



**Math 0315.035 I3**  
**Foundations of Algebra**  
**Spring 2025**  
**Online**

*This is an online course. You are responsible for learning the material online via the lecture videos/handouts I've created AND/OR the provided Pearson resources.*

**Instructor Information:** Kristi Kelley, [kkelley9@com.edu](mailto:kkelley9@com.edu), 409-933-8287

**Student hours and location:** **Monday:** 11 - 2 Office: STEAM 325.05

**Tuesday:** 10 - 11 Tutoring Center: Industrial Careers Building, Room 109  
11 - 11:30 Office: STEAM 325.05

**Wednesday:** 11 - 2 Office: STEAM 325.05

**Thursday and Friday:** By appointment only

Send me an E-mail if you'd like to meet virtually during office hours. [Join the Virtual Office Hours](#)

**Technology to Download:**

**Microsoft Teams:** [Join the class team](#) by clicking the link or by using the join code: **s35u3wo**

You need to use your COM credentials when logging into Microsoft Teams. You may need to un-install Teams and re-download the version for schools.

**Pulse App:** Download the Brightspace D2L Pulse App to get the announcements on your phone that I post to D2L. I will send reminders about assignments among other things through this app.



**Outlook App:** Download the outlook app on your phone to be able to check and send emails from your smartphone.



**Required Textbook/Materials:**

1. **Textbook:** Intermediate Algebra, 8th edition, by Tobey, Slater, Blair and Crawford by Pearson.

**Textbook Purchasing Statement:** E-Book is contained within MyLab Math in Brightspace/D2L.

2. An access code for MyMathLab is required to access the e-text and course assignments. ***The cost of the access code is included in tuition for this course. DO NOT OPT OUT OF THE COURSE MATERIALS OR YOU WILL LOSE ACCESS TO MyMATHLAB! You will go to D2L to access MyMathLab.***

3. **Required Technology:** A **TI-30XIIS calculator** is needed for this course. ***A TI-84 or higher or a TI-Nspire are not permitted.*** Internet capability and a computer is required to gain access to course materials and online assignments via MyMathLab software. Computers and internet access are available on campus during specified times. Some devices like iPads/tablets, Chromebooks, and cellphones present problems with gaining access to online MyLab Math assignments. Due to this, do not use these devices when taking an online quiz. Note: MyLab Math generally does not like Safari. Download Chrome or Firefox if you have an Apple computer.



**Recommended Materials:**

- A small 3 ring binder (to keep class notes in)
- Spiral bound notebook (to do your homework in) OR notebook paper and a bradded folder
- Pens and Pencils (You MUST complete your exam with a pencil or ERASEABLE pen)
- index cards
- highlighters

***Points may be deducted for use of a non-erasable pen.***

**Course Description:**

This course is designed to develop skills and understanding in the following areas: basic algebra concepts to include exponents, factoring and radicals; relations and functions, inequalities, algebraic expressions, and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations. Prerequisites/co-requisites: Prerequisite of TSIA2 Math Diagnostic 4. This course does not transfer.

**Course requirements:**

- **Homework:** Homework assignments will be given each week for every section covered in the course. Homework assignments will count as 10% of your final grade.
- **Quizzes:** Four online quizzes will be given. Cumulatively, the quizzes will count as 10% of your final grade.
  - You can retake each quiz just once to improve your score; the higher score will be the one that counts.
- **Unit Exams:** Four exams will be given, and you will be provided with an online review to prepare for each exam. Each test will count as 15% of your grade. You will have a four-day window to complete the exams.
  - There is only one attempt for each exam.
  - If you have problems with your computer or internet in the process of taking an exam, contact the instructor immediately.
  - You will have one day after the due date to take the exam with a 5% penalty. *There are no extensions or make-ups for missed exams.*
- **Final Exam:** The comprehensive final exam will be taken during Week 14. The final exam will count as 15% of your grade and will replace your lowest exam grade if it is higher **provided you have submitted scratch work to D2L for all unit exams.**
- **Discussions:** Participation in four discussion forums is required to give students opportunities to exchange and clarify ideas. Cumulatively, these will count as 5% of your grade.
  - There are 4 class discussions throughout the semester, one for each exam cycle. The class discussions are located inside the weekly instructions or can also be found by clicking Discussions in the top toolbar of D2L.
    - Discussion 1 - Week 2
    - Discussion 2 - Week 4
    - Discussion 3 - Week 6
    - Discussion 4 - Week 12
  - You must make an initial post and are required to respond to two other classmates' posts.

**Determination of Course Grade/Detailed Grading Formula:**

*Grading Formula:*

$$\text{Final Average} = .60(\text{Exam Average}) + .15(\text{Final Exam}) + .10(\text{Homework}) + .10(\text{Quizzes}) + .05(\text{Discussions})$$

*Grading Scale:*

The course grade will be determined using the following scale:

Grade A: Final Average [89.5, 100]

Grade B: Final Average [79.5, 89.5)

Grade C: Final Average [69.5, 79.5)

Grade D: Final Average [59.5, 69.5)

Grade F: Final Average [0, 59.5)

## Late Work, Make-Up, Extra-Credit Policy, and Attendance Policy:

### Late Work:

Each homework and quiz have a set due date. You can complete homework and quizzes after the due date until 11:59 PM on the day of the exam. Each homework question worked after the due date will receive a 10% late penalty. The late penalty applies only to questions worked after the due date and not the entire assignment.

**Homework and quizzes will close on the day of the exam at 11:59 PM and will not be re-opened.**

### Make-Ups:

There are no make-up exams. If you miss an exam, your final exam will replace that exam grade at the end of the semester. If you know you are going to miss an exam, you can take the exam prior to the exam date in the testing center.

### Extra Credit Policy:

**There is NO extra credit for this course.**

### Submitting Exam Scratch Work for Online Exams:

You will be **REQUIRED** to submit your work for the online exam following the guidelines below. You will submit your work to Assignments in D2L as a SINGLE PDF file. I will select problems to grade your work on. Problems that lack work to justify your answer or are not worked out using the methods taught in class or the Pearson resources, will lose points for those problems. If you do not submit scratch work to D2L (or email me if you are having trouble submitting your work) in a timely manner (within 30 minutes), your exam grade will be reduced by 5%.

### Exam scratchwork needs to be submitted using the following criteria or will not be accepted:

- 1) Pages must be numbered and submitted in the correct order
- 2) Problems must be numbered and worked according to the methods provided in the instructor's lecture videos and/or Pearson resources. Problems worked via methods not appropriate for this course may not be given credit. **Scratchwork that is not legible will not be graded.**
- 3) You must take pictures of your scratchwork using a smart phone, convert to a **SINGLE PDF FILE** (multiple PDFs will not be accepted) using a PDF converter app such as AdobeScan, and upload to D2L within **15 minutes** of completing the exam.

### Additional Information:

- I. If you are having trouble uploading your scratch work to D2L or converting pictures of your work to a single PDF file, e-mail me a picture of your work, and then I can help you upload your scratch work.
- II. Work that is submitted more than 30 minutes after completing the exam will lose 10 points on the exam.
- III. Work that is not submitted will lose 20 points on their exam.

**Exam Pre-requisites:** There is a pre-test quiz that contains testing instructions that must be completed prior to the exam opening.

### Attendance Policy:

Students at COM are expected to participate every week for which they are registered. Per COM policy, students are required to log on to their course at least twice per week, but it may be necessary to log on more times each week to complete the assignments required of this course. When students are not actively participating (e.g., contributing to discussions and completing weekly online homework), the faculty member can initiate an instructor drop and, subsequently, the student will receive a **W** for the course.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Academic Dishonesty:** College of the Mainland is committed to a high standard of academic integrity. All students are responsible for honesty and independent effort. Incidents of academic and scholastic dishonesty (including cheating, plagiarism, and collusion) will be dealt with in a manner that is consistent with College Policy and the Student Conduct. Any student found to have been academically dishonest on an assignment, quiz, or exam will receive a zero for that assignment, quiz, or exam, and he or she will be referred to the Office of Student Conduct for further disciplinary action. Please read the section on Standards of Student Conduct and Discipline and Penalties in the online Student Handbook.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Mr. Leslie Richardson, Math Department Chair, at (409) 933-8329 or at [lrichardson@com.edu](mailto:lrichardson@com.edu).

### Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact: Kimberly Lachney, Student Accessibility Services Coordinator  
Phone: 409-933-8919  
Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)  
Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

### Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).



### Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.



## Success Tips for Online College Math Students

### I. Organization and Study Environment

#### 1. Stay Organized





-  **Digital Tools:**  
Utilize calendars or apps to track deadlines, assignments, and exam dates.
-  **Centralized Resources:**  
Keep all course materials in one easily accessible location.

#### 2. Create a Dedicated Study Space

-  **Quiet Environment:**  
Design a distraction-free area for studying and attending classes.
-  **Ensure Connectivity:**  
Make sure you have a reliable internet connection and necessary materials ready.



### II. Class Participation and Engagement

#### 3. Engage with Course Material



-  **Detailed Notes:**  
Take comprehensive notes over the lecture videos using the handouts and review them regularly.
-  **Active Participation:**  
Treat online classes with the same importance as in-person classes by taking notes from the lecture videos for every section taught in the course.
-  **Join Discussions:**  
Clarify doubts in forums or chat discussions to deepen understanding.
-  **Engage with Peers:**  
Participate in discussions.

### III. Study Habits and Skills

#### 4. Practice Consistently



-  **Set Regular Study Times:**  
Dedicate specific times each week to practice math problems.
-  **Utilize Online Resources:**  
Access educational platforms and practice exercises.

## 5. Start Assignments Early



-  **Begin Homework Promptly:**  
Start assignments as soon as they're given. Be sure to learn the material using the lecture videos and handouts prior to starting the homework as if you were in a face to face class.
-  **Break it Down:**  
Divide larger tasks into manageable parts.

## IV. Seeking Help and Support

### 6. Utilize Available Resources



-  **Seek Online Support:**  
Take advantage of tutoring services and educational videos.
-  **Explore Interactive Tools:**  
Use math apps for additional practice.

### 7. Communicate with Instructors



-  **Reach Out for Help:**  
Don't hesitate to contact instructors with questions.
-  **Ask for Feedback:**  
Seek constructive feedback to improve performance.

## V. Collaboration and Exam Preparation

### 8. Form Study Groups



-  **Collaborate with Classmates:**  
Connect for virtual study sessions to discuss concepts.
-  **Share Resources:**  
Exchange strategies and helpful materials.

### 9. Prepare for Exams Effectively



-  **Review Past Assessments:**  
Use homework, quizzes, and the review to identify weak areas.
-  **Create a Study Schedule:**  
Plan your study time leading up to exams. Practice the concepts on the exam multiple times before taking the exam.

## VI. Motivation and Well-Being

### 10. Stay Motivated and Disciplined

-  **Set Specific Goals:**  
Establish clear objectives for study sessions.
-  **Maintain a Positive Mindset:**  
Keep a constructive attitude and acknowledge progress.

### 11. Take Care of Your Well-Being

-  **Balance Study and Breaks:**  
Incorporate regular breaks to avoid burnout.
-  **Prioritize Self-Care:**  
Ensure adequate sleep, proper nutrition, and physical activity.

**Course outline:**

Week	<i>Assignment-due date</i>	
1 Jan 13 – 19	<p><i>MyLab Math Orientation – 90% required to gain access to homework.-Jan 16</i></p> <p>1.5 Operations with Variables &amp; Grouping Symbols-<b>Jan. 16</b></p> <p>1.6 Evaluating Variable Expressions &amp; Formula-<b>Jan. 16</b></p> <p>2.1 First Degree Equations with One Unknown-<b>Jan. 19</b></p> <p>2.4 Solving Word Problems-<b>Jan. 19</b></p> <p>2.6 Linear Inequalities-<b>Jan. 19</b></p>	
2 Jan 20 – 26 <b>*Holiday: 1/20</b>	<p>Scavenger Hunt Homework Assignment-<b>Jan. 23 (submitted by uploading to Assignments in Brightspace D2L)</b></p> <p>2.3 Absolute Value Equations-<b>Jan. 23</b></p> <p><b>Quiz A: Sections 1.5, 1.6, 2.1, 2.3 &amp; 2.4 – Jan. 23-25</b></p> <p>2.8 Absolute Value Inequalities-<b>Jan. 23</b></p> <p>Review for Test 1-<b>Jan 23-26</b></p> <p><b>Test 1: 1.5, 1.6, &amp; Chapter 2 – Jan 23-26</b></p>	
3 Jan 27 – Feb 2	<p>3.1 Graphing Linear Equations -<b>Jan. 29</b></p> <p>3.2 Slope of a Line -<b>Jan. 29</b></p> <p>3.3 Equations of a Line-<b>Jan. 29</b></p> <p><b>Quiz B: Sections 3.1-3.3–Jan. 29-Feb. 1</b></p> <p>4.1 Systems of Linear Equations-<b>Feb. 2</b></p> <p>4.3 Applications of Systems of Equations-<b>Feb. 2</b></p>	
4 Feb 3 – 9	<p>Review for Test 2-<b>Feb. 2-5</b></p> <p><b>Test 2: Chapters 3, 4-Feb 2-5</b></p> <p>1.4 Rules of Exponents (exclude scientific notation)-<b>Feb. 7</b></p> <p>5.1 Polynomials: Adding, Subtracting, Multiplying-<b>Feb. 9</b></p> <p>5.3 Synthetic Division -<b>Feb. 9</b></p> <p><b>Quiz C: Sections 1.4, 5.1, 5.3 – Feb. 9-11</b></p>	
5 Feb 10 – 16	<p>5.4 GCF, Factor by Grouping-<b>Feb. 13</b></p> <p>5.5 Factoring Trinomials-<b>Feb. 13</b></p> <p>5.6 Special Case Factoring- <b>Feb. 16</b></p> <p>5.8 Solving Equations by Factoring-<b>Feb. 16</b></p>	
6 Feb 17 – 23	<p>Review for Test 3-<b>Feb. 16-19</b></p> <p><b>Test 3: 1.4 &amp; Chapters 5-Feb. 16-19</b></p> <p>6.1 Rational Expressions, Simplifying, Multiply, Divide (<i>not Test 3 info</i>)-<b>Feb. 21</b></p> <p>6.2 Add/Subtract Rational Expressions- <b>Feb. 21</b></p> <p>3.5 Concept of a Function-<b>Feb. 23</b></p> <p>3.6 Graphing Functions-<b>Feb. 23</b></p>	
7 Feb 24 – Mar 2	<p><i>Math 0315</i></p> <p>7.2 Radical Expressions and Functions (square root only)- <b>Mar. 2</b></p>	<p><i>Math 1314</i></p> <p>1.1 Introduction to Graphing-<b>Feb. 27</b></p> <p>1.2 Functions and Graphs- <b>Feb. 27</b></p> <p>1.3/1.4 Linear Functions, Slope &amp; Applications/Equations of Lines-<b>Mar. 2</b></p> <p>1.5 Linear Equations, Functions, Zeros, Applications-<b>Mar. 2</b></p> <p><b>Quiz A (Sections 1.1-1.5) – Mar. 2-4</b></p>
8 Mar 3 – 9	<p><i>Math 0315</i></p> <p>7.3 Simplifying, Adding and Subtracting Radicals-<b>Mar. 9</b></p>	<p><i>Math 1314</i></p> <p>2.1 Increasing, Decreasing, and Piecewise Functions-<b>Mar. 6</b></p> <p>2.2 The Algebra of Functions-<b>Mar. 6</b></p> <p>2.3 The Composition of Functions-<b>Mar. 9</b></p> <p>2.5 Transformations-<b>Mar. 9</b></p>
9 Mar 10 – 16	<p><i>Math 0315</i></p> <p>7.4 Multiplying, Dividing Radicals-(exclude division)- <b>Mar. 16</b></p>	<p><i>Math 1314</i></p> <p>Review for Test-<b>Mar. 9-12</b></p> <p><b>Test 1 (Chapters 1 &amp; 2)-Mar. 9-12</b></p> <p>3.2 Quadratic Equations, Functions, Zeros, Models-<b>Mar. 14</b></p> <p>3.3 Graphs of Quadratic Functions -<b>Mar. 16</b></p>
10	<p><i>Math 0315</i></p>	<p><i>Math 1314</i></p>

Mar 17 – 23	7.6 Complex Numbers (exclude division)- <b>Mar. 23</b> <b>Quiz D: Sections 7.2, 7.3, 7.4-Mar. 23</b>	4.1 Polynomial Functions- <b>Mar. 20</b> 4.2 Graphing Polynomial Functions- <b>Mar. 23</b> 4.3 Remainder and Factor Theorems- <b>Mar. 23</b>
Mar 24 – 30	<b>Spring Break</b>	
11 Apr 1 – 6	<i>Math 0315</i> Review for Test 4- <b>Apr. 6</b>	<i>Math 1314</i> 4.5 Rational Functions- <b>Apr. 4</b> 4.6 Polynomial and Rational Inequalities- <b>Apr. 4</b> <b>Quiz B (Sections 3.2, 4.3 &amp; 4.5)-Apr. 4-6</b> Test 2 Review- <b>Apr. 4-6</b> <b>Test 2 (Chapters 3, 4)-Apr. 4-6</b>
12 Apr 7 – 13	<i>Math 0315</i> <b>Test 4: Ch. 6, 3, and 7-Apr 13.</b>	<i>Math 1314</i> 5.1 Inverse Functions ( <i>Test 3 Info</i> )- <b>Apr. 10</b> 5.2 Exponential Functions and Graphs- <b>Apr. 10</b> 5.3 Logarithmic Functions and Graphs- <b>Apr. 13</b> <b>Quiz C (Sections 5.1-5.3) – Apr. 13-15</b> 5.4 Properties of Logarithmic Functions- <b>Apr. 13</b>
13 Apr 14 – 20	<i>Math 0315</i> Comprehensive Final Exam Review- <b>Apr. 20</b>	<i>Math 1314</i> 5.5 Solving Exponential & Logarithmic Eqs- <b>Apr.17</b> 5.6 Applications- <b>Apr. 17</b> Test 3 Review- <b>Apr. 17-20</b> <b>Test 3: Chapter 5-Apr. 17-20</b>
14 Apr 21 – 27	<i>Math 0315</i> <b>Comprehensive Final Exam-Apr 27</b>	<i>Math 1314</i> 6.1 Systems of Equations in Two Variables ( <i>Test 4 Info</i> )- <b>Apr. 24</b> 6.3 Matrices and Systems of Equations- <b>Apr. 27</b>
15 April 28 – May 4		<i>Math 1314</i> 6.2 Systems of Equations Applications in Three Variables- <b>May 1</b> <b>Quiz D (Sections 6.1-6.3) –May 1-3</b> Test 4 Review- <b>May 1-4</b> <b>Test 4-May 1- 4</b>
16 May 5 – 8		<i>Math 1314</i> Review for Comprehensive Final Exam- <b>May 4-7</b> <b>Comprehensive Final Exam-May 4-7</b>