Course Description: This is a course in algebra, which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations, exponents, quadratic equations and an introduction to complex numbers.

Course Prerequisites: An appropriate assessment test score.

Course Materials / Supplies Needed:
MyMathLab: MyMathLab is required for this course. MyMathLab will be referred to in this syllabus as MML.

MML Registration Information:
The information necessary to register with MML is on the last page of this syllabus.

Textbook: (Paper based book optional)
There is an eBook included with MML. It works well on an iPad or similar device.
(Optional) BEGINNING & INTERMEDIATE ALGEBRA SOLUTION MANUAL (ISBN: 9780321199911)

Textbooks, MML Access Codes and Financial Aid
When you registered for this course you knew that there would be financial obligations related to tuition and the purchase of the necessary materials. I expect you to acquire your course materials no later than the end of the first week of class. I understand that some of you will need the assistance of financial aid and that the financial aid may not be prompt in arriving. Pearson Publishing allows students a 14-day free access period. Prior to the end of the 14-day free access period you must purchase and register a valid access code, else the work you have completed will be lost. MML contains an online textbook. It is found in the Multimedia section of the course. Since the textbook and assignments will be available to you beginning on the day you register with MML failure to complete the work by the deadlines is inexcusable. Also, because you now know this, there is no excuse for not securing the necessary funds to purchase the access code by the end of the 14-day period. Once you receive your financial aid you can resupply the source from which you acquired the funds to purchase the materials.
Communication with your Instructor:
When not in class, my preferred means of communication with you is by email. Your email address must be current and may be updated by following the instructions located under the “Start Here” link on the menu. Click the “Personal Information on eCampus and Email Protocol” link. Also read and follow the instructions under “Sending an Email”. You must include your name, the course number and section number in the body of the email. Failure to follow these procedures will most likely result in a delay in receiving a response or it may result in no response at all. Your emails will be answered within 48 hours of receipt during the week and 72 hours if the email is received on the weekend.

Trouble Accessing MML:
If you have technical trouble with MML, contact the MML Help Desk first rather than me. I control only the content and availability of assignments. Technical problems with the MML website must be resolved through Pearson Publishing. Contact information is provided on page 4 of this syllabus.

Student Learning Outcomes
Upon successful completion of this course, students will:
1. Perform the four fundamental operations on the set of real numbers.
2. Solve linear equations.
3. Solve applications of linear equations including stated problems, formula manipulation and proportion problems.
4. Graph linear equations in two variables.
5. Solve systems of linear equations in two variables using the graphing, addition and substitution methods.
6. Solve stated problems involving systems of linear equations.
7. Apply the definition and laws of integer exponents to simplify expressions.
8. Perform the four fundamental operations on polynomials.
9. Factor difference of square polynomials, perfect square polynomials, and general trinomials or with greatest common factor.
10. Solve quadratic equations.
11. Applications of quadratic equations
12. Linear inequalities

Course Outline and Tentative Completion Dates:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>The Real Number System</td>
<td>5, 6, 7</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Linear Equations and Inequalities in One Variable</td>
<td>1, 2, 3, 4, 8</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Linear Equation in Two Variables</td>
<td>1, 2, 3, 4, 5</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Exponents and Polynomials</td>
<td>1, 2, 4, 5, 7</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Factoring and Applications</td>
<td>1, 2, 3, 4, 5</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Graphs, Linear Equations and Systems</td>
<td>1, 2, 3, 4, 5, 7</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Comprehensive</td>
<td>All</td>
</tr>
</tbody>
</table>

Financial Aid Certification:
You must attend at least one class by Tuesday, 02 FEB 16. Failure to attend will result in forfeiture of financial aid.

Attendance Policy:
You are expected to attend and participate in class. Attendance will be taken at the beginning of each class meeting. Once attendance has been taken the attendance roster will be closed and late arrivals will not be counted present for that day. Perfect attendance for the semester will result in 10 points being added to your lowest test grade at the end of the semester.

Incomplete Grade Contracts:
Your inability to complete the work in the course due to situations involving extreme illness or circumstances beyond your control may make you eligible for an Incomplete Grade Contract. You must request an Incomplete Grade
Contract and show cause why you should receive an incomplete grade no later than 06 MAY 16. The circumstances preventing you from completing the course must have commenced after 14 APR 16. Documentary evidence of the circumstances preventing you from completing the course must be submitted with the request.

**Homework:**
Completion of the homework assignments is not a requirement and therefore not a part of your grade however it is strongly recommended that you complete the homework assignments as this is how you will learn and retain the content of this course.

**Tests:**
There are two chapter tests and a comprehensive final exam in this course. The following chapter groupings should be noted.

<table>
<thead>
<tr>
<th>Test</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>2</td>
<td>4, 5</td>
</tr>
<tr>
<td>Final Exam</td>
<td>7 and previous</td>
</tr>
</tbody>
</table>

**Testing Procedures:**
Tests 1 and 2 will be administered in the college Testing Center located in the S building room S2101. Once assigned, each test will be available for a period of three (3) days. You are expected to make the necessary adjustments to your schedule to complete them within the testing date range. The final exam will be administered in the classroom. Complete testing center information including hours and policies may be found on the MVC website.

Go to eCampus and select the Testing Center menu item.

**Test Makeup Policy:**
Should you miss either of the first two tests you will be allowed to take a makeup. The test will be specifically constructed for your makeup attempt. Although it will cover the same material as the original test, it will not be the same test taken by the class. This may result in the selection by the system of a more difficult set of questions. Makeup tests are limited to a single attempt. You must request the makeup test from me.

**Semester Grade Calculation:**
Your grade will be based on a simple average of the three tests.

**Grading Scale:**
A = 90-100, B = 80-89, C = 70-79, *E = 60-69, F = 59 or less
(*The grade of D is not permitted in development math courses.)

**Posting of Grades:**
eCampus is the official grade repository of the DCCCD. Your grades will be transferred to eCampus periodically throughout the semester. A final posting and accuracy check will occur at the end of the semester. The grades are retained in MML as well. You will be able to track your progress in the course by referring to the test average in MML or referring to the grades in eCampus.

**Orientation Exercises:**
I suggest that you complete the *Answering Orientation Exercises* in the Study Plan portion of the course found in MML. The orientation shows you how to enter answers into the software when doing the course activities. The *Answering Orientation Exercise* should initially be the only item accessible in the Study Plan.

**Tutoring:**
Tutoring is available at MVC. It is also available at the other 6 campuses of the DCCCD. Links to the websites of each college’s tutoring resources are found on the Start Here page of your eCampus course.
Disclaimer Reserving Right to Change Syllabus:
I reserve the right to amend this syllabus as necessary.

College Calendar: Spring 2016

All official college dates are listed on the college calendar. The college calendar is available on the Mountain View College website at http://www.mountainviewcollege.edu/Academics/Pages/default.aspx. Follow the link and click Academic Calendar.

Last Day to Officially Withdraw from the Course:
The last day to officially withdraw from the course and receive the grade of “W” is 14 APR 16 @1700.

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.).

eCampus Help:
eCampus is the Internet based information delivery system and grade repository maintained by the Dallas County Community College District for use by instructors and students participating in classroom and online activities. Occasionally technical issues arise with the use of eCampus and solutions to these should be requested from the support staff at the eCampus Help Desk. The support staff may be reached online or by phone at 972-669-6402 (out of Dallas call 1-866-374-7169). Email the following number to your instructor to obtain 10 extra points on your lowest test grade: 1021097. In order to receive credit the email protocol must be followed precisely.

MyMathLab Help:
For help on entering answers, go to the audio tour: http://www.mymathlab.com/tours.html and click on the How to Enter Answers Using the MathXL Player link. If you have questions or need assistance call tech support at 1.800.677.6337

If you live close to one of the DCCCD colleges you may obtain help from a math tutor at that college. Links to the websites of each college’s tutoring resources are found on the Start Here page of your eCampus course.

Maintain a Copy of this Syllabus:
Print a copy of this syllabus and retain it throughout the semester. It may be wise to keep it until you have completed your college career as transferring credits to another college or university may require an evaluation of this syllabus.
Pearson's MyLab & Mastering

MyMathLab® Student Registration Instructions

To register for 2016SP-DMAT-0305-63004:

2. Under Register, select Student.
3. Confirm you have the information needed, then select OK! Register now.
4. Enter your instructor’s course ID: payne46046, and Continue.
5. Enter your existing Pearson account username and password to Sign In.
   You have an account if you have used a Pearson product, for example: MyMathLab, MyITLab, MyPsychLab, MySpanishLab or Mastering, such as MasteringBiology.
   ➢ If you don’t have an account, select Create and complete the required fields.
6. Select an access option.
   ➢ Use the access code that came with your textbook or that you purchased separately from the bookstore.
   ➢ Buy access using a credit card or PayPal account.
   ➢ If available, get 14 days temporary access. (The link is near the bottom of the screen.)
7. From the confirmation page, select Go To My Courses.
8. On the My Courses page, select the course tile 2016SP-DMAT-0305-63004 to start your work.

To sign in later:

2. Select Sign In.
3. Enter your Pearson account username and password, and Sign In.
4. Select the course tile 2016SP-DMAT-0305-63004 to start your work.

To upgrade temporary access to full access:

2. Select Sign In.
3. Enter your Pearson account username and password, and Sign In.
4. Select Upgrade access from the course tile 2016SP-DMAT-0305-63004.
5. Enter an access code or purchase access with a credit card or PayPal account.

For a registration overview, go to www.pearsonmylabandmastering.com/students/get-registered. Scroll down to Need a little help? and select a video.