Course Description: This course is designed to develop an understanding of specific mathematical calculations required by business and industry. It includes whole numbers, fractions, mixed numbers, decimals, percent, ratios and proportions. It also covers converting to different units of measure (standard and/or metric).

Prerequisite: DREA 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading.

Course Materials / Supplies Needed:

MyMathLab: MyMathLab is required for this course. MyMathLab will be referred to in this syllabus as MML.

MML Registration Information: Registration information is on page 5 of this syllabus.

Textbook: (Paper based book optional)

There is an eBook included with MML. It works well on an iPad or similar device.


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.

Pearson Lockdown Browser:

All pre-tests and chapter tests will be administered using of the Pearson Lockdown Browser. This prevents opening other sites while testing. It requires the download and installation of the browser on the computer you are using to
take the evaluations. If you do not have it installed on your computer you will be prompted to install it upon attempting to open the first pre-test.

**Communication with your Instructor:**

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:**

After successful completion of this course, the student should be able to solve problems involving:

1. Addition, subtraction, multiplication and division of rational numbers
2. Order of operations, exponents, and roots
3. Mixed numbers and word problems
4. Ratio, rates and proportion
5. Converting between standard and metric units of measure
6. Plane geometry

**Course Outline and Chapter Deadlines:**

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>Arithmetic of Whole Numbers</td>
<td>1, 2, 3, 4, 5</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>Fractions</td>
<td>1, 2, 3, 4</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>Decimal Numbers</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>Chapter 4</td>
<td>Ratio, Proportion and Percent</td>
<td>1, 2, 3, 4, 5</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Measurement</td>
<td>1, 2, 3, 4</td>
</tr>
<tr>
<td>Chapter 6</td>
<td>Pre-Algebra</td>
<td>1, 2, 3, 4</td>
</tr>
<tr>
<td>Chapter 8</td>
<td>Practical Plane Geometry</td>
<td>1, 2, 3, 4</td>
</tr>
<tr>
<td>Chapter 10</td>
<td>Angles and Triangles</td>
<td>1</td>
</tr>
</tbody>
</table>

**Attendance Policy:**

This course is offered 100% online and each class participant is responsible for studying the material as presented in the textbook as well as in MML and, if available, other materials provided by your instructor. Although this course requires no physical class attendance there is an attendance requirement, which is discussed below in the section entitled Financial Aid Certification.

**Financial Aid Certification:**

You must participate in the class by **Tuesday, 02 FEB 16**. Failure to attend will result in forfeiture of financial aid. Participation is defined as the completion of a homework activity, a “Quiz Me”, a practice test, or a chapter test.

**Due Dates:**

All work must be completed by 10 MAY 16. Students are expected to work on the material in a deliberate and consistent manner so as to complete the requirements of the course by the due date previously stated.
**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. You are allowed 2 attempts on each test. The grade from the most recent attempt will apply. 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, 6</td>
</tr>
<tr>
<td>Final Exam</td>
<td>8, 10 and previous</td>
</tr>
</tbody>
</table>

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

**Grading Scale:**
90 – 100 = A, 80 – 89 = B, 70 – 79 = C, 60 – 69 = D, 59 or less = F.

**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, determining your standing based on the stated grading scale.

**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:**
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.

**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](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 DCCC 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 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: 1022305. To receive credit you must follow the email protocol 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

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-TECM-1303-63400:

2. Under Register, select Student.
3. Confirm you have the information needed, then select OK! Register now.
4. Enter your instructor’s course ID: payne97162, 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.
7. If available, get 14 days temporary access. (The link is near the bottom of the screen.)
8. From the confirmation page, select Go To My Courses.
9. On the My Courses page, select the course tile 2016SP-TECM-1303-63400 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-TECM-1303-63400 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-TECM-1303-63400.
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.