



Math 1314.003I1
College Algebra
Fall 2025
First 8-weeks
Online Course

Instructor Information: James Griffiths jgriffiths@com.edu 409-933-8225

Student hours and location: TTh 11:00 pm – 12:30 pm STE325-08
Co-Req MW 2:00 pm – 3:00 pm ICB-109
MW 4:15 pm – 5:00 pm STE325-08

Virtual Conference Hours: MW 3:30 pm – 4:30 pm. Click [Join meeting](#) .

Required Textbook / Materials:

- The textbook is College Algebra, by Beecher, Penna, Bittinger, fifth edition, published by Pearson Publishing Company. The e-text is provided with *MyLabMath* through VitalSource, along with the video support and materials for doing the homework, quizzes, and exams. All these materials are available to the student on the first day of class through D2L Brightspace on the COM website. **Warning:** You will be given the opportunity to opt out of the e-text prior to census day. The problem with opting out of the e-text is that you lose access to all resources from *MyLabMath* and you will be unable to submit any of the assignments, homework or quizzes, and you will fail the course. So, **do not opt out of the e-text**. If you have already opted out, opt back in at the college bookstore immediately.
- Laptop or desktop computer as well as reliable internet service. Computers and internet access are available on campus during specified times.
- Scanner or mobile app for scanning/uploading written work for quizzes.
- Texas Instruments TI30XIIS scientific calculator is recommended (cost \$10 to \$15). Graphing calculators may **not** be used on quizzes or exams.

Course Description: College Algebra is the study of functions including linear, quadratic, polynomial, rational, exponential and logarithmic functions; matrices, and systems of linear equations.

Delivery of Course: This course is delivered entirely online, so all coursework will be completed remotely. You are expected to watch all video lectures which are listed under Lecture Notes in your course on D2L. If you prefer, you can watch the video lectures provided by *MyLabMath* under MyLabMath and under Video and Resource Library on D2L. Click on the Chapter, the Section, Video, Find Now, and then click on Lecture Video to watch. You can also read the e-text, also found in the Video and Resource Library, or read my lecture notes. The best resource of all these is the e-text. It is complete, accurate, accessible, and it is written at the eighth-grade level. If you read it, and take notes as you read, you will be well prepared. All exams (tests) and quizzes will be administered through *MyLabMath* using Respondus Monitor, which requires a functioning camera during the exams and quizzes.

Course requirements:

Homework Assignments on *MyLabMath*: There is a homework assignment for each unit covered. Each day's homework assignments must be completed by 11:59 pm on the due date shown on the course outline in this syllabus and on the list of assignments on *MyLabMath*. The student should do the assignments as soon as possible after doing one or more of the following: reading the appropriate section in the text book (on *MyLabMath*), watching the instructor video lecture or reading the lecture notes (on D2L), or watching the associated videos by Pearson (on *MyLabMath*). Although the homework is online and the answers are entered online, you should write your work on paper, neatly showing all steps, and keep it in your notebook with your notes for future reference, both as an aid for preparing for quizzes and exams, and as a place to begin when seeking assistance from the professor or the college tutoring center, or your peers. You will have three attempts to answer each homework question. Don't waste any of them.

Discussions on D2L: There are three discussions on D2L. You will have four days to make your initial post, and three more days to reply to two of your peers. The discussions can add 3 points extra credit to each of your three exams.

Test Proctoring Policy:

All tests (exams) including the comprehensive final exam require respondent monitor / lockdown browser on *MyLabMath*. If your device does not support Lockdown Browser, it is your responsibility to secure a compatible device. Additionally, you must upload your work in PDF format to D2L Brightspace within 20 minutes of completing the exam. All problems must be numbered, and all work must be shown. If work is not provided in this format and / or there is no submission of your work, then 50% or more will be deducted from your grade. Exams may not be repeated.

- **Webcam required:** You must have your space, workspace (desk area), and hands clearly visible at all times.
- **Picture ID:** You will be asked to show a picture ID where your name and picture are visible.
- **Environment:** You must be alone in a quiet, well-lit room. No headphones, earbuds, or study aids are permitted unless specified by the instructor.
- **Verification:** Prior to starting each quiz or exam, you will be asked to show a 360° view of your room and your desk.
- **Live Monitoring:** Your camera must remain active during the entire exam session. Leaving the session without permission will result in a grade of zero. Covering the camera will result in a grade of zero.
- **Technical Issues:** Notify the instructor immediately if technical issues occur during an exam.
- **Academic Integrity:** Any violation of exam policies will be considered academic dishonesty and may result in a grade of F on the exam and further disciplinary action. If the camera is covered at any time throughout the assessment your grade will be a 0.

Quizzes on *MyLabMath*: There are **four** quizzes which will be taken on *MyLabMath*. Like the homework assignments, the due dates are shown on the course outline in this syllabus and on the assignment list on *MyLabMath*. Unlike the homework assignments, the quizzes must be taken in one sitting, they are timed (the student has 60 minutes or less to complete each quiz), and the student gets only **one** attempt to answer each question. The quizzes may be retaken **one** time. The higher of the two grades will be used to determine the student's quiz average.

Chapter Exams on MyLabMath: There are **three** exams which cover the chapters in the text book. The exams are taken on *MyLabMath* on the due date shown on the course outline in this syllabus and on the list of assignments on *MyLabMath*. The student has 1 hour and 50 minutes to complete each chapter exam. **Exams may not be retaken.** However, if the grade on the final exam is higher than the lowest chapter exam grade, the final exam grade will replace the lowest chapter exam grade, **provided that you have submitted ALL required work for ALL your online exams.**

Comprehensive Final Exam on MyLabMath: The final exam is taken on *MyLabMath* on the due date shown on the course outline in this syllabus and on the list of assignments on *MyLabMath*. The student has 1 hour and 50 minutes to take the final exam. **The final exam may not be retaken.**

Determination of Course Grade/Detailed Grading Formula:

Comprehensive Final Exam	15%
Average of Chapter Exams	60%
Homework Average	10%
<u>Quiz Average</u>	<u>15%</u>
Final Average	100%

Grade I: Given unforeseen circumstances that result in the inability to successfully complete the course objectives, an I-Contract can be requested from the instructor assuming you meet the following criteria:

1. Have a passing overall average (70 or higher)
2. All work has been completed except for The Final Exam.

Grading Scale:

Grade A: Final Average is [89.5, 100]

Grade B: Final Average is [79.5, 89.5)

Grade C: Final Average is [69.5, 79.5)

Grade D: Final Average is [59.5, 69.5)

Grade F: Final Average is [0, 59.5)

Late Work, Make-Up Exams, and Extra-Credit Policy:

Late Work: There is a twenty (20) percent penalty for all homework and quizzes submitted after the due date. Any homework assignments or quizzes that are not finished by the due date of the associated exam will be given a grade of zero at the time the exam is given.

Make-Up Exams: There are no make-up exams, unless:

- 1) the student notifies the instructor that they will miss the exam before the time and date the exam is scheduled, and
 - 2) the reason for the requested make-up exam is extraordinary, such as the death of a close family member, or the student's admittance to the hospital.
(Transportation problems, minor illness, or scheduled doctor appointments are not extraordinary reasons for missing an exam.)
- Students will **not** be permitted to make up more than **one** exam.

Extra Credit: Three points extra credit is given on exams if the student earns a score of **100** on the review. Extra-credit assignments may also be given throughout the course at the discretion of the instructor. The total extra credit points for any exam may not raise an exam grade above **100**. Extra credit is never given at the end of the semester to bring up a grade. Don't even ask.

Attendance Policy: As an online student, you are expected to log on to MyLab Math and complete the assigned work a minimum of two times per week. For most students, it will be necessary to participate in the activities on MyLab Math more frequently than twice per week to succeed. A student who fails to meet the minimum participation requirement will be referred to the admissions office.

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. The **preferred** method of communication in this course is in person. If that is not possible, an email or phone call will be satisfactory, but do not leave a message on the instructor's phone. If you cannot reach the instructor by phone, email him. Be sure to include your name, the course in which you are enrolled, and state your question completely.

Table Mapping SLO's and Core Objectives:

Student Learner Outcomes	Maps to Core Objective	Assessed via this assignment
1. Solve mathematics of finance problems, including the computation of interest, annuities, and amortization of loans.	Empirical and Quantitative Skills (EQS)	Exam
2. Apply basic matrix operations, including linear programming methods, to solve application problems.	Critical Thinking Skills (CT)	Exam
3. Demonstrate fundamental probability techniques and application of those techniques, including expected value, to solve problems.	Visual Communication Skills (CS)	Exam
4. Apply matrix skills and probability analyses to model applications to solve real-world problems.	Critical Thinking Skills (CT)	Quiz

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 Handbook. 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 sections of *Standards of Student Conduct and Discipline and Penalties* in the on-line 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 lrichardson@com.edu.

Course outline:

<u>Week</u>	<u>Date</u>	<u>Sections</u>
1	8/18	Discussion: “Introduce Yourself” Due dates 8/21 and 8/24 Orientation Exercises Due 8/20 1.1 Introduction to Graphing Due 8/21 1.2 Functions and Graphs Due 8/22
	8/20	1.3 Linear Functions, Slope, and Applications Due 8/23 1.4 Equations of Lines and Modeling Due 8/24
2	8/25	Discussion: “Equations of Lines that are Parallel or Perpendicular to a Given Line at a Given Point,” Due 8/28 and 9/2 1.5 Linear Equations, Functions, Zeros, Applications Due 8/27 Quiz 1 (1.1 – 1.5) Due 8/28 2.1 Increasing, Decreasing, and Piecewise Functions Due 8/29
	8/27	2.2 Algebra of Functions Due 8/30 2.3 Composition of Functions Due 8/31
3	9/1	HOLIDAY
	9/2	Discussion: “Domains for Algebra of Functions versus Composition of Functions,” Due 9/5 and 9/8 2.5 Transformations Due 9/3 Review for Exam 1 Due 9/4 Exam 1 (1.1 – 2.5) Due 9/5
	9/3	3.2 Quadratic Equations, Functions, Zeros, Models Due 9/6 3.3 Analyzing Graphs of Quadratic Functions Due 9/7
4	9/8	4.1 Polynomial Functions and Models Due 9/10 4.2 Graphing Polynomial Functions Due 9/11
	9/10	4.3 Polynomial Division, Remainder & Factor Theorem Due 9/12 4.5 Rational Functions Due 9/13 Quiz 2 (3.2, 4.3, 4.5) Due 9/14

- 5 9/15 Review for Exam 2 Due 9/16
 Exam 2 (3.2 – 4.5) Due 9/17
 5.1 Inverse Functions Due 9/19
 9/17 5.2 Exponential Functions and Graphs Due 9/20
 5.3 Logarithmic Functions and Graphs Due 9/21
- 6 9/22 **Quiz 3 (5.1 – 5.3) Due 9/23**
 5.4 Properties of Logarithmic Functions Due 9/24
 5.5 Solving Exponential & Logarithmic Equations Due 9/25
 9/24 5.6 Applications and Models: Growth and Decay, Compound
 Interest Due 9/26
 Review for Exam 3 Due 9/28

******* The last date to withdraw is Wednesday, 10/1/2025 *******

- 7 9/29 **Exam 3 (5.1 – 5.6) Due 9/29**
 6.3 Matrices and Systems of Equations Due 10/2
 6.2 Systems of Equations in Three Variables Due 10/3
 10/1 **Quiz 4 (6.2 – 6.3) Due 10/4**
 6.4 Matrix Operations Due 10/5
- 8 10/6 6.5 Inverses of Matrices Due 10/7
 Review for Comprehensive Final Exam Due 10/8
 10/8 **Comprehensive Final Exam Due 10/9**

The syllabus is subject to change at the discretion of the instructor.

Academic Success Resources:

Tutoring:

The Tutoring Center is here to support your academic success! We offer free, personalized academic assistance through one-on-one tutoring, available both in person and online. Need help after hours? Tutor.com provides 24/7 support and is accessible through your D2L course shell. Whether you're looking to master course material or boost your learning habits, we're here to help. For more information, visit <https://www.com.edu/tutoring>, email us at tutoringcenter@com.edu, or contact us at 409-933-8703

Success Coaching:

The Math Success Coach is here to help you navigate this course and stay on track both academically and personally. Support is offered through one-on-one coaching sessions covering topics such as time management, goal setting, stress management, study habits, and motivation. Whether you're overcoming challenges or aiming to improve your performance, the Math Success Coach provides encouragement, accountability, and practical tools for success. Email successcoaching@com.edu for more information.

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/student-handbook.html>

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
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 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

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 or 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.

Steps for Uploading Work

1. Open your PDF converter app. Then take pictures in batch mode of your work pages in numeric order to convert to a **single** PDF file (single document). Make sure this is ONE single PDF file, and the pages are upright and readable with questions numbered and in order.
2. Email the **single** PDF file to yourself and save on your computer.
3. Click on the assignment link, Quiz 1 work, within D2L Brightspace.
4. Click on “Add a File” and choose your saved PDF file.
5. Click submit. File will not be submitted without completing this last step.

DEADLINE: YOUR WORK IS REQUIRED TO BE SUBMITTED WITHIN 20 MINUTES OF SUBMITTING ONLINE QUIZ ON MYLABMATH. Any work submitted after this deadline will not be accepted.