



College Algebra
Math 110
Hybrid Course



**PALOMAR
COLLEGE**
Math & Science
Learning Center

Student Handbook
Spring 2025

MyLab | Math

Student Registration Instructions for Canvas

First, enter your Canvas course

1. Sign into Canvas and enter your Canvas course.
2. Click on MyLab Math icon on the homepage or Access Pearson on the side menu.
3. Sign on and purchase the course material.

Note: If you can't pay for the access code right away, you can get a **temporary access without payment for 14 days** by clicking on the temporary access in blue.

Next, get access to your Pearson course content

1. Enter your Pearson account **username** and **password** to **Link Accounts**.
You have an account if you have ever used a MyLab or Mastering product.
 - » If you don't have a Pearson account, select **Create** and follow the instructions
2. Select an access option:
 - » Enter the access code that came with your textbook or that you purchased separately from the bookstore.
 - » If available for your course,
 - Buy access using a credit card or PayPal.
 - Get temporary access.

If you're taking another semester of a course, you skip this step.

3. From the You're Done page, select **Go to My Courses**.

Note: you always need to enter your MyLab Math course through Canvas.

Get your computer ready

For the best experience, check the system requirements for your product at <https://www.pearsonmylabandmastering.com/system-requirements/>

Need help?

For help with MyLab Math for Canvas, go to https://help.pearsoncmg.com/integration/cg/canvas/student/en/content/get_started.htm

Math & Science Learning Center

Palomar College is dedicated to serving the needs of a wide variety of students by offering many alternative learning opportunities. One is the Hybrid Course offered through the Math & Science Learning Center. The Math & Science Learning Center offers College Algebra, Trigonometry, and Calculus for Business and Social Sciences courses in a Hybrid format. The Hybrid format offers students the opportunity to complete a mathematics course in less than one semester or to finish two courses in a semester. In addition, the Center offers just in time review of selected topics or a comprehensive review of all topics in remedial mathematics.

<i>Location</i>	Math & Science Learning Center (LRC - 318) and Online meetings (Zoom: https://palomar-edu.zoom.us/j/93713198344)	
<i>Telephone</i>	(760) 744 - 1150 Ext. 2718 <i>Note: We encourage you to use the email to communicate with us instead of phone calls.</i>	
<i>Web Page</i>	https://www2.palomar.edu/mslc/	
<i>In person (Face-to-Face) Tutoring</i>	Monday – Thursday 8:00 am – 8:00 pm Friday 8:00 am – 2:00 pm Saturday 9:00 am – 1:00 pm	<i>Students must come to the Math & Science Learning Center (LRC- 318) for taking exams. Face -to-Face tutoring is available to students. No appointment needed.</i>
<i>Virtual (Online) Tutoring</i>	Monday – Thursday 8:00 am – 8:00 pm Friday 8:00 am – 2:00 pm Saturday 9:00 am – 1:00 pm	<i>You may access the Virtual Tutoring through your Canvas portal for this course or using the following link: https://palomar-edu.zoom.us/j/93713198344</i>

Math & Science Learning Center Faculty & Tutors

Email

Phone Number

Director & Instructor of Record
Prof. Yuan-Lin (Annie) Lee

ylee@palomar.edu

Tutors

The schedule for the tutors is available at the Math & Science Learning Center.

(760) 744 – 1150 ext. 2718

Instructors on Duty

Their schedules will be posted on the Math & Science Learning Center website
<https://www2.palomar.edu/mslc>

For security and privacy reasons, students must use their Palomar Student email account when communicating with the instructors or requesting help in the course. Otherwise, you may not receive help.

Deadlines

- To drop without any notation or a grade – February 9, 2025
- To drop with a “W” grade – March 30, 2025
- To petition for Audit the course or for P/NP grade – March 9, 2025
- Last day to receive refund – February 9, 2025

Holidays

- Lincoln’s Day – February 14, 2025
- Non-instructional Day – February 15, 2025
- Washington’s Day – February 17, 2025
- Spring Break – March 24, 2025 to March 28, 2025
- Non-instructional Day – March 29, 2025

Requirements for Success in a Hybrid Course:

- **Self-Motivation**

Students who are not self-motivated, often fail to keep up with the course schedule and end up failing the course or being dropped from the class.

- **Self-Discipline**

As you will not be in a physical classroom, you need to have the self-discipline to follow the course schedule and complete the requirements of the course in a timely manner.

A student should watch assigned digital videos, read e-text, and assigned homework to get ready for the Review Tests and Exams.

- **Good Time-Management Skills**

Students should make a weekly study-schedule that is in line with the schedule given in this handout. If the student is not able to complete the requirements for some unforeseen circumstance beyond his/her control, he/she should contact the Math & Science Learning Center Director immediately. Students who fail to complete the requirements on a weekly basis may be dropped from the course.

- **Good Reading and Communication Skills**

Student must have the reading and communication skills that are required for a college-level course as he/she needs to read the e-textbook and follow the directions or if necessary, ask for clarifications.

MATH 110 Syllabus

Instructor of Record:

Prof. Yuan-Lin (Annie) Lee – Director of the Math & Science Learning Center

Course Objectives:

Upon successful completion of the course, the student will be able to:

1. Analyze the behavior of a function given a numeric, graphic or analytic representation.
2. Conceptualize and apply the concept of average rate of change for selected functions.
3. Identify and apply relationships between graphic, numeric, analytic, verbal, and applied representation of functions.
4. Analyze, solve and interpret solutions to problems involving systems of equations in several variables.
5. Represent problem situations algebraically, graphically, numerically, and verbally in order to analyze and solve them
6. Identify and apply principles of algebraic manipulation necessary to solve problems that are represented algebraically.
7. Apply critical thinking and mathematical reasoning skills necessary in algebraic problem solving and related areas of endeavor.

Student Learning Outcomes (SLOs):

1. **Analysis:** Students will be able to analyze and solve a precalculus-level problem using analytic methods.
2. **Graphing:** Students will be able to sketch the graph of a precalculus-level problem using skills beyond plotting a table of points

Required e-book package:

College Algebra with Interactive Assignments, by Kirk Trigsted; ISBN 9780138111199

***Note:** Please refer to page 2 of this handbook for how to access and purchase online course material.*

Attendance:

- Each semester unit requires 16 hours of instruction, 32 hours of homework and preparation for a total of 48 hours per semester. This means for this four-unit course **you need to allot about 12 hours per week for the 16 weeks** (48 hours/unit *4 units = 192 hours/16 weeks) during this semester. Depending on your preparation, this may be slightly less or slightly more.
- You are required to attend **2 hours per week** at the Math & Science Learning Center (Third Floor of the Library) and study 10 hours per week at home.
- If you are taking this class under the assumption that you will not have to submit any assignments, you are wrong. There will be homework assignments, Review Tests, Exams, and other assignments assigned by the Director to help you learn the topics.
- If you decide to withdraw from the course, be sure to drop the class by logging onto MyPalomar. Do not expect the Math & Science Learning Center Director to automatically drop you from the course.
- All assignments are to be done online prior to their deadlines.

***Note:** You should try to be ahead of the published schedule so that you either may be able to finish the course earlier or spend more time to master the topics coming later in the course that may be less familiar to you.*

Grading Procedures:

The course grade will be based on the following:

		Homework	Review Tests	Exams	Final Exam	
# 1	Chapters 1 & 2	7%	2.5%	11.25%	Chapters 1 – 9	
# 2	Chapters 3 & 4	7%	2.5%	11.25%		
# 3	Chapters 5.1 – 7.3	6%	2.5%	11.25%		
# 4	Chapters 7.4 – 9.4	5%	2.5%	11.25%		
Total		25%	10%	45%	20%	100%

Homework Assignments: Four Assignment sets, 25% of total grade

Review Tests: Four Review Tests, 10% of the total grade.

Exams: Four Exams, 45% of the total grade.

Final Exam: A comprehensive final exam, 20% of the total grade.

Note: *The Final Exam is **comprehensive and mandatory**.*

If you do not do your Homework assignment, take a Review Test or Exam, you will receive a grade of zero (0) for that Homework assignment, Review Test or Exam.

Letter Grade will be assigned as follows:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

Homework, Review Tests, and Exams Schedule

Exam	Chapters	Homework Assignment Deadline	Review Test Latest Starting Date *	Exam Deadline 1 st attempt	Exam Deadline 2 nd attempt
#1	1 & 2	Tue, Feb 18	Wed, Feb 19	Thu, Feb 20	Mon, Feb 24
#2	3 & 4	Mon, Mar 17	Tue, Mar 18	Thu, Mar 20	Mon, Mar 31
#3	5.1 – 7.3	Mon, Apr 14	Tue, Apr 15	Thu, Apr 17	Mon, Apr 21
#4	7.4 – 9.4	Mon, May 5	Tue, May 6	Thu, May 8	Mon, May 12
Final Exam	1 – 9	Tuesday, May 20, 2025			

*You can take each Review Test as many times as you wish. Be sure to attempt it at least once before the deadline. The highest score will be counted toward your final grade. The Review Tests are similar to the Exams. If you receive a score of 80 or better on a Review Test without any help, you are ready to take the corresponding Exam. Otherwise, it is recommended that you review the material again and retake the Review Test until you are comfortable with the topics.

Math 110 - Course Schedule

Week	Dates	Sections & Activities	Assignments & Exams Deadlines
1	Jan 27 – Feb 1	Sections 1.1, 1.2, 1.3, 1.4	
2	Feb 3 – Feb 8	Sections 1.5, 1.6, 1.7, 1.8, 1.9	
3	Feb 10 – Feb 13	Sections 2.1, 2.2, 2.3, 2.4	
4	Feb 18 – Feb 22	Complete Homework Assignment # 1 Take Review Test # 1 (take it several times) Take Exam # 1	Homework # 1 – Feb 18 Review Test # 1 – Feb 19 Exam # 1 – Feb 20 (1 st attempt)
5	Feb 24 – Mar 1	If needed, take Exam # 1 again Section 3.1, 3.2, 3.3	Exam # 1 – Feb 24 (2 nd attempt)
6	Mar 3 – Mar 8	Sections 3.4, 3.5, 3.6, 4.1, 4.2	
7	Mar 10 – Mar 15	Sections 4.3, 4.4, 4.5, 4.6, 4.7	
8	Mar 17 – Mar 22	Complete Homework Assignment # 2 Take Review Test # 2 (take it several times) Take Exam # 2	Homework # 2 – Mar 17 Review Test # 2 – Mar 18 Exam # 2 – Mar 20 (1 st attempt)
	Mar 24 – Mar 29	Spring Break	No School
9	Mar 31 – Apr 5	If needed take Exam # 2 again Sections 5.1, 5.2, 5.3, 5.4, 5.5	Exam # 2 – Mar 31 (2 nd attempt)
10	Apr 7 – Apr 12	Sections 6.1, 6.2, 6.3, 7.1, 7.2, 7.3	
11	Apr 14 – Apr 19	Complete Homework Assignment # 3 Take Review Test # 3 (take it several times) Take Exam # 3	Homework # 3 – Apr 14 Review Test # 3 – Apr 15 Exam # 3 – Apr 17 (1 st attempt)
12	Apr 21 – Apr 26	If needed take Exam # 3 again Sections 7.4, 7.5, 7.6, 8.1	Exam # 3 – Apr 21 (2 nd attempt)
13	Apr 28 – May 3	Sections 8.2, 8.3, 9.1, 9.2, 9.3, 9.4	
14	May 5 – May 10	Complete Homework Assignment # 4 Take Review Test # 4 (take it several times) Take Exam # 4	Homework # 4 – May 5 Review Test # 4 – May 6 Exam # 4 – May 8 (1 st attempt)
15	May 12 – May 17	If needed, take Exam # 4 again Review for Final Exam Take Practice Final Exam	Exam # 4 – May 12 (2 nd attempt)
16	May 19 – May 22	Take Final Exam	Final Exam – May 20

Final Exam: Tuesday, May 20, 2025

How to Start Your Class (Please read this section before working on PearsonMyLab)

1. Follow the instructions on page 2 of this Handbook to register for PearsonMyLab through Canvas
2. The e-book is available on PearsonMyLab
3. Video lectures are available on PearsonMyLab

Now let's get started with our course:

You will have four types of assignments.

1. Homework – Homework includes Interactive Assignments and Section Homework.

Interactive Assignments – You will watch digital video lectures of one objective at a time. Pay careful attention and take good notes. At the end of each objective, you will be doing example problems and entering the answers on MyLab. This is more like the in-class assignments you do while in class. Keep your notes so that you can review it when you study for the exams. You have a SAVE button if you need to pause and come back to the assignment.

Section Homework – After completing the lectures and in-class assignments all objectives in a section, you will do the homework for that section. Try to do them without any sort of help. This will help you know if you understood the lecture. If you have difficulty doing the homework, watch the lecture again or get help.

Note: Homework worth 25% of your final grade. Each Homework set is due before the corresponding Review Test. Homework problems will prepare you for both the Review Tests and Exams.

2. Review Tests – After chapters, you will take the review test covering the chapters. Review tests are similar to the exams. Do it as many times as you like (study the topics in between, especially the ones you missed on the review test). You should get a minimum of 80% on each review test.

Note: Review Tests worth 10% of your final grade. Each Homework set is due before the corresponding Review Test. Homework problems will prepare you for both the Review Tests and Exams.

3. Exams – After doing steps 1 – 2, you will go to the Math & Science Learning Center (LRC- 318) to take the actual exam. Bring your photo ID with you.

Note: If you do not do well on an Exam, make sure that you review your Exam with the instructor or you can review each Exam by clicking on Gradebook tab in PearsonMyLab, and then take it again. You have two attempts for each Exam.

Exam Procedure:

All exams are to be taken in the Math & Science Learning Center (Third Floor of the Library). Exams are administered in the Math & Science Learning Center during the following hours:

Monday - Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 2:00 pm
Saturday	9:00 am – 1:00 pm

- ❑ You need to bring a picture ID. (Example: Palomar ID, Driver's License, Passport, Military ID, etc.)
- ❑ A Graphing calculator is required.
- ❑ Each exam contains 20 questions.
Final Exam contains 30 questions.
- ❑ **Exams are not timed. However, you will have to submit it before the Math & Science Learning Center closes.**
- ❑ Allow yourself about three hours to complete each Exam and four hours to complete the Final Exam.
- ❑ Follow the given schedule to complete your course on time successfully.
- ❑ Show work in an orderly manner neatly on separate sheet(s) of paper.
- ❑ Each Exam is similar to the corresponding Review Test. Any questions or doubts or any clarification must be asked prior to taking the Exam.
- ❑ If you are not satisfied with the score on the first attempt, you may take it again one more time. The best score on the two attempts will be used to calculate your final grade.
- ❑ Exams will be monitored by the Math & Science Learning Center staff and via security cameras in the proctoring room. Please know that you, your surroundings, and all your activities on the computer will be recorded and I will review it after you have taken the exam. Any inappropriate action will result in your disqualification and your score will be zero. You will not be allowed a retake.

Exam Results/Review:

- ❑ The results of your Exam will be ready immediately after submitting the exam on PearsonMyLab (under the **Gradebook** tab).
- ❑ How to Review your Exam
 - Go to your Canvas course
 - Click on Access Pearson (in the left menu) or the icon on the homepage of Canvas
 - Click on Open Pearson (the golden colored button) and then Open MyLab & Mastering
 - Click on Gradebook (in the left menu)
 - Click on the Review link next to the Review Test or Exam you need to review
- ❑ Review your exam. If there is any issue in the way your exam is graded, please bring it to Math & Science Learning Center Director's attention. The Director will review your work and issue credit, if necessary.
- ❑ Any change in your exam score can ONLY be done by the Math & Science Learning Center Director.

Drop Policies:

- ❑ You could be dropped, for not completing the assignments on time.
- ❑ You could be dropped for not doing your HW assignments, not taking Review Tests and/or not taking Exams.

Americans with Disabilities Act:

In compliance with the Americans with Disabilities Act, the Palomar Community College District will provide reasonable accommodation whenever possible to facilitate access to and participation in its services, programs, facilities and activities. If you need any such accommodation, e-mail the Director immediately.

Academic Integrity Code of Conduct:

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor. *If a student is found cheating on an exam, he/she will receive a grade of "F" for that exam, and the exam cannot be repeated.*

Incomplete Grade:

- ❑ You may petition for an incomplete grade "I" by emailing the Math & Science Learning Center Director.
- ❑ The incomplete grade "I" may be assigned for unforeseeable, emergency, and justifiable reason.
- ❑ You must have completed 60% to 70% of the course material with an average of 70% or better.