Syllabus: College Algebra (MAT 1513)

Course Information

Course Title: College Algebra
Course Prefix/Number: MAT 1513
Prerequisite: Math 142
Semester: Fall 2025
Class Days/Times: Online with Zoom
Credit Hours: 4

Instructor Information

Name: Noemi O. Hubilla
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Office location: SCAC/Virtual
Office hours: By appointment

Course Description

Introduction to college-level algebra. Includes equations, functions, systems of equations, exponential and logarithmic functions, graphing of higher order polynomial and rational functions, sequences and series, and calculator use.

Course Objectives

During this course students will:
Calculate the slopes of lines; determine equations of lines, and graph lines.

- Given two points in the plane, find the distance and midpoint between them.
- Solve systems of linear equations in three variables algebraically.
- Solve compound inequalities in one variable and graph linear inequalities in two Ø variables.
- Solve absolute value equations and inequalities.

- Factor polynomials using advanced techniques and solve related equations.
- Simplify rational expressions, including complex rational expressions.
- Solve rational equations involving quadratic equations.
- Simplify radical expressions, convert between radicals and rational exponents, and solve radical equations.
- Solve quadratic equations using completing the square and the quadratic formula; interpret the discriminant. Graph parabolas.
- Solve literal equations.
- Define and identify a function and use function notation

Student Learning Outcomes

During this course the students will…
After completion of the course students will be able to:
- Solve linear, absolute value, quadratic, rational, and radical equations, linear and ′ absolute value inequalities, and linear systems in two and three variables.
- Graph linear, quadratic, and elementary exponential equations, and linear inequalities. ′ Solve problems involving real world applications.

Course Structure

This course will be delivered through the computer using ALEKS. Students are expected to log in/work on Aleks.com. Math assignments for a minimum of 6 hours per week. This is a self-paced curriculum.

Course Learning Materials and Textbook Information

Texts and materials: The text used will be on the Aleks program.

Evaluations and Grading & Assignments:

90 and above is an A
80 - 89 is a B
70 - 79 is a C
60 - 69 is a D
Under 60 is Failing

Your grade will be determined by the following:

Evaluation and Grading & Assignments:
Class attendance/ Virtual Meetings 10%

Midterm/Final Exams	20%
Weekly Time/Progress Goal (>7 topics)	70%
	Total 100%

Accountability: (defines grade expectations and accountability for coursework; emphasizes students' responsibility for original work and proper citation; stresses punctuality, participation, and consequences of absences)

SCAC Policies and Expectations

Organized Around the ARROW Framework
(Accountability, Respect, Resilience, Openness, Wisdom)

A – Accountability

We believe that personal responsibility is the foundation of success. Students are expected to:

Coursework & Academic Integrity

- Complete all assignments and assessments on time.
- Submit only original work with proper citations for any sources used.
- Avoid plagiarism, cheating, or any form of academic dishonesty—violations will result in disciplinary action.

Attendance Policy

- Arrive to class on time and be ready to participate fully in every session.
- Four (4) unexcused absences may result in withdrawal from the course, with a grade of "W" or "Y" recorded.
- Excused absences may be granted for:
  - Religious observances and practices
  - Illness
  - School or work-related travel
  - Personal or family emergencies
- Notify the instructor as soon as possible if you will be absent.

Virtual Learning Expectations

- Attend all scheduled Zoom sessions.
- Work on ALEKS assignments for at least **6 hours per week**.
- Remember: The best way to learn math is to practice every day.

- ALEKS assessments will periodically check your skills—some topics may repeat if mastery has not been shown.
- Progress is individualized; students will be working on different topics based on their current skill levels.

R – Respect

A respectful learning environment benefit everyone. Students should:

- Listen actively when others are speaking.
- Use professional and courteous language in all communications.
- Respect differences in opinions, backgrounds, and experiences.
- Handle classroom materials, technology, and resources with care.

R – Resilience

Learning can be challenging, but persistence leads to mastery. Students are encouraged to:

- Approach difficult topics with patience and determination.
- View mistakes as learning opportunities.
- Seek help from the instructor, peers, or tutoring services when needed.
- Continue practicing even after setbacks.

O – Openness

Growth requires an open mind and a willingness to adapt. Students should:

- Be receptive to feedback and use it to improve.
- Engage in discussions and ask questions to deepen understanding.
- Try different problem-solving strategies and embrace new tools.

W – Wisdom

True learning goes beyond grades—it is about applying knowledge with good judgment. Students should:

- Apply learned concepts to real-life situations.

- Make ethical choices in academic work.
- Strive for continuous self-improvement and lifelong learning.

Academic Integrity:
Violations of scholastic ethics are considered serious offenses by San Carlos Apache College. Students may consult the SCAC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited.

Course Feedback:
All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. Email and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.

Incomplete Policy
Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in in compliance with the attendance policy.
2. The student must have unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a “C” grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

Instructor Withdrawals
Students who have missed four consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, due on [date of 45th day found in Academic Calendar on SCAC website] are assumed NOT to be participating in the class and may be withdrawn at the faculty member’s discretion. [faculty members should be clear in their withdraw policy, if you do not withdraw students please note in appropriate sections].

Student Withdrawals
Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by [withdrawal deadline date found in Academic Calendar on SCAC website] if you do not expect to complete the class, otherwise you may receive an "F" grade.

Special Withdrawals (Y) Grade
The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

RESPECT (Establishes a respectful learning environment free from discrimination; promotes a safe and inclusive campus).

Equal Access Statement/Disability Accommodations
San Carlos Apache College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO).It is the student's responsibility to make known to their instructor(s) the student's specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-383-0033 for additional information and assistance.

Title IX
San Carlos Apache College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Conduct: Bias, Bullying, Discrimination and Harassment
San Carlos Apache College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital

status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

RESILIENCE (Supports students facing unavoidable circumstances and recognizes hardships, while setting academic expectations).

Make-up policy:
Late assignments that can be made up will be accepted but will be penalized 25%. Laboratories cannot be made up except in the case of college closure. At the instructor's discretion, extra credit opportunities and optional activities may be provided.

Classroom Behavior (Virtual)
1. Follow all acceptable behavior as stated in the Student handbook and Student Code of Conduct
2. Mute yourself except when you have the permission to speak or during class discussions
3. Raise your hand for permission to speak or leave the class
4. Keep your video on for attendance purposes and so others can see you when you speak
5. Avoid distracting backgrounds or actions.
   o Engage positively in all activities
6. Background pictures need to be college appropriate
 o Actual first and last names must be displayed at all times on your screen o Email, phone, or text teacher right away if you are having issues logging into class. Contact teacher during his/her office hours for extra help or clarification on lessons you do not understand.
7. Complete all work assigned to you on or before the due dates.
 8. Cellphones should be turned off during class, unless the instructor is allowing students to use their tools (calculator, internet access).

OPENNESS (Encourages open discussions between students and faculty and provides transparency about expectations and learning methods)

COMMUNICATION PLAN
Please attend based on your schedule. Our Zoom live class is our venue to discuss important matters on our course content, as well as to model and discuss problem-solving techniques, explore math tools and apply effective strategies. However, in Aleks.com, our Learning Management System for Mathematics, online learning assignments should be done before, or after our Zoom live class. We also use Aleks during our Zoom live class for special practice exercises and featured math assignments. I am most of the time online every school day except Saturdays and Sundays.

LOGIN TO CANVAS/ ALEKS.COM:
Plan to check in especially Monday to Wednesday. It works best if you set up a consistent weekly schedule for working on this class.

ZOOM LIVE CLASS:
Kindly treat this schedule with respect, as if you were setting aside the time to attend an in person class in the building. Don't get left behind…chances are you will never be able to catch up. Print out your syllabus and calendar and look at them frequently. Every time you enter the Canvas site, check the Announcements and your mailbox. Every time you attend the Zoom live class, check the Aleks website too, and work on at least five assignments/topics/hours. You are required to login for about six hours per week or roughly an hour per day. In order to get at least a passing grade, students are required to have worked on their Aleks Math assignment for at least fifty hours (logged/worked on) for the entire semester.

EMAIL MESSAGES:
Your inquiries, concerns and comments via email, voicemail and sent messages will be responded within 24 hours on weekdays, and within 48 hours on weekends. In your email and other correspondence, kindly include the course name and section number, your full name, and the detailed inquiries or concerns. On your subject in the email/messages, please put the following: MATH ____, Section ____, Name, Concerns.

For example: MAT082_MW_Jane_Doe_Quiz grade It is pertinent that you indicate your course and section for easy reference in your email or correspondence, and also for immediate response to your query.

PARKING LOT (Muddle Forum):
The "Parking Lot" is our venue for inquiries, comments and questions on any topic which may or may not be Mathematics- related. I will address the query based on our grading schedule or within 24 hours depending upon the urgency or risks. No putdowns, no vulgar language or profanity in your questions, comments or statements. Similarly, positive language and constructive statements are highly encouraged. If you have anything that is personal and confidential, then, kindly use my phone or direct message/ email me. Please observe the proper netiquette rules.

WISDOM (Encourages evaluation, reasoning and diverse perspectives; emphasizes organized and audience-aware expression, and promotes learning from elders and cultural teachings for personal and academic growth)

SCAC General Education Learning Outcomes

Apache Wisdom
Learning from the teachings carried on from Apache elders and other community leaders, students will appreciate their unique history, language, and culture as a source of strength for their personal, family, academic, and career aspirations.

Critical Thinking
Approach critical issues, problems, or questions using creativity and deductive reasoning, evaluating evidence, acknowledging diverse perspectives and contexts, and synthesizing one's own viewpoint into ongoing conversations and debates.

Communication
Effectively express ideas orally and in writing. Good communication includes understanding one's audience, organizing one's thoughts, acknowledging and integrating outside sources, using the most recent technology, and following the accepted writing and citation conventions of the particular discipline.

Environmental Literacy
Students will understand their connection to social, cultural, physical, and global environments. Students will consider and evaluate strategies for cultural, community and global sustainability.

We all want a highly engaging Mathematics class. Your attendance, engagement and active participation are greatly encouraged for a successful semester!

Good luck. All the best!

Mrs. Noemi O. Hubilla
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