Instructor:
Professor Alla Kelman

Contact Information:
Eastfield College STEM Division
Building C, Room C210
3737 Motley Drive, Mesquite, TX 75150
Office: 972-860-7067 Fax: 972-860-7292
Office hours: By appointment only. Allow 24 hours to set up appointments.
E-mail: allakelman@dcccd.edu
Instructor will reply to emails within 24-48 hours during workdays. Not available on weekends or holidays.

My preferred method of contact is ____email______. Please keep in mind that it is against the law (FERPA) for me to discuss grades with you via phone or email. See me in person if you need to discuss your personal academic progress or grades in this course.

A personal note to students enrolling in College Algebra (Math 1314) via the Internet: This course is presented through an interactive, management system. Class members will be able to use internet access to participate in classroom studies, and to ask questions. There is not a particular time of the day when we will all meet every day. One of the advantages of taking a course in this medium is the flexibility of when to go to class. Students may attend class any time of the day or night. If you have inquiries about the course you may contact the instructor listed under Contacts –Instructor Information in the ecampus.

Course Description:
This course is an in-depth study and applications of polynomial, rational, radical, exponential, logarithmic, absolute value and piecewise-defined functions, and systems of equations using matrices. Also covered are the graphing calculator, non-linear inequalities, sequences and series, circles, the Binomial Theorem and a review of the classification of the real number system. (3 or 4 LEC) This course is the prerequisite for MATH 1316.
This course is cross-listed as Math 1414. The student may register for either Math 1314 or Math 1414, but may receive credit for only one of the two. (3 Lec.)

Coordinating Board Academic Approval Number 27.0101.54 19

Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and
2. Recognize and apply knowledge of polynomial, rational, radical, exponential, logarithmic, absolute value and piecewise-defined functions.
   - Solve polynomial (including equations reducible to quadratic), rational, radical, exponential (including same base and different bases), logarithmic and absolute value equations related to these functions.
   - Solve polynomial, rational and absolute value inequalities.

3. Use graphing techniques, including, but not limited to, the use of a graphing calculator: increasing/decreasing/constant intervals, symmetry, even/odd functions, transformations (including translations, reflections, stretching and shrinking), completing the square, and finding relative maxima and minima graphically.
   - Recognize and be able to graph the basic equation of a circle.

4. Use the different theorems of polynomials (including the Rational Zeros Theorem) to evaluate all roots of higher degree polynomial and rational functions.

5. Recognize and solve systems of linear equations and their applications using matrices.

6. Demonstrate an understanding of sequences and series, including finding nth term & partial sums for arithmetic and geometric sequences.

7. Use the Binomial Theorem to expand binomials.

8. Recognize the different classifications within the real and complex number systems.

Core Objectives:
MATH 1314 develops the following Core Objectives: Critical Thinking - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information. Communication - to include effective development, interpretation and expression of ideas through written and visual communication. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Core Objective Development Statements: MATH 1314 develops Critical Thinking, Communication, and Empirical and Quantitative Skills by requiring students to solve and analyze applications of various functions and systems of equation.

Prerequisites:
Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093.

Textbook and Other Course Materials:
There are three ways to purchase your materials for this class: You can purchase a brand new book (College Algebra by Blitzer 6th edition) with MyMathLab kit (that contains an access code) or you may purchase MyMathLab kit (that contains an access code) and a used book (same edition) or you may purchase a stand-alone MyMathLab kit (that contains an access code) and access book for the class online in MyMathLab. If you have any questions please contact your instructor.


Your Course Name: 2015SP MATH 1314 SECTION 42491 WINTERMESTER 2014-15
Your Course ID: keiman13626

Microsoft Windows 7 and 8 users should use one of the following browsers with MyMathLab courses-- Chrome, Firefox or Internet Explorer 10 and 9. For other system requirements go to http://www.pearsonmylabandmastering.com/northamerica/system-requirements/
As of Spring 2010, a graphing calculator is required for all College Algebra Courses. You may choose your own graphing calculator model (with exception of TI Inspire); however, TI 83 or TI 84 version is preferred. Graphing Calculators may not be allowed during some examinations.

Hardware/Software Requirements

For these requirements please contact MyMathLab and MathXL

Toll Free at 1-800-677-6337

Monday-Friday 8 a.m. – 8 p.m. EST (US and Canada)
Sunday 5 p.m. – 12 a.m. EST (US and Canada)

Online Support Forms and requirements:
http://www.mymathlab.com/system.html
http://www.mathXL.com/support/contactus.htm

COMPUTING YOUR GRADE:

Grades will be determined as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average of 2 Collaborate Sessions:</td>
<td>3%</td>
</tr>
<tr>
<td>First BBCollaborate session at 2:00 p.m. December 22nd, 2014 in ecampus</td>
<td></td>
</tr>
<tr>
<td>and Second BBCollaborate session at 2:00 p.m. on January 7th, 2015 in</td>
<td></td>
</tr>
<tr>
<td>ecampus. These sessions are live sessions and cannot be made up</td>
<td></td>
</tr>
<tr>
<td>Homework Average in MyMathLab</td>
<td>11%</td>
</tr>
<tr>
<td>Quiz average using MyMathLab</td>
<td>11%</td>
</tr>
<tr>
<td>Average of two Orientation Quizzes in Ecampus and MyMathLab (December</td>
<td>3%</td>
</tr>
<tr>
<td>15th, 2014 by 11:59 p.m.)</td>
<td></td>
</tr>
<tr>
<td>Submission of your photo via email (December 15th, 2014 by 11:59 p.m.)</td>
<td>1%</td>
</tr>
<tr>
<td>Discussion board introductions in ecampus (Due December 15th, 2014 by</td>
<td>1%</td>
</tr>
<tr>
<td>11:59 p.m.)</td>
<td></td>
</tr>
<tr>
<td>Midterm on MyMathLab</td>
<td>30%</td>
</tr>
<tr>
<td>Midterm will be open in MyMathLab December 23rd, 2014 only. Deadline for</td>
<td></td>
</tr>
<tr>
<td>Midterm is December 23rd, 2014 (11:59 p.m. Central Time)</td>
<td></td>
</tr>
<tr>
<td>Comprehensive final exam will cover everything that was covered during</td>
<td>40%</td>
</tr>
<tr>
<td>the semester. Comprehensive final exam must be taken on January 9th, 2015</td>
<td></td>
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<tr>
<td>at Eastfield College. Due date for Final Exam is January 9th, 2015 and</td>
<td></td>
</tr>
<tr>
<td>must be submitted by 5:00 p.m. If you have any questions regarding final</td>
<td></td>
</tr>
<tr>
<td>exam, please email Professor Kelman.</td>
<td></td>
</tr>
</tbody>
</table>
GRADING RATIONALE:

A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; 
F: below 60%

MIDTERM EXAM: Midterm will be open in MyMathLab December 23rd, 2014 only. Deadline for Midterm is December 23rd, 2014 (11:59 p.m. Central Time).

Two attempts are allowed for this exam.

If you are using Win98, ME or Mac9.2.2 operating systems you will not be able to take online tests.

Midterm consists of 38 questions. Total time allocated for the Midterm is 120 minutes, clock will be provided on the test.

You would need to make sure you have installed TestGen Plugin. If you have questions relating to TestGen Tests click on the “?” button located at the top right hand corner of the test.

Here are a few helpful links (copy and paste these in a new browser) for TestGen Plugin:

http://247pearsoned.custhelp.com/app/answers/detail/a_id/7023/~/testgen-plugin%3A-installation-and-use
http://247pearsoned.custhelp.com/app/answers/detail/a_id/7428/~/testgen-plugin%3A-mac-installation

Midterm Testing Procedures:

- Before Testing: To prepare for this test, you should first complete all of the assignments for Modules 1 and 2 in MyMathLab.

- Testing: When testing, you are under Student Code of Conduct. Once you start the test, test must be completed, student will not be allowed to comeback to the test. Students cannot access ebook, other assignments or exercises while taking this test.

- After Testing: Your score will appear on MyMathLab as soon as you submit the test.

If you have any questions please contact Professor Kelman at allakelman@dcccd.edu

Final Examination:

A comprehensive, departmental final examination, which will represent at least 25% of the class grade, will be administered in all College Algebra classes.

There will be No retests on Final Examination.

GRADE DETERMINATION: Grade determination is based on online quizzes for each section, homework average, Midterm, 2 orientation quizzes, 2 BBCollaborate sessions, discussion board introductions, submission of your photo and a comprehensive final exam.

Midterm will cover material designated in the suggested timeline (weekly checklist/course pacing calendar). Midterm will be taken in MyMathLab.

Final exam will be paper and pencil exam and must be taken at Eastfield College testing center.
There will be TWO ATTEMPTS for the midterm and ONE ATTEMPT for the final comprehensive exam.

Watch your deadlines very carefully. There are deadlines for everything you do in this class. For the deadlines, follow MyMathLab, this syllabus, weekly checklist and ecampus.

BBCollaborate Sessions: First BBCollaborate session at 2:00 p.m. December 22nd, 2014 in ecampus and Second BBCollaborate session at 2:00 p.m. on January 7th, 2015 in ecampus. These sessions are live sessions and cannot be made up.

Midterm Exam: Midterm will be open in MyMathLab December 23rd, 2014 only. Deadline for Midterm is December 23rd, 2014 (11:59 p.m. Central Time). The computer system will kick students out at 11:59 p.m. Central Time.

Final Exam: Comprehensive final exam will cover everything that was covered during the semester. Comprehensive final exam must be taken on January 9th, 2015 at Eastfield College. Due date for Final Exam is January 9th, 2015 and must be submitted by 5:00 p.m. If you have any questions regarding final exam, please email Professor Kelman. Please notice that Eastfield College testing center does not issue tests one hour before testing center closes, as well as one hour before tests are due.

If Midterm and Comprehensive Final exams are not taken at assigned dates the scores will be 0s. NO makeup exams will be given.

If you are unable to meet with a class during BBCollaborate sessions at the assigned times the scores for the sessions will be 0s. NO makeup sessions will be given.

For example:

A student, Jane Doe, has the following grades at the end of the semester.

She attended both Collaborate sessions: 100% (average of two sessions)
Homework Average (on MyMathLab): 90%
Online quiz Average (on MyMathLab): 73%
Ecampus orientation quiz: 100%
MyMathLab Orientation quiz (on MyMathLab): 100%
She submitted picture on time: 100%
She completed discussion board assignment on time: 100%
Midterm Exam (on MyMathLab): 86%
Comprehensive Final Exam (at Eastfield College Testing Center): 77%

Here is the formula to be used in this class to determine numerical grade for the course:

\[(\text{Average of two BBCollaborate Sessions} \times 0.03) + (\text{MyMathLab Homework Average} \times 0.11) + (\text{MyMathLab Quiz Average} \times 0.11) + (\text{Average of two Orientation Quizzes using Ecampus and MyMathLab} \times 0.03) + (\text{Picture Submission} \times 0.01) + (\text{Discussion board introductions} \times 0.01) + (\text{Midterm Exam on MyMathLab} \times 0.30) + (\text{Comprehensive Final Exam} \times 0.40)\]

Here is how Jane’s numerical grade will be determined:

\[(100 \times 0.03) + (90 \times 0.11) + (73 \times 0.11) + (100 \times 0.03) + (100 \times 0.01) + (100 \times 0.01) + (86 \times 0.30) + (77 \times 0.40) = 82.53\]

To convert Jane’s numerical grade into the letter grade follow the following distribution:

A: 90-100%;  B: 80-89%;  C: 70-79%;  D: 60-69%;  F: below 60%

Since Jane’s numerical grade came to be 82.53 it falls in the interval between 80 and 89, thus her letter grade is a B.
If you have any questions please contact me at allakelman@dcccd.edu

**HOMEWORK, QUIZZES**: Homework and quizzes will be done using MyMathLab.

**Your Course Name**: 2015SP MATH 1314 SECTION 42491 WINTERMESTER 2014-15

**Your Course ID**: kelman13626

Follow all of the guidelines for MyMathLab.

Homework assignments: All of the homework problems for the course are to be completed through MyMathLab. Students are responsible for working problems, checking solutions, and asking questions when they arise. Students are allowed unlimited attempts for each problem.

Quiz assignments: After a student completes watching a section video and a section of the homework, he/she will need to take a homework quiz. Quizzes are to be completed through MyMathLab. Each quiz can be taken three times. Students cannot access other assignments or exercises while taking a quiz. Once a student starts the quiz, quiz needs to be finished. Students may review the quiz immediately after the submission of the quiz. Students will have unlimited time per quiz.

**Policy on Missed Tests and Assignments**: There are no make-up assignments in this class. All assignments have strict deadlines. Due dates are non-negotiable and can be viewed in the syllabus, in the ecampus and in MyMathLab.

**Attendance Policy**: You are expected to regularly attend all classes in which you are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.

Please note that for certification purposes, participation in the course is defined as students registering for the course and accessing course materials on MyMathLab and ecampus. If you have not Completed Three Part Orientation and not logged in to MyMathLab by the certification date, you will not be certified. Attendance is an important part of your success. During Fall, and Spring sessions your instructor will have one hour of on-campus office hours held for each day that on campus classes are held for any questions that you may have. During Summer, maymester and wintermester sessions your instructor will meet with you face-to-face or over the phone by appointment only. Please contact your instructor. This semester we will have two online live sessions in BBCollaborate.

**BBCollaborate Sessions**: First BBCollaborate session at 2:00 p.m. December 22nd, 2014 in ecampus and Second BBCollaborate session at 2:00 p.m.on January 7th, 2015 in Ecampus.

These sessions are live sessions and cannot be made up

The best way to contact your instructor is via email. Additional time off line, working on assigned homework, is also expected.

If a student is unable to complete a course (or courses) in which he/she is registered, it is the responsibility of the student to withdraw from the course by the appropriate date. (The date is published in the academic calendar each year and in each semester’s class schedule). If a student does not withdraw, he/she will receive a performance grade, usually a grade of “F”.

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 TX Educ. Code.

Please remember that students will be taking midterm on the computer in mymathlab, however comprehensive final exam must be taken at Eastfield college testing center. All deadlines cannot be changed unless required by Eastfield College. If you have any questions regarding suggested timeline contact your instructor as soon as
Obtaining Final Course Grades Using eConnect:
Final grade reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your student identification number when you log into eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Students Advising Report, which is available in the Admissions Office.

Drop Date:
Last date to drop with a grade of “W” is 01/05/2015.

Drop Policy:
To drop a class or withdraw from the college, students must follow the prescribed procedure. It is the student’s responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually grade of “F”. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a “W” (Withdraw) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar and the current class schedule. If you are unable to complete this course, you must withdraw from it by 01/05/2015. For more information, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C 119.)

You are expected to participate in class regularly. You need to consult with the instructor when absences are necessary for any extended period of time. If you are unable to complete this course, you must withdraw from it by the designated date. Withdrawing from a course is a formal procedure, which YOU must initiate. The Professor cannot do it for you. The process can be done by mail, however, if started soon enough. You may call the STEM division office to obtain the critical information concerning the drop procedure. The telephone number of the STEM division is 972-860-7108. Be sure to e-mail your instructor if you have questions or concerns.

If you stop participating and do not withdraw, you will receive a performance grade, usually an "F". If you are considering dropping this class, please discuss it with your professor or with a counselor. Often there are other alternatives. We want to help you explore all the alternatives before you drop the course.

STOP BEFORE YOU DROP
Six Drop Rule: For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information on the 6 drop rule, you may access: https://www1.dcccd.edu/6drop.

Financial Aid:
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes to be certified as attending class. In a Distance Learning Class, you must show participation in the class prior to the certification date by either e-mailing your instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. Student who fail to attend or participate after the drop date are also subject to this policy.

Repeating This Course:
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing
Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

Students With Learning, Mental and Physical Disabilities:
Students requesting accommodation due to the presence of a disability must identify themselves in a timely fashion and demonstrate/document the need for accommodations through the Disability Services Office (DSO). For information regarding the rights and responsibilities of students with disabilities, contact DSO at (972) 860-8348 voice/TDD or email efcdso@dcccd.edu.

Student Email:
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. You may set up your account by going to http://www.dcccd.edu/netmail/home.html. The account is free.

Printing on Campus:
Printing in the Computer Lab (L-108), Library, and Learning Assistance Center will cost 5 cents a page. Students must bring a $1.00, $5.00, $10.00, or $20.00 bill to the lab to create an account. Accounts must be created before attempting to print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. Cash refunds are not possible. Accounts stay active as long as the account has value.

Standard of Conduct/Classroom Etiquette:
No food, drinks or tobacco products are allowed in Eastfield College classrooms. However; if your class is in a non-lab classroom your instructor may allow for food or drink.

CODE OF STUDENT CONDUCT: Web site address: http://www1.dcccd.edu/cat0506/ss/code.cfm
Responsibility
Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for property constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited.

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by college policies. Scholastic dishonesty shall include, but not limited to, cheating on a test, plagiarism, and collusion.

“Cheating on a test” shall include:
- Copying from another student’s test paper
- Using test materials not authorized by the person administering the test.
- All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct. In this course, you will receive a grade of “0” on that particular assignment or test if you are guilty of cheating on assignments, tests, or plagiarism. Please do not put yourself in a situation that would result in such action, Academic dishonesty is a serious offense in college.

Campus Police:
In addition to providing general law enforcement on campus, the campus police respond to all emergencies. In any emergency situation, you can get immediate help by any of the following methods:

- call 911 on any campus extension
- use any red phone in the hallways, or any "blue light" call box in the parking lots
- call 972-860-4290 from any off campus extension

Sexual Harassment:
Eastfield College has a zero tolerance policy on sexual harassment. All students shall report complaints of sexual harassment informally to the college Human Resources Director or formally to the Vice Chancellor of Educational Affairs.

DCCCD Emergency Operation Procedures:
Visit http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

Emergency & Inclement Weather Procedures:
In case of emergency (which may include power or air conditioning outages, fires, etc.) or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College web page www.eastfieldcollege.com for the Inclement Weather announcement under News/Features.

Family Educational Right and Privacy Act of 1974 (FERPA):
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADDITIONAL RESOURCES
The Math Spot (http://www.eastfieldcollege.edu/as/Mathspot/index.asp) provides tutoring in Mathematics and Developmental Mathematics. Students are encouraged to take advantage of this service for additional help in their course
work. The **Math Spot** is located in room **C-201**, and the phone number is 972-860-7062. Visit the link above for more information on tutors, hours of operation and policies.

**Course Coverage:**

<table>
<thead>
<tr>
<th>Sections</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1, 1.5-1.7, 2.1-2.2, 2.5-2.8</td>
<td>Real number system, Equations, Relations and Functions; Circles</td>
</tr>
<tr>
<td>3.1-3.6</td>
<td>Polynomial and Rational functions; Theory of Functions</td>
</tr>
<tr>
<td>4.1-4.5</td>
<td>Exponential, Logarithmic and Special functions</td>
</tr>
<tr>
<td>6.3-6.5, 8.1-8.3, 8.5</td>
<td>Progressions, The Binomial Theorem, Matrices, Determinants, mathematical reasoning skills, Sequences, Series and Applications</td>
</tr>
</tbody>
</table>

The following timeline (course pacing calendar) is for WINTERMESTER 2014-2015 semester.
<table>
<thead>
<tr>
<th>DAY</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
</table>
| Day 1: December 15, 2014(M) | I. Three part orientation:  
   a) Two orientation quizzes (one in ecampus, one in MyMathLab)  
   b) Discussion board introductions  
   c) Your photo submission. Submit your photo to professor Kelman via email. Make sure to include your name, course and section number in the subject line of your email.  
   **Three part orientation is due by December 15th, 2014 by 11:59 p.m.**  
   II. Video, Homework and Quiz assignments in MyMathLab for Sections: P1, P3, P6 |
| Day 2: December 16, 2014(T) | Video, Homework and Quiz assignments in MyMathLab for Sections: 1.5, 1.6, 1.7                                                              |
| Day 3: December 17, 2014(W) | Video, Homework and Quiz assignments in MyMathLab for Sections: 2.1, 2.2, 2.5                                                                    |
| Day 4: December 18, 2014(TR) | Video, Homework and Quiz assignments in MyMathLab for Sections: 2.6, 2.7, 2.8                                                                  |
| Day 5: December 19, 2014(F) | Video, Homework and Quiz assignments in MyMathLab for Sections: 3.1, 3.2, 3.3                                                                  |
| Day 6: December 22, 2014(M) | I. Video, Homework and Quiz assignments in MyMathLab for Sections: 3.4, 3.5, 3.6  
   II. First BBCollaborate session at 2:00 p.m. on December 22nd, 2014 in ecampus. Please log into ecampus for further information regarding BBCollaborate sessions. |
| Day 7: December 23, 2014(T) | Midterm (covering Sections: P1, P3, P6, 1.5 – 1.7, 2.1, 2.2, 2.5, 2.6-2.8, 3.1 – 3.6). Midterm will be open on MyMathLab December 23rd, 2014 only. Deadline for Midterm is December 23rd, 2014 (11:59 p.m. Central Time). |
| Day 8: December 24, 2014(W) | Video, Homework and Quiz assignments in MyMathLab for Sections: 4.1, 4.2, 4.3                                                                  |
| Day 9: January 2, 2015(F) | Video, Homework and Quiz assignments in MyMathLab for Sections: 4.4, 4.5, 6.3                                                                    |
| Day 10: January 5, 2015(M) | Video, Homework and Quiz assignments in MyMathLab for Sections: 6.4, 6.5, 8.1                                                                  |
| Day 11: January 6, 2015(T) | Video, Homework and Quiz assignments in MyMathLab for Sections: 8.2, 8.3, 8.5                                                                   |
| Day 12: January 7, 2015(W) | I. Second BBCollaborate session at 2:00 p.m. on January 7th, 2015 in ecampus. Please log into ecampus for further information regarding BBCollaborate sessions.  
   II. FINAL EXAM REVIEW |
| Day 13: January 8, 2015(TR) | FINAL EXAM REVIEW                                                                                                                            |
| Day 14: January 9, 2015(F) | Comprehensive final exam will cover everything that was covered during the semester.  
   **Comprehensive final exam must be taken on January 9th, 2015 at Eastfield College. Due date for Final Exam is January 9th, 2015 and must be submitted by 5:00 p.m. If you have any questions regarding final exam, please email Professor Kelman.** |
The above timeline is recommended. All video, homework, and quiz assignments may be completed before the recommended day.

<table>
<thead>
<tr>
<th>Assessment (Testing) Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building C, Room 114</td>
</tr>
<tr>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
</tbody>
</table>

Tests are not issued to students one hour before closing, as well as one hour before tests are due.

Please contact Eastfield College Testing center for May semester and Winter semester operating hours.

**Syllabus Revision:**
The guideline in this syllabus may be changed, deleted, or amended any time by the instructor. The attached course outline is intended as an aid in helping you know your responsibilities for the semester. It is possible that some changes in the course outline or class policies will be made during the semester. Any changes that are made to the class policies or course outline will be announced in class.

Revised: December 2, 2014