Instructor: Kim Ghiselin  
Office: 27-125/ Bradenton Campus  
Office Hours: 7:30 – 7:55 and 12:00 – 2:00  
Phone: 941-752-5556  
e-mail: ghiselk@scf.edu

Math Office Phone: 941-752-5224

Academic Resource Center Information:
http://scf.edu/StudentServices/AcademicResourceCenter/default.asp

Course ID for access to MyMathLab: ghiselin08647

Three On-Campus Meetings: 5:30 pm – 7:00 pm on June 26, July 10, August 2

COURSE DESCRIPTION: This course includes basic algebra concepts and skills needed for success in higher level courses. Topics include real numbers, exponents, polynomials, rational expressions, graphing, radicals, graphing linear equations, factoring and solving linear and quadratic equations and applications. Course performance standards are available at www.scf.edu/pages/1160.asp.

PREREQUISITES: A grade of "C" or better in MAT 0012 or equivalent. Student enrollment in any mathematics course is contingent upon approval of the Mathematics Department. This means that students who have been misplaced may have their schedule changed.

COURSE FORMAT: This is a distance learning, online course requiring submission of online assignments and proctored testing. It is NOT self-paced. You will be learning through the use of an e-book, course handouts, and MyMathLab software. You will work outside of a classroom to complete the course material as outlined in the attached schedule and come to the campus or a pre-approved testing center to take some traditional pencil and paper exams. As a result you will be able to complete academic work in a flexible manner. An instructor will interact with the students throughout the course and assess all assignments.

MATERIALS: Textbook Introductory Algebra by Elayn Martin-Gay, 4th Edition. An electronic version of the textbook is included with the MyMathLab software that is required for the course. Students are not required to purchase a hardcover copy of the textbook.

Calculator: A scientific calculator is required. It is allowed during chapter tests. However, calculators with symbolic manipulation capabilities (e.g., TI-89, TI-92, TI-Inspire) will not be allowed during exams.
**Instructional Software**  You will need to purchase an instructional software package to do required homework problems. Your online section requires all students to use the instructional software package called *MyMathLab*. You are required to purchase the MyMathLab software (available at the college bookstore or online at [http://pearsonmylabandmastering.com](http://pearsonmylabandmastering.com) )

**TECHNICAL SUPPORT**

Help for MyMathLab is available at [http://247pearsoned.custhelp.com](http://247pearsoned.custhelp.com). For fast assistance, choose chat to “talk” to a technical support person. Students can also call 1-800-677-6337 for assistance from Pearson or ask their instructor or inquire at the Academic Resource Center (ARC).

**REQUIRED INITIAL ASSIGNMENT**

In accordance with US Department of Education guidance regarding class participation, The State College of Florida requires that all students complete an orientation and submit their required Week 1 assignments within each course(s) during the first 4 calendar days of class. The first calendar day of class is the official start date of the course as posted on the course syllabus.

Financial Aid cannot be released without class participation as defined above. Students who have already taken, and successfully completed, at least *one or more* class(es) with The State College of Florida will be dropped *ONLY* from any class(es) in which they are *not participating*. If you have any questions about your assignments, or you are unable to complete your assignments, please contact your instructor.

To be a student in this course, you must complete both the Beginning Diagnostic Test and Lab 1 in MyMathLab by the fourth day of the semester or you will be dropped from the course as a no show.

**TESTING**

There will be five chapter tests and a required final exam. One of these unit tests will be on campus on July 10. The others will be on line with specific due dates. **The final exam is on campus on Thursday, August 2.** Both on site exams are at 5:30pm in Building 27 room 123 on the Bradenton campus. **NO MAKE-UP EXAMS WILL BE GIVEN.**

You must bring an approved graphing calculator, pencils, and your student ID card or driver’s license. Students *cannot* share calculators or use a cell phone as a calculator during exams!

**For students with time/location conflicts:** Any deviations from the testing times and location must be approved by your instructor in advance. If you are not able to attend the on-site testing sessions, you must make an appointment with the SCF Testing Center or find an approved testing center. Contact your instructor with the necessary information for sending the test to the testing center at least *one week* prior to the exam. Please be aware that most independent testing centers will charge for proctoring services. Regardless of location, you must still take the exam on the same date as the rest of the class.
**Test Results:** Test results will be posted in the ANGEL. If you want your test returned, please bring a stamped, self-addressed envelope to the exam so that your instructor can mail it to you. Otherwise, you may arrange to pick up the chapter test in my office or get it back at the next exam. Final exams are not returned.

**WEEKLY PROCEDURE**

Weekly assignments will typically be due each Sunday at 11:59 pm, unless otherwise specified. Every week, sections are assigned according to the Syllabus calendar. For each assigned section:

1. Read the section in the **Textbook**.
2. Watch the **Lecture Videos** for the section in MyMathLab.
3. Complete the **Homework** in MyMathLab. Homework assignments will count toward your course grade.
4. Complete the **Discussion assignment** in MyMathLab. Discussion assignments will count toward your course grade.

**GRADING**

Your grade in the course is determined by the total number of points earned during the semester. **You must earn a 70% or higher on the proctored final exam to pass the course.**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Chapter Tests</td>
<td>500</td>
</tr>
<tr>
<td>Discussion Assignments</td>
<td>100</td>
</tr>
<tr>
<td>MyMathLab Homework</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td>1000</td>
</tr>
</tbody>
</table>

90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, < 60% = F

**COMMUNICATION**

Students are responsible for maintaining contact with the instructor and checking e-mail regularly. Students must use their SCF e-mail address in all correspondence with the instructor. E-mail is one of the main means of communication used in an online course. Your instructor will send you regular e-mails with pertinent course information. It is your responsibility to make sure you receive these e-mails. If you do not appear to be receiving e-mails, contact your instructor immediately. All e-mails must be written using correct English structure, grammar and punctuation. Please e-mail your instructor through ANGEL. Students can typically expect to receive a reply within 24 business hours.
WITHDRAWAL

In accordance with the State College of Florida policy, as stated in the college catalog, students may withdraw from any course, or all courses, without academic penalty, by the withdrawal deadline listed in the State College of Florida academic calendar. This semester, the withdrawal date is July 23, 2012. Students should take responsibility to initiate the withdrawal procedure but are strongly encouraged to talk with their instructors before taking any withdrawal action. In addition, students should note that faculty may also withdraw students for violating policies, procedures or conditions of the class, as outlined in individual class syllabi, and such action could affect financial aid eligibility.

USE of the ARC

The Academic Resource Center provides a variety of support for students in MAT0028. The ARC is located on the Bradenton and Venice campuses: http://www.scf.edu/StudentServices?AcademicResourcesCenter/default.asp.

ELECTRONICS

Cell phone etiquette must be observed: In-class usage is restricted to emergency situations. Cell phones or any other non-approved electronic devices are not allowed to be used during tests, not even as a calculator. Inform the instructor before class of any extenuating circumstances. Electronic devices, such as iPods, Blackberries, etc. are not permitted to be used or worn in class.

MISCONDUCT

Students are required to adhere to the Student Code of Conduct as outlined in official State College of Florida publications including the Catalog and the Student Handbook and Planner. Violations of any Student Codes of Conduct may result in a disciplinary sanction. These sanctions can be found on pages 110-111 in the Student Handbook and Planner.

ACCOMODATION SERVICES

State College of Florida, Manatee-Sarasota, in accordance with the Americans with Disabilities Act will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please see me or contact the Disability Resource Center (DRC). The DRC is located in 300-326 on the Venice campus and in the Student Services Center (01-219) on the Bradenton campus. The phone number is 941-408-1448 Ext # 61448 (TTY 941-480-3420) on the Venice campus and 941-752-5295 Ext # 65295 (TTY 941-751-8179) on the Bradenton campus.
<table>
<thead>
<tr>
<th>Week</th>
<th>Sections Covered</th>
<th>Topics Covered</th>
<th>Suggested Homework Assignments</th>
</tr>
</thead>
</table>
| 1    | T 6/26 – R 6/28  | On Campus Orientation – June 26  
On Line Test 1  
Discussion # 2 | (BC 27-123 5:30 – 7:00)  
On Campus Orientation – June 26  
Diagnostic Test  
Chapter 1 Review  
Exponents, Order of Operations  
Further Solving Linear Equations  
Introduction to Problem Solving  
Formulas and Problem Solving  
Percent and Mixture Problems  
Solving Linear Inequalities  
Independence Day - College Closed  
On Line Test 1  
Discussion # 2 | July 1 @ 11:59 PM |
| 2    | M 7/2 – R 7/5  
*W, 7/4 | On Line Test 2  
Discussion # 4  
3.1  
3.2  
3.3  
3.4  
3.5  
3.6  
3.7  
4.1  
4.2  
4.3  
4.4  
4.5  
4.6 | Exponents  
Negative Exponents and Scientific Notation  
Introduction to polynomials  
Add/Subtract Polynomials  
Multiplying Polynomials  
Special Products  
Divide by Monomial  
Factoring: GCF & Grouping  
Factoring Trinomials a = 1  
Factoring trinomials (trial and error)  
Factoring Trinomials (AC method)  
Difference of Squares, Perfect Squares  
Solving Equations by Factoring  | July 8 @ 11:59 PM |
| 3    | M 7/9 – R 7/12  | On Line Test 2  
Discussion # 4  
4.1  
4.2  
4.3  
4.4  
4.5  
4.6  
5.1  
5.2  
5.3  
5.4  
5.5  
5.6 | Simplifying Rational Expressions  
Multiplying and Dividing Rational Expressions  
Add and Subtract Like Rational Expressions  
Add and Subtract Different Denominators  
Solving Equations with Rational Expressions  
Proportions  
Rectangular Coordinate System  
Graphing Linear Equations  
Intercepts  
Slope and Rate of Change  
Equations of Lines  
Introduction to Radicals  
Simplifying Radicals  | July 15 @ 11:59 PM |
| 4    | M 7/16 – R 7/19 | Discussion # 5  
5.1  
5.2  
5.3  
5.4  
5.5  
5.6 | Simplifying Rational Expressions  
Multiplying and Dividing Rational Expressions  
Add and Subtract Like Rational Expressions  
Add and Subtract Different Denominators  
Solving Equations with Rational Expressions  
Proportions  | July 22 @ 11:59 PM |
| 5    | M 7/23 – R 7/26 | On Line Test 4  
Discussion # 7  
6.1  
6.2  
6.3  
6.4  
6.5  
6.6  
6.7  
6.8  | Rectangular Coordinate System  
Graphing Linear Equations  
Intercepts  
Slope and Rate of Change  
Equations of Lines  
Introduction to Radicals  
Simplifying Radicals  | July 29 @ 11:59 PM |
| 6    | M 7/30 – R 8/2  | On Line Test 5  
Discussion # 9 | Adding and Subtracting Radicals  
Multiplying and Dividing Radicals  
Radical Equations and Problem Solving  | Tuesday, Aug 2 @ 11:59 PM |