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Instructor: See the **Instructor** link on your course Blackboard site for information regarding email address, office location, and office hours.

Text:

1. *Introductory Algebra*, Bello (Optional: Student Solutions Manual)
2. ALEKS Computer Tutorial student access code. It will be part of the package if you buy a new book. If you buy a used book, you must purchase an ALEKS access code.
3. MathZone Internet-based class work site student access code. It will be part of the package if you buy a new book. If you buy a used book, you must purchase a MathZone access code.

The USF Tampa Campus Bookstore has the textbook and the student access codes. **You must have all three.**

Supplies:

1. Ring binder with 3 tabs for Notes, Homework, and Tests
2. Spiral Notebook to log calculations for required ALEKS Computer Tutorial
3. 3 x 5 Index cards

Course Content: Chapters R-9 of the text will be covered.

| | |
|------------|--|
| Chapter R: | Pre-Algebra Review |
| Chapter 1: | Real Numbers and Their Properties |
| Chapter 2: | Equations, Problem Solving, & Inequalities |
| Chapter 3: | Graphs of Linear Equations |
| Chapter 4: | Exponents & Polynomials |
| Chapter 5: | Factoring |
| Chapter 6: | Rational Expressions |
| Chapter 7: | Graphs, Slopes, Inequalities, and Applications |
| Chapter 8: | Solving Systems of Linear Equations & Inequalities |
| Chapter 9: | Roots & Radicals |

Math Prerequisites: MAT 0002C with a grade of “C” or better and REA-0002C with a grade of C or better, or appropriate score on placement test.

Technical Prerequisites:

Be able to work with the following hardware applications on a PC:

- Add plug-ins (AOL may not accept the regular download for the ALEKS plug-ins and you will have to do the manual download.)
- Contact and work with Technology help desk personnel (See **Getting Help** below)

Be familiar with the following types of software:

- Web browser (Internet Explorer 6 is recommended)
- Microsoft Word processor with Equation Editor
- Blackboard / Discussions Boards / Chat
- E-mail

To forward your USF email to the email address that you normally check:

1. Go to the USF Web email log-in at <https://mailbox.acomp.usf.edu/> and enter your net ID username, password, and USF mail server (mail.usf.edu for example)
2. This should take you to the inbox of your assigned USF email account. Select the “Options” link at the top and then the “Email Forwarding” link. Enter your email forwarding address in the box and click the “change settings” link.

Calculator: Calculators are **not allowed** in this course. Many of you will take the CLAST test when you finish your general education courses. This course contains many of the skills tested in the arithmetic and algebra portion of the CLAST and you will not be allowed to use a calculator on it. Thus, performing the calculations in this course without a calculator will help prepare you for that test should you have to take it.

Primary Learning Goals: Presents algebraic skills for MAT 1033. Topics include basic linear equations, properties of the real numbers, operations involving exponents and polynomials, factoring, quadratic equations, literal equations, systems of linear equations, rational expression equations, applications, graphing equations and inequalities, and radical simplification. This course does not satisfy General Education requirements and generates compensatory credit only.

Specific Course Objectives: In the respective topics below, the student will:

Equations and Inequalities

1. solve linear equations and inequalities
2. solve applications involving linear equations and inequalities
3. solve equations involving proportions and applications using proportions
4. quadratic equations using factoring and applications involving quadratic equations
5. solve systems of linear equations and applications involving systems of equations

Exponents and Polynomials

6. simplify expressions involving exponents
7. perform operations with expressions involving exponents
8. perform operations involving polynomials
9. factor polynomials

Rational Expressions

10. simplify rational expressions
11. perform operations involving rational expressions.

Exponents and Radicals

12. simplify expressions with radicals
13. perform operations with expressions containing radicals

Graphs and Functions

14. graph a linear equation and inequality

15. identify a function, domain, and range
16. use function notation

Final Exam: There will be a 2-hour **state final exam** (see the USF exam matrix at <http://www.registrar.usf.edu/ssearch/search.php>). You must have passed all the chapter tests in the course with a 70% or higher to be eligible to take the state final exam. This will be a cumulative exam and *all* questions will be multiple choice. If you score a 70% or higher on the state exam and you have an overall 70% or higher average in the class then you will receive a passing grade in the course. If you take the state final exam and score below 70% you will receive an “N” grade (see **Misc. Policies** below). The state final exam counts as 10% of your final grade. The remaining 90% of your grade will be specified in the grading policy (below).

Time Conflicts with the scheduled Final Exam time

- Students who normally work during the scheduled time of the final exam are expected to make arrangements with their employer to get time off.
- Students who have another final exam scheduled during this same time period will be permitted to take a makeup. You must submit proof that a conflict exists.
- Students who miss the exam for other reasons (serious illness, death in family, etc) will be considered on a case-by-case basis. In all cases verification of the student’s excuse will be required; makeup’s will be permitted only for circumstances deemed beyond the student’s control. Students should contact their instructor *immediately* upon realizing they will miss the exam.

Miscellaneous Policies:

- Cheating will not be tolerated. The HCC College policy on Academic Integrity is explained in the Student Handbook at the following website <http://tinyurl.com/koqo>
- Any student with a disability is encouraged to meet privately with the instructor during the first week of classes to discuss accommodations. The student must bring a current Memorandum of Accommodations from the Office of Student Disability Services (SVC 1133). This is a prerequisite for receiving accommodations. Exam accommodations through the Office of Student Disability Services require two weeks advance notice. All course handouts are available in alternate format if requested in the student’s Memorandum of Accommodations.
- The last day to withdraw from this course and receive a tuition refund is **Sept 2** (by 5 p.m.)
- The last day to withdraw from this course and receive a grade of “**W**” is **Nov 4** (by 5 p.m.)
- A grade of “**I**” indicates incomplete work and will only be assigned when most of the coursework has already been completed with a passing grade. See the Student Handbook website mentioned above for further information.
- No Credit (N) – “**N**” grades are awarded only in college preparatory courses. The “**N**” grade is awarded to students who attend class through the end of the term but who do not reach the level of skill or knowledge required to move on to the next course. Students who receive “**N**” grades do not earn credits, and “**N**” grades are not included in calculating students’ cumulative GPA’s. Students who receive “**N**” grades must repeat the courses during the following term.

Getting Help:

- The primary place to get tutoring help is when you are in the math lab (HMS 318) each week, during the 2nd hour of each class.
- There is a Student Solutions Manual available (optional) as a companion to the text.
- There are guided e-lessons and videos available with the internet resource, MathZone. (linked from our Blackboard course site)
- There are explanations available with the internet resource, ALEKS. (linked from our Blackboard course site)

- For technical help accessing ALEKS, you can email support@aleks.com
- Arrange to meet your instructor either in the virtual classroom or the chat on Blackboard or an on-campus meeting.
- Academic Computing located on the 6th floor of the Tampa Campus library will be available for student technical support: (974-1222) in Tampa or toll-free (1-866-974-1222 statewide), electronic mail (help-ac@usf.edu), walk-ins (LIB 608) and on-site services. To access online guides go to <http://www.acomp.usf.edu/help.html>, select the “Interactive Video Guides” link, and then choose your preferred guide.

Grading Policy:

- To maximize your learning you should spend at least two hours outside of class for every hour spent in class. Typically your homework will be the odd problems for each section covered in the course. The actual **Homework Assignment** list is included on the syllabus after the **SEMESTER SCHEDULE** below. The odd problems have answers in the back of the textbook so you should check your work.
- All USF courses including HCC classes at USF can be accessed on the Internet through a program called Blackboard. If you have never used Blackboard before, then see “**Using our Course Blackboard Site**” below.
- Part of the course requirement is to practice a minimum of 2 hours per week on the Internet-based math tutorial called **ALEKS**. To log in to the ALEKS tutorial for the first time using your student access code obtained with your textbook and the class course code, see the **ALEKS Log-in Prompts** below.
- Another Internet resource for guided instruction and videos is the **MathZone**. The required **10 Practice Chapter Tests** can be found there. To log in to the MathZone for the first time using your student access code obtained with your textbook and the class course code, see the **MathZone Log-in Instructions** below.

Your grade will be a composite of the following:

1. The **10 Chapter Tests (Ch R-9)** taken on computer at the **MathZone** internet site must be completed by the designated dates. If you take the tests after the due dates, your grade will not be counted. Bring a copy of each test to class on test day for that chapter or chapters.
2. **Class Participation** - quizzes, assignments, group work, etc.
Besides attendance, participation may include any of the following to be administered randomly during any scheduled class.
 - Attendance is mandatory. You are allowed two absences without penalty. For every absence after that, 1 point will be deducted from your Class Participation grade.
 - Pop Quiz during the first 5 minutes of class on a few of the assigned homework from the textbook (*No make-ups*)
 - Other Activities: Collect the entire homework assignment on any given class day or assign and grade a group activity to be done in class (*No make-ups*)

Class Participation Points

| | | |
|------------------|-------------------------------|-----|
| Attendance | 30 @ 1 pts | 30 |
| Pop Quizzes | 8 (drop 2 lowest): 6 @ 10 pts | 60 |
| Other Activities | | 10 |
| Total | | 100 |

4. **12 ALEKS** computer tutorial weekly grades (logging a minimum of 2 hrs. per week) and a final ALEKS assessment. The ALEKS computer tutorial will be graded weekly beginning the second week of the semester. You will be given a weekly ALEKS grade that will be a composite of the hours logged in (minimum of 2 hours per week) and the amount of objectives mastered (minimum of 1 per week). Your ALEKS grade will also include a final ALEKS assessment. You will find that two hours per week probably won't be enough for you to successfully complete all the objectives in the ALEKS program. Practicing this program regularly has the potential to enhance your long-term memory, thus preparing you to perform well on the comprehensive final exam. The program can be accessed from the Internet and will automatically download some plug-ins the first time you log in. If you have AOL you may need to download the plug-ins manually. If you have technical difficulties with ALEKS, email support@aleks.com. Weekly ALEKS points will be assigned as indicated in the following table.

ALEKS Points

| | | |
|----------------------------|-----------------|-----|
| 12 Weekly ALEKS Times | 6 pts each week | 72 |
| 12 Weekly ALEKS Objectives | 1 pts each week | 12 |
| Final ALEKS Assessment | | 16 |
| Total | | 100 |

5. **6 Chapter Tests** (dates on the **SEMESTER SCHEDULE** below)

You must score a 70% or higher on each chapter test. If you score below 70% you will have to take a *retest within one week of the date the test is returned*. To prepare for the retake you must show your instructor the corrections to all the problems you missed on the test along with two problems from the chapter review in your textbook like each of the missed problems. If your instructor is satisfied with your work, you will take the retest in HMS 318 during the 2nd hour of your class. You may use your **Practice Final Exam** grade to replace your lowest test grade. *The highest grade awarded for a retest is 70%.*

5. You will be *required* to take a **Practice Final Exam** (paper and pencil) in HMS 318 (2nd hour of class) during the last week of classes. It will not count in your grade but may be used to replace your lowest chapter test score. It may not replace a score below 70 or a missed test. If you do not take the **Practice Final Exam**, you will not be allowed to take the **State Final Exam**.
6. **Comprehensive State Final Exam** (date on the **SEMESTER SCHEDULE** below)
The state final exam is a mandatory multiple choice exam. It will be given during USF Exam Week.
7. **1 Personal learning evaluation reflection** (extra credit). This is a one-page paper that you will be asked to write using correct spelling and grammar. The paper will include answers to questions and also some of your own personal thoughts about your learning experience in this course. You will upload the assignment to the Blackboard Reflection Dropbox by Friday Midnight of the week it is assigned (see **SEMESTER SCHEDULE** below).

Grade Distribution Points

| | |
|---|------|
| 10 Computer Chapter Tests on MathZone | 100 |
| Class Work | 100 |
| ALEKS | 100 |
| 6 Tests | 600 |
| Final Exam | 100 |
| Mandatory Practice Exam (grade may replace lowest Test score) | |
| 1 Reflection (10 E.C.) | |
| Total | 1000 |

Letter Grade Assignment

Final Grades: The following grading policy will be used in assigning final grades. If your overall percentage of total points falls into the following ranges, you will receive the corresponding grade:

900-1000 **A**

800-899 **B**

700-799 **C**

600-699 **N**

0-599 **N**

At the instructor's discretion, extra assignments or quizzes beyond those stated may be used to encourage successful learning experiences.

Prep Algebra Semester Schedule F05

| Wk # | Week of: | Chapter Sections | ALEKS (minimum 2 hrs per wk) |
|------|----------------------|--|--|
| 1 | Aug 29-Sept 2 | Orientation, R.1, R.2, R.3 1.1, 1.2, 1.3, 1.4 | |
| 2 | Sept 5-9 | (No Monday Class) 1.5, 1.6, 1.7 | ALEKS 1 |
| 3 | Sept 12-16 | Ch R & 1 Test 2.1, 2.2, 2.3 | ALEKS 2 |
| 4 | Sept 19-23 | 2.4, 2.5 2.6, 2.7 | ALEKS 3 |
| 5 | Sept 26-30 | Ch 2 Test 3.1, 3.2 | ALEKS 4 |
| 6 | Oct 3-7 | 3.3, 3.4 4.1, 4.2 | ALEKS 5 |
| 7 | Oct 10-14 | 4.3, 4.4, 4.5 4.6, 4.7 | ALEKS 6 |
| 8 | Oct 17-21 | 4.8 Ch 3 & 4 Test | ALEKS 7 |
| 9 | Oct 24-28 | 5.1, 5.2 5.3, 5.4 | ALEKS 8 Reflection due |
| 10 | Oct 31-*Nov 4 | 5.5, 5.6 5.7, 6.1 | ALEKS 9 |
| 11 | Nov 7-11 | 6.2, 6.3 6.6 | ALEKS 10 |
| 12 | Nov 14-18 | Ch 5 & 6 Test 7.3, 8.1 | ALEKS 11 |
| 13 | Nov 21-25 | 8.2, 8.3 (Thanksgiving Holiday) | ALEKS 12 |
| 14 | Nov 28-Dec 2 | Ch 7 & 8 Test 9.1, 9.2 | ALEKS Assessment |
| 15 | Dec 5-Dec 9 | 9.3, 9.4 Ch 9 Test | |
| 16 | Dec 12 - 16 | FINAL EXAM WEEK | |

*Nov 4-Last day to withdraw without grade consideration

Prep Algebra Homework Assignments F05

| | EOO means every other odd |
|-----------------------|----------------------------------|
| R.1, R.2, R.3 | EOO |
| <u>Chapter R Test</u> | <u>1-20 ALL</u> |
| 1.1 | EOO to 60 |
| 1.2 | EOO to 88 |
| 1.3 | EOO to 76 |
| 1.4 | EOO to 74 |
| 1.5 | EOO to 50 |
| 1.6 | EOO to 86 |
| 1.7 | EOO to 74 |
| <u>Chapter 1 Test</u> | <u>1-25 ALL</u> |
| 2.1 | EOO to 76 |
| 2.2 | EOO to 95 |
| 2.3 | EOO to 75 |
| 2.4 | EOO to 39 |
| 2.5 | EOO to 36 |
| 2.6 | EOO to 29 |
| 2.7 | EOO to 63 |
| <u>Chapter 2 Test</u> | <u>1-25 ALL</u> |
| 3.1 | EOO to 59 |
| 3.2 | EOO to 47 |
| 3.3 | EOO to 37 |
| 3.4 | EOO to 37 |
| <u>Chapter 3 Test</u> | <u>1-20 ALL</u> |
| 4.1 | EOO to 69 |
| 4.2 | EOO to 69 |
| 4.3 | EOO to 29 |
| 4.4 | EOO to 47 |
| 4.5 | EOO to 55 |
| 4.6 | EOO to 55 |
| 4.7 | EOO to 63 |
| 4.8 | EOO to 37 |
| <u>Chapter 4 Test</u> | <u>1-25 ALL</u> |
| 5.1 | EOO to 79 |
| 5.2 | EOO to 39 |
| 5.3 | EOO to 59 |
| 5.4 | EOO to 59 |
| 5.5 | EOO 11-69 |
| 5.6 | EOO to 51 |
| 5.7 | EOO to 13 |
| <u>Chapter 5 Test</u> | <u>1-13, 16-23, 25-27 ALL</u> |
| 6.1 | EOO to 65 |
| 6.2 | EOO to 55 |
| 6.3 | EOO to 25 |
| 6.6 | EOO to 13 |
| <u>Chapter 6 Test</u> | <u>1-11, 19-20, 23 ALL</u> |
| 7.3 | EOO to 19 |
| <u>Chapter 7 Test</u> | <u>7-10 ALL</u> |
| 8.1 | EOO to 19 |
| 8.2 | EOO to 19 |
| 8.3 | EOO to 19 |
| <u>Chapter 8 Test</u> | <u>1-7 ALL</u> |
| 9.1 | EOO to 31 |
| 9.2 | EOO to 49 |
| 9.3 | EOO to 41 |
| 9.4 | EOO to 29 |
| <u>Chapter 9 Test</u> | <u>1-3, 5-9, 11-16 ALL</u> |

Using Our Course Blackboard Site

1. How to log-in to the Blackboard course site:

URL <https://my.usf.edu>

*Enter USF net id *fhopf*
password *****

Select "Courses" tab at the top

Select "Your Course"

This always takes you to the announcement page of the course.
All the other links to the course are in the left margin.

***If you are a new user, select the "sign-up" link and follow the prompts**

USF card # 640013...
date of birth
SS number

Aleks Log-in Prompts

Access the internet using the URL below:

<http://www.highed.aleks.com/>

Choose the option below. The next time you log in will be with the username and password given to you during registration

Register with
Aleks

. Under the column "For students", select register at the bottom.

FOR STUDENTS

Register

You will be given a contract. Select "I accept".

I ACCEPT

Aleks now looks for plug-ins and adds if necessary. Just be patient and wait.

Next enter the student access code (may be in the back of your Aleks booklet or given to you by your instructor)

Access Code:

Enter personal information

Enter class codes given to you by your instructor

Begin the Answer Editor Tutorial

Begin the Assessment

View the Evaluation - "My Pie"

Begin Learning by clicking on one piece of the pie and choosing an objective to practice.

MathZone Log-in Instructions

1. Go to <http://www.mathzone.com>
2. Select your textbook from the “please select your text” in the middle of the MathZone home page.
3. Click on Student Edition in the MathZone box.
4. Click on [login], and click “use your registration code.” This code can be found in your MathZone Student Access Kit that comes with a new text book. You must buy the code if you have a used book.
5. Enter your registration code in the box, and click continue.
6. Follow the directions to set up your account.
7. Write your UserID and password down for future reference.
8. Enter the specific course class code found on the [Course Codes](#) list on your syllabus. This will automatically register you in your instructor’s course.