



ELET115N-A: Introduction to Programming Using C++ Fall 2021

Department	Engineering and Computing Sciences
Instructor	Professor Susan Hughes
NCC Email	shughes@ccsnh.edu
Telephone Number	603-578-8900, x1582
Office Hours	See office hours posted on Canvas or contact instructor for appointment
Office Location	Room 312
Class Days/Meeting Time	Monday 3pm-4:50pm Wednesday 3pm-5:50pm
Class Location	Room 170

Rationale:

This course will give the student the foundations of computer programming in the C++ computer language. It is also a pre-requisite for more advanced courses.

Course Description:

Students will be introduced to fundamentals of programming and logical problem solving using object oriented methods and the C++ language. No prior knowledge of programming is assumed. Focuses are on effective structured design of code with variables, decisions, loops, functions, arrays and introduction of pointers. Use of professional programming design approaches and coding style will be used in laboratory assignments. Completion of this course provides the programming design skills necessary to complete the EET program.

Course Competencies:

At the successful completion of this course, the student should be able to:

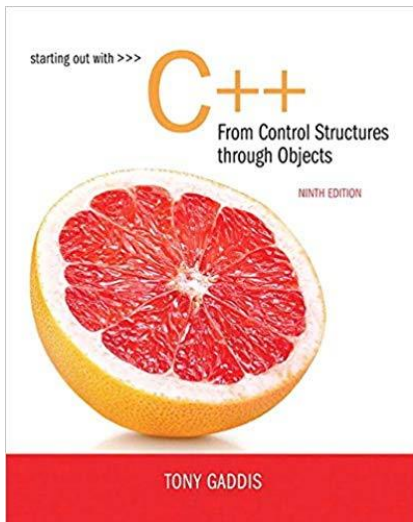
- Understand the components of a computer system, and understand basic design and problem solving strategies using C++
- Understand C++ datatypes, Input / Output (I/O), File I/O, expressions, and errors
- Understand the use of functions, parameter passing and return values from functions
- Understand C++ control structures – if statements, loops, and conditional logic

Essential Questions:

- How to I create a program in C++?
- What is a control structure in C++?
- What are the loops in C++?
- What are arrays in C++?

Required Materials:

Textbook:



“Starting out with C++ From Control Structures through Objects”, by Tony Gaddis, 9th Edition. ISBN 13: 978-0-13-444382-9; Note: You can use the 6th, 7th, 8th or 9th edition for this course.

For students who are planning to take advanced C++ courses at NCC, the 9th edition is required. The advanced courses are CSCI230N and CSCI278N.

For students who are not planning to take the advanced C++ courses, the “brief” version of the textbook is sufficient:



“Starting out with C++; Brief Version”

By Tony Gaddis.

ISBN 13: 978-1-256-85896-6

Pearson

Or the Gaddis “Brief Version – 8th Edition”

Click on this link to access the NCC bookstore's website

<https://www.bkstr.com/nashuaccstore/home>

Technology:

In order to be successful at NCC, all students need a laptop or personal computer (PC) as well as reliable internet access. It is recommended that students purchase a laptop for in-class use. Specifications can be found by clicking on the link below. If you do not have Internet access or the right kind of computer equipment (e.g., laptop, webcam, etc.) you may be eligible for the college's technology lending program, which is a first come first

served program. Click on this link for more information

<https://www.nashuacc.edu/technology>

Laptops that meet NCC technology specifications are available for purchase at the NCC bookstore. Financial aid may be used for purchases made at the bookstore. Contact the bookstore for more information <https://www.bkstr.com/nashuaccstore/home>

Supplemental Materials:

Microsoft Visual Studio (provided – free). You will also need a USB drive (stick) to save your programs.

Course Expectations:

Canvas

All materials presented in class along with programming assignments can be found on Canvas. All assignments must be uploaded to canvas to be graded. Do not email your submissions or provided printed copies.

Homework / Lab Assignments:

Assigned homework/labs will be due as specified in the description of the assignment on Canvas. No late submissions will be accepted except for extraordinary circumstances that must be accepted by the professor. Note that the student may have to document the reason for an extension, and ultimately it is left at the discretion of the professor to decide on an extension. The grade may be reduced by a penalty.

Attendance

Attendance is required. Please refer to the student handbook for specific information about the course attendance guidelines. After 10 hours of absence a student can be dropped from this course. Being late and leaving early counts toward this. Please see the AF grade guidelines in the College Policies section later in this document. It is your responsibility to get notes and handouts from Canvas if you miss class or arrive late.

Each student is responsible for all assignments. If a student is absent, it is expected that the student will be responsible for making up any work.

When class is cancelled (ex. snow day) students are expected to check their Canvas Announcements for an assignment to work on in place of class. All work that is due via Canvas will still be due.

Notes Missed:

See a classmate so that you can copy their notes.

Tests:

A test must be made up ASAP and you must have a valid reason for missing it. It is the student's responsibility to make an appointment IN ADVANCE for a make-up. Only one test can be made up during the semester.

Grading:

Letter Grade	Numeric Score	Letter Grade	Numeric Score	Letter Grade	Numeric Score
A	93.0% --	B-	80.0 - 82.9%	D+	67.0 - 69.9%
A-	90.0 - 92.9%	C+	77.0 - 79.9%	D	63.0 - 66.9%
B+	87.0 - 89.9%	C	73.0 - 76.9%	D-	60.0 - 62.9%
B	83.0 - 86.9%	C-	70.0 - 72.9%	F	< - 59.9%

Method of Evaluation:

There will be assignments, chapter exams and a final. They will tentatively count toward the final grade as follows:

Exams	35%
Class Participation	5%
HW, Programming Labs	50%
Final Project	10%

Zoom Policy:

We need to be able to see and hear you during Zoom classes. Therefore, when participating in a zoom class/lab, please leave your video turned on.

Diversity, Equity, and Inclusion Statement:

We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of diversity. This is fundamental in creating a welcoming and inclusive learning environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. These diverse identities, among many others not mentioned, influence the perspectives our students, faculty, and staff bring to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

Available Support Services:

Tutoring and Writing Center: The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashuacc.edu/home/tutoring>

Online chat tutoring is also available 24/7 with Smarthinking. Find a link on the left navigation menu inside Canvas courses.

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in the library, 603-578-8900 ext. 1451. View additional information and the application here: <https://nashuacc.edu/student-services/disability-accessibility-information>. In order to receive classroom accommodations, it is the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. *Only students with prior written permission* from the instructor or the Disabilities Support Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

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Attendance:

Attendance is vital to the student's success in this course. You are expected to attend all classes and laboratory sessions, and to be on time. It is extremely difficult to make up for lost hours of instruction time. You are responsible for all material and information given in class whether present or not.

Notes Missed:

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Lab / Homework Assignments:

Assigned homework will be due as specified in the write-up of the assignment. Your homework will be checked for effort and completeness.

All work during the scheduled lab time must be submitted before the student leaves the lab, **even if only partially completed. The student will automatically receive a "0" for that lab if they do not.** This applies even if additional files or updates to the lab are to be uploaded later. For those labs where students work with a partner (specifically in engineering courses), the final lab writeup describing the results needs to be individually written and submitted.

Exams:

The exams and final project presentations (if applicable) must be given on the date announced by the instructor. Only in an extreme case will a make-up be permitted. **The student also must provide documentation for the absence, and it is the student's responsibility to notify the instructor of the absence prior to the exam.** In addition, the instructor may choose to move the seating assignments for exams / quizzes.

Cell Phones/Laptops:

DO NOT TEXT OR TALK ON THE PHONE DURING CLASS. It is rude and will not be tolerated. If something important should arise and you need to use your cell phone for personal matters you are expected to excuse yourself from the room before completing the call or text. Please let the instructor know before class starts that you may be expecting an important call, etc. If you need to leave your cell phone on, please use the vibrate mode. Penalties will be applied as designated by the instructor if you are caught using it or if your phone rings. Laptop computers are also not to be **used during class without first getting** instructor permission.

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lgonzalez@ccsnh.edu for support and assistance. View more information here [Title IX Policy and Grievance Procedure](#)

Attendance: Regular attendance and active class participation are essential for academic success. If a student must be absent from class, the student should contact his/her professor and follow the professor's make up policy listed in the syllabus under course expectations.

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of childcare, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance NCCAcademicAdvisingCenter@ccsnh.edu.

AF Policy: If a student misses more than the number of hours the course meets during a two-week period (e.g. six hours for a three credit course), the faculty may withdraw a student from the course with an "AF" grade. Please note that absences, tardies, and leaving class early all count towards "missed class time."

In an online or hybrid course, the faculty may withdraw a student for not participating in online activities and/or submitting assignments for two weeks. Logging into Canvas does not count as participation.


Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

Canvas: Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors will post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards. If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.

24/7 Canvas Support: To access support through email, phone or chat

click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the tool bar at the left of the Canvas screen then choosing Canvas Resources.

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

College Email System: Nashua Community College has established a College email system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student submitting as his or her own creation the artwork (including but not limited to a painting, drawing, photograph, object, digital representation) of another person.

3. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and quotation.
4. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
5. The paraphrasing of another person's unique work with no acknowledgment of the original source.
6. Copying another student's work on a quiz or test.

Some instructors may consider self-plagiarism to be a form of plagiarism. Self-plagiarism includes submitting the same paper in response to two different assignments. Please consult with your instructor and carefully review instructor expectations posted on your syllabus if you have any questions.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the instructor will notify the student's advisor by posting an alert on EAB Navigate. The advisor will then document the incident on EAB using advisor notes. If any further incidents of plagiarism are reported to the student's advisor, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

Course Calendar

The course calendar will be in a separate document which will be posted in Canvas.



ELET121N-1: Digital Circuits I Fall 2021

Department	Engineering and Computing Sciences
Instructor	Professor Austin Hewin (Lecture/Lab)
NCC Email	ahewin@ccsnh.edu
Telephone Number	603-578-8900, x1758 (Prof Hewin)
Office Hours	See office hours posted on Canvas or contact instructor for appointment
Office Location	Room 206 (Prof Hewin)
Class Days/Meeting Time	Lecture: Thursday 6:00pm-7:50pm Lab: Tuesday 6:00pm-8:30pm
Class Location	Lecture: Room 208 Lab: Room 207

Rationale:

Digital systems are designed to store, process, and communicate information in digital format. The digital computer is an example of a typical digital system. Understanding how a computer stores and manipulates information requires basic knowledge of basic digital fundamentals. This first course is a presentation of the fundamental concepts in digital theory needed for more advanced study of digital circuits. The course is fundamental to learning and understanding other electronics courses in the EET program. When circuits get large and complicated, it is useful to have various methods for simplifying and analyzing them. Note that there is no perfect formula for solving a circuit. Mastering the fundamentals of Digital Circuits prepares the student for the different methods that can be employed to solve the circuit.

Course Description:

This course is a presentation of fundamental concepts in digital theory needed for more advanced study of digital circuits. The subject areas are number systems, digital codes, Boolean algebra, Karnaugh mapping techniques, basic logic gates, and flip-flops.

Course Competencies:

At the conclusion of this course, students will be able to:

1. Convert between number systems and express signed numbers in binary signed magnitude using 1's and 2's complement form
2. Understand and apply Logic Gates, Adders, Encoders, Decoders, Comparators, Multiplexers, and de-multiplexers
3. Simplify algebraic expressions using Boolean algebra, DeMorgan's theorems and Karnaugh map to simplify expressions or truth table functions

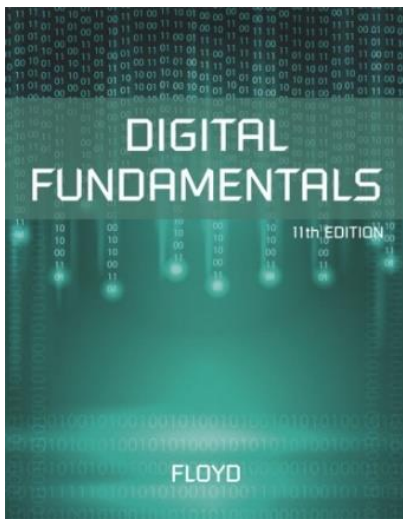
4. Apply Latches and Flip-Flops and use One-shots and Multivibrators as clocking sources

Essential Questions:

- How do digital fundamentals serve to improve our understanding of electronics?
- How does knowing the principles of digital fundamentals affect your daily life?
- Describe something in today's world that has become more compelling because of an understanding of digital circuit fundamentals.
- Is it possible to describe how complex digital circuits function with a small number of digital fundamental principles? If so, how?

Required Materials:

Textbook:



- Digital Fundamentals, 11/E Thomas L. Floyd
ISBN-10: 0132737965 • ISBN-13: 9780132737968 ©2015
- Prentice Hall • Published 07/14/2014

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Technology:

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Supplemental Materials:

- USB flash drive will be required for saving and submitting student work.
- Loaned by EET Dept. - Most lab materials are provided by NCC; however, tool & proto-board quality is not guaranteed.
- Although we will provide loaners for some of the small hand tools for use in labs, it is recommended that students have their own small tools and breadboard for out of school use. Tools include such things as wire strippers, small pliers, small screwdriver, and perhaps even a small plastic box to store these in.

Grading:

Letter Grade	Numeric Score	Letter Grade	Numeric Score	Letter Grade	Numeric Score
A	93.0% --	B-	80.0 - 82.9%	D+	67.0 - 69.9%
A-	90.0 - 92.9%	C+	77.0 - 79.9%	D	63.0 - 66.9%
B+	87.0 - 89.9%	C	73.0 - 76.9%	D-	60.0 - 62.9%
B	83.0 - 86.9%	C-	70.0 - 72.9%	F	<- 59.9%

Method of Evaluation:

There will be assignments, chapter exams and a final. They will count toward the final grade as follows:

Exams	45%
Final Exam	10%
Class/Lab Professionalism (See below):	5%
HW, Lab Assignments and Performance	40%

Zoom Policy:

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Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

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24/7 Canvas Support: To access support through email, phone or chat

click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the tool bar at the left of the Canvas screen then choosing Canvas Resources.

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College Email System: Nashua Community College has established a College email system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student submitting as his or her own creation the artwork (including but not limited to a painting, drawing, photograph, object, digital representation) of another person.
3. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and quotation.
4. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
5. The paraphrasing of another person's unique work with no acknowledgment of the original source.
6. Copying another student's work on a quiz or test.

Some instructors may consider self-plagiarism to be a form of plagiarism. Self-plagiarism includes **submitting the same paper** in response to **two different** assignments. Please consult with your instructor and carefully review instructor expectations posted on your syllabus if you have any questions.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the instructor will notify the student's advisor by posting an alert on EAB Navigate. The advisor will then document the incident on EAB using advisor notes. If any further incidents of plagiarism are reported to the student's advisor, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.

2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)

Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

Course Calendar

The course calendar will be in a separate document which will be posted in Canvas.



ELET131N-1: Circuit Analysis I Fall 2021

Department	Engineering and Computing Sciences
Instructor	Professor Dr. Ali Hammoodi (Lecture/Lab)
NCC Email	Ahammoodi@ccsnh.edu
Telephone Number	N/A
Office Hours	Contact instructor for appointment
Office Location	Room 100 (Check with professor for appointment)
Class Days/Meeting Time	Lecture: Wednesday 6:00pm-8:30pm Lab: Monday 6:00pm-8:30pm
Class Location	Lecture: Room 208 Lab: Room 207

Rationale:

Circuit Analysis I is the first of two courses. The first course deals with understanding the concepts of DC circuits while the second focuses more on AC circuits. These courses are fundamental to learning and understanding other electronics courses in the program. When circuits get large and complicated, it is useful to have various methods for simplifying and analyzing them. Note that there is no perfect formula for solving a circuit. Mastering the fundamentals of Circuit Analysis prepares the student for the different methods that can be employed to solve the circuit.

Course Description:

Theory and laboratory work on DC current, voltage, resistance, Ohm's law, energy, power, series-parallel circuits, network theorems and networks. Brief introduction to AC current, voltage and power.

Course Competencies:

At the conclusion of this course, students will be able to:

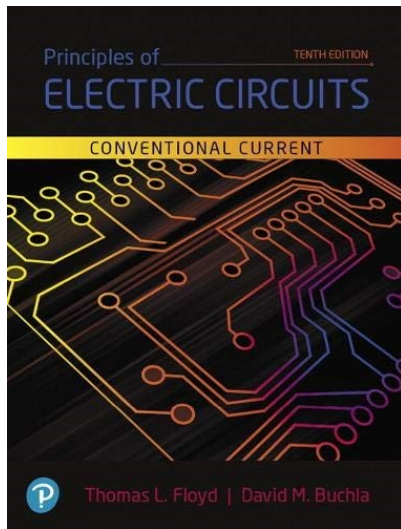
1. Define and solve for current, voltage, resistance, and power in series, parallel, and series-parallel electric circuits using both scientific and engineering notation.
2. Calculate voltages and currents using Ohm's law, Kirchhoff's voltage and current laws as well as voltage and current divider equations
3. Calculate electrical quantities using the branch-current, mesh current, and nodal voltage analysis methods.
4. Solve complex circuits by applying Superposition, Thevenin's, Norton's, and Maximum Power Transfer theorems

Essential Questions:

- How does circuit analysis serve to improve our understanding of electronics?
- How does knowing the principles of circuit analysis affect your daily life?
- Describe something in today's world that has become more compelling because of an understanding of circuit analysis principles.
- Is it possible to describe how complex electronic circuits function with a small number of circuit analysis principles? If so, how?

Required Materials:

Textbook:



- Floyd Thomas L., Buchla David M., Principles of Electric Circuits: conventional current version, 10th Edition, 2020

ISBN: 9780134879482

Click on this link to access the NCC bookstore's website

<https://www.bkstr.com/nashuaccstore/home>

Technology:

In order to be successful at NCC, all students need a laptop or personal computer (PC) as well as reliable internet access. It is recommended that students purchase a laptop for in-class use. Specifications can be found by clicking on the link below. If you do not have Internet access or the right kind of computer equipment (e.g., laptop, webcam, etc.) you may be eligible for the college's technology lending program, which is a first come first served program. Click on this link for more information

<https://www.nashuacc.edu/technology>

Laptops that meet NCC technology specifications are available for purchase at the NCC bookstore. Financial aid may be used for purchases made at the bookstore. Contact the bookstore for more information <https://www.bkstr.com/nashuaccstore/home>

Supplemental Materials:

- USB flash drive will be required for saving and submitting student work.
- Loaned by EET Dept. - Most lab materials are provided by NCC; however, tool & proto-board quality is not guaranteed.
- Although we will provide loaners for some of the small hand tools for use in labs, it is recommended that students have their own small tools and breadboard for out of school use. Tools include such things as wire strippers, small pliers, small screwdriver, and perhaps even a small plastic box to store these in.

Grading:

Letter Grade	Numeric Score	Letter Grade	Numeric Score	Letter Grade	Numeric Score
A	93.0% --	B-	80.0 - 82.9%	D+	67.0 - 69.9%
A-	90.0 - 92.9%	C+	77.0 - 79.9%	D	63.0 - 66.9%
B+	87.0 - 89.9%	C	73.0 - 76.9%	D-	60.0 - 62.9%
B	83.0 - 86.9%	C-	70.0 - 72.9%	F	< - 59.9%

Method of Evaluation:

There will be assignments, chapter exams and a final. They will count toward the final grade as follows:

Exams	45%
Final Exam	10%
Class/Lab Professionalism (See below):	5%
HW, Lab Assignments and Performance	40%

Zoom Policy:

We need to be able to see and hear you during Zoom classes. Therefore, when participating in a zoom class/lab, please leave your video turned on.

Diversity, Equity, and Inclusion Statement:

We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of diversity. This is fundamental in creating a welcoming and inclusive learning environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. These diverse identities, among many others not mentioned, influence the perspectives our students, faculty, and staff bring to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

Available Support Services:

Tutoring and Writing Center: The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashuacc.edu/home/tutoring>

Online chat tutoring is also available 24/7 with Smarthinking. Find a link on the left navigation menu inside Canvas courses.

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in the library, 603-578-8900 ext. 1451. View additional information and the application here: <https://nashuacc.edu/student-services/disability-accessibility-information>. In order to receive classroom accommodations, it is the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. *Only students with prior written permission* from the instructor or the Disabilities Support Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

Department Policies

Professionalism includes the following:

Students are expected to adhere to the "NCC Student Code of Conduct" as described in the "NCC Student Handbook". Students are also expected to contribute to a cooperative and productive learning environment. To meet this objective, students are expected to show up for class on time, be attentive, not disrupt the instructor or other students, work quietly and use time in the lab time to complete assigned work, stay in lab until assigned

work is complete, demonstrate respect for other people, demonstrate initiative and self-motivation, and take responsibility for academic success.

Attendance:

Attendance is vital to the student's success in this course. You are expected to attend all classes and laboratory sessions, and to be on time. It is extremely difficult to make up for lost hours of instruction time. You are responsible for all material and information given in class whether present or not.

Notes Missed:

See a classmate so that you can copy their notes.

Lab / Homework Assignments:

Assigned homework will be due as specified in the write-up of the assignment. Your homework will be checked for effort and completeness.

All work during the scheduled lab time must be submitted before the student leaves the lab, even if only partially completed. **The student will automatically receive a "0" for that lab if they do not.** This applies even if additional files or updates to the lab are to be uploaded later. For those labs where students work with a partner (specifically in engineering courses), the final lab writeup describing the results needs to be individually written and submitted.

Exams:

The exams and final project presentations (if applicable) must be given on the date announced by the instructor. Only in an extreme case will a make-up be permitted. **The student also must provide documentation for the absence, and it is the student's responsibility to notify the instructor of the absence prior to the exam.** In addition, the instructor may choose to move the seating assignments for exams / quizzes.

Cell Phones/Laptops:

DO NOT TEXT OR TALK ON THE PHONE DURING CLASS. It is rude and will not be tolerated. If something important should arise and you need to use your cell phone for personal matters you are expected to excuse yourself from the room before completing the call or text. Please let the instructor know before class starts that you may be expecting an important call, etc. If you need to leave your cell phone on, please use the vibrate mode. Penalties will be applied as designated by the instructor if you are caught using it or if your phone rings. Laptop computers are also not to be used during class without first getting instructor permission.

College Policies

Non-Discrimination Policy: The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination that occur on campus that are not covered under Title IX. View more information here [Non-Discrimination Policy and Grievance Procedure](#)

Title IX Policy: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603-578-8900 x1528 or lgonzalez@ccsnh.edu for support and assistance. View more information here [Title IX Policy and Grievance Procedure](#)

Attendance: Regular attendance and active class participation are essential for academic success. If a student must be absent from class, the student should contact his/her professor and follow the professor's make up policy listed in the syllabus under course expectations.

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of childcare, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance NCCAcademicAdvisingCenter@ccsnh.edu.

AF Policy: If a student misses more than the number of hours the course meets during a two-week period (e.g. six hours for a three credit course), the faculty may withdraw a student from the course with an "AF" grade. Please note that absences, tardies, and leaving class early all count towards "missed class time."

In an online or hybrid course, the faculty may withdraw a student for not participating in online activities and/or submitting assignments for two weeks. Logging into Canvas does not count as participation.

Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.


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Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

Course Calendar

The course calendar will be in a separate document which will be posted in Canvas.

	<p style="text-align: center;">College Composition ENGL101N-A</p> <p style="text-align: center;">Fall 2021 Aug. 30- Dec. 18</p>
Department	Arts, Humanities, Communications & Design Department
Instructor	Prof. Ann Healy, MA
NCC Email	ahealy@ccsnh.edu
Telephone Number	603-578-8943
Office Hours	Mon. 1-3pm, Tues. 12-1, Thur. 11-12, Fri. 12-1
Office Location	Gregg Hall 279C
Class Days/Meeting Time	Mondays- Wednesdays 8:00am-9:50am
Class Location	Gregg Hall Room G280

Rationale:

College Composition is the gateway course for all NCC students because the ability to write and communicate in a clear, concise manner is important in all college classes and careers. This class focuses both on the writing process and the final product because the steps taken to brainstorm, draft, edit, and revise are what lead to a quality final essay. The skills students learn to research and write compelling, stylistically interesting, grammatically sound, correctly formatted essays will serve them well at NCC and beyond.

Course Description:

In this course, students learn to write clearly and effectively for defined audiences through a variety of strategies. Emphasis is on the writing process from pre-writing through drafting, revising and editing. Students gain confidence through learning the basic principles of effective expository composition and the application of these principles in writing essays and documented papers. Students become aware of the variety of strategies, behaviors, habits and attitudes and choose those that help them improve. Students will also read and examine a wide variety of writers and writing styles. **This class is a core requirement for all degree programs at NCC. Students who do not satisfactorily place into ENGL101N with the required Accuplacer or SAT scores will be required to enroll in the corresponding Co-Requisite Workshop.**

Course Competencies:

Upon completion of this course, students will be able to:

1. Use the following steps in the writing process as the way to develop writing product:
 - Prewrite
 - Write/draft
 - Revise
 - Edit
2. Adapt the writing process to produce writing product that:
 - Has a focus
 - Is developed
 - Is organized
 - Uses language appropriate to the purpose and audience or uses standard written English
 - Uses appropriate format
 - Is a communicating, readable document
3. Recognize writing problems.
4. Experience writing as a complex process involving recursive steps.

Essential Questions:

1. How can we effectively use rhetoric to make our written and oral arguments?
How does the writing process affect the product?
2. Why is grammar practically unnoticeable when it's correct but glaringly obvious when it's not?
3. How can the Latin writers' motto, "nulla dies sine linea" (never a day without a line) work into your schedule?
4. Why is peer-editing important?
5. How can writing style take your writing to the next level?

Required Materials:

Textbook(s) **The textbook for this class is free and available on Canvas. You can find it under the Textbook button on Canvas.**

Click on this link to access the NCC bookstore's website
<https://www.bkstr.com/nashuaccstore/home>

Technology

Laptop/Tablets: Students are requested to bring their own laptop or tablet to class. The device should have Office 365 installation (specifically Word) and wireless capabilities. Here is a link to a free version of Office 365 that all NCC students are eligible to use: <https://www.microsoft.com/en-us/education/products/office>. And here are directions for downloading free Microsoft Office to your computer: <https://www.ccsnh.edu/wp-content/uploads/2019/12/Free-Office-365-for-Students.pdf>. Be sure to use your CCSNH email address.

In order to be successful at NCC, all students need a laptop or personal computer (PC) as well as reliable internet access. It is recommended that students purchase a laptop for in-class use. Specifications can be found by clicking on the link below. If you do not have Internet access or the right kind of computer equipment (e.g., laptop, webcam, etc.) you may be eligible for the college's technology lending program, which is a first come first served program. Click on this link for more information <https://www.nashuacc.edu/technology> *[Note: webpage is still under construction]*

Laptops that meet NCC technology specifications are available for purchase at the NCC bookstore. Financial aid may be used for purchases made at the bookstore. Contact the bookstore for more information <https://www.bkstr.com/nashuaccstore/home>

Supplemental Materials:

- A notebook and pen for class notes
- A folder or binder for handouts and essays
- Laptop computer or tablet you can type on.

Overview of Course Structure:

Course Objectives

- To help you discover and develop your own writing process, style and voice.
- To help you write prose that is organized, grammatically accurate and audience-focused.
- To help you understand the revision process and the importance of revising your own work.
- To increase your confidence in your ability to write.
- To help you develop research skills and methods of documentation.

Course Requirements

- **You will be required to write four essays during the semester.**
 - **Three of these essays will be three to four typed pages in length.**
 - **The persuasive essay will be five to seven typed pages in length**
 - **Two essays (cause/effect and persuasive essays) will be documented, requiring you to use research methods.**
- All essays must be typed and double-spaced, using MLA format.
- Attach rough drafts and workshop review sheets to all final essays.
- All research papers must be accompanied by a Works Cited page as well as parenthetical, in-text citations or papers will receive an F.
- You will orally present your persuasive argument in a 5-10 minute presentation to the class during the last two weeks of class.
- You are responsible for all missed work. Please refer to the attendance policy.
- Students will be assigned grammar usage lessons. It is your responsibility to teach the class the proper use of the grammar rule on your assigned day.
- There will be quizzes on text material. Take notes while reading, and you may use them during the quizzes.
- Please come to each class prepared with your laptop/tablet, notebook, and writing utensils.
- If you are absent, it is your responsibility to get class notes from a classmate and to check Canvas for assignments and handouts.
- No make-ups are given for missed quizzes, but the lowest quiz grade will be dropped.

Teaching Strategies

- Individual and small group exercises on all phases of the writing process, including peer review workshop
- Class discussions
- Examples of each essay style through text selections and class handouts
- Individual writing conferences
- Instructor lecture and student presentations

Course Expectations:

If you are unable to attend in-person class due to circumstances beyond your control, such as not being able to enter NCC because you did not pass the health screening questions on the MyNCC app's daily pre-screening form, please join the class via Zoom. Access Zoom via the link on our Canvas course homepage. You must email your instructor before class explaining the reason you need to Zoom into class. Only students with permission to use the Zoom link will be admitted to the Zoom class.

Late papers

Assignments must be completed by the due dates and submitted on Canvas or at the beginning of class. Assignments that are turned in late will not be accepted for full credit unless they have been discussed with me prior to the due date and an exception has been granted on a case-by-case basis. Late assignments will be graded one letter grade lower per class day late even in the event of an absence, which means you start with a B even if your paper is perfect. Mistakes will lower your grade below the B. Late papers will not be accepted more than five classes late. If you will be absent and have your work finished, submit it through Canvas to avoid losing a letter grade. Even if your paper is several days late, it is better to turn it in than take a zero. A zero can mean a 10%-25% lower grade for the course. If you have a medical or other emergency that has kept you from class, contact me when it happens, and we can make arrangements to keep you up to date.

Revisions

Revising is a critical part of writing. You will revise each essay at least once: once based on classmate feedback, and for certain essays (persuasive) once more based on instructor feedback. You may also choose to revise one graded essay for a better grade. **Revision means an entire reworking of the paper, not just correcting grammatical errors.** The original and revised essays must be turned in together for a grade.

Assignment Format

Papers must be typed and double-spaced. Use MLA format. Papers must have one-inch margins. Include your name, professor's name, course, date, and essay type in the left-hand corner of the first page. Your title should be centered on the next line. The title should be original and creative. All pages should include your last name and page number in the upper right-hand corner. Please use Times New Roman 12 point font. Do not put extra space between paragraphs. **(See assignment MLA format sheet.)**

Reading Quizzes

There will be weekly quizzes on reading assignments. I encourage you to take notes while reading. You MAY use your notes on reading quizzes.

Usage Lessons

Each week, a student or two will teach the class a short grammar usage lesson, such as comma splices, parallel structure, or run-on sentences. Dates will be assigned in the first week of class. Students should come prepared with a mini-lesson on the day they are to present their usage lessons. This will count as a presentation grade.

Cell Phones

Please turn off your cell phone while you are in class. Put it away and out of sight. If you expect an emergency call, set your phone to vibrate. Should you receive an emergency call while in class, quietly exit the classroom before taking the call. **Text messaging in class is prohibited.**

Attendance

All students are required to attend all classes and are responsible for all assigned work. Students are expected to be on time and to attend the entire class period. If a student is absent more than four times (or 8 hours), the instructor may recommend an AF, which means the student is withdrawn from class. An AF is calculated into the GPA at the same weight as an F. Please be present and on time.

Instructor's Communication Policy

- **Email Response Time:**24 hours on weekdays. 48 hours on weekends.
- **Assignment/Homework Response Time:**1-2 weeks

Grading:

Narrative Essay	15 %
Process Essay	15 %
Cause/Effect Essay (documented research essay)	20 %
Persuasive Essay (documented research essay)	25 %
Quizzes, homework, rough drafts, etc.	20 %
Oral Defense of Persuasive Argument (final exam)	5 %

The narrative, cause and effect, and process essays must be 3-4 pages long.

The persuasive essay must be 5-7 pages long, not counting the Works Cited page.

The cause/effect essay must have a minimum of three sources, and the persuasive essay must have a minimum of five sources.

Grades will be assigned according to the following department scale:

A	=	100 – 94
A-	=	93 - 90
B+	=	89 – 87
B	=	86 - 84
B-	=	83 - 80
C+	=	79 – 77
C	=	76 – 74
C-	=	73 – 70
D+	=	69 – 67
D	=	66 – 64
D-	=	63—60
F	=	59 or Below

****ALL Arts, Humanities, Communications & Design Department courses must use this grading scale when determining final grades.**

Diversity, Equity, and Inclusion Statement:

We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of diversity. This is fundamental in creating a welcoming and inclusive learning

environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. These diverse identities, among many others not mentioned, influence the perspectives our students, faculty, and staff bring to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

Available Support Services

Tutoring and Writing Center: The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashuacc.edu/home/tutoring>

Online chat tutoring is also available 24/7 with Smarthinking. Find a link on the left navigation menu inside Canvas courses.

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in the library, 603-578-8900 ext. 1451. View additional information and the application here:

<https://nashuacc.edu/student-services/disability-accessibility-information>

In order to receive classroom accommodations, it is the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. *Only students with prior written permission* from the instructor or the Disabilities Support Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

Department Policies

Students are expected to attend all their regularly scheduled classes, laboratory periods, and other academic exercises. Should an absence from regularly scheduled academic exercise be unavoidable (beyond a student's control), it will be the student's responsibility to communicate with the professor, preferably beforehand, concerning the absence. Documentation of said absence may be required by the professor.

Students are advised that absence from class, for whatever reason, does not excuse them from meeting course requirements and objectives.

If a student is absent more than six hours (for a four-credit course, the total is eight hours) of class time during the term or semester, the instructor may withdraw the student from class using an AF grade, which means an F will be averaged into the GPA. In addition to absences from class, tardiness and leaving class early also calculate into missed class time. To avoid this AF, if a student cannot continue to attend class for any reason, he/she should obtain a withdrawal slip from the registrar and follow the process to officially withdraw. Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc. Students should refer to the student handbook for additional information about the AF policy.

It is the responsibility of the student to make up any missed class work, homework assignment, quizzes, or tests in accordance with the instructor's make-up policy.

Depending on the instructor's policy, late papers may or may not be accepted for full credit. See this syllabus for policy details.

All assignments must be typewritten, unless otherwise instructed by the teacher. Any work that is not typewritten will not be accepted.

Specific policy details for the above are outlined in this syllabus.

Revised: 12/18/17

College Policies

Non-Discrimination Policy: The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination that occur on campus that are not covered under Title IX. View more information here [Non-Discrimination Policy and Grievance Procedure](#)

Title IX Policy: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603-578-8900 x1528 or lgonzalez@ccsnh.edu for support and assistance. View more information here [Title IX Policy and Grievance Procedure](#)

Attendance: Regular attendance and active class participation are essential for academic success. If a student must be absent from class, the student should contact his/her professor and follow the **professor's make up policy** listed in the syllabus under course expectations.

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of childcare, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance NCCAcademicAdvisingCenter@ccsnh.edu.

AF Policy: If a student misses more than the number of hours the course meets during a two-week period (e.g. six hours for a three credit course), the faculty may withdraw a student from the course with an "AF" grade. Please note that absences, tardies, and leaving class early all count towards "missed class time." In an online or hybrid course, the faculty may withdraw a student for not participating in online activities and/or submitting assignments for two weeks. Logging into Canvas does not count as participation.


Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

Canvas: Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors will post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards. If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.

24/7 Canvas Support: To access support through email, phone or chat

click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the tool bar at the left of the Canvas screen then choosing Canvas Resources.

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

College Email System: Nashua Community College has established a College email system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.

- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student submitting as his or her own creation the artwork (including but not limited to a painting, drawing, photograph, object, digital representation) of another person.
3. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and quotation.
4. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
5. The paraphrasing of another person's unique work with no acknowledgment of the original source.
6. Copying another student's work on a quiz or test.

Some instructors may consider self-plagiarism to be a form of plagiarism. Self-plagiarism includes submitting the same paper in response to two different assignments. Please consult with your instructor and carefully review instructor expectations posted on your syllabus if you have any questions.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In

all cases of plagiarism, the instructor will notify the student's advisor by posting an alert on EAB Navigate. The advisor will then document the incident on EAB using advisor notes. If any further incidents of plagiarism are reported to the student's advisor, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

Course Calendar
ENGL 101N A: College Composition Fall 2021

Week	Month	Day	Class schedule	Assignments	Course Competencies*
1	Aug.	30	Introduction to ENGL 101. <ul style="list-style-type: none"> • Prewriting techniques • MLA style • Writing sample • Discuss first assignment: personal narrative 	Read and take notes on Chapter “PREWRITING” Due Sept. 1 <i>(Read each link in this chapter in our online textbook. Do not click the “next” button at the end of each link, as this will take you to something you don’t necessarily have to read. Instead, when you have read to the bottom of each link, go back to the textbook and click on the next link in the chapter that way. This is true for all the reading in the textbook this semester.)</i>	#1 & #4
1	Sept.	1	Prewriting Reading due <ul style="list-style-type: none"> • Brainstorming • Prewriting techniques • Continue to discuss first assignment: personal narrative 	Read and take notes on Chapter “THESIS” Due Sept. 8 Bring in an object that is meaningful to you. Be prepared to write about it in class. Due Sept. 8	#2 & #4 #1 & #2
2	Sept.	6	No Class –Labor Day Holiday		
			<i>Sept 7-Last day to add full semester classes.</i>		
2	Sept.	8	Must have meaningful object in class today <ul style="list-style-type: none"> • Analysis of “On The Ball” essay • Objective/subjective in-class writing assignment • Distribution of usage lessons • Instructor usage lesson model (look at 	Write climactic introduction for personal narrative. Due Sept. 13	#1, #2 & #4

			<p>“MECHANICS” chapter in textbook and other grammar resources, such as Grammar Girl)</p> <ul style="list-style-type: none"> Analysis of student descriptive narrative exemplar (5 senses) 		
3	Sept.	13	<p>Personal Narrative Climactic intro due today</p> <ul style="list-style-type: none"> Edit intros Analysis of another student narrative exemplar <p><i>Sept. 13—Last day to withdraw with a full refund from full semester courses.</i></p>	<p>Read and take notes on Chapter “NARRATIVE” Due Sept. 15</p> <p><i>NOTE: There are quite a few videos in this chapter. While I encourage you watch them all, the only one I will be quizzing you on is The Danger of a Single Story Narrative TED talk. So if you have time for just one video, make it that one. You will be quizzed on all the readings, but pay particular attention to the excellent narrative: 69 Cents by Gary Shteyngart</i></p>	#1, #2 & #4
3	Sept.	15	<p>Narrative reading due</p> <ul style="list-style-type: none"> Discuss reading and watch narrative video clips. Learn how to correctly peer edit—watch Peer Review video (Look at “PEER EDITING/ REVISING” Chapter in textbook) First usage lesson 	<p>Read and take notes on the following links in Chapter “ESSAY STRUCTURE:</p> <ul style="list-style-type: none"> Intros and Outros Conclusions Moving Beyond The Five Paragraph Theme <p>Due Sept. 20</p>	#4
4	Sept.	20	<p>Essay Structure reading due</p> <ul style="list-style-type: none"> Continue discussing and working on personal narrative Usage lesson 	<p>Write personal narrative rough draft Due Sept. 22</p>	#1, #2, & #4
4	Sept.	22	<p>Rough draft of Essay #1: Personal Narrative due</p>	<p>Revise personal narrative. Final Draft DUE Sept. 27</p>	#4

			<ul style="list-style-type: none"> Peer edit personal narratives Usage lesson 		
5	Sept.	27	Final Essay #1: Personal Narrative due <ul style="list-style-type: none"> Begin Discussing Essay #2: Process 	Read and take notes on Chapter "COMPARE & CONTRAST" Please read the entire Compare Contrast chapter. It is only 3 links, but pay particular attention to the story "A South African Storm;" specifically what the writer is comparing/contrasting and how she's doing it. Due Sept. 29	#1, #2 & #4
5	Sept.	29	Compare/Contrast reading due <ul style="list-style-type: none"> Usage lesson Watch film clips that demonstrate compare/ contrast for in-class writing In class writing assignment: compare/contrast (1-2 pages) 	Submit compare/contrast short essay. Due Oct. 4 Read and take notes on student exemplar process essays(on Canvas) Due Oct. 4	#1, #2 & #4
6	Oct.	4	Process reading due <ul style="list-style-type: none"> Discuss student exemplar process essays Work on writing your own process outline 	Write process introduction and outline Due Oct. 6	#1, #2 & #4
6	Oct.	6	Process Introduction & Outline Due <ul style="list-style-type: none"> Workshop Process Intros Short one-on-one conference with instructor discussing process outline Usage lesson 	Read and take notes on chapter "DRAFTING" Due Oct. 11	#2 & #4
7	Oct.	11	Drafting reading due	Write process rough draft. Due Oct. 13	#1, #2 & #4

			<ul style="list-style-type: none"> • Continue discussing and working on process essay • Continue short one-on-one conference with instructor discussing process outline • Usage Lesson 		
7	Oct.	13	Rough draft of second essay: Process due <ul style="list-style-type: none"> • Peer edit essays • Usage lesson 	Revise process essay. Final Draft Due Oct. 18	#2 & #4
8	Oct.	18	Final Essay #2: Process due today <ul style="list-style-type: none"> • Begin discussing Cause and Effect essay • Research guidelines 	Read and take notes on Chapter “PROPER USE OF SOURCES FOR RESEARCH” Due Oct. 20	#2 & #4
8	Oct.	20	Proper use of sources for research reading due <ul style="list-style-type: none"> • Usage lesson • Look at “MLA DOCUMENTATION” chapter in textbook • Continue discussing Cause and Effect essay • Read and analyze student exemplary cause and effect essay • Begin Ten Percent Summary and ACE Technique in class. Finish for homework. 	Read and take notes on Chapter “CAUSE AND EFFECT” Due Oct. 25 Ten percent summary and ACE Technique Due Oct. 25	#1, #2 & #4

9	Oct.	25	Cause and Effect reading due Ten Percent Summary and ACE Technique due <ul style="list-style-type: none"> • Watch <i>Supersize Me</i> (link on Canvas) • Usage lesson 	Write Cause and Effect introduction and outline Due Oct. 27	#1, #2 & #4
9	Oct.	27	Cause and Effect intros and outlines due today <ul style="list-style-type: none"> • Peer edit C/E intros • Short one-on-one conferences with instructor discussing C/E outline • Usage lesson 	Read and take notes on Chapter “RESEARCH: SOURCE ANALYSIS” Due Nov. 1	#3
10	Nov.	1	Research: source analysis reading due <ul style="list-style-type: none"> • Read and analyze student exemplary cause and effect essays • Usage lesson 	Write Cause and Effect Rough Draft Due Nov. 3	#2 & #4
10	Nov.	3	Rough Draft of Cause and Effect essay due today <ul style="list-style-type: none"> • Peer edit C/E essays • Usage lesson <i>Nov. 4—Last day to withdraw with a “W” grade for full semester courses</i>	Revise Cause and Effect essay. Final Draft Due Nov.8	#2 & #3
11	Nov.	8	Final Essay #3: Cause and Effect Due <ul style="list-style-type: none"> • Begin discussing persuasive essays • Review research guidelines • Usage lesson 	Read and take notes on chapter “PERSUASION” Due Nov. 10	#2 & #4

11	Nov.	10	Persuasion Reading Due <ul style="list-style-type: none"> Continue discussing fourth essay-persuasive Read and analyze student exemplary persuasive essays Lesson on paraphrasing and quoting Usage lesson 	Ten percent summary and ACE technique writing assignment. Due Nov. 15 Read Chapter “RESEARCH: FINDING SOURCES” Due Nov. 15	#1, #2 & #4 #2
12	Nov.	15	Ten percent summary and ACE technique writing assignment due & Research Finding Sources Reading due <ul style="list-style-type: none"> Work on writing outlines Thesis writing work 	Write Outline, Introduction, and Thesis Statement for Essay #4 Persuasive Essay DUE Nov. 17	#1, #2 & #4
12	Nov.	17	Outline, Introductions and Thesis Statements for Essay #4: Persuasive Essay Due <ul style="list-style-type: none"> Edit Intros and Thesis statements Short one-on-one instructor conference, discussing outline <p><i>I will pass around a sign-up sheet for conferences. You can either sign up for Nov. 22 or 24.</i></p>	Research and write persuasive essay. Rough draft Due Nov. 22 & 24	#1, #2 & #4
13	Nov.	22	Rough draft of essay #4: Persuasive Essay due Individual conferences today	Research and write persuasive essay. Rough draft Due Nov. 22 & 24	#1, #2 & #4

13	Nov.	24	<p>Rough draft of essay #4: Persuasive Essay due</p> <p>Individual conferences continued today</p> <p><i>Nov. 25-27 Thanksgiving break- No classes</i></p>	Revise Persuasive essay. Final draft due Dec. 1	#3 & #4
14	Nov.	29	Discuss final persuasive presentation requirements	Revise Persuasive essay. Final draft due Dec. 1	#3
14	Dec.	1	<p>Final Essay #4: Persuasive due</p> <ul style="list-style-type: none"> Review for Usage Lesson Test 	Study for Grammar Usage Lesson test on Canvas. Test during class—Dec. 6	#1, #2, #3 & #
15	Dec.	6	<p>Grammar Usage Lesson Test</p> <ul style="list-style-type: none"> Continue discussing final persuasive presentation Watch The Last Lecture Reprisal 	Prepare persuasive oral presentations (5-10 minutes) Due Dec.8 and Finals Week	#1, #2, #3 & #
15	Dec.	8	<p>Persuasive oral presentations</p> <p><i>Dec 10—Last Day to Withdraw with a Grade of “WP/WF” for Full Semester Courses.</i></p>	Prepare persuasive oral presentations (5-10 minutes) Due Dec. 8 and Finals Week	#1, #2, #3 & #
16	Dec.	13-16 TB A	Finals Week: Persuasive oral presentations	We’re Done!	

* Targeted competencies refer to the established course competencies listed above [This schedule is subject to change. In the event of class cancellation due to inclement weather or instructor illness, students are directed to the course Canvas site for an alternate assignment for that day.](#)



Algebra & Trigonometry Fall, 2021

Department	Department of Mathematics & Science
Instructor	Professor Robert A. Rock
NCC Email	rock@ccsnh.edu
Telephone Number	8606176578 – cell, 6035324151 - home
Office Hours	7:00 – 8:00 a.m. Tuesday/Thursday
Office Location	Room – SH-311
Class Days/Meeting Time	Tuesday/Thursday – 8:00 – 9:50 a.m.
Class Location	Room – SH-311

Rationale:

The study of algebra and trigonometry is essential for students pursuing careers in most technical fields. Triangles are the basic component in all polynomials and are fundamental in understanding many problems found in science. As a result, the study of trigonometry is an essential part of students' education. Working with algebraic concepts will strengthen students' foundation of numeracy skills and problem-solving strategies.

Course Description:

This course covers essential algebraic and trigonometric concepts and prepares students for future study of pre-calculus and calculus. Algebraic topics include: quadratic functions, radical equations, transformations, composite functions, polynomial functions, remainder and factor theorems, and rational functions. Trigonometry topics include right triangle trigonometry and the laws of Sines and Cosines. Vectors are also studied and applications are emphasized. Prerequisite: Placement Test or Permission of Instructor. Students who do not satisfactorily place into MATH110N with the required Accuplacer or SAT scores will be required to enroll in the corresponding Co-Requisite Workshop

Course Competencies:

At the successful completion of this course, the student should be able to:

1. Simplify exponential expressions
2. Perform basic operations on radicals and complex numbers
3. Solve quadratic equations by factoring, completing the square, and by using the square root property and quadratic formula
4. Find inverse functions and the composition of functions
5. Perform Transformation of Functions
6. Apply the remainder theorem and factor theorem.
7. Solve oblique triangles by using the Law of Sines and Law of Cosines
8. Apply trigonometric functions to solve word problems
9. Perform vector operations and apply these to problem solving

Essential Questions:

- How do we know if an expression is completely simplified?
- How do we solve an unfamiliar equation?
- How can functions be useful in modeling given situations? · How do you use transformations to sketch graphs of functions?
- How do you use triangles to solve real world problem?

Required Materials:

Textbook(s)

The textbook for this class is available for free online, in web view and PDF format. Available at: <https://openstax.org/details/books/algebra-and-trigonometry>

You can also purchase an abbreviated print version via the campus bookstore that contains only the appropriate sections. Or you can purchase a full print from OpenStax on Amazon.com. ISBN 1938168372

You can use whichever formats you want. Web view is recommended -- the responsive design works seamlessly on any device.

Click on this link to access the NCC bookstore's website
<https://www.bkstr.com/nashuaccstore/home>

Technology

In order to be successful at NCC, all students need a laptop or personal computer (PC) as well as reliable internet access. It is recommended that students purchase a laptop for in-class use. Specifications can be found by clicking on the link below. If you do not have Internet access or the right kind of computer equipment (e.g., laptop, webcam, etc.) you may be eligible for the college's technology lending program, which is a first come first served program. Click on this link for more information

<https://www.nashuacc.edu/technology>

Laptops that meet NCC technology specifications are available for purchase at the NCC bookstore. Financial aid may be used for purchases made at the bookstore. Contact the bookstore for more information

<https://www.bkstr.com/nashuaccstore/home>

Supplemental Materials:

A TI-83, TI-84 is the recommended calculator for this course but any scientific calculator will do. You may not use your phone.

Course Expectations:

- a. **Participation/attendance:** As college students, it is your academic responsibility to be present for all classes. Missed notes, etc. are also your responsibility. Three unexcused absences are allowed.
- b. **Academic Honesty:** **Any student implicated in cheating** on an exam will receive a zero on the exam and will be reported to the Academic Dean. (Cheating here refers to googling for solutions, having another person help you, copying another student's work.
- c. **Assignments:** Appropriate problems are assigned weekly for credit and require a sincere effort and amount of a student's time to ensure success. These assignments are returned and corrected with relevant comments included. (Selected

assignments will be given by the instructor for each section.)
Late work will only be accepted for legitimate reasons
(medical, legal, unusual but reasonable.)

d. Lecture/Problem solutions: The primary source of exam material will come from my lectures, the assignments, and my posted outlines of relevant material. Students who are absent on the exam day can schedule a make-up which will not be the same exam provided that the absence is legitimate as stated above under ‘Late work’.

Evaluation:

Exams (4) [lowest exam grade is dropped]	60%
Assignments	20%
Final Exam	20%

Grades will be assigned according to the following department scale:

Mathematics Department Grading Scale:

> 93	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	< 60	F

Diversity, Equity, and Inclusion Statement:

We are all responsible for creating a diverse, equitable, inclusive, and just environment. Thus, we must treat individuals with respect by valuing all types of diversity. This is fundamental in creating a welcoming and inclusive learning environment. Diversity may include multiple ways of identifying ourselves, including, but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. These diverse identities, among many others not

mentioned, influence the perspectives our students, faculty, and staff bring to the NCC community. Through use of various approaches that enhance intellectually rich, respectful, safe, and inclusive learning environments, this dynamic process will demonstrate our sustained commitment at NCC. It is our core belief that diversity, equity, and inclusion promote excellence, collaboration, and innovation while also seeking justice.

Available Support Services

Tutoring and Writing Center: The Tutoring and Writing Center, located in the library, offers free academic support services to all NCC students. Meet in-person or via Zoom with experts who can tutor you in math or accounting or help you with writing for any course. Tutoring is drop-in or by appointment. View the current tutoring schedule at <https://library.nashuacc.edu/home/tutoring>

Online chat tutoring is also available 24/7 with Smarthinking. Find a link on the left navigation menu inside Canvas courses.

Classroom Accommodations: Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you may qualify for a plan. If you would like more information or if you are not sure if you qualify for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in the library, 603-578-8900 ext. 1451. View additional information and the application here: <https://nashuacc.edu/student-services/disability-accessibility-information>. In order to receive classroom accommodations, it is the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous term.

Audio Record Classroom Lecture: Please note that as a student in this class, you may have a classmate who by permission can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the Disabilities Support Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

Instructors may record their own class lectures, activities, and discussions using electronic video, still photo, or audio recording for educational purposes, including academic research, professional development, and recording of

course content for access through online learning and other formats. Every student present will be informed by the instructor of any recording at the beginning of class.

Department Policies

Policy for Students Enrolled in the Co-Requisite Workshop:

The Co-Requisite Workshop is an integral component of this course for students that did not meet the pre-requisite placement requirements. In order to achieve the optimum experience for success, attendance in the Workshop is essential. To that end, a student enrolled in the Co-Requisite Workshop may not miss more than **two (2)** Workshop classes. In the event that you should miss more than two meetings of the co-requisite workshop you will be dropped from this class and receive an **AF** grade in the course.

College Policies

Non-Discrimination Policy: The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination that occur on campus that are not covered under Title IX. View more information here [Non-Discrimination Policy and Grievance Procedure](#)

Title IX Policy: Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and in meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603-578-8900 x1528 or lgonzalez@ccsnh.edu for support and assistance. View more information here [Title IX Policy and Grievance Procedure](#)

Attendance: Regular attendance and active class participation are essential for academic success. If a student must be absent from class, the student should contact his/her professor and follow the professor's make up policy listed in the syllabus under course expectations.

Rarely, a student may experience a serious situation that prevents that student from attending class for an extended period. This could be for reasons such as illness/hospitalization, loss of childcare, or lack of transportation. In these situations, the student should notify his/her professor as soon as possible and contact the advising center for assistance NCCAcademicAdvisingCenter@ccsnh.edu:

AF Policy: If a student misses more than the number of hours the course meets during a two-week period (e.g. six hours for a three credit course), the faculty may withdraw a student from the course with an "AF" grade. Please note that absences, tardies, and leaving class early all count towards "missed class time." In an online or hybrid course, the faculty may withdraw a student for not participating in online activities and/or submitting assignments for two weeks. Logging into Canvas does not count as participation.


Students should also understand an AF grade can be assigned by an instructor or an administrator at any time for reasons other than poor grade performance or failure to meet attendance requirements e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with instructor and department chair; 3) referral to Vice President of Academic Affairs and/or removal from the course with AF grade.

An "AF" grade is calculated in the GPA as an "F". Students should refer to the student handbook for additional information about the AF policy.

Canvas: Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors will post syllabi, course related documents and grades in Canvas. Students may be required to submit assignments and/or take assessments through Canvas and/or participate in discussion boards. **If class is ever cancelled because of instructor illness or inclement weather, students will need to check Canvas for their assignment.**

24/7 Canvas Support: To access support through email, phone or chat

click on the  icon. Students can also find guides, videos, and a Canvas community by clicking on the *CCSNH Resources* icon on the tool bar at the left of the Canvas screen then choosing Canvas Resources.

If you have forgotten your Easy Login Password information, please visit the following link: <https://password.ccsnh.edu/accounts/Reset>

College Email System: Nashua Community College has established a College email system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and from all College personnel; and, 2) sent by the students to their instructors and to all College personnel.

In addition:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only e-mail address students use to send email to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies set forth in the Student Handbook under "Student Computer Conduct Code".

Sensitive Materials Policy: During the semester, in order to cover certain academic topics, there may be occasions to view or discuss material which may not meet the student's own personal definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

Plagiarism Policy: Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.

2. A student submitting as his or her own creation the artwork (including but not limited to a painting, drawing, photograph, object, digital representation) of another person.
3. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and quotation.
4. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
5. The paraphrasing of another person's unique work with no acknowledgment of the original source.
6. Copying another student's work on a quiz or test.

Some instructors may consider self-plagiarism to be a form of plagiarism. Self-plagiarism includes **submitting the same paper** in response to **two different** assignments. Please consult with your instructor and carefully review instructor expectations posted on your syllabus if you have any questions.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the instructor will notify the student's advisor by posting an alert on EAB Navigate. The advisor will then document the incident on EAB using advisor notes. If any further incidents of plagiarism are reported to the student's advisor, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs; loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45

Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

Algebra and Trigonometry Fall, 2021

Course Calendar

Day	Section	Topic	Recommended Assignment
1	1.2 1.3	Exponents Radicals & Rational Exponents	Section 1.2 - #1 – 49 odd Section 1.3 - #1 – 65 odd
2	2.4	Complex Numbers	Section 2.4 - #5 – 41 odd, 51, 53
3	2.5	Quadratic Equations	Section 2.5 - #7 – 43 odd, 51, 55, 57
4	2.6	Other Types of Equations	Section 2.6 - #1 – 41 odd, 47, 49
5		Unit 1 Review	
6		Exam 1	
7	3.1 3.2	Basic Functions and Their Graphs	Section 3.1 - # 7 – 25 odd, 27 – 31, 33 – 53 odd, 61 – 75 odd Section 3.2 - # 7 – 53 odd
8	3.3	More Functions and Graphs	Section 3.3 - # 5 – 39 odd, 45, 47
9	3.4	Combinations and Composition of Functions	Section 3.4 - # 5 – 79 odd, 91, 93
10	3.5 3.6	Transformations	Section 3.5 # 7- 67 odd, 79, 81 Section 3.6 # 9 – 31 odd

11	3.7	Inverse Functions	Section 3.7 # 7 – 47 odd
12		Review	
13		Exam 2	
14	5.1	Quadratic Functions	Section 5.1 # 7 – 49 odd, 57- 75 odd
15	5.2 5.3	Graphs of Polynomials Functions	Section 5.2 # 1 – 45 odd, 69 Section 5.3 # 7 – 65 odd
16	5.4 5.5	Dividing Polynomials	Section 5.4 # 3 – 73 odd
17	5.5	Zeros of Polynomials	Section 5.5 # 7 – 45 odd, 57, 59, 67, 69, 73, 77
18	5.6	Graphing Rational Functions	Section 5.6 # 7 – 33 odd, 39 – 49
19		Review	
20		Exam 3	
21	7.2	Right Triangle Trigonometry (degrees only)	Section 7.2 - #1, 3, 11 – 55 odd
22	8.3 (applications with degrees only)	Applications of Trig Functions	Section 8.3 - #17 – 23 all, 57, 61,
23	10.1	The Law of Sines	Section 10.1 - # 1 – 49 odd, 61, 63, 67, 71
24	10.2	The Law of Cosines	Section 10.2 - #1 – 49 odd, 63, 67, 73
25	10.8 (degrees only)	Vectors	Section 10.8 - #7 – 31 odd, 37 – 49 odd, 65, 69, 71, 77
26		Review	
27		Exam 4	
28		Final Exam Review	
29		Final Exam	
30			

This schedule is subject to change

