MAT 104 - College Algebra Course Syllabus  
(8:00 – 8:50 Monday/Wednesday/Friday Walters 282)

COURSE DESIGNATION
(3 credit hours)  Prerequisites: 2 years of high school algebra or the equivalent.

TEXT

INSTRUCTOR
Dr. Paula Norris  E!mail: pnorris@deltastate.edu  Walters 270E  Office phone: 846-4515

GENERAL OBJECTIVES
Upon completion of this course the student will be able to:
1. Simplify algebraic expressions and perform operations.
2. Solve and graph linear and quadratic equations and inequalities.
3. Solve applied problems.
4. Describe and define a function.
5. Find the equation of a linear function satisfying given conditions.
6. Identify the domain and range, sketch the graph, find the zeros, and compute the inverse of functions.
7. Simplify exponential and logarithmic expressions and solve equations.
8. Solve systems of equations.

TUTORING SERVICE
Free tutoring will be available in the Mathematics Department for students who need help outside of class. Hours when tutors are available will be given to the students and posted on the door of the tutor room, Walters 278.

GRADING AND EVALUATION
Grades will be assigned according to the following scale.
A(90 B 100)  B(80 B 89)  C(70 B 79)  D(60 B 69)  F(below 60)

1. Graded homework assignments completed on the computer using the Hawkes Learning software will be due at the end of each week. Unannounced daily quizzes may be given throughout the semester.
2. Four scheduled tests will be given during the semester. Your homework/daily quiz average will count as a fifth test. These scores will comprise five sevenths of your final grade. A comprehensive final examination will comprise the other two sevenths.
3. Because communication is an essential part of everyday life, there will be at least one question on each test that requires you to provide a written explanation of a concept. Evaluation of the answer to this question will include mathematical content,
spelling, grammar, and sentence construction.

4. Cheating and plagiarism are not tolerated. If it is established that a violation has occurred, the instructor may determine the penalty, or he/she may report the offense to the department chair and dean of the school. The usual penalty involves a grade of zero on the test, examination, or paper in question.

HOMEWORK

There will be two types of assigned homework problems. The first type will consist of homework problems assigned from the textbook that are intended as practice problems which will allow students to become proficient with the concepts and skills taught in the classroom. The course instructor will spend a brief amount of time during each class period answering questions concerning these particular problems. Assigned homework problems to be completed on the computer must be completed and submitted by specified due dates.

CLASS ATTENDANCE

1. Prompt and regular attendance is necessary for success in this course. To receive credit in this course, a student must attend a minimum of 75% of the class meetings. Classes meeting three times per week will be allowed 11 absences, excused and unexcused. If you exceed the allowable number of absences, a grade of "F" will be assigned as the final grade in the course. Absences will begin to accrue the first official day that this class meets, regardless of when you actually enroll in the class.

2. If a student is tardy for class, it is the student's responsibility to request that the faculty member change the recorded absence to a tardy. This must be done on the day the tardy occurs. A maximum of 3 tardies will be allowed. Each additional tardy will be recorded as an unexcused absence.

3. Perfect attendance will be rewarded at the end of the semester. Two points will be added to your final semester average if you have no absences, excused or unexcused, and one point will be added if you have only one absence, excused or unexcused. Please remember to notify me if you are tardy for class! Do this the day the tardy occurs so that I might change the recorded absence to a tardy. Failure to do so will result in the loss of your perfect attendance points.

CLASSROOM POLICIES AND MAKEUP TESTS

1. Do not use tobacco or eat in the classroom and, PLEASE, NO CELL PHONES OR BEEPERS!!!

2. Do come to class on time and be prepared to begin class at the scheduled time. Do not ask to leave class early. Schedule all appointments at times that do not conflict with class time.

3. Come to my office for help during scheduled office hours. No appointment is necessary. It is extremely important that you understand the day's material and are able to complete
the homework assignments from each class meeting before we meet another class. If your class and/or work schedule conflicts with the office hours I offer, please feel free to make an appointment for a time not listed or take advantage of the tutors in Walters 278.

4. You have been given an assignment sheet that covers work for the entire semester. Rarely during the semester will the homework that I assign vary from this assignment sheet. Therefore, even if you miss a class, you are expected to have all your assignments up to date when you return to class. If you are unsure which assignments are due, please call me or a classmate, but remember, it is your personal responsibility to make sure that you are working the correct exercises.

5. You are expected to bring to each class your completed set of homework exercises from the textbook. Homework should be completed on loose leaf notebook paper and kept in sequence in a three ring binder. This will expedite organization and will assist you in preparation for tests.

6. Scheduled tests will be announced at least one week prior to the actual test date. Make-up tests will be given only to those students presenting a written excuse, acceptable by the university. If you know ahead of time that you are going to miss a test, notify me as soon as possible before the test date, but at least one class meeting prior to the test. If possible, your test will be administered before the absence. If you are not able to provide advanced notice due to an emergency or illness on the day of the test, you MUST contact me ON THE DAY THE TEST IS GIVEN to arrange for a make-up test. This absence will still require a written excuse before the make-up test can be administered. All make-up work must be completed within three class days of the originally scheduled work or test. Any absence from scheduled work must be covered by a written excuse from the Vice President for Academic Affairs, the Student Health Service, or a doctor before the student is allowed to make-up that work. Any exception to this rule must be arranged before the missed work!

7. Buy a scientific calculator or graphing calculator early in the semester and learn how to use it. I strongly recommend the Casio 115. These are not expensive calculators, and the key sequence is very logical and easy to follow. Do not expect your instructor to know how to operate your calculator without the manual. Please don't ask to borrow a calculator from me or one of your classmates on test day, since rarely do two calculators operate exactly the same. Your calculator must have the following keys in addition to any others that you desire:
   - either INV, SHIFT, or 2nd, or some combination of these
   - a key for exponentiation, like $x^y$ or $y^x$ or ^
   - the logarithmic keys, log and ln

**BRING YOUR CALCULATOR TO CLASS EACH DAY!!!**

8. Students with documented clinically diagnosed physical disabilities or learning disabilities that qualify under the Americans with Disabilities Act and require accommodation should contact Dr. Richard Houston in the office of Disability Services at 846-4690.

**IMPORTANT DATES**
1. If you plan to audit this course, you must notify me by January 27.
2. Students who remain in the course one week after the first test and who then elect to drop
the course will receive a grade of W if passing or F if failing the course at the time of the
drop. The withdrawal process is not complete until the drop slip has been signed by all
designated parties and the completed form has been turned in to the Registrar’s office.

3. No course on campus may be dropped after **May 1**.

4. The comprehensive final exam for this course is scheduled for **Monday, May 4, 2009**, from 8:00 a.m. until 11:00 a.m.. That is when it must be taken.

**Instructor:** Dr. Paula Norris  
**E-mail:** pnorris@deltastate.edu  
**Office:** Walters 270E  
**Office Phone:** 846-4515

**Office Hours:**

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