



**Math 0306.150H2, 8-wk Hybrid Class
Mathematical Foundations**

Fall 2025

STEAM Bldg., Room 419

M/W: 8:00-9:20 am; F 10:00-11:20 am

Instructor Information: Mrs. Allison

Email: tallison@com.edu –

Include your course & section in the subject line when emailing.

I usually do not review emails after 5pm.

Office phone: 409-933-8369, 1-888-258-8859 extension 8369

Office: STEAM Bldg., Suite 325, room 12

Office Hours-tentative 2nd 8-wks; Office Location: STEAM 325-12

1. 11:35 am-1:50 pm, Monday/Wednesday
2. 2-3 pm, Monday-location-Tutoring Center (ICB-109)
3. 11:25 am-12:25 pm, Tuesday
4. 11:25 am-12:25 pm, Thursday-location-Tutoring Center (ICB-109)

Required Textbook/Materials

1. Textbook: Prealgebra, 8th edition, by Elayn Martin-Gay.

Textbook Purchasing Statement: e-Book is contained within *MyLab Math* in Brightspace/D2L.

2. Device & Internet Requirements: Access to a dependable desktop or laptop computer with a functioning webcam and a reliable internet connection outside of class is required for completing online assignments. While on-campus computers and internet access are available during designated hours, they are not suitable for online testing due to the lack of a controlled, distraction-free testing environment. Please note that devices such as iPads, tablets, Chromebooks, and smartphones may not work properly with MyLab Math and should NOT be used for online quizzes or exams. Additionally, MyLab Math may not be fully compatible with Safari; if you are using a Mac, please download and use Chrome or Firefox instead.

3. MyLab Math (MLM): MyLab Math, integrated into both D2L math course, includes graded assignments for both Math 0306 and Math 1332. *Opting out of this component means your overall homework average and any online assignments will be zero.*

4. Calculator Requirements: A **TI-30XIIS calculator** is required for this course and can be used for specific 0306 exams and quizzes. This calculator is also required for Math 1332. *TI-30XA calculator is NOT appropriate for this course since it requires a different combination of keystrokes, and a TI-30XS is NOT allowed.*

Important: *Graphing calculators and unapproved calculators are not permitted when testing.*

5. Submission Tools: To submit certain assignments or written work, you will need a free PDF converter app, the Notes app on an iPhone, or access to a printer/scanner for digitizing documents.

6. Handouts: Links to instructional guided handouts will be made available within D2L for the sections covered for that specific exam. These handouts will not be provided in class, so print out the handouts and bring these handouts to class to assist you in following along with the lecture.

Hybrid Corequisite Classes: You are enrolled in an 8-week hybrid 0306/1332 corequisite grouping with in-person classes on **Mondays and Wednesdays from 8:00–9:20 AM and 9:30–10:50 AM**, and on **Fridays from 10:00–11:20 AM**. In this hybrid format, you will complete some portions of the course on campus during required scheduled class times, including face-to-face assessments, while the remaining work will be completed independently through fully online, remote participation.

Course Description: This course prepares students for college-level courses in Quantitative Reasoning. Topics include numeracy and the real number system with emphasis on whole numbers, integers, and rational numbers; rates, ratios, and proportions; percentages; solving linear equations; linear models; data interpretations, including graphs and tables; problem solving; and measurement and geometry. Prerequisite: TSIA2 Math Diagnostic 4. This course does not transfer.

Course requirements:

MyLab Math (MLM) Online Assignments

Access D2L/Brightspace at <http://com.brightspace.com> or go to COM's homepage at <http://www.com.edu>, scroll down to the bottom of the page, and click on the button for D2L/Brightspace. Once you are in your D2L course, click on **Access Pearson** and complete the MyLab Math Orientation, achieving a score of at least 90%. After successfully finishing the Orientation, the homework assignments for **Test 1** will become available. MyLab Math (MLM) includes both homework assignments and an online portion of one of the exams. Deadlines for MLM assignments are listed in MLM and outlined in the course syllabus. The online homework includes homework from each section of the course as well as a final review homework assignment.

Important: If you choose to opt out of MyLab Math, you will receive a zero for both the homework average and the online portion of the exam.

MyLab Math (MLM) Homework

Homework is assigned for each section covered, along with a review for the final exam. Show your work neatly on notebook paper to use as a reference when asking questions or studying for quizzes and exams.

Completing Homework in MyLab Math:

1. Enter your answer and click Check Answer.
2. If needed, click Similar Exercise to try again. Aim for at least 80% before moving on.
3. When your answer is correct, click Save to submit it to the gradebook.
4. Click Next Question to continue.

MyLab Math (MLM) Exams

Online exams are timed and must be completed in one sitting. Only one attempt is allowed, and retakes are not permitted. Unlike homework assignments, you cannot exit and return to the exam once it has begun. After answering all questions, click "Submit Exam." Do not use iPads, tablets, Chromebooks, or cell phones to access online exams, as these devices often cause compatibility issues with MyLab Math. Use a reliable desktop or laptop computer instead. As part of the exam process, you are required to upload your written work to D2L as a single PDF with all pages upright, within the designated submission window. For full details on exam procedures, please refer to the **Online Testing Requirements and Policies** section.

Exams:

There will be three-chapter tests: two in-person exams and one exam that includes both an online and in-person component, along with a comprehensive in-person final exam. For the online portion, a functioning webcam is required. You must be prepared to perform a full room scan and follow all the proctoring guidelines to ensure academic integrity. In addition, any written work for the online portion must be clearly shown and uploaded into D2L immediately after the exam.

To receive credit for test and quiz problems, all answers must be supported by complete, step-by-step work. Written work must be done in pencil or erasable pen. All assessments must be completed within the allotted time. Due to departmental policies, you are not allowed to complete tests in a testing facility beyond the allotted class time. There are no retakes on any of the exams.

Important: Students who score below 70% on any chapter exam are required to attend a one-hour tutoring session before the next scheduled exam. The session will focus on areas needing improvement. To verify attendance, students must submit a signed form from their tutor **to their instructor before the next scheduled exam**. Failure to complete this requirement will result in a 5-point deduction from the overall grade on the next chapter exam. Students can visit the Tutoring Center in person or schedule a session online. To make an appointment, log in through the college website's Tutoring Center page or use the provided link <https://com.mywconline.com/>

Reliable computer and internet access are essential for completing online assignments, accessing instructional handouts and test reviews. Please note that personal computer problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. If you encounter technical problems, contact Pearson Technical Support immediately.

Other Homework Assignments:

In addition to MyLab Math, other homework assignments may be given throughout the semester. To receive credit, you must follow all instructions and show organized, legible, step-by-step work. You are **REQUIRED** to use the techniques and methods demonstrated in class—alternative approaches, such as those provided by apps or websites, will not be accepted. The purpose of these assignments is to help you learn the material, not to copy answers. Using unauthorized resources like apps is considered academic dishonesty and will result in zero credit for the entire assignment. Keep in mind that you will need to demonstrate your understanding on tests, so it is important to practice showing your work now to prepare effectively. Some assignments will require you to upload your work to D2L; you can use a smartphone PDF scanning app to complete this process. Deadlines must be met, and no late work or retakes will be accepted. Failure to submit on time will result in a grade of zero. All homework must be submitted by the specified deadline, late submissions will not be accepted, and a grade of **zero** will be recorded. No retakes are offered for missed homework assignments.

In-class Quizzes:

Quizzes may be administered during class and can be either announced or unannounced. Quiz content will be based on material from homework, the textbook, and class lectures. To receive credit, you must follow all instructions and show clear, organized, step-by-step work. All work must be completed using a pencil or erasable pen, and the methods used must align with the instructions provided for each problem. In-class quizzes will be given at specific times during the class period and **cannot be made up**. Arrive on time to class to ensure you have the opportunity to take the quiz.

In-class Participation Grade for Math 0306-required to attend and participate in both classes:

Beginning on the second day of class, participation points will be awarded for each class session, excluding the final two weeks of the semester, and recorded weekly in MLM. To earn participation points for Math 0306:

1. Attend both classes (0306 & 1332) on time and stay the duration of the class period. **No points can be earned for a class period when you are absent.** *Since arriving more than 15 minutes late or leaving (15 minutes or more) early counts as an absence, you are not eligible for class participation points if this occurs.*
2. Bring the appropriate handouts for both classes and supplies to class and take notes. This also means bringing the required supplies needed for exams.
3. Come to class to learn which means you need to **ACTIVELY** participate. Take notes, work problems, ask questions, and participate in class discussions when appropriate. In addition, you may be asked to submit worksheets/practice problems to the instructor before the class period ends, so you will need an understanding of the concepts to be able

to complete. *Students are not considered to be actively engaged when missing any part of a class and/or when their attention is directed to other sources.*

4. Clear your workspace of all items except the supplies needed to take notes. Backpack and bags are to be placed between your feet.
5. Place cellphones, earbuds, headsets, and laptops in backpack/bag before class starts. (NO POINTS WILL BE PROVIDED IF THESE ITEMS ARE VISABLE DURING CLASS TIME.) *You are required to have a TI-30XIIS calculator, which can be used for specific assignments, so using your cellphone to do calculations is NOT acceptable.*
6. Be respectful of others and yourself. Talking to your neighbor(s) when the instructor is lecturing and/or vocalizing/fostering a negative attitude toward the subject, class discussions, classmates and/or instructor is not appropriate since this behavior does not promote a productive environment and is a hindrance to the learning environment.

Grading Formula

Homework Average (MyLab Math, Other Hmwk Assignments & In-class quizzes)	10%
In-class Participation Grade	5%
Chapter Test Average	60%
Final Exam	25%

(Retaking the placement test does not affect your grades in this course. Your grade will be based on the information outlined above.)

Grading Scale:

Grade A: Final average of 90 through 100

Grade B: Final average of 80 through 89

Grade C: Final average of 70 through 79

Grade D: Final average of 60 through 69

Grade F: Final average below 60

Use MLM Gradebook to review up to date individual assignment grades and overall course average.

Late Work, Make-Up Policy, & Extra-Credit Policy

MyLab Math Homework-Start your assignments early to allow plenty of time for practice, studying, and understanding the material, while also ensuring you meet all deadlines. This is **not** a self-paced course; deadlines are in place to keep you on track and to support a structured learning environment. In some cases, depending on how close the deadline is to the exam, you may be permitted to continue working on MyLab Math homework **after the deadline** with a **20% penalty** applied to any problems completed or corrected late. If this option is available, the **final cutoff** for submitting online homework is usually the **day before the exam** at 11:59 pm. ⚠ **Important:** *Only rework or do problems that were not completed successfully by the deadline, because the 20% penalty applies to any problem worked after the deadline.* If you are working past the deadline to improve your score, you must use IMPROVE GRADE mode in MyLab Math. Work done in REVIEW mode will not affect your grade.

Other Homework Assignments-All homework assignments must be submitted by the deadline, late submissions are not accepted, and no retakes are allowed. If an assignment is not submitted on time, a zero will be recorded. Some homework may be assigned during class without prior notice and must be completed and submitted within the same class period. These in-class homework assignments cannot be made up if missed.

Quizzes-You cannot make up a quiz. If a quiz assignment is missed due to nonattendance, not submitting, or not submitting by the deadline, a grade of zero will be recorded for the quiz assignment grade.

Tests- Make-up or retake tests are **not allowed**. Any missed test will receive a **zero**, which will be included in your overall course grade. To account for unforeseen circumstances, your final 0306 exam grade will replace your lowest 0306 exam score, but this applies to only one exam.

Extra credit is unlikely to be available for this course, so it is important to stay on top of your studies, complete assignments on time, and thoroughly prepare for all assessments.

Attendance Policy: Students at COM are expected to attend and participate in every session of all classes for which they are registered. Consistent attendance is essential for academic success. Students should consult with their instructors when it becomes necessary to miss a class. Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law.

Students are not considered to be actively engaged when missing any part of a class and/or when their attention is directed to other sources. Because of this, students will be counted absent when:

1. Arriving to class 15 minutes late or later,
2. Taking break(s) during the class period for a significant amount of time or taking multiple breaks,
3. Sleeping during the class period,
4. Leaving early (15 minutes or longer), and/or
5. Using cellphone(s) and/or earbuds/headsets during the class period since students are expected to have a productive workspace and be engaged with the class discussions to aid students in having an environment that is conducive to optimal learning.

Classes cannot be made up, so punctual and regular attendance is your responsibility. If arriving on time is an issue, you are expected to adjust your schedule to resolve it. When you miss a class, it is also your responsibility to catch up on the material missed. Beyond attending class, you should plan to dedicate at least 16–20 hours each week to reading the textbook, engaging with course materials, and completing assignments.

Remember: EACH DAY OF THE WEEK, EXCLUDING FRIDAYS, THAT WE MEET COUNTS AS TWO CLASS PERIODS. EACH FRIDAY COUNTS AS ONE CLASS PERIOD.

If the 0306 homework assignments due on October 15th have not been attempted, an Early Alert referral will be submitted.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. I will respond to your COM email as quickly as possible (usually within 24 hours). I usually do not review my work email after 5pm during weekdays. *Download the Outlook app & Brightspace Pulse app on your smartphone for easy access to COM email and Brightspace announcements and check these at LEAST once per day.*

Academic Dishonesty: College of the Mainland is committed to a high standard of academic integrity. All students are responsible for honesty and independent effort. Incidents of academic and scholastic dishonesty (including cheating, plagiarism, and collusion) will be dealt with in a manner that is consistent with College Policy and the Student Handbook. Any student found to have engaged in academic dishonesty on an assignment, quiz, or exam will receive a zero for that work, with no opportunity to retake it. The zero will be included in the final grade calculation for the course. A second offense will result in a final grade of **F** for the course. Academic dishonesty – such as cheating on exams or quizzes is an extremely serious offense and will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Note: There is a zero-tolerance policy for cell phone use during quizzes and exams. Possession or use of a cell phone during any assessment will be considered academic dishonesty and handled accordingly. Additionally, using any calculator on a quiz or test when it is not allowed will be considered cheating as well as using a calculator other than a TI-30XIIS calculator (or an approved scientific calculator) on a calculator approved quiz or test.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Mr. Leslie Richardson, Math Department Chair, at 409-933-8329 or lrichardson@com.edu.

Additional Policies

Unattended Minors/Children in Class

For their safety, unattended minors of students are not permitted on campus while students are in class. In consideration of fellow classmates and staff, please do not bring children to class.

Productive Workplace

Students are expected to bring all tools necessary for success to class every day. These tools include writing implements, notebook/note paper, and an approved calculator. All other items (backpacks, purses, bags, laptops, etc.) must be placed between your feet. In addition, headsets/wireless earbuds and cellphones are to be placed in your backpack, etc. before class starts.

Classroom Conduct Policy

Arriving on time, staying the entire class period, eliminating distractions like cellphones, using appropriate language (no cursing), respecting your classmates and the instructor, and cleaning up after yourself are all expectations for students in the classroom. Please abide by these expectations so that the class setting is enjoyable for all students. Regarding cellphones, they should be turned off or set on airplane mode and in your backpack/purse (not on your desk). It is extremely disruptive to the learning environment, so you will be asked to leave if it is a continuous problem. Infractions may result in an automatic withdrawal from the class.

Cellphones **cannot** be used during tests or quizzes and refer to testing policies for additional information. Please notify me before class if you have an emergency that requires you to answer your phone during class. Take an emergency phone call outside of the classroom.

Recording of Class

Students may not record all or part of class and/or all or part of a livestream without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the Student Disability Services. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. If any instructor's recordings are provided by the instructor, students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings may result in a disciplinary referral and/or disciplinary action.

Classroom Testing Policy

Prohibited devices include, but are not limited to:

- Cell phones, smart phones, smart watches
- Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- Separate timers
- Cameras or any other photographic equipment
- Any devices (including digital watches) that can record, transmit, receive, or play back audio, photographic, text, or video content

If your device makes a sound or is in your possession when it goes off, you may be dismissed and receive a zero for the exam.

If you leave the classroom during an exam, your exam must be submitted immediately for grading. If you are not feeling well, notify me **before** the exam is distributed, and the exam may be given one page at a time. It is strongly advised that you take care of all personal needs prior to entering the classroom for an exam.

Using a calculator when it is not allowed or using any calculator other than a TI-30XIIS (or other approved scientific calculator) on calculator-approved quizzes or tests, will be considered cheating. Similarly, using electronic devices such as cell phones or smart watches during quizzes or tests is considered cheating.

Online Testing Requirements and Policies

Online exams require the same level of seriousness as in-person exams, with additional rules to ensure academic integrity and proper testing conditions.

Exam Format and Attempts

- Online exams are timed and must be completed in one sitting.
- Only one attempt is allowed. No retakes.
- Once started, you cannot exit and return to the exam.

Webcam, Room Scan, and Exam Conduct

- A functioning webcam is required and must remain on and active throughout the entire exam.
- Before starting, you must perform a full room scan showing:
 - Your workspace and surrounding area
 - No unauthorized materials present
 - No one else in the room with you
- Leaving the room or stepping away from the camera during the exam is prohibited. Doing so may result in a zero on the exam.
- Use of a cell phone or any other electronic devices, notes, or any unauthorized materials during the exam is prohibited and assumed to be an attempt to search for answers, which will be treated as cheating.
- Take care of all personal needs before starting the exam.
- Failure to use a webcam or obscuring it at any point during the exam will result in a zero for the exam.
- Not adhering to proper conduct during an online exam may result in a zero for the exam.

Device Restrictions

- **Do NOT use** iPads, tablets, Chromebooks, or cell phones for online exams due to compatibility issues.
- Use a reliable desktop or laptop computer to avoid technical problems.

Written Work Submission

- After submitting your exam in MyLab Math, upload your written work to D2L as a single PDF **within 20 minutes**.
- The PDF must:
 - Include all problems numbered and in order
 - Be legible and organized
 - Show all work using the class methods
 - Have pages correctly oriented
- Late submissions incur penalties:
 - **Uploaded between 20–30 minutes** after submitting the exam: **10-point deduction**
 - **More than 30 minutes late:** submission not accepted, and the exam grade will be **reduced by 50%**
- **Failure to submit written work will result in a 50% deduction from the exam grade.** *Work that is missing, incomplete, illegible, disorganized, or incorrectly formatted may be subject to penalties or receive a zero. All problem-solving methods must follow the techniques taught in class or demonstrated in the textbook, and all uploaded work must correspond with the submitted answers.*

Additional Policies

- You may only review your online exam after the instructor has reviewed your written work.
- Complete the “**Testing Instructions**” prerequisite assignment in MyLab Math before your first online exam.
- Failure to complete this prerequisite will prevent exam access and result in a zero.

Academic Success Resources

Tutoring

The Tutoring Center is here to support your academic success! We offer free, personalized academic assistance through one-on-one tutoring, available both in person and online. Need help after hours? Tutor.com provides 24/7 support and is accessible through your D2L course shell. Whether you're looking to master course material or boost your learning habits, we're here to help. For more information, visit <https://www.com.edu/tutoring>, email us at tutoringcenter@com.edu, or contact us at 409-933-8703.

Success Coaching

The Math Success Coach is here to help you navigate this course and stay on track both academically and personally. Support is offered through one-on-one coaching sessions covering topics such as time management, goal setting, stress management, study habits, and motivation. Whether you're overcoming challenges or aiming to improve your performance, the Math Success Coach provides encouragement, accountability, and practical tools for success. Email successcoaching@com.edu for more information.

Week	Math 0306	Math 1332
1 Oct. 13-17	In-Class Lectures and Complete MLM Assignment by Due Date-Orientation in MLM (required 90%)	
	Syllabus 1.7 Exponents & Order of Operations 1.8 Intro to Variables, Expressions & Equations 2.1/2.2 Intro to Integers & Adding Integers 2.3 Subtracting Integers 3.1 Simplifying Algebraic Expressions 2.6/3.2 Solving Equations	Due Dates: 10/15/25 10/15/25 10/17/25 10/17/25 10/19/25 10/19/25
	Syllabus 2.1 Set Concepts 2.2 Subsets 2.3 Venn Diagrams and Set Operations	Due Dates: 10/15/25 10/17/25 10/17/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date	
2 Oct. 20-24	1.2-1.4 & 1.5-1.6 Whole Numbers 2.4 Multiplying & Dividing Integers 2.5 Order of Operations	10/15/25 10/20/25 10/20/25
	2.4 Venn Diagrams with 3 Sets & Verification of Equality of Sets 2.5 Application of Sets	10/20/25 10/20/25
	In-Class Lectures and Complete MLM Assignment by Due Date	
	3.3 Solving Equations 3.4 Linear Equations in One Variable & Problem Solving Review for Test 1 Test 1 (1.2-1.8, 2.1-2.6, 3.1-3.4) (in class)	10/22/25 10/22/25 10/24/25 10/24/25
3 Oct. 27-31	3.1 Statements & Logical Connectives 3.2 Truth Tables for Negation, Conjunction, & Disjunction 3.3 Truth Tables, Conditional & Biconditional 3.4 Equivalent Statements	10/22/25 10/22/25 10/24/25 10/24/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date	
	4.1 Intro to Fractions and Mixed Numbers 4.2 Factors & Simplified Form 4.3 Multiplying & Dividing Fractions	10/27/25 10/27/25 10/27/25
	Online-Quiz 1 (Sections 2.5, 3.3 & 3.4) Test 1 Review 11.1 Empirical & Theoretical Probabilities	Oct. 24-26 10/29/25
4 Nov. 3-7	In-Class Lectures and Complete MLM Assignment by Due Date	
	4.4 Adding & Subtracting Like Fractions, LCD 4.5 Adding & Subtraction Unlike Fractions 4.7 Operations on Mixed Numbers 4.8 Solving Equations Containing Fractions	10/29/25 10/29/25 10/31/25 11/2/25
	Test 1 (Section 2.1-2.5 & 3.1-3.4) (in class) 11.4 Tree Diagrams 11.5 OR and AND Problems	10/27/25 10/31/25 11/2/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date	
5 Nov. 10-14	5.1 Introduction to Decimals 5.2 Adding & Subtracting Decimals 5.3 Multiplying Decimals	11/3/25 11/3/25 11/3/25
	11.2 Odds 11.6 Conditional Probability	11/3/25 11/3/25
	In-Class Lectures and Complete MLM Assignment by Due Date	
	5.4 Dividing Decimals 5.5 Fractions, Decimals & Order of Operations 5.6 Solving Equations Containing Decimals Review for Test 2	11/5/25 11/7/25 11/7/25
6 Nov. 17-21	Online-Quiz 2 (Sections 11.1, 11.2, 11.4 & 11.5) Test 2 Review Test 2 (11.1, 11.2, 11.4 - 11.6) (in class)	Nov. 2-4 11/5/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date	
	8.1 Bar Graphs, Histograms, & Line Graphs 6.1 Ratios & Rates 6.2 Proportions	11/10/25 11/10/25 11/10/25
	12.2 Frequency Distributions & Statistical Graphs 12.3 Measures of Central Tendency	11/10/25 11/10/25
7 Nov. 24-28	In-Class Lectures and Complete MLM Assignment by Due Date	
	Test 2 (Sections 4.1-5.6, exclude 4.6) (in class) 6.3 Proportions & Problem Solving 7.1 Percents, Decimals & Fractions	11/10/25 11/14/25 11/14/25
	11.7 The Counting Principle and Permutations 11.8 Combinations 11.9 Solving Probability Problems (Combinations) 12.4 Measures of Dispersion	11/12/25 11/14/25 11/14/25 11/16/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date	
8 Dec 1-5	7.3 Solving Percent Problems with Proportions 8.2 Circle Graphs	11/17/25 11/19/25
	Online-Quiz 3 (Section 12.2) Test 3 Review	Nov. 14-16
	In-Class Lectures and Complete MLM Assignment by Due Date	
	7.2 Solving Percents Problems with Equations 7.4 Applications of Percent 7.5 Percent & Sales Tax, Commission, Discount Test 3 Review	11/19/25 11/19/25 11/21/25
9 Dec 8-12	Test 3 (Sections 11.7-11.9 & 12.2-12.4) (in class) 10.1 Percent	11/17/25 11/21/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date	
	Online Test 3 Review Homework Assignment Test 3 Part A (6.1-6.3, 7.1-7.5, 8.1-8.2) (online)	11/22/25 Nov. 23-24
	10.2 Personal Loans & Simple Interest 10.3 Compound Interest	11/24/25 11/24/25
10 Dec 15-19	In-Class Lectures and Complete MLM Assignment by Due Date	
	Test 3 Part B (6.1-6.3, 7.1-7.5, 8.1-8.2) (in class) Review for Final Exam	11/24/25
	10.3 Compound Interest (APY) 10.4 Installment Buying 10.5 Buying a House with a Mortgage	11/24/25 11/26/25 11/28/25
	Watch the Online Lectures and Complete MLM Assignment by Due Date	
11 Dec 22-26	Online-Quiz 4 (Sections 10.2, 10.3 & 10.4) Test 4 Review (online)	Nov. 25-29 11/29/25
	In-Class Lectures and Complete MLM Assignment by Due Date	
	Final Exam (in class)	12/1/25
	Test 4 (10.1-10.5) (online) Final Exam (in class)	11/30-12/1 12/3/25
12 Dec 29-Jan 2	Watch the Online Lectures and Complete MLM Assignment by Due Date	
	Online Final Exam Review Homework Assignment	12/2/25

Thanksgiving Holiday-November 27th-30th

PLEASE NOTE: The syllabus is subject to change at the discretion of the instructor.

Census Day – October 20, 2025

W-Day – November 25, 2025

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook <https://www.com.edu/student-services/student-handbook.html>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.