STEM Division

MATH 1314-42490, 3 Credit Hours
College Algebra
WinterMester 2017-2018
12/11/2017-01/05/2018
FINAL EXAM: 01/05/2018
ONLINE

<table>
<thead>
<tr>
<th>INSTRUCTOR:</th>
<th>Dr. Alla Kelman</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE:</td>
<td>C210</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>972-860-7067</td>
</tr>
<tr>
<td>EMAIL:</td>
<td><a href="mailto:allakelman@dccc.edu">allakelman@dccc.edu</a></td>
</tr>
</tbody>
</table>

**EMAIL POLICY:** Instructor will reply to emails within 24-48 hours during week days. Not available on holidays and weekends.

**OFFICE HOURS:** By appointment only. Allow 24-48 hours for scheduling of all appointments.

Department Website

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, email or any other electronic device. Please see me in person if you need to discuss your personal academic progress or grades in this course.

A personal note to students enrolling in College Algebra (Math 1314) via the Internet. This course is presented through an interactive, management system. Class members will be able to use internet access to participate in classroom studies, and to ask questions. There is not a particular time of the day when we will all meet every week. One of the advantages of taking a course in this medium is the flexibility of when to go to class. Students may attend class any time of the day or night. If you have inquiries about the course you may contact the instructor listed under Contacts –Instructor Information in Ecampus.

**Course Description:**
This course is an in-depth study and applications of polynomial, rational, radical, exponential, logarithmic, absolute value and piecewise-defined functions, and systems of equations using matrices. Also covered are the graphing calculator, nonlinear inequalities, sequences and series, circles, the Binomial Theorem and a review of the classification of the real number system. (3 or 4 LEC) This course is the prerequisite for MATH 1316.
This course is cross-listed as Math 1414. The student may register for either Math 1314 or Math 1414, but may receive credit for only one of the two. (3 Lec.)

Coordinating Board Academic Approval Number 27.0101.54 19
Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply knowledge of polynomial, rational, radical, exponential, logarithmic, absolute value and piecewise-defined functions.
   - Solve polynomial (including equations reducible to quadratic), rational, radical, exponential (including same base and different bases), logarithmic and absolute value equations related to these functions.
   - Solve polynomial, rational and absolute value inequalities.
3. Use graphing techniques, including, but not limited to, the use of a graphing calculator: increasing/decreasing/constant intervals, symmetry, even/odd functions, transformations (including translations, reflections, stretching and shrinking), completing the square, and finding relative maxima and minima graphically.
   - Recognize and be able to graph the basic equation of a circle.
4. Use the different theorems of polynomials (including the Rational Zeros Theorem) to evaluate all roots of higher degree polynomial and rational functions.
5. Recognize and solve systems of linear equations and their applications using matrices.
6. Demonstrate an understanding of sequences and series, including finding nth term & partial sums for arithmetic and geometric sequences.
7. Use the Binomial Theorem to expand binomials.
8. Recognize the different classifications within the real and complex number systems.

Core Objectives:
MATH 1314 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 1314 develops Critical Thinking, Communication, and Empirical and Quantitative Skills by requiring students to solve and analyze applications of various functions and systems of equation.

Prerequisites:
Required: College level ready in Mathematics algebra-based level.

Course Materials:
- My Math Lab Website
- Students must provide their own personal headphones for watching instructional videos during class

For Course ID See Registration Instructions Handout.

Microsoft Windows 7 and 8 users should use one of the following browsers with MyMathLab courses-- Chrome, Firefox or Internet Explorer 10 and 9. For other system requirements go to http://www.pearsonmylabandmastering.com/northamerica/system-requirements/

As of Spring 2010, a graphing calculator is required for all College Algebra Courses. You may choose your own graphing calculator model; however, TI 83 or TI 84 version is preferred. Graphing Calculators may not be allowed during some examinations. TI-NSPIRE CX CAS is not allowed in this class.
Hardware/Software Requirements

For these requirements please contact MyMathLab and MathXL
Toll Free at 1-800-677-6337
Monday-Friday 8 a.m. – 8 p.m. EST (US and Canada)
Sunday  5 p.m. – 12 a.m.  EST (US and Canada)
Online Support Forms and requirements:
http://www.mymathlab.com/system.html
http://www.mathXL.com/support/contactus.htm

COMPUTING YOUR GRADE:
Grades will be determined as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework Average using MyMathLab</td>
<td>13%</td>
</tr>
<tr>
<td>Quiz average using MyMathLab</td>
<td>13%</td>
</tr>
<tr>
<td>Average of two Orientation Quizzes in Ecampus and MyMathLab</td>
<td>2%</td>
</tr>
<tr>
<td>Due December 11th, 2017 by 11:59 p.m.</td>
<td></td>
</tr>
<tr>
<td>Submission of your photo via email</td>
<td>1%</td>
</tr>
<tr>
<td>Due December 11th, 2017 by 11:59 p.m.</td>
<td></td>
</tr>
<tr>
<td>Discussion board introductions in Ecampus</td>
<td>2%</td>
</tr>
<tr>
<td>Due December 11th, 2017 by 11:59 p.m.</td>
<td></td>
</tr>
<tr>
<td>Modular Test Average in MyMathLab</td>
<td>20%</td>
</tr>
<tr>
<td>Each Modular Test can be attempted three times, with highest attempt score on each test kept.</td>
<td></td>
</tr>
<tr>
<td>Due by January 4th, 2018 (11:59 p.m. C.T.)</td>
<td></td>
</tr>
<tr>
<td>Midterm in MyMathLab</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm exam can be attempted twice, lowest score will be omitted.</td>
<td></td>
</tr>
<tr>
<td>Due by January 4th, 2018 (11:59 p.m. C.T.)</td>
<td></td>
</tr>
<tr>
<td>Eastfield College Core Artifact Assignment</td>
<td>4%</td>
</tr>
<tr>
<td>Due by January 4th, 2018 (11:59 p.m. C.T.)</td>
<td></td>
</tr>
<tr>
<td>Comprehensive final exam must be taken on January 5th, 2018 at Eastfield College testing center. Final exam must be submitted by 5:00 p.m.</td>
<td>25%</td>
</tr>
</tbody>
</table>

GRADING RATIONALE:

A: 90-100%;  B: 80-89%;  C: 70-79%;  D: 60-69%;  F: below 60%
INSTRUCTIONAL COMPONENTS:
This course is divided into modules. The components of each module are described below.

**Step 1**: Video – Video lecture introduces each section of module
- Must be accessed before each homework assignment
- Grade omitted from course average

**Step 2**: Homework – Consists of problems from each section
- Problem can be repeated until mastered – select “Similar Exercise” after each 3rd incorrect attempt
- Must be in “Homework,” not “Review” mode to save progress
- Problems saved individually

**Step 3**: Quiz – Consists of problems that summarize material from each section
- Problem can be repeated until mastered – select “Similar Exercise” after each 3rd incorrect attempt
- Learning Aids are not available in Quizzes
- Must be in “Homework,” not “Review” mode to save progress
- Problems saved individually

**Step 4**: Module Test – Assesses student’s understanding of module
- Can be reviewed by student any time after submission

**Step 5**: Module Test 2nd Attempt (if necessary) – Retest module concepts
- Can be reviewed by student any time after submission
- Lower Score (1st or 2nd attempt) will be omitted by the instructor

**Step 6**: Module Test 3rd Attempt (if necessary) – Final test attempt permitted
- Can be reviewed by student any time after submission
- Lowest test attempt scores will be omitted by the instructor

Please notice Midterm exam review and Final exam review assignments in MyMathLab are not optional, they are part of the homework grade average.

**HOMEWORK, QUizzes**: Watching section videos, completing section homework assignments and section quizzes, as well as taking Module Tests and a Midterm Exam will be completed using MyMathLab.

Follow all of the guidelines for MyMathLab.

**Homework assignments**: All of the section homework problems for the course are to be completed through MyMathLab. Students are responsible for working problems, checking solutions, and asking questions when they arise. Students are allowed unlimited attempts for each problem.

**Quiz assignments**: After a student completes watching a section video and a section of the homework, he/she will need to take a homework quiz. Quizzes are to be completed through MyMathLab. Each quiz can be taken unlimited times. Students cannot access other assignments or exercises while taking a quiz. Once a student starts the quiz, quiz needs to be finished and submitted. Students will have unlimited time per quiz.

**MIDTERM EXAM**: Midterm Exam must be taken in MyMathLab by January 4th, 2018. Deadline for the Midterm Exam is January 4th, 2018 (11:59 p.m. C.T.) Two attempts are allowed for this exam. Lower score will be omitted.

If you are using Win98, ME or Mac9.2.2 operating systems you will not be able to take online tests.

Midterm consists of 37 questions. Total time allocated for the Midterm is 120 minutes, clock will be provided on the test.
You would need to make sure you have installed TestGen Plugin. If you have questions relating to TestGen Tests click on the “?” button located at the top right hand corner of the test.

Here are a few helpful links (copy and paste these in a new browser) for TestGen Plugin:

http://247pearsoned.custhelp.com/app/answers/detail/a_id/7023/~/testgen-plugin%3A-installation-and-use

http://247pearsoned.custhelp.com/app/answers/detail/a_id/7428/~/testgen-plugin%3A-mac-installation

Midterm Testing Procedures:

- Before Testing: To prepare for this test, you should first complete all of the assignments for Modules 1 and 2, and review for Midterm exam in MyMathLab.
- Testing: When testing, you are under Student Code of Conduct. Once you start the test, test must be completed, student will not be allowed to come back to the test. Students cannot access ebook, other assignments or exercises while taking this test.
- After Testing: Your score will appear in MyMathLab as soon as you submit the test.

If you have any questions please contact Professor Kelman at allakelman@dcccd.edu

**FINAL EXAMINATION:**
A comprehensive, departmental final examination, which will represent at least 25% of the class grade, will be administered in all College Algebra classes.

Written, paper and pencil, comprehensive final exam will cover everything that was covered throughout the semester. Comprehensive final exam must be taken on January 5th, 2018 at Eastfield College testing center and must be submitted by 5:00 p.m.

There will be *No retests on Final Examination.*

**EASTFIELD COLLEGE CORE ARTIFACT ASSIGNMENT:**
This assignment is a required, departmental assessment of the core objectives for Math 1314. This assignment will be graded on completion: Fully Completed = 100; Not Fully Completed = 0. Core Artifact Assignment must be submitted via email to Professor Kelman by January 4th, 2018 by 11:59 p.m. Late assignment submission will not be accepted.

**GRADE DETERMINATION:** Grade determination is based on MML online quizzes for each section, MML homework average, Eastfield College Core Artifact Assignment, Modular Test Average, Midterm Exam, 2 orientation quizzes, discussion board introduction, submission of your photo and a comprehensive final exam.

Midterm will cover material designated in the suggested timeline (weekly checklist/course pacing calendar). Midterm will be taken in MyMathLab.

Comprehensive Final Exam will be a paper and pencil exam and must be taken at Eastfield College testing center.

There will be TWO ATTEMPTS for the Midterm Exam and ONE ATTEMPT for the Final Comprehensive Exam.

Watch your deadlines very carefully. There are deadlines for everything you do in this class. For the deadlines, follow MyMathLab, this syllabus, weekly checklist and Ecampus.

Eastfield College Core Artifact Assignment: Due January 4th, 2018 by 11:59 p.m. via email to Professor Kelman. Please remember that it will be graded on completion. Fully complete = 100, Not fully complete = 0.
Midterm must be taken in MyMathLab on December 20th, 2017. Deadline for the Midterm Exam is December 20th, 2017 and must be submitted by 11:59 p.m. C.T. The computer system will kick students out at 11:59 p.m. Central Time.

Comprehensive paper and pencil Final Exam must be taken at Eastfield College testing center on January 5th, 2018 and must be submitted by 5:00 p.m. Please notice that Eastfield College testing center does not issue tests one hour before testing center closes, as well as one hour before tests are due.

If Midterm and Comprehensive Final exams are not taken at assigned dates the scores will be 0s. NO makeup exams will be given.

Example of how final course grade is computed in this class:

A student, Jane Doe, has the following grades at the end of the semester.

Homework Average (in MyMathLab): 90%
Online Quiz Average (in MyMathLab): 73%
Ecampus orientation quiz: 100%
MyMathLab Orientation quiz (in MyMathLab): 100%
She submitted photo on time: 100%
She completed discussion board introduction assignment on time: 100%
Modular Test Average (in MyMathLab): 82%
Midterm Exam (in MyMathLab): 86%
She submitted fully completed Eastfield College Core Artifact Assignment on time: 100%
Comprehensive Final Exam (at Eastfield College Testing Center): 77%

Here is the formula to be used in this class to determine numerical grade for the course:

\[(\text{MyMathLab Homework Average} \times 0.13) + (\text{MyMathLab Quiz Average} \times 0.13) + (\text{Average of two Orientation Quizzes using Ecampus and MyMathLab} \times 0.02) + (\text{Photo Submission} \times 0.01) + (\text{Discussion board introduction} \times 0.02) + (\text{Eastfield College Core Artifact Assignment} \times 0.04) + (\text{Modular Test Average} \times 0.20) + (\text{Midterm Exam} \times 0.20) + (\text{Comprehensive Final Exam} \times 0.25)\]

Here is how Jane’s numerical grade will be determined:

\[(90 \times 0.13) + (73 \times 0.13) + (100 \times 0.02) + (100 \times 0.01) + (100 \times 0.02) + (100 \times 0.04) + (82 \times 0.20) + (86 \times 0.20) + (77 \times 0.25) = 83.04\]

To convert Jane’s numerical grade into the letter grade follow the following distribution:

A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%;
F: below 60%

Since Jane’s numerical grade came to be 83.04 it falls in the interval between 80 and 89, thus her letter grade is a B.

If you have any questions please contact me at allkelman@dcccd.edu

To successfully complete this course you must be diligent. Make sure you set aside a period of time each day that you can work on the material, and do not fall behind the schedule attached to this syllabus. Work ALL the assigned homework problems as a minimum, and more if you feel you have not quite mastered the material. If you have a problem, contact me immediately so that you don’t fall behind. The key to success in this course is doing your work every day.
**Policy on Missed Tests and Assignments:**
There are no make-up assignments in this class. All assignments have strict deadlines. Due dates are non-negotiable and can be viewed in the syllabus, in the Ecampus and in MyMathLab.

**ATTENDANCE POLICY:**
You are expected to regularly attend all classes in which you are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.
Please note that for certification purposes, participation in the course is defined as students registering for the course and accessing course materials on MyMathLab and Ecampus. If you have not Completed Three Part Orientation and not logged on to MyMathLab by the certification date, you will not be certified.
Attendance is an important part of your success. During Fall, and Spring sessions your instructor will have one hour of office hours held for each day that on campus classes are held for any questions that you may have. During Summer, Maymester and Wintermester sessions your instructor will meet with you face-to-face or over the phone by appointment only. Please contact your instructor.

The best way to contact your instructor is via email. Additional time off line, working on assigned homework, is also expected.

If a student is unable to complete a course (or courses) in which he/she is registered, it is the responsibility of the student to withdraw from the course by the appropriate date. (The date is published in the academic calendar each year and in each semester’s class schedule). If a student does not withdraw, he/she will receive a performance grade, usually a grade of “F”.

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 TX Educ. Code.

*Please remember that students will be taking Midterm Exam and Modular Tests on the computer in MyMathLab. However comprehensive final exam must be taken at Eastfield College testing center.* All deadlines cannot be changed unless required by Eastfield College. If you have any questions regarding suggested timeline contact your instructor via email as soon as possible. Please remember that Eastfield College testing center does not issue tests one hour before they close and/or one hour before test is due.

**Obtaining Final Course Grades Using eConnect:**
Final grade reports are no longer mailed. Convenient access is available online at [www.econnect.dcccd.edu](http://www.econnect.dcccd.edu). Use your student identification number when you log into eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Students Advising Report, which is available in the Admissions Office.

**Drop Date:**
Last date to drop with a grade of “W” is 12/22/2017.

**Drop Policy:**
To drop a class or withdraw from the college, students must follow the prescribed procedure. 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 12/22/2017. For more information, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C 119.)

You are expected to participate in class regularly. You need to consult with the instructor when absences are necessary for any extended period of time. If you are unable to complete this course, you must withdraw from it by the designated date.
Withdrawing from a course is a formal procedure, which **YOU** must initiate. The Professor cannot do it for you. The process can be done by mail, however, if started soon enough. You may call the STEM division office to obtain the critical information concerning the drop procedure. The telephone number of the STEM division is 972-860-7108. **Be sure to e-mail your instructor if you have questions or concerns.**

If you stop participating and do not withdraw, you will receive a performance grade, usually an "F". If you are considering dropping this class, please discuss it with your professor or with a counselor. Often there are other alternatives. We want to help you explore all the alternatives before you drop the course.

**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”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information on the 6 drop rule, you may access: [https://www1.dcccd.edu/6drop](https://www1.dcccd.edu/6drop).

**Financial Aid:**
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 at: [http://www.dcccd.edu/thirdcourseattempt/](http://www.dcccd.edu/thirdcourseattempt/)

**Student Email:**
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 going to [http://www.dcccd.edu/netmail/home.html](http://www.dcccd.edu/netmail/home.html). The account is free.

**Printing on Campus:**
Printing in the Computer Lab (L-108), Library, and Learning Assistance Center will cost 5 cents a page. Students must bring a $1.00, $5.00, $10.00, or $20.00 bill to the lab to create an account. Accounts must be created before attempting to print. No change is made in the lab. Once the money is in the bill acceptor, it cannot be retrieved. Cash refunds are not possible. Accounts stay active as long as the account has value.

**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.

Standard of Conduct/Classroom Etiquette:
No food, drinks or tobacco products are allowed in Eastfield College classrooms. However; if your class is in a non-lab classroom your instructor may allow for food or drink.

CODE OF STUDENT CONDUCT: Web site address: http://www1.dcccd.edu/cat0506/ss/code.cfm
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.
- Bribing 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.

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
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and carrying out compliance policies and procedures. The institutional equity and compliance officer and the Office of Institutional Equity make sure that college district policies and federal and state laws related to sexual assault, Title IX, Title II (Americans With Disabilities Act) and the Military Veterans Full Employment Act are followed 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 inform DSO to forward your accommodation request to your instructor as soon as possible, preferably at the start of the semester or program. For more information about the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSOffices or contact the DCCCD Office of Institutional Equity at 214-378-1633.

College Disability Services Offices

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>972-860-4673</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>972-860-8119</td>
</tr>
<tr>
<td>Eastfield</td>
<td>972-860-8348</td>
</tr>
<tr>
<td>El Centro</td>
<td>214-860-2411</td>
</tr>
<tr>
<td>Mountain View</td>
<td>214-860-8677</td>
</tr>
<tr>
<td>North Lake</td>
<td>972-273-3165</td>
</tr>
<tr>
<td>Richland</td>
<td>972-238-6180</td>
</tr>
</tbody>
</table>

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) or 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 you wish to keep the information confidential, please contact 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 you 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 dcccd.edu/TitleIX.

College Title IX Coordinators

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4588</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-5222</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7325</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2626</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-5675</td>
</tr>
<tr>
<td>North Lake</td>
<td>Francynne Maynard</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3980</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6352</td>
</tr>
</tbody>
</table>
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 web page www.eastfieldcollege.com for the Inclement Weather announcement under News/Features.

**Family Educational Right 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 study and degree 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.

**ADDITIONAL RESOURCES**
Eastfield College Tutoring Center (http://www.eastfieldcollege.edu/as/Mathspot/index.asp) provides tutoring in Mathematics and Developmental Mathematics. Students are encouraged to take advantage of this service for additional help in their course work. Tutoring Center is located in the library in room L-200, and the phone number is 972-860-7062. Visit the link above for more information on tutors, hours of operation and policies.

**Course Coverage:**

<table>
<thead>
<tr>
<th>Sections</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1, P3, P6, 1.5-1.7, 2.1-2.2, 2.5-2.8</td>
<td>Real number system, Equations, Relations and Functions; Circles</td>
</tr>
<tr>
<td>3.1-3.6</td>
<td>Polynomial and Rational functions; Theory of Functions</td>
</tr>
<tr>
<td>4.1-4.5</td>
<td>Exponential, Logarithmic and Special functions</td>
</tr>
<tr>
<td>6.3-6.5, 8.1-8.3, 8.5</td>
<td>Progressions, The Binomial Theorem, Matrices, Determinants, mathematical reasoning skills, Sequences, Series and Applications</td>
</tr>
</tbody>
</table>
The following timeline is for Wintermester 2017-2018 semester:

<table>
<thead>
<tr>
<th>DAY</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
</table>
| Day 1: December 11, 2017(M) | Three part orientation:  
  a) Two orientation quizzes (one in ecampus, one in MyMathLab)  
  b) Discussion board introductions  
  c) Your photo submission. Submit your photo to professor Kelman via email. Make sure to include your name, course and section number in the subject line of your email.  
  Three part orientation is due December 11th, 2017 by 11:59 p.m. |
| Day 2: December 12, 2017(T) | Video, Homework and Quiz assignments in MyMathLab for Sections: P1, P3, P6  
| Day 3: December 13, 2017(W) | Video, Homework and Quiz assignments in MyMathLab for Sections: 1.5, 1.6, 1.7  
| Day 4: December 14, 2017(TR) | Video, Homework and Quiz assignments in MyMathLab for Sections: 2.1, 2.2, 2.5  
| Day 5: December 15, 2017(F) | I. Video, Homework and Quiz assignments in MyMathLab for Sections: 2.6, 2.7, 2.8  
| | II. Module 1 Test in MyMathLab covering Sections P1 – 2.8  
| Day 6: December 18, 2017(M) | Video, Homework and Quiz assignments in MyMathLab for Sections: 3.1, 3.2, 3.3  
| Day 7: December 19, 2017(T) | I. Video, Homework and Quiz assignments in MyMathLab for Sections: 3.4, 3.5, 3.6  
| | II. Module 2 Test in MyMathLab covering Sections 3.1 – 3.6  
| Day 8: December 20, 2017(W) | Midterm (covering Sections: P1, P3, P6, 1.5 – 1.7, 2.1, 2.2, 2.5 - 2.8, 3.1 – 3.6).  
| | Midterm will be open in MyMathLab December 20th, 2017 only.  
| | Deadline for Midterm is December 20th, 2017 (11:59 p.m. C.T.)  
| Day 9: December 21, 2017 (TR) | Video, Homework and Quiz assignments in MyMathLab for Sections: 4.1, 4.2, 4.3  
| Day 10: December 22, 2017(F) | I. Video, Homework and Quiz assignments in MyMathLab for Sections: 4.4, 4.5  
| | II. Module 3 Test in MyMathLab covering Sections 4.1 – 4.5  
| December 24th – January 1st | Campus is closed for Winter Holidays.  
| Day 11: January 2, 2018 (T) | Video, Homework and Quiz assignments in MyMathLab for Sections: 6.3, 6.4, 6.5, 8.1  
| Day 12: January 3, 2018 (W) | I. Video, Homework and Quiz assignments in MyMathLab for Sections: 8.2, 8.3, 8.5  
| | II. Module 4 Test in MyMathLab covering sections 6.3 – 8.5  
| Day 13: January 4, 2018 (TR) | I. FINAL EXAM REVIEW  
| | II. Eastfield College Core Artifact due January 4th, 2018 by 11:59 p.m. Please remember that it must be fully complete.  

The above timeline is recommended. All video, homework, quiz and Modular Tests assignments may be completed before the recommended day. The final submission date for all MML homework (except MML orientation quiz) assignments, MML quizzes, and Modular tests is January 4th, 2018 by 11:59 p.m.

ALL DEADLINES CANNOT BE CHANGED UNLESS REQUIRED BY EASTFIELD COLLEGE. IF YOU HAVE ANY QUESTIONS REGARDING SUGGESTED TIMELINE CONTACT YOUR INSTRUCTOR AS SOON AS POSSIBLE.

<table>
<thead>
<tr>
<th>Assessment (Testing Center)</th>
<th>Phone: 972-860-7011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building C, Room 113</td>
<td>8 a.m. – 9 p.m.</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>9 a.m. – 5 p.m.</td>
</tr>
</tbody>
</table>

Tests are not issued to students one hour before closing, as well as one hour before tests are due.

Syllabus Revision:
The guideline in this syllabus may be changed, deleted, or amended any time by the instructor. The attached course outline is intended as an aid in helping you know your responsibilities for the semester. It is possible that some changes in the course outline or class policies will be made during the semester. Any changes that are made to the class policies or course outline will be announced in class.

Revised: January 1, 2017