



INSTRUCTIONAL PACKAGE

MAT 110
College Algebra

Effective Term
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2023/Spring 2024/Summer 2024

COURSE PREFIX: MAT 110

COURSE TITLE: College Algebra

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

College Algebra is designed for students who intend to transfer to a four-year institution or who intend to take calculus, MAT 130 or MAT 140. All skills are learned with a focus on problem solving, so that the logical thought processes become a useful tool in their other classes.

COURSE DESCRIPTION:

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

PREREQUISITES/CO-REQUISITES:

Credit level MAT 102 Minimum Grade of C or Credit level MAT 102 Minimum Grade of TC or SAT Mathematics 530 or New SAT Mathematics 560 or ACT Math 22 or COMPANION Elementary Algebra 100 or ACCUPLACER Elementary Algebra 100 or New ACCUPLACER Adv Algebra 250 or Multiple Measures Math 1

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

1. Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

2. Scientific/Graphing Calculator

ENTRY LEVEL COMPETENCIES:

1. Evaluate algebraic expressions. Use inequality symbols. Evaluate absolute value. Identify properties of real numbers. Simplify algebraic expressions.
2. Simplify exponential expressions using the rules (product rule, quotient rule, zero exponent rule

and power rule). Use scientific notation.

3. Evaluate square roots, simplify radicals, rationalize denominators, evaluate and perform operations with higher roots. Understand and use rational exponents.
4. Understand the vocabulary of polynomials. Add, subtract, and multiply polynomials.
5. Factor out the greatest common factor of a polynomial. Factor by grouping. Factor trinomials. Factor the difference of two squares. Factor the sum and difference of two cubes. Use general strategy for factoring polynomials.
6. Specify numbers that must be excluded from the domain of a rational expression. Simplify rational expressions. Multiply rational expressions. Divide rational expressions. Add or subtract rational expressions, Simplify complex rational expressions.
7. Solving equations and inequalities of one variable that arise in practical applications of math.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to the myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

The student should be able to:

1. Perform operations with complex numbers.
2. Solve rational and radical equations, and equations that are quadratic in form.
3. Solve quadratic equations utilizing multiple methods.
4. Solve systems of equations in two variables.

5. Understand and use the definition and properties of functions.
6. Graph functions and identify their domain, range, vertex and intercepts.
7. Perform addition, subtraction, multiplication, division and composition of functions.
8. Verify when two functions are inverses of each other, and find the inverse of a one-to-one function.
9. Investigate the zeros of general polynomial functions.
10. Investigate the zeros and asymptotes of rational functions.
11. Graph polynomial and rational functions.
12. Recognize and understand exponential and logarithmic functions and properties in any base.
13. Solve exponential and logarithmic equations.

CHAPTER 1 Equations, Inequalities and Mathematical Modeling

- 1.1 Graphs of Equations (Only cover circles)
- 1.2 Linear Equations in One Variable (Only cover rational equations)
- 1.4 Quadratic Equations and Applications
- 1.5 Complex Numbers
- 1.6 Other Types of Equations
- 1.7 Linear Inequalities in One Variable (Only cover absolute value inequalities)
- 1.8 Other Types of Inequalities

CHAPTER 9 Systems of Equations and Inequalities

- 9.1 Linear and Nonlinear Systems of Equations
- 9.2 Two-Variable Linear Systems
- 9.5 Systems of Inequalities**

CHAPTER 2 Functions and Their Graphs

- 2.2 Functions
- 2.3 Analyzing Graphs of Functions
- 2.4 A Library of Parent Functions
- 2.5 Transformations of Functions
- 2.6 Combinations of Functions; Composite Functions
- 2.7 Inverse Functions

CHAPTER 3 Polynomial Functions

- 3.1 Quadratic Functions and Models
- 3.2 Polynomial Functions of Higher Degree
- 3.3 Polynomial and Synthetic Division (Synthetic Division is optional)
- 3.4 Zeros of Polynomial Functions

CHAPTER 4 Rational Functions and Conics

- 4.1 Rational Functions and Asymptotes
- 4.2 Graphs of Rational Functions

CHAPTER 5 Exponential and Logarithmic Functions

- 5.1 Exponential Functions and Their Graphs
- 5.2 Logarithmic Functions and Their Graphs
- 5.3 Properties of Logarithms
- 5.4 Exponential and Logarithmic Equations
- 5.5 Exponential and Logarithmic Models**

**As time permits.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for

add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up** exam situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu