Table of Contents

Instructor Information ........................................................................................................... 2
Course Information .................................................................................................................. 2
Course Prerequisites ............................................................................................................... 3
Course Description .................................................................................................................. 3
Required Course Materials .................................................................................................... 3
  ALEKS 3 60 Access Code ........................................................................................................ 3
  Temporary Access to ALEKS .................................................................................................. 3
  Technology Requirements ...................................................................................................... 4
  Email ...................................................................................................................................... 4
Optional Course Materials ....................................................................................................... 4
  Calculator ............................................................................................................................... 4
  Textbook ............................................................................................................................... 4
Course Outline .......................................................................................................................... 4
Graded Work ............................................................................................................................ 5
  Summary of Graded Work ..................................................................................................... 5
  Final Grade ............................................................................................................................ 5
  Description of Graded Work .................................................................................................. 6
    Pie Progress Goals .............................................................................................................. 6
    Comprehensive Knowledge Checks .................................................................................... 6
      ALEKS Lockdown Browser Information ........................................................................... 7
      CKC Grading Information ............................................................................................... 7
Course Calendar ....................................................................................................................... 7
Attendance .................................................................................................................................. 8
Late Work Policy ...................................................................................................................... 8
Instructor Information

Instructor Information will be available on the first day of class.

Name: TBA
DCCCD Email: TBA
Office Phone: TBA
Office Location: TBA
Office Hours: TBA
Division Office and Phone: STEM Division, M217, 972-860-5211

Course Information

Course Title: Mathematics for Business and Social Sciences
Course Number: MATH 1324
Section Number: TBA
Semester/Year: Summer 2020
Credit Hours: 3
Class Meeting Time/Location: This course can be completed entirely online; no campus visits are required.
Certification Date: Thursday, July 9, 2020
Last Day to Withdraw: Wednesday, July 29, 2020
Course Prerequisites

This is an entry-level course and is open to any student meeting TSI standards of college readiness (student must have appropriate assessment test score or have successfully completed DMAT 0 3 1 0).

Course Description

Topics from college algebra (linear equations, quadratic equations, functions and graphs, inequalities), mathematics of finance (simple and compound interest, annuities), linear programming, matrices, systems of linear equations, applications to management, economics, and business.

Required Course Materials

ALEKS 3 60 Access Code

All work for the course is completed in ALEKS. The ALEKS 3 60 Access Code will provide access to ALEKS, which includes an electronic copy of the text, video instruction, and many other helpful features.

ISBN: 9780077517823

Temporary Access to ALEKS

ALEKS provides students temporary access to ALEKS for a two-week period. This two-weeks will be subtracted from the length of the regular Student Access Code when purchased. For example, if a student uses the two week Temporary Access then purchases an 11-week Access Code, the student will have 9 weeks of access.

Once the temporary access expires, students will be locked out of their ALEKS account until a regular Student Access Code is purchased. It is highly recommended that students purchase the regular Student Access Code before the two weeks expire to prevent interruptions in their ALEKS account. The availability of temporary access will depend on its ethical use by instructors and students and may be discontinued at the discretion of ALEKS at any time. Students completing the entire course using temporary access will receive a grade of F regardless of course performance. An ALEKS 3 60 Access Code must be purchased in order for students to receive a grade based on course performance.

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
Technology Requirements

Students must have an active e-mail account and regular access to a computer with a reliable internet connection and an integrated or USB connected webcam. Students with a Chromebook must have access to a tablet or different computer with a reliable internet connection and a webcam in order to take assessments. The dates of these assessments can be found in the Course Calendar.

Email

Since email is the primary form of communication for online courses, it is imperative the email address in eConnect is checked daily. If this email is not checked daily, students may miss important course information.

When contacting your instructor, please include your name, course, and section number. Emails without this information may not be answered.

Optional Course Materials

Calculator

Graphing calculators (TI-83/84) are recommended in MATH 13 24. You will have free access to a graphing calculator in ALEKS on selected questions.

Textbook

An eText is included with the ALEKS 3 60 Access Code. Students also have the option of purchasing a loose-leaf copy of the text through the Menu in ALEKS. Students wishing to purchase a hard copy of the text should refer to the following information:

Author: Coburn/Herdlick
Title: College Algebra - Graphs and Models
Edition: 1st Ed.
Publication Year: 2012
Publisher: McGraw-Hill
ISBN: 9780073519548

Course Outline

The course begins with an Initial Knowledge Check (IKC). ALEKS uses this information to award credit for topics you already know and determine what you are most “Ready-to-Learn.”

Once you have completed your Initial Knowledge Check, ALEKS will present your ALEKS Pie. The number in the center of your Pie represents the number of course topics for which you earned credit on the IKC.
The course consists of 290 Topics:

- Arithmetic Readiness and Real Numbers (11 topics)
- Linear Equations and Inequalities (15 topics)
- Exponents, Polynomial Expressions, and Factoring (8 topics)
- Rational and Radical Expressions (1 topic)
- Quadratic, Rational, and Radical Equations (21 topics)
- Lines (11 topics)
- Functions (52 topics)
- Polynomial and Rational Functions (39 topics)
- Exponential and Logarithmic Functions (33 Topics)
- Consumer Mathematics (38 topics)
- Systems of Equations and Matrices (48 topics)
- Sequences, Series, and Probability (13 topics)

Each week you will learn new topics to add to your Pie. There are four Pie Progress Goals in the course that will help you stay on track.

Students should expect to spend a minimum of 20 hours each week working in the course.

**Graded Work**

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated. The student enrolled in the course must be the person completing course work.

**Summary of Graded Work**

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress Goals</td>
<td>50%</td>
</tr>
<tr>
<td>Comprehensive Knowledge Checks</td>
<td>50%</td>
</tr>
</tbody>
</table>

**TOTAL: 100%**

Throughout the course, your current grade can be found in your ALEKS Gradebook. The overall average represents your current average, however, any items completed prior to their due date will not be included in your current average until the due date occurs.

**Final Grade**

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
</tbody>
</table>
### Percentages

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-89.9%</td>
<td>B</td>
</tr>
<tr>
<td>70-79.9%</td>
<td>C</td>
</tr>
<tr>
<td>60-69.9%</td>
<td>D</td>
</tr>
<tr>
<td>0-59.9%</td>
<td>F</td>
</tr>
</tbody>
</table>

Your Final Grade is submitted to eConnect for your official transcript. Therefore, your name in eConnect must match your name in ALEKS. If your name in eConnect is not the same as your name in ALEKS, you may not receive the correct grade in the course.

**Description of Graded Work**

**Pie Progress Goals**

Every week there is a Pie Progress Goal in the course, at which time you are expected to have a specific number of topics in your Pie. Your grade for each Pie Progress Goal is based on the number of topics in your Pie out of the number of topics due. For example, the first Pie Progress Goal is to have a total of 87 topics. If you had 80 topics in your Pie at the due date, your grade for the first Pie Progress Goal would be 80/87=92%. Students who exceed the number of topics due for a Pie Progress Goal will earn a 100%. Please see the Course Calendar for more information.

Students should expect to spend a minimum of 3 hours working in the course each day.

**Comprehensive Knowledge Checks**

A Comprehensive Knowledge Check (CKC) is designed to assess your retention of topics learned in the course. This assessment will begin with your most recently learned topics, then branch out to determine the number of topics you have mastered in the entire course. You will be asked no more than 30 questions and you may use your notes. There is no time limit on a CKC, but CKCs must be completed by their due date.

Comprehensive Knowledge Checks are taken in ALEKS. Students must download the ALEKS Lockdown Browser and have a government or school-issued photo ID and a webcam. Students without a clear photo ID or not visible in the webcam during the entirety of the assessment will receive a score of zero. Extensions will not be granted for technical difficulties.

Comprehensive Knowledge Checks can only be taken on computers with the necessary Technology Requirements. Students with a Chromebook must use a tablet or different computer with a reliable internet connection and a webcam to take CKCs. The dates of the four CKCs can be found in the Course Calendar.
All Comprehensive Knowledge Checks should be completed without outside assistance – this includes apps, websites, or other people. Students committing/guilty of academic dishonesty – having others complete course work or using apps, online sites, or help from others – will receive a failing grade in the course.

The instructor reserves the right to require on-site testing at any time during the course.

**ALEKS Lockdown Browser Information**

Please download the ALEKS Lockdown Browser (LDB) prior to beginning a CKC. After downloading the LDB, please check the LDB and your webcam. For technical issues, consult these Troubleshooting Tips or contact ALEKS Customer Support.

**CKC Grading Information**

<table>
<thead>
<tr>
<th>CKC</th>
<th>Grading Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>CKC1</td>
<td>Students showing mastery of 87 topics or more on CKC1 will receive a grade of 100 for CKC1. The grade for all others will be the number of topics mastered on CKC1 out of 87. Students who do not take CKC1 will receive a score of zero, regardless of the number of Topics in the student’s Pie.</td>
</tr>
<tr>
<td>CKC2</td>
<td>Students showing mastery of 174 topics or more on CKC2 will receive a grade of 100 for CKC2. The grade for all others will be the number of topics mastered on CKC2 out of 174. Students who do not take CKC2 will receive a score of zero, regardless of the number of Topics in the student’s Pie.</td>
</tr>
<tr>
<td>CKC3</td>
<td>Students showing mastery of 246 topics or more on CKC3 will receive a grade of 100 for CKC3. The grade for all others will be the number of topics mastered on CKC3 out of 246. Students who do not take CKC3 will receive a score of zero, regardless of the number of Topics in the student’s Pie.</td>
</tr>
<tr>
<td>CKC4</td>
<td>Students showing mastery of 290 topics on CKC4 will receive a grade of 100 for CKC4. The grade for all others will be the number of topics mastered on CKC4 out of 290. Students who do not take CKC4 will receive a score of zero, regardless of the number of Topics in the student’s Pie.</td>
</tr>
</tbody>
</table>

All students are required to take CKCs regardless of the number of topics in their Pie. Students who do not take a CKC will receive a score of zero for that CKC.

**Course Calendar**

All students are expected to adhere to course deadlines and due dates; extensions will not be granted.

<table>
<thead>
<tr>
<th>Graded Work</th>
<th>Description of Graded Work</th>
<th>Due Date</th>
<th>Final Grade Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pie Progress Goal 1</td>
<td>87 Topics</td>
<td>Sun., July 12</td>
<td>5%</td>
</tr>
<tr>
<td>CKC1</td>
<td>Mastery of 87 Topics = 100% Opens Sunday July 12th</td>
<td>Mon., July 13</td>
<td>5%</td>
</tr>
<tr>
<td>Pie Progress Goal 2</td>
<td>174 Topics</td>
<td>Sun., July 19</td>
<td>10%</td>
</tr>
<tr>
<td>CKC2</td>
<td>Mastery of 174 Topics = 100%</td>
<td>Mon., July 20</td>
<td>10%</td>
</tr>
<tr>
<td>Graded Work</td>
<td>Description of Graded Work</td>
<td>Due Date</td>
<td>Final Grade Percentage</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------</td>
<td>---------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Pie Progress Goal 3</td>
<td>Opens Sunday July 19&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CKC3</td>
<td>246 Topics</td>
<td>Sun., July 26</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Mastery of 246 Topics = 100%</td>
<td>Mon., July 27</td>
<td>15%</td>
</tr>
<tr>
<td>Pie Progress Goal 4</td>
<td>290 Topics</td>
<td>Wed., August 5</td>
<td>20%</td>
</tr>
<tr>
<td>CKC4</td>
<td>Mastery of 290 Topics = 100%</td>
<td>Thurs., August 6</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>Opens Wednesday, August 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attendance**

This course can be completed entirely online; no campus visits are required. However, students should expect to spend a minimum of 3 hours working in the course each day.

**Late Work Policy**

All students are expected to adhere to course deadlines and due dates; late work is not accepted.

**Certification Policy**

Students must attend and participate in their on-campus or online course(s) in order to receive federal financial aid. Instructors are required by law to validate attendance in order for students to receive financial aid.

To be certified as attending online mathematics courses, students must do one of the following prior to the Certification Date: a) complete the Initial Knowledge Check in ALEKS; or b) complete the Instructor Assigned Knowledge Check upon transferring previous work. Students should contact the instructor with any questions regarding what constitutes the Initial Knowledge Check or Instructor Assigned Knowledge Check.

Failure to show proof of attendance in the course prior to the Certification Date can affect Financial Aid.

**Withdrawal Policy**

Please consult your instructor before withdrawing from this course, visit the [Dropping or Withdrawing From Classes](#) webpage.
Instructor Policies

If a student experiences a situation during the course which prevents the student from working or negatively affects the student's performance, it is the responsibility of the student to contact the instructor immediately for guidance. Notifying the instructor of such a situation at the end of the semester is not sufficient and will not result in an extension.

Institutional Policies

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more. Cedar Valley Institutional Policies

Student Rights and Responsibilities

The Commitment to Cedar Valley College Community charges students to maintain high standards of academic and personal integrity. All students should read and be familiar with the Student Rights and Responsibilities Office (SRRO).

It is your responsibility as a Cedar Valley College Student to know and understand the academic standards for our community.

The following are the guidelines for Academic Concerns:

Important: It is your responsibility to provide your full name, student id #, course name, and section number EXAMPLE: MATH 1314-31001

- Meet with the instructor
- If not resolved with the instructor, contact the department coordinator (the instructor will provide this information)
- If not resolved with the department coordinator, request a meeting with the Executive Dean
- If the outcome does not meet resolution, contact the SRRO.

Non-Academic concerns such as: Title IX or a CARE issue, contact the SRRO directly.

As a student, you are expected to comply with the general law, campus policies and regulations. The College’s Student Code of Conduct expects students “to be good citizens and to engage in responsible behaviors that reflect well upon the college, to be civil to one another and to others in the campus community, and contribute positively to student and college life.” See the Code of Student
Student Learning Outcomes

Texas Higher Education Coordinating Board (THECB) 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 polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Cedar Valley Student Learning Outcomes

1. Classify and manipulate functions and their graphs. (THECB #s 1 & 3)
2. Find the factors and zeroes of polynomials with real coefficients. (THECB #s 2 & 4)
3. Solve exponential and logarithmic equations including applications to growth and decay. (THECB #2)
4. Use matrices to solve systems of equations and application problems. (THECB #5)

Texas Core Objectives

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making

6. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

MATH 1324 develops Critical Thinking, Communication, and Empirical and Quantitative Skills by requiring students to solve and analyze applications of various functions to management, economics, and business.