



Basic Concepts for Busi Math-14056

MATH-0324P

S1 2021 Section 764 3 Credits 06/07/2021 to 07/11/2021 Modified 05/24/2021

Course Meetings

Meeting Days

Monday through Thursday

Meeting Times

8am-10:14am

Meeting Location

Online through WebEx in Canvas

Welcome and Instructor Information

Instructor: Victor Hernandez

Email: victor.hernandez7@hccs.edu

Office: SJAC 369

Phone: 713-718-6493

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.

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 an online 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.

Office Hours

Wednesday, 2:00 PM to 4:30 PM, SJAC 369

While the above are in person office hours, I also have virtual office hours on Fridays 8-10:30am. To access those, log into our Canvas course, click on the CISCO WEBEX link on the left side of the home screen, then click the OFFICE HOURS link at

the top of the page. You can then select which time slot you would like to take and you will receive an email with a link that will allow you to access that appointment at that time.

Course Overview

Course Description

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.

Requisites

Placement by state required entrance exam.

Math 0324P is a prerequisite to Math 1324.

Developmental Math Department

[Learn more about the Developmental Math Department \(https://learning.hccs.edu/programs/developmental-mathematics\)](https://learning.hccs.edu/programs/developmental-mathematics)

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:** 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.
- **Quantitative and Empirical Literacy:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Student Learning Outcomes and Objectives

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.

Departmental Practices and Procedures

The Developmental Mathematics Department has specific expectations for calculators, proctored exams, grading policies and the final exam. Refer to the Course Requirements and Devices sections below.

Instructional Materials and Resources

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bnccollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses.

Basic Concepts for Business Math

Author: McGraw Hill Publishing

Publisher: McGraw Hill Publishing

Edition: Custom edition

ISBN: 978-1-26-40939-39 (textbook and access code)

ISBN: 978-1-26-40890-86 (access code with e-book)

While you are required to have this textbook for this class, you may choose to purchase a physical textbook or use the e-book version. Use the appropriate ISBN number above to search for the material that you will use.

Temporary Free Access to E-Book

To get temporary free access to a digital version of the text for fourteen days you should log into our Canvas course, click on the [CLICK HERE FOR CONNECT](#) link toward the bottom of the home page, then follow these steps

1. Click on the gray CONNECT MATH button.
2. Proceed as a new Connect Math user.
3. Continue with the registration process until your account has been set up successfully.
4. On the Apply Access page, enter the 20 character Financial Aid Access Code 4F062-6A8CD-79293-34965 and click "Continue."
5. Next you will see a page with the date your temporary access expires, click "Continue."
6. You will arrive at the My Classes page where you can click on our M0324P course to access the e-book and assignments.

✓ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Module Exams	60%	See the calendar for a breakdown on what is on each exam	<p>You will have 4 module exams.</p> <p>If an exam is not taken you will receive a grade of 0 for that exam. This course does not allow make up exams, rather, ONE missed exam is dropped from your grade calculation. If you miss a second exam, it will remain a 0 in your grade calculation.</p> <p>If you do not miss ANY exams, I will drop the lowest grade of the 4 exams from your grade calculation.</p>
Homework	15%	See each assignment for the section each one covers.	<p>In this online class we will be using an online homework service called Connect Math where there is a homework assignment for each section that we cover in our textbook. All homework for a module is due at 11:59 pm the night before the module exam as shown on the course calendar</p> <p>Homework assignments not completed by the deadline are assigned a grade of 0. The 3 lowest homework assignments, including zeros from missed assignments, will be dropped from the grade calculation.</p>
Final Exam	25%	Cummulative	<p>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.</p>
Extra Credit	0%	Study guides	<p>In this course you will have 4 chances for extra credit, once for each module. To earn this extra credit you will be making a study guide for the material in each module. I have made some template forms that walk you through what it takes to make a good study guide. You can find those in our Canvas Course in each Module.</p> <p>If you complete the template for a module and submit them by 11:59pm the night before the module exam, you will earn up to 10 extra points on that exam, A partial/incomplete study guide will earn less than 10 points depending on how much has been done. No extra credit will be given for late submissions.</p> <p>Note that extra credit is marked as being worth 0% of your grade but that is only because it is not a separate grade, it is added to the module exam grade. For more details on extra credit assignments see our Canvas Course.</p>

Grading Formula

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

Grade	Range	Notes
A	89.5 and above	

Grade	Range	Notes
B	79.5 to 89.49	
C	69.5-79.49	
F/FX/IP	Anything below 69.5	<p>The grade of D is not allowed in developmental math courses.</p> <p>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. None of these are passing grades.</p> <p>A grade of W may be given on or before the official withdrawal date but not at the time of final grade submission.</p>

* Instructor's Practices and Procedures

Missed Assignments/Make-Up Policy

If an exam is not taken you will receive a grade of 0 for that exam. This course does not allow make up exams, rather, ONE missed exam is dropped from your grade calculation. If you miss a second exam, it will remain a 0 in your grade calculation.

If you do not miss ANY exams, I will drop the lowest grade of the 4 exams from your grade calculation.

This policy applies to the 4 module exams, the final exam cannot be dropped.

A similar policy applies to homework. Homework assignments not completed by the deadline are assigned a grade of 0. The 3 lowest homework assignments, including zeros from missed assignments, will be dropped from the grade calculation.

You do not need contact me about dropping an exam or assignment, I take care of that automatically.

Academic Integrity

All forms of academic dishonesty including, but not limited to cheating, plagiarism, use of prohibited materials and collusion are serious offenses. Any student found cheating in any way during this course will receive the grade of F in the course and is asked not to return to class. In addition, a note of academic dishonesty will be made to the office of Dean of Students which may take further disciplinary action as appropriate to the situation.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
[\(https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/\)](https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

Attendance Procedures

Attendance is taken daily in class. Attendance will not be used when computing your average in this class, however, being absent for more than 4 days in a semester is grounds for being withdrawn from the course. The last day to withdraw from this course is June 28, 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.

Instructor's Course-Specific Information

Messages/Emails:

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.

Grades:

Because our homework is through Connect Math, grades and feedback are available as soon as you complete the assignment. Exam grades will be posted within 48 hours of the due date, though often sooner.

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)

Faculty Statement about Student Success

Here's a word of caution for those of you who are taking your first online course. This course will require you to spend AT LEAST the same amount of time as a face to face class, and some students find that an online course takes more time. The following tips will substantially help improve your chances of passing this course:

- Log in to the course daily to read any messages or announcements.
- Keep up with the Course Calendar and the due dates.
- Come to lecture or watch the recorded lectures if you had technical issues.
- Complete the assignments according to the instructions and submit them on time.
- Contact the professor if you have any questions or problems.
- Practice, then practice more, and once you truly believe that practiced enough practiced even more.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Instructional Modalities

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

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 or FX. A grade of W may be given on or before the official withdrawal date but not at the time of final grade submission.

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://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 \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement

(<https://www.hccs.edu/departments/institutional-equity/> (<https://www.hccs.edu/departments/institutional-equity/>))

Ability 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 <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-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 (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<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/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

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.

Additional time will be required for written assignments. 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 in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <http://www.hccs.edu/online/> (<http://www.hccs.edu/online/>)

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> (<https://eagleonline.hccs.edu/login/ldap>)

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 during office hours, and 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 \(http://www.hccs.edu/resources-for/current-students/student-handbook/\)](http://www.hccs.edu/resources-for/current-students/student-handbook/)

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System \(http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/\)](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) 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/> (<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

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.

Student 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 \(http://www.hccs.edu/resources-for/current-students/tutoring/\)](http://www.hccs.edu/resources-for/current-students/tutoring/) 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 \(http://library.hccs.edu/\)](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/ \(http://www.hccs.edu/resources-for/current-students/supplemental-instruction/\)](http://www.hccs.edu/resources-for/current-students/supplemental-instruction/).

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH
(https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

Course Calendar

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.

Week	Date	Material to be covered
1	6/7	Class Introduction 1.1, 1.2
	6/8	1.3, 1.4, 1.5
	6/9	1.6, 1.7, 2.1
	6/10	2.2, 2.3, 2.5
2	6/14	Q&A and MODULE 1 EXAM(1.1-2.5)
	6/15	Go over exam 1, 3.1, 3.2
	6/16	3.3, 3.4, 3.6
	6/17	3.7, 3.8, 3.9
3	6/21	Q&A and MODULE 2 EXAM(3.1-3.9)

	6/22	Go over exam 2, 4.1
	6/23	4.2, 4.3, 4.4
	6/24	4.5, 4.6, 4.7
4	6/28	Q&A and MODULE 3 EXAM(4.1-4.7) (Last day to withdraw)
	6/29	Go over exam 3, 5.1
	6/30	5.2, 5.3,
	7/1	6.1, 6.2
5	7/5	Q&A and MODULE 4 EXAM(Sections 5.1-6.2)
	7/6	Go over exam 4, Final Exam Review
	7/7	FINAL EXAM

Additional Information

Developmental Mathematics Program Information

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

Mathematics Program Information

- HCC Math Student Organizations: Mu Alpha Theta: Application: <https://www.hccs.edu/resources-for/current-students/stem-science-technology-engineering-mathematics/stem-clubs/mu-alpha-theta-application/>

Process for Expressing Concerns about the Course

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.

College Level Math Courses				
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