The best method of contact for questions for this online course is by email. Please allow at least 48 hours for a response to your emails, 72 hours on the weekends/holidays.

Update your working e-mail address in eCampus. eCampus will be used for important information / announcements, as well as e-mails. It is the student’s responsibility to check eCampus announcements and e-mails for this course. Not taking your test on time, because you did not read the announcement is not a valid reason.

I am in the office during office hours (Spring and Fall semester) but may not answer the telephone if I am helping another student. Please leave a message including your name, your course and section and telephone number. I will respond as soon as possible.

You are welcome to visit me during my office hours, and I strongly encourage you to do so. However, if the times are not convenient, you may set up an appointment that will work for both our schedules. Other than office hours, please make an appointment with me. Please remember that office hours are not applicable during the short semesters. (Winter or Summer)

**SENDING EMAILS**

Be sure to put "Math 1314 - Section # - First and Last NAME" in the subject line for all emails you send. You must use first and last name as it appears in your admission enrollment. Your proper first and last name, and the course name and the course and section numbers are vital since I am teaching many different online classes. E-mails without this proper information on the subject line, will not be replied in a timely manner or will get lost.
Course Materials/Supplies Needed

Computer/Internet: This is an online course and it is essential to have a working computer with internet access. Any computer or technical problems cannot be an excuse for missed/late homework or test and it is your responsibility to maintain computer and internet access problems for this course. Students must have a valid email address since the main method of contact will be by email. Important information and announcements will be posted on eCampus.

COLLEGE ALGEBRA, by Sullivan, 9th edition (ISBN# 9780321755988): This textbook comes with a MyMathLab access code. If a student prefers not to purchase a book, the student may purchase an MML access code only.

TI – 83 OR TI-83 PLUS CALCULATOR (Recommended) or any Scientific Calculator

MyMathLab (MML) access code is required to do all required lessons, tests and quizzes for this course. You must register in MML. You need the course ID to register in MML and the course ID is tinker07936. MML registration and login information is under “Start Here” on eCampus. You may use this link www.mymathlab.com to register to MML. You MUST USE SAME NAME as appears on eConnect/eCampus when you register on MML. When MML name is different than eConnect/eCampus name, your course work will not transfer to eConnect/eCampus to get a course credit. Once you login to MML, explore all provide tools to get familiar with MML. Don’t be afraid to click on tabs and learn how to use MML. Use the following link for any MML Questions. http://pearsonmylabandmastering.com/students/support/

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.

Course Pre-requisites: This is an entry-level course and is open to any student meeting TSI standards of college readiness (student must have appropriate assessment test score or have successfully completed DMAT 0310)

Core Objectives: The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

1. To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
2. To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
3. To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
4. To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
5. To interpret mathematical models such as formulas, graphs, tables and schematics, and draw inferences from them.
6. To recognize the limitations of mathematical and statistical models.
7. To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

Student Learning Outcomes
Upon successful completion of this course you should be able to solve problems involving:

1. Solve linear and non-linear equations and inequalities
2. Identify function types
3. Solve function equations

Course Outline:
Chapter 1 Equations and Inequalities
Chapter 2 Graphs
Chapter 3 Functions and Their Graphs
Chapter 4 Linear and Quadratic Functions
Chapter 5     Polynomial and Rational Functions
Chapter 6     Exponential and Logarithmic Functions
Chapter 8     Systems of Equations and Inequalities
Chapter 9     Sequences, Induction, the Binomial Theorem
Note: The instructor may omit certain topics in these chapters.

Evaluation Procedures:

There will be homework, quizzes, tests and a comprehensive final. Each day you should spend enough time in class and out of class to complete the material (lessons) that is scheduled on the course schedule. Please understand that overall score on MML gradebook is not accurate if you have any incomplete assignments. MML grade will be much higher than your actual grade until I input “Zeros” for any incomplete assignments. Remember that your actual grade will be much lower than MML if you have any missing assignments. Final course grade will be posted on eCampus and eConnect when the semester is over and you will get an e-mail about it.

Test: 50 %

There will be chapter tests online / MyMathLab (www.mymathlab.com). Tests are under “Quizzes and Tests” tab on the left side on MML. If you do not take the test by the due date, you will get zero for that test. There are no exceptions or make-up tests for any of these for any reason. I recommend you to do Chapter Test Prep Videos (It is under the multimedia library tab on MML) before you take each test to review test material. You will have two chances for each test. You may use your first attempted test as a review to do it again.

Check your computer system and take care of technical problems. I can’t help you with computer technical problems and it is your responsibility. If you have problems with MML, contacts MML help line. http://www.mymathlab.com/student-support or call 1-800-677-6337

Final Exam: Counts same as a test grade

There is a comprehensive final exam on MML. You must take the final exam by the due date. If you do not take the test by the due date, you will get zero for that test. There are no exceptions or make-ups for any of these tests for any reason.

Quiz: 30 %

Quizzes are under “Quizzes and Tests” tab on the left side on MML. You will have two chances for each quiz. You may use your first attempted quiz as a review to do it again.

Homework & Quiz: 20 %

MyMathLab (www.mymathlab.com) will be used for lessons, homework assignments, quizzes, chapter tests and/or extra practice. Homework is under the “Homework” tab on the left on MML. Homework includes section lessons and must be completed before you do homework problems. There is no limit to the number of times you try the HW problems. You can click on “similar exercise” to try the problem again until you get it correctly. You can get 100 on every homework problem by doing this. All required lessons, homework, quizzes and chapter tests must be completed by the due date. However, students are encouraged to work ahead of
the schedule. It is a student's responsibility to do all homework assignments, quizzes and chapter tests by the guided course schedule and do not get behind. Do not wait until the last minutes to do homework, quizzes and tests. Technical problems cannot be an excuse since MML technical assistance is available 7 days a week on the web and the contact phone number is listed on MyMathLab. Problems with your own computer need to be taken care of before the assignments due. Also, students are welcome to use open computer lab / Math tutoring center W - 146 at MVC and they are open all week and on Saturdays. Here is the link for computer lab/Math tutoring center information.
http://www.mountainviewcollege.edu/business/computing/Pages/complabs.aspx

**Online Orientation: Counts as a homework grade**

Complete online orientation on eCampus and summit it to instructor through e-mail by the first week of the class. (Turn in by 3rd class day if you are taking a winter term.) This orientation quiz will count as one of the homework grade. You must answer all questions correctly to get full credit for orientation.

**Late Work Policy:**

No late work is accepted since all assignments are opened through the last week of the class. All assignments are listed on the guided weekly schedule to help students to be on schedule.

**Makeup Exam Policy:**

There will be no makeup tests or for the final exam. If you do not take any assignments by the due date, you will get zeros for any missing assignments.

**Tutoring**

Free tutoring is available at the tutoring centers at any of the Dallas Community Colleges. Students are strongly encouraged to visit math tutoring Lab (W – 146) for tutoring, group studying or questions. Math tutoring Lab is free and hours are:

<table>
<thead>
<tr>
<th>Season</th>
<th>Mon.-Thurs.</th>
<th>Fri.-Sat.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring / Fall semester</td>
<td>8:00 am ~ 9:00 pm / 8:00 am ~ 4 pm</td>
<td></td>
</tr>
<tr>
<td>Summer / Winter semester</td>
<td>7:30 am ~ 4:30 pm / 8:00 am ~ 4 pm</td>
<td></td>
</tr>
</tbody>
</table>

However, tutoring lab hours may change time to time. Please check the website for updated information.
http://www.mountainviewcollege.edu/business/computing/Pages/complabs.aspx

**Certification Procedures:**

Students must contact the instructor before the certification day by sending an e-mail, register on MML, turn in online Orientation Quiz, or login into eCampus, etc.

**Instructor Attendance Policy:**

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

"Attending" in this course means maintain active participation. The lessons on the computer are like attending the lecture portion of an on-campus class.

In addition, just as in any on-campus class, you will need to be spending at least 10 hours a week outside of class working on assignments and doing the unit quizzes. Attendance and participation are dependent upon your computer and it is your responsibility to resolve your computer issue. Do not wait until a test due date to fix your computer problems. That does not merit a due date extension.
If you find you are having trouble with your computer program, please contact **MML tech support**. [http://www.mymathlab.com/student-support or call 1-800-677-6337.](http://www.mymathlab.com/student-support) Your instructor is not a technical support person and if you have a software issue, you must contact tech support. If you have content issue concerning how to work the lessons, contact your instructor.

It is assumed that you have a computer for the class that you know how to load software on it, and that you have an Internet service provider. Not having a computer or an Internet provider will not be considered "computer problems." You must have an email address since this is an online course and the main method of contact will be email.

If you do not have an email address, one may be obtained free of charge from the Dallas County Community College District at the following address: [https://www1.dcccd.edu/netmail/input_ssn.cfm](https://www1.dcccd.edu/netmail/input_ssn.cfm)

Most students take online courses because of the convenience of working any place, anytime. **However, enrolling in an online course does not mean that you can choose when things are to be turned in. This is not a self-paced course, because I do have specific due dates.** However, you may work ahead of the schedule. If you know you will be away from the ability to work on the computer for a week or more, make sure:

1. You are caught up through the material that would need to be completed during the week you miss so you will not be behind when you get back, and
2. You may contact me and let me know that you will be away from a computer to work so that I know what is going on. Many students fail to perform this second instruction and confusion generally follows on my end.

**Grading Scale:**
If your average falls in one of the following ranges, then the corresponding final letter grade will be submitted to the Registrar’s Office. Check the MML Gradebook for a current grade.

<table>
<thead>
<tr>
<th>Average</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

**Late Work Policy:**
No late work is accepted since there are plenty of days to make up HW before testing day. All section lessons and HW assignments are listed on the guided weekly schedule to help students to be on schedule.

**Makeup Exam Policy:**
There will be no makeup tests or for the final exam. If you do not take the final exam by the scheduled date, you will get zero for test the final exam.

**Withdrawal Policy (with drop date):**
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by **Feb. 28th, 2015.** Failure to do so will result in your receiving a performance grade, usually an “F.” Students often drop courses when help is available that would enable them to continue. Please discuss your plans with your instructor if you feel the need to withdraw.

If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped.

**Academic Dishonesty:**
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.

**Institution Policies:** Please visit http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan.).