



**MATH 2412**  
**Precalculus (2701015719)**  
**Course Information and Guidelines**  
 (Click on link for [General Course Syllabus](#))

**\*\*\*\*\* Note to Student \*\*\*\*\***

Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. If you ever have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Director of Academics, or the Dean of Academics, as soon as possible. Their contact information is provided below:

Coordinator-Math/Science/Kinesiology, Dr. R. Cowart: 361-592-1615 ext 4024; [recowart@coastalbend.edu](mailto:recowart@coastalbend.edu)

Dean of Transfer & General Ed., Mark Secord: 361-354-2408; [secordm@coastalbend.edu](mailto:secordm@coastalbend.edu)

We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Instructor:

Office Location:

Office Hours:

Office Phone:

Email Address:

**Course Description: 4 semester credit hours 4-1 Lecture/Lab hours**

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

**Prerequisite:** Successful completion of MATH 1314 with a grade of “C” or greater. Students are responsible for reading and following all college course prerequisites to ensure that they have been met for continued enrollment, otherwise the student must meet with their advisor to drop the course and make immediate and necessary changes to their schedule.

**Textbook/ Supplies: ISBN numbers may be used to search and purchase products online from any vendor.**

1. (Required) MyStatLab Student Access Kit. Pearson **ISBN: 9780134852188**
2. (Required) TI-83/84 Plus Scientific Graphing Calculator. (No other graphing calculators allowed.)
3. (Required) Internet Access
4. (Optional) Loose-leaf Textbook w/MyStatLab: Sullivan, M. and Sullivan III, M (2019). Precalculus: Concepts through Functions, A Right Triangle Approach, 4th ed. Pearson **ISBN: 9780134856513**

**Internet Access:** Students are responsible for completing all assignments in MyMathLab, which requires an internet service provider that is compatible with MyMathLab. Students may have to use campus computer labs, as needed, in order to meet the MyMathLab assignment deadlines.

**Student Learning Outcomes(SLO):** Upon successful completion of this course, students will:

1. Demonstrate understanding and knowledge of properties of functions.
2. Recognize and apply algebraic and transcendental functions and solve related equations.
3. Apply graphing techniques to algebraic and transcendental functions.
4. Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
5. Prove trigonometric identities.
6. Solve right and oblique triangles.

**Evaluation Methods:**(Assignments and grades in this course will be maintained in MyMathLab(MML). Upon submitting Homework, Quizzes, and Exams in MML, respective scores and Overall Score in the course are automatically updated. A purchased and activated Student MML Account is required by the stated deadline in this course, or the student may be dropped. Students in this course with a purchased and activated MML may go to their MML Gradebook page at any time to see their Current Overall Score. All instructors are to update Past Due/Missed Assignments and Exams with zero scores in their MML Gradebook immediately upon respective Assignment/Exam Due Dates expiring. Semester Period grades will be posted by the Instructor or Professor in Blackboard and Cougar Den/Colleague by the stated semester deadlines for CBC.

	<u>Category Weights</u>	<u>Semester Overall Course Grades</u>
Homework	15%	A $90\% \leq \text{Grade} \leq 100\%$
Quizzes(Practice Exams)	15%	B $80\% \leq \text{Grade} < 90\%$
Tests(Regular Exams)	40%	C $70\% \leq \text{Grade} < 80\%$
Final Exam(Major Assignment).	30%	D $60\% \leq \text{Grade} < 70\%$
		F $\text{Grade} < 60\%$

**Semester Course Calendar:** A Semester Course Calendar will be posted in Blackboard by the Professor or Instructor for students to access and follow during the semester, indicating the Semester, Meeting Time, Location of Course, as well as outlining a weekly timeline of the sections to be covered in lecture. It is strongly recommended that all instructors include a structured schedule/timeline of Course Exam Dates in their calendar for students to follow, rather than leave all Exams open until the last week or days of the college semester. The schedule timeline may vary by Professor or Instructor, but all course content contained in the curriculum for this course will be covered and assessed in the given semester.

**Student Course Evaluation:** IOTA Solutions will be providing online evaluation surveys for student participation each semester and students will find a direct link with instructions to their evaluations when they log into Campus Connect. Students will receive three reminder email messages from IOTA, indicating the evaluation period dates and instructions, until they have completed all course evaluations. The online evaluation survey requires approximately 5-10 minutes to complete online. After the evaluation period closes or the evaluation survey is submitted, the evaluation website cannot be re-opened, therefore, students are encouraged to participate and complete the evaluations in a timely manner. Anonymous results are used to help make course improvements essential to student success. Students are directed to contact the IOTA Solutions contact person via their email address, which is provided in the reminder emails sent to students, should they experience any problems during the process.

**Special Needs Accommodations:** Visit the Office of Disability located in the Dirks building to speak with a Success Coach about any concerns you may have regarding possible accommodations that may be provided to you. The student is responsible for meeting with the Office of Disability prior to the start of each semester in order to maintain and/or update any personal information and documentation on file, including any previous accommodations provided, as well as meeting with their Professor/Instructor to provide them with received information and documents from the Office of



Disability to begin the semester. Students must be aware that accommodations are not automatically renewed and are not effective retroactively.

**Student Conduct:** All CBC students(including Dual Enrollment students) are expected and required to comply with all policies as well as the following: to perform at the college level by attending class(online and/or in-person) promptly and regularly, by being respectful in their actions, language, and attire, by being attentive and involved in the learning process in class, by taking notes in class on all information given by the Professor or Instructor, by participating in all class activities directed by the Professor or Instructor to help build important skills needed in the course, by accessing MML daily in order to practice, complete, and submit all required coursework in a timely manner, and by honoring all policies and deadlines published by the Professor or Instructor, department, and Coastal Bend College. Every lecture and lab is important and the student is responsible for any missed material. Be considerate and respectful to your Professors/Instructors, fellow students, and CBC employees respectfully.

Laptops will not be allowed in lecture or lab unless approved by the College Instructor. Before lecture, lab, or testing, students must power off their cell phones(including all types of watches that can link to cell phones) and put away in their bag, place face down on their desktop away from their work area, or as instructed and cannot be on their person. Students testing at the Testing Center will follow all Testing Center Policies regarding cell phones/watches. Cell phones/watches will not be allowed to be used as calculators. Handling your cell phone/watch for any reason during lecture, lab, or testing will be cause for dismissal. (In the case of during testing, the student may receive an F for the course. No exceptions.) It is your responsibility to:

- Inform your Instructors well in advance before class begins that you may be contacted during the day and possibly have to leave campus and be absent. Allowing a student to have their cell phone available during the period(except during testing) must be approved and will be at the Instructor or Professor's discretion.
- Provide the person who must contact you with your daily class schedule. This should include Building, Name of Building Secretary, Classroom number, and the days and times when you may be reached. Times that you may be reached while on campus must be before or after classes begin.
- Leave this information with assistants in the nearest buildings in which your class/classes are being held.

In order to maintain and preserve a constructive learning environment, disruptive behavior will not be tolerated. Disruptive behavior in class(on-campus or online/virtual) by any student(s) may result in dismissal from class or may result in suspension from the class/college. The Professor or Instructor may end the period immediately as a result of the disruption, in which case, all students will be responsible for any and all material missed or not covered in class, and in the case of an online/virtual class, the student may be removed from the online/virtual session by the Professor or Instructor as well. Disruptive Behavior will be any behavior or action(s) by any student(s) in class that distracts or impedes the instructional and learning process in class, some examples of which are: talking or sleeping in class, handling any non-approved electronic device in class, eating and/or drinking in class, making unnecessary noises in class. Scholastic dishonesty is also cause for dismissal and/or suspension from the college. Refer to the Student Handbook for Academic and Disciplinary Policies, which are in addition to those by the Professor or Instructor.



**Students guilty of Scholastic Dishonesty in this math class will receive an “F” for the course. Scholastic Dishonesty is defined in the Coastal Bend College Student Handbook.**

**Some Examples of Scholastic Dishonesty are:**

- taking an Exam outside of the student’s designated Testing location, proctor, date, and time without prior approval from the CBC Mathematics Professor or Instructor for the course(Exams must still be taken during the normal and stated dates and hours of operation for the student’s designated Testing Center),
- taking an Exam or Assignment with unauthorized aid from another person, material, websites, or devices, including all types of watches that can link to cell phones,
- allowing another person to take/complete their Exam(s) and/or Assignment(s),
- obtaining and/or distributing personal or unauthorized Exam/Assignment work and information to classmates, students, or others, plagiarism, collusion.

**Class Policy:**

- Cheating on a MATH Exam or Assignment will receive a grade of zero and an “F” for the course.
- During testing, cell phones and smart watches must be powered off and put away in your bag, face down on your desktop away from your work area, or as instructed and cannot be on your person, as this is considered a violation of Scholastic Dishonesty in this course. No exceptions.
- Students must login to their Blackboard on the first day of the college semester to read and follow all posted content and instructions. Students must also check their Blackboard regularly during the semester for Announcements, as well as check their E-mail regularly for reminders/notices sent by their Professor/Instructor. In addition, students are responsible for ensuring that they have entered a correct and valid E-mail address in their course for MML.
- For in-person classes, to help ensure classroom safety on campus and to minimize the interruption of the instructional process, classroom doors may be locked and closed at the officially designated Start Time for the course, therefore, all students are expected to arrive promptly and be seated before the Professor or Instructor begins class. The Professor or Instructor of the course may allow a 5 minute Tardy period, after which students may not be allowed in and may be counted absent. For online courses, students may schedule an appointment to meet with the Professor or Instructor during their dedicated virtual office times in order to discuss questions over material being worked on by the student. Students will access and review material provided by the Professor or Instructor in Blackboard and MML in preparation for Course Exams. Additionally, students are to comply with any campus health/safety measures set by the college administration.
- Students may be dropped from the course if they have not registered their MyMathLab account and purchased Full Access before the dates stated by the Professor/Instructor. A purchased MML Full Access code is required for the given semester and may not be an active Access from a previous semester as it may expire before the semester ends. All Unit Assignments and all Exams are required to be completed in MML, therefore the student must ensure Full MML Access to their course for the entire given semester, otherwise not be able to continue/complete the course.

\*Temporary Access is used only to help students begin accessing Assignments on time in order to not fall behind and may not be used to complete the course in its entirety. MML Course Assignments(Homework and Practice Exam Quizzes/Reviews) are to be set by the Professor or Instructor to open on the first day of the college semester, with corresponding MML Course Unit Exams to be set to open after the MML Due Date for all prerequisite Unit Assignments and remain available in MML a reasonable number of days set by the Professor or Instructor before expiring. The Final Exam Dates will be set by the CBC Mathematics Department following the official CBC Final Exam Schedule and may not be changed. No exceptions.



- There are no make-up Exams. (For courses allowing two attempts on Unit Exams, both attempts must be taken as scheduled in the course calendar.) Missing a scheduled Unit Exam for any reason will receive a zero score.
- **Homework Assignments:** All Homework Assignments must be successfully completed by the student in MML on their own time as scheduled before being able to access the corresponding Practice Exam Quiz. Students have multiple attempts to successfully complete (minimum 70%) and/or improve Homework Assignments before and after their corresponding MML due dates expire before the last Regular Day of Classes at CBC for the semester. Homework Assignments are prerequisite to accessing corresponding Practice Exam Assignments. The minimum score required for completing Homework Assignments is 70% and can be completed using the student's notes, textbook, and/or Help Features in MML. Students have the opportunity to continuously improve completed Homework Assignments and Overall Score during the semester before posted due dates expire. The highest score achieved on any Homework Assignment attempt is used to recalculate a student's Overall Score in MML. All Homework Assignments not completed by their respective due dates will receive zero scores but can be reworked for improvement until the last Regular Day of Classes at CBC for the college semester. No Exception.  
Students will also be assigned Core Assessments which are to be accessed and submitted in Blackboard during the semester. The CBC Core Assessment is required and its purpose is to identify expected outcomes, assess the extent to which it achieves these outcomes, and provide evidence of seeking improvement based on the analysis of the results. Core Assessments completed and submitted in Blackboard as instructed will count as Homework Grades in MML. Missed Assessment deadlines will not be extended.
- **Practice Exams(Quizzes):** The Practice Exam Quiz Assignment must be successfully completed by the student in MML on their own time as scheduled before being able to take the corresponding Exam in MML before expiring. Testing will be proctored at a designated and approved Testing Center by appointment once testing resumes on-campus. Students have multiple attempts to successfully complete (minimum 70%) and/or improve Practice Exam (Quiz) grades before and after the corresponding Exam due date expires. Practice Exam Assignments are prerequisite to accessing corresponding Exams. The Practice Exam Assignment is to be completed by the student on their own time using their personal notes, textbook, and/or Help Features in MML. Students have the opportunity to continuously improve all Practice Exam Assignments and Overall Score during the semester before the last Regular Day of Classes for the semester. The highest score achieved on any submitted Practice Exam Quiz Assignment is used to recalculate a student's Overall Score in MML. All Practice Exam Assignments not completed by their respective due dates as scheduled by the Professor or Instructor will receive zero scores. All Unit Practice Exams expire in MML on the last Regular Day of Classes for the college semester No Exception.
- **Exams: All Course Exams are required to be proctored as scheduled at an approved Testing Center, unless otherwise stated during extraneous circumstances where on-campus testing is not permitted.** For all Exams in this course, questions are based on and are related to those from Unit Homework Assignments, with the Practice Exam Assignments representing most, but not necessarily all, of the possible questions to be on an Exam.  
Unit/Chapter Exams will have 1 timed attempt and will expire on their respective Due Dates and Times posted in MML. Each student is responsible for scheduling all Exams at their approved and designated Testing Center in advance in order to take each Exam before it expires once on-campus testing resumes. Both Chapter/Unit Exam attempts must be scheduled to be taken by the student before the Exam expiration date following the Course Calendar for this course and will be administered by the approved Testing Center. The higher of the two scored attempts for each Chapter/Unit Exam is used for the Overall Score.  
Final Exam will have 1 timed attempt and students are expected to review their work carefully before submitting in MML. The Final Exam be available during the indicated dates for Finals following the official CBC Final Exam Schedule and will be administered in a Testing Lab by the Lecture Professor/Instructor or be



scheduled by the student at their designated and approved Testing Center once on-campus testing resumes. Dual Enrollment high school students must have their assigned proctor administer the Final Exam at their designated high school Testing Center/Lab once on-campus resumes. The Final Exam is a departmental exam and will be held according to the official Coastal Bend College Final Exam Schedule for the semester/term by all assigned instructors. Exam Due Dates may be only extended in extraneous circumstances at the discretion of the Professor or Instructor, following CBC guidelines and/or policies. The Professor or Instructor may request official documentation from the student for verification, but it is to be understood that such documentation does not automatically qualify/approve the student request. No Exception.

- **Rounding Rule for Final Semester Grade:** Once the Final Exam is submitted, the student's MML Overall Score(Final Semester Grade) is considered final. Final Semester Grades ending in decimals of .5 or greater will be rounded up to the nearest integer if the student's Final Semester Grade results in a change of letter grade in any semester/term.

In order to prevent from missing any Assignment or Exam due to anticipated or unexpected events during the semester(some examples of which could be extracurricular activities, vacations, personal appointments and commitments, booked Testing Centers, ...etc.), ALL enrolled students are required to plan their schedule so that they can complete Assignments and/or Exams earlier than their posted due date. The Professor or Instructor will announce any additional testing instructions that they will require for their course. Assignments and Exams not completed by their respective due dates will receive zero scores and due dates will not be extended. In some instances, missed Exams due to extraneous circumstances may possibly be considered, but will be at the discretion of the Professor or Instructor and do not automatically receive an extension. Students are expected to follow instructions on planning, preparing, and completing all required work as scheduled during the semester. By not doing so a student may possibly miss Assignment and/or Exam deadlines as well as perform poorly resulting in declining overall grades. Only the CBC Mathematics Division standardized Formula Sheets and the allowed calculator may be used on Chapter/Unit Exams and Final Exam. When testing resumes or is allowed on campuses, these Formula Sheets will be provided to the Testing proctors who must be approved by the CBC course instructor/professor of record.

- There are no prerequisites for the Practice Final Exam or the Final Exam. Students are required to complete and practice the Practice Final Exam multiple times prior to taking their Final Exam in order to be better prepared. By not doing so, the student may not be able to recall important information well, thus affecting their performance and negatively affect their chance of successfully completing the course.
- Students using unauthorized material, devices, or information on Exams, having another person take their Exams, taking Exams outside of the designated labs on campus or approved Testing Centers and their normal and stated hours of operation, taking Exams outside of the Dates and Times scheduled by the Lecture Professor/Instructor, or violating any other rule concerning Scholastic and Academic Dishonesty will receive an "F" in the course.
- The class will follow the Lecture Course Calendar and maintain its schedule regardless of student or instructor absences, bad weather, etc., in order to complete the required college curriculum for this course.
- Courses designated as Independent Study will be more challenging than a regular course. An Independent Study course will contain the same course content and assessments as a regular course, but will require that the student be very self- motivated, organized, and dedicated to completing all of the course requirements with little to no supervision by the Professor or Instructor during the semester. Students in an Independent Study course will be expected to dedicate more time to their personal schedule for researching useful online resources, in addition to MML, to help them practice and complete their coursework as scheduled. A course for Independent Study will be offered at the discretion of the Professor or Instructor.

- **INTERNET CLASSES:** Students enrolled in an Internet class will be expected to manage and dedicate personal time to studying and completing all required assignments independently of a classroom setting. Students must access their online material via MyMathLab for this course on a daily basis in order to study and review all unit material, complete all assignments as scheduled, and practice in preparation for each Chapter/Unit Exam and Final Exam. Exam Due Dates may be only extended in extraneous circumstances at the discretion of the Professor or Instructor, following CBC guidelines and/or policies. The Professor or Instructor may request official documentation from the student for verification, but it is to be understood that such documentation does not automatically qualify/approve the student request. Students are required to access their course material and assignments on a computer having Internet service in order to complete and submit required coursework by the posted Due Dates. By preparing daily, the student will have a better understanding of the material and increase their likelihood of succeeding in this course. Procrastinating until the day or weekend before a scheduled Exam is not acceptable. Missed Exam Due Dates due to the student failing to comply with the Professor or Instructor's directives on preparing for, scheduling, and taking an Exam will not merit an extension.
- **INTERNET and DUAL ENROLLMENT CREDIT CLASSES (Testing Policy):** All Exams are timed. Students in this course are required to take all Exams as scheduled in the Course Calendar/Schedule and Official CBC Final Exam Schedule during normal and stated hours of operation at the nearest CBC Testing Center or nearest approved Testing Center to their place of residence. Dual Enrollment High School students may use their respective High School as their designated Testing Center and must have their Exams for this course proctored by their designated and approved High School Testing Administrator or Counselor during their High School's normal and stated district calendar hours/days for classes. \*(During remote periods in which on-campus testing is not allowed, testing requirements and instructions will be announced by the Professor or Instructor of the course.) Students may take each Chapter/Unit Exam on any date while it is available before the Exam expires and may only use the CBC Mathematics Division standardized Formula Sheets, which are to be provided by their approved Testing Center proctors (or designated high school proctor for Dual Enrollment students), and the allowed calculator on all Course Exams. Each student must submit the required information below to their Professor or Instructor for verification and approval before the 3rd day of classes via e-mail. Once approved by the Professor or Instructor, each student is then responsible for scheduling all Exams at their designated Testing Center, otherwise Exams will not be accessible. No Exceptions. See below. Internet Class students who do not send their designated Testing Center information to their Instructor as required will affect their opportunity to access and take a scheduled Exam in MML before it expires during normal and stated hours of operation at their designated Testing Center, resulting in missing the Exam(s). Dual Enrollment high school students will meet with their high school instructor and have their Exams proctored as scheduled at their designated high school Testing Center. Missed Exam Due Dates due to extraneous circumstances may possibly be considered, but will be at the discretion of the Professor or Instructor, following CBC guidelines and/or policies. The Professor or Instructor may request official documentation from the student for verification, but it is to be understood that such documentation does not automatically qualify/approve the student request. Missed Exam Due Dates due to the student failing to comply with the Professor or Instructor's directives on planning and preparing for an Exam, as well as scheduling, will not merit an extension.





**\*\*Required Testing Center information for INTERNET CLASSES.(When on-campus testing is permitted.)  
The following must be sent to Professor or Instructor via E-mail by the first week of the college semester:**

- Subject Line: Your Full Name – MATH Course Number.Section Number
- Body of E-mail: provide the following, then close with your Full Name
  - 1 Name of Testing Center (or High School for Dual Enrollment High School students),
  - 2 Name of Testing Coordinator,
  - 3 Testing Coordinator e-mail address,
  - 4 Testing Center Phone Number,
  - 5 City and State of Testing Center.
- Close: Your Full Name – MATH Course Number.Section Number

CBC Testing Center policies require all students needing to take Exams at any of the four CBC Testing Centers to make Course Exam Appointments well in advance using the on-line scheduling site link located on their Internet Testing webpage. Appointments are mandatory and no walk-ins are allowed, unless otherwise specified by the CBC Testing Centers. This may apply to non-CBC Testing Centers approved for testing in this course as well. All students in this college course are instructed to plan ahead and make all their Course Exam Appointments during the first two weeks of the semester in order to ensure that they have their preferred dates and times reserved at their designated Testing Center for each scheduled Exam before its expiration date. Each student is responsible for any changes that arise in their personal schedule or their designated Testing Center's schedule that prevents them from taking an Exam and must make arrangements with their Testing Center to reschedule as soon as possible in order to take the Exam before it expires. Below are some situations that could lead to a student missing an Exam and which can be prevented by making Exam appointments early in the semester as instructed:

- *forgetting to make an Exam appointment on time,*
- *making an Exam appointment late and finding out that it is booked the day before the exam expires or the day the exam expires,*
- *making an exam appointment to take an exam on a day that your Testing Center is not available for testing,*
- *not checking your Testing Center webpage for issued testing schedule changes/closures, etc.*

Students must have their Photo ID with them when they come in for testing. No personal items are allowed in the Testing Room. The personal items will be collected from the student before they are allowed into the testing room. Only the approved calculator will be allowed. Each student is required to make all of their Exam appointments based on their respective Testing Center's weekly schedule and hours of availability during the semester. Testing Centers in general may have different weekly schedules of operation and it is your responsibility for knowing and following your respective Testing Center's policies and schedules for making your Exam appointments.

- **E-mail in this course.** When sending E-mail to your Professor or Instructor, include your Full Name–MATH Course in the Subject Line, and then provide a detailed description of your question along with your Full Name in the body of your message. E-mail does not equate to a Text message. Student E-mail not providing this information will not be addressed. The Professor or Instructor will try to send a reply by the next day or as soon as is possible.





- **The required MyMathLab(MML)** for this course is an online and interactive educational system designed by Pearson Education. The CBC Mathematics Division uses this system to create and manage the course assessments and timelines for completion, view and monitor student performance in the course, and other course related actions. Each student in this course is required to purchase and activate their personal MML Student Account with Full Access on the first day of the college semester, as well as maintain Full Access during the entire semester, in order to access course material and assessments, and submit completed and required work as scheduled. This can be done either by purchasing a personal MML Student Access Code at the CBC Bookstore or online directly through Pearson for immediate access using a credit card. Students are not to use active MML Access from a previous semester as it may expire before the end of the given semester and the student will not be able to continue/complete the course. To help a student get started accessing Course Assignments on the first day of the college semester if they do not have a purchased Full Access Code, students may use the Temporary Access provided by Pearson on the Payment Option Page of the MML Registration Process. Temporary Access is not to be used to complete the course in its entirety. **IMPORTANT:** Students in this course are required to maintain Full Access to their MML Course for the entire college semester. They may be dropped if they do not activate and register their personal MML Student Account within the first two weeks of the semester. Also, students who use Temporary Access may be dropped from the course if they let their personal MML Student Account expire by not purchasing Full Access and updating their MML Account. If a student is experiencing any problems with their personal MML Student Account or their Internet service at any time during the semester, it is the student's responsibility to contact the appropriate MML Technical Support or Internet Service Provider for help in correcting them as soon as the problems are encountered. Students must login to their MML account daily to know if their account is experiencing problems that need to be resolved immediately by MML Technical Support.

\*MML Technical Support Homepage: <https://support.pearson.com/getsupport/s/>

#### **Attendance Policy:**

Attendance is mandatory and is not an option in MATH classes having a scheduled day and time of the week, whether the class is an on-campus course or a remote course. MATH classes designated as Online/Internet do not have a required weekly attendance schedule, unless otherwise specified by the Professor or Instructor. Attending class regularly and promptly as scheduled is an important factor of the student's success in this course. By not taking attendance seriously and by being absent from class, the student is not going to be successful in this course. Therefore, if a student is excessively absent from Lecture and/or Lab in the semester, the Instructor will report the student to the registrar's office for Excessive Absences and may be dropped from the class. (Online/Internet students showing extended periods of inactivity in MML will be considered to not be actively participating in the course and may possibly be dropped as well.) Students will be marked absent if not in class once Attendance is taken at the beginning of the period or for leaving class before the end of the period. Reasons for leaving class early must be legitimate and verified with the Instructor in advance. If a student arrives late to class or must leave class early due to an emergency, it is the student's responsibility to contact the Instructor as soon as possible to inform them of the reason for being late or leaving class early for Attendance. Three tardies will count as one absence. Absences totaling more than six hours from Lecture and/or Lab during the semester will be considered excessive. Being dropped from a course may have a negative impact on a student's full-time status. \*\*If a student is unable to attend class or access/complete scheduled work in MML for an extended period of time for any reason, then it is the student's responsibility to contact and inform their Professor or Instructor via E-mail immediately using their computer/laptop or their smartphone. Waiting until an Assignment/Exam is due or is about to become due is not acceptable and may result in the student possibly missing the Assignment/Exam deadline, which will not be extended.

- **Lab attendance is a requirement for courses with a lab component, this is not an option.** Lab allows students to practice and reinforce the understanding of topics covered in the course as well as take scheduled Exams. Students who do not attend lab will be dropped from the course.

## Math 2412 Course Outline

### Unit 1: (Ch1, Ch10) Functions and Systems of Linear Equations

- ✓ HW 1.3 Properties of Functions
- ✓ HW 1.4 Library of Functions; Piece-wised-defined Functions
- ✓ HW 1.5 Graphing techniques: Transformations
- ✓ HW 10.1 Systems of Linear Equations: Substitution and Elimination
- ✓ HW 10.2 Systems of Linear Equations: Matrices
- ✓ **Unit 1 Practice Exam Quiz**
- ✓ **Unit 1 Exam**

### Unit 2: (Ch2,Ch3) Quadratic, Polynomial, and Rational Functions

- ✓ HW 2.3 Quadratic Functions and Their Zeros
- ✓ HW 2.4 Properties of Quadratic Functions
- ✓ HW 2.7 Complex Zeros of Quadratic Functions
- ✓ HW 3.2 Real Zeros of Polynomial Functions
- ✓ HW 3.3 Complex Zeros; Fundamental Theorem of Algebra
- ✓ HW 3.4 Properties of Rational Functions
- ✓ HW 3.5 Graph of a Rational Function
- ✓ HW 3.6 Polynomial and Rational Inequalities
- ✓ **Unit 2 Practice Exam Quiz**
- ✓ **Unit 2 Exam**

### Unit 3: (Ch4) Exponential and Logarithmic Functions

- ✓ HW 4.1 Composite Functions
- ✓ HW 4.2 One-to-One Functions; Inverse Functions
- ✓ HW 4.3 Exponential Functions
- ✓ HW 4.4 Logarithmic Functions
- ✓ HW 4.5 Properties of Logarithms
- ✓ HW 4.6 Logarithmic and Exponential Equations
- ✓ HW 4.7 Financial Models
- ✓ HW 4.8 Exponential Growth and Decay Models; Newton's Law; Logistic Models
- ✓ **Unit 3 Practice Exam Quiz**
- ✓ **Unit 3 Exam**

### Unit 4: (Ch5) Trigonometric Equations

- ✓ HW 5.1 Angles and Their Measures
- ✓ HW 5.2 Right Triangle Trigonometry
- ✓ HW 5.3 Computing Values of Trigonometric Functions-Acute Angles

- ✓ HW 5.4 Trigonometric Functions of any Angle
- ✓ HW 5.5 Unit Circle Approach; Properties of Trigonometric Functions
- ✓ HW 5.6 Graphs of Sine and Cosine Functions
- ✓ HW 5.7 Graphs of Tangent, Cotangent, Secant, and Cosecant Functions
- ✓ HW 5.8 Phase Shift; Sinusoidal Curve Fitting
- ✓ **Unit 4 Practice Exam Quiz**
- ✓ **Unit 4 Exam**

**Unit 5: (Ch6, Ch7) Analytic Trigonometry; Trigonometry Applications**

- ✓ HW 6.1 Inverse Sine, Cosine, and Tangent Functions
- ✓ HW 6.2 Inverse Cosecant, Secant, and Cotangent Functions
- ✓ HW 6.3 Trigonometric Equations
- ✓ HW 6.5 Sum and Difference Formulas
- ✓ HW 6.6 Double-angle and Half-angle Formulas
- ✓ HW 7.1 Applications involving Right Triangles
- ✓ HW 7.2 Law of Sines
- ✓ HW 7.3 Law of Cosines
- ✓ HW 7.4 Area of a Triangle
- ✓ **Unit 5 Practice Exam Quiz**
- ✓ **Unit 5 Exam**

**Unit 6: (Ch11) Sequences and Series; Binomial Theorem**

- ✓ HW 11.1 Sequences
- ✓ HW 11.2 Arithmetic Sequences
- ✓ HW 11.3 Geometric Sequences and Series
- ✓ HW 11.4 Mathematical Induction
- ✓ HW 11.5 Binomial Theorem
- ✓ **Unit 6 Practice Exam Quiz**
- ✓ **Unit 6 Exam**

(GEC and PSLO Core Assessments will be scheduled as HW Assignments during assessment cycle.)

**Practice Final Exam Quiz: (comprehensive Unit 1-Unit 6)**

**Final Exam: Major Assignment (comprehensive Unit 1-Unit 6)**