

Florida State College at Jacksonville

MAC 1140 PRECALCULUS ALGEBRA
4 Credit Hours -- Online

SYLLABUS

Term/Year/Session/Length:	Fall 2009 - Session A16 - 308048
Instructor:	Jodie Broussard, MA, BA, AS
Office:	Distance Learning Office
E-mail:	jbroussa@fccj.edu
Phone Number:	904-632-3116 (messages)
Instructor's Web Page:	www1.fccj.edu/jbroussa/
Blackboard Site:	bb.fccj.edu
CourseCompass/MyMathLab:	www.coursecompass.com

CATALOG COURSE DESCRIPTION

MAC 1140 Precalculus Algebra Prerequisite: MAC 1105 with a grade of "C" or better or satisfactory score on the placement test. The major topics included in this course are linear equations and inequalities, quadratic equations and inequalities, relations, functions and graphs, exponential and logarithmic functions, systems of equations and inequalities, higher degree polynomial equations, matrices and determinants, applications, sequences, series and the binomial theorem, and mathematical proof. A review of algebraic techniques and operations as well as a review of exponents, radicals, complex numbers and absolute value is also included in this course. Students with a grade of "C" or better in MAC 1102 satisfy the prerequisite. Four contact hours. (CBE) A.A., A.S., A.A.S.

IMPORTANT COLLEGE DATES

The following dates are critical for this course.

The full College calendar can be found at www.fccj.edu/current/calendar/index.html.

Class Begins	Monday, Aug 31, 2009
Drop with 100% Refund Deadline	Tuesday, Sept 8, 2009
Non-Attendance Drop Window	Sept 9 - 16, 2009
Proctored Midterm Exam – Week 7-- No exception to Dates	Oct 12-17, 2009
Withdrawal with "W" Deadline	Thursday, Nov 5, 2009
FN Grade Window	Nov 6 – Dec 11, 2009
Course Evaluation Window	Nov 6 – Dec 11, 2009
Proctored Final Exam – Week 15 -- No exception to Dates	Dec 7-12, 2009
Class Ends	Friday, Dec 18, 2009

REQUIRED TEXTS AND INSTRUCTIONAL MATERIALS

College Algebra Enhanced with Graphing Utilities, 5th edition, by Sullivan and Sullivan with *MyMathLab* access, ISBN 9780321626455. This is a special package put together by your instructor specifically for this online course. It includes the textbook, the digital video lectures, the solution manual, and an access code necessary to register at MyMathLab. MyMathLab is a web-based online mathematics instruction system in CourseCompass. **To register in CourseCompass/MyMathLab you will need an access code (purchased with the textbook) and a course code.** The **course code** is only available from your instructor and will be posted in the Welcome Announcement in Blackboard on the first day of the course.

Battery-operated Graphing Calculator

Suggested calculators are TI-83, TI-83 Plus, TI-83 Silver Edition, TI-84, or TI-84 Plus. **Only the TI-83 or TI-84 are allowed at proctored Testing Sites.** To access information on operating a TI graphing calculator, in MyMathLab, go to the Chapter Contents and click on Tools for Success. You will see links to calculator information sites. You can also go to <http://www.prenhall.com/divisions/esm/app/calculator/>.

LEARNING OUTCOMES

Students will study algebraic topics in preparation for the study of Calculus. Students will develop an understanding of advanced algebraic techniques and procedures and enhance their logical reasoning skills including both inductive and deductive logic. They will gain a better understanding of the techniques of problem solving including clearly defining the problem, using a systematic approach and using symbolic representations to solve practical, real world problems. The skills developed in this course will prepare the student for the study of calculus and other mathematics courses requiring algebraic procedures. The critical thinking skills developed in this course are applicable to problems encountered in every day living and transferable to other discipline areas.

ONLINE DELIVERY SYSTEM – TWO PLATFORMS

Blackboard (BB) is our virtual classroom for administration: course documents – Syllabus, Course Contract, Alternate Testing Site Form and initiating email to Florida State College accounts.

Course Compass/MyMathLab (MML) is our virtual classroom for content: weekly announcements, student homepages, video lectures, online homework, online quizzes, online tests, practice exams, grades, discussion boards and more! MML is a web-based math practice and tutorial system in CourseCompass.

TECHNOLOGY REQUIREMENTS

Use the following checklist to determine your computer readiness. You should own or have access to:

- An AMD or Pentium processor and at minimum a 56kbs Internet connection
- Computer with access to the Internet (e.g., modem or cable modem connection)
- An e-mail account
- Web-browser software--at least Internet Explorer 5.0, Netscape 4.7, Firefox 2.0 or above

- Windows XP, Vista or higher operating system (or MAC OS X or higher)
- Virus-checking software
- Word-processing software
- Plug-ins including Acrobat Reader and Flash Player
- Additional hardware including speakers and microphone

AOL Users: You cannot view CourseCompass using the AOL browser. You can, however, use AOL as your Internet Service Provider to access the Internet, and then open Internet Explorer to access CourseCompass.

Browser settings: Cookies and JavaScript Options

CourseCompass uses both cookies and JavaScript technology. Both of these features must be turned on in your browser, and are usually turned on by default. See your browser Help for instructions on how to view or change these browser options.

Additional Software for CourseCompass/MyMathLab

The MyMathLab Installation Wizard is a tool used to install the free plug-ins (such as MathXL® Player, InterAct Math Plug-in, the TestGen Plug-in) specific to your MyMathLab course. The MyMathLab Installation Wizard is typically found inside the CourseCompass/MyMathLab course site and is available in an announcement or a menu button.

- Adobe® Reader® - Needed to view online CourseCompass guides and PDF documents
- Apple® QuickTime® - Needed to view full-screen video and streamed media, or hear audio files in any of 30 audio, video and image formats, including Flash
- Macromedia® Flash™ - Needed to improve viewing of high-fidelity web sites
- Macromedia Shockwave® - Needed to run animations in some courses
- RealNetworks® RealOne™ Player - Needed to hear music or watch streamed media animations in some courses
- TestGen Plug-in - Needed to view and take online TestGen tests in CourseCompass

Technical Difficulties in CourseCompass/MyMathLab

Contact their technical support team immediately at **1-800-677-6337**. Staff is available to troubleshoot your technical problem Monday through Friday, from 8 AM to 8 PM and on Sundays from 5pm until midnight Eastern time (US and Canada). Another support option is to fill out the online Product Support Form to communicate your issue or request. Please see the course Orientation for additional CourseCompass/MyMathLab information.

ACCESSIBILITY

If you require specific accommodations to complete this course, contact the Florida State College Services for Students with Disabilities office.

LEARNING COMMUNITIES

People learn through interactions with each other, with the instructor, and with written, auditory and visual learning materials. To facilitate interactive learning among learners and between learners and faculty, a major goal of this course is to encourage the development of learning communities.

To know and better understand each other in this learning community, you can do several things during the term. In Blackboard, read your instructor's information under Faculty Information and your classmates' homepages under Communication (click on Roster, click on

classmate's name). Comment positively on introductions in the Introduction Forum. Throughout the course, assist your classmates by answering questions and providing encouragement in the Discussion Forums. Post items of interest to your classmates. If you find a way to understand a particular concept or procedure that can benefit your classmates, post it. Post all non-personal questions on the Discussion Forum rather than emailing your instructor. All your classmates can benefit from the conversation. When sending email or participating in a forum, all students will conform to the rules of [netiquette](#):

Discussion

Participation constitutes 10% of your course grade. **Earning an A in this course is not possible if you do not regularly post and participate in class discussions.** These postings may be reflections to questions or scenarios posted by your instructor, responses to questions posed by your classmates or your own questions or comments. Here is an example of a typical discussion question:

How Far Can a Pilot See? On a recent flight to San Francisco, the pilot announced that we were 139 miles from the city, flying at an altitude of 35,000 feet. The pilot claimed that he could see the Golden Gate Bridge and beyond. Was he telling the truth? How far could he see? (Textbook, pg 84, #112)

Announcements

Blackboard and MyMathLab have announcement boards upon entering. You are responsible for all information posted to either of these sites. Check often! New messages posted weekly.

GRADED COURSEWORK / ASSESSMENTS

These are the course components that will count toward your grade. You are responsible for all course requirements. See Calendar of Activities for due dates.

1. First Week Requirements to Maintain Your Enrollment in the Course

- a. **Course Contract (due date)**: Your instructor must receive an electronically signed Course Contract (in Blackboard, click on Course Documents) for you to maintain enrollment in the course. The Course Contract is due Sunday at midnight of the first week of the course.
- b. **Alternate Testing Site Form (due date)**: Your instructor must receive an electronically completed and signed Alternate Testing Site Form (in Blackboard, click on Course Documents) for you to maintain enrollment in the course. **The two proctored, paper-and-pencil exams required in this course must be taken at the testing site of your choice. Site changes are not allowed.**
- c. **Orientation and Syllabus Quiz (unlimited attempts, due date)**: After reading the Orientation (in BB, Course Documents) and this Syllabus, take the Orientation and Syllabus Quiz located in MML (click on TAKE A TEST OR QUIZ). (Participation Grade)

2. Additional First Week Requirements:

- a. **Student Homepage (due date)**: Set up your home page in MML (click on Tools, click on Home Page). Fill in the information and add your picture. (Participation Grade)
- b. **Introduction (due date)**: In MyMathLab, post a message introducing yourself. Tell us about your hopes, hobbies, family, etc. (Participation Grade)

- 3. Participation (2 posts per week, due date):** The Discussion Board in MyMathLab is divided into forums by week. You are required to post two messages per week. Your instructor will post relevant, introductory discussion questions to initiate discussion, but you may choose to post a question of your own or a response to a classmates' post. Your responses should be substantial; responses such as "I agree" and "Me, too" are not substantial. Communication through email with your instructor or classmates does not count toward your participation grade. All posted messages must conform to proper grammar, sentence structure and correct spelling. Post all your questions concerning content to the discussion board so your classmates can benefit from the answers; email your instructor regarding questions of a personal nature. Your instructor will track and record your entries to calculate your participation grade as follows: **one post is 50% and two posts is 100% of the points possible.** (Participation Grade)
- 4. Quizzes (three attempts, untimed, due date):** Online quizzes in MyMathLab cover 3-6 sections of content. While taking a quiz, use a notebook to record your solutions. Your ability to score 80% or better is considered mastery of the material. Solutions are available immediately afterwards. **You may take the quiz up to three times. Your best attempt will be recorded as your score.** (Quiz Grade)
- 5. Tests (two attempts, 120 minutes, due date):** Online tests in MyMathLab cover 1-3 chapters of content. Tests have a time limit; do not access a test until you are ready to begin. While taking a test, use a notebook to record your solutions. Your ability to score 80% or better is considered mastery of the material. Solutions are available immediately afterwards. **You may take a test up to two times. Your best attempt will be recorded as your score.** Problems not completed within the time limit will be counted as incorrect. (Test Grade)
- 6. Midterm Exam (proctored at a testing site, 2 hour time limit, due date):** Your midterm exam will cover Chapters R, 1, 2, and 3. **The midterm exam must be taken at the proctored testing site you chose during Week 7 (see the Calendar of Activities).** See Proctored Testing Site below for information regarding how to select a site. The midterm exam is a pencil-and-paper test consisting of 30 questions and is limited to two hours. The test contains both free-response and multiple-choice questions. **No books or notes are allowed for the midterm exam. No formulas will be provided. Scratch paper will be available. You may use a graphing calculator [TI-83 or TI-84].** Review your quizzes and tests in your notebook for the midterm exam. You will find a Practice Exam in MyMathLab. (Proctored Exams)
- 7. Final Exam (proctored at a testing site, 2 hour time limit, due date):** Your final exam will cover Chapters 5 - 8. **The final exam must be taken at the proctored testing site you chose during Week 15 (see Calendar of Activities).** The final exam is a pencil-and-paper test consisting of 30 questions and is limited to two hours. The test contains both free response and multiple-choice questions. **No books or notes are allowed for the final exam. No formulas will be provided. Scratch paper will be available. You may use a graphing calculator [TI-83 or TI-84].** Review your tests in your notebook for the final exam. You will find a Practice Exam in MyMathLab. (Proctored Exams)

PROCTORED TESTING SITE

For information on both Florida State College **Alternate Testing Sites** and **Remote Site Testing**, go to <http://www.distancelearning.org/testing.html#alt> and scroll down to **Online Courses**. This website will give you the information necessary for choosing a testing site, e.g. location, date and time of availability. Alternate Testing Sites are located on Florida State College campuses and centers. An approved Remote Test Site is a college, university or military Educational Services Office.

All students must complete and email the Alternate Testing Site Form (in Blackboard, in Course Documents) to your instructor by the end of the first week of the course (see Calendar of Activities). This is a requirement to maintain enrollment in the course.

- If you are in the Jacksonville area (Duval/Nassau), you will select one of Florida State College's Alternate Testing Sites (see website, "choose one of the alternate testing sites.")
- If you are outside the Jacksonville area, you will check "Remote Site Testing" on the Alternate Site Form sent to your instructor, AND you will complete the online Remote Test Site & Proctor Approval Form (see website).
- **Once you have selected a testing site, you will not be allowed to change.**
- You must complete the Midterm and Final Exams by the dates listed in the Calendar of Activities below.

NON-GRADED COURSEWORK / NON-ASSESSED

As with all math classes, you will need lots of practice to master the material and perform well on the quizzes, tests, and exams.

Homework: Your instructor has created *identical* problem sets for you to work from your textbook or at MyMathLab. Since the homework is not counted in your grade, you can mix and match depending on your learning style and the availability of a computer at the time you are studying. Make every attempt to work all the problems selected by your instructor. The exercises in an assignment begin easy and increase in complexity. You will gain much insight and confidence by beginning with the introductory exercises. (Questions on quizzes, tests and exams are not introductory level.)

1. If you do not practice the homework problems, you will not be prepared for the quizzes and tests! It is a good idea to record all your homework in a notebook—both online and textbook homework. If you need to ask a question, you have a record of the problem and your procedures.

Online Homework: The advantage of practicing in MyMathLab is the immediate feedback, the sample problems, step-by-steps, and guided solution. In addition, you will find the text online, video lectures, PowerPoint slides, and other instructional multimedia listed under the Multimedia Library tab. Online homework is algorithmically generated; if you leave a problem and want to return, you will see a similar problem with different numbers but same skill.

Textbook Homework: Your instructor has compiled a list of textbook homework aligned to the online homework at MyMathLab. (See the last pages of this Syllabus.). Answers to the odd-numbered text exercises are in the back of the textbook. If you are experiencing computer downtime, practice from the textbook!

- 2. Tracked Tutorial Exercises:** For additional online practice exercises, try the Tracked Tutorial Exercises (in MML, go to the Chapter Contents, click on the chapter and section option). You can work an unlimited number of problems for each exercise type. These tracked tutorials also have all the tutorial helps as the homework problems.
- 3. Chapter Tests:** You can gain more practice taking non-graded tests. Online there are two Sample Chapter Tests (in MML, click on Take a Test, scroll down) for each chapter, versions A or B. In the textbook each chapter has a Review section and Chapter Test with answers in the back of the book.

GRADING

Participation, quizzes, tests, and the proctored midterm and final examinations will be used to compute your course grade. Your letter grade will be determined by totaling the points for all of the above activities as indicated in the chart below.

Assessment	Location	Weight
Participation (14 weeks@6 pts + 1 st week*)	Online MyMathLab	100 points or 10%
Quizzes (15@20 points each)	Online MyMathLab	300 points or 30%
Tests (4@80 pts each)	Online MyMathLab	320 points or 32%
Proctored Exams (Midterm & Final)	Testing Site	280 points or 28%
Total		1000 points or 100%

*1st week points possible: Student Homepage (3 pts), Orientation and Syllabus Quiz (10 pts), and Introduction (3 pts)

Grading Scale

A	900 - 1000 points	90-100 %
B	800 – 899 points	80-89 %
C	700 – 799 points	70-79 %
D	600 – 699 points	60-69 %
F	Below 600 points	0–59 %

[For questions regarding, W, FN, and I grades, see Frequently Asked Questions at the end of this syllabus.]

CALENDAR OF ACTIVITIES

To be successful, you must follow the Calendar of Activities. **Each week (except Week 16) starts on Monday and ends on Sunday at 11:59 pm. All assessments -- participation, quizzes and tests -- are due by the end of the week. Week 16 ends on Friday at 11:59 pm.**

- The Midterm Exam covers Chapters R and 1-4 and occurs during Week 7.
 - The Final Exam covers Chapters 5-8 and occurs during Week 15.
 - Chapter 9 is studied alone and assessed in Quiz 15 during Week 16.
 - **Policies Regarding Missed Work:** Due dates are strictly enforced. You may work ahead of the schedule if you anticipate a holiday or vacation. For online assessments only: if extenuating circumstances occur you must contact the instructor before the deadline to request an extension. **The dates of the proctored exams cannot be changed.** A grade of zero will be assigned to any assessment not completed by the due date.
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Week 1: Aug 31 – Sept 6

- **Email Course Contract (in BB) to Instructor**
- **Email Alternate Testing Site Form (in BB) to Instructor**
- **Prepare Homepage (at BB)**
- **Post Introduction (at MML)**
- **Orientation and Syllabus Quiz (at MML)**
- **Discussion (at MML)**
- Chapter R: Review
 - R.3 Geometry Essentials (Pythagorean Theorem *only*)
 - R.4 Polynomials (Long Division & Special Formulas *only*)
 - R.5 Factoring Polynomials
 - R.7 Rational Expressions
 - R.8 n th Roots; Rational Exponents
- **Quiz 1: 0.3–0.5, 0.7-0.8 (at MML)**

Week 2: Sept 7 - 13

- **Discussion (at MML)**
- Chapter 1: Graphs, Equations, and Inequalities
 - 1.1 Rectangular Coordinates ...
 - 1.2 Solving Equations ...
 - 1.3 Quadratic Equations
 - 1.4 Complex Numbers ...
- **Quiz 2: 1.1-1.4 (at MML)**

Week 3: Sept 14 - 20

- **Discussion (at MML)**
 - 1.5 Radical Equations ...
 - 1.6 Problem Solving ...
 - 1.7 Solving Inequalities
- **Quiz 3: 1.5-1.7 (at MML)**

Week 4: Sept 21 - 27

- **Discussion (at MML)**
- Chapter 2: Graphs
 - 2.1 Intercepts ...
 - 2.2 Lines
 - 2.3 Circles
- **Quiz 4: 2.1–2.3 (at MML)**
- Ch 0 Review & Test in Textbook or Sample Test Ch 0 A/B at MML (for practice)
- Ch 1 Review & Test in Textbook or Sample Test Ch 1 A/B at MML (for practice)
- Ch 2 Review & Test in Textbook or Sample Test Ch 2 A/B at MML (for practice)
- **Test 1: Chapters R, 1 and 2 (at MML)**

Week 5: Sept 28 – Oct 4

- **Discussion (at MML)**
- Chapter 3: Functions and Their Graphs
 - 3.1 Functions
 - 3.2 The Graph of a Function
 - 3.3 Properties of Functions
- **Quiz 5: 3.1–3.3 (at MML)**
 - 3.4 Library of Functions ...
 - 3.5 Graphing Techniques ...
 - 3.6 Mathematical Models ...
- **Quiz 6: 3.4–3.6 (at MML)**

Week 6: Oct 5 - 11

- **Discussion (at MML)**
- Chapter 4: Linear and Quadratic Functions
 - 4.1 Linear Functions ...
 - 4.2 Building Linear Models ...
- **Quiz 7: 4.1–4.3 (at MML)**
 - 4.3 Quadratic Functions ...
 - 4.4 Building Quadratic Models ...
 - 4.5 Inequalities Involving Quadratic Functions

Week 7: Oct 12 - 18

- Ch 3 Review & Test in Textbook or Sample Test Ch 3 A/B at MML (for practice)
- Ch 4 Review & Test in Textbook or Sample Test Ch 4 A/B at MML (for practice)
- **Test 2: Chapters 3–4 (at MML)**
- Practice Exam for Midterm (at MML)
- **Proctored Midterm Exam at Alternate or Remote Testing Site: Chapters R, 1 - 4**

Week 8: Oct 19 - 25

- **Discussion (at MML)**
- Chapter 5: Polynomial and Rational Functions
 - 5.1 Polynomial Functions & Models
 - 5.2 Properties of Rational Functions
 - 5.3 Graph of a Rational Function
- **Quiz 8: 5.1–5.3 (at MML)**
 - 5.4 Polynomial and Rational Inequalities
 - 5.5 Real Zeros of a Polynomial Function
 - 5.6 Complex Zeros ...
- **Quiz 9: 5.4–5.6 (at MML)**

Week 9: Oct 26 – Nov 1

- **Discussion (at MML)**
- Chapter 6: Exponential and Logarithmic Functions
 - 6.1 Composite Functions
 - 6.2 One-to-One Functions; Inverse Functions
 - 6.3 Exponential Functions
- **Quiz 10: 6.1-6.3 (at MML)**

Week 10: Nov 2 - 8

- **Discussion (at MML)**
 - 6.4 Logarithmic Functions
 - 6.5 Properties of Logarithms
 - 6.6 Logarithmic & Exponential Equations
- **Quiz 11: 6.4-6.6 (at MML)**

Week 11: Nov 9 - 15

- **Discussion (at MML)**
 - 6.7 Financial Models
 - 6.8 Exponential Growth and Decay Models
- Ch 5 Review & Test in Textbook or Sample Test Ch 5 A/B at MML (for practice)
- Ch 6 Review & Test in Textbook or Sample Test Ch 6 A/B at MML (for practice)
- **Test 3: Chapters 5 & 6 (at MML)**

Week 12: Nov 16 - 22

- **Discussion (at MML)**
- Chapter 7: Analytic Geometry
 - 7.1 Conics (*No homework*)
 - 7.2 The Parabola
 - 7.3 The Ellipse
 - 7.4 The Hyperbola
- **Quiz 12: 7.2–7.4 (at MML)**

Week 13: Nov 23 - 29

- **Discussion (at MML)**
- Chapter 8: Systems of Equations and Inequalities
 - 8.1 Systems of Linear Equations: Substitution ...
 - 8.2 Systems of Linear Equations: Matrices
 - 8.3 Systems of Linear Equations: Determinants
 - 8.4 Matrix Algebra
- **Quiz 13: 8.1–8.4 (at MML)**

Week 14: Nov 30 – Dec 6

- **Discussion (at MML)**
 - 8.5 Partial Fraction Decomposition
 - 8.7 Systems of Linear Inequalities
 - 8.8 Linear Programming
- **Quiz 14: 8.5, 8.7, 8.8**

Week 15: Dec 7 - 13

- Ch 7 Review & Test in Textbook or Sample Test Ch 7 A/B at MML (for practice)
- Ch 8 Review & Test in Textbook or Sample Test Ch 8 A/B at MML (for practice)
- **Test 4: Chapters 7 & 8 (at MML)**
- Practice Exam for Final at MML
- **Proctored Final Exam at Alternate or Remote Testing Site: Chapters 5 - 8**

Week 16: Dec 14 - 18*****Last Week of the Course Ends on a Friday!*****

- **Discussion (at MML)**
 - Chapter 9: Sequences; Induction; Binomial Theorem
 - 9.1 Sequences
 - 9.2 Arithmetic Sequences
 - 9.3 Geometric Sequences ...
 - 9.4 Mathematical Induction
 - 9.5 The Binomial Theorem
 - Ch 9 Review & Test in Textbook or Sample Test Ch 9 A/B at MML (for practice)
 - **Quiz 15: 9.1–9.5 (at MML)**
 - **End of Course!!!**
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FREQUENTLY ASKED QUESTIONS

1. What learning management system is used at Florida State College for the online portions of this course?

This course is delivered in the Blackboard Academic Suite online course platform. All of the math is completed in CourseCompass/MyMathLab.

2. Where do I acquire the required texts and instructional materials for this course?

All course materials can be purchased at your campus bookstore or online from [E-Follett](#).

3. Do I have to have Internet access at home?

The College can provide you with Internet access (dial-up); no Internet Service Provider (ISP) needed. You may choose to use your own ISP; however, the college's ISP services are free to enrolled students. The College also has many student computer labs available to students who wish to use them.

4. What if I need special accommodations to take the course?

If you require specific accommodations to complete this course, contact Services for Students with Disabilities at www.fccj.edu/resources/disabilities/index.html and notify your instructor.

5. How long will I have to wait for a response from the instructor to my e-mail?

Faculty responds to e-mails within 48 hours.

6. What is proper e-mail etiquette?

E-mail to other learners and the instructor needs to be addressed in a manner appropriate to polite interactions.

7. What will help me succeed in this course?

- **Strong discipline and desire to succeed.** You'll need to login to class often during the typical week, motivating yourself to meet the requirements for success.
- **Ability to work well independently.** You'll develop the support of fellow learners all taking the same coursework together, but it will be different than a typical classroom environment. If you work well independently, your chance of success is higher.
- **Computer savvy.** If you're not familiar with the Internet and e-mail communication, we recommend that you take a computer enrichment class prior to enrolling in this course. Faculty assumes you know how to access and send data on the Internet.

8. What is an FN grade?

This grade is awarded to students who do not attend the course or complete its requirements.

9. What are "I" grades and when are they used?

An "I" grade may be assigned at the instructor's discretion upon request by the student to permit the student time to complete required course work, which s/he was prevented from completing in a timely way due to non-academic reasons. The instructor may require the student to document the request to assist in the decision. The instructor may choose not to grant the request. The "I" grade should be considered only when the student has the potential to earn a passing grade if the missing work is made up.

The instructor shall prescribe in a written agreement with the student the remaining course work required for completion and removal of the "I" grade. A copy of this agreement will be kept on file in the office of the appropriate dean. All work must be completed within the first eight weeks of the subsequent term, unless the instructor agrees to a longer timeframe extension of time

(not to exceed one year). When the work is completed, the instructor will submit a grade change form with the grade earned. If the work is not completed within the prescribed timeframe, the "I" will automatically change to an "F" grade. The student will be informed of the final grade assigned.

To be eligible for an "I" grade, the student must be passing the course at the time of the request, and must have completed at least 75 percent of the course work.

10. What is the Florida State College Code of Ethics?

Consistent with The Code of Ethics of the Education Profession in Florida, 6B-1.06, Principles of Professional conduct for the Education Profession in Florida, an obligation to the learner requires that an individual shall not harass or discriminate against any learner on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each learner is protected from harassment or discrimination.

11. What about academic dishonesty?

Academic dishonesty, in any form, is expressly prohibited by the rules of the District Board of Trustees of Florida State College at Jacksonville. Academic dishonesty incorporates the following:

- Cheating which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade.
- Plagiarism which is defined as the act of stealing or passing off as one's own work the words, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.
- Any other form of inappropriate behavior which may include but is not limited to falsifying records or data; lying; unauthorized copying, tampering, abusing or otherwise unethically using a computer or other stored information; and, any other act of misconduct which may reasonably be deemed to be a part of this heading.

Any student alleged to have committed any act of academic dishonesty as defined herein shall be entitled to due process as defined in District Board of Trustees' Rule 6Hx7-2. 18 prior to the administration of disciplinary action, including suspension, and dismissal.

12. May I repeat this course?

Learners repeat a course in an attempt to improve a grade previously earned. State Board Rule 6A-14.0301 limits such attempts to courses where a "D," "F," or "FN" grade was earned. A learner has only three total attempts in any course, including the original grade, repeat grades, and withdrawals. Upon the third attempt in a course, the learner must be given an "A," "B," "C," "D" or "F."

When learners repeat a course only the last grade earned is calculated in their cumulative grade point average (GPA). However, learners with an excessive number of "W" or "FN" grades and those who repeat courses to improve their GPA may jeopardize their admission to programs in the Florida State University System (SUS) or other institutions.

TEXTBOOK HOMEWORK

Make every attempt to work the problems selected by your instructor. The exercises in an assignment increase in complexity. You will gain much insight and confidence by beginning with the assigned introductory exercises. However, questions on quizzes, tests, and exams are not introductory. Odd indicates do odd-numbered problems only. Eoo indicates do every-other-odd problem, ie 1, 5, 9, etc.

- Chapter R: Review
 - R.3 Geometry Essentials (Pyth. Thm *only*) #11 – 23 odd; 53, 55
 - R.4 Polynomials (Long Divn & Formulas *only*) #65 – 99 odd
 - R.5 Factoring Polynomials #5 - 65 eoo; 117 – 125 odd
 - R.7 Rational Expressions #5 – 93 eoo
 - R.8 *n*th Roots; Rational Exponents #7 – 107 eoo

- Chapter 1: Graphs, Equations, and Inequalities
 - 1.1 Rectangular Coordinates ... #11 – 95 eoo; 105, 107
 - 1.2 Solving Equations ... #17 - 73 eoo, 89 – 93 odd, 101, 103
 - 1.3 Quadratic Equations #11 – 71 eoo, 99, 103
 - 1.4 Complex Numbers ... #9 - 77 eoo
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