INSTRUCTOR’S INFORMATION
(Instructor reserves the right to amend this information as necessary.)

Semester and Year: Spring 2017
Meeting Dates: March 20 – April 13, 2017
Section: 83420
Class time and days: ONLINE
Instructor: Mrs. Pat Ellens
Contact Info: Phone: 214-890-3867; Email: pellens@dccc.edu
Office: Medina-131
Office Hours: M/W/F at 9:00-10:00AM; T/TH 12:30 - 1:30PM
Other times available upon request
Last date to withdraw: April 7, 2017
Final Exam Day and time: No Final Exam
MyMathTest Program ID: In the syllabus in ecampus
Evaluation Procedures:
The grade is computed by: 100% Tests (4) – all online

Grades are assigned according to the following scale:
A: [90,100], B: [80, 90), C: [70,80), D: [60,70), F: [0,60]

Attendance Policy: In order to be successful, students must participate in the enrolled course.

Required Materials:
1. You need to purchase a MyMathTest access code for this course; ISBN:0321557077. It must be a NEW code, not USED. If you do not have a MyMathTest access code, you can gain immediate access to MyMathTest by purchasing online access using your credit card when you create your online MyMathTest account (see instructions on the bottom of page 4, below). No textbook is required for this course.
2. A calculator is required. A TI-83 or TI-84 (any version), or a scientific calculator is recommended. However, it should be one without a computer algebra system or algebraic manipulation ability.

CAUTION:
Be careful not to purchase a MyMathLab or a MyLabsPlus access code. Neither of these are the correct code for this course and will cause you to have to purchase another code (the correct one) for this course.
<table>
<thead>
<tr>
<th>Class Calendar:</th>
<th>All due times are 11:59 pm Dallas time on the due date stated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class Week</strong></td>
<td><strong>Task</strong></td>
</tr>
<tr>
<td><strong>Test 1 Material</strong></td>
<td>Mar. 20 - 25</td>
</tr>
<tr>
<td>• Set up your <strong>MyMathTest</strong> Account</td>
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<tr>
<td>• Click on the ‘Take a Test’ tab and take Test 1 (Take it only ONE time)</td>
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<tr>
<td>• Click on ‘Study Plan’ tab</td>
<td></td>
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<tr>
<td>• Click on the boxes underneath Ch.1 &amp; 8 that are not fully shaded blue, work the problems in the Ch.1 &amp; 8 sections that are listed for you.</td>
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<tr>
<td>• When all Ch.1 &amp; 8 boxes in the study plan are shaded blue to indicate Mastery Level, Click on the ‘Take a Test’ tab and take Test 1 again. This will be your 2\textsuperscript{nd} attempt at Test 1. The score you get on this 2\textsuperscript{nd} attempt will count as your course score for Test 1.</td>
<td></td>
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<tr>
<td>• <strong>Take your 2\textsuperscript{ND} attempt on Test 1 no later than MAR. 25 (11:59PM)</strong></td>
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<tr>
<td>• email a scan of your Test 1 scratch paper to <a href="mailto:pellens@dcccd.edu">pellens@dcccd.edu</a> within 45 minutes of completing your 2\textsuperscript{nd} attempt on Test 1.</td>
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<tr>
<td><strong>Week 2 Material</strong></td>
<td>Mar. 26 – 31</td>
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<tr>
<td>• Click on the ‘Take a Test’ tab and take Test 2 (Take it only ONE time)</td>
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<tr>
<td>• Click on ‘Study Plan’ tab</td>
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<tr>
<td>• Click on the boxes underneath Ch. 2 that are not fully shaded blue, and work problems in the Ch. 2 sections that are listed for you.</td>
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<tr>
<td>• When all Ch. 2 boxes in the study plan are shaded blue to indicate Mastery Level, click on ‘Take a Test’ and take Test 2 again. This will be your 2\textsuperscript{nd} attempt at Test 2. The score you get on this 2\textsuperscript{nd} attempt will count as your course score for Test 2.</td>
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<tr>
<td>• <strong>Take your 2\textsuperscript{ND} attempt on Test 2 no later than Mar. 31 (11:59PM)</strong></td>
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<tr>
<td>• email a scan of your Test 2 scratch paper to <a href="mailto:pellens@dcccd.edu">pellens@dcccd.edu</a> within 45 minutes of completing your 2\textsuperscript{nd} attempt on Test 2.</td>
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<tr>
<td><strong>Week 3 Material</strong></td>
<td>Apr. 1 – 7</td>
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<tr>
<td>• Click on the ‘Take a Test’ tab and take Test 3 (Take it only ONE time)</td>
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<tr>
<td>• Click on ‘Study Plan’ tab</td>
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<tr>
<td>• Click on the boxes underneath Ch. 3 that are not fully shaded blue, and work problems in the Ch. 3 sections that are listed for you.</td>
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<tr>
<td>• When all Ch. 3 boxes in the study plan are shaded blue to indicate Mastery Level, click on ‘Take a Test’ and take Test 3 again. This will be your 2\textsuperscript{nd} attempt at Test 3. The score you get on this 2\textsuperscript{nd} attempt will count as your course score for Test 3.</td>
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<tr>
<td>• <strong>Take your 2\textsuperscript{ND} attempt on Test 3 no later than APR. 7 (11:59PM)</strong></td>
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<tr>
<td>• email a scan of your Test 3 scratch paper to <a href="mailto:pellens@dcccd.edu">pellens@dcccd.edu</a> within 45 minutes of completing your 2\textsuperscript{nd} attempt on Test 3.</td>
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<tr>
<td><strong>Week 4 Material</strong></td>
<td>Apr. 8 - 13</td>
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<tr>
<td>• Click on the ‘Take a Test’ tab and take Test 4 (Take it only ONE time)</td>
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<tr>
<td>• Click on ‘Study Plan’ tab</td>
<td></td>
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<tr>
<td>• Click on the boxes underneath Ch. 4 that are not fully shaded blue, and work problems in the Ch. 4 sections that are listed for you.</td>
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<tr>
<td>• When all Ch. 4 boxes in the study plan are shaded blue to indicate Mastery Level, click on ‘Take a Test’ and take Test 4 again. This will be your 2\textsuperscript{nd} attempt at Test 4. The score you get on this 2\textsuperscript{nd} attempt will count as your course score for Test 4.</td>
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<tr>
<td>• <strong>Take your 2\textsuperscript{ND} attempt on Test 4 no later than APR. 13 (11:59PM)</strong></td>
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<tr>
<td>• email a scan of your Test 4 scratch paper to <a href="mailto:pellens@dcccd.edu">pellens@dcccd.edu</a> within 45 minutes of completing your 2\textsuperscript{nd} attempt on Test 4.</td>
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</table>
Tests and Study Plan problems are found at the MyMathTest website, www.mymathtest.com. The due time for on-line work is 11:59 pm on the due date.

MyMathTest does not accept work after it is due. It will accept early work, so you may work ahead of the schedule and complete the course early, if you’d like.

How to Register and Enroll in Your MyMathTest Program

1. Registering for MyMathTest
   - Before you begin, make sure you have an access code to MyMathTest. If you don’t have an access code, you can buy access online when you register at www.mymathtest.com. The cost is $12. It allows you 16 weeks of course access.
   - To register, go to www.mymathtest.com, click Student, and then OK! Register now and follow the instructions on the screen.
   - It will ask you for Richland College’s zip code. It is: 75243

2. Enrolling in your instructor’s program
   - After registering, sign in to MyMathTest with your username and password.
   - To enroll in this MyMathTest course, enter the Program ID: XL2L-J15M-301Y-4EV2

Need more help?
To get more help with registering and enrolling, go to Student Support and get help with setting up your computer, signing in to your program, frequently asked questions, or contacting Technical Support

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Allow time for computer/internet problems -- do not wait until the last minute to submit work. This is an online class. You are expected to have a computer and internet access available to you. There are computers on campus in the open lab in the 2nd floor lab in Del Rio, but they are only open when the College is open and only during their hours posted on the door. Richland Wifi is turned off when the campus is closed. Those dates are listed in the calendar above. The website being down or your computer or internet access not working at the last minute is something you should expect. Work ahead of the schedule to avoid this.

How to proceed through this course:
This course is set up to have you take a test on each topic to determine your prior knowledge of the subject material. For the questions you answer correctly on the first time you take a test, that question’s topic will be credited to you as prior knowledge and that topic removed from your course Study Plan. For questions on the test that you answered incorrectly, MyMathTest will create a Study Plan for you to learn that material by creating homework assignments made just for you. After each of test, you will work through that test’s Study Plan and work on the homework problems, earning at least a score of 75% on the homework assignments. When you have completed the homework assignments in that
test’s Study Plan, you will take that test over again. The score you earn on your 2nd time taking that test will be the score kept in the gradebook for this course. You will then move on and take the next test in the sequence, following the same pattern of doing homework in your Study Plan and retaking each test. For each test, the chapters covered in the test’s Study Guide are listed in the calendar above. Be sure to take the 2nd try of each test by its due-date indicated in the Class Calendar. After you take each test for the 2nd time, scan (or take a picture) of your scratch paper used for that 2nd attempt’s test and email it to your instructor at pellens@dccc.edu. That way you’ll be able to get partial credit for any problems that may have an incorrect final solution, but have some correct steps.

**Week 1**

✓ Register and enroll in MyMathTest by going to the Website: www.MyMathTest.com. *When you register, please use the same name that is used on the official registration at Richland. Any other names will be removed from the course.* The Program ID is on the first page of the syllabus that is posted in ecampus in your course, and listed on page 1 of this syllabus. Do not use the course code listed on econnect. Note that if you do not have a purchased access code, you may purchase one online through the MyMathTest website for $12. You will not be able to access the course until you have a valid purchased access code. There is NO TEMPORARY FREE ACCESS on MyMathTest.

✓ Click on the Tab on the left labeled “Take a Test”. Click on “Test 1” (Take it only ONCE at this time – this is your initial try, and will determine your Study Plan). It has no time limit, and has a “Save for Later” button at the bottom of each question’s screen that you may click on (after you answer that page’s question) if you would like to save your test and return to finish it at a later time.

✓ Once you have finished and submitted your Test 1, Click on the ‘Study Plan’ tab that is found on the left side of the page. You will see a screen that has rows of boxes underneath all of the chapters covered in this course. Note: Some boxes may be white or partially shaded in blue.

✓ At this time, you only need to click on the boxes that are white or partially shaded blue that are found listed under Chapter 1 AND Chapter 8. DO ONLY THE CHAPTER 1 and 8 BOXES AT THIS TIME!! Click one box at a time to get that section’s homework assignment.

✓ Click on the desired section box for chapter 1 (or chapter 8).

✓ On the next page click on that section number (it will have a picture of a purple thumbtack next to it). It will bring you to a page that has a listing of homework problems. These problems correspond questions that you were asked in Test 1. If you got the concept correct in Test 1, you will see a green checkmark next to some problems (meaning you received credit for those problems).

✓ Click on a problem that does NOT have a green checkmark and work it out, then enter your answer in MyMathTest. If you need help to understand how to solve the problem, click on the top right side of the screen where it says "Question Help", and click on one of the options to help you. “View an Example” is a great tool as you can follow what they did to help you work your problem. If your answer is incorrect, MyMathTest will give you a hint and allow you to rework the problem and enter another answer. Continue working through that homework assignment’s problems until you have earned a score of 75% (or more).

✓ Continue on in that fashion through all the listed sections’ assignments for Ch.1 and 8. (That’s all the white or partially shaded blue section boxes for Ch.1 and Ch. 8).
Note that concept “Mastery” on a topic is a score of 75%. You need to score at least 75% on each of the assignments listed for Ch. 1 and Ch. 8, for each section listed that is in a box that is not totally shaded blue.

✓ Once you have a score of at least 75% on each of the listed homework assignments for Ch. 1 & 8, go back and click on the “Take a Test’ tab. Click again on Test 1 and take it for the 2nd time. **Take your time going through the test for the 2nd time**, its score will be the score that is used for Test 1 when calculating your final course grade. You should do better this time through the test as you had practice with the homework assignments. Don’t rush!!

**Subsequent Weeks**

✓ Take the next test. Note: All tests must be taken in order.
✓ Continue as above with the sections listed for that test’s set of assignments.
   o Test 2 is over Ch. 2
   o Test 3 is over Ch. 3
   o Test 4 is over Ch. 4
✓ Follow the course calendar above to be sure that you submit your 2nd attempt of a test ON or BEFORE its due date.

**Getting help in the class**

- Tutoring is available in The Learning Center, in M 216. You need a Richland College ID card. There are computers there as well so you can work on your online homework if necessary. Check in M 216 for the times. They are only available while the campus is open.
- Online tutoring is available under your Communities tab in ecampus.
- Send me emails from MyMathTest, from within the Study Plan or an Assignment. Always put your answer into the answer box and attach any work to the email (send a scan or image of your handwritten work). That will help me to see where you are getting off-track when solving the problem.
- Email me with specific questions that can’t be sent from MyMathTest. My email is: pellens@dcccd.edu.

**Computer Labs**

There are computers available on campus in case you have issues with internet connectivity or your computer.

- Computers are available in Del Rio in the General Access lab on the 2nd floor, and during open lab hours in D 248. Check those rooms for the times. These labs are only open during the open hours of Richland College.
- Richland College is Wi-Fi enabled. This is shut off when the campus is closed. Please note those dates in the calendar.

**Miscellaneous Items**

- Purchasing the MMT code for this course from sources other than the bookstore (or directly from the MyMathTest website) is your choice.
- If you have not taken the 2nd attempt of a test by its due date, then the first attempt’s grade will be used for that test in calculating your course grade for the course. If you have not taken that test at all, then a score of 0 will be assigned to that test.
- Studying for math is different than studying for other subjects. Just looking through your notes or homework and saying to yourself, “Oh, I remember that…” is not
studying. You must actually work problems out and practice mathematics in order to learn it. Watching someone else (even if it was your own work “yesterday”) doesn’t help you much. Students, who are successful in this course, work out problems for practice. Math must be studied with pencil and paper.

- Each student must provide his/her own calculator. The calculator models: TI-89, T-Nspires, and any other calculator with a CAS is not permitted for this course.

**Tech support**

- If you have concerns about MyMathTest, you must contact Tech support for MyMathTest: 1-800-677-6337, or go to their website: [http://www.pearsonmylabandmastering.com/northamerica/mymathtest/students/support/index.html](http://www.pearsonmylabandmastering.com/northamerica/mymathtest/students/support/index.html)
- If you have concerns about ecampus, you must contact Tech support for ecampus. Check ecampus ‘Help’ tab for information on how to contact them.

**Instructor Policies and Suggestions for Student Success**

- Pay attention to the course calendar and due dates.
- Take your time when working through a test for the first time. The more problems you get correct on your first time taking a test, the fewer will be the number of homework problems that you’ll have to do in your Study Plan for that test.
- Be sure to go back and take the test for the 2nd time AFTER you have completed your assigned Study Plan... take it by its due date. Don’t wait – the sooner you take the test for the 2nd time, the fresher will be the concepts in your mind and you’ll get a better score than if you waited a few days. Remember, **you will not be able to take a test once its due date has passed.**
- Allow yourself plenty of time to do the homework assignments in your Study Plan.
- You may work ahead in the course and complete it before the end of the term.
- A student who misses taking a test due to extenuating circumstances will be allowed to take the test late, provided that the student can show documentation to the instructor to support the extenuating circumstances. Documentation examples are: a note or bill from a doctor’s office / funeral program / etc. A hand-written note on plain paper will not suffice. The student must contact the instructor within 48 hours of the missed test to make arrangements to extend the test’s due date. Students who miss a test and do not provide documentation as described above or contact the instructor within 48 hours of the missed test will be given a grade of zero on the missed test. The last test’s due date cannot be extended since the class ends on that date.

**Academic Dishonesty**

Academically dishonest behavior is, in general, the representation of another’s work as one’s own. This includes unauthorized collaboration between students, and on tests it includes using books, notes, or other unauthorized materials or websites during a test. Students who behave in academically dishonest ways may have their grade penalized, or be subject to disciplinary action by the Dean of Students. Students who collaborate during tests or use unauthorized materials or websites on tests may, at the instructor’s discretion, have the test grade lowered or be given a grade of zero.
Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please check Richland College Quality Enhancement Plan

ACADEMIC PROGRESS
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check Richland College Advising for more details.

CATALOG COURSE DESCRIPTION
This course is online delivery only. This 1 credit hour course is a supplement to both MATH1332 and MATH 2342. Co-registration in a Richland College section of MATH 2342 or MATH 1332 is required for students meeting the prerequisite listed below. This course allows students the opportunity to learn only the mathematical topics needed to be successful in either MATH1332 or MATH2342, and bypass the mathematical topics that they already know.

PREREQUISITES
TSI score of 336-349 with DM1 > 7 and DM4 > 8.

COURSE OBJECTIVES AND LEARNING OUTCOMES
Upon successful completion of this course, students will be able to:
1. Demonstrate and apply knowledge of the properties of Whole Numbers
2. Demonstrate the capability of mathematical concepts of fractions
3. Use decimals and rounding of decimals properly
4. Recognize and interpret charts, graphs and number lines

SPECIFIC CONTENT COVERAGE FOR THIS COURSE

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
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<td>1</td>
<td>Whole Numbers</td>
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<td>2</td>
<td>Multiplication &amp; Division with Fractions</td>
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<td>3</td>
<td>Addition &amp; Subtraction with Fractions</td>
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<tr>
<td>4</td>
<td>Decimals</td>
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<tr>
<td>8</td>
<td>Reading &amp; Interpretation of Charts &amp; Graphs</td>
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