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: MyMathLab Student Access Kit
Pencil, Paper, And Folder to keep work in

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
Expressions
Equations
Evaluation Procedures:
Calculating your grade:
There are 100 points that can be earned in course.
10 assignments are worth 10 points (10%).

Each assignment: 10 points x 10 assignments = 100 points (100%)
Total possible points = 100 points (100%)

You can always see your current grade by going to ‘Gradebook’ button in MyMathLab.

Instructor Attendance Policy:
This course by design is online. Each student is responsible for completing homework assigned weekly. Although this course does not require physical attendance there is an attendance requirement as defined in the certification procedure section (please see below).

*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 online 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: (For Online Courses)
You need to please reply to email sent to you by me during first week of class.
In order to be certified as attending class,
please reply to email to you from me to confirm enrollment.
Please include your first and last name in email to me.
Please also include name of instructor you are taking for DMAT0305 in email to me.
I will email you back with needed MyMathLab course id along with an attachment that includes instructions for registering for my NCDM0051 course online.
(You will need my MyMathLab course id in order to register in my NCDM0051 class online.)
I need you to please reply to my email before or by Thursday, 1/28/16.
To meet financial aid certification requirement- email me before or no later than Thursday, 1/28/16.

Grading Scale:
MyMathLab assignments calculated:
90% or above = A
80-89.99% = B
70-79.99% = C
60-69.99% = E
Less than 60% = F

Late Work Policy:
Extensions regarding late work in NCDM0051 online course will be allowed if the delay in meeting the deadline was caused by circumstances completely out of your control.
In case of certified emergency you need to please email me (documents must be submitted to verify this), and we will work out an alternative plan.

Mountain View College has an Instructional Math Learning Center that is open 6 days a week.

**INSTRUCTIONAL MATH LEARNING CENTER (W145/W146)**
- Monday – Thursday: 8:00am-9:00pm
- Friday and Saturday: 8:00am-4:00pm

Given you are enrolled in an online course— it is your responsibility to locate a computer with reliable internet access. Instructional Math Learning Center offers free math tutoring and computers with internet access to Mountain View College students.

**Electronic Devices:**
Students are required to turn off all cell phones, electronic devices and pagers during class time. Your 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.

**The withdraw date for this class is March 8, 2016.**

**Academic Dishonesty:**
Students 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.).

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

**Strategies To Succeed:**
- Review class notes.
- Show all work on MyMathLab assignments.
- Complete MyMathLab assignments weekly.
- Apply NCDM0051 learning to DMAT0305 coursework.