HCC | HOUSTON COMMUNITY COLLEGE

**Division of College Readiness
Developmental Math Department**
https://learning.hccs.edu/programs/developmental-mathematics

MATH 0324P: Basic Concepts for Business Math
Lecture | #20231
Spring 2021 | 16 Weeks (1.19.2021-5.9.2021)
Online Anytime
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor:	Victor Hernandez	Office Phone:	713-718-6493
Office:	SJAC Building, Room 369	Office Hours:	MW 10-11am; TR 4-5:30pm
HCC Email:	victor.hernandez7@hccs.edu	Office Location:	Central College Math Dept

HCC is offering **FOUR** ways to learn during the Spring 2021 Semester. Descriptions of each type of courses can be found at: : https://www.hccs.edu/campaigns/college-your-way/

Online Anytime
Students enrolled in this class take classes online at any time. This is a traditional online classes and students never come to campus. Look for the code WW when reviewing the updated schedule. Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact
It is best to communicate with me through the Canvas Inbox. Due to the volume of online communication that occurs during online and flexCampus class, contacting me through normal email might mean that I do not see your message quickly enough for a timely response but the Canvas inbox ensures that messages are properly handled. Students can expect a response from me within 24 hours on weekdays. Any email sent on Sunday, Saturday, or after 5pm on Friday will receive a response by the end of the day Monday.

Due to restrictions placed on the campus due to COVID-19 quarantine measures, in person meetings will not take place at the start of the semester. If the situation remains stable or improves, in person office hours may be announced at that time.

What's Exciting About This Course

This course has been designed to guide students to the basic skills that are necessary to succeed in a Business Mathematics course. So, while the material is the arithmetic and

algebra that you would expect to see in a typical math course, it is arranged to be directly relevant to learning, understanding, and succeeding in Business Math.

My Personal Welcome

I look forward to working with you through this course. I love math and it is the best part of my job to help you understand that which I enjoy.

Prerequisites and/or Co-Requisites

MATH 0324P requires either a TSIA ABE level 5 or 6 **OR** TSIA Math Score 336 – 349 with Intermediate Algebra Diagnostic Score 0 – 3 **OR** Math 0106: Pass with "C" or better.

MATH 0324P is a prerequisite to MATH 1324.
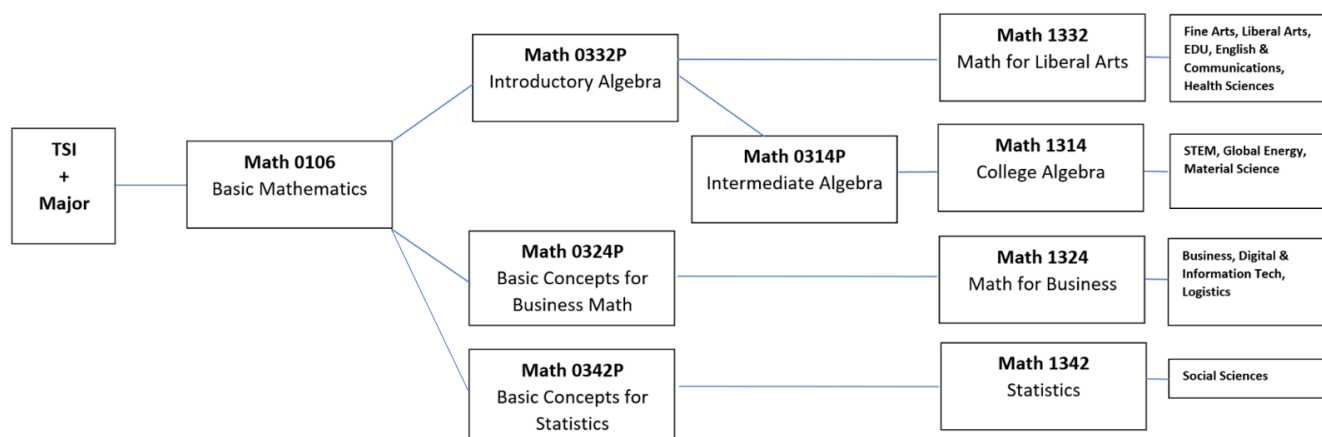
Canvas Learning Management System

This section of MATH 0324P has associated with it a course in Canvas (https://eagleonline.hccs.edu) Students of this online class are required to regularly access Canvas to watch video lectures and complete their readings, assignments, and exams. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

Scoring Rubrics, Sample Assignments, etc.
Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/login/ldap

Instructional Materials

Textbook Information
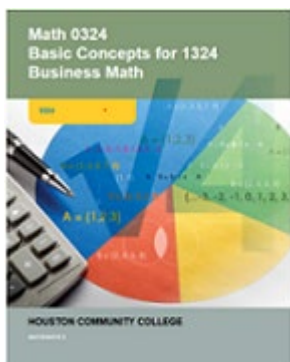
The textbook listed below is *required* for this course.
Basic Concepts for Business Math (Custom edition by McGraw Hill Publishing).
ISBN: 978-1-26-40939-39 (textbook and access code)
ISBN: 978-1-26-40890-86 (access code with e-book)

While you might find it useful to have one, a physical copy of the textbook is not required. An electronic copy has all of the same material and is acceptable for use in this class.

Temporary Free Access to E-Book

This course has associated with it a Connect Math course. You can access the e-book online through Connect Math. Connect Math is also required to complete homework. Full instructions for using Connect Math are found in our Canvas Course.

To access the Connect Math course, including temporary free access to the online eBook, follow the instructions on using the Financial Aid Course Code found in our Canvas course

Other Instructional Resources

Tutoring
HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.

Libraries
The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction
Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students/supplemental-instruction/.

Course Overview

Math 0324P: Basic Concepts for Business Math is a developmental math course whose topics include: An intro to real numbers including the order of operations with integers, decimals and fractions; An intro to algebra including the simplification and solving of linear equations in one variable along with the use and manipulation of formula; Graphs of linear equations in two variables, slopes, and intercepts; An intro to functions with a focus on function notation using linear, quadratic, and exponential equations; Polynomials including their addition, subtraction, multiplication, division, and basic factoring; and Linear inequalities in one variable and in two variables; A departmental final examination must be passed with a score of 60% or more in order to pass the course.

Core Curriculum Objectives (CCOs)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.
- **Critical Thinking Skills**: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Program Student Learning Outcomes (PSLOs)

During courses in the developmental math program students will
1. Engage in problem solving strategies, such as organizing information, drawing diagrams, and modeling.
2. Use symbolic representations to solve problems. This includes manipulating formulas, solving equations, and graphing lines.
3. Learn the foundational mathematical skills that will enable a student to successfully complete a college level math course.

Course Student Learning Outcomes (CSLOs)

Upon completion of MATH 0324P, the student will be able to:
1. Identify and apply properties of real numbers and perform accurate arithmetic operations with numbers in various formats.
2. Demonstrate the ability to manipulate/simplify algebraic expressions and formulas,
3. Solve linear equations in one variable with appropriate techniques.
4. Demonstrate the use of elementary graphing techniques as well as use of proper set or interval notation for linear equations and inequalities in two variables.
5. Solve systems of equations by various methods.
6. Recognize, interpret and manipulate functions along with linear, quadratic, and exponential models.

7. Add, subtract, multiply, divide polynomials as well as demonstrate elementary techniques for factoring polynomials.

Learning Objectives

Upon completion of MATH 0324P, the student will be able to:
1. add, subtract, multiply, and divide real numbers as well as apply the order of operations to simplify expressions of real numbers
2. simplify algebraic expressions
3. solve linear equations
4. manipulate and evaluate formulas
5. graph linear equations by plotting points, plotting intercepts, and using the slope.
6. use function notation and evaluate functions
7. model situations with linear, quadratic, or exponential functions
8. use rules for integer exponents
9. add, subtract, multiply and divide polynomials
10. apply elementary factoring techniques to factor polynomials.
11. solve systems of linear equations
12. express solutions to linear inequalities in one variable by interval notation or graph.
13. express solutions to linear inequalities in two variables by set notation or graph.

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Math cannot be learned by merely reading or hearing about it, you must spend the time to practice. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:
- Reading the textbook
- Attending class
- Completing assignments
- Participating in class

There is no short cut for success in this course; it requires time and dedication.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**
- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Exams

This course has 4 Module Exams whose tentative dates are given in the calendar below. Notes and books are not allowed during any exams. A basic 4 function (not graphing or scientific calculator) will be allowed ONLY on the final exam, not any of the module exams. Use of any unauthorized material during exams is considered cheating and any student found cheating in any way will receive an F for the course then referred to the Dean of Students.

There are no makeups for missed exams but the lowest exam will be dropped from your grade calculation. The calendar on the following pages contains all scheduling information for the dates and times of the exams for this class.

The Developmental Math Department is requiring the remote proctoring of examinations (including the Final Exam) to ensure the integrity of the assessment process and to prevent acts of academic dishonesty. In this course, in addition to a reliable internet connection, you will be required to have hardware that meets the following minimal requirements:

a) A functioning webcam and microphone, and
b) A computer with operating system that is capable of running the Respondus LockDown Browser and Respondus Monitor.

Final Exam

All students will be required to take a cumulative departmental final exam consisting of 33 multiple-choice questions. Any student that does not complete at least 60% (20 of 33) of the items correctly on the final exam will receive a failing grade in the course (departmental policy). If a student does complete at least 60% of the items correctly on the final exam, their grade will be determined by the grading formula stated below.

Grading Formula

Homework	15% of your grade
Highest of 4 exams	20% of your grade
Second highest of 4 exams	20% of your grade
Third highest of 4 exams	20% of your grade
Final Exam	25% of your grade

Grade	Percent
A	90% +
B	80% - 89%
C	70% - 79%
F/IP	0% - 69%
FX	Excessive absences

Developmental Math Department Grading Policy:

The grade of **D** is not allowed in developmental math courses. The grade of **FX** is given when a student fails due to lack of attendance. Any student that has failed this course for the first time is eligible to receive an IP. Any subsequent failures will receive an F. A grade of **W** may be given on or before the official withdrawal date but not at the time of final grade submission.

HCC Grading Scale can be found on this site under Academic Information:
http://www.hccs.edu/resources-for/current-students/student-handbook/

Course Calendar

Module 1	Study Time	Jan 19- Feb 25 (originally Feb 18th, changed due to weather)
	Homework Due	Thursday Feb 25 at 11:59pm (originally Feb 18th, changed due to weather)
	Exam Window	Friday Feb 26 6am-11:59pm (originally Feb 19th, changed due to weather) (1 attempt, any 90-minute block during this window)
	Other Notes	Monday Feb 15th is an HCC holiday
Module 2	Study Time	Feb 27- Mar 11
	Homework Due	Thursday Mar 11 at 11:59pm
	Exam Window	Friday Mar 12 6am-11:59pm (1 attempt, any 90-minute block during this window)
	Other Notes	Mar 13-20 is an HCC Holiday (Spring Break)
Module 3	Study Time	Mar 21 - Apr 15
	Homework Due	Thursday Apr 15 at 11:59pm
	Exam Window	Friday Apr 16 6am-11:59pm (1 attempt, any 90-minute block during this window)
	Other Notes	Apr 2 is an HCC holiday; Apr 6 is the last day to drop the class
Module 4	Study Time	Apr 17- May 6
	Homework Due	Thursday May 6 at 11:59pm
	Exam Window	Friday May 7 6am-11:59pm (1 attempt, any 90-minute block during this window)
	Other Notes	None
Final Exam	Study Time	Cumulative Exam, you've been studying for it all semester.
	Homework Due	No more homework, it's all done by now.
	Exam Window	Thursday May 13 6am - Friday May 14 11:59pm (1 attempt, any 120-minute block during this window)
	Other Notes	Final is 33 multiple choice questions. This is the only exam on which you can use a calculator. It must be a basic calculator, graphing and scientific calculators are not allowed.

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

There are no make-up exams in this class. The lowest exam grade (which includes a zero from a missed exam) will be dropped. The lowest 3 homework grades (which include zeros from missed assignments) will be dropped.

Academic Integrity

All forms of academic dishonesty including, but not limited to cheating, plagiarism, and collusion are serious offenses. Any student found cheating in any way during this course will be immediately dropped from the course with the grade of F.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance): http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/

Attendance Procedures

Since we do not have regular class meetings, attendance is not taken for this class but regular progress is expected. If a student does not complete any work or reach out to the instructor for a period of 2 weeks, the student can be dropped from the class. The last day to withdraw from this course is April 6, 2021

Student Conduct

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. I take this responsibility very seriously and will inform members of the class if their behavior makes it difficult for me to carry out this task. Students that behave disrespectfully to others will be asked to leave the class for the day.

Electronic Devices

Personal communication devices are to not be on the student desk, in a student's hand, or lap during examinations. Usage of such devices, along with headphones, is expressly prohibited during examinations and will be considered cheating.

Per department policy, Math 0324P students will be allowed the use of a basic calculator during the departmental final exam. Students should provide their own basic calculator. Scientific and graphing calculators are prohibited.

The use of any calculator during any exam other than the departmental final exam is prohibited and will be considered cheating (see academic integrity section above).

Developmental Math Program Information

For more information on the developmental math program visit: https://learning.hccs.edu/programs/developmental-mathematics

HCC Policies

Here's the link to the HCC Student Handbook http://www.hccs.edu/resources-for/current-students/student-handbook/   In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. ̶EGLS3 surveys are not offered during the Summer semester due to logistical constraints.
http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/

Campus Carry Link

Here's the link to the HCC information about Campus Carry:
http://www.hccs.edu/departments/police/campus-carry/

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (http://www.hccs.edu/departments/institutional-equity/)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to http://www.hccs.edu/support-services/disability-services/

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/

Department Chair Contact Information

Chair of Math	Susan Fife	SW Campus	713-718-7241	Stafford, Scarcella, N108
- Admin. Assistant	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
- Admin. Assistant	Christopher Cochran	SW Campus	713-718-2477	Stafford, Scarcella, N108
Math Assoc. Chair	Jaime Hernandez	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Math Assoc. Chair	Mahmoud Basharat	NW Campus	713-718-2438	Katy Campus Building, Rm 112
Math Assoc. Chair	Emmanuel Usen	NE Campus	713-718-8062	Northline, Rm 324

Developmental Math Courses

Chair of Dev. Math	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
- Admin. Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Hien Nguyen	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Jack Hatton	SW Campus	713-718-2434	Stafford, Learning Hub, Room 208

For issues related to your class, please first contact your instructor.
If you need to contact departmental administration, then contact the appropriate Associate Chair.
If further administrative contact is necessary, then contact the appropriate Department Chair.