



Course Syllabus

Name of Course

Course Name: Developmental Arithmetic with Algebra

Course Code: MAT 0012

Course CRN: 82093

Semester: Fall 2026

Credit Hours: 3sh

Pre-requisites: Successful completion of development courses, appropriate placement test scores, or meet State exemption requirement.

Contact Information

Instructor

Name: Matthew Hairston
Title: Assist. Professor of Mathematics
Email: mhairston@gulfcoast.edu
Phone Number: 850-769-1551x3396

Office Location: SUW 272

Office Hours: Please see the first page of the Start Here module in Canvas for instructor availability and direct contact information.

Division Chair

Name: Hadley Pridgen
Title: Mathematics Division Chair
Email: hpridgen@gulfcoast.edu
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Division Administrative Assistant

Name: Scott Spencer
Title: Mathematics Div. Admin. Asst.
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Course Information

Catalog Description:

Developmental Arithmetic with Algebra (3 credit) is a course designed for students who need to strengthen their mathematical background. The course must be passed with a minimum grade of "C" and is not intended to satisfy general education requirements in mathematics or to count toward the required hours for graduation. Calculators are allowed in the course.

Topics included are operations with integers, fractions, decimals, geometric figures and their measures, pre-algebra topics—including properties of rational numbers, operations of fractional numbers, simplification of polynomials, and equation-solving techniques.

Student Learning Outcomes:

1. Identify properties of real numbers and perform order of operations with real numbers and algebraic expressions.
2. Solve linear equations and various applications involving linear equations.
3. Solve and graph linear and compound inequalities with one variable and write the solution in interval notation.
4. Identify intercepts and graph linear equations in two variables.
5. Find the slope of a line.
6. Perform basic operations on polynomials and algebraic expressions.
7. Evaluate square roots and apply the rules of exponents

Required Course Materials & Resources:

- a. MyLab Math with Pearson eText for Beginning & Intermediate Algebra, 7/e, by Elayne Martin-Gay ISBN-13: 9780137644193 or ISBN-13: 9780137644216
- b. A handheld calculator
Note: While calculators with fewer features are acceptable, the GCSC Mathematics Division recommends the TI-83 or TI-84 calculator. Each student is expected to have their own calculator. Cell phones and computers **may not** be used as a calculator.
- c. Learning Management System Usage: All of the course content, including the access point for My MathLab assignments, will be provided through Canvas. Additionally, the Canvas gradebook will be set up to calculate current averages with the caveat that if an assignment has not been completed it is not factored into the course average displayed. Course evaluations will also be administered via Canvas.

Delivery Method:

This course meets face-to-face. Course material, assignments, and announcements may be offered via Canvas as a supplemental approach to learning at the discretion of the instructor. Please make sure that you have access to a computer with a webcam and internet service, in the event that a change in course delivery is needed. Students should check Canvas frequently for emails and announcements.

Student Expectations

In this course, communication and feedback will occur through various channels: Canvas Inbox, Canvas Announcements, Canvas Discussions, and assignment feedback. Review the statements below so that you understand the expectations for communication.

As a student at Gulf Coast State College, you are expected to:

- obtain all required course materials
- access and complete assignments in MyLab Math through Canvas
- keep current with the course material
- do your own work (see Academic Integrity and Use of AI)
- communicate promptly with the instructor if you are having trouble with the material or are unable to complete an assignment on time
- read course announcements posted in Canvas

As your instructor, my commitment to you is to:

- **Provide Timely Feedback:** I will review and provide feedback on your assignments and submissions promptly. My goal is to help you understand your strengths and areas for improvement, which is crucial for your academic growth.
- **Respond Via Canvas Inbox:** I will respond to your emails or messages within 24-48 hours (excluding weekends), unless otherwise noted. I understand the importance of clear and timely communication in addressing your questions and concerns.
- **Post Regular Announcements:** To keep you updated and help you manage your time effectively; I will send out weekly reminders via announcements. These reminders will include important dates, upcoming assignments, and any changes to the course schedule.
- **Maintain Weekly Office Hours:** I will maintain regular weekly office hours, but I can also be available by appointment. This is to ensure I'm available for any questions or concerns that may come up during the week.

Course Schedule

The course is split into five units, each of which contains material from five to six sections. There will be a proctored test for each of the five units. Each section will include graded homework and a graded quiz. All assignments, along with their due dates, are listed in Canvas under "Assignments".

Unit 1: Real Numbers

Section 1.2: Symbols and Sets of Numbers

Section 1.3: Fractions and Mixed Numbers

Section 1.4: Exponents, Order of Operations, Variable Expressions, and Equations

Section 1.5: Adding Real Numbers

Section 1.6: Subtracting Real Numbers

Unit 2: Algebraic Expressions and Equations

Section 1.7: Multiplying and Dividing Real Numbers

Section 1.8: Properties of Real Numbers

Section 2.1: Simplifying Algebraic Expressions

Section 2.2: The Addition and Multiplication Properties of Equality

Section 2.3: Solving Linear Equations

Unit 3: Problem Solving

Section 2.4: An Introduction to Problem Solving

Section 2.5: Formulas and Problem Solving

Section 2.6: Percent and Mixture Problem Solving

Section 2.8: Solving Linear Inequalities

Section 9.1: Compound Inequalities

Unit 4: Graphing

Section 3.1: Reading Graphs and the Rectangular Coordinate System

Section 3.2: Graphing Linear Equations

Section 3.3: Intercepts

Section 3.4: Slope and Rate of Change

Section 5.1: Exponents

Section 5.2: Polynomial Functions and Adding and Subtracting Polynomials

Unit 5: Exponents and Polynomials

Section 5.3: Multiplying Polynomials

Section 5.4: Special Products
Section 5.5: Negative Exponents and Scientific Notation
Section 5.6: Dividing Polynomials
Section 10.1: Radicals and Radical Functions

Grading

GCSC Grading Scale

The college grading scale is: RA (100-90), RB (89-80), RC (79-70), RD (69-60), and RF (59-0).

Calculation of Grades

The average of the five (5) unit tests will count 50% of the grade, the Homework from MyMathLab will count 10%, Quizzes from MyMathLab will count 10%, and the Reviews from MyMathLab will count 10%. A comprehensive final exam (no exemptions) will count 20% of the grade.

Incomplete Grades

Grades of Incomplete in any course can only be assigned to students who have an emergency arise during the last two weeks of the course. To receive an Incomplete, students must:

- Submit a written request to the instructor before the last face-to-face class meeting. For online courses, a written Incomplete request must be received no later than the week before the Final Exam period begins.
- Have completed no less than 60 percent of the course requirements and be passing the course at the time the request for an Incomplete is submitted.

Important Note: The Incomplete option provides 30 days from the date grades are due to make up any missing work; if work is not submitted during this period, the grade will automatically change to an "F" in Lighthouse.

Course Policies

Accessibility Statement

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. Please visit [GCSC's Student Accessibility Resource \(SAR\) webpage](#) to learn more. For information regarding the registration process, email sar@gulfcoast.edu or call 850-747-3243.

Attendance Policy

Regular engagement in the class is essential for your success, and the due dates for the course are set to help you set a pace for success.

Your instructor will closely monitor participation at the beginning of each semester. If you are not completing any graded assignments during this period, you may be withdrawn from the course. You will

be financially responsible for the course, and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

Additionally, students who do not complete a graded exam before the withdrawal deadline may also be withdrawn for failure to make adequate progress in the course. Again, withdrawal from a course may have implications for financial aid.

Make-Up Work Policy

Students who miss a test deadline for any reason should contact their instructor as soon as possible. Instructors may allow a student to test late, but this is only at their discretion. The schedule set forth outlines what is covered and what the deadlines are. You know in advance the testing dates for each test; therefore, missing a test is unacceptable and you will receive a grade of zero for that missed test without a make-up. However, if missing a test is unavoidable, then prior approval is required for make-up. Missed tests will be assigned a grade of 0.

- **NO** Extra credit
- **SOME** out of class assignment grades may be dropped at the discretion of the instructor.
- **NO** retakes of any tests.
- **NO** test grades will be dropped.
- If a test is missed due to a valid excuse and is granted, then a make-up test will need to occur as per agreement with your instructor. Proof of why you missed test will be required, and it is the student's responsibility to make necessary arrangements to contact their instructor regarding a make-up test.

Withdrawal Policy

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). There are two kinds of withdrawals---student and administrative.

- *Student Withdrawal (W1)* - Students wishing to withdraw must complete the online Student Withdrawal Form before the scheduled withdrawal deadline as published in the College catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.
- *Administrative Withdrawal (W2)* – A faculty member may withdraw a student up to the published withdrawal deadline for failure to make sufficient academic progress in the course, in which case the student will receive a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

Academic Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment. GCSC professors report every instance of student academic misconduct to the college for inclusion on the student's records. Most course syllabi include an academic honesty policy and the consequences for violating this policy. Familiarize yourself with course policies regarding authorized or unauthorized use of AI to avoid the pitfalls of academic dishonesty.

The following definitions will apply:

"Cheating"

includes but is not limited to use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition without permission of tests or other academic materials belonging to a member of the College's faculty.

"Plagiarism"

includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment as well as the purchase of papers or projects. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT. Make certain to consult your course syllabi for your instructor's guidelines of AI material.

"Self-plagiarism"

occurs when a student submits the same or considerably similar document to fulfill requirements in different classes. For example, if a student submits a term paper in Religion they originally wrote for an English class, this is self-plagiarism. Once a paper receives a grade in one class, it cannot be submitted again for another class.

"Generative Artificial Intelligence (AI)"

is technology that uses machine learning to create new content, such as text, images or code, based on user input. These systems are trained on vast amounts of data, including large language models and image or code generators. Common examples include ChatGPT, GitHub, Copilot, Google Gemini, Perplexity, and the Grammarly AI function.

Sanctions for incidences of academic misconduct, depending on the severity of the incidence and/or its repetition, may range from receiving an F grade (or 0) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

Classroom Recording

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member. Failure to obtain permission to publish could lead to the students' having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook.

Generative Artificial Intelligence (AI) Policy

The use of generative AI tools in academic work requires clear guidelines to maintain academic integrity. Please review the policy selected for this course regarding the use of AI tools such as ChatGPT, Copilot, Grammarly's AI features, and similar platforms for assignments, research, and other coursework.

See the student handbook for further information. Students with questions about acceptable use should consult their instructor.

Generative AI Use with Permission and Disclosure

The use of AI-generated content is strictly prohibited in all assignments, class work, and throughout all stages of the work process, such as brainstorming, outlining, or drafting. This includes, but is not limited to, tools such as ChatGPT, Copilot, and Grammarly's AI function. Use of AI tools will be treated as a violation of academic integrity and may result in penalties, including a zero on the assignment and additional disciplinary actions as outlined in the college's academic integrity policy.

Anti-Discrimination Policy

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to Amanda Reed, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-769-1551, ext. 3516. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

Syllabus Policy

For any syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students via e-mail or Canvas announcement when changes are made in the requirements and/or grading of the course.

Student Support Resources

Gulf Coast State College is committed to providing you with the resources you need for success as a student and beyond. View all the academic and student support resources provided at GCSC on the [Student Services web page](#).

Course Technology & Support

To successfully participate in this online course, students must have basic computer and digital information literacy skills and meet the following technology requirements:

- **Computer:** Up-to-date web browser that supports the Canvas learning management system; please refer to the system requirements for compatibility and information on using the Canvas app on mobile devices.
- **Internet Speed:** Minimum bandwidth of 8 Mbps upload/download speed to effectively engage in online activities and access multimedia.

If you need technical support, contact the ITS Help Desk, available 24/7 at (850) 913-3303.