

South Plains College Mathematics Department  
**Dual Credit Online College Algebra – MATH 1314.451**

Course Syllabus – Fall 2022 – revised August 2022

**Instructor:** Karol Albus

**Office:** M110

**Telephone:** (806)-716-2543

**Email (preferred method of contact):** [kalbus@southplainscollege.edu](mailto:kalbus@southplainscollege.edu)

**Email Policy:** All students at South Plains College are assigned a standardized SPC e-mail account. Although personal email addresses will continue to be collected, the assigned SPC e-mail account will be used as the official channel of communication for South Plains College. The Student Correspondence Policy can be found at [www.southplainscollege.edu](http://www.southplainscollege.edu). To access the SPC student e-mail account, log in to [portal.office.com](http://portal.office.com). (Copied from SPC Student Guide) Since all students have an assigned SPC email, the instructor will only acknowledge, respond, and send emails to your assigned SPC email. This ensures all correspondence from the instructor is received by the intended recipient.

**Office hours:** As listed or **by appointment**. Appointments are booked on Blackboard under Instructor Information

Monday	Tuesday	Wednesday	Thursday	Friday
1:30-3:30 pm (Lev Office M110)	9:30-11:30 am (Lev Office M110) 8:00-9:00 pm (Virtual by Zoom)			9:00-12:00 (Lev Office M110) Most Fridays

**Disclaimer:** The instructor reserves the right to alter any class policies/dates as deemed necessary by the instructor, and will announce any changes **as an announcement in Blackboard**. T

**Blackboard:** Blackboard is the online course management system that will be utilized for this course. All access to course information and your instructor is through the Internet. This course syllabus, as well as all course materials can be accessed through Blackboard. Login at <https://southplainscollege.blackboard.com/>. The user name and password should be the same as the MySPC and SPC email.

User name: first initial, last name, and last 4 digits of the Student ID

Password: Original CampusConnect Pin No. (found on SPC acceptance letter)

Questions regarding Blackboard support may be emailed to [blackboard@southplainscollege.edu](mailto:blackboard@southplainscollege.edu) or by telephone to 806-716-2180.

**Skills Required for an Online Course:**

- Self-motivation and self-discipline to access the course daily and complete assignments in a timely manner
- Self-confidence to contact instructor with questions
- Algebra skills consistent with successful completion of high school Algebra I and II (see Skills Assessment in Week 1)
- Know basic functionality of a computer and how to connect to the internet
- Know how to and be willing to use SPC email
- Know how to open and print .pdf (Adobe Acrobat) documents
- Be able to access and watch YouTube videos

**Computer Issues:** If your personal computer becomes “disabled,” please remember that it is your responsibility to have a backup plan. Your assignments for this class will have a window of time in which the assignment must be completed. If you wait until the last day to try and complete your assignment and you encounter computer issues, the deadline for completion will NOT be extended. You must plan ahead in order to complete your work under all possible conditions. Early submissions are welcome and encouraged.

**Course Supplies:**

- **NOTE:** There is **NO book required for this course**. All materials are available on Blackboard.
- **Required:** Working, reliable internet access with the ability to **view videos via YouTube**.
- **Required:** Method of scanning handwritten work or phone with Gradescope App.
- **Required:** Access to a computer with a camera and microphone for testing through Proctorio.
- **Required:** Scientific Calculator (with log and ln). **Suggested TI-30XIIS**. They are inexpensive and user friendly. **Graphing calculators are not allowed.**
- **Suggested:** Notebook paper, graph paper (available to print on Blackboard), hole punch, pencils, erasers, and a large 3-ring binder. This will keep your course organized so you can easily access all your own work.
- **Required:** Method to print notes and assignments posted on Blackboard.

**Communication:** Announcements will be added to the top of the Start Here page in Blackboard. The instructor often posts videos of commonly missed problems. This will also be the location for reminders and announcements. Your instructor is available by email for questions, but you may find it more beneficial to book an appointment time virtually or in person with the link found in Blackboard under Instructor Information. If you email the instructor, you can count on a response within 24 hours during the week. **I will be emailing to your official SPC email only.** Please do not wait until the last minute to do homework, or to ask questions before an exam. You must plan on allowing a reasonable amount of time for the instructor to respond to your questions. If you wait until the last minute, your questions may not be answered before an exam.

**Methods of Learning Assessment:**

- **Handwritten notes and homework:** These will be submitted in Gradescope. 50 points of the grade will be properly completed notes. The other 50 points will be based on your work within the assignment. You will have answer keys to all assignments, so obviously your answers are not being graded. I will be looking at 5-10 questions randomly to see if your work actually leads to the answer. I occasionally see work that looks like it is from an app. While you may get full credit on the assignment, you may not be prepared fully for an Exam, and the Exams count so much more. Please check your own answers with the keys provided so that you can be aware of any misunderstandings you may have and get them corrected before an exam. The goal of an assignment is not the grade, but to gain the skill so that you can do well on the Exam.
- **Unit Exams and Final Exam.** All Exams will be taken in an online monitoring system called Proctorio. We will be taking a Practice Exam so that you can experience it and work out any technical issues before the first exam. While there will be work on the practice exam, if you complete all of the procedures correctly you will make 100.

**Assignment Format and Policy:** Assignments are given after each lesson and are collected according to the course calendar.

For each question on each assignment:

- Write the question number.
- In solving the problem, show all necessary work.
- Allow enough room around your problem so that it can be easily read
- Clearly mark your answer.
- Check your answers in Blackboard to make certain you are practicing the exercises correctly.
- Write your name at the top of each page of your work.
- Submit the assignment in Blackboard as a single pdf file, preferably using the Gradescope app. (Pdf files can be generated easily using a scanner or many freely available phone apps, like CamScanner, Scannable, or OneDrive.)

Make certain to complete and submit assignments on time (or early). Early submissions are welcomed!

**To maximize your potential for successfully completing this course:**

- login to Blackboard daily;
- watch the lecture videos and take notes on them;
- thoroughly complete and submit the assignments on time;
- **practice the exercises repeatedly until you have full mastery of them.**

**Grading Formula:**

Enrollment in this course does not guarantee advancement. The final responsibility for learning lies with the student.

Your average for this course will be based on the following:

Notes, Handwritten Assignments completed and submitted	15%
3 Unit Exams (20% each)	60%
Final Exam	25%

Your school will be provided with a numeric average for High School Credit. For your South Plains College transcript, the following scale will be used.

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

**(No extra credit is provided in this course. Deadlines are not flexible.)**

A current average for the course will be found in Blackboard. You should check your grades regularly. I will post grades on an assignment a few days after the deadline for that assignment. If you are working ahead of the schedule please note that your grade may or may not appear until after the deadline. **Please note that the weight of the course grade is on exams.** They are VERY important. **ALL of the other work is just a means by which to get ready for those exams.**

#### Resources:

- **Your instructor!** I am available to you by email, during Zoom office hours virtually (appointments available in link under instructor information), on campus during office hours, or by appointment. When asking a question via email, please take a photo or scan of the work you have done and attach that to your question. This will save so much time and will be much more beneficial to you. It is often as important to know what you are doing RIGHT as it is finding an error you may have made.
- **Blackboard** The course syllabus, notes, videos, assignments, and assignment answers, will all be available on Blackboard.
- **Free SPC Tutoring** Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

#### Tutor.com

You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am  
6pm Friday – 8am Monday morning

For questions regarding tutoring, please email [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu) or call 806-716-2538.

▪

**Withdrawal Policy:** If you wish to withdraw from this class for any reason, you must initiate the appropriate steps on your own. To withdraw from this class, you need to email the registrar, Andrew Ruiz, and tell him you need to drop an online class. His email address is [aruiz@southplainscollege.edu](mailto:aruiz@southplainscollege.edu). Give him the course and section number and he will take care of it. The drop form can be obtained online in MYSPC, under the Student Forms and Tools link. **The last day to drop is Thursday, April 29, 2021.** If you plan to withdraw, please consult with the instructor immediately. You will also want to consult with your high school counselor to be sure how this may change your daily schedule and/or graduation eligibility.

Excessive absences or nonparticipation will result in an administrative withdrawal with a Grade of X or F. Because this is an online class, you must access the course on a regular basis. You will feel more at ease with the material if you stay in touch with what is going on. Blackboard tracks when and where you have been in the course. Most students find that doing some math every single day is the best way to maintain continuity and to stay caught up. The Course Calendar is designed to assist you in staying on track. **You may be administratively withdrawn from the course if you fail to log in for (5) consecutive days, if you consistently fail to meet homework deadlines, or if you fail to turn in an exam.**

**South Plains College**  
**Common Course Syllabus: MATH 1314**  
**Revised August 2022**

**Department:** Mathematics, Engineering, and Computer Science

**Discipline:** Mathematics

**Course Number:** MATH 1314

**Course Title:** College Algebra

**Available Formats:** conventional, hybrid, internet, and ITV

**Campuses:** Levelland, Reese, Plainview, Lubbock Center, and Dual Credit

**Course Description:** In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

**Prerequisite:** Minimum score of 350 on the TSIA1, minimum score of 950 on the TSIA2, a diagnostic score of 6 on the TSIA2, TSI-exempt status, a successful completion with a grade of 'C' or better in MATH 0320, or successful completion of NCBM-0114.

**Credit:** 3 **Lecture:** 3 **Lab:** 1

**Textbook:** *College Algebra with Intermediate Algebra: A Blended Course*, Beecher, Penna, Johnson, and Bittinger, 2018, 1<sup>st</sup> Edition, Prentice Hall/Pearson Education

**Supplies:** Please see the instructor's course information sheet for specific supplies.

**This course partially satisfies a Core Curriculum Requirement:** Mathematics Foundational Component Area (020)

**Core Curriculum Objectives addressed:**

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions

**Student Learning Outcomes:** Upon completion of this course and receiving a passing grade, the student will be able to:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

**Student Learning Outcomes Assessment:** A pre- and post-test questions will be used to determine the extent of improvement that the students have gained during the semester

**Course Evaluation:** There will be departmental final exam questions given by all instructors.

**Attendance/Student Engagement Policy:** Attendance and engagement are the most critical activities for success in this course. The instructor maintains records of the student's attendance and submission of assignments throughout the semester. The student is expected to attend at least eighty percent (80%) of the **total** class meetings **and** submit at least eighty percent (80%) of the **total** class assignments to have the best chance of success. If the student fails to meet these minimum requirements, the instructor may remove the student from the class with an X, upon their discretion, to help the student from harming their GPA. If the student can not receive an X, the instructor will assign an F.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. (*SPC General Catalog*)

Plagiarism and cheating are not tolerated in this course. Under the policies of South Plains College, punishment for cheating may include no credit (failing) on the assignment, quiz, exam, or the course.

**COVID Syllabus Statement:** If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19: Cough, shortness of breath, difficulty breathing, Fever or chills, Muscles or body aches, Vomiting or diarrhea, New loss of taste and smell.

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication. Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

**Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

**Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Disabilities Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Non-Discrimination Statement:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or [email dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

**Campus Concealed Carry Statement:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**SPC Bookstore Price Match Guarantee Policy:** If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

**Dual Credit College Algebra Online Course Outline – Math 1314.451 FALL 2022**

<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>Due Thursdays 11:00 PM</b>
1	Aug 29-Sept 1	Read Syllabus, Watch necessary videos Syllabus Assignment	<b>Due Thurs Sept 1 11:00 PM</b> Syllabus Assignment
2	Sept 2-8	1.1: Linear & Rational Equations 1.2: Linear Applications	<b>Due Thurs Sept 8 11:00 PM</b> 1.1 Notes/Assignment 1.2 Notes/Assignment
	Sept 5	Labor Day Holiday – no office hours	
3	Sept 9-15	1.3: Complex Numbers; Quadratic Equations Part 1 1.4: Quadratic Equations Part 2, Radical Equations	<b>Due Thurs Sept 15 11:00 PM</b> 1.3 Notes/Assignment 1.4 Notes/Assignment
4	Sept 16-22	1.5: Other Types of Equations; Linear and Absolute Value Inequalities Unit 1 Review	<b>Due Thurs Sept 22 11:00 PM</b> 1.5 Notes/Assignment Unit 1 Review
5	Sept 23-29	<b>Proctored Unit 1 Exam (20%) Sunday Sept 25 8:00-10:30 pm</b> <b>Monday Sept 26 8:00-10:30 am Tuesday Sept 27 6:00-8:30 am</b> 2.1: Function Notation and Graphs 2.2: Linear Functions and Slope	<b>Due Thurs Sept 29 11:00 PM</b> 2.1 Notes/Assignment 2.2 Notes/Assignment
6	Sept 30-Oct 6	2.3: Distance, Midpoint, & Circles, Combinations of Functions, Composite Functions 2.4: Inverse Functions, Quadratic Functions	<b>Due Thurs Oct 6 11:00 PM</b> 2.3 Notes/Assignment 2.4 Notes/Assignment
7	Oct 7-13	2.5: Long Division, Synthetic Division, Roots of Polynomials Unit 2 Review	<b>Due Thurs Oct 13 11:00 PM</b> 2.5 Notes/Assignment Unit 2 Review
8	Oct 14-20	<b>Proctored Unit 2 Exam (20%) Sunday Oct 16 8:00-10:30 pm</b> <b>Monday Oct 17 8:00-10:30 am Tuesday Oct 18 6:00-8:30 am</b> 3.1: Polynomial Functions & Their Graphs	<b>Due Thurs Oct 20 11:00 PM</b> 3.1 Notes/Assignment
9	Oct 21-27	3.2: Rational Functions & Their Graphs 3.3: Polynomial & Rational Inequalities, Compound Interest	<b>Due Thurs Oct 27 11:00 PM</b> 3.2 Notes/Assignment 3.3 Notes/Assignment
10	Oct 28-Nov 3	3.4: Exponential Functions; Logarithmic Functions 3.5: Properties of Logarithms, Solving Exponential Equations Part 1	<b>Due Thurs Nov 3 11:00 PM</b> 3.4 Notes/Assignment 3.5 Notes/Assignment
11	Nov 4-10	3.6: Solving Exponential Equations Part 2, Solving Logarithmic Equations Unit 3 Review	<b>Due Thurs Nov 10 11:00 PM</b> 3.6 Notes/Assignment Unit 3 Review
12	Nov 11-17	<b>Proctored Unit 3 Exam (20%) Sunday Nov 13 8:00-10:30 pm</b> <b>Monday Nov 14 8:00-10:30 am Tuesday Nov 15 6:00-8:30 am</b> 4.1: 2x2 Systems; 3x3 Systems	<b>Due Thurs Nov 17 11:00 PM</b> 4.1 Notes/Assignment
13	Nov 18-24	4.2: Nonlinear Systems; Graphing Inequalities & Systems of Inequalities, Graphing Nonlinear Systems of Inequalities 4.3: Solving Systems of Equations by Gauss Jordan Elimination	<b>Due Thurs Nov 24 11:00 PM</b> 4.2 Notes/Assignment 4.3 Notes/Assignment
	Nov 23-27	Thanksgiving Holiday – No office hours	
14	Nov 25-Dec 1	4.4: Solving Systems of Equations by Determinants & Cramer's Rule <b>Comprehensive Final Exam Review</b>	<b>Due Thurs Dec 1 11:00 PM</b> 4.4 Notes/Assignment
	Dec 1	Last day to withdraw from a course with a grade of W	
15	Dec 2-8	<b>Proctored Final Exam (25%) Sunday Dec 4 8:00-10:30 pm</b> <b>Monday Dec 5 8:00-10:30 am Tuesday Dec 6 6:00-8:30 am</b>	<b>Due Thurs Dec 8 11:00 PM</b> <b>Final Exam Review</b>