MATH 1314  
College Algebra (2701015419)  
Course Information and Guidelines  
(Click on link for General Course Syllabus)

***** Note to Student *****
Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. If you ever have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Director of Academics, or the Dean of Academics, as soon as possible. Their contact information is provided below:

Assistant Dean of Academics, Kayla D. Jones: 361-354-2532; kdjones@coastalbend.edu
Dean of Academics, Mark L. Secord: 361-354-2529; secordm@coastalbend.edu

We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Instructor:  
Office Location:  
Office Hours:  
Office Phone:  
Email Address:  

Course Description: 3 semester credit hours  3-0 Lecture/Lab hours  
This course is designed to prepare students for further study of college mathematics. Content of this course includes 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: Successful completion of MATH 0322 with a grade of “C” or greater, or a score of 350 or higher on the Texas Success Initiative (TSI) assessment, or any TSI exemption.

Textbook/ Supplies: ISBN numbers may be used to search and purchase products online from any vendor.  
2. (Required) TI-83/84 Plus Scientific Graphing Calculator. (No other graphing calculators allowed.)  
3. (Required) Internet Access  

Internet Access: Students are responsible for completing all assignments in MyMathLab, which requires an internet service provider that is compatible with MyMathLab. Students may have to use campus computer labs with Internet service, as needed, in order to meet the MyMathLab assignment deadlines.
Student Learning Outcomes (SLO): Upon successful completion of this course, defined in the policy as a 70% or greater mastery level, the student will:
1. Demonstrate understanding and knowledge of properties of functions, which include 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.

Evaluation Methods:
Assignments and grades in this course will be maintained in MyMathLab (MML). Upon submitting Homework, Quizzes, and Exams in MML, respective scores and Overall Score in the course are automatically updated. A purchased and activated Student MML Account is required by the stated deadline in this course, or the student may be dropped. Students in this course with a purchased and activated MML may go to their MML Gradebook page at any time to see their Current Overall Score. Semester Period grades will be posted by the Instructor or Professor in Campus Connect.

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<th>Percentage</th>
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<tr>
<td>Homework</td>
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<td>Quizzes</td>
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<td>Writing Assignment</td>
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<td>Final Exam</td>
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Semester Course Calendar: A Semester Course Calendar will be posted in Blackboard by the Instructor or Professor for students to access and follow during the semester, indicating the Semester, Meeting Time, Location of Course, as well as outlining a weekly schedule of the sections to be covered in lecture. The schedule may vary by Professor or Instructor, but all course content contained in the curriculum for this course will be covered in the given semester. For Distance Learning (DL) courses, the Instructor or Professor will physically visit each CBC site that they are officially transmitting the course to at least once during the first 4 weeks of the semester. For Summer DL Courses, the Instructor or Professor will do so during the first week of the summer term. Dates and Locations will be posted in Blackboard by the Instructor or Professor.

Student Course Evaluation: IOTA Solutions will be providing online evaluation surveys for student participation each semester and students will find a direct link with instructions to their evaluations when they log into Campus Connect. Students will receive three reminder email messages from IOTA, indicating the evaluation period dates and instructions, until they have completed all course evaluations. The online evaluation survey requires approximately 5-10 minutes to complete online. After the evaluation period closes or the evaluation survey is submitted, the evaluation website cannot be re-opened, therefore, students are encouraged to participate and complete the evaluations in a timely manner. Anonymous results are used to help make course improvements essential to student success. Students are directed to contact the IOTA Solutions contact person via their email address, which is provided in the reminder emails sent to students, should they experience any problems during the process.

Student Conduct: All official College students (including Dual Enrollment students) are expected to perform at the college level by attending class promptly and regularly, by being respectful towards the Instructor, fellow students, and college employees in their actions, language, and attire, by being attentive and involved in the learning process in class, by taking notes in class on all information given by the Instructor, by participating in all class activities directed by the Instructor to help build important skills needed in the course, by accessing MML daily in order to

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At all times, in all ways, the student is at the heart of all we do.
practice, complete, and submit all required coursework in a timely manner, and by honoring all policies and deadlines published by the College Instructor or Professor and Coastal Bend College. Every lecture and lab is important and the student is responsible for any missed material. Address your Instructors, fellow students, and CBC employees respectfully. Laptops will not be allowed in lecture or lab unless approved by the College Instructor.

Before lecture, lab, or testing, students must power off their cell phones (including all types of watches that can link to cell phones) and put away in their bag, place face down on their desktop away from their work area, or as instructed and cannot be on their person. Students testing at the Testing Center will follow all Testing Center Policies regarding cell phones/watches. Cell phones/watches will not be allowed to be used as calculators. Handling your cell phone/watch for any reason during lecture, lab, or testing will be cause for dismissal. (In the case of during testing, the student will receive an F for the course. No exceptions.) It is your responsibility to:

- Inform your Instructors well in advance before class begins that you may be contacted during the day and possibly have to leave campus and be absent. Allowing a student to have their cell phone available during the period (except during testing) must be approved and will be at the Instructor or Professor’s discretion.
- Provide the person who must contact you with your daily class schedule. This should include Building, Name of Building Secretary, Classroom number, and the days and times when you may be reached. Times that you may be reached while on campus must be before or after classes begin.
- Leave this information with the secretaries of the nearest buildings in which your class/classes are being held.

In order to maintain and preserve a constructive learning environment, disruptive behavior will not be tolerated. Disruptive behavior in class by any student(s) may result in dismissal from class or may result in suspension from the class/college. The Professor or Instructor may also end the period immediately as a result of the disruption, in which case, all students will be responsible for any and all material missed or not covered in class. Disruptive Behavior will be any behavior or action(s) by any student(s) in class that distracts or impedes the Instructor and/or other student(s) during the instructional and learning process in class, some examples of which are: talking or sleeping in class, handling any non-approved electronic device in class, eating and/or drinking in class, making unnecessary noises in class. Academic dishonesty is also cause for dismissal and/or suspension from college. Refer to the Student Handbook for Academic and Disciplinary Policies.

Students guilty of Academic Dishonesty in this math class will receive an “F” for the course. Academic Dishonesty is defined in the Coastal Bend College Student Handbook.

Examples of Academic Dishonesty are:

- taking an Exam outside of the student’s designated Testing location, proctor, date, and time without prior approval from the CBC Mathematics Professor for the course,
- taking an Exam with aid from another person, material, websites, or devices not authorized by the CBC Mathematics Professor for the course, including all types of watches that can link to cell phones,
- allowing another person to take their Exam,
- obtaining from and/or distributing personal or unauthorized Exam work and information to classmates, students, or others.

Class Policy:

- Cheating on a MATH Exam will receive a grade of zero for the test and an “F” for the course.
- During testing, cell phones must be powered off and put away in your bag, face down on your desktop away from your work area, or as instructed and cannot be on your person, as this is considered a violation of Academic Dishonesty in this course. No exceptions.
- Students will be dropped from the course if they have not registered their MyMathLab account and purchased full access before the dates stated by the Instructor.
There are no make-up exams. Missing a scheduled Chapter/Unit Exam for any reason counts as one of the student’s 2 Chapter/Unit Exam attempts. Both attempts must be taken as scheduled in the course calendar.

Students have infinite attempts to complete and/or improve Homework and Practice Exam (Quiz) grades before the respective Chapter/Unit Exam due dates expire in order to take the exams. The minimum score required for completing these assignments is 70% and can be completed using the student’s notes, textbook, and/or Help Features in MML. Students have the opportunity to continuously improve completed Homework and Chapter/Unit Exam assignments, along with their Overall Score, during the semester before their posted Due Dates.

A writing assignment will be assigned during the semester and will count 10% of the Overall Course Grade. Students must write an essay on a topic determined by the CBC Mathematics Division and students must submit it via Blackboard as instructed by their Instructor or Professor. Instructions and criteria for completing the assignment will be posted in Blackboard by the Instructor or Professor.

All Exams are timed and will expire on their respective Due Dates and Times posted in MML. Practice Exams represent possible Exam questions taken from course assignments, therefore students are expected to be prepared to answer question(s) that may not appear on Practice Exams. Each student is responsible for scheduling all of their Chapter/Unit Exams at their approved and designated CBC Testing Center in advance in order to take each Exam before it expires. Students have an opportunity of 2 attempts for each scheduled Chapter/Unit Exam. Both Chapter/Unit Exam attempts must be scheduled to be taken by the student before the Exam expiration date following the Course Calendar for this course and will be administered by the approved CBC Testing Center. The higher of the two scored attempts for each Chapter/Unit Exam is used for the Overall Score. In order to prevent from missing an Exam due to anticipated or unexpected events during the semester(some examples of which could be extracurricular activities, vacations, personal appointments/commitments, …etc.), all enrolled students are required to plan their schedule so that they can take any Course Unit or Vocabulary Exam earlier than its last posted due date and time at their designated Testing Center by completing any and all prerequisite assignments well in advance. The Lecture Instructor will announce in class any additional testing instructions that they will require for their course. Exam Due Dates will not be extended. Missed Exams will receive a zero score. Students in this course may only use the CBC Mathematics Division standardized Formula Sheets, located on the CBC Mathematics Division Courses webpage, and the allowed calculator on Chapter/Unit Exams and Final Exam.

Students have 1 attempt on the Final Exam and are expected to review their work carefully before submitting. The Final Exam will be administered in Lab by the Lecture Instructor(or scheduled at an approved CBC Testing Center). The Final Exam is a departmental exam and will be held according to the official Coastal Bend College Final Exam Schedule. Once the Final Exam is submitted, the student’s Overall Score is considered final and will not be rounded up. The student’s Final Overall Score will be rounded up only if the student took both attempts on each Chapter/Unit Exam and improved all previous Homework and Quiz assignments to 100% before the semester deadline for Homework and Quiz assignments.

Students using unauthorized material, devices, or information on Exams, having another person take their Exams, taking Exams outside of the designated labs on campus or approved Testing Centers and their normal and stated hours of operation, taking Exams outside of the Dates and Times scheduled by the Lecture Professor/Instructor, or violating any other rule concerning Scholastic and Academic Dishonesty will receive an “F” in the course.

Homework is the prerequisite for the Chapter/Unit Practice Exam (Quiz) and must be completed with a minimum score of 70%.

The Chapter/Unit Practice Exam (Quiz) is a prerequisite for the Chapter/Unit Exam and must be completed with a minimum score of 70% prior to the scheduled exam date.

There are no prerequisites for the Practice Final Exam or the Final Exam.

The class will follow the Lecture Instructor’s Course Calendar and maintain its schedule regardless of student or instructor absences, bad weather, etc., in order to complete the required college curriculum for this course.

All required assignments (Homework, Writing Assignment, Quizzes, Chapter/Unit Exams, and Final Exam) not completed by their respective due dates will receive a zero.

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At all times, in all ways, the student is at the heart of all we do.
Courses designated as Independent Study will be more challenging than a regular course. An Independent Study course will contain the same course content and assessments as a regular course, but will require that the student be very self-motivated, organized, and dedicated to completing all of the course requirements with little to no supervision by the Instructor during the semester. Students in an Independent Study course will be expected to dedicate more time to their personal schedule for researching useful online resources, in addition to MML, to help them practice and complete their coursework as scheduled. A course for Independent Study will be at the discretion of the Professor or Instructor.

INTERNET CLASSES: Students enrolled in an Internet class will be expected to manage and dedicate personal time to studying and completing all required assignments independently of a classroom setting. Students must access their online material via MyMathLab for this course on a daily basis in order to study and review all unit material, complete all assignments as scheduled, and practice in preparation for each Chapter/Unit Exam and Final Exam (Due Dates will not be extended). Students are required to access their course material and assignments on a computer having Internet service in order to complete and submit required coursework by the posted Due Dates. By preparing daily, the student will have a better understanding of the material and increase their likelihood of succeeding in this course. Procrastinating until the day or weekend before a scheduled Exam is not acceptable.

INTERNET and DUAL ENROLLMENT CREDIT CLASSES (Testing Policy): All Exams are timed. Students in this course are required to take all Chapter/Unit Exams and Final Exam as scheduled in the Course Calendar/Schedule and Official CBC Final Exam Schedule during normal and stated hours of operation at the nearest CBC Testing Center or nearest approved Testing Center to their place of residence. Dual Enrollment High School students may use their respective High School as their designated Testing Center and must have their Exams for this course proctored by their High School Testing Administrator or Counselor during their High School’s normal and stated hours of operation. Students may take both attempts on each Chapter/Unit Exam on the same date or on different dates before the Exam expires. Students in this course may only use the CBC Mathematics Division standardized Formula Sheets, located on the CBC Mathematics Division Courses webpage, and the allowed calculator on Chapter/Unit Exams and Final Exam.

For Internet Classes, each student is responsible for scheduling all Exams at their Instructor approved and designated Testing Center and must submit the required information below to their Instructor for verification and approval before the 3rd day of classes via e-mail, otherwise Exams will not be accessible (No Exceptions). Internet Class students who do not send their designated Testing Center information to their Instructor as required will affect their opportunity to access and take a scheduled Exam in MML before it expires during normal and stated hours of operation at their designated Testing Center, resulting in missing the Exam(s).

**Required Testing Center information for INTERNET CLASSES.
The following must be sent to Professor or Instructor via E-mail by the course deadline:

- **Subject Line:** provide your Full Name and Course
- **Body of E-mail:** provide the following, then close with your Full Name
  1. **Name of Testing Center (or High School for Dual Enrollment High School students),**
  2. **Name of Testing Coordinator,**
  3. **Testing Coordinator e-mail address,**
  4. **Testing Center Phone Number,**
  5. **City and State of Testing Center.**
- **Closing:** your Full Name

CBC Testing Center policies require Internet Students to make testing appointments no later than 24–72 hours in
advance of their required test date. Appointments are mandatory. No walk-ins are allowed. In addition, the Instructor for the course advises that students plan ahead and call their designated Testing Center to schedule all semester exam appointments early during the first two weeks of the semester. This will ensure that the student has an appointment at their Testing Center for each scheduled exam before its expiration date. Each student is responsible for any changes that arise in their personal schedule or their designated Testing Center’s schedule that prevents them from taking an exam and must make arrangements with their Testing Center to reschedule as soon as possible in order to take the exam before it expires. Scheduling all exam appointments early in the semester will help prevent a student from missing an exam due to:
- forgetting to make an exam appointment on time,
- calling your Testing Center late and finding out that it is booked the day before the exam expires or the day the exam expires,
- calling in an exam appointment to take an exam on a day that your Testing Center is not available for testing,
- not checking your Testing Center webpage for issued testing schedule changes/closures, etc.

Students must have their Photo ID with them when they come in for testing. No personal items are allowed in the Testing Room. The personal items will be collected from the student before they are allowed into the testing room. Only items approved by their Instructor will be allowed. Each student is required to make all of their exam appointments based on their respective Testing Center’s weekly schedule and hours of availability during the semester. Testing Centers in general may have different weekly schedules of operation and it is your responsibility for knowing and following your respective Testing Center’s policies and schedule for making exam appointments.

➢ **E-mail format in this course.** When sending E-mail to your Professor or Instructor, include the following:

1. **Subject Line:** include your Full Name and Course Number,
2. **Opening:** address your Professor or Instructor with their appropriate title of Dr., Mr., or Ms. followed by the Instructor’s last name,
3. **Body and Closing of your E-mail:** provide a detailed message and End with your Full Name.

The Professor or Instructor will try to send a reply by the next day or as soon as is possible. E-mail does not equate to a Text message. Student E-mail not providing this information will not be addressed.

➢ The required MyMathLab(MML) for this course is an online and interactive educational system designed by Pearson Education. The CBC Mathematics Division uses this system to create and manage the course assessments and timelines for completion, view and monitor student performance in the course, and other course related actions. Each student in this course is required to pay for and immediately activate their personal MML Student Account with Full Access on the first day of classes, as well as maintain Full Access during the semester, in order to access course material/assessments and submit completed and required work as scheduled. This can be done either by purchasing a personal MML Student Access Code at the CBC Bookstore or online directly through Pearson for immediate access using a credit card. Students may elect to activate and register their required personal MML Student Account for the course using the Temporary 14-Day Access provided by Pearson on the Payment Option Page of the MML Registration Process. **IMPORTANT:** Students in this course may be dropped if they do not activate and register their personal MML Student Account within the first two weeks of the semester. Also, students who use Temporary Access may be dropped from the course if they let their personal MML Student Account expire by not purchasing Full Access and updating their MML Account.

If a student is experiencing any problems with their personal MML Student Account or their Internet service at any time during the semester, it is the student’s responsibility to contact the appropriate MML Technical Support or Internet Service Provider for help in correcting them as soon as the problems are encountered. Students must login to their MML account daily to know if their account is experiencing problems that need to be resolved immediately by
MML Technical Support.
*MML Technical Support:* (Tel) 800-677-6337 Mon.-Fri. 11am-7pm (http://247.support.pearsoned.com)

**Attendance Policy:**
- Class Attendance is mandatory and is not an option. Attending class regularly and promptly as scheduled is an important factor of the student’s success in this course. By not taking attendance seriously and by being absent from class, the student is not going to be successful in this course. Therefore, if a student is excessively absent from Lecture and/or Lab in the semester, the Instructor will report the student to the registrar’s office for Excessive Absences and will be in danger of being dropped from the class. (Internet Students not showing regular login access and submission of coursework in MML will be considered as not actively participating in the course and may possibly be dropped from the course as well.) Students will be marked absent if not in class once Attendance is taken at the beginning of the period or for leaving class before the end of the period. Reasons for leaving class early must be legitimate and verified with the Instructor in advance. If a student arrives late to class or must leave class early due to an emergency, it is the student’s responsibility to contact the Instructor as soon as possible to inform them of the reason for being late or leaving class early for Attendance. Three tardies will count as one absence. Absences totaling more than six hours from Lecture and/or Lab during the semester will be considered excessive. Being dropped from a course may have a negative impact on a student’s full-time status.
- **Lab attendance is a requirement for courses with a lab component, this is not an option.** Lab allows students to practice and reinforce the understanding of topics covered in the course as well as take scheduled Exams. Students who do not attend lab will be dropped from the course.

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**Math 1314 Course Outline**

**Unit 1: Systems of Linear Equations, Functions and Their Graphs**
- HW 8.2 Solving Systems of Linear Equations using Matrices (Gaussian Elimination)
- HW 3.1 Functions
- HW 3.2 The Graph of a Function
- HW 3.4 Library of Functions; Piecewise-defined Functions
- HW 3.5 Graphing Techniques; Transformations
- Unit 1 Practice Exam Quiz
- Unit 1 Exam

**Unit 2: Linear and Quadratic Functions**
- HW 4.1 Linear Functions and Their Properties
- HW 4.3 Quadratic Functions and Their Properties
- HW 4.4 Quadratic Models
- Unit 2 Practice Exam Quiz
- Unit 2 Exam

**Unit 3: Polynomial and Rational Functions**
- HW 5.1 Polynomial Functions and Models
- HW 5.2 The Real Zeros of a Polynomial Function
- HW 5.3 Complex Zeros; Fundamental Theorem of Algebra
- HW 5.4 Properties of a Rational Function
- HW 5.5 The Graph of a Rational Function
- HW 5.6 Polynomial and Rational Inequalities
- Unit 3 Practice Exam Quiz
- Unit 3 Exam
Unit 4: Exponential and Logarithmic Functions

✔ HW 6.1 Composite Functions
✔ HW 6.2 One-to-one Functions; Inverse Functions
✔ HW 6.3 Exponential Functions
✔ HW 5.4 Logarithmic Functions
✔ HW 6.5 Properties of Logarithms
✔ HW 6.6 Logarithmic and Exponential Equations
✔ HW 6.7 Financial Models
✔ HW 6.8 Exponential growth and Decay Models; Newton’s Law, Logistic Growth Models
✔ Unit 4 Practice Exam Quiz
✔ Unit 4 Exam

Vocabulary Quiz: terminology over Unit 1-Unit 4
Vocabulary Exam: terminology over Unit 1-Unit 4
Writing Assignment: Major Assignment(Topic Essay)
Practice Final Exam Quiz: (comprehensive Unit 1-Unit 4)
Final Exam: Major assignment(comprehensive Unit 1 - Unit 4)