MATH& 148 : Business Calculus (5 CREDITS) #18888
Fall 2026: Monday, September 21st to Friday, December 4th
Canvas Class Direct Link: https://tacomacc.instructure.com/courses/2774316

Quick information

Lecture	Building 8—Room 3, Monday, Wednesday, Friday, 10:30 AM – 11:20 AM
Class website	CANVAS — tacomacc.instructure.com/ *Note: Some assignments will run through WAMAP, which will link automatically to your Canvas account, so you will open the assignment through Canvas.*
Instructor	Professor Alissa Berger (she/her)
Contact	Please reach me by email at **aberger@tacomacc.edu** Or, message me on Canvas.
Response time	I usually respond within 24-hours during the week, during normal business hours (around 8 AM to 4 PM, Monday to Friday) while on campus. Otherwise, on weekends, there will be a delay until business hours restart. Please plan accordingly.
Office hours	For drop-ins, Monday to Friday, 1:30 PM to 2:15 PM at the Faculty Resource Center (FRC in Building 18, Room 202). When you arrive, sign in at the front desk at the computer using your student ID number. Then, come find me at my desk. If you cannot make this time, you can schedule additional time by appointment, either in-person or online (such as Microsoft Teams, Zoom, etc.). Please contact me to start this process.
Dedicated Tutor (DT)	None
Free tutoring	• **SEMTC**: Every day between 9 AM to 5 PM (Bld 19–Rm 22) ○ NEW: Online services are now provided via Zoom • **MESA**: Every day between 8 AM to 5:30 PM (Bld 15–Rm 120) • **Aaah**: Every day from 5 PM to 7:30 PM (Bld 15–Rm 120) • Math and Advising Resource Center (MARC) • **Business Education Center (BEC)**: See SEMTC time/location • **eTutor**: free online tutoring service, appointments made as needed
Textbook	Our class has 1 text: *Finite Math And Applied Calculus, 8th edition* by Waner. Our textbook is available for free online via Canvas as PDFs. It is also available for purchase brand new at TCC's bookstore for $116.25 (hardcopy).
Materials	A graphing calculator is required, specifically TI-83+ or TI-84. This is available to rent for free ($0) from SEMTC with additional locations supported at the Info Commons or the Library. New calculators can be purchased at TCC's bookstore for $140 or elsewhere around $100.

Important Dates:

- Sun, Sep 27 —Last day to receive a 100% refund for the class.
- Wed, Sep 30 —Last day to change course status to "Credit" or "Audit"
- Mon, Oct 5 —Last day to drop the class (without transcript appearance)
  Last day to receive a 50% refund for the class.
- Thu, Nov 19 —Last day to withdraw (or show "W" on your transcript)
- Thu, Nov 19 —Last day to request course grade to "satisfactory" or "unsatisfactory"

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PROFESSOR INFORMATION

My office is in the Faculty Resource Center (FRC) in Building 18, room 202. To see me, please sign in at the computer at the front desk, using your student ID number, then come find me at my desk. My office is available for drop-in (i.e. no notification is needed) from Monday to Friday, from 1:30 PM to 2:15 PM. If you cannot make that time, you are welcome to contact me to set up an appointment outside that time. I am available both in-person or online (via Microsoft Teams). If you are unable to reach me, you are welcome to contact me by email: aberger@tacomacc.edu or via Canvas.

Welcome Message

Welcome to “College Algebra". My name is Alissa Berger, and I am your instructor for this course.

A little about me—Although I have a background in Atmospheric Science and Mechanical Engineering (from Purdue University), I have been teaching math for the last 10 years with my Master’s from Seattle Pacific University. Lately, I have been trying to build my skillset in data science to include some basics in programming, like with Python, which is why I have been super enthused to teach life-relevant courses, like Statistics or Business Math.

A few more things before we get started:

- Read the syllabus for more general information about assignments and grades.
- Attendance is highly encouraged. Our classroom is a flipped format, meaning, you take notes on your own and we do the bulk of our practice together. So, if you cannot come to class, ask a classmate to share notes. Or, come to office hours to discuss what you have missed.
- Math is not a talent. Like any sport, your skillset increases with the number of hours you put into it.
- Everyone is unique. Depending on your family’s comfort level, your educational experiences, you may be more or less inclined to want to do math. This will influence the number of hours you need to practice to feel comfortable. Understand that everyone’s minimum is different.

Remember, anything takes a lot of work the first time you learn it. It can be frustrating, especially when you start with more questions than answers and especially as you make a lot of mistakes. But remember: Just like a child, we need to make mistakes to differentiate right from wrong. So, the more mistakes you make, the closer you are to success! We aren't born smart. It’s wisdom we gain through experience that allows us to learn.

Don’t forget that we are all here to help. If one method doesn’t work, please let me know, and we will try our best to find a better fit. With this philosophy in mind, remember that you have your professor, your tutor, your classmates, and the tutorial centers are all advocating for your success.

Communication Policy

Students may reach me in-person (during class or office hours) or online (through email or Canvas). I check my email most frequently. You can email me at any time, but you may not receive a response outside regular business hours. Generally, I am responding to my emails from Monday to Friday between 8 AM to 4 PM. Emails received outside of these hours will typically receive a response on the following business day. Keep in mind, business days are Monday–Friday, except for holidays.

Please set Canvas so that it sends you a message when I make a comment on your work. To do this, go

to Canvas>Account>Notifications>Course Activities>Submission Comments. Click on the check mark for immediate notification to your home email or text, depending on what you prefer. You may also want to take a look at the other possible notifications and see what you would like to receive.

Instructor Expectations

As your professor, we will work to create an atmosphere that will encourage and support your mastery of course concepts. As such, objectives for which I will strive to meet include to:

- Get to know each of my students.
- Foster a safe, positive, welcoming learning environment.
- Administer fair and equitable policies and procedures to all students.
- Encourage you to track due dates and meet deadlines.
- Provide multiple attempts and methods in learning the material.
- Be flexible to each student's diverse needs for success.
- Provide a clear schedule of activities.
- Keep constant communications open with students.
- Grade assignments as soon as possible for timely feedback.
- Provide immediate, individual, specific feedback to encourage growth.
- Be available to students through office hours, email, appointments, wamap.
- Answer emails within a business day.
- Equip students with general skills applicable to multiple career paths.

CLASS INFORMATION

Class Information

This is MATH&148 "Business Calculus" for 5 CREDITS, course ID number **#18888**.

Schedule and Location

This class is taught in-person, on our Tacoma campus from Monday, Wednesday, and Friday from 10:30 AM – 11:20 AM (Building 8—Room 3). It requires you to come to campus for required meeting times.

Course Modality

To ensure your success in this course, it is important to understand the level of independence and time commitment required by the course format:

- **In-person:** These courses meet on campus at scheduled times. This is best for students who prefer face-to-face interaction and immediate feedback from the instructor and peers.
- **Hybrid**: This is a blend, where we will meet on campus and complete coursework online.
- **Online**: These courses require no meetings, so instruction is delivered through videos, readings, and assignments. While flexible, you must be a disciplined "self-starter".

This particular section is hybrid. It requires you to come to campus for required meeting times. For meeting times please look at the Day/Time line for this course. Although all materials are posted online for multiple modalities and equal accessibility, much of our core learning, problem-solving, and concept discussions happen live in the classroom. During our lectures, we will be practicing the material during class and answering as many questions as possible. While we are not meeting, students are expected to continue to practice and learn the material necessary to be successful upon meeting the next time in-person.

Catalog Description

MATH& 148

(For students in business, economics, social sciences and other fields requiring minimal calculus.) Topics include the derivative, rates of change, maxima and minima, the integral and applications of integrals. Required: graphing calculator and knowledge of Excel spreadsheets including graphing.

Prerequisite

MATH 147 with a minimum grade of C (or appropriate MATH placement and department permission); and knowledge of Excel spreadsheet software including graphing.

Materials Needed

You may choose to work digitally or on paper.

- If you choose to work on paper, a binder, folder, or spiral is recommended to contain all your notes. Paper and pencil/pen will be required for some assignments.
- If you work online, please keep in mind that TCC uses Windows and Microsoft products, so common file types that are easier to access for grading. This includes DOC, PPT, XLS, JPG, MP3, MP4. If you use a device-specific file type (such as with Apple or others), it may not be readable or gradable on TCC-devices.

Textbook

There is 1 textbook for this course. The text is free and embedded online in the class website as a PDF. You can also get an optional printed copy of this at TCC's bookstore for around $117, which includes a webassign access card and an e-book, or locate your own copy elsewhere for $150 or more.

- ☐ *Finite Math and Applied Calculus, 8th Edition (Stefan Waner and Steven R. Costenoble)*
  Note: The seventh edition is also acceptable.

Calculator

This course requires the use of a graphing calculator with advanced statistical functionality. The TI84+ graphing calculator is recommended; however, the TI-83, TI83+, and TI84+ graphing calculators are also acceptable. These calculators have built in statistical functions that are needed for the course that are not built into the other TI calculators.

- ☐ Calculators are available to purchase through the bookstore for $140, although you can find it online through other retailers usually between $90 and $130.
- ☐ Calculators are available to rent FREE OF CHARGE on a quarterly basis from the SEM Tutoring Center in building 19, room 22 (253.566.5145). Note: These are on a first-come, first-served basis. There are no reservations, and there is not enough in stock for all students on campus.
  Warning: Charges will be applied if calculators are returned late or not returned at all.
  1. **Fill out the online calculator rental form** found by following the link: https://forms.office.com/r/xRTWu0UNqM
     - SEMTC will start to process the first day of the quarter, and they will continue to process forms until they have rented out all the calculators. For perspective, they have around 250 calculators.
  2. **Bring a picture ID to pick up your calculator at SEMTC (19-22).**
- ☐ If you are not able to rent or acquire a graphing calculator at this time, you can temporarily use:

- ☐ A phone app like Calculate84 (iOS) or Graphing Calculator X84 (Android)
- ☐ A digital version of the calculator from the Texas Instruments website
- ☐ A free, online TI-84 (with advertisements, not accessible)
- ☐ A free, accessible, online graphing or scientific calculator, such as Desmos.com

Note: If you would like to use a calculator for in-class assessments, you will need a physical calculator. No smartphones or other smart devices (like computers, watches, glasses) can be used as calculators during exams.

Note 2: The SEM-TC does offer short term emergency graphing calculators for a 4-hour checkout, but please keep in mind that the office does not open until 10 AM in building 19. Other locations (library, Info Commons) open earlier at 8 AM. Warning: There's a VERY LIMITED number in stock.

Computer Access

You will need access to a computer with internet that you check on a regular (daily) basis. Some assignments can be completed on your phone but others will be easier if done from a desktop, laptop, or tablet.There are computer labs on TCC's campus with varying hours. Or, you may borrow a laptop from the library for the remainder of the term.

- ☐ Reserve a computer in the **Information Commons** (Bldg. 16).
  It is usually open Monday – Thursday from 8:00 AM to 8:00 PM with varying hours on Friday and Saturday. It is closed on Sundays.
  Email support@tacomacc.edu or call 253-566-5176
- ☐ Reserve a computer or laptop at the **TCC's Library** (Bldg. 7). Laptops may be checked out for the entire term, but they are not always available.
  It is usually open from Monday – Thursday from 7:30 AM to 7:00 PM. Hours vary on Friday and Saturday, and the building is closed on Sunday.
  Email library@tacomacc.edu or call 253-566-5087
- ☐ Reserve a computer or borrow a laptop with **TCC's eLearning**.
  Contact eLearning at support@tacomacc.edu or call 253-566-5176
- ☐ **SEM Tutoring Center** has a large computer lab (Bldg. 19, Room 22).
- ☐ The publicly available Wi-Fi Network is named "TITAN Public".

If you need support using technology or learning how to use Canvas, please ask or visit the Information Commons in Building 16 on the first floor at the end of the hallway.

Scanner, Camera, or Smartphone

You will need access to the technology to scan or photograph handwritten documents and upload them into the course. This technology can take the form of a camera, smartphone, or using a scanner, such as one of the ones located on campus, such as in the library. Once uploaded, the documents must be a manageable size and your written work must be legible. Some options include:

- Scanning the document from the copy machine to upload the PDF.
- Uploading a screenshot from the computer.
- Uploading a picture from your cellphone.
- Dropping photos into a Word or PowerPoint document to upload.
- Using a free mobile "scanner" app that you can download from the app store.

Note: Google Drive (Android/iOS) and Apple Notes (iOS) are free apps that can help you to do this.

Learning Outcomes

Learning outcomes describe the knowledge, skills, and attitudes you should be able to demonstrate by the end of a learning experience, like a class or a degree program. Institutional Learning Outcomes (ILOs) are the skills, knowledge, attitudes, and qualities that students who complete a learning experience at TCC are expected to develop and demonstrate, in support of their personal, professional, and academic success. Tacoma Community College has identified eight ILOs that form the foundation of our educational emphasis:

- Core of Knowledge
- Career Readiness
- Communication
- Critical Thinking
- Information Literacy
- Digital Literacy
- Social Justice
- Social Responsibility and Sustainability

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The learning outcomes for this course align with the Program Learning Outcomes for students following the "Business, Paralegal, and Technology" Pathway. Even if you are not in this major or specialization, this course may help you meet the requirements for your degree. If at any point you feel you are off track, please talk with me so we can get you the support you need.

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

1. Estimate derivatives numerically and graphically.
2. Interpret the derivative as a rate of change and apply it to business and economics problems, including marginal analysis.
3. Differentiate polynomial, radical, exponential, and logarithmic functions using the Product, Quotient, and Chain rules.
4. Use calculus to optimize functions, including functions modeling revenue, cost, and profit.
5. Estimate definite integrals numerically and graphically.
6. Algebraically determine antiderivatives of polynomial, radical, and exponential functions.
7. Use the definite integral in the context of business and economics applications to find total change from a rate of change.
8. Use graphing calculators and Excel as appropriate.
9. Write clear and complete solutions to mathematical problems, including correct notation and written explanations when appropriate.

Instructional methods

Please note, since this is a 5 credit hour class, the general expectation is that students will have 5 hours per week of face-to-face time with an expert and will be expected to complete 10 hours per week outside of class on their own individual work and practice. Each of the assignments below have been chosen with the criteria in mind: standalone versus scaffolded, timed versus not, in-class versus outside, procedural versus conceptual, correctness versus completion, real-world versus academic. A suite of assignments is collected for multiple means of assessment and expression to allow for more universal access.

- **Course readings**: This is a flipped classroom. Therefore, students are expected to read each chapter for the textbook before it is covered in class. It is the students' responsibility to learn the necessary

vocabulary, formulas, and techniques to manipulate the material. To do so, students will follow the provided “guided reading notes” and create handwritten notes from the textbook, as research shows movement improves retention of new information. These are daily assignments to be graded for their completion, by the instructor. *Note: These notes serve a dual-purpose and will give students a study guide to prepare for each exam.*

- **Lectures**: These meetings are meant to give students the opportunity to practice conceptual problems with the support of an expert in the classroom. At the same time, you will have the support of groups as you work in a team through the problem-solving process. *Warning: Although this is not a graded assignment, these face-to-face meetings provide students with active practice time. Talent is a myth, and expertise is only developed through practice and mistakes. By missing a lecture, students are encouraged to practice additional time outside of lecture to make up for the lost practice.*
- **Homework assignments (WAMAP)**: Students will receive one homework assignment per section. These problems are meant for students to practice procedural skills outside of the classroom. The intention is to work on them until you have mastered the concepts and feel comfortable without having the support of an expert. WAMAP is used so that problems are generated immediately, graded automatically, and infinitely provided. The idea is that when a problem is started, each mistake will lose credit on a singular problem, but due to its automatic generation, the problem can be ‘restarted’ for full credit once more. Theoretically, students can earn 100% on each homework assignment before the due date. Note: It is recommended that students start this weekly homework assignment early for a chance to ask questions about it in class. Students are also welcome to use the tutorial center for help.
- **In-class Quizzes**: Students will have a short quiz within each unit at the beginning of class to assess their comprehension from the past unit/chapter of learning. These are face-to-face assessments that will be free-response, so they will require students to show their work and thought process as well as require the use of a physical graphing calculator. Although problems will conceptually be similar to homework assignments, they will maintain different values and/or procedures. Once students start, they will typically have 30 minutes to complete these assessments in class. These assignments are graded on correctness and understanding.
    - **Note sheet**: Students are welcome to make an 8.5x11-inch, single-sided note sheet to use for any and all assessments. This is meant to compensate for any lack of recall that may occur as a result of stress, anxiety, etc. These are subject to prior approval. These should be customized for you, as needs vary across individuals. Some possible items to include are: vocabulary, definitions, symbols, pictures, graphs, functions, tables, warnings, equations, steps, etc.
- **Critical Thinking Assignment (CTA)**: Students will have a short CTA assignment for each unit. These are meant to challenge your perspective using the current theme of the unit. The intent is to administer an assignment for students to develop their analytical skills without a simple Q/A quiz, where answers can be easily found online. These assignments will be uploaded on Canvas for students to access at a time befitting their schedule, and students will have a week to complete and submit their assignment. These assignments are meant to be open-ended with no single right answer. These assignments are graded based on a rubric provided, which will look at both logical reasoning, depth of explanation, and accurate application of course materials.
- **Projects**: This project challenges you to balance core mathematical concepts with practical financial and operational constraints—mirroring the types of decisions you will make for future employers, clients, or teams. Because this project is developed iteratively throughout the quarter, you will receive ongoing feedback to help you refine, edit, and improve your work at key milestones. While this is an individual assignment, you are strongly encouraged to utilize office hours and tutoring centers for guidance. By the end of the term, you will have a polished, professional piece to feature in your career portfolio.

GRADED ITEMS

Assessment Structure

Your course grade will be calculated based on points earned in the following categories. The weight for each category is shown in parentheses. **(8 weeks, 56 days, 31 business days)**

- **11% Course readings**: These are daily assignments. **(22 assignments at 0.5% each)**
- **24% Homework assignments**: These are every-other-day practice assignments online, on Wamap. These are automatically graded by WAMAP, immediately. **(22 assignments at 1% each)**
- **31% Quizzes**: These are weekly assessments conducted in class, in-person. These are manually graded by the professor and returned within a week. **(4 assignments at 8% each)**
- **24% CTA**: These are weekly assessments conducted in class, in-person. These are manually graded by the professor and returned within a week. **(4 assignments at 6% each)**
- **10% Projects**: This is a quarter-long project independently done by the student. These are manually graded by the professor, using a rubric. **(1 assignments at 10% each)**

Grading Expectations

All work submitted must reflect a student's own ability and thinking. Any work taken from outside sources must be documented using the proper format (APA, MLA, …) to avoid plagiarism.

While WAMAP grades only final answers, all other assignments, such as readings, quizzes, and projects require personal work to be submitted with a thorough, step-by-step explanation of logic and thinking to receive full credit. An accurate answer with zero work may receive a zero. Any missing reasoning may be docked for lack of explanation.

Students are expected to regularly check their grades online via Canvas to address any errors or missing items promptly.

Graded Item Submission Guidelines

Students may submit assignments either online (via Canvas or WAMAP) or in-person to the instructor, depending on the nature of the assignment.

Grading Window

Students are expected to submit grades before or by the deadline. Within 1 to 5 business days, grades will be posted to Canvas, which may vary depending on the assignment's length and complexity. If you think there has been an error, see me as soon as possible to have it corrected. If you need assistance accessing your Canvas account, please ask for help at the Information Commons in Building 16 or review the Canvas module in our Canvas course.

Policy on Late Assignments

There are different assignments posted throughout the quarter. All assignments will have a recommended deadline, but late assignments may be accepted throughout the quarter. Typically, assignments will be accepted late while they're within their corresponding unit. For example, a quiz on "numbers" will be accepted while the course actively remains within the corresponding unit on "numbers". If no assignment is submitted,

then the assignment is considered missed and will result in a zero. Outside the unit, late assignments will be discussed on a case-by-case basis due to special circumstances that may arise.

There are a few exceptions. One to note are quizzes. Typically, quizzes can be made up within a week of administration. After this time, quizzes will be returned to students, which means others cannot make up the missing assignment since answers are prevalent. In this situation, missing quizzes cannot be made up.

Another exception are WAMAP assignments. Students can use a late pass to reopen the assignment to complete at any time.

Policy on Missed Assessments (Quizzes, Exams, Finals)

One of the priorities in the class is to provide students with specific, immediate feedback. To do so, students are required to take their assessments as when assigned by the calendar. Should students expect or accidentally miss the day of the assessments, students are encouraged to notify their instructor to reschedule the assessment during office hours. By notifying the instructor, the instructor can make modified assessments to fit the student's timeline.

Without notification, students will be expected to make up their assessment within 5 business days, so their classmates can benefit from immediate grading and feedback. If an assessment is missed and there is no rescheduling, a zero will automatically be assigned in the gradebook for that assignment.

Note: All missed assessments can be made up during office hours. But if a student cannot make that timeline, students are allowed to use the testing center provided on campus within the SEM Building (Bldg 15–front office). Students are required to notify their instructor of their scheduling needs, so their instructor may contact the testing center and set it up with their assessment, materials, accommodations, and expectations. The testing center is managed by the SEM Program Coordinator, Molly Hagan, and therefore, it is subject to her business hours, typically Monday through Friday from around 8 AM to 4 PM. Please note that all appointments are drop-in. A photo ID will be required for proof of your identity before starting the assessment, and students' cell phones will be collected for the duration of the exam for test security.

Letter Grades

Grades will be posted to Canvas as soon as assignments are graded, usually within two business days. If you think there has been an error, see me as soon as possible to have it corrected. If you need assistance accessing your Canvas account, please ask for help at the Information Commons in Building 16 or review the Canvas module in our Canvas course. Final grades will be assigned using the following scale

	B+ 87% - 89.9%	**C+** 77% - 79.9%	**D+** 67% - 69.9%	**E** 0% - 59.9%
A 90% - 100%	**B** 80% - 86.9%	**C** 70% - 76.9%	**D** 60% - 66.9%	

Students who do not complete the course will earn an E grade. Grades A, B, C, D and S are considered passing for Financial Aid purposes.

Audit/Credit Status

When you register for a course, you choose how that work will be recorded on your permanent academic record. It is important to choose the status that aligns with your financial aid and graduation goals.

- **Credit**: You are taking the course to earn a grade and credits that count toward your degree or certificate, so you are required to complete all assignments to earn a grade.
- **Audit**: You are taking the course for "self-enrichment" to learn the material without the pressure of a grade. You do not earn college credit, so these do not count as part of a student's course load—this may affect a student's status for financial aid, veteran's benefits, or visa. If attendance requirements are meant, an "N" grade will appear on your transcript, which will not affect your GPA. If attendance requirements are not met, a "W" will be recorded.

At TCC, you can typically only change your status between Credit and Audit during the first few weeks of the quarter (usually by the 10th day). Check the Academic Calendar for this quarter's specific deadline!

Withdrawals

TCC policy states that anyone can withdraw (designated "W" on transcripts) from a class on or before the 60th calendar day of the quarter by withdrawing through the "Current Courses" page in ctcLink. Students have until the 60th day of the quarter (around the 44th business day) to withdraw from the course. Before this deadline, the class will not appear on a student's transcript. After this deadline, the course will appear on a student's transcript with the grade listing as a "W" on their transcript.

If you have exceptional circumstances that prevent you from completing the course after 5 of 6 this date or from withdrawing, you may petition Enrollment Services for a retroactive withdrawal: https://www.tacomacc.edu/_attachments/costs-admission/Petition-for-Policy-Exception-04012019-fillable.pdf.

Satisfactory/Unsatisfactory Grades

TCC policy states that anyone can withdraw (designated "W" on transcripts) from a class on or before the 60th calendar day of the quarter by withdrawing through the "Current Courses" page in ctcLink. Students may also request a S/U (also called Satisfactory/Unsatisfactory) option until this day—*Note: S/U is for credit only, no grade point is given.*

Incompletes

An 'I' grade is given at the instructor's discretion when a student has completed more than 60 percent of the quarter and has a plan to finish the remaining classwork. The student and instructor must fill out a contract form that identifies specific requirements to be completed, the time allowed for completion, and the grade to be assigned if the contract is not completed. One copy of the contract is retained by the instructor, one given to the student, and one given to the department chair or division dean. An 'I' grade will revert to 'E' if not completed within one year.

Note: An "I" grade (incomplete) will be granted only in the most extenuating of circumstances.

Grades with Course Repeats

A course repeat option provides students with an opportunity to retake a course to improve their understanding of the course content and improve their grade for the course. Courses repeated will remain on a student's transcript with a repeat notation. When a course is repeated, the credits of the enrollment(s) with the lower grade no longer count towards general degree requirements and the grade is excluded from the student's term and cumulative grade point average.

Classroom Concerns or Final Grade Appeal

If you have questions or concerns about this class, please first talk to your professor. If we are unable to resolve your concerns, you may talk next with the Mathematics Program Chair, Natalie Hobson Brock in 19-44, nhobson@tacomacc.edu , or 253–566–5099 . Ms. Hobson can assist with information about additional steps if needed. If you think that your final grade has been given in error, please see the final grade appeal process (https://www.tacomacc.edu/about/policies/final-course-grade-appeal-policy).

STUDENT EXPECTATIONS

To become proficient with the material, one needs to practice. Keep in mind, practice means making many mistakes. When learning, there is value in knowing both what to do and what not to do, and why some of those actions do not work. Learning will be a process of productive struggle, not perfection. Remember to replace negative self-talk with positive self-talk. Having a negative attitude is an obstacle. User positive affirmations, like “I will succeed in this course” to counteract any negative feelings.

Participation does vary. Some days, students will be asked to work on their own, a partner, a small group, or as a class through animated discussion. As needed, students are encouraged to work with a study group, tutor, or your professor. In total, for a 5-credit course, expect about 10 hours per week outside of class to complete the assigned materials, like readings, homework, and studying. This is in addition to our class time.

Be sure to check your email frequently for updates in Canvas. Vice versa, please contact your professor for any circumstances that will not allow you to complete your work on time. Your reasons may vary, but we all want you to find success.

Recommended Study Habits

- Bring your calculator to class every day.
- Have a notebook (either on paper or computer) reserved for math class.
- Take class notes on what is being discussed, such as on procedures or processes.
- Highlight key points, or use a color coding system for vocabulary, formulas, examples.
- Sit where you can read what is written and hear all discussion.
- Sit toward the front to avoid other visual distractions and focus on the instructor.
- Answer all of your instructor’s questions, even if it’s silently to yourself.
- Ask questions when you don’t understand.
- Make flashcards to review concepts, formulas, definitions, examples, etc.
- Seek additional practice outside of class through the textbook, reviews, old tests, etc.
- Create a study group of 3 to 5 students to compare notes and review solutions.

Find more suggestions from SEM Tutoring Center.

Chosen Names and Pronouns

Everyone has the right to be addressed by the name and pronouns that correspond to their gender identity. Class rosters don't list gender or pronouns, so you may be asked to indicate the pronouns you use so that I don't make assumptions based on your name and/or appearance/self-presentation. However, you are not obligated to share your pronouns. If you use a chosen name, please let me know. Chosen names and pronouns are to be respected at all times in the classroom. Mistakes in addressing one another may happen, so I encourage an environment of seriousness and openness to correction and learning. Thank you.

Communication

To maintain a supportive and professional learning environment, please adhere to the following standards of appropriate communication in our online spaces:

- **Include context:** Please include your course, name, and related assignment names when appropriate.
- **Respectful tone**: Be professional and kind in all messages. Remember that when you disagree, you are disagreeing with the idea, not the person.
- **Clarity**: Use clear, professional language. Avoid “text speak” or excessive capitalization.

An example of a short, direct, polite, and professional email is listed below:

Dear Professor [NAME],

My name is [NAME], and I am a student in your MATH& [XXX] class.

I am emailing you because I wanted to discuss [assignment / reason].

[Add details here that may help your instructor understand your context and perspective.]

Thank you for your time.

[Name]

Acceptable Behavior

As a student at Tacoma Community College, you have agreed to abide by the student code of conduct. The TCC Code of Conduct (Links to an external site.) can be found on the TCC website (http://www.tacomacc.edu/abouttcc/policies/codeofstudentconduct)

Balancing your time as a student with the rest of your life (work, family, etc.), can be very trying. I want to emphasize the importance of respecting diversity and being pro-active and responsible for yourself, your words, and your actions. My primary goal is to support you as you take responsibility for your education, so please communicate and do so with kindness. The general idea of "treat others the way you want to be treated" along with our outlined code of conduct, is something I take very seriously and will be very explicit about throughout the quarter.

Class Policies

- **Attendance:** Attendance is not tracked in this class. However, there are certain in-class activities and group quizzes that you can only get points for if you are present. These happen frequently (at least three times a week) and are not announced prior to class.
- **Cell phones & other electronic devices:** Use of these devices are permitted and encouraged during class. You may be asked to quickly find a fact or confirm information so please bring them with you. If you need to take a phone call or use your phone for a non-class purpose, please leave the room temporarily so that your screen does not distract others.
- **Communication:** Contact the instructor of any circumstances that will not allow you to complete your work on time. Policies can be flexible, and depending on the circumstances, responses will vary.

- **Due Dates:** All assignments are due by 11:59pm the day of the due date, unless otherwise listed on Canvas.
- **Food/beverages in class:** No open drinks or aromatic foods, please. This will be handled on a case-by-case basis to keep our classroom comfortable for everyone.
- **Group work:** Group work is an essential part of this class. Please talk to me if you have any concerns or reservations about working in groups during and outside of class time so we can discuss strategies to help you succeed.
- **Late work:** Late work is accepted throughout the quarter, up until the final date of class. At that point, all assignments are due, for grading, and grade submissions.
- **Suspended operations:** In the event of the campus closing due to inclement weather, a power outage, or another unexpected event, please check your Canvas messages for updates on how we will adjust our course schedule. You may be asked to watch videos in place of in-class time or complete an additional assignment to stay on schedule. In the event you are unable to access

Children in class

By TCC's Classroom Standards, children are not allowed in classrooms while classrooms are in session, unless permission is granted by the faculty member. Therefore, children are only permitted in the classroom if approved by the instructor. Please talk to me if you need to bring your child to class so that we can ensure a positive learning environment for the class. *Note that the parent/guardian may be asked to leave if a child is left unattended or becomes disruptive to others.*

TCC STUDENT POLICIES

TCC works hard to create a vibrant learning culture where you can succeed. Please refer to the college-wide standards and policies that support this important work. Some of these policies include: Religious Accommodations, Withdraw/Retakes, the Student Code of Conduct, etc.

Academic Dishonesty

It is the official policy of Tacoma Community College that cheating, plagiarism, fabrication, and other forms of academic misconduct are grounds for disciplinary action under the Code of Students Rights and Responsibilities. The student accused of academic dishonesty may be reported to the Associate Vice President of Students Services for initiation of disciplinary proceedings which could result in disciplinary sanctions ranging from a warning to expulsion from the College. Definitions of academic dishonesty and descriptions of the hearing and appeal process are included in the Tacoma Community College Administrative Procedure for Academic Dishonesty, available in all administrative offices.

Any work that is a clear product of cheating, such as copying from a fellow student or referencing unauthorized resources, will be given a 0 (zero) score for the entire assignment. Incidents of plagiarism and cheating will result in a referral to Student Services. *See the student conduct section of your TCC Portal for more information, then, ask your instructors, Library faculty, and Writing and Tutoring Center when you have questions about plagiarism and academic honesty.*

The complete Administrative Procedure for Academic Dishonesty is available on the TCC website (https://www.tacomacc.edu/about/policies/administrative-procedure-for-academic-dishonesty).

Access and Accommodations

Your access in the learning environment is important to me.

Access Services coordinates reasonable accommodations for students with disabilities.

If you have established disability accommodations with the Access Services office, please share your approved accommodations to me at your earliest convenience. You can request that Access Services email your Letter of Accommodation to me, or you can provide me with printed copies.

If you have a disability or health condition and have not established services, please contact Access Services at (360) 504-6357 (call or text) or email access@tacomacc.edu.

**Please note that accommodations are not retroactive, which means they begin the day that your accommodation letter is sent to me, so please work with Access Services accordingly.*

Access Services offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Services are established through an interactive process that begins with an intake appointment. Access Services is located in Building 7. You can also go to the Access Services Website to access information about academic accommodations, assistive technology, and student resources. *Note: Once you are registered with Access, your accommodations are released on a quarter-by-quarter and class-by-class basis.*

TCC Alternative Format Tool

According to the TCC websiteLinks to an external site., "This tool lets you convert digital files to other digital formats. This can be helpful for people with different accessibility needs. Once you complete the process, the converted file will be sent to your TCC email account."

TCC Alternative Format Tool Tutorial

Safety

We care about the safety of our campus and community and all of us are needed in order to create a safe and secure learning environment. Please review the full list of safety resources available to you, which are listed on our TCC Ready website. Additionally, please watch this brief video to familiarize yourself with our general safety practices. Please program the Public Safety number into your cell phone (253-566-5111) or 5111 from any campus phone (If this number is inoperable due to an emergency, dial 253-495-4146) and sign up for TCC Alerts! to receive emergency notifications to your cell phone.

Note: These emergency alerts include: emergency situations on campus, snow closures and delays, and other issues that may impact normal operating procedures.

In the event of an emergency, refer to the Emergency Procedures flipchart located near the door of every classroom. This quarter, we are located in **Building 8, Room 3**. Our nearest exits may be left or right after exiting the room. Please review the campus map in order to orient yourself to where we are on campus. In the event of an emergency where we need to evacuate, please follow my instructions to safely direct us to a safe and secure location on campus.

In the event that you are on campus and need to report an urgent issue (spills, gas or hazardous smells, standing water on floor, etc.), call the Facilities Emergency Line at x5152.

Alcohol and Drugs

It is the college's intent to provide a drug-free, healthful, safe and secure work and educational environment and to comply with the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986 (Public Law 99-570, Title IV, Sub-title B) and its amendment of the 1989 (Public Law 101-226).

In general, drug use (including alcohol) interferes with learning. Studies show that students who use illicit drugs and abuse alcohol significantly tend to have lower grades overall. This can make users feel that they are performing at their best when actual performance is very compromised. This can result in poorer grades or work performance. All psychoactive drugs (including alcohol) can produce negative health risks associated with long-term use.

It is TCC policy that any student who violates a provision of the Code of Student Conduct will be subject to disciplinary action. This action may result in disciplinary warning, reprimand, probation, suspension or expulsion. In addition, Washington State statutes and federal laws make the possession or distribution of illicit drugs and alcohol a crime subject to imprisonment, fine or both.

TCC's goal is to provide students and staff with information about alcohol and drugs of abuse, the college position on use, the risks and consequences associated with illicit use, and ways to get help for those who may be experiencing problems. Tacoma Community College does not offer direct treatment for alcohol or drug abuse or addiction. It can and will assist any student or staff member seeking an appropriate service.

Healthy choices and positive decisions can only be based upon having accurate information. If you have any questions about these policies, please contact the Student Affairs Administration office in Building 7 at 253-566-5115 or the Human Resources Office in Building 14 at 253-566-5054.

Tobacco and Smoke-Free Campus Policy.

It is the policy of Tacoma Community College that smoking or the use of tobacco products is prohibited on all college premises. Tacoma Community College acknowledges the findings of the United States Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. The College further recognizes that the United States Environmental Protection Agency classifies environmental tobacco smoke as a Class A carcinogen. In light of these health risks, and in support of a safe and healthy learning/working environment, Tacoma Community College establishes the following tobacco and smoke free campus policy.

College Closure and Class Cancellation

Should the TCC campus close for weather or other extenuating circumstances, you should not come to campus. Generally, the expectation is that you will turn in work the next time your classes meet. (However, you are still expected to turn in work on time for this class online!) If any face-to-face class is canceled, an email is sent if time allows, and a note is posted on the classroom door. Information about school closures, partial or total, will be available at 253-566-5000 (a recorded message will give the caller up-to-date information on closures) or on the TCC home page by 6:15 a.m. www.tacomacc.edu (a message will be placed there only if the college will be closed).

Public Health & Illness Policy

TCC applied recommended health and safety protocols based on recommendations from local, state, and national public health authorities, in response to the COVID-19 pandemic. As a member of our

campus community, students, faculty, and staff are expected to follow all health and safety protocols and policies. These protocols apply to everyone who physically enter the campus grounds. TCC is committed to protecting the health and safety of the campus community. By participating in this course, you agree to abide by the following ongoing safety protocols detailed in the TCC Safe Start Plan.

- Follow all health and safety signage posted on campus.
- Wear a face covering/mask when sick. Mask stations will be located in most buildings.
- Wash your hands often and use a 60% or higher alcohol-based hand sanitizer in between hand washing as needed. Hand sanitizer will be available at building entrances.
- Monitor your health. Watch for symptoms. Respiratory viruses like COVID-19, influenza (flu), and RSV can cause a range of symptoms, including but not limited to cough, fever, chills, headache, sore throat, runny or stuffy nose, sneezing, chest discomfort, decrease in appetite, vomiting, diarrhea, fatigue (tiredness), muscle or body aches, new loss of taste or smell, weakness, and wheezing.
- Do not attend any on campus classes or TCC activities if you develop symptoms.
- Communicate with your instructor promptly if unable to attend any in person classes/activities and/or unable to meet assignment deadlines due to illness.

Attendance Related to Illnesses

Do not attend your in-person class if you are sick, exposed, or symptomatic with COVID-19 or another respiratory virus. It is important to take steps to help prevent the spread of the virus to others in your home and community and to reduce your likelihood of getting very sick. Stay home and away from others, get tested if accessible, and get treatment if you are eligible.

You can go back to your normal activities when **both** of the following have been true for at least 24 hours:

- Your symptoms are getting better overall, and
- You have not had a fever (and are not using fever-reducing medication).

Students who miss class due to the above conditions will not be penalized for their absence and will not be asked to provide formal documentation of their illness from a healthcare provider. If you are unable to attend class, take the following steps.

- Notify your instructor in advance of the absence or inability to participate, if possible.
- Participate in class activities online/on Zoom and submit assignments electronically, to the extent possible.
- Contact your instructor if illness will require late submission or other modifications to deadlines. Students who fail to notify their instructor of illness BEFORE an assignment due date may not be granted assignment deadline accommodations, except in extenuating circumstances. For example, unexpected hospitalization (documentation may be required of extenuating circumstances).

When you go back to your normal activities, wear a mask, practice good hand hygiene, and physically distance yourself. You may still be contagious with a respiratory virus after returning to your normal activities, so it is important to take additional precautions.

Note: Information listed above was taken from the Washington Department of Health (2024).

Generative Artificial Intelligence (gAI) Policy

Generative AI: TCC recognizes that generative AI tools are part of today's learning environment. How these tools may be used varies by course, discipline, and assignment. You may use generative AI tools in this course only as your instructor permits and according to the directions for each assignment. When AI use is allowed, you must identify and cite your use as instructed. Submitting AI-generated content as your own original work violates TCC's Academic Integrity policy. Check each assignment's instructions to see whether and how AI may be used. If you are not sure whether AI is allowed for a task, ask your instructor before using AI tools.

This course permits you to use AI tools (chatbots, text generators, paraphrasers, summarizers, or solvers) to get guidance assignments only, such as brainstorming, outlining, and getting feedback on your work, as long as you do so in an ethical and responsible manner. (These tools are not permitted on assessments, such as quizzes, the midterm, and the final exam.) Treat AI as a tutor or supplemental instructor. It is a tool intended to support and deepen your learning engagement. If it robs you of an opportunity to think independently and learn, it is no longer serving its intended function. Final submitted work must be your own.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use.
    - For in-text documentation:
        - Provide the name of the Ai tool and the date accessed.
        - Example (Gemini, 09/17/2026)
    - For your "Work Cited" page:
        - Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
        - Example: Chat-GPT-3. (YYYY, Month DD of query). "Text of your query." Generated using OpenAI. https://chat.openai.com/

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible.

Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTES:

· This policy applies to any and all past, current, and future gAI.

· This policy is for this class only. The guidelines for this class do not automatically apply to other classes. Please check with your other instructors to learn their specific policies around generative AI tools.

Religious Accommodations

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the quarter and should follow the procedures listed in the Leave for Faith & Conscience policy webpage.

STUDENT RESOURCES

During this quarter, you may encounter a need that goes beyond this class that affects your academic performance. We are here to help you be successful. You have access to great resources on campus and people ready to support you. Login to Canvas and access the Student Resources course to learn about some of these excellent resources. TCC's Student Resources Guide has information and resources to help you with many goals, including:

- **Food pantry**: It provides food to get you through the day and food for home (Building 17)
    - Nourish Pierce County refrigerated food truck visits TCC on Tuesdays, 4:30–6:30 PM
- **Free ORCA pass**: Provides students with a free digital ORCA bus pass to current students, good for all Pierce Transit routes.
- **Counseling**: Offers free, confidential counseling to support students' health and growth.
- **Emergency funding**: Assists with financial hardships with emergency funding sources.
- **Titan Technology**: Offers laptops, internet service, or hotspots.
- **LGBTQ+**: Explore resources for folks within TCC and the community.

Counseling

TCC's Counseling Team supports your mental health and well-being and cares deeply about your growth and success. Counseling can help with anxiety, depression, grief, stress, trauma, relationships, identity, neurodiversity, academic challenges, career decisions, substance use, and major life transitions. Counseling Services offers individual appointments, workshops, groups, classes, resources, and campus consultation on a multitude of mental health and wellness concerns. Students can receive free and confidential counseling from any of our six-person team of counselors. Many of our providers are licensed mental health providers through the Department of Health (DOH) like counselors or therapists in private practice or other community mental health agencies. You can meet in Building 7 or request a confidential telehealth appointment that works around your schedule. Please use the Titanium Online Schedule to make an appointment with counseling services. For any issues with scheduling, please contact tccpersonalcounseling@tacomacc.edu . For online telehealth, your counselor will send a confidential doxy.me or Zoom link to you.

Note: TCC Counseling Services follow the Academic Calendar, so they are not available late evenings, weekends, campus closures, or during breaks in the quarter. Counseling Services is open Monday to Thursday 8am-6pm and Friday 8am-5pm during Fall, Winter, & Spring Quarter. In Summer Quarter, Counseling Services are available on a very limited basis: Monday-Thursday 10-3pm.

Library

TCC's Library offers access to a range of research materials including books, e-books, DVDs/CDs, and subscription databases that carry thousands of publications covering a wide range of disciplines. The faculty librarians offer research support for all students, of all levels of research experience.

Library faculty (Melissa, Rebekah, Heather, Jennifer, Sherry, Christina, Chris, Becky, and yours truly) are available during all hours the Library is open. Find one at the Reference Desk or call 566-5134.

Emergency Financial Assistance with Access Code purchases:

The **SEMTC** is using some of the Calculator Rental revenue funds to help students in need purchase their access codes.

"A temporary access code will allow you to access "(MyLab Math/ALEKS/ETC.)" for the first 1-2 weeks of the quarter. Access to this software is essential to your success in this class. If the cost to continue beyond the temporary access is a financial hardship for you, you may qualify for assistance. Please email SEMtutoring@tacomacc.edu for more information. This assistance is available to students who are eligible for Workforce, PELL Grant, WA College Grant, Free or Reduced Lunches (Running Start students only) and/or have other verifiable extenuating circumstances. There is a limit to the funds available. Priority will be given to first time requesters."

SEMTC (Science, Engineering, Math Tutoring Center)

Science, Engineering & Math Tutoring Center (SEMTC)

Graphing and Scientific Calculators can now be borrowed from the SEMTC (19-22), Info Commons (16-120), Library (building 7) and/or the Gig Harbor Campus FREE OF CHARGE. Charges will only be applied if Calculators are not returned, or are returned late. Students can stop by the SEMTC, Info Commons or Gig Harbor Campus starting the first day of the quarter to check these out. Borrowing from the Library will start on the third day of the quarter. First come first serve until we run out. Be sure to bring a picture ID for checkout. You will be asked to fill out and sign an agreement form.

SEMTC can also provide emergency financial assistance with books/access codes. A temporary access code will allow you to access "(MyLab Math/ALEKS/ETC.)" for the first 1-2 weeks of the quarter. Access to this software is essential to your success in this class. If the cost to continue beyond the temporary access is a financial hardship for you, you may qualify for assistance. Please email semtcbec@tacomacc.edu for more information. This assistance is available to students who are eligible for Workforce, PELL Grant, WA College Grant, Free or Reduced Lunches (Running Start students only) and/or have other verifiable extenuating circumstances. There is a limit to the funds available. Priority will be given to first time requesters.

Drop-in and appointment tutoring for all SEM courses.

- Science, Engineering & Math Tutoring Center (SEMTC) (Building 19, Room 22)
  - **Hours**:
    - **Monday – Thursday**: 9:00am – 5:00pm
    - **Friday**: 9:00am – 3:00pm
  - **To make an appointment**:
    - Call 253-566-5145
    - Stop by our center
    - Contact SEMtutoring@tacomacc.edu
- SEMTC Satellite (MESA Center, building 15, room 120)
  - **Hours**:
    - **Monday – Thursday:** 4:00pm – 7:00pm

- Online SEMTC tutoring:
    - **Hours:**
        - Monday to Thursday: 9 AM to 5 PM
        - Friday: 9 AM to 3 PM
    - Access via Zoom TCC's Canvas Course "Tutoring Support"
- Online eTutoring: **Start here by clicking on Tutoring Support at TCC**
    - **SEM Courses supported through eTutoring**: Algebra (ABE Math, Math 85-95), Anatomy & Physiology, Biology, Calculus (Math 141, Math 151 - 254), Chemistry (intro, general, and inorganic), Computer Science (Java & C++ only), Differential Equations (Math 238), Intro to Engineering, Linear Algebra (Math 220), Math in Society (Math 107), Physics, Statistics (Math 146), and Trigonometry (Math 142)

MESA: Mathematics, Engineering, Science Achievement

The MESA Center provides holistic support to remove barriers for STEM students, so they can successfully transfer to a 4-year institution to pursue a STEM degree or go directly into the STEM workforce. For all students, they provide an on-campus space in building 15 on the first floor that offers tutors, professors, and students space to socialize, study, and/or receive tutoring. The space is equipped with whiteboards, a smart board, computers, a printer, textbooks, calculators, and more.

- MESA Center: Building 15, Room 120
- Monday to Thursday: 8:00 AM to 8:30 PM
- Friday: 8:00 AM to 5:30 PM

The Center also has a book loan program that is open to all students (within science, engineering, and math), but the textbook rentals are first come, first serve. Departments included are Biology, Chemistry, Organic Chemistry, Engineering, Math, and Physics. This is a free resource available to all SEM students. You will need to bring a student ID for rentals. To check out a book, visit the MESA Center front desk (15-120). Then, return the book at the end of the quarter. The front desk is staffed 8 AM to 5:30 PM daily, except from 10 AM to 12:30 PM. Note: This service does not include OER textbooks.

Warning: Although their first-floor space is open to all students, many of the additional services they provide are for MESA students only. The MESA Program offers support through dedicated advisors, mentorships, interactive workshops, field trips to companies and universities, internship application support, scholarship application support, career prep (through resume, cover letter, and interview support), guest speakers, and more. They also provide additional laptop rentals (separate from TCC's library) for their MESA students, and a dedicated MESA Center on the third floor of building 15 (room 330, open from 8 AM to 8:30 PM from Monday to Thursday). MESA is open to TCC STEM students who have not earned a bachelor's degree. Space is limited.

To apply to MESA, visit TCC's MESA website online and complete their online application, or contact the MESA Director, Adrienne Scarcella by phone (253-566-5155) or email (ascarcella@tacomacc.edu). After it is submitted, MESA staff will contact you to schedule an intake appointment, which can be conducted in-person or on Zoom. Note that scheduling may take up to two weeks.

Academic Assistance After Hours (Aaah)

- We now have **evening drop-in tutoring** in the **MESA** center
    - **Hours:** Monday -Thursday: 5:00pm-7:30pm

- **Location**: Building 15 Room 120

Writing and Tutoring Center

TCC's Writing and Tutoring Center, located on the 2nd floor of Building 7, Rm 221, offers you one-on-one help with your writing. Tutors are available to discuss your work, help you to think about your writing process, suggest revising strategies, and discuss ways to approach an assignment. All services are free. Making an appointment is recommended. Contact the Center at 566-6032.

Technical Support

If you are experiencing any tech related issues, please visit the Information Commons. They are located on the first floor of the Information Technology Building (Building 16), Room 120. They also offer digital resources for students, such as computer stations, wireless internet, printers, and over 50 different software programs.

If you have any questions or are experiencing issues relating to Canvas, you can call (253) 566–5176, email support@tacomacc.edu , or submit a ticket online via the Client Portal. Please note, their hours may change between days and quarters.

Quick Contacts

Resource (hyperlink)	Building—Room	Phone	Email
Access Services	Bld 7 — Rm 163	(360) 504–6357	access@tacomaccc.edu
Admission Services	Bld 8— Rm 9	(253) 566-5001	admissions@tacomacc.edu
Adult Basic Skills	Bld 7	(253) 566-5144	basicskills@tacomacc.edu
Advising / Counseling	Bld 7 — Rm 110	(253) 566–6091	advising@tacomacc.edu
BEC	Bld 19 — Rm 22	(253) 460–4411	bec@tacomacc.edu
Bookstore	Bld 11 — Main	(253) 566-6085	bookstore@tacomacc.edu
Career Center	Bld 7 — Rm 110	(253) 566–5191	nwilkerson@tacomacc.edu
Cashier's Office	Bld 14 — Main	(253) 566-5011	sfs@tacomacc.edu
Enrollment Services	Bld 7 — Window	(253) 566–5325	enrollmentservices@tacomacc.edu
Faculty Resource Center	Bld 18 — Rm 202		
Financial Aid	Bld 14 — Main	(253) 566-5080	faid@tacomacc.edu
Fitness Center	Bld 20 — Gym	(253) 566-5097	jkeyes@tacomacc.edu
Fresh Start	Bld 19 — Rm 34	(253) 566-5086	freshstart@tacomacc.edu
Info Commons (IT Students)	Bld 16 — Rm 120	(253) 566-5176	support@tacomacc.edu
IT Help (Staff)	Bld 18 — Rm 101	(253) 566-5100	helpdesk@tacomacc.edu
MESA Center	Bld 15 — Rm 120	(253) 566-5155	ascarcella@tacomacc.edu
Placement	Bld 8 — Rm 14	(253) 566-5154	placement@tacomacc.edu
Public Safety	Bld 14 — Rm 103	(253) 566–5111	tccsecurity@tacomacc.edu
Running Start	Bld 7 — Rm 110	(253) 566-6061	runstart@tacomacc.edu
SEM–TC	Bld 19 — Rm 22	(253) 566-5145	SEMtutoring@tacomacc.edu
Veteran Services	Bld 7 — Rm 110	(253) 566-5064	veterans@tacomacc.edu
Workforce Education	Bld 7 — Rm 110	(253) 566-5188	workforce@tacomacc.edu
Writing & Tutoring Center	Bld 7 — Rm 221	(253) 566-6032	tutoring@tacomacc.edu

TENTATIVE CLASS SCHEDULE

Sequence

Dates	Theme	Section	Topic
9/21 – 10/7	Chapter 10: Introduction to the Derivative	10.1	Limits
		10.2 / 10.3	Continuity
		10.4	Average rate of change
		10.5 / 10.6	Derivative
10/9 – 10/28	Chapter 11: Techniques of Differentiation with Applications	11.1	Derivatives of power, sums, constants
		11.2	Application
		11.3	Product & quotient rule
		11.4	Chain rule
		11.5	Derivatives of logarithms and exponents
		11.6	Implicit differentiation
10/30 – 11/18	Chapter 12: Further Applications of the Derivative	12.1	Maxima and minima
		12.2	Applications of max/min
		12.3	Acceleration and concavity
		12.4	Analyzing graphs
		12.5	Related rates
		12.6	Elasticity
11/20 – 12/4	Chapter 13: The Integral	13.1	Indefinite integral
		13.2	Substitution
		13.3	Definite integral
		13.4	Continued

Pacing

september

monday	tuesday	wednesday	thursday	friday
21 10.1	22	23 10.2	24	25 10.3
28 10.4	29	30 10.5/10.6	1	2 Faculty: Assessment day Students: No class

october

monday	tuesday	wednesday	thursday	friday
5 Review	6	7 Quiz ch 10	8	9 11.1
12 11.2	13	14 11.3	15	16 11.4
19 11.5	20 Faculty: Planning day. Students: No class.	21 11.6	22	23 11*
26 Review	27	28 Quiz ch 11	29	30 12.1

november

monday	tuesday	wednesday	thursday	friday
2 12.2	3	4 12.3	5	6 12.4
9 12.5	10	11 Holiday (No class)	12	13 12.6
16 review	17	18 Quiz ch 12	19	20 13.1
23 13.2	24	25 Holiday (No class)	26 Holiday (No class)	27 Holiday (No class)

december

monday	tuesday	wednesday	thursday	friday
30 13.3	1	2 13.4	3	4 Quiz ch 13
7 Finals	8 Finals	9 Finals	10 Finals	11

Syllabus Subject to Change

The information in this syllabus is subject to change. Students will be notified of any changes as soon as possible using multiple means of communication, such as class announcements. Please check WAMAP for the most updated schedule and assignment list during the quarter.