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-2412: 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 Description: This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included.

Course Pre-requisites: MATH 1316.

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.

This textbook is an optional. MyMathLab (MML) access code is required to do all required lessons, tests and quizzes for this course. Online textbook is available on MML. You must register in MML to do this course and you need the course ID to register. The course ID is tinker66036. Student can purchase an MML access code from the bookstore or www.mymathlab.com. If a student prefers to purchase a text book, get PRECALCULUS, by Sullivan, any edition.

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 fill out the personal information 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/

MML Technical support: If you have problems with MML, contact MML help line. http://www.mymathlab.com/student-support or call 1-800-677-6337

TI – 83 OR TI-83 PLUS CALCULATOR Recommended

THECB Learning Outcomes
Upon successful completion of this course, students will:
1. Demonstrate and apply knowledge of properties of functions.
2. Recognize and apply algebraic and transcendental functions and solve related equations.
3. Apply graphing techniques to algebraic and transcendental functions.
4. Compute the values of trigonometric functions for key angles in all quadrants of the unit circle measured in both degrees and radians.
5. Prove trigonometric identities.
6. Solve right and oblique triangles.

Core Statement:
MATH 2412 is a Tier 1 course in the Quantitative Reasoning learning category. “Knowledge and skills that are important to your success in other college courses will be introduced and reinforced in Tier 1. The Quantitative Reasoning category promotes the application of mathematics to increase your ability to solve “real-world” problem. When you are quantitatively literate, you can use logic and critical thinking in new ways." - Catalog of the Colleges of DCCCD
Core Objectives:
MATH 2412 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 2412 develops **Critical Thinking**, **Communication**, and **Empirical and Quantitative Skills** by requiring students to solve and analyze applied problems using at least one of the following: algebraic functions, transcendental functions, trigonometric functions, and concepts from Analytic Geometry.

Course Outline:
Chapter 4 Polynomial and rational functions
Chapter 5 Exponential and logarithmic functions
Chapter 6 Trigonometric functions
Chapter 7 Analytic trigonometry
Chapter 9 Polar coordinates and vectors
Chapter 10 Analytic geometry

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.

<table>
<thead>
<tr>
<th>Test / Final Exam</th>
<th>Online MyMathLab</th>
<th>50 %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz</td>
<td>Online eCampus</td>
<td>30 %</td>
</tr>
<tr>
<td>Homework</td>
<td>Online MyMathLab</td>
<td>20 %</td>
</tr>
</tbody>
</table>

**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.
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 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

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>

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 Flex 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:
Spring / Fall semester: Mon.~ Thurs. 8:00 am ~ 9:00 pm / Fri.~Sat. 8:00 am ~ 4 pm
Summer / Winter semester: Mon. ~ Fri. 7:30 am ~ 4:30 pm / Sat. 8:00 am ~ 4pm
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

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.

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.

Certification Procedures:
Students must contact the instructor at least the second day of the class by sending an e-mail, register on MML, turn in online Orientation Quiz, or login into eCampus, to be certified in class.

Classroom Etiquette:
Any behavior or language deemed inappropriate by the instructor will not be tolerated. Any student who is disruptive or disrespectful will be asked to leave the class.

The withdraw date for this class is April 14, 2016.

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

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.).

Course Calendar: Refer to Guided Course Schedule on eCampus under Start Here button.

Disclaimer Reserving Right to Change Syllabus:
The instructor reserves the right to amend this syllabus as necessary.