

DELAWARE COUNTY COMMUNITY COLLEGE
MAT 025 - Arithmetic Review

Basic Course Information

<i>Course Info</i>	<i>Description</i>
Course Title:	MAT 025 – Arithmetic Review
Course Description:	This course is designed for students who wish to strengthen their basic arithmetic skills. Arithmetic topics include addition, subtraction, and multiplication facts, addition and subtraction of whole numbers, and multiplication and division of whole numbers. Students will strengthen their skills during their required class sessions using interactive computer software combined with personalized, on-demand assistance.
Prerequisites:	Appropriate score on the mathematics placement test AND score above minimum entry on the Reading and English placement test AND completion of all ESL courses at the 020 level or equivalent.
Section Details:	Fall 2021, Aug 30-Dec 6, Section 51I, CRN 886, Monday, 6:00-9:00pm, Remote Delivery, Individualized

Instructor Information

Instructor:	George Hartas
Office Number:	Learning Commons
Phone Number:	610.359.5282 (STEM Office at Marple)
Email:	ghartas@dccc.edu (Recommended contact method)
Office Hours:	By Appointment

Course Materials

Access code provided by Delaware County Community College.
Other necessary materials: Notebook to be used for MAT 025 only, pen or pencil, eraser.

Required Technology

Software:

- Internet Browser
 - Canvas supports the use of Internet Explorer 11 and Edge as well as the latest editions of Chrome, Safari, and Firefox.
 - MyLab Foundational Skills supports the use of Chrome, Safari, Fire Fox, and Edge. For more help with browser settings <https://support.pearson.com/getsupport/s/article/Browser-Settings> (Links to an external site.).
 - Honorlock Proctoring supports the use of Chrome.
- Adobe Acrobat
 - Some course files are in Portable Document Format [PDF]. You will need Adobe Acrobat Reader to print them: <http://get.adobe.com/reader/otherversions/> (Links to an external site.)

Hardware:

- A laptop or desktop computer with at least 1GB of RAM and a 2GHz processor. A computer that is less than five years old should meet this minimal requirement.
- Internet speed of 3 mbps is recommended.
- Speakers or headphone.
- A working built-in or external webcam and microphone.

Course Competencies

- Add and subtract single digit whole numbers.
- Multiply and divide single digit whole numbers.
- Add and subtract whole numbers.
- Multiply and divide whole numbers.

Remote/Individualized Learning

- In a remote learning course, every class is conducted through **ZOOM**. Students receive an email from their instructor that gives them the link to attend “class”. The link is the same throughout the semester for every class.
 - Students are in a **ZOOM** waiting room, waiting to enter the “classroom”. Or students are placed in **ZOOM** breakout rooms to complete work on their current module.
- In a remote/individualized mathematics course, the **INSTRUCTOR DOES NOT PRESENT** the course objectives to the class.
 - Students learn the objectives of the course using the resources in MyLab Foundational Skills.
 - Through **ZOOM** meetings, you seek help from your instructor only after you have made a sincere effort to learn an objective using these resources.

- In a remote/individualized mathematics course, the **HELP** is individualized.
 - When you need help learning an objective, meet with your instructor for assistance.
 - Your instructor usually spends no more than five minutes at a time in a **ZOOM** meeting with one student so your questions will be answered quickly.
- Remote/individualized learning is **NOT INDEPENDENT STUDY**.
 - The successful completion of this course is directly related to attendance at the **ZOOM** meetings for the class.
 - Therefore, until you complete ALL required Assignments with a 100% and pass ALL required Post Tests with an 80% and pass the Final Exam with an 80%, you are expected to be present at all of the scheduled class **ZOOM** meetings.
- In a Remote/individualized mathematics course, the **PACE** is individualized.
 - You work at your own pace when completing the objectives of the course.
 - To finish the course before the end of the semester, you should work on your assignments during **ZOOM** meetings **and** outside of class time.

Class Routine

- See **Remote Delivery Procedures** section in Canvas.

Assessment Summary

- **Practice Assignments:**
 - All assignments are completed using MyLab Foundational Skills software and a computer.
 - All work for each of the required problems is to be done in your notebook.
 - You should clearly label each Practice Assignment and number problems in your notebook.
 - You should show all steps for working out each problem.
 - You must score 100% to move onto the next Practice Assignment.
- **Practice Tests (Module 0 only):**
 - A Practice Test is taken after you have completed ALL the assignments on a certain topic.
 - All work for each of the required problems is to be done in your notebook.
 - You should clearly label each Practice Test and number problems in your notebook.
 - You should show all steps for working out each problem.
 - You must score 90% or better to move onto the next Practice Assignment or Post Test.

- **Post Tests:**
 - A Post Test is taken on your computer using MyLab Foundational Skills and Honorlock after you have completed ALL the Practices on a certain topic. (The instructions for using Honorlock are in the Canvas course).
 - You **must** label each problem and show your work on a separate piece of paper.
 - If you score 80% or better, you move on to the next topic's Practice Assignments.
 - If your score is less than 80%, then you **must** go over your work on your Post Test with your instructor. You will then complete another version of the Post Test.

- **Multiplication Facts Test:**
 - The Multiplication Facts Test must be completed after you complete all Module 0 Post Tests.
 - The Multiplication Facts Practice should be completed as many times as needed to help you prepare for this test.
 - Your instructor will also provide you additional resources to help you prepare for this test.
 - You must score 96% on this test in order to move on to Module 1.

- **Final Exam:**
 - The Final Exam must be completed after you complete the last Post Test in Module 1.
 - You will complete the Practice Final Exam to prepare for the Final Exam. You may complete the Practice Final Exam as many times as you need to prepare for the Final Exam. You must score at least a 90% on the Practice Final Exam in order to be allowed to take the Final Exam.
 - Both the Practice Final Exam and Final Exam are taken in Canvas and are not completed using MyLab Foundational Skills software.
 - You must complete the Final Exam with a score of at least 80% in order to earn a passing grade in the course.

- **Module 2 (Optional)**
 - Module 2 includes topics that are not required for successful completion of MAT 025.
 - Once you complete the Final Exam, you may complete the Practices, Practice Tests, and Post Test for this module.

- These topics will be required in the next mathematics course, MAT 050. Completing the assignments and tests in Module 2 should help to better prepare you for MAT 050 (your next required mathematics course.)
- Students who successfully complete the assignments and tests in Module 2 will earn a grade of HP (High Pass) for the course.

Course Grades

<u>Grade</u>	<u>Requirements</u>
HP- High Pass	Complete ALL Assignments with 100%. AND Complete ALL Post Tests with 80% or higher AND Complete the Final Exam with 80% or higher. AND Complete ALL Assignments in the Optional Module 2 with 100% AND Complete the Module 2 Post Test with 80% or higher
P – Pass	Complete ALL Assignments with 100%. AND Complete ALL Post Tests with 80% or higher AND Complete the Final Exam with 80% or higher.
IP – In Progress	Complete at least one Post Test with 80% or higher. AND Have good attendance.
NPA – Non Pass	Student has not completed the course requirements due to lack of attendance.

- Early completion of the course: As this is an individualized course, there is the possibility that you will finish MAT 025 early. If you finish the course early enough in the Spring or Fall semester, you may register for an accelerated MAT 050 for the “B” part of the semester. Otherwise, you should register for MAT 050 during the next term of semester so that you have the full semester to complete the course. We want all students to be successful in MAT 050. Please see your academic advisor for help with registering for the MAT 050 course.

Course Policies and Procedures

Calculator Policy:

In general, cell phones, tablets, laptop computers, and all other electronic devices and technologies with calculation software, memory, or communication capabilities may NOT be used during testing and must be removed from the desk and put away. **No calculators may be used for this course.**

Academic Honesty:

According to the DCCC Student Handbook: “DCCC regards academic dishonesty on the part of students as unacceptable behavior that could result in dismissal. Academic Dishonesty includes, but is not limited to, plagiarism, cribbing or cheating on examinations or quizzes.” Please see the [Student Handbook](#) for more information. The consequences for committing an act of academic dishonesty in this course include receiving an automatic zero for the assignment/quiz without the option of resubmission. I report all instances of plagiarism to the Provost of the College. Additional consequences could include failing the course and expulsion from the College.

ADA Compliance:

Delaware County Community College welcomes students with disabilities and provides reasonable accommodations to those who have self-identified and have been approved by the Office of Disability Services (ODS). Please present your accommodation letter to me as soon as possible so I can support your success. Accommodations **cannot** be granted retroactively. If you have not yet contacted ODS or have questions, please contact the ODS. Students on the Marple campus and online students can visit the office in the Academic Building, room #1335 or contact Ann Binder, Director of Disability Services, at 610-325-2748 or by email at abinder@dccc.edu. Students on Branch campuses can contact Kelly Kiefer, Assistant Director of Disability Services, by email at kkiefer2@dccc.edu or by phone at 484-237-6251. All services are confidential.

Attendance and Withdrawal Policy:

No Show Withdrawal (NS) is initiated by the instructor and is issued for all students who register for a course, but never attend any class during the first week of classes as documented by the Instructor’s attendance records. The NS is issued through the Registrar’s office and refunds are given in accordance with the College’s Refund Policy.

If you choose to do so, you are responsible to withdraw yourself from the course by the student withdrawal deadline for the current term (June 15, 2020). Students are NOT withdrawn from a class because they stop attending, but rather receive a grade that best indicates their level of achievement of all the competencies of the course. Students who withdraw from classes may face significant academic or financial consequences, including paying money back to the College. If you are considering withdrawing from this course, please talk with me first. I can give you an honest assessment of your course progress and likelihood of success. If you receive financial aid, you should also check with Enrollment Central. All students should consult their academic advisor before withdrawing from any course. Also, it should be noted that the privilege of Student Withdrawal is NOT permitted for students who violate the College’s Academic Honesty Policy.

Assessment of Courses:

Delaware County Community College is committed to the continuous improvement of its courses and programs. Student work in this course may be used to determine the extent to which the course, program, or college academic learning outcomes are being met. Student work will be used in a way that preserves the anonymity of the student. If a student's work is used for assessment purposes, the fact that a student's work has been used for assessment will have no impact, positive or negative, on a student's grade.

DCCC's Commitment to Diversity:

Students are expected to show respect for their classmates, themselves, and their instructors by conducting themselves with maturity, demonstrating sincere interest in the ideas of others, and employing good manners. Students are expected to show appreciation for the diversity of backgrounds and skills of their classmates. Violations of equal educational opportunities should be reported according to procedures given in the Student Handbook. General complaint and sexual harassment complaint procedures are detailed in the Student Handbook. Since DCCC serves a diverse community and our students belong to a number of different faith communities, please let me know in advance if assignment due dates conflict with a religious observance.

Student Food Resources:

Any student who faces challenges securing food or other basic needs that may affect their performance in the course is urged to contact a counselor on any campus for confidential support. This will also assist the counselor in suggesting any other resources that the College could provide. Furthermore, please notify your professor if you are comfortable in doing so. This may enable your professor to provide any other means of support throughout the semester. To ask for support when not on campus or to get more information about the resources the College offers send an email to resourcecenter@dccc.edu.

Title IX Statement:

Pursuant to the College's Policy 7.17: Sexual Violence in Accordance with Title IX, VAWA and the Campus SaVE Act, the Title IX policy is to comply with the provisions of Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. Sec. 1681, et. seq., which provides that no person in the United States shall, on the basis of sex be excluded from participating in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal funds, and to further comply with the Violence Against Women Reauthorization Act of 2013 ("VAWA") and its attendant Campus SaVE Act provisions ("Campus SaVE").

The Title IX policy will establish a procedure for recourse, resolution, and rehabilitation of all complainants of all forms of sexual misconduct, while protecting the due process rights of alleged perpetrators of sexual violence, and for resolving any and all such cases in a prompt and equitable manner.

Title IX applies to all **applicants, students, and employees** which requires schools to take steps to prevent and remedy two forms of harassment: **1) Sexual Harassment and 2) Gender-Based Harassment**. If you or someone you know have been discriminated against or harassed **while on any of the College's campuses**, please take a moment to report the incident. Once a report is received, it will be reviewed and assigned a Title IX Investigator for further investigation. Anonymous reporting is allowed under Title IX, however, please note that anonymously submitted reports may limit the College's effectiveness when investigating the Complaint.

Inquiries concerning Title IX should be sent to one of the following Title IX Investigators: (Please click the hyperlink of any of the names below, by location, to report a Title IX Complaint.)

- [Sara Evans - Title IX Coordinator/Investigator](#) (All Campuses)
- [Greg Bockman - Title IX Investigator](#) (All Campuses)
- [Amy Gaudio - Title IX Investigator](#) (Downingtown/Exton)
- [Christine Kohute - Title IX Investigator](#) (Marple Campus)
- [Darren Lipscomb - Title IX Investigator](#) (Marple Campus)
- [Kendrick Mickens - Title IX Investigator](#) (Marple Campus)
- [Sara Steinman - Title IX Investigator](#) (Marple Campus)
- [Orita Stewart - Title IX Investigator](#) (Marple Campus)

Accessing MyLab Foundational Skills

1. Using Google Chrome or Mozilla Firefox, go to **dccc.mylabsplus.com**
2. If you already have a MyLab Foundational Skills username and password

Under Sign In, Enter your DCCC ID (P00xxxxxx) and MyLab Foundational Skills password.
Skip to step 9.

3. If you have never signed into MyLab Foundational Skills before

Under Sign In, click **Forgot your username or password?**



Sign In

Username

Password

SIGN IN

[Forgot your username or password?](#)

4. In the box that says Username, enter your **DCCC ID (P00xxxxxx)** and click **Continue**.

**Delaware County Community College
Request Password Reset**

Forgot your password?

Enter your username

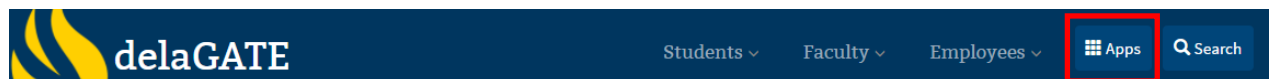
5. Click **Return**.

6. Access your DCCC email

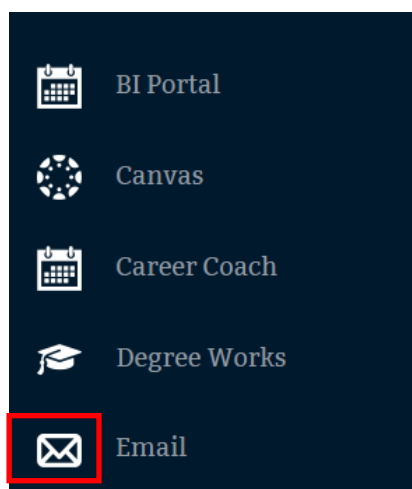
a) Go to <http://delagate.dccc.edu/> and login.

- User Name: DCCC ID (P00xxxxxxx)
- Password:
 - First Time Users: Your birth date (MMDDYY)
 - Existing Student: Your delaGATE password.

b) Once you have logged into the portal, click the APPS icon at the top right of the portal window.



c) Then select the Email Icon from the menu.



d) First-time users will be prompted to set up their DCCC e-mail account.

- e) Agree to the terms of service by clicking on the "I accept. Create my account." button.
 - f) You will see your DCCC e-mail inbox. Your DCCC e-mail address will appear at the top right of the inbox window.
 - g) Click on the email from support@pearson.com with subject Reset your password.
 - h) Click on the link [Reset password](#) in the email to reset your password and follow directions to reset your password and click **Continue**.
7. Click, **Sign into your account**.
 8. Under Sign In, Enter your DCCC ID (P00xxxxxx) and password created in step 6.
 9. At the Welcome Screen, click on your mathematics course under the appropriate semester.
 10. The first time you click on your course, you will need to read the End User License and Privacy Policy. Click **Accept** once you have read and agree with the terms of use
 11. Once you have returned to the **Course Home** page, click **Next Activity** to start your work.

To sign in later:

1. Go to dccc.mylabsplus.com.
 2. Under Sign In, Enter your DCCCiD (P00xxxxxx) and MyLab Foundational Skills password.
 3. Click **Sign In**.
 4. At the Welcome Screen, Click on your mathematics course under the appropriate semester.
 5. Click **Next Activity** on the **Course Home** page to continue your work.

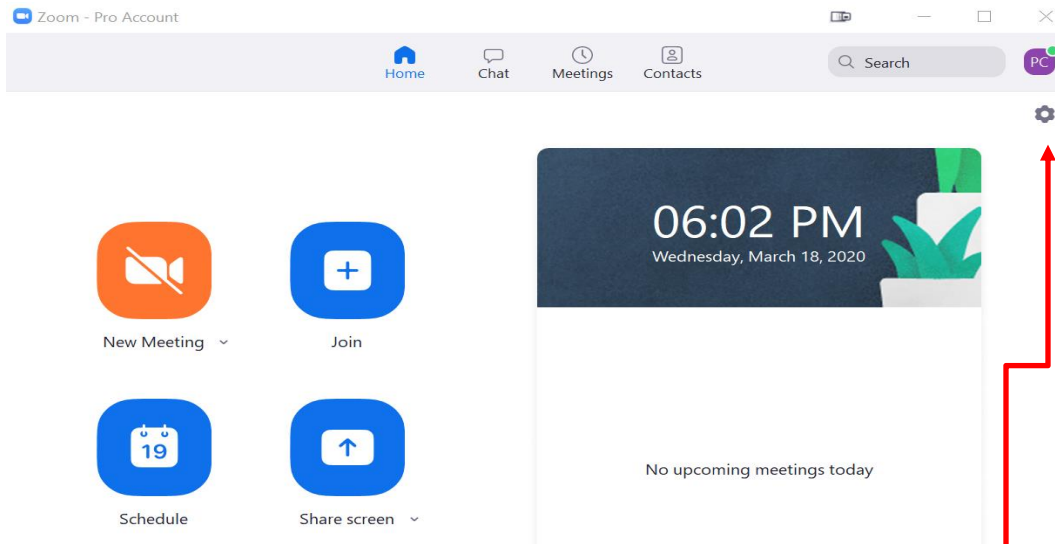
Setting up and using ZOOM



Zoom Instructions when using Laptop or Desktop Computer

1. Download and install the Zoom client from <https://dccc.zoom.us/download>
2. Open the Zoom screen and sign on by clicking *Sign in with SSO*:
3. The Company Domain you have to type is **dccc**
4. Click continue and it will open a webpage where you will sign in with your regular DCCC P00# and delaGATE Password.



5. After you sign in, your Zoom screen should look like this:

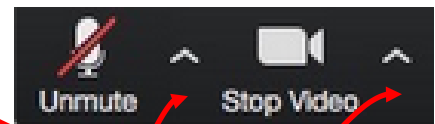


6. Click on the Settings button to make sure your Audio and Video are working.
 - a. In the Settings menu, click  Video and select your Camera from the drop-down menu.
 - b. Then click  Audio to select and test your Speaker and Microphone.

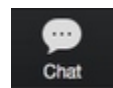
7. If using them, make sure that your earphones or headset are plugged in before you join any meetings. See the directions for joining a meeting below.

8. Once you join the meeting, make sure that your Audio and Video are turned on. The buttons that control Audio (microphone) and Video (camera) are in the bottom left corner of the screen. Look at how Audio is muted but the video is still on in this picture:

If audio or video are not working, click on the small up arrows to select the correct mic, speaker, and camera.



9. If you want to ask a question without talking, you can click on the Chat button in the middle of the bottom of the screen and type your question.

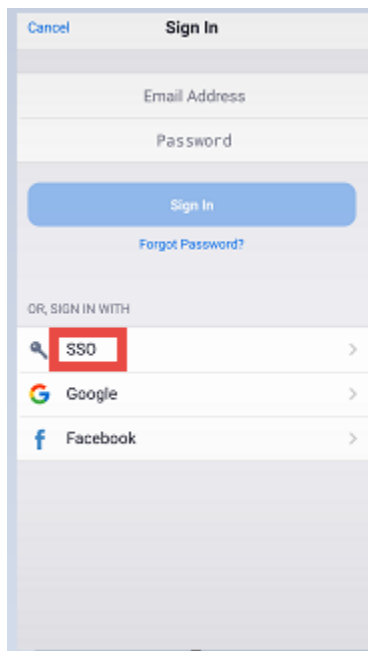


Zoom Instructions when using Smartphone or Tablet:

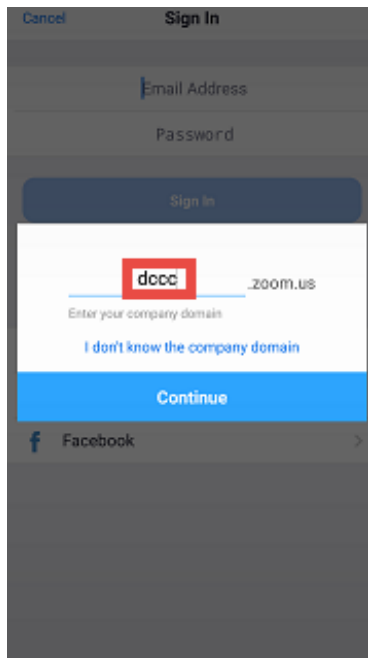
1. Go to the iOS App Store or Google Play, search for ZOOM Cloud Meetings and download and install the app.
2. Open the App, and you will see the following screen, click on Sign In:



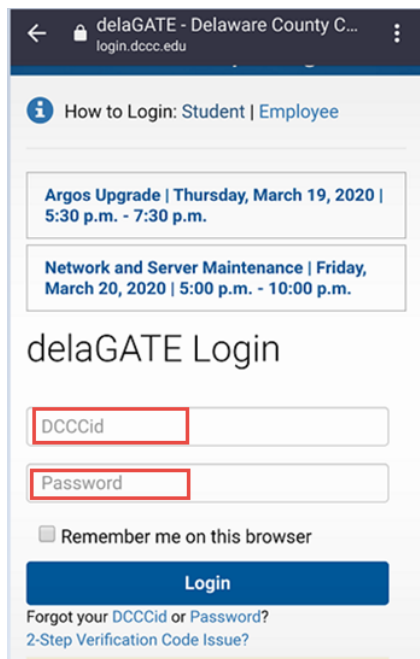
3. Click SSO to sign in.



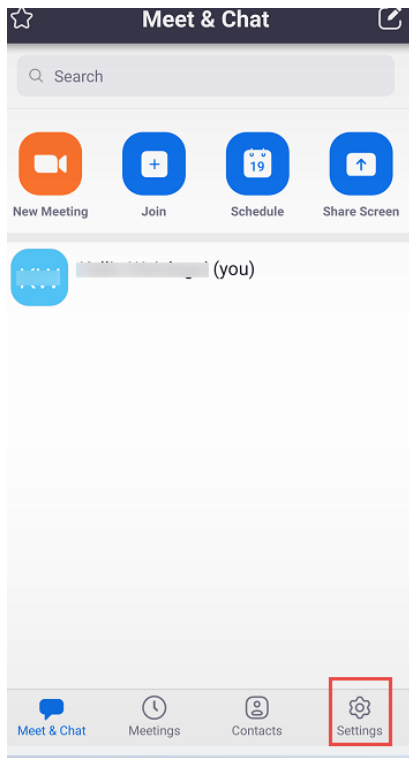
4. Enter **dccc** as the Company Domain:



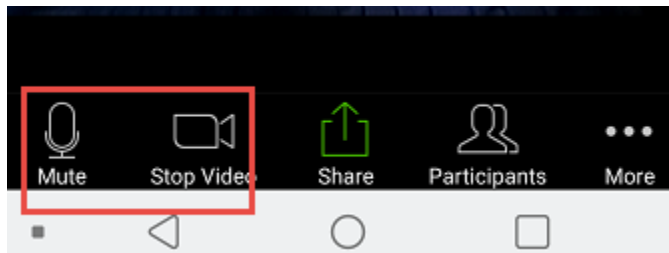
5. Enter your dccc P# and delaGATE password and click **LOGIN**.



6. Once you are logged into zoom, click on **Settings** and then the Meeting option to be sure your video is NOT off and your microphone is NOT muted.



7. If using them, make sure that your earphones or headset are plugged in before you join any meetings. See the instructions for joining a meeting below.
8. Once you join the meeting, make sure that your Audio and Video are turned on.



9. If you want to ask a question without talking, you can use the chat option.

Frequently Asked Questions

Q1: What browser should I use?

A: On a DCCC campus, please use ONLY Google Chrome. At home please use Google Chrome or Mozilla Firefox. Apple computer users may need to download Mozilla Firefox or Google Chrome. Tablet users may need to download the Puffin browser.

You may need to install plug-ins, allow pop-ups, and allow cookies. For more help with browser settings <https://support.pearson.com/getsupport/s/article/Browser-Settings>.

Q2: What do I do if I cannot log into MyLabPlus from campus?

A: Please make sure you are using Google Chrome and following the directions for Accessing MyLab Foundational Skills provided in the syllabus.

If you are still unable to log into MyLab Foundational Skills, contact your instructor.

Q3: What do I do if I cannot log into MyLabPlus from home?

A: Please make sure you are using one of the browsers listed in Q1 and following the directions for Accessing MyLab Foundational Skills provided in the syllabus. If you are still unable to log into MyLab Foundational Skills, please contact Pearson 24/7 Tech Support line (888.883.1299) or go to <https://support.pearson.com/getsupport/s/>.

Q4: What do I do if am unable to see my mathematics course?

A: Check your course schedule in delaGATE to make sure you enrolled in the mathematics course.

If you are NOT enrolled in the mathematics course, you must reregister for the course.

If you are enrolled in the mathematics course, please click the Synch Courses button in MyLab Foundational Skills.



Q5: What do I do if I can get into my mathematics course but I cannot see any content?

A: Please make sure you are using one of the browsers listed in Q1 and have the correct browser setting.

Q6: What do I do if my assignment grades are not being saved?

A: After completing **each** problem, Click **Check Answer**, then Click **Save**.

Q7: Can I use my MyLab Foundational Skills username and password for MyReadingLab, MyITLab, etc.?

A: Currently only some mathematics and science courses are using MyLab Foundational Skills. You would need to create a new username for MyReadingLab, MyITLab, etc., but may use your DCCC email address.

Q8: Can I use my MyReadingLab, MyITLab, etc. username and password for MyLab Foundational Skills?

A: No, please follow directions for accessing MyLab Foundational Skills provided in the syllabus.

Q9: What happens when I get an assignment question incorrect?

A: When you get an **assignment** question wrong a little red x will appear next to the problem number. You can redo any problem by going back to the problem and clicking the **Similar Exercise** button.

FALL 2021

The following information is subject to change and is dependent on the number of COVID-19 cases locally and in the region.

Face Masks

- Face masks are required and should be worn inside any college location at all times.
- Face masks should completely cover the nose and mouth and fit snugly against the sides of the face without any gaps. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
- Masks will be provided by Security if a student or employee comes to any Campus without a mask.
- If a student or employee does not comply with wearing a mask, a member of the College community (Security, faculty member, or any other College staff member) will politely remind the individual of the requirement. If the student or employee complies, they can remain on campus.
- If an individual refuses to wear a mask, Security will discreetly escort the individual off campus. Students who do not comply will be referred to the College's Office of Student Conduct; employees who do not comply will be referred to Human Resources by their supervisor.

Sanitizing and Cleaning Protocols

- All students and employees should wash hands often with soap and water for at least 20 seconds. Hand sanitizer has been placed in every classroom and hand sanitizer stations are located in hallways at all College locations.
- The College will continue with the enhanced cleaning protocols to include but not limited to the cleaning of classrooms, laboratories, and computer labs between classes.

Social Distancing

- At this time, the College has instituted 3 feet of social distancing in all classrooms and locations, with the exception of the Allied Health and Nursing and the Workforce and Economic Development Divisions which have returned to full capacity.

COVID Positive Exposure

- **Vaccinated:** According to CDC (Centers for Disease Control) guidelines, you should quarantine if you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been fully vaccinated. People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.
- **Unvaccinated:** Stay home for 14 days after your last contact with a person who has COVID-19. Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19. If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19. (https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine.html)

Close contact is defined as being within 6 feet of someone who has COVID-19 for **15 minutes or more**; or you provided care at home to someone who is sick with COVID-19; or you had direct physical contact with someone who has COVID-19, [i.e., hugging, kissing, sharing eating utensils]; or someone with COVID-19 coughed or sneezed on you or somehow got respiratory droplets on you. (It is important to note that wearing a mask during the time of exposure does **not** change any of these definitions.)

If you test positive for COVID, immediately contact your instructor/s.