

Policies in this Syllabus are subject to change.

Topics

- [Course Information](#)
- [Course Description](#)
- [Instructor Information](#)
- [Required Materials](#)
- [Graded Coursework](#)
- [Student Learning Outcomes](#)
- [College and Class Policies](#)
- [Communication Guidelines](#)

[Course Information](#) [\(back to top\)](#)

Any student that does not complete the Welcome Introduction Discussion and Orientation Quiz by Wednesday 11 p.m. of the first week will be dropped from the class on Thursday morning of the first week.

This online course contains the same content as the face-to-face course. Students are expected to spend at least 16 hours each week (5 hours of class time and 2 hours studying “after” class each day) completing course work, just like a regular class that meets on campus.

Success in the course requires high degrees of motivation, discipline and organization. Students must be comfortable with reading math text with little or no help. Mathematics should not be an issue for you. This course is not easier because it is online.

Students must have access to a computer and to the web. There will be much use of technology in writing electronic documents using mathematical software. If you have issues using computer-based technology, you may not be well suited for this course.

Most of our interaction will be entirely through electronic media, by phone, or by mail.

What To Do

1. Read through the syllabus.
2. Login to Blackboard on the first day of class: From the MHCC homepage, find “Current Students” at the top of the screen. The first link at the top is Blackboard. This will take you to Blackboard.

3. Complete the orientation, take the orientation quiz and pass with 10/10 points (100%). This will open the rest of the course and you can get started with the lessons.
4. Get WileyPlus (your book and homework tool) as part of the orientation process. Start doing homework.

Purchase WILEYPLUS CODE ONLY FROM INSIDE BLACKBOARD or from the MHCC Bookstore. DO NOT GO TO WILEYPLUS.COM

Course Description [\(back to top\)](#)

This course is part I of a pre-calculus sequence that provides an extensive study of functions, transformation, and their inverses modeled algebraically, numerically, and graphically.

Specific functions include the exponential, logarithmic, polynomial, and power functions. Modeling real world applications are emphasized.

Important Dates

Classes begin	September 25
Drop with a refund date *	October 1
Last day to add late with instructor permission*	October 2
***** Exam I *****	Wed, Oct 18 – Sun, Oct 22
Veterans Day – College Closed	November 10
Last day to withdraw from an individual class (without refund) or change grade status*	November 13
***** Exam II *****	Wed, Nov 15 – Sun, Nov 19
Faculty Non-Service Day – No Classes	November 22
Thanksgiving Break – College Closed	November 23 – 24
Last day to completely withdraw from college* (last day of instruction. Final exams begin).	December 8
***** Final Exams *****	Sat. December 9 – Wed. December 13

FINAL EXAM: The final exam will available for these days only. NO EXTENSIONS

Sat. December 9 – Wed. December 13

The Testing Center on the main campus in Gresham is NOT OPEN on weekends.

Instructor Information [\(back to top\)](#)

Instructor: Jack Green
MS Applied Mathematics, University of Arizona
BS Aerospace Engineering, University of Arizona

Phone: 503- 491-7662

FAX: 503 – 491 - 6044

Campus Email: jack.green@mhcc.edu

Office Hours: Room AC 2580

Mon, Wed, Fri : 12:00P – 1:00P

Tuesday: 2 hours online as needed 9A – 7P

By appointment: Thursday 12:00P – 3:00P

Required materials: [\(back to top\)](#)

- **WileyPlus** – WileyPlus is an e-book and an electronic homework and quiz system.

There are two purchasing options:

1. Purchase WileyPlus from inside Blackboard by clicking on any WileyPlus assignment.

DO NOT GO TO WILEYPLUS.COM

OR

2. Purchase WileyPlus from the MHCC bookstore. The MHCC bookstore does NOT sell paper copies of the textbook for this course. Only the WileyPlus registration code is available. If you also want to have a paper book keep in mind that **WileyPlus is required** paper books do not include WileyPlus. **DO NOT GO TO WILEYPLUS.COM**

There is a 14-day grace period before a registration code for WileyPlus is required to access the system. A grace period begins when a student clicks to start their grace period. Each grace period will be individual to the student, based on when they entered into it.

Students should register their WileyPlus codes as soon as they obtain them..

If you have used WileyPlus in the past, there is no need to purchase another code. I can reopen your previous registration code so you can once again have access to WileyPlus.

- **Graphing calculator** – MHCC recommends the TI-83, TI-83 plus or TI-84. This instructor will be using the TI-84 in all demonstrations. Calculators with computer algebra systems, such as the TI-89 are not allowed at this level.
- **MS Word** –text editing software. *MHCC students may use office 365 which includes MS Word free of cost. This is available during class orientation after classes begin inside Blackboard.*
- **Graphing Software**, PC or Mac

Desmos – this works on any computer (there’s nothing to download) and it is very easy to use. Create a free account so you can have access to saving and copying the graphs you make. [Desmos.com](https://www.desmos.com)

- **MathType** - a free tool to type math symbols.

To install: <http://www.dessci.com/en/products/mathtype/trial.asp>

DO NOT PAY FOR MATHTYPE

MathType Product Keys: These product keys are solely for the use of MHCC students currently enrolled in math111-w1. They are not to be shared, sold or distributed to anyone else.

MathType 6.9 for Windows: MTWE691-001219-7CLWF

MathType 6.7 Macintosh: MTME671-004313-QGPP1

- [Google Chrome](https://www.google.com/chrome/): browser integrates best with WileyPlus
- [Firefox](https://www.mozilla.org/en-US/firefox/): browser integrates best with Blackboard.
- [Jing Screen Recorder](https://www.screencast-o-matic.com/) : If you need to show me something on your computer, it REALLY helps if you just show me with a video or a screen shot.

Graded Coursework ([back to top](#))

Graded Work – See Course Calendar for due dates

WileyPlus READING ASSIGNMENTS are not graded and are not part of your grade.

Homework (WileyPlus)

Homework in WileyPlus is accessed directly from inside the Blackboard course. Links to WileyPlus are provided in each lesson. Homework on WileyPlus is due twice a week, Wednesday and Sunday at 11 p.m. WileyPlus will provide hints and answers to the assigned homework.

Students may attempt homework problems as often as necessary; there is no penalty for 'wrong' answers in WileyPlus homework. However, only correct answers are awarded points. There are about 180 homework problems throughout the term.

Homework problems submitted on or before the due date are worth 1 point each. Homework problems submitted after the due date are worth 0.7 points (30% less).

Example: HWxx has 8 questions and is due on some Tuesday at 11 p.m. If a student submits 5/8 on or before the due date they receive 5 points for that assignment. If that student later goes back to complete the remaining 3 problems, they will receive 0.7 points for each of those 3 remaining problems.

Lesson Activities

Each lesson in this course is comprised of an Activity.

An activity takes about 1 - 2 hours to complete (the equivalent of the face-to-face classes). Solutions are provided to assist in the completion of the activities and there are open discussion forums to share ideas and ask questions. The activity IS the lesson.

Completed activities are worth 10 points if nothing is left blank (no partial credit); an incomplete activity (one that is blank in some spots) is not worth any points.

The first 6 activities are to be completed using the free MaplePlayer. Instructions are provided.

The remaining activities in the course are paper/pencil or typed using MS Word (either one is acceptable).

To complete your work for an activity you have two choices:

Activities may be completed by hand (pencil): Download the activity file from Blackboard and complete the activity as you follow along with the solutions. Submit your completed work using any of the methods below:

- Scan your completed work then email it to the instructor OR Upload the files into Blackboard.

OR

- FAX your completed work to 503-491-6044: Attention Jack Green, math 111-w1, {Name of Activity}

OR

- Turn the completed work into your instructor's mailbox on campus in the math department.

OR

- Use a camera phone and take a picture of the completed activity. Email the picture of your completed activity to the instructor with the name of the activity in the subject line.

OR

Activities 7 – 12 may be completed electronically using MS Word- Complete your activity electronically using MS Word and MathType as well as one of the free graphing tools provided in this syllabus. Upload your completed activity into Blackboard.

Homework from WileyPlus and Activities combined are worth 5% of the final grade.

Graded Problem Sets (GP) - Consist of problems graded by the instructor. They are more in depth and involve more detail than the short answer question in WileyPlus.

Graded problems are to be completed typed, showing all work, using **MS Word***. There are three graded problems in this course.

The Graded Problem Sets are considered take-home quizzes. No outside help is provided by the instructor on graded problem sets. Students may work together; in fact, discussions in the discussion board are awarded extra credit! However, each student must submit his or her own work.

Solutions to GP's are posted immediately after they are due, therefore late Graded Problem Sets are never accepted.

Graded Problems Sets represent 15% of the final grade.

Quizzes (WileyPlus)

The quizzes are based on the homework and activities and are posted in WileyPlus (online). There are no hints or solutions provided.

Three attempts are allowed on each quiz question.

- If correct on the 1st, 2nd or 3rd attempt – full credit.
- If **not correct** on the 3rd attempt – no credit. Solutions will be visible after 3rd attempt.

Quizzes represent 20% of the final grade.

Exams – paper pencil (not online)

There are three exams during the term. Exam I covers lessons 1 – 3, Exam II covers lessons 1 – 7 and the Final Exam covers lessons 1 – 10. Exams (total) are 60% of the final grade.

All exams are paper/pencil (exams are NOT online) and must be completed by hand. Students may take the exams at the Testing Center on the MHCC campus, the Maywood Campus or make arrangements with the instructor to take the exam at an approved facility (a public library, another school, etc.).

Picture I.D. must be displayed in order to receive the exam. Exams must be completed during the week they are available. **EXAMS ARE NOT AVAILABLE OUTSIDE OF THE WEEK THEY ARE DUE.** See the schedule for dates.

If an exam is missed or skipped there is no guarantee it can be made up. Exam solutions are posted soon after the last exam date, an exam cannot be made up after solutions have been posted. Students must make arrangements with the instructor prior to the exam deadline if it is known there is a problem with taking the exam in the designated time frame.

FINAL EXAM: The final exam will available for these days only. NO EXTENSIONS

Sat. December 9 – Wed. December 13

The Testing Center on the main campus in Gresham is NOT OPEN on weekends.

Options for taking all exams:

a) MHCC Testing Center [Information for Testing Center on Main Campus \(Gresham\)](#)

Phone: 503-491-7678. Room: 2335

Hours: Mondays, Tuesdays and Fridays - 8:00 a.m. to 4:00 p.m.

Wednesdays and Thursdays – 8:00 a.m. to 8:00 p.m.

b) Maywood Campus (Community Skills Center) [Information for Maywood Campus \(Northeast Portland\)](#)

10100 NE Prescott, Portland, OR 97220

Phone: 503-491-6122

Hours of Operation:

- Monday & Tuesday 10 a.m.-7 p.m.
- Wednesday & Thursday 10 a.m.-4 p.m.
- Fridays: Closed
- Saturdays: 10 a.m. – 2 p.m.
- Sunday: Closed

c) A public library or any college testing facility that is pre-approved by the instructor.

Students are allotted 1 hour and 50 minutes for each exam including the final exam. Exam dates are noted in the Course Schedule.

GRADES: A grade of C is needed to progress to Mth112. Your final grade is based on the average of points earned from the following activities:

GRADING:		FINAL COURSE GRADE:
Homework and Activities	5%	90% and above earns an A
Quizzes	20%	80% and above earns a B
Graded Problem Sets	15%	70% and above earns a C
Exams:	60%	60% and above earns a D
		below 60% earns and F

**An average score of 65% or more on the total of all exams is needed to earn a C or better in the course.

A note about grades: The final grade for the course is weighted by the percentages outlined in the table above. Grades are NOT a simple calculation of “total points earned divided by total points possible”.

If a student does not complete the quizzes, for instance, then the maximum possible grade for the course is a B (80%) since quizzes count for 20% of the course grade.

Progress grades in the course are not available until AFTER the first exam.

Student Learning Outcomes [\(back to top\)](#)

Upon successful completion of this course, the student will be able to: (All outcomes will be evaluated from application settings and verbal, numerical, visual, graphical, and algebraic models.)

1. Communicate effectively (orally and in writing) a problem solving process, results, and conclusions using mathematical terminology and correct mathematical syntax appropriate to the level of study
2. Apply mathematical reasoning and modeling to solve problems arising from the real world
3. Model problem situations using mathematics verbally, numerically, visually, graphically, and/or algebraically
4. Make connections among various models
5. Determine if a solution is reasonable and verify results
6. Maintain and strengthen prerequisites especially: percent, linear and quadratic functions, solving equations.
7. Evaluate, apply, and interpret function notation, including the notation for inverse functions and composition of functions.
8. Determine the domain and range of functions
9. Identify asymptotes for exponential, logarithmic, and power functions
10. Recognize and sketch the graphs of basic functions and relations, without notes or calculator
11. Use the characteristics of basic functions (linear, constant, polynomial, exponential, logarithmic, power, piece-wise), especially slope, intercepts, rate of change, percent change, and average change, to answer questions in application situations, to write equations, and to create graphs by hand and on the calculator.
12. Approximate extrema and intervals where a function is increasing, decreasing, or constant from a numerical or graphical model
13. Visually determine where a graph is concave up or down
14. Demonstrate the inverse relationship between an exponential function and a logarithmic function (with the same base)
15. Recognize an exponential relationship given numerically or verbally, determine the growth/decay rate, and use this information to write an equation to model the relationship
16. Solve equations algebraically using properties of exponents and logarithms
17. Use the relationship between the zeros of a polynomial and the factored form to find a graphing window or to write an equation
18. Sketch or describe the possible shape of a polynomial function of degree “n” including: the number of turning points, number of possible real roots, and end behavior
19. Use transformations of a basic function to sketch graphs, model situations algebraically and determine domain/range and asymptotes
20. Recognize and generate appropriate models for real-world data

It is expected that all work you turn in for a grade is your own. If two papers have any part that is word for word the same, both the student that copied and the student that allowed their work to be copied may receive a zero for the entire assignment and/or exam.

- [MHCC Internet Privacy Policy](#)
- [MHCC Student Code of Conduct](#)
- [MHCC Syllabus Addendum](#)

Incompletes

A student may be assigned an "I" (Incomplete) when insufficient work to justify a grade has been done by the student due to excusable reasons. It is expected that the student will have completed at least 75 percent of the course requirements.

Incompletes are to be made up prior to the end of the following term unless the student is no longer enrolled. Under these circumstances, the work must be made up in the term of the return with only a four-quarter maximum (including summer) permitted.

Incompletes not made up within these timelines do not automatically revert to a grade. They remain an "I," unless changed by the instructor.

Safety and Security Considerations

There are Public Safety officers on duty 24 hours every day. They patrol the entire campus in marked vehicles.

In the event of an emergency dial "33" from any campus phone. There are 20 emergency and information telephones placed throughout the campus. They are located at the front flagpoles, at the main gym entrance and at various points on both the upper and lower levels of the main academic center.

The community service/campus information office (at the southwest corner of the library wing near the flagpoles) is open Monday through Friday until 7 p.m. for students waiting for rides or buses. The office is not open on Saturdays.

Doors leading to the Jazz Cafe are open Monday through Friday from 6 a.m. until 10:30 p.m. This well-lit area is equipped with tables and vending machines. It is a great place for study groups. Restrooms adjacent to the cafe are open during Jazz Cafe hours.

Public Safety officers are available to escort you through our "Safe Walk" program. Officers are available at any time through the campus switchboard. Dial "7310" from any campus phone to reach an officer. (Dial "503-491-7310" from any other phone.)

Closed-circuit cameras monitor broad areas of the campus at all times.

Americans with Disability Act

If you have a documented disability that may require assistance, you will need to contact the Disability Services Office for coordination of your academic accommodations. The Disability Services Office is located on the Gresham campus in AC 2182. Please call the following number for more information: 503-491-6923 or 503-491-7670 TDD.

Equal Opportunity

It is the policy of MHCC to provide equal opportunity and employment opportunities and to provide service benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability or any other status or characteristic protected by applicable state or federal law.

Affirmative Action

Inquiries regarding application of these and other regulations should be directed to either the College's Affirmative Action Office 503-491-7200 or TDD, 503-491-7202, the Office of Civil Rights, Department of Education, Seattle, Washington; or to the office of Federal Compliance Programs, Department of Labor, Seattle, Washington.

Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Course Communication Guidelines [\(back to top\)](#)

Guidelines for Communications

Email

- Always include a subject line.

- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc., should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members.

Discussion Groups

- Review the discussion threads thoroughly before entering the discussion.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Chat

- Introduce yourself to the other learners in the chat session.
- Be polite. Choose your words carefully. Do not use derogatory statements.
- Be concise in responding to others in the chat session.
- Be prepared to open the chat session at the scheduled time.
- Be constructive in your comments and suggestions.