Professor: Marci Filipowicz  
Email: marciaf@dcccd.edu  
Office Phone Number: 214-860-8645  
Office Number: W198  
Office Hours: by appointment  
Meeting Days & Time: MTWR  
Room Number: W198  
Credit Hours: 1 credit hour  
Division: Business, Computer Science and Mathematics  
Office Hours: M – R 7:30 am – 6:00 pm, F 7:30 am – 5:00 pm  
Office Phone: 214-860-8645  
Office Number: W210

Course Description: This is a course designed to strengthen arithmetic and pre-algebra skills in mathematical processes related to DMAT0305 coursework.

Course Pre-requisites: TSI assessment test score.

Course Materials/Supplies Needed
REQUIRED: PENCIL, PAPER, AND FOLDER TO KEEP WORK IN PLEASE NOTE: Calculators are NOT allowed at any time during this course.

Student Learning Outcomes
Upon successful completion of this course, students will:

1. Multiply and Divide Fractions  
2. Add and Subtract Fractions  
3. Signed Numbers  
4. Simplify Algebraic Expressions  
5. Solve Equations

Course Outline:
Multiplying and Dividing Fractions  
Adding and Subtracting Fractions  
Real Number System  
Equations
Evaluation Procedures:
Calculating your grade:
NCDM0051 grade is calculated based on 1 of 2 methods:
Method 1-Attendance
Method 2-NCDM0051 Comprehensive Test

Instructor Attendance Policy:
Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early.
Punctual attendance at every class is a necessity. If it is absolutely necessary for you to miss class, it is your responsibility to find out what you missed. In case of certified emergency (documents must be submitted to verify this), inform me and we will work out an alternative plan.
*Financial Aid will not be granted to students who have been certified as not attending by the certification date.
*Your physical participation in class, on or before the certification date, will allow you to receive credit for FA.

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.

Grading Scale:
Method 1-Attendance
Attend 1 hour per week according to scheduled time for 6 weeks.
6 hours = A
5 hours = B
4 hours = C
3 hours = E
Less than 3 hours = F

Method 2-NCDM0051 Comprehensive Test
If you earn on NCDM0051 Comprehensive Test:
90% or above = A
80-89.99% = B
70-79.99% = C
60-69.99% = E
Less than 60% = F

Electronic Devices:
Students are required to turn off all cell phones, electronic devices and pagers during class time. You phone must be turned off and put away during class. You cannot have it out on the desk. Turn it off and put it away.
Certification Procedures: (For Online Courses)

The withdraw date for this class is **February 16, 2015.**

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](https://www1.dcccd.edu/catalog/ss/code.cfm).*

Institution Policies: Please visit [http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf](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.).