

**DMAT 0097. Section**  
**Algebra Fundamentals I (Individualized/Computerized)**  
**Fall 2008**  
**8/25/08 – 12/11/08**

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Meeting Time:  
Credit Hours: 3 Semester Hours  
Prerequisites: DMAT 0090, DMAT 0096, or appropriate assessment test score

Professor:  
Email:  
Office Phone Number:  
Office Number:  
Office Hours:  
Division: Business, Computer Science and Mathematics  
Office Hours: M – R 7:30 am – 8:30 pm, F- 7:30 am – 5:00 pm  
Office Phone: 214-860-8645  
Office Number: W210

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Course Materials/Supplies Needed

INTRODUCTORY & INTERMEDIATE ALGEBRA, WRIGHT (HAWKES LEARNING), ISBN # 0918091977  
TEXTBOOK, PENCIL, PAPER

Course Description:

This is a course in introductory algebra that includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations, and simple exponents.

Educational Outcomes:

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

1. real numbers
2. linear equations and inequalities
3. graphing and linear systems
4. exponents and polynomial
5. factoring and applications

Course Content:

Chapter 1 Real Numbers  
Chapter 2 Algebraic Expressions, Linear Equations and Applications  
Chapter 3 Formulas, Applications, and Linear Inequalities  
Chapter 4 Straight Lines and Functions  
Chapter 5 Exponents and Polynomials  
Chapter 6 Factoring Polynomials

Note: The instructor may omit certain topics in these chapters.

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Withdrawal Policy (with drop date):

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar's Office by **November 13, 2008**. Failure to do so will result in your receiving a performance grade, usually an "F." Students often drop courses when help is available that would enable them to continue. Please discuss your plans with your instructor if you feel the need to withdraw.

If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped.

## **STOP BEFORE YOU DROP**

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, you may access: <https://www1.dcccd.edu/6drop>

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### **Class Schedule:**

You will be given a calendar at the beginning of the semester that lists when all Homework assignments and Tests are due. Please follow this calendar and do not get behind as you are subject to penalties for late assignments.

SPECIAL NOTE: ALL Homework and Tests must be completed the week before your final exam. The only thing you are allowed to take during final exam week is your exam itself.

### **Evaluation:**

Homework (Certify)	20%	A = at least 90%.
Tests:	80%	B = at least 80%
4 Chapter tests and 1		C = at least 70%
Comprehensive Final Exam		E = at least 60%
		F = less than 60%

### **ACCESS CODE**

In order to begin work in this class you must have an access code. Your access code is given to you online by entering the license number found on the back of the CD sleeve of the software. There is a separate handout with detailed instructions about getting your access code using your license number. You cannot begin working in this class until you have purchased the software and have this access code.

### **CLASS TIME**

Class time will be spent working on the lessons on the computer. You will work through each section by going through the instruct, practice and certify buttons using the computer software program. Here is a brief overview of those three main components of the program:

Instruct will do just as it says; instruct you in the material of that section. There is sound available; the computer will read the text to you if you have headsets to wear (you will have to insert your cd rom to hear the sound). It will work demonstration problems and sometimes ask you to participate in problems.

After the instruction mode you can move to practice. These are unlimited problems to work for practice. There is a button at the bottom called "tutor" that you can press at any time to get step by step instruction on how to complete a problem. I will be in the room at all times and can give you assistance at any point in time.

Last in each section is certify. This is the component that you will be given a grade on for your homework. The computer will generate 10-20 problems of which you must correctly answer 80% to get credit for the section. You will either get full credit or no credit for each section. The computer will tell you how many problems you must answer to get credit; this will depend on how many total problems there are. For example, if there are 10 problems you must answer 8 correctly to get credit (8 is 80% of 10). You can make as many attempts as you need to certify in any section. The goal is that you learn the material before moving on. As long as you certify in a section (get 80% of the problems correct) you get the full points possible for each section. If you do not certify in any section you will get a zero for that section. Students may not skip sections and no test can be taken until sections listed are completed.

After you certify in each section you will be given a certification code. You should save this code onto a floppy disk or a thumb drive and print out the certificate. This code must then be registered into my grade book in order for you to receive credit for it. You must register your code on or before the due date to be considered on time, no matter when you completed the lesson. Details on how to register certification codes are on the same handout as how to get your access code.

You will be given a calendar that gives the due dates for each section and when the practice tests and tests will occur. Late work will be penalized according to the following schedule.

Late penalties for homework is scaled as such:	up to 1 day late	5%
	up to 3 days late	10%
	up to 5 days late	20%
	more that 5 days	50%

If you feel you cannot keep up with the calendar and finish the course in one semester, there is an option to take two semesters and only do half of the work in each semester. See me about this option.

Alternately, feel free to work ahead and finish the course early. If you finish in 8 weeks or less you have the option of registering for the next course and you can do two courses in one semester.

### **PRACTICE TESTS**

After you complete the sections required for a test you should take a practice test before you take the actual test. The computer will generate a practice test for you based on what sections you want to test over and how many problems you want to take. You should set your test up for the sections that will be on the test you are about to take and for 20 problems. The program is in the software and is called Web Test, and it is actually called a "Self-Diagnostic Test". The computer will grade your test and give you feedback on where your strengths and weaknesses are so that you can prepare for the real test. You can take the practice test as many times as you want or need to in order to prepare for the test.

### **TESTS**

When you have finished certifying in all the lessons and taken your practice test you are ready to take your test. You have one week from the scheduled date of the Practice Test to take your test in the Testing Center. If you do not take the test within one week, a zero will be awarded. Tests are administered in the testing center. You must have a Mountain View student ID in order to take a test in the testing center. At the desk you will need to give them three pieces of information: your instructors name, the course that you are enrolled in, and the test number that you need to take. Please have that information available so that you take the correct test. All tests must be taken by the last week of classes.

### **FINAL EXAM**

The final exam will be comprehensive and administered in the classroom. The date is on your calendar.

I will calculate your test average using the best 4 of your 5 test scores.

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### **Cell phones, electronic devices and pagers:**

Students are expected to turn off all cell phones, electronic devices and pagers during class time.

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### **Instructor Attendance Policy:**

Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early.

*Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.*

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### **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. This class **may** be repeated for the third or subsequent time without paying the additional tuition. Third

attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: [https://www1.dcccd.edu/cat0506/ss/oep/third\\_attempt.cfm](https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm) .

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### **Financial Aid:**

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid **will not** be granted to students who have been certified as not attending by the certification date. For this lecture class, your physical participation in class, on or before the certification date, will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses. Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

If you are receiving financial aid grants or loans, you must begin attendance in all classes. 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.

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### **The Texas Success Initiative (TSI)**

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. 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. Additional information is available at [https://www1.dcccd.edu/cat0506/admiss/tsi\\_requirements.cfm](https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm) .

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### **Academic Honesty:**

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at <https://www1.dcccd.edu/cat0406/ss/code.cfm> .

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### **ADA Statement:**

Mountain View College and the Office of Special Services are committed to upholding the laws and the spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) signed in 1990.

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### **Religious Holidays:**

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

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### **Disclaimer Reserving Right to Change Syllabus:**

The instructor reserves the right to amend this syllabus as necessary.

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### **Inclement Weather Statement:**

In the event of severe weather conditions, please listen to local radio or television stations for information concerning official closing of Mountain View College facilities. You can also call the inclement weather hotline at 214-860-8888, or check for updates on this web site. Decisions for evening classes will be made by 4:00 pm.

# INTRO & INTERMEDIATE ALGEBRA STUDENT DIRECTIONS

Purchase the software required by your instructor. Please note that once you open the package, the materials are **NOT** refundable.

## TO INSTALL THE SOFTWARE AT HOME:

1. Place CD #1 – Installation Disc in the CD-ROM drive. (CD#1 is the only CD needed for the installation.)
2. The installation will begin automatically. Follow the on-screen instructions.
3. You will be prompted to enter an **HLS Course ID**.  
-If you have internet access, select “Yes, the Course ID is:” and enter **MountainviewCOMBO** in the box provided.  
-If you do not have internet access, select the option that says “No, I will not be accessing an online gradebook from this computer.”

## TO GET YOUR ACCESS CODE:

1. There are two ways to get your access code. Either go to [www.hawkeslearning.com](http://www.hawkeslearning.com) and click on “**get your access code**” or click on the “**I need an access code link...**” from the software.
2. Fill out the form (including your 15-digit license number from the yellow sticker on the CD sleeve). Click on the submit button and your personalized access code will appear on the screen. You will also receive an e-mail with the access code in the body of the text and as an attachment called “access.cod” which you should save to a floppy disk or another option.

## TO ENTER THE SOFTWARE AND SAVE YOUR ACCESS CODE:

1. Double-click on the purple diamond icon on your Desktop (or go to Start, Programs, Hawkes Learning Systems).
2. Enter your access code when prompted. You may type it, paste it, or load it from a disk (if you saved it from e-mail) by clicking the “Load From Disk” option and browsing to the path where you saved it. If you type or paste your access code, you will be prompted to save it. Save your access code to a floppy disk or another option to avoid typing it each time.

## TO ENROLL IN YOUR INSTRUCTOR’S GRADEBOOK:

1. **If you have internet access** and have entered your HLS Course ID (which is **MountainviewCOMBO**), you will automatically be asked to enroll in your instructor’s gradebook the first time that you log in to the software. Choose your instructor’s name and the correct section from the pull-down menus.
2. **If you do not have internet access** on the computer where the software is installed, you will need to enroll in your instructor’s gradebook by going to [www.hawkeslearning.com/MountainviewCOMBO](http://www.hawkeslearning.com/MountainviewCOMBO). After entering your Access Code, you will be prompted to choose your instructor’s name and the correct section from the pull-down menus.

## TO CERTIFY (DO YOUR ASSIGNMENT IN THE SOFTWARE):

1. The **Certify** option is where you will complete your assignment.
2. After certifying, you will be given a certification code (this verifies that you completed your assignment). It is recommended that you print and/or save your certification code.
3. **a. If you have internet access**, you should receive a message that says your certificate has been submitted in your instructor’s gradebook. You are now done with that assignment! If you do not receive this message, follow the directions under “**b.**”  
**b. If you do not have internet access**, you will need to manually submit your certification code on the internet to get credit for your assignment in your instructor’s gradebook. To do this,
  - Go to [www.hawkeslearning.com/MountainviewCOMBO](http://www.hawkeslearning.com/MountainviewCOMBO) and log in using your access code.
  - Click the [Submit Certificate\(s\)](#) tab option.
  - If you saved your certification code to a file, click “Browse” to find your code and click “Submit Certificate”. If you have a paper copy of your certificate, click the “Type or Paste” tab, select the lesson you have certified in, type in your code and click “Submit Certificate”.You will need to perform these steps after you Certify to get credit for each of your assignments.

**\* Be sure you submit your Certification Code ON or BEFORE the due date to get credit for the assignment.**