

**SYLLABUS
MAT 171-WN5
PRE-CALCULUS ALGEBRA
2009*01**

Faculty Information

Instructor: Marilyn Minchey, M.A. Math. Ed.
Email Address: mminchey@abtech.edu
Office: ELM 340
Phone: 254-1921 ext. 219
Office Hours: M (5:00 – 5:50); TTh (10:15-10:45); F (12:15-12:45)

Course Information

Course Title: Pre-Calculus Algebra
Course Number: MAT-171-WN5
Credit Hours: 3
Contact Hours: 3
Class Location: ELM 338
Class Meeting Time: M 6:00 – 8:50

Course Description: This is the first of two courses designed to emphasize topics that are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.

Prerequisite: MAT 080 or MAT 090 or placement

Corequisite: MAT 171A-05

Textbook: Sullivan & Sullivan, *Algebra and Trigonometry Enhanced with Graphing Utilities*, 5th edition

Calculator: A graphing calculator is required for this course. The TI-83 or TI-84 will be the calculator used by the instructor. A TI-89 or a TI-92 may not be used on tests. Calculators may be cleared before examinations. Sharing calculators during examinations or tests will not be permitted.

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

Course Specific Competencies: Upon successful completion of the course, 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 includes 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: Five chapter tests, five homework assignments in addition to assignments given on Course Compass and a departmental cumulative final exam will be given during the semester. The chapter test average will account for 75% of the final grade. The homework average will count for 5% of the final grade. **The final exam is mandatory and will count for 20% of the final grade.** All tests will be closed book and **makeup tests will not be given.** The final exam grade will be substituted for the first test missed. Any other test that is missed will be given a grade of zero. If no chapter tests are missed during the semester, the final exam grade may be substituted for the lowest chapter test grade. If for any reason it is necessary for a student to withdraw from this class, the appropriate form must be completed and submitted to the Records and Registration Office by the deadline. If a student quits attending class without completing the appropriate forms, his/her grade will become an “F”. Final grades will be based on the college grading scale: A (90-100), B (80-89), C (70-79), D (60-69), F (below 60).

Final Exam Policy: Final exams for all classes are given during the last 1-2 hours of the regular class schedule.

Attendance Policy: To receive credit, a student should attend a minimum of 80 percent of the contact hours of the class. Upon accumulating absences exceeding 20 percent of the course contact hours, the student may be dropped from the class with a grade of “U” at the discretion of the instructor. Students are encouraged to arrive to class on time. Students who arrive tardy to class have missed the attendance check and have been marked absent by the instructor. Consequently, it is the responsibility of the student to check with the instructor after class to change the absence to a tardy. A tardy is defined as arriving late for class, leaving early, or being away from class without permission during class hours. Three tardies may constitute one absence.

Math Tutoring: Tutoring in math and related courses is available in the Academic Learning Center, Laurel Building, Room 118. The hours are from 9 am – 6:30 pm M-Th, and 9 am – 1:00 pm on Friday.

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 day classes. A voice mail message will be recorded on the switchboard. If it appears that ice or snow may be cleared by mid-morning, the schedule below will be followed and all College personnel and students should report by 10am.
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 3pm 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. Commuters should exercise personal judgment concerning highway conditions regardless of College announcements, particularly those commuting from outlying areas.
5. Adjustments in the College calendar for days missed because of inclement weather will be made at the end of the semester.

Inclement Weather Schedule

Normal Class Time	Delayed Opening
8 a.m.	10-10:40 a.m.
8:30 a.m.	10:20-11 a.m.
9 a.m.	10:45-11:25 a.m.
9:30 a.m.	11:05-11:45 a.m.
10 a.m.	11:30am-12:10 p.m.
10:30 a.m.	11:50am-12:30 p.m.
11 a.m.	12:15-12:55 p.m.
11:30 a.m.	12:35-1:15 p.m.
12 p.m.	1-1:40 p.m.
12:30 p.m.	1:20-2 p.m.
1 p.m.	1:45-2:25 p.m.
1:30 p.m.	2:05-2:45 p.m.
2 p.m.	2:30-3:10 p.m.
2:30 p.m.	2:50-3:30 p.m.
3 p.m.	3:15-3:55 p.m.
3:30 p.m.	3:35-4:15 p.m.
4 p.m.	4 p.m.

Important: If weather conditions become worse after the 6:30am announcement, an additional announcement closing school for the day will be made no later than 8:30am.

Oak Student Center will open at 8am for early arrivals.

Spring Semester - 2009

Registration: Current and Continuing Students

December 1 - 5

General Registration

December 8 - January 2***

Last Day to Pay Tuition and Fees

January 2*

** Unpaid registrations will be deleted from the computer registration system at 4:30 p.m.*

Late Registration	January 5 - 9
Last Day to Pay Tuition and Fees for Late Registration	January 9*
<i>* Unpaid registrations will be deleted from the computer registration system at 4:30 p.m.</i>	
New Student Welcome	January 9, 9:00 a.m.
Classes Begin	12-Jan
Schedule Adjustments	January 12 - 13
Minimester I	January 12 - March 9
Martin Luther King Jr. Day College Holiday	19-Jan
Late Start Semester First Class Day	20-Jan
Last Day to Drop for a Partial Refund (Full term)	22-Jan
Professional Development - 1/2 Day	17-Feb
Last Day to Apply for Spring Graduation	27-Feb
Minimester II	March 10 - May 12
Student Break or Inclement Weather Make-Up	13-Mar
Last Day to Withdraw from a full 16-week class	7-Apr
Spring College Holiday	13-Apr
Student Spring Break	April 13 - April 18
Last Day of Class/Examinations	May 12**
<i>** May 12 will be scheduled as a Friday make-up day</i>	
Spring Graduation	15-May
Total Class Days	80

*** Up to three days may be made up at the end of the semester or during spring break for inclement weather.*

****In person when college is open and when online registration is operational.*

Activity Day Schedules: Students should read the Student Handbook for the schedule for most approved and announced student activities.

Academic Dishonesty: Students may not deceive any official of the college by cheating on any assignment, exam or paper. This includes plagiarism.

Code of Classroom Conduct: Asheville-Buncombe Technical Community College is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning to flourish, there must be respect for the instructor and fellow students. Below are guidelines for classroom behavior that 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. Unless an emergency arises, please do not leave class during lecture.
- 2. Absences:** Inform the instructor in advance if you know you are going to miss a 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 an absence
- 3. Conversation:** Do not carry on side conversations 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 when Internet access is provided, you may use the Internet for valid, academic purposes only. You may not use it for other non-academic sites that 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 (e-mail, 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. Guests:** 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 at A-B Tech.
- 12. Personal Business:** You may need to transact personal business with the instructor, asking him or 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, repetition 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 for Student Services for disciplinary action.

Netiquette

- 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.**

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.

Tobacco Free Campus Policy Statement August 1, 2007

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.

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PRECALCULUS ALGEBRA
CONTENT OUTLINE**

Graphs, Equations and Inequalities

- 1.1 Rectangular Coordinates; Graphing Utilities; Introduction to Graphing Equations**
- 1.2 Solving Equations Using a Graphing Utility; Linear and Rational Equations**
- 1.3 Quadratic Equations**
- 1.4 Complex Numbers; Quadratic Equations in the Complex Number System**
- 1.5 Radical Equations; Equations Quadratic in Form; Absolute Value Equations; Factorable Equations**
- 1.6 Problem Solving: Interest, Mixture, Uniform Motion, Constant Rate Jobs**

***** Test 1/ Sections 1.1 – 1.6*****

1.7 Solving Inequalities

Graphs

- 2.1 Intercepts; Symmetry; Graphing Key Equations**
- 2.2 Lines**
- 2.3 Circles**
- 2.4 Variation**

*****Test 2/ Sections 1.7 – 2.4*****

Functions and Their Graphs

- 3.1 Functions**
- 3.2 The Graph of a Function**
- 3.3 Properties of Functions**
- 3.4 Library of Functions; Piecewise-defined Functions**
- 3.5 Graphing Techniques: Transformations**
- 3.6 Mathematical Models: Building Functions**

*****Test 3/ Sections 3.1 – 3.6*****

Linear and Quadratic Functions

- 4.1 Linear Functions, Their Properties and Linear Models**
- 4.2 Building Linear Models from Data**
- 4.3 Quadratic Functions and Their Properties**
- 4.4 Building Quadratic Functions from Verbal Descriptions and from Data**
- 4.5 Inequalities Involving Quadratic Functions**

*****Test 4/Sections 4.1 – 4.5*****

Polynomial and Rational Functions

5.1 Polynomial Functions and Models

5.2 Properties of Rational Functions

5.3 The Graph of a Rational Function

5.4 Polynomial and Rational Inequalities

5.5 The Real Zeros of a Polynomial Function

5.6 Complex Zeros; Fundamental Theorem of Algebra

*****Test 5/Sections 5.1- 5.6*****

Analytic Geometry

11.7 Plane Curves and Parametric Equations

Systems of Equations and Inequalities

12.1 Systems of Linear Equations: Substitution and Elimination

12.2 Systems of Linear Equations: Matrices

12.3 Systems of Linear Equations: Determinants

12.7 Systems of Inequalities

*****Final Exam*****

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 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

Marilyn Minchey; Adjunct Instructor; BS, MA; 30 years of experience

**SYLLABUS
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PRECALCULUS ALGEBRA
SPRING 2009**

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.

Print Name

Student I.D. Number

Signature

Date