



Official TCC Course Syllabus

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| Discipline Prefix: MTH | Course Number: 163 | Course Title: PreCalculus I | |
| | Course Section: OZ9C | | |
| Credit Hours: 3 | Lecture Hours: 3 | Clinical Hours: | Lab Hours: |
| Contact Hours: 3 | Studio Hours: | Semester: Spring 2016 | |
| Meeting Days/Time/Location: Virtual | | | |

*****Number one priority for Day 1 of this class is to read the Class Participation Policy under Course Policies of this Document on [pages 6 and 7](#) below.**

Professor Information

Name: Eugenia “Jeannie” Taylor

Office Location: 2050 Whitehurst Building, Chesapeake Campus, 1428 Cedar Rd. 23322

Office Hours: T 8:00 am – 12:00 noon; 7:00 pm – 8:30 pm online
R 8:00 – 12:30 online

If you need an appointment to meet with me in person, please notify me and I will make arrangements to meet you at the campus of your choice or we can meet by telephone.

Contact Information: 757-822-5195 office; 757-323-1435 cell

Course Website: myopenmath.com

Blackboard Site: <http://learn.vccs.edu>

Faculty Website: <http://faculty.tcc.edu/JBTaylor/>

Instructor Email Address: jbtaylor@tcc.edu

Course Information

Course Description

Presents college algebra, matrices, and algebraic, exponential, and logarithmic functions. (Credit will not be awarded for MTH 163 and MTH 166.)

Prerequisites and/or Co-requisites

Prerequisites: Qualifying Placement Test score, MTE 1-9 or equivalent

Co-requisites: None.

General Education Core Competencies Supported by this Course

After completion of this course, students will be able to exhibit:

- **Quantitative Reasoning**

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well reasoned decisions.

Required Course Texts and Supplementary Materials

- A. **No purchased textbook required** (material will be located within the funded course website at no cost to the student)
- B. Scientific or Graphing calculator (Former students have stated that they felt they would have done better in the course if they had purchased a graphing calculator. There are also free graphing calculators online.)
- C. Graph paper would be helpful
- D. Computer with an Internet connection and access to VCCS email, Blackboard and [MyOpenMath \(MOM\)](#)
- E. Ability to download standard, free software and updates from the internet
- F. Ability to upload a document and send it through email
- G. Make sure you are ready to take an online course by taking the Online Readiness Survey. Click on the following link to get to the [survey](#).
- H. Go to the following [webpage link](#) and make sure that you have all the technical requirements that you need for this course. If you don't have them (in particular the plugins and viewers), you need to install them in order to view the equation editor problems.

Textbook requirements are accessible at <http://tcc.bncollege.com> (doesn't apply to this course; if you go there, it will tell you no textbook required).

Course Learning Outcomes

- Graph polynomial, piecewise, absolute value, rational, exponential, and logarithmic functions by using intercepts, symmetry, and asymptotes as needed.
- Solve equations in linear, quadratic, absolute value, rational, radical, exponential and logarithmic form resulting in real or complex numbers.
- Solve systems of equations and inequalities using an appropriate method including graphing, substitution, addition, and matrices.
- Perform operations on functions to include finding domain and range, arithmetic operations, composition, inverse, and condensing and expanding with log properties.
- Solve problems using formulas to include linear, distance, midpoint, circles, exponential and logarithmic forms.

Topics Covered in the Course

- Review of Lines
- Complex Numbers

- Solving Equations
- Inequalities
- Basics of Functions and Their Graphs
- Algebra of Functions
- Inverse Functions
- Quadratic Functions and Their Graphs
- Polynomial Functions and Their Graphs
- Rational Functions
- Exponentials
- Logarithms
- Systems of Equations

Description of Assignments/Assessments

Homework: There will be online graded homework for each section of material covered. All homework is located at myopenmath.com. This homework is extremely important and is worth 20% of your grade. All of the homework grades will be averaged and counted as one test grade. I will drop your 3 lowest homework grades. **Completing homework on time is the single most important thing you can do to do well in this class.**

All homework is usually due on Monday nights by 11:59 pm on the due date according to the Schedule below (there is one exception to this and that is the week before spring break and homework is due on both Monday and Thursday of that week). There will be one or two sections of homework due per week.

Tests: There will be four major tests in this course: one test for each unit of material. Each test will be taken online at myopenmath.com and due according to the Schedule below. Each of these four tests is worth 20% of your grade. **If you miss a regularly scheduled test, then you must take the Final Exam to replace the zero grade on the missed test.**

Each test will be due on a Tuesday night by 11:59 pm (there is one exception to this and that is the week before spring break and Test 2 is due on Friday night of that week). Be sure to mark your calendars.

Very Important Information about Tests: Tests are timed. Once you open a test, you must complete it at that time (the clock starts ticking once it is opened and if you leave it, you will not be able to go back in and complete it). You cannot use a late pass to extend your time. A late pass can only be used for tests if the request is made before the test is opened. A late pass only extends the due date if the request is made before the test is opened. **Requesting a late pass after the test is opened is wasting a late pass.**

Exams: The final exam is **cumulative** and **optional**. It will be used to replace a missed test or replace a low test grade. It will be taken online at myopenmath.com and due according to the schedule below.

Extra Credit: Each unit of material in MyOpenMath (MOM) contains a Discussion Forum for students to ask and answer questions on the content material or the homework problems for that unit. There will be 1 point of extra credit per question or answer in any of the Unit Discussion Forums, up to a total of 10 points (these 10 points will be added to your first test to raise your grade). You will also be able to earn extra credit by completing the course survey distributed by the college towards the end of the semester.

Late Passes: You have 10 late passes to use throughout the semester. **You may use them for anything except the last Homework Assignment, Test 4, and the Final Exam.** You must request the late pass before the original due date and that will extend your due date for 72 hours. Be sure to use them wisely.

Course Schedule

The following course schedule may change due to the progression of the course. The course schedule may change at the discretion of the professor; however, students will be notified in writing when any changes/additions are made to the schedule. **See Announcements each week (always made on Monday's) in MyOpenMath for Details on all of the following assignments and their due dates.**

Due dates marked with the triple *** are required to be considered participating in this class. Any student not completing these requirements will be deleted from the class by **Friday, January 22**, and receive a tuition refund.

All Homework Assignment Due Dates are marked with a single * and all Unit Test and Final Exam Due Dates are marked with a double **. **Please mark your calendars now!**

| Week | Assignments, Readings, Tests/Quizzes | Assignment Due Date by 11:59 pm |
|-----------------|---|---------------------------------|
| 1 January 11 | Begin Unit 1 – Complete Section 1.1 this Week | |
| | Martin Luther King Day – College Closed | January 18 |
| | First Day Assignment Due (Intro & Diagnostic) | ***January 19 |
| | Unit 1 – Section 1.1 Homework Due | ***January 19 |
| | Last Day to Add or Change a Class | January 19 |
| 2 January 19 | Begin and Complete Sections 1.2 and 1.3 in Unit 1 this Week | |
| | Participation Required: You must have completed the Intro to MyOpenMath and the Intermediate Algebra Diagnostic located in the First Day Folder on MOM and the first homework assignment (must be done or you will be deleted from class) | ***January 22 |
| | Unit 1 – Section 1.2 and 1.3 Homework Due | *January 25 |
| 3 January 25 | Begin and Complete Sections 1.4 and 1.4B in Unit 1 this Week | |
| | Last Day to Drop For Tuition Refund | January 27 |
| | Unit 1 – Sections 1.4 and 1.4B Homework Due | *February 1 |

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| 4 February 1 | Begin and Complete Section 1.5 in Unit 1 this Week | |
| | Unit 1 – Sections 1.5 Homework Due | *February 8 |
| | Unit 1 Test Due | **February 9 |
| 5 February 9 | Begin and Complete Sections 1.6 and 2.1 in Unit 2 this Week | |
| | Unit 2 – Sections 1.6 and 2.1 Homework Due | *February 15 |
| 6 February 15 | Begin and Complete Sections 2.2 and 2.5 in Unit 2 this Week | |
| | Unit 2 – Sections 2.2 and 2.5 Homework Due | *February 22 |
| 7 February 22 | Begin and Complete Sections on Special Topics and 8.1B in Unit 2 this Week | |
| | Unit 2 – Sections on Special Topics and 8.1B Homework Due | *February 29 |
| 8 February 29 | Begin and Complete Section 8.2B in Unit 2 this Week | |
| | Unit 2 – Section 8.2B Homework Due | *Thursday March 3 |
| | Unit 2 Test Due | **Friday March 4 |
| March 6 - 13 | Spring Break – No Classes (College Open) | |
| 9 March 14 | Begin Unit 3 – Complete Sections 3.1 and 3.2 in Unit 3 this Week | |
| | Unit 3 – Sections 3.1 and 3.2 Homework Due | *March 21 |
| 10 March 21 | Begin and Complete Sections 3.4 and 3.5 in Unit 3 this Week | |
| | Last Day to Withdraw Without Academic Penalty | March 23 |
| | Unit 3 – Sections 3.4 and 3.5 Homework Due | *March 28 |
| 11 March 28 | Begin and Complete Sections 3.6 and 3.7 in Unit 3 this Week | |
| | Unit 3 – Sections 3.6 and 3.7 Homework Due | *April 4 |
| 12 April 4 | Begin and Complete Section 3.8 in Unit 3 this Week | |
| | Unit 3 – Section 3.8 Homework Due | *April 11 |
| | Unit 3 Test Due | **April 12 |
| 13 April 12 | Begin Unit 4 – Complete Sections 4.1 and 4.2 in Unit 4 this Week | |
| | Unit 4 – Sections 4.1 and 4.2 Homework Due | *April 18 |
| 14 April 18 | Begin Sections 4.3 and 4.4 in Unit 4 this Week | |
| | Unit 4 – Sections 4.3 and 4.4 Homework Due | *April 25 |
| 15 April 25 | Begin and Complete Section 4.5 in Unit 4 this Week | |
| | Unit 4 – Section 4.5 Homework Due (no late passes allowed) | *May 2 |
| | Extra Credit Discussion Board Questions and Answers Due (no more than one question per day receives credit from April 25 through May 2) | May 2 |

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| | Course Survey Extra Credit Due | May 2 |
| 16 May 2 | Final Exam Week | |
| | Unit 4 – Test Due (no late passes allowed) | ** May 3 |
| | Final Exam Due , including all 4 units of material – No late passes allowed (Final Exam is optional and not proctored. It can be used to replace a missed test or replace a low test grade.) | **May 4 11:59 PM |

Blackboard and Course Communication

Blackboard will be used the first week of class to distribute all of the information you need regarding **MyOpenMath (MOM)** and course and college policy information. I will also set up a Questions Forum under Discussions in Blackboard so that you will have a means to ask questions if you have any problems with the MOM website or anything else at the beginning of the course. After that everything you need will be on the **MOM** website.

Communication to your professor can be sent by email to ibtaylor@tcc.edu or you can message me directly through the MOM website (**messaging through MOM is the preferred method of communication**). Just click on “Messages” at the top or along the left side of the website page (this is for private messages). If I need to send you a personal or private message, I will use the “messages” button on the MOM website and you will see that you have a message in red as soon as you open the website. Students should develop the habit of going onto the MOM website three times per week to check for messages, to see Announcements in case I need to make one other than the regular Monday Announcement, and to get work done. **I always make announcements on Monday’s on the MOM website.** The best way to reach me is through MOM messages. I will answer emails and messages within 24 hours, Monday through Friday. Emails and messages may or may not be answered on Saturday and Sunday. If you feel it necessary to speak with me, you may call or text my cell at 757-323-1435 from 8:00 am to 8:00 pm. **If you are communicating with me by email or cell phone you must give me your name and your class, MTH 163.**

All mathematical content questions should be asked in the Discussion Forums in MOM. Each Unit has a Forum at the top of the unit to ask Math Content Questions on that unit. When doing homework there is an option to post the question on the forum for help on that question. There will also be a Discussion Folder (on the main course page) where you can ask general questions about the course (not math questions) or you can make general comments about the course.

Course Policies

- 1. Class Participation Policy:** Students must show that they are participating in this class from the beginning of the class or they **will be deleted from the class** and receive a tuition refund. **There are three requirements for students to show that they are participating:**
 - A. Complete the non-graded Intro to MyOpenMath under the “First Day Requirements” folder in MOM by the due date listed on the schedule.**

- B. Complete the Intermediate Algebra Diagnostic under the “First Day Requirements” folder in MOM by the due date listed on the schedule.
- C. Complete the first homework assignment on **Section 1.1** by the due date listed on the schedule or within the late pass period if a late pass is requested.

You will be deleted from the class and receive a tuition refund if the above requirements are not completed within the first week and a half of class.

- D. **Attendance Policy:** All students are expected to be present and on time at all scheduled class and laboratory meetings. Instructors are not required to admit a student who arrives late to the classroom (the previous sentence does not apply to online classes). **A student who adds a class or registers after the first day of classes is counted absent from all class meetings missed. If a student is absent more than 15 percent of scheduled instructional time, attendance may be defined as unsatisfactory. This calculation includes absences occurring during the add/drop period. See also the Withdrawal Policy in this syllabus for more information.**
- E. **If you are not completing homework and you miss one of the first two tests without notifying me of your special circumstances, I reserve the right to withdraw you from the class for non-compliance to the College Attendance Policy (in an online class attendance can only be measured by participation).**

2. Late Work/Make-up Exam Policy:

You have **10** late passes to use for the semester either on homework or tests. Use of a late pass will extend your deadline by 72 hours. Please use them wisely. You may not use a late pass for the last homework assignment, Test 4, or the Final Exam.

Homework: Each section of Homework stated in the schedule above will disappear on the due date and count as a Zero homework grade unless you use a late pass before the due date. Remember homework is due every week on Monday by 11:59 pm (except for the one exception stated above). Homework is extremely important and counts as 20% of your grade. **You may not use a late pass for the last homework assignment.**

Tests: Each test has a due date and you are expected to complete the test by that due date. There are four tests. If you miss a test, you will have to replace that grade by taking the optional final exam. You may use a late pass for any test except Test 4. **You may not use a late pass for Test 4.**

Exams: **The final exam is optional, unless you have missed a test.** You can take it to replace a missed test or you can take it if you did poorly on a test and you want to replace the low grade with the exam grade. If you need to take the exam it must be taken by the due date. **You may not use a late pass for the final exam. You must have documented special circumstances to make up the final exam (such as hospitalization, deployment, or death of an immediate family member).**

Extra Credit Discussions Posts: Discussion posts will not be credited toward a student's grade until after the stated due date on the schedule above. Credit will not be given for posts made after the stated due dates.

3. Grading Policy

Grades are determined as follows:

- **Homework – all homework will be averaged together and count as a single test (20% of your grade). The lowest 3 homework grades will be dropped.**
- **Test on Unit 1 Material (20% of your grade)**
- **Test on Unit 2 Material (20% of your grade)**
- **Test on Unit 3 Material (20% of your grade)**
- **Test on Unit 4 Material (20% of your grade)**
- **Optional Final Exam (can be used to replace a missed test or a low score test)**
- **10 Extra credit points for participation on the Unit Forum Discussions on Mathematics Material in MOM. These 10 points will be added to your first test.**

Your scores will be visible in MOM by going into the Gradebook. All grades listed above will be added together and averaged for your final grade.

A: 90 – 100, B: 80 – 89.9, C: 70 – 79.9, D: 60 – 69.9, F: less than 60

Final grades are made available to each student within the Student Information System (SIS), now web delivered via MyTCC or SIS.

Based on the progression of the course, the grade distribution for each assignment may change. However, if changes are made, I will notify students in a timely manner and in writing.

4. Statement on Class Behavior:

TCC is committed to maintaining a social and physical environment conducive to carrying out its educational mission. Therefore, all members of the TCC community are expected to demonstrate standards for civility. Students should follow basic "netiquette" rules when communicating with other students and the instructor online during this course.

Electronic Devices Policy: Cell phones, pagers, and other communication devices are prohibited from use in classrooms, laboratories, and libraries, unless authorized by the appropriate faculty or staff. Although soundless communication devices such as cell phones and pagers are permissible in classrooms, college offices, and/or meeting rooms, they must not be answered during class (**doesn't apply to online classes**).

5. Disposition of Classes for Emergency Shutdown of the College:

In the event of an emergency shutdown of the college, the president and her executive staff may elect to conclude the term in session if eighty-five percent or more of that term has been completed. If the term in session is concluded, faculty shall compute final grades of students based on coursework completed at that point.

6. Inclement Weather/Emergent Hazardous Conditions:

Tidewater Community College uses TCC Alerts to immediately contact and inform faculty, staff and students of a major crisis or emergency. TCC Alerts delivers important emergency alerts, notifications, and updates via:

- Email account (work, home, other)
- Cell phone
- Pager
- Smartphone/PDA (BlackBerry, Treo & other handhelds)

When an incident or emergency occurs, authorized senders will be instantly notified via TCC Alerts. TCC Alerts is a personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact, and other important information. New users may also register by sending a text message to **411912** keyword: **TIDEWATER**. To cancel the service, text **TIDEWATER STOP** to **411911**.

Since our class is online, inclement weather should not affect us or any due dates that we have scheduled. **In the event of a power outage, you can call or text your circumstances to me.**

Academic Policies

Students are responsible for being aware of the policies, procedures, and student responsibilities contained within the current edition of the TCC *Catalog* and *Student Handbook*. Students should familiarize themselves with the college's policies regarding misconduct and inclement weather found in the *Student Handbook*.

Withdrawal Policy

Students who wish to withdraw without academic penalty should contact a counselor to determine the appropriate procedure. Withdrawals through completion of 60 percent of a session will result in a **W** grade. After 60 percent of a session is completed, a withdrawal will result in a grade of **F** in a credit course or a grade of **U** in a developmental course, except under mitigating circumstances that must be documented by the instructor and approved by the academic dean. Dynamic session classes have unique refund and withdrawal dates. Contact a campus Enrollment Services Office for more information, or visit the Academic Calendar website (URL provided in Important Websites section).

A student who drops after the last day to withdraw does not receive a "W." He/she receives an "F," in which case there is both an academic and financial penalty. A student who withdraws by the deadline faces a financial penalty, but not an academic penalty.

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| January 27, 2016 | Deadline to drop for tuition refund |
| March 23, 2016 | Deadline to withdraw without academic penalty and to receive a grade of W for the course |

If you are not completing homework and you miss one of the first two tests without notifying me of your special circumstances, I reserve the right to withdraw you from the class for non-compliance to the College Attendance Policy (in an online class attendance can only be measured by participation).

Academic Integrity

TCC will expect students to demonstrate personal and academic integrity, to be open to new ideas, and to share in a community where individuals from diverse backgrounds and cultures help one another grow intellectually, socially, and personally.

TCC expects students to achieve, not just to get by. And while many caring and talented faculty and staff are here to help, students must take responsibility for their own learning. Students should strive for a high level of academic performance and to be responsible, contributing citizens within the college and in outside communities. Above all, TCC wants students to develop a love of learning that will last a lifetime, along with a life-long interest in maintaining emotional and physical wellness.

Student Outcomes Assessment Requirement

Work products submitted by students to fulfill course requirements may be used by the college to evaluate its academic programs and general education requirements.

Statement on Plagiarism and Academic Misconduct

Academic misconduct includes, but is not limited to, the following actions: cheating on an examination or quiz—either giving or receiving information; copying information from another person for graded assignments; using unauthorized materials during tests; collaboration during examinations; buying, selling or stealing examinations; arranging a substitute for oneself during examinations; substituting for another person, or arranging such a substitution; plagiarism—the intentional or accidental presentation of another’s words or ideas; collusion with another person or persons in submitting work for credit in class or lab, unless such collaboration is approved in advance by the instructor.

If I have reason to suspect that a student is having someone else do his work for the course, I reserve the right to have an in person consultation with the student and ask the student course content questions on course material.

Faculty members who have reliable evidence of academic misconduct will (1) investigate the matter, and (2) review the facts of the matter and the proposed penalty with the appropriate academic dean. They may then take one or more of the following actions:

- Require the work to be accomplished again
- Give no credit for the test, paper, or exercise
- Assign a grade of **F**, **U**, or **W** for the course
- Refer the matter to the campus Dean for Student Services or designee for possible disciplinary sanction through the college’s disciplinary procedure

If the faculty member chooses to refer the matter to the campus Dean for Student Services or designee for disposition, the Plenary Disciplinary Procedure shall be followed, and the student's dismissal from the college is a possibility.

Educational Accessibility

Students who have documented, diagnosed disabilities, and who need special accommodations for tests, etc., are advised to see the Educational Accessibility Disabilities Services staff in Student Services so that the instructor may be notified of what accommodations are appropriate in each case. Requests for accommodations should be made to the designated campus Educational Accessibility counselor at least 45 days before classes begin. Documentation must be provided to support the need for accommodations.

For assistance with disabilities, contact the campus Educational Accessibility Counselor/Provider or the Coordinator of Educational Accessibility Services: call 822-1213, visit Student Services/Development, or visit the Educational Accessibility webpage (URL provided in Important Websites section).

Emergency Procedures

In the event of a bomb threat, tornado, or fire, students and staff may be directed to evacuate the building or move to an internal assembly area location within the building. Evacuation routes are posted in each classroom. The map indicates the route to the nearest exit. Students should review the map to make sure that the exit routes for the building are clearly understood. The information regarding locations of the Emergency Assembly Areas and Internal Assembly Areas for all classrooms or spaces used on the various campuses is available on our Closings and Emergencies webpage (URL provided in Important Websites section). If you will require assistance during an evacuation, let your instructor know at the end of the first class.

Student Success Resources

The following resources are available to TCC students. Visit the *Student Handbook* webpage for more information about student services and locations (URL provided in Important Websites section).

Library

A library is located at each TCC campus and at the Visual Arts Center. These libraries are intended for research and study, and they contain materials in print and digital format to support the courses, curricula, and mission of the college. The research materials include books, newspapers, magazines, journals, DVDs, streaming media and an extensive collection of indexes, abstracts and full-text databases. Faculty members may place materials on reserve in the libraries for their students. Visit the Library webpage for more information (URL provided in Important Websites section).

Academic Support Services

Each campus provides various kinds of academic assistance. One-on-one tutoring, math and computer labs, and other forms of individual and group assistance may be available. Students

can also find free help for writing, from short questions about commas and comma splices to a comprehensive review of research papers in progress, in the Writing Centers. Services and hours may vary by campus.

Online Help Desk

Visit the following website for Blackboard support:

<http://web.tcc.edu/academics/learningtechnologies/support.html>

Important Websites

- College Website: www.tcc.edu
- Closings and Emergencies: <http://www.tcc.edu/closings-emergencies>
- Blackboard and Student E-mail: <https://tcc.my.vccs.edu/jsp/home.jsp>
- Educational Accessibility: <http://www.tcc.edu/student-services/personal-support/students-disabilities>
- Student Handbook: <http://web.tcc.edu/student-handbook>
- TCC *Catalog*: <http://www.tcc.edu/academics/catalog/>
- Class Schedule:
<https://m.sis.vccs.edu/index.php/app/catalog/classSearch?institution=TC295> (or log-in to SIS for current course offerings)
- Academic Calendar: <http://www.tcc.edu/academics/calendars/>
- eLearning Resources: <http://web.tcc.edu/academics/elearning/index.html>
- For current financial aid information and assistance, visit <http://www.tcc.edu/paying-for-tcc/financial-aid/> or <http://studentaid.ed.gov/>
- Library: www.tcc.edu/library/