North Central Kansas Technical College

College Algebra Online Spring 18

MA-111 College Algebra Syllabus

Instructor and Class Information

Instructor Name    Amber Meis
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Phone              785-623-6153
Office Hours       M-Th 2:30-4 and Friday 8-11, 2-4

Additional Instructor Information

The above is a landline. Please do not text that number as I will not receive the message.

Section Number    MA111

Course Information

Course Number      MA-111
Course Title       College Algebra
Total Credits      3

Pre/Corequisites

Prerequisite       Grade of C or better in MA-110 Intermediate Algebra or appropriate placement scores.

Textbooks


Learner Supplies

Graphing Calculator

Paper and writing utensil.

Access to Enhanced Webassign (Can be acquired free through purchase of textbook or from textbook company with additional fee)
Course Competencies

1. Use functional notation.
2. Recognize and distinguish between functions and relations (equations).
3. Use concepts of symmetry, intercepts, left- and right- hand behavior, asymptotes, and transformations to sketch the graph of various types of functions (constant, linear, quadratic, absolute value, piecewise-defined, square root, cubic, polynomial, rational, exponential, and logarithmic) or relations (circle) given in description.
4. Determine the domain and range of a function.
5. Write the equation that describes a function (for types given above) or circle given its description.
6. Use graphs of functions for analysis.
7. Find arithmetic combinations and composites of functions.
8. Find the inverse of a function.
9. Solve equations listed in the third bullet above, i.e., literal equations, quadratic equations by factoring and the quadratic formula, equations involving rational expressions, equations involving radicals, and equations involving absolute value expressions, along with equations involving exponential or logarithmic functions.
10. Solve inequalities of the following types: linear (in one and two variables), polynomial, rational, absolute value.
11. Solve systems of inequalities by graphing.
12. Apply equations from the first bullet in this core outcome to real-world situations, including but not limited to depreciation, growth and decay, and max/min problems.
13. Examine and analyze data, make predictions/interpretations, and do basic modeling.
14. Solve systems of equations by various methods, including matrices.

Course Grading Information

NCK Tech Grading Scale
- A 100% - 90%
- B 89% - 80%
- C 79% - 70%
- D 69% - 60%
- F 59% and below

Instructor Grading Information

Points will be awarded on a total point basis.
3 unit exams possible (100 points each possible)
Final exam (200 points possible)
Weekly assignments

NCK Tech Mission Statement

North Central Kansas Technical College delivers applied, innovative and personalized education to empower learners, enrich lives, develop skilled professionals and strengthen economic systems.
Vision Statement
North Central Kansas Technical College is dedicated to being a leader in workforce development by maximizing value for students, employers and communities through educational excellence.

Core Values
Achieving EXCELLENCE with INTEGRITY through

DEDICATION
INNOVATION
COLLABORATION
COMMUNICATION

NCK Tech Non-Discrimination Policy
NCK Tech is committed to non-discrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees.

Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to the Dean of Instructional Services (Section 504/ADA Compliance Officer) or the Dean of Student Services (Title VI, Title VII, & Title IX Compliance Officer) at 1-800-658-4655 or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

Overview for Students with Disabilities
NCK Tech is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities. We are committed to providing reasonable accommodations in accordance with applicable state and federal laws including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. We strive to create a safe, respectful and inclusive environment and promote awareness, knowledge and self-advocacy.

NCK Tech acknowledges that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities. When a student’s disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained.
Services are provided through Student Accessibility Services (SAS) staff located in the Resource Center on the Beloit Campus and in Student Services at the Hays Campus.

* Darsey Offutt, Director of Learning Resources, may be reached at 1-785-738-9020; doffutt@ncktc.edu; or by mail at NCK Technical College, 3033 US Hwy 24, Beloit, KS 67420.

Student Responsibilities

Students requesting support services will need to register (“self-disclose” and complete Student Accessibility Services Intake Form), provide appropriate documentation including how the disability affects academic performance and suggested accommodations, and communicate with the Director of Learning Resources as part of interactive process to create an Educational Accommodation Plan that will notify Instructors of approved accommodations, services and/or auxiliary aids.

Students are encouraged to make timely and appropriate disclosures and requests, at least two weeks in advance of a course, program, or activity for which an accommodation is requested (or as soon as realistically possible) to allow adequate time for accommodation services to be set in place.

Accommodations, Academic Support Services, or Auxiliary Aids

Reasonable accommodations including academic support services and auxiliary aids are provided to allow students with disabilities an equal opportunity to participate in and benefit from our educational programs. Accommodations will be provided on a case-by-case basis determined by student request, documentation, intake interview, and assessment of individual needs and course requirements.

Reasonable testing accommodations may include, but are not limited to:

* Extended testing time
* Reduced distraction testing environment
* Test reader and/or scribe
* Use of calculator

Academic support services/auxiliary aids may include, but are not limited to:

* Note-taking assistance (second set of notes, power point slides, or other visual aids provided)
* Sign Language Interpreter
* Preferential seating in the classroom
* Large print exams, handouts, signs, etc.
* Telecommunications devices
* Use of Assistive Technology

Accommodations may not fundamentally alter the nature of the program or activity, lower academic standards, present undue financial or administrative burden on the college, or post a threat to others or public safety.
Additionally, some accommodations and services cannot be provided, such as personal devices or assistance with personal services.

Auxiliary aids may be available through a variety of sources available to individual students. The student may make a request in obtaining specialized support services from other resources such as Vocational Rehabilitation Services (VR), Recordings for the Blind, Kansas Talking Book Service, etc. For example, Vocational Rehabilitation may fund such items as transportation to the institution, tuition, textbooks, hearing aids, and other individually prescribed medical devices.

If at any time throughout the academic year, a student feels that the agreed upon accommodations are not being followed or that alternate accommodations need to be provided, the student should notify Student Accessibility Services (SAS) staff. NCK Tech is committed to student success; however, we do not require students to use accommodations. The decision of when to utilize approved accommodations or services is up to the student. Integration, self-advocacy and individual responsibility are promoted and expected.

Reasonable Suspicion

If reasonable suspicion of substance abuse exists regarding an employee or student based on objective criteria (including, but not limited to, behavior, appearance, demeanor, detection of the odor of alcohol or any controlled substance), the employee or student will be requested to consent to drug testing performed by NCK Tech’s contract vendor at the expense of the college.

A. A college administrator (or their designee) shall drive the employee or student to the vendor’s site for drug testing and shall return the employee or student to his/her residence (or arrange for transportation) following the testing.
B. Test results shall be sent directly to the college administrator, with a copy also sent to the employee or student. All test results will be considered confidential, access to the results will be limited to institutional personnel who have a legitimate need-to-know.
C. In the event of a positive test result, the employee or student may request a retest of the sample at the employee or student’s expense. The request must be submitted within 24 hours.
D. Positive results for any illegal drugs, or prescription drugs (either not prescribed for the employee or student, or at levels above the prescribed dosage), or blood alcohol level of 0.04 or greater shall be grounds for disciplinary action, up to and including termination or expulsion.
E. Refusal to provide a specimen for this testing shall be treated as a positive drug test result.
F. Test results or specimens that have been determined to be altered by the employee or student shall be grounds for disciplinary action, up to and including termination or expulsion.
G. If the employee or student tests positive for an authorized prescription drug which may impair his/her performance or judgment, the employee or student may not be permitted to participate in college activities until he/she provides a doctor’s release.

Right to Modify the Syllabus

The instructor reserves the right to modify the syllabus during the semester. Students will be given advanced notice if a change would occur.

Scholastic Dishonesty

Membership in the NCK Tech learning community imposes upon the student a variety of commitments, obligations, and responsibilities. It is the policy of this college to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors or other designated persons will select these sanctions consistent with the seriousness of the violation and related considerations.

Examples of scholastic dishonesty include but are not limited to:
• Plagiarism: i.e. taking someone else's intellectual work and presenting it as one's own. Each department set standards of attribution. Faculty will include disciplinary or class-specific definitions in course syllabi.
• Cheating is unacceptable in any form. Examples include consultation of books, library materials, notes or intentional observation of another student's test on paper or a computer screen; accessing another student's answers from an exam to be given or in progress; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.
• Falsification, forgery or alteration of any documents pertaining to assignments and examinations.
• Students who participate in, or assist with, cheating or plagiarism will also be in violation of this policy.

Classroom instructors and/or administrators will assess sanctions for violations of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but are not limited to any of the following:
1. verbal or written warning
2. lowering of grade for an assignment
3. lowering of term grade

Administrative sanctions may include but are not limited to either of the following:
1. suspension from the College
2. dismissal from the College

NCKTC Kansas Core Outcome statement

The learning outcomes detailed in this syllabus meet, or exceed, the learning outcomes specified by the Kansas Core Outcomes Project for this course, as sanctioned by the Kansas Board of Regents.

Guidelines for Student Success

Attendance Policy

• Attendance in class is very important. It is essential for you to log in every week and work on your assignments. There is almost always an assignment due every week and sometimes more than one.
• Realize that on WebAssign assignments are due on Sunday at 11:59 pm. Do not forget that!

Assignment Policy

• You must do your work through Enhanced WebAssign. This assignment is due on the given date and will go invisible at that time. Please make sure that you are working toward getting that assignment finished throughout the time period allowed.
• You are permitted and encouraged to use a calculator in this class. It helps to be a scientific/graphing calculator as some of the learning could be made easier with the graphing component. There are apps available for your phone as well that you could access. ‘Desmos’ is a great one that has a graphing utility in it. This is a great component to add to the Enhanced WebAssign.
• No late assignments accepted after due date without proper documentation as to why you were unable to get the assignment due on time. Please do not contact me on Sunday stating that your online access is not working... you should work to make sure that you have the assignment finished in enough time to work with this issue if it were to arise. (Now, obviously I understand that there may be a few problems that are left on Sunday
but if you wait to start the assignment every week until Sunday at 7 pm, expect issues to arise that will make things difficult. Please plan ahead.

**Late Work Policy**

- No late work is accepted. If your assignment is not placed submitted before the time it is due, it will not be graded (unless prior arrangements have been made with me concerning issues you are having).

**Class Work Completion**

Your classwork is to be your own. There is to be no working together, no copying answers, and no asking someone else for the answers. If you are needing assistance, please ask me and I will assist you or get you into contact with someone that can successfully assist you. Copying answers from someone will not help you understand the content and will not allow you to be successful in the class.

**Class Importance:**

1. Please be active in asking and answering questions that are appropriate to what we are learning. If you have questions, ask me! Be willing to make mistakes and learn from them. The only reason a mistake is not a good thing is if it is not learned from.
2. If you need a tutor, fine one!!! It is always better to start earlier than too late! Math is a subject that lessons build on top of each other and if you do not get one piece you will likely struggle with the next. Know I am here to help you. I want you to be successful. I also spend a lot of my free time helping students individually if that is needed. I can also help you find someone that is able to assist you in your class if needed. I can at least point you in the right direction. I will work with you if you will work with me. I have a list of individuals online that teach the concepts and in fact you might start on youtube.com and just search a key word for what you are learning, and you may find some help there.

**FOR SUCCESS** - Show up to class, participate, do your homework, and study twice as many hours out of class as you attend class per week.

**Netiquette**

Each member of our cyber community should expect courtesy and respect from all other members. Because it's a new and different kind of class for some of us, we may not realize it when we are rude or inconsiderate on line. There are some dos and don'ts of courteous behavior on line, called "netiquette."

Please visit the Albion Netiquette Web Site at [http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html). Read details about "The Core Rules of Netiquette:"

1. Remember the human.
2. Adhere to the same standards of behavior online that you follow in real life.
3. Know where you are in cyberspace. (Adjust your behavior to fit the site or "lurk before you leap.")
4. Respect other people's time and bandwidth.
5. Make yourself look good online.
7. Help keep flame wars under control.
8. Respect other people's privacy.
9. Don't abuse your power.
10. Be forgiving of other people's mistakes.


**Online - Creating a Learning Environment at Home**

What makes a particular setting or space a good place to learn? Think about classrooms or training rooms that have worked well for you. Chances are they provided good lighting, comfortable seating, ample workspace, good ventilation and a comfortable temperature, minimal distractions, and content-related visual or audio cues.

When you attend class in a classroom, the school and your instructor create a good learning environment. When attend class online, you need to create a good learning environment for yourself-most likely in your home. Don't underestimate the importance of your study surroundings. The time you spend creating surroundings that support learning will be well invested.

Here are some tips to help you get started:

- Select a space in which you can set up your computer (with access to your internet connection) and your tools for learning (books, papers, pencils and pens, calendar) and (if possible) leave them undisturbed between sessions.
- Keep the area well ventilated and at a temperature that works for you-cool enough so that you don't feel sleepy, but warm enough so that you are comfortable.
- Provide yourself with a comfortable desk or work chair (preferably adjustable; not an easy chair) and ample work surface (table space) at a comfortable height.
- Ensure that you have good lighting that does not cause a glare on your computer screen, but still allows you to read comfortably.
- Keep your study space as free from distractions as possible (television, distracting music, conversations, ringing phones).
- Add props to make your learning space more interesting and to help you focus on the subject matter. You might use posters, pictures, mind maps, geographic maps, drawings, charts, etc. that are related to the subject matter you are studying.
- Play music that enhances learning. Research shows that classical music written by classical composers such as Bach, Brahms, Handel, Mozart, Vivaldi, Mendelssohn, Haydn, Tschaikovsky, and Corelli, can enhance the ability of many students to concentrate and think. You can purchase classical music CDs or tapes very reasonably at any music store, many book story chains, and online.
- Have fresh drinking water and nutritious snacks nearby.

**Online - Email Guidelines**

Assume that mail on the Internet is not secure. Never put in a mail message anything you would not put on a postcard.

Respect the copyright on material that you reproduce. Almost every country has copyright laws.

If you are forwarding or re-posting a message you've received, do not change the wording. If the message was a personal message to you and you are re-posting to a group, you should ask permission first. You may shorten the message and quote only relevant parts, but be sure you give proper attribution.
A good rule of thumb: Be conservative in what you send and liberal in what you receive. You should not send heated messages (we call these "flames") even if you are provoked. On the other hand, you shouldn’t be surprised if you get flamed and it's prudent not to respond to flames.

In general, it’s a good idea to at least check all your mail subjects before responding to a message. Sometimes a person who asks you for help (or clarification) will send another message which effectively says "Never Mind". Also make sure that any message you respond to was directed to you. You might be cc:ed rather than the primary recipient.

Make things easy for the recipient. Many mailers strip header information that includes your return address. In order to ensure that people know who you are, be sure to include a line or two at the end of your message with contact information. You can create this file ahead of time and add it to the end of your messages. (Some mailers do this automatically.) In Internet parlance, this is known as a ".sig" or "signature" file. Your .sig file takes the place of your business card. (And you can have more than one to apply in different circumstances.)

Watch cc's when replying. Don't continue to include people if the messages have become a 2-way conversation.

In general, most people who use the Internet don't have time to answer general questions about the Internet and its workings. Don't send unsolicited mail asking for information to people whose names you might have seen on mailing lists.

Be especially careful with sarcasm.

Use mixed case. UPPER CASE LOOKS AS IF YOU'RE SHOUTING.

Use smileys to indicate tone of voice, but use them sparingly. :-) is an example of a smiley (Look sideways). Don't assume that the inclusion of a smiley will make the recipient happy with what you say or wipe out an otherwise insulting comment.

Wait overnight to send emotional responses to messages.

Be brief without being overly terse. When replying to a message, include enough original material to be understood but no more. It is extremely bad form to simply reply to a message by including the entire previous message: edit out all the irrelevant material.

Mail should have a subject heading which reflects the content of the message.

If you include a signature keep it short. Rule of thumb is no longer than 4 lines. Remember that many people pay for connectivity by the minute, and the longer your message is, the more they pay.

If you think the importance of a message justifies it, immediately reply briefly to an e-mail message to let the sender know you got it, even if you will send a longer reply later.

Be careful with slang or local acronyms.

This information was abstracted from Netiquette Guidelines offered for unlimited distribution on the Delaware Technical Community College website <http://www.dtcc.edu/cs/rfc1855.html>.

***Online - Emoticons***

In a face-to-face conversation auditory cues and visual cues, or body language, play an important part in communicating the emotions and feelings behind the message. In an online learning community, we strive to
build relationships that enhance our ability to support learning for each member of the community. It can be difficult to build rapport through written conversations because they may seem to lack feeling or personality.

To overcome the lack of visual or auditory cues in e-mail and online discussions, users have come up with something called "smilies" or "emoticons" (emotional icons). They are made up of combinations of keyboard characters that are inserted in the e-mail or discussion text to convey the writer's emotions (cues). The most common example is :-) Turn your head to the left and you should see a happy face (the colon are the eyes, the dash is the nose and the parentheses is the mouth).

Writers usually insert "smilies" at the end of a sentence to refer back to the prior statement. There are hundreds of "smilies" and their interpretation is by no means universal, so I recommend you use them sparingly. If you stick with the examples and their definitions below, everyone in the class will know how you intend for them to be interpreted. If you find or make up additional emoticons, please clue us in so we know what you mean!

:-) smile variation: :^)
:-)) big smile (and you can make it bigger) :-)))))
:-(' frown
:-) wink
:-P sticking out tongue <hold the "alt" key down & use your number pad to press 0222 to make the tongue>
8-) smile with glasses
:-D laughing
:-O "oh!"
{{{ name}}} a cyber hug. You'll see xoxoxox too.
:-| indifference
:-> devilish grin
:-/ perplexed
:-e disappointment
:-@ scream
:-} leer
:- male
-< female

Online - Instructor Role and Responsibilities

As your instructor, I am responsible for providing an environment in which an opportunity for learning exists. I will work with you and assist you in your quest for understanding. I cannot make you learn anything. As a resource person and facilitator, I will organize the course, schedule learning activities, and evaluate the short-run "products" of your learning process. Recognizing that even asynchronous online communication is time sensitive, I will monitor threaded discussions and respond to queries within 48 hours of the time they were posted. I will be giving your work, as well as that of your fellow learners, careful consideration.

Online - Learner Role and Responsibilities

You are an adult learner and as such you are responsible for your own learning. No one else can be a "stand in" for you in the learning process. You will be held accountable for all assigned activities. You matter and what you do makes a difference. The extent of your participation will determine the level of achievement, satisfaction, and enjoyment that you experience. You have an obligation to get the assigned material finished in a timely manner in order to receive a passing grade.