The Art Institute of California™ - Los Angeles

Course Syllabus

Course Title: College Algebra
Course Number: MS111-3
Class Meetings: Thursday, 8AM – 12PM

Course/Section	Day	Time	Bldg./Room
MS111-3	Monday	1 PM – 5 PM	302

Session/Year: Spring - 2018

Instructor Name: Dr. Pete Markiewicz
Email Address: pmarkiewicz@aii.edu

Instructor Availability: In-Class/Email.

Why study College Algebra – How will it help your career?

As your course instructor, I feel obligated to offer you some insight into why your hard work in your study of College Algebra, will benefit you.

College Algebra is the study of college-level algebra and its applications. Though this might not seem so relevant to your daily life, it is actually one of the most important subjects that you can take.

1. You'll gain really interesting insights about problem solving and how to approach a challenge. Better yet, the analytical skill set learned in college algebra has very practical applications in business, science, health care, and other non-technical fields like teaching, design, or any job that requires some degree of analytical thinking. Nearly all companies value strong problem solving skills.

The knowledge you gain could help you understand lots of other things too, such as:

2. You could better understand how to think critically about mathematical concepts. One example? Perhaps you need to make an important decision about how to allocate your household budget, such as paying for your degree. If you have the ability to make advanced mathematical calculations, you can be confident in your ability to use data to support and plan financially for your short term and long term career goals.

3. Your knowledge can help you achieve greater success in the workplace. We work in a time where it is common for work to be measured, for employees to be held accountable based on their numbers, and for work-place decisions to be made based on underlying data. If you're aware of the math behind how you are being measured, or how to get your projects approved, whether you are a teacher or an executive in a corporate environment, you will better understand what is expected of you and how to perform better and succeed.

4. **Studying algebra is akin to exercise for the mind/brain**. Even if you never intend to use algebra in your career, the ability to understand and use abstract rules and concepts is important in today's society. In addition algebra develops your ability to approach and solve problems in a rational manner. Also, you might be in a position someday to make decisions about matters that are related to mathematics.

The Case for Studying College Algebra

So you see, there are some pretty compelling reasons why taking a course in college algebra can increase your chances of success at school and on the job.

College Algebra

Course Description:
In this course students examine quantitative relationships and employ problem-solving strategies.

Course Prerequisite(s): *None*

Course Co-requisite(s): *None*

Instructional Contact Hours/Credits:

Course Length: 12 Weeks
Contact Hours: 44 Hours

Lecture: 44 Hours
Lab: 0 Hours
Credit Values: 4 Credits

Quarter Credit Hour Definition:

A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.

Course Prerequisite(s): None

Text: None

Method of Instruction: Lab/self-paced

Materials & Supplies: pencils/pens, scratch paper – a lot, and note paper; headphones or ear buds.

Estimated Homework per Week: It is suggested that you put in a minimum of 4 -5 hours per week outside of class.

Technology Needed: For Homework outside of class you will need a computer and a dependable Internet connection.

Learning Objectives:
Upon successful completion of the course, the student should be able to:

- *Solve mathematical problems involving positive and negative whole numbers, fractions and decimals*
- *Demonstrate the relationship between ratios, rates, and percent*
- *Solve percent problems and applications using percent equation and/or percent proportion*

- *Convert between fraction, decimals, and percent*
- *Differentiate between algebraic expressions and algebraic equations*
- *Solve algebraic equations in one variable*
- *Graph and analyze equations*
- *Find the slope and intercepts of a line from an equation or a graph*
- *Graph and interpret linear equations in two variables*
- *Manipulate polynomials using addition, subtraction, multiplication, division and properties of exponents*
- *Evaluate mathematical expressions involving exponents, signed numbers and the order of operations*
- *Factor polynomials*
- *Set-up and solve systems of linear equations*

Instructional Materials and Reference:

Text(s): None

Digital Bookshelf & Course eBook:

If your class uses an electronic book, "eBook", your required textbook for this course is delivered via electronic format. You do not need to purchase a hardcopy textbook. You will be able to access your eBook via Brightspace (http://myaicampus.com) beginning no later than the first day of class. Once you have accessed your eBook via Brightspace, you can then also choose to download the eBook to a personal computer using the Digital Bookshelf software (http://vitalsource.com/downloads). Please refer to the Ai Digital Bookshelf Student User Guide, available in Brightspace, for specific instructions.

To start using your eBook, enter the Brightspace site for this class. Click on the "Digital Textbook" link on the left-side navigation bar. Then, click on the link for the book.

For support using the Digital Bookshelf, contact Campus Support at 1-866-642-2771 or campus_support@aii.edu. This support group is available SEVEN DAYS A WEEK from 7:00 AM – MIDNIGHT Eastern Time.

Minimum System Requirements for completing assignments outside of computer lab

With these operating systems:	You can use these browsers:	
Windows	Windows 8	IE 10* (desktop version only) Firefox 16.02 - 17.x Chrome 21.0 - 23.0
	Windows 7	IE 8**, 9 Firefox 10.x - 17.x Chrome 16.0 - 23.0
	Windows Vista™	IE 8**, 9 Firefox 10.x - 17.x Chrome 16.0 - 23.0
	Windows XP	IE 8** Firefox 10.x - 17.x Chrome 16.0 - 23.0
	* Metro IE 10 is not currently supported. ** Using IE 8 in MyLab courses is not recommended and may result in unexpected behavior. Standalone sites such as MathXL.com, MyMathTest.com, and MyFoundationsLab.com are not affected.	
Macintosh	Mac OS 10.8 "Mountain Lion"	Safari 6 Firefox 17.x Chrome 19.0 - 23.0
	Mac OS 10.7 "Lion"	Safari 4, 5, 6 Firefox 10.x - 17.x Chrome 16.0 - 23.0
	Mac OS 10.6 "Snow Leopard"	Safari 4, 5 Firefox 10.x - 17.x Chrome 16.0 - 23.0
	Mac OS 10.5.x "Leopard"	Safari 4, 5 Firefox 10.x - 16.x
Linux	Ubuntu	Firefox 10.x - 17.x
	Fedora	Firefox 10.x - 17.x Chrome 16.0 - 23.0

Notes:

* Windows is a registered trademark of Microsoft Corporation in the United States and other countries.
* Mac OS is a trademark of Apple Inc., registered in the U.S. and other countries.
* Linux configurations cannot play Apple QuickTime videos, used in some XL courses.

The following link is provided for the Browser and Flash plugin check:
http://www.mathxl.com/browsercheck/BrowserCheck.aspx?mml=false&bookId=93484&autoh=yes&centerwin=yes

Instructional Methods: This is a self-paced, mastery-based course designed for active learning in college mathematics. Structured around an emporium model, it utilizes computer-based coursework that incorporates personalized and adaptive learning built from a custom pre-assessment tool. This pre-assessment is built on an established set of competencies that determines what concepts students will be required to master. Following this assessment, each student receives an individualized learning path toward achieving the desired learning outcomes. Student learning will be supported by highly-interactive learning activities, online tutorials, faculty-led discussion groups and one-on-one mentoring in the classroom.

Assessment Criteria and Methods of Evaluating Students: Gradebook Breakdown

Module Post-tests: 70% for mastery (65% weight of total grade)

Final exam: 60% to pass (25% weight of total grade)
Cannot pass course without passing final exam

Homework Practice and Apply Skills: 10% weight of total grade
Videos and Animations not included in homework score

Math Assessment Activities

Modules	65%
Final Exam	25%
Homework	10%
	100%

Grading Scale:

All assignments will have clear criteria and objectives to meet. All students shall be treated equitably. It is the student's right to know his/her grade at any reasonable point that information is requested by that student. The criteria for determining a student's grade shall be as follows (on a percentage of total-points basis):

Grade	Grading Scale	Grade Calculations
A	100 – 93	4.0 points
A-	92 – 90	3.7 points
B+	89 – 87	3.4 points
B	86 – 83	3.0 points
B-	82 – 80	2.7 points
C+	79 – 77	2.4 points
C	76 - 73	2.0 points
C-	72 – 70	1.7 points
D+	69 – 65	1.4 points
D	64 – 60	1.0 points
F	59 and below	0.0 points

Classroom Policy:

- No food allowed in class or lab at any time. Drinks in re-closeable bottles allowed in classroom.
- Edible items brought to class or lab must be thrown out.
- If student elects to eat/drink outside class or lab door, missed time is recorded as absent.
- Tardiness or absence is recorded in 15-minute increments.
- Break times are scheduled by the instructor at appropriate intervals.
- No private software is to be brought to lab or loaded onto school computers.
- No software games are allowed in lab.
- Headphones are required if listening to music during lab and for the online modules in College Algebra.
- Any student who has special needs that may affect his or her performance in this class is asked to identify his/her needs to the instructor in private by the end of the first day of class. Any resulting class performance problems that may arise for those who do not identify their needs will not receive any special grading considerations.

Student Evaluation/Grading Policies:

- Class time will be spent in a productive manner.
- Grading will be done on a point system.
- Points for individual activities will be announced.
- All work must be received by the set deadlines.
- Late work receives a grade of zero.
- On-time projects may be redone with instructor approval.
- ABSOLUTELY NO WORK WILL BE ACCEPTED AFTER THE FINAL CLASS MEETS WEEK 11.

Classroom Policy:

- No food allowed in class or lab at any time. Drinks in re-closeable bottles allowed in classroom.
- Edible items brought to class or lab must be thrown out.
- If student elects to eat/drink outside class or lab door, missed time is recorded as absent.
- Break times are scheduled by the instructor at appropriate intervals.
- No private software is to be brought to lab or loaded onto school computers.
- No software games are allowed in lab (unless in course curriculum).
- Headphones are required if listening to music during lab. No headphones are allowed in lecture.
- Any student who has special needs that may affect his or her performance in this class is asked to identify his/her needs to the instructor in private by the end of the first day of class. Any resulting class performance problems that may arise for those who do not identify their needs will not receive any special grading considerations.
- Cell phones may NOT be used in the classroom. If you have an emergency that requires you to take a call during class, you MUST inform the instructor before class begins, and step outside the room to take the call or text message.

Attendance Policy:

The Art Institute of Campus is committed to learning-centered, hands-on instruction, which can only be accomplished when students attend class. There are no excused absences. The satisfactory explanation of an absence does not relieve the student from responsibility for the course work assigned and/or due during his/her absences. A student who does not attend class during the first week of school or starts late is still held responsible for his/her absences.
A student who is absent for three cumulative class sessions will be withdrawn from the course and will receive a Withdrawal (W) after week 4 of a 5.5 week Mid-quarter ground term) unless the student submits an appeal to remain in class that is accepted

by the instructor and department director/dean. A student is allowed only one appeal per class. In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the Registrar's Office.

It is your responsibility to stay in communication with your instructor about absences in order to stay current with assignments. You are expected to spend the entire amount of scheduled class time in the classroom. If you are dropped from the class and you have a documented mitigating circumstance, you may have the opportunity to appeal. It is your responsibility to ensure that your attendance in class is brought to the faculty member's attention if you arrive late.

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid-quarter ground term), will be withdrawn from the Institute and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid-quarter ground term) students will be withdrawn from the Institute and will receive WF's (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

Students are encouraged to make all schedule changes early in the first week of the quarter to minimize absences. Failure to sit in all classes during the first two weeks of school will result in termination from school for the quarter. Detailed information about scheduled adjustment periods can be found on the back of your official schedule or in the local Ai campus catalog.
If you are going to miss class, regardless of the reason, you should notify your instructor. You are responsible for gathering any information from the missed class period in a timely manner.

IPA = Incomplete Pass	This grade is assigned only when some portion of a course has not been completed for good and sufficient reason. Courses in which "IPA" grades are assigned must be completed no later than the end of the next regular term in which the student is enrolled or the grade will be recorded as "F" on the permanent record in the term in which the

grade is granted to replace the IPA. IPA does not affect CGPA/ICR/MTF.

Please be aware that the IPA course grade must be earned, with the student exhibiting progress throughout the course but not completing the course as of the class session. It is to the benefit of each student to complete the course in one quarter.

Ai Unearned F (UF) Grade Definition

Unearned F Grade: students who failed the course AND did not complete the final assignments in the course. Final assignment include, but is not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate.

Veteran Affairs Course Attendance Policy

Students who receive VA educational benefits are required to pursue each of their courses to be eligible for benefits. In order to receive the full benefit allowance the student must attend all classes in which the student is registered throughout the academic term at the campus.

- A student who is absent from a particular course for a period of 14 consecutive calendar days will be considered not pursuing the course.
- At the end of a quarter, a student must complete their final assignment or take their final exam (these dates must be documented) or not receive a grade of W, WF or an unearned F, or their last date of attendance will be provided to the VA.

Withdraw from a Course:

In order to withdraw from a course (that is, receive a grade of "W"), a student must meet with his or her Academic Director before noon on the Friday of week 9.

Academic Dishonesty:

Students are expected to maintain the highest standards of academic honesty while pursuing their studies at The Art Institutes. Academic dishonesty includes but is not limited to: plagiarism and cheating; misuse of academic resources or facilities; and misuse of computer software, data, equipment or networks.

Plagiarism is the use (copying) of another person's ideas, words, visual images or audio samples, presented in a manner that makes the work appear to be the student's original creation. All work that is not the student's original creation, or any idea or fact that is not "common knowledge," must be documented to avoid even accidental infractions of the conduct code.

Cheating is to gain unfair advantage on a grade by deception, fraud, or breaking the rules set forth by the instructor of the class. Cheating may include but is not limited to: copying the work of others; using notes or other materials when unauthorized; communicating to others during an exam; and any other unfair advantage as determined by the instructor.

Students accused of academic dishonesty will be brought before a Student Conduct Committee. If the committee determines that there has been a violation of the Academic Dishonesty policy, the student will automatically fail the class and, depending on the severity of the infraction, may face further disciplinary action up to and including suspension from classes or expulsion from school.

Disability Policy Statement:

It is our policy not to discriminate against qualified students with documented disabilities in our educational programs, activities, or services. If you have a disability-related need for adjustments or other accommodations in this class LaToya Williams in Student Affairs located on the 3rd floor of Building 2950.

Disability Services

The Art Institute of California – Los Angeles provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institute of California – Los Angeles.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator, Sara Lyttle, of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact Sara Lyttle in Building 2950 Room 310, telephone number 310.314.6112. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Student Assistance Program:

The Talk One2One is a pre-paid service, provided through The Art Institute of California – Los Angeles, that offers a menu of services and support accessible 24/7 to assist the student in attaining balance and academic success, including: counseling, budget and debt assistance, information and resource referrals, consultations, and

new parent coaching. If you are in need of services, contact Talk One2One at 888-617-3362.

Additional Information (FAQ)

How quickly do the students have to get through the modules to pass?

This is a self-paced course so there is no time limit. When a student has completed all of the topics, successfully mastered the post-tests at 70% and successfully pass the final exam with a minimum score of 60%, they are finished with the course. Registrars have been made aware of this also.

Are students required to bring in their own headphones for the videos, should they decide to view them in class?

Yes. Closed captioning is available as another option.

Are calculators necessary?

Calculators are available as pop-ups from within the College Math program or you can use the calculator on the PC or on the Mac. You cannot use calculators on the web. You cannot use calculators on cell phones. It is strongly advised that you purchase a calculator similar to the Casio 300 series – available for under $15.00 at most retail stores. (For example – from Office Depot: Casio)

Instructor Schedule

Course/Section	Day	Time	Bldg./Room
MS111-3	**Thursday**	**8AM-12PM**	**302**