STEM Division

BASM- 0053-41401, 3 Credit Hours
Developmental Mathematics
Fall 2017

Classes are ONLINE
Classes meet at www.mymathlab.com

<table>
<thead>
<tr>
<th>INSTRUCTOR:</th>
<th>Ashley Martinez</th>
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<tbody>
<tr>
<td>OFFICE:</td>
<td>C307</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>9728607272</td>
</tr>
<tr>
<td>EMAIL:</td>
<td><a href="mailto:AshleyMartinez@dccd.edu">AshleyMartinez@dccd.edu</a></td>
</tr>
<tr>
<td>EMAIL POLICY:</td>
<td>Instructor will reply to emails within 24-48 hours during week days. Not available on weekends</td>
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<tr>
<td>OFFICE HOURS:</td>
<td>Monday-Thursday 11:00am-12:20pm</td>
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INSTRUCTOR CONTACT INFORMATION
My preferred method of contact is EMAIL. Please keep in mind that it is against the law (FERPA) for me to discuss grades with you via phone or email. See me in person if you need to discuss your personal academic progress or grades in this course.

COURSE DESCRIPTION
The BASE NCBO supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. This intervention is designed specifically for students assessed at BASE levels 3-4 and must be part of a student’s co-enrollment (co-requisite) enrollment:
• as a mainstreamed intensifier providing contact hours for additional, just-in-time instructional support for the student’s success in the developmental math course, or
• as a contextualized and/or integrated basic skills instructional support for a Career/Technical Education course.

PREREQUISITE
An appropriate assessment test score

COURSE MATERIALS
• You will purchase a mymathlab access code in DMAT 0305 and be allowed to use the same access code for this course.
• Students not enrolled in DMAT 0305 must purchase an access code for this course.
• Basic Calculators are required for this course.
GRADING RATIONALE

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100 %</td>
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<tr>
<td>B</td>
<td>80 – 89 %</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79 %</td>
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<tr>
<td>E or F</td>
<td>0 – 69 %</td>
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GRADING POLICY
Your grade will be determined as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>0%</td>
<td>Skills Check (Omitted from Grade)</td>
</tr>
<tr>
<td>30%</td>
<td>Skills Review Homework</td>
</tr>
<tr>
<td>25%</td>
<td>Module Tests</td>
</tr>
<tr>
<td>25%</td>
<td>Support Course Check-Ins and Topics</td>
</tr>
<tr>
<td>20%</td>
<td>Final Exam</td>
</tr>
<tr>
<td>100%</td>
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INSTRUCTIONAL COMPONENTS

MyMathLab Modules
This course is divided into Modules. The components of each Module are described below.

Step 1: Chapter Skills Check
The first step in each chapter is to complete a quick skills check. These skills checks will be taken in class and used to assess your knowledge on the topics to be covered. They will not count as a grade but are an important part of the course in that they allow your homework to be personally tailored to your unique skill set.

Step 2: Integrated Review Videos and Worksheets
After you have complete the Chapter Skills Check, you will attend lecture where your instructor will cover the topics that the majority of the class struggled with. The integrated review videos and worksheets cover these topics in more detail and you should watch the videos for any topic you missed on the skills check.

Step 3: Chapter Skills Review Homework
The chapter skills review homework will allow you to work through the problems similar to those you missed on the chapter skills check. After attending lecture and watching the integrated review videos you will be prepared to work this homework and review concepts that were previously unfamiliar to you.

Step 4: Test Review
After completing all three chapters listed in the module you will be ready to start reviewing for the module test. The module test reviews will count as part of your skills review homework grade so it is important for you to complete them. Completing the test review homework will also be a great way for you to prepare for the module tests.

Step 5: Test
Once you have completed the test review homework you will be prepared to take the module test. Each module test consists of 20 questions that cover a wide variety of the topics from the module. You will need to take the module tests in class as they are password protected.
Support Course Check-in and Topics
This course is designed to be a supplemental course for either DMAT 0305 or a CTE course (usually ITSC 1401). As such you will be required by the professor to do weekly check-ins so that the instructor can hold you accountable for the work you are doing in your additional course. You will fill out these check-ins each week and return them to your instructor. There will, also, be additional support topics as determined by your instructor. The additional topics will help enhance your skills in communication and the use of technology in the classroom.

Discussion Boards
Many of the additional topics for this course will require you to use the discussion boards. Each week you will need to respond to discussion board topics presented by your instructor as part of your support course check-in topics an grade.

ATTENDANCE POLICY
(2015-2016, Eastfield College, Dallas County Community Colleges Catalog)
You are expected to attend regularly all classes in which you enroll. In order to be certified as having attended this course you must complete your first assignment or post to the discussion board before 09/13/17. If you have failed to complete one course assignment by 09/13/17 you will not be certified as having attended the course which may affect your financial aid. You have the responsibility to attend class and to consult with the instructor when an absence occurs. Instructors are responsible for describing attendance policies and procedures to you. If you are unable to complete a course (or courses) in which you are enrolled, it is your responsibility to withdraw from the course by the appropriate date. If you do not withdraw, you will receive a performance grade, usually a grade of "F".

“E” GRADE OPTION
Your instructor has the option to award a grade of "E" provided certain conditions are met. The "E" is a grade that indicates that the student met all requirements for attendance and participation but could not achieve a "C" or higher. It does not affect the grade point average. All THREE of the following conditions must be met in the current semester:

1) Consecutive class hours absent are less than six hours, and
2) Total class hours absent are less than nine hours,
3) Course participation has been productive and non-disruptive, all assignments are completed and the grade earned is below C.

Even if you meet conditions 1, 2, and 3, your instructor is not obligated to give you an "E" grade.

GRADE REPORT
Grade reports are no longer mailed. Convenient access is available online. Just use your student identification number when you log onto e-Connect.

RELIGIOUS HOLIDAYS
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.

DROP DATE
Last date to drop with a grade of “W” is 11/11/17.

DROP POLICY
To drop a class or withdraw from the college, students must follow the prescribed procedure as noted on Eastfield College’s website. It is the student’s responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually grade of “F”. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a “W” (Withdraw) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar and the current class schedule. If you are unable to complete this course, you must withdraw from it by 11/11/17. For more information, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C 119.)

STOP BEFORE YOU DROP (Six Drop Rule)
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops you cannot drop any other courses with a “W”.

FINANCIAL AID
Revised 05/09/17
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes to be certified as attending class. In a Distance Learning Class, you must show participation in the class prior to the certification date by either e-mailing your instructor or logging on to eCampus. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. Student who fail to attend or participate after the drop date are also subject to this policy.

REPEATING THIS COURSE
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course rules on the DCCCD website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT of 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

CAMPUS POLICE
In addition to providing general law enforcement on campus, the campus police respond to all emergencies. In any emergency situation, you can get immediate help by any of the following methods:

- call 911 on any campus extension
- use any red phone in the hallways, or any "blue light" call box in the parking lots
- call 972-860-4290 from any off campus extension

DCCCD EMERGENCY OPERATION PROCEDURES
Click on this link for further information.

EMERGENCY & INCLEMENT WEATHER PROCEDURES
In case of emergency (which may include power or air conditioning outages, fires, etc.) or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6 a.m. Students may also refer to the Eastfield College website for the Inclement Weather announcement under News/Features.

CHILDREN ON CAMPUS
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

INSTITUTIONAL EQUITY
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college...
Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: https://www.eastfieldcollege.edu/services/Disability/Pages/default.aspx or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Office  972-860-8348

A Note on Harassment, Discrimination and Sexual Misconduct
We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit https://www.eastfieldcollege.edu/au/fastfacts/legal/TitleIX/Pages/default.aspx.

College Title IX Coordinator
Rachel Wolf  TitleIX-EFC@dcccd.edu
972-860-7325

District Title IX Coordinator
LaShawn Grant  TitleIX-District@dcccd.edu
214-378-1633

CODE OF STUDENT CONDUCT: The Code of Student Conduct can be reviewed by clicking on this link.

Responsibility
Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for property constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited.

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by college policies. Scholastic dishonesty shall include, but not limited to, cheating on a test, plagiarism, and collusion.

“Cheating” on a test shall include:

- Copying from another student’s test paper
- Using test materials not authorized by the person administering the test.
- All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- Bribery another person to obtain an unadministered test or information about an unadministered test.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. Your College Catalog and the DCCCD Catalog contain the entire Student Code of Conduct. **In this course, you will receive a grade of “0” on that particular assignment or test if you are guilty of cheating on assignments, tests, or plagiarism.** Please do not put yourself in a situation that would result in such action. Academic dishonesty is a serious offense in college.

**ADDITIONAL RESOURCES**
The Math Tutoring Center provides **FREE TUTORING** to current Eastfield College students enrolled in a Mathematics or Developmental Mathematics course. Students are encouraged to take advantage of this free resource for additional help in their course work. Please visit the Math Tutoring Center located in the Learning Commons in L200, check eastfieldcollege.edu/tutoring, or call 972-860-7174 for more information.

**STUDENT E-MAIL**
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. You may set up your account by clicking on this [link](#). The account is free.

**TEXAS SUCCESS INITIATIVE (TSI)**
The policies and procedures regarding the TSI are made by the Texas Higher Education Coordinating Board, which is the state agency responsible for administering the law. These policies are published by the THECB. On the Eastfield campus, your best sources of information about TSI are:

1. The Eastfield Advising Center, (972) 860-7106, or
2. The Eastfield Testing and Assessment Center, (972) 860-7011

The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student’s basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college-level classes such as English 1301/1302, History 1301/1302, Math 1314, etc. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. In some cases retesting will also be required. It is up to each student to be aware and informed about requirements that are subject to change. Additional information is available from the TSI Office.

**TSI Advice:** Achieving college readiness will usually mean completing the prerequisite courses for college level mathematics such as College Algebra. Meeting this standard could mean completing the DMAT sequence from your starting point through DMAT 0310.

**SYLLABUS REVISION**
The instructor or the Math Department reserves the right to change, delete, or amend the syllabus at any time. Any changes that are made to the class policies or course outline will be announced in class.

**LEARNING OUTCOMES**
Upon successful completion of this course, students will:

1. Use appropriate symbolic notation and vocabulary to communicate, interpret, and explain mathematical concepts.
2. Define, represent, and perform operations on real numbers, applying numeric reasoning to investigate and describe quantitative relationships and solve real world problems in a variety of contexts.
3. Use algebraic reasoning to solve problems that require ratios, rates, percentages, and proportions in a variety of contexts using multiple representations.
4. Apply algebraic reasoning to manipulate expressions and equations to solve real world problems.
5. Use graphs, tables, and technology to analyze, interpret, and compare data sets.
6. Construct and use mathematical models in verbal, algebraic, graphical, and tabular form to solve problems from a variety of contexts and to make predictions and decisions.
# COURSE COVERAGE

## Module 1
### Chapter 1
- Find the Place Value of a Digit in a Whole Number
- Write a Whole Number in Words and in Standard Form
- Add Whole Numbers
- Subtract Whole Numbers
- Multiply Whole Numbers
- Divide Whole Numbers
- Write Repeated Factors Using Exponential Notation

## Module 2
### Chapter 4
- Graph Linear Equations by Plotting Points
- Solve Linear Equations Containing Parentheses
- Use the Multiplication Property of Equality to Solve Equations
- Use Problem-Solving Steps to Solve Problems

## Module 3
### Chapter 7
- Write a Fraction in Simplest Form
- Multiply Fractions
- Divide Fractions
- Add or Subtract Like Fractions
- Find the Least Common Denominator of a List of Fractions
- Add or Subtract Unlike Fractions
- Solve Equations Containing Fractions
- Use the Multiplication Property of Equality to Solve Equations

## Module 4 (Optional)
### Chapter 10
- Evaluate Exponential Expressions
- Use the Power Rule for Exponents
- Use All the Rules and Definitions for Exponents to Simplify Exponential Expressions
- Write a Number as a Product of Prime Numbers
- Combine Like Terms
- Multiply Monomials
- Use the Distributive Property to Multiply Polynomials
- Use Both the Addition and Multiplication Properties of Equality to Solve Linear Equations
- Solve Quadratic Equations by Factoring

## Module 5
### Chapter 5
- Write Repeated Factors Using Exponential Notation
- Evaluate Expressions Containing Exponents
- Use Properties of Numbers to Combine Like Terms
- Use Properties of Numbers to Multiply Expressions
- Simplify Expressions by Multiplying and Then Combining Like Terms
- Write a Fraction in Simplest Form
- Evaluate Exponential Expressions with Fractional Bases

## Module 6
### Chapter 6
- Multiply a Monomial and Any Polynomial
- Multiply Two Binomials
- Find the Square Root of a Number
- Solve Linear Equations Using the Addition and Multiplication Properties
- Write Sentences as Equations

## Module 7
### Chapter 8
- Use Function Notation
- Graph a Linear Equation by Finding and Plotting Ordered Pair Solutions
- Graph Quadratic Equations of the Form \( y = ax^2 + bx + c \)
- Use the Multiplication Property of Equality to Solve Linear Equations

## Chapter 9
- Solve Linear Inequalities
- Find the Absolute Value of a Real Number
- Apply a General Strategy for Solving a Linear Equation
- Graph a Linear Equation by Finding and Plotting Ordered Pair Solutions

## Chapter 10
- Solve Quadratic Equations by Factoring
- Evaluate an Algebraic Expression
- Factor Trinomials of the Form \( x^2 + bx + c \)
- Factor Trinomials of the Form \( ax^2 + bx + c \), where \( a \neq 1 \)
- Solve Equations Containing Rational Expressions
- Solve Linear Inequalities
- Graph a Linear Equation by Finding and Plotting Ordered Pair Solutions

## Chapter 11
- Add and Subtract Polynomials
- Use the Distributive Property to Multiply Polynomials
- Solve a Formula or Equation for One of Its Variables
- Evaluate Exponential Expressions
- Apply a General Strategy for Solving a Linear Equation
- Solve Quadratic Equations by Factoring