 171 A 03
College Algebra Lab

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.

Your Name

Your Student ID Number

Your signature

Date