

# McLennan

C O M M U N I T Y

# COLLEGE

WACO, TEXAS

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## **COURSE SYLLABUS**

## **AND**

## **INSTRUCTOR PLAN**

**College Algebra**

**MATH 1314.94**

**Michelle Moravec**

**NOTE: This is a 16-week course..**

**NOTE: This is an online course.**

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

**Course Description:**

In-depth study and applications of polynomial, rational, radical, exponential, and logarithmic functions, and systems of equations using matrices. Problem-solving with algebraic applications relevant to today's world is emphasized. Graphing calculator required.

**Prerequisites:**

TSI Math complete, MATH 0311 or consent of division chair

**Course Notes and Instructor Recommendations:**

This course has an online component requiring a good working knowledge of the computer. Online access is needed at a speed that will facilitate streaming video and downloading of materials. Have a backup plan for if you lose internet or computer access because due dates will not be changed for such excuses. You may use labs on the MCC campus.

This course is geared for the student who is motivated and responsible in dealing with deadlines and scheduling. You will need to schedule a time to work and keep a steady pace to complete the course.

**You must:**

- access the BrightSpace course the first week of class,
- setup your MyMathLab account the first week of class, and
- fully register for MyMathLab by September 2

or you will be **DROPPED** from class.

**Instructor Information:**

Instructor Name: Michelle Moravec  
MCC E-mail: mmoravec@mclennan.edu  
Office Phone Number: 254-299-8870  
Office Location: Math 214  
Office Hours: MW 12:30-1:15 or by appointment via Zoom

I will communicate through Brightspace announcements, so make sure your notifications are on. Email is the best way to communicate with me. When emailing me, please include your name and class.

**Required Text & Materials:**

- MyMathLab code (but not the text)
- TI-83 or 84 (You may also use the app Calculate 84, WabbitEMU, or Desmos online.)
- Reliable internet and computer or laptop
- Webcam for 2 proctored exams

Optional Text: College Algebra, 8th ed, Blitzer, Pearson

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

Math 1314 in an online format involves listening to video lectures and taking notes, completing online assignments and various activities as well as a proctored midterm and comprehensive final exams.

**Course Objectives and/or Competencies:**

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

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

**Course Outline or Schedule: Changes will be announced on BrightSpace.**

Week	Lecture/Work	Assignment in MML <b>Due each Sunday, 11:59pm unless noted</b>
1	1.2 Linear and Rational Equations 1.4 Complex Numbers	1.2 Homework 1.4 Homework
22	1.5 Quadratic Equations 1.6 Other Types of Equations	1.5 Homework 1.6 Homework
3	1.7 Linear/Abs Value Inequalities Quiz 1: Ch 1	1.7 Homework <b>Quiz 1: Function</b>
4	2.1 Basics of Functions and Graphs 2.2 More of Functions and Graphs 2.3 Linear Functions	2.1 Homework 2.2 Homework 2.3 Homework
5	2.5 Transformation of Functions 2.6 Composite Functions	2.5 Homework 2.6 Homework
6	2.7 Inverse Functions Quiz 2: Ch 2	2.7 Homework <b>Quiz 2: Quadratics</b>
7	Midterm: Ch 1-2 3.1 Quadratic Functions 3.2 Polynomial Fns and Graphs	<b>Midterm: Ch 1-2 – due by Wednesday, 11:59pm</b> 3.1 Homework 3.2 Homework
8	3.3 Factor Theorem 3.4 Zeros of Polynomials	3.3 Homework 3.4 Homework
9	3.5 Rational Fns and Graphs 3.6 Polynomial/Rational Inequalities	3.5 Homework 3.6 Homework
10	Quiz 3: Ch 3 4.1 Exponential Functions	<b>Quiz 3: Polynomial and Rational Functions</b> 4.1 Homework

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<b>11</b>	4.2 Logarithmic Functions 4.3 Properties of Logs	4.2 Homework 4.3 Homework
<b>12</b>	4.4 Log/Exponential Equations 4.5 Modeling Data	4.4 Homework 4.5 Homework
<b>13</b>	Quiz 4: Ch 4 5.1/5.2 Systems of Equations in Two Var	<b>Quiz 4: Logarithmic and Exponential Fun.</b> 5.1/5.2 Homework
<b>14</b>	6.1 Matrix Solutions to Linear Systems	6.1 Homework
<b>15</b>	6.3 Matrix Operations Quiz 5: Ch 5-6	6.3 Homework <b>Quiz 5: Systems and Matrices</b>
<b>16</b>	Final Exam review and exam	<b>Final: Ch. 1-6 – due by Wednesday at 11:59pm</b>

**Course Grading Information:**

grading scale: 90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, 59 and below = F

Homework	25%
Quizzes	35%
Midterm exam	20%
Final exam	20%

**Homework:** Online homework problems will be assigned for each section and completed online using MyMathLab. There is no limit on the number of times you can work a homework problem until the due date for that assignment. **Students must score 70 or above on each homework assignment in order to take the chapter quizzes.** (If you do not have the required grades by quiz due date, you will receive a 0 on the quiz.) After the due date, the problems can still be completed with a 5% penalty per day late work penalty.

**Quizzes:** There will be five chapter quizzes during the semester and you will have **two** attempts to take each quiz.

**Exams** – The midterm and final exam will both be online and proctored via webcam from your internet connected computer\*\*. You get one attempt for each exam, and I do not drop or replace either exam.

*\*\*We will be utilizing Respondus Monitor Proctoring for both the midterm and final exams. This service utilizes a webcam that is either built into your computer or an external webcam attached via USB port. If you do not have a camera, there are several places on the MCC campus that have computers with webcams for use during these exams. Start preparing now for how to take the exam as online proctoring via webcam is a course requirement.*

Having someone else do your online assignments (homework, quizzes, and exams) is a violation of the academic integrity policy and either may result in failing grades and/or being dropped from the class. Infractions such as these will be reported to the administration for tracking and possible college action.

**Late Work, Attendance, and Make Up Work Policies:**

Due dates for online homework and quizzes are clearly stated in MML and extensions are not given unless otherwise noted. There is a 5% late penalty per day. I don't drop grades or give extra credit.

Missing the midterm or final will result in a 0, and I do not drop these grades. The instructor has the right to adjust this policy under special circumstances. If you must miss the midterm or final for one of the reasons given in MCC's General Catalog and you have provided a documented excuse for doing so, contact me as soon as possible.

**Attendance** will be based on participation in the course. Any week in which no work is logged by Sunday will count as an absence. You are allowed 4 weeks of inactivity before you will be dropped. You will receive an email when you are on the Inactivity report on any week.

**Student Behavioral Expectations or Conduct Policy:**

In this class, it is expected that students will participate in class and follow rules of etiquette, keep up with assignments and deadlines, and be respectful of others in the class.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit <https://www.mclennan.edu/disability/>.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com/mclennan/incidentLandingPageV2-MCC.asp>.

Go to McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/>. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you

or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to <https://www.mclennan.edu/academic-integrity/> for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy regarding college email, which can be found at <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to <https://www.mclennan.edu/student-email/>.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).



**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.