

## MATH103 College Algebra 3 Credits

### Course Description

This course will examine relations and functions, equations and inequalities, real and complex numbers; numerical, graphical and symbolic view of functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions; systems of equations, matrices and determinants, sequences and series. Emphasis will be on using real-data application.

### Prerequisite

ACT MATH score of 21 or higher or appropriate placement test score or successful completion of ASC 93.

### Required Text and Materials

- ***Essentials of College Algebra with Modeling and Visualization***, fifth edition, Gary Rockswold, 2014 with MyMathLab access code  
Textbook and code ISBN - 9781323463611  
eText and code ISBN - 9780558926809
- Graphing calculator, the TI-83, TI-83+, or TI-84 is highly recommended.
- Access to a computer with internet and Excel.
- Three highlighters, each a different color.

Contact Coleen at the NDSCS Bookstore for the most current textbook information (1-800-342-4325, ext. 2239 or [coleen.thoe@ndscs.edu](mailto:coleen.thoe@ndscs.edu)). You may also visit the NDSCS Bookstore web site at [www.ndscsbookstore.com](http://www.ndscsbookstore.com) and search for book information by class by clicking the "Textbook" tab.

### Learning Outcomes

Upon completion of this course, the student will be able to:

1. Understand the definition of a function and function notation.
2. Represent functions using the numerical, graphical and algebraic approach.
3. Use the basic functions found in college algebra to model data by applying the four-step modeling process.
4. Apply functions to technology such as the TI calculator and EXCEL.
5. Solve application problems using a five-step problem solving method.

### Course Policies and Procedures

#### Access Policy: Computer Failures and Viruses

Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will NOT be accepted. Review the [Computer Access Policy](#) to learn how you can take a proactive approach to your online success.

## Student Attendance

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course. An online student who does not regularly attend their online class for a period of seven consecutive days may be dropped from the course. Attendance is evidenced by weekly completion of assignments and/or participation in online discussions. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted. See the entire NDSCS Attendance Policy at [www.ndscs.edu/online-attendance](http://www.ndscs.edu/online-attendance).

If your instructor is unexpectedly unavailable and may be delayed in reviewing or correcting assignments, you will be notified of this as a sign of courtesy and respect.

## Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines ([Appendix A](#)) to learn of these expectations.

## Grading and Evaluation

**Online Exams:** Chapter exams will constitute 50% of your grade. There will be six proctored online exams. Online exams are utilized to assess both your progress and whether you have met the course objectives. Academic integrity is important to NDSCS, the instructor, and yourself, the student. To ensure academic integrity of this online course, a Proctor is required. Students who live in the Wahpeton area should have the ASC Testing Center for their proctors. The completed Exam Proctor Form must be in to the instructor **before** taking your first exam. You will receive zero points for each exam taken without the required Exam Proctor Form. The instructor also reserves the right not to accept an exam past the scheduled time for completion.

**Quizzes, Homework, Projects and Discussions:** In addition to the exams, 20% of your grade will be coming from graded online homework through the MML Homework, and 10% will be from online chapter quizzes through the MML Quiz/Exam and 20% will be coming from Projects. The MML Study Plan is an optional feature and is not recorded in the MML Gradebook.

Online MML Homework may be repeated as many times as needed to obtain 80% provided it is done by the last date of submission. MML Homework should be done by the due date or a 20% penalty will be applied. In order to take an online chapter MML Quiz, you must obtain 80% on each assigned section of MML Homework for that chapter. You may also repeat the quiz as many times as you need before the last date of submission. However, always follow the due dates so you don't fall behind. All MML Homework, MML Quizzes and MML Exams must be done by the last date of submission. Do not confuse the last date of submission with the due dates. The last date of submission is exactly what it states. No work will be accepted beyond the last date of submission unless approved by the instructor.

Projects will usually be as assigned story problem to hand in. All Projects must be handed in using the Dropbox. Projects will not be accepted through any other means, including email. Students will all have to post responses to Discussions as well. Projects and Discussions may have different deadlines than the MyMathLab part of the class, **so pay close attention to announcement for deadlines**. The instructor reserves the right not to accept late Projects and Discussions.

Letter grades will be awarded as follows:

LETTER GRADE	PERCENT
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

## Student-Instructor Communications

While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor will not be available 24 hours a day. Instructors will check email, voicemail, and Cyber Office messages on a regular basis, but there may be times when they are unavailable due to other commitments and job responsibilities. Email, voicemail, or Cyber Office Messages will be responded to as time allows. As a general rule, you can expect your direct questions to be answered within 24 hours during week days.

When sending an email, please include your full name so your instructor knows who they are responding to. Often, the email address does not indicate who is sending the message.

## Student E-Mail Accounts

NDSCS students are to use an NDSCS email account exclusively to ensure the lines of communication with your instructor and NDSCS are not broken, which often happens with other email providers. You can access your email account by following instructions at [www.ndscs.edu/It-Setup](http://www.ndscs.edu/It-Setup). If you need help accessing your NDSCS email, contact the NDSCS IT Service Desk at 800-342-4325 ext 3333 or [ndscs.servicedesk@ndscs.edu](mailto:ndscs.servicedesk@ndscs.edu).

To make your NDSCS email account your preferred email address, log into your CampusConnection account and check the “preferred” box by campus email.

The NDSCS e-mail system provides students with an entire suite of services such as:

- 10 GB storage for email
- Instant messaging through Skype for Business
- Rich calendaring
- Photo sharing
- Multi-browser support
- SMS alerts to mobile phones

## Academic Integrity

Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to the NDSCS Student Planner or [College Catalog](#) under College Policies and Basic Regulations of Conduct (page 32).

## Types of Misconduct

**Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

**Fabrication:** Intentionally and unauthorized falsification or invention of any information or citation in an academic exercise.

**Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

**Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

## Disabilities and Special Needs

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the **Student Accessibility Coordinator** (phone 671-2623, or toll-free 1-800-342-4325 ext. 3-2623) as early as possible in the term.

## APPENDIX A ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

Online courses are based on the premise that students learn best in a community. The instructor plays an important role, but this is a different role than most instructors play in the traditional, face-to-face classroom. While you may see a shift in the way classes work, you'll also notice that some things don't change: the practices of courtesy and respect that apply in the ordinary classroom also apply online, and may actually require more attention in this venue. Here are some guidelines:

1. **Get involved.** In the online environment, it's not enough to show up! Your voice must be heard in order to show your presence. Your comments are needed to add to the information, the shared learning, and the sense of community in each class.
2. **Be persistent.** Remember that for many this is a fairly new environment. Each instructor still sets the rules, and you need to abide by them; however, if you run into any difficulties, don't wait! Send your instructor an email immediately or post in the Discussion Area. Most problems are easily solved, but your instructor and your fellow students need to hear from you before they can help.
3. **Share tips, helps, and questions.** For many, taking online courses is a new experience. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it in the Discussion Area. For every student who asks a question, there are 10 others wanting to know the same thing.
4. **Think before you push the Send button.** Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.
5. **Consider the context.** Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So: help us "see" you by explaining your ideas fully.
6. **Ask for feedback.** Not sure how your ideas and comments will be taken? Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement. "Flaming," or flying off the handle and ranting at someone is unacceptable; it is the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face to face classroom.
7. **Act with respect.** Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the face to face classroom. If you have concerns about something that has been said, please contact your instructor.
8. **Exercise integrity.** Plagiarism, cheating, and other violations of ethical student behavior are serious actions in a learning community. See Academic Integrity Policy in the course syllabus.
9. **Recognize the consequences.** Consequences of online student behavior that contradicts the NDSCS Academic Integrity policy will be addressed on an individual basis and in accordance with NDSCS Academic Integrity policy. Refer to the NDSCS Student Planner or College Catalog for more information.

\*Adapted with permission from Dr. C. A. Keller, San Antonio College