



REVISED: 1-2-13

I. Course and Instructor:

Format: Web (Online) Class

Instructor Information:

Name: Dean Barchers

Phone: for a much faster response, please email me using the address below.

Email: dbarchers@coloradomtn.edu

(I do my best to respond to all emails within 24-48 hours, except on weekends and holidays)

Office Hours: By appointment only

Course Information:

Course Title: Introduction to Statistics

Synonym Number: 71354

Course Code: MAT-135-DS21

Credits: 3

Semester: Spring 2013

Prerequisite: MAT-099 (was MAT-106)

Class Location: Online

Start Date: 1/14/13

End Date: 5/3/13

Refund Date: 1/30/13

Withdraw Date: 4/7/13

To Get Started: Please email your instructor at dbarchers@coloradomtn.edu with subject heading “**CMC MAT 135**”. If you don’t hear back from me within 4 days (except between semesters), then please try to email me again, as although it’s very unusual, sometimes my email server goes down.

Computer Access:

Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Collaborate web conferencing sessions, if included as part of your course, due to the verbal interaction involved.

If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or virtual@coloradomtn.edu.

No-show reporting and financial aid: If you have not completed your introductory assignment(s) in Canvas by Tuesday, January 22nd you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist. (www.coloradomtn.edu/web/departments/financial_aid)

II. Course Description:

PREREQUISITE: Survey of Algebra or placement via College Level Math Test. Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference -- estimation, hypothesis testing, comparison of populations, correlation and regression. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1.

III. Student Learning Outcomes, Competencies, and Skills:

1. Distinguish between the two branches of statistics, descriptive statistics and inferential statistics.
2. Distinguish between qualitative and quantitative data.
3. Distinguish between the following levels of measurement: nominal, ordinal, interval, and ratio.
4. Define a population and a sample.
5. Define a parameter and a statistic.
6. Recognize that Greek letters are used for parameters and English letters are used for statistics.
7. Present various methods of depicting data and the statistical measures utilized in descriptive statistics.
8. Organize data into a grouped frequency table.
9. Present data in the form of histograms, stem and leaf diagrams, and/or box and whisker plots.
10. Interpret histograms, line graphs, bar graphs, pie charts, and stem and leaf diagrams.
11. Calculate the following measures of central tendency: mean, median, mode, and midrange.
12. Calculate the following measures of dispersion: range, variance, and standard deviation.
13. Use appropriate procedures to find the following measures of position in a set of data: z-score, percentile, quartile, and decile.
14. Define percentile and use this to interpret percentile ranks.
15. Recognize and identify various shapes of data distributions.
16. Utilize the basic definitions to calculate simple probabilities.
17. Utilize the addition rule to calculate probabilities for the occurrence of one event or another event.
18. Demonstrate an understanding of how events are complementary and calculate the probability that an event does not occur.
19. Use counting principles to determine the number of ways various events can occur.
20. Develop the concepts of probability distributions.
21. Distinguish between discrete and continuous random variables.
22. Have a working knowledge of the concept of probability distributions.
23. Use formulas to calculate the mean, variance, standard deviation, and expected value of a probability distribution.
24. Calculate probabilities in binomial experiments.
25. Recognize and identify various shapes of probability distributions.
26. Understanding of the relationship between probability and the area under a probability curve.
27. Describe the normal distribution and the associated statistics and probabilities.
28. Determine probabilities using the standard normal distribution.
29. Determine z-scores that correspond with observations in non-standard normal distributions.
30. Determine scores that correspond to given probabilities.
31. Use the normal distribution to approximate probabilities associated with a binomial experiment and know the conditions for which these approximations are appropriate.
32. Know the meaning of a sampling distribution.
33. Understand point estimates and interval estimates and present methods for determining sample size.
34. Estimate the value of a population mean and determine confidence intervals for a population proportion.

IV. IDEA Student Ratings of Instruction:

1. Gaining factual knowledge (terminology, classifications, methods, trends).
2. Learning fundamental principles, generalizations, or theories.
3. Learning to apply course material (to improve thinking, problem solving, and decisions).

V. Evaluation Methods and Class Management:

Each student's grade will be determined by quizzes, tests, and discussions. All due dates and point values have been listed below. **This is NOT a self paced class!** Each test, quiz, and discussion has a due date, and if you do not complete any test, quiz, or discussion by the due date, you will receive a zero. If you don't like the deadline set, then be sure to finish the discussion, quiz, or test early. You can always take a quiz or test *before* the deadline, just not after the deadline. Be sure to plan ahead! By Mathematics Department policy, unsupervised (at-home) work can only account for 33.33% of your overall grade, and therefore the tests and final examination must account for 66.67% of your overall grade. Tests must be completed with Respondus LockDown Browser and as a result students can not use STATDISK on their proctored tests. This is not a policy determined by myself, but rather in conjunction with the entire mathematics faculty. Therefore, your grade will be determined according to the following proportional values:

<u>Title</u>	<u>Due Date</u>	<u>Point Value</u>
Discussion 1	due January 15 th	10 points
Discussion 2	due January 22 nd	10 points
Quiz 1 (will cover Sec 1.2-3.2)	due January 30 th	30 points
Quiz 2 (will cover Sec 3.3 and 3.4)	due February 6 th	30 points
Quiz 3 (will cover Sec 4.2-4.4)	due February 13 th	30 points
Discussion 3	due February 13 th	10 points
Test 1 (will cover Ch 1, 2, 3, 4)	due February 20 th	200 points
<u>Test 1 must be taken at a CMC Testing Center! You must call a CMC Campus Testing Center and schedule your test one week before the day you plan to take your test. If you do not call a week ahead of time you may be referred to take your test at a different (further away) Campus.</u>		
<i>”(will cover Ch 1, 2, 3, & 4)”means that Test 1 will cover all the sections in Chapters 1 through Chapter 4 that were covered on the Assignment Sheet and Quizzes. Same idea for Test 2.</i>		
Quiz 4 (will cover 5.2-5.4)	due February 27 th	30 points
Quiz 5 (will cover Sec 6.2, 6.3, 6.5)	due March 6 th	30 points
Discussion 4	due March 6 th	10 points
Quiz 6 (will cover Sec 7.2-7.4)	due March 20 th	30 points
Test 2 (will cover Ch 5, 6, 7)	due March 27 th	200 points
<u>Test 2 must be taken at a CMC Testing Center! Remember, call at least one week ahead.</u>		
Quiz 7 (will cover Sec 8.2 and 8.3)	due April 3 rd	30 points
Quiz 8 (will cover Sec 8.4-8.6)	due April 10 th	30 points
Quiz 9 (will cover Sec 9.2, 9.3, 10.2, 10.3)	due April 17 th	30 points
Quiz 10 (will cover Sec 11.2, 11.3, 12.2)	due April 24 th	20 points
Final Exam	due <u>Wednesday, May 1st</u>	270 points
<u>Final Exam must be taken at a CMC Testing Center! Remember, call at least one week ahead</u>		
<i>Final Examination is cumulative, and includes all sections listed above</i>		

Discussions and Quizzes can be completed wherever you would like, at home, etc. **All Tests (a total of 3 tests) must be completed at a CMC Testing Center.** For CMC Testing Centers please click here: <http://coloradomtn.edu/cms/one.aspx?pageId=3672390>

Grading Scale:

934-1000 points	A
900-933 points	A-
867-899 points	B+
834-866 points	B
800-833 points	B-
767-799 points	C+
734-766 points	C
700-733 points	C-
667-699 points	D+
634-666 points	D
600-633 points	D-
below 600 points	F

Tests and Quizzes: There are 10 quizzes, 2 tests and a Final Exam. Each test and quiz will focus on the homework problems assigned for that chapter(s). **The key to passing this class is doing all the homework (correctly) and studying it until you know it well.** Make sure you complete **all** the homework problems. I tend to put questions like the more difficult homework problems on the tests and quizzes. So make sure you know how to do the more difficult problems! Most students who get a D, W, or F in this class don't do their homework and try to "figure it out as they go" on the quizzes and tests and fail the class. All questions are multiple choice, matching, or true-false, so no partial credit will be given.

Each exam is set for a three hour time limit and each quiz for one hour and 15 minutes. However, you will need to study the homework pertaining to each quiz and test before you log in to take the test! Don't be fooled, you don't have enough time to open the test and then "figure it out as you go". You might get away with doing that for the first test, but as the material gets more difficult, you will find that you won't have enough time to do that. The average time for taking a unit exam is about two hours, so plan on that, but you have the extra time if you would like to use it. Always start taking your exam three hours **before** the testing center closes! For example, if your testing center closes at 8PM and you start your test at 7PM, then you now only have 1 hour to take your exam as the testing center will turn off all computers at closing time.

Any quiz or test attempt not taken before the deadline will be scored as a zero. See deadlines for each test and quiz above (previous page). All tests and quizzes are due at 11:55PM the day of the listed deadline. If you plan ahead, there is time for each test to be completed by the scheduled due date. There are those who insist on leaving things to the last possible day. Then, when an emergency or something out of their control occurs on that last day, extra time is requested; none will be allowed, so be sure to take each quiz and test at least a day or two early. For each question on each quiz and test, there is a pool of similar questions. The software generates a different quiz or test for each student by choosing randomly from the pools of questions for that test. The questions in each pool are similar and of about the same level of difficulty. I made a strong effort to sample as many of the significant concepts from the course material as possible.

The procedure for taking each test (and quiz) is as follows:

1. The cornerstone of this class is the Annenberg videos. Start by watching the assigned Annenberg "Against All Odds: Inside Statistics" videos. Many students often ask, "What is the point of this class?" or "How will I ever use this?"; the Annenberg videos show you just that! They are packed with real life

applications of statistics. For information on how to access the (free) Annenberg videos either go to the last page of this syllabus or for more detailed information, once you have logged into the course click on the left hand side of the screen click where it says "**Pages**", and then "**Assignments**", and then click "**Annenberg Videos**".

2. Read the appropriate sections that correspond to the assigned homework and do the assigned homework (found by clicking on where it says "**Pages**" on the left side of the screen, and then "**Assignments**", and then "**Click Here for the Assignment Sheet**"). If you're having trouble understanding how to do the homework then do the following to help you:

i. Watch the MyStatLab (**Course id: barchers95217**) online video lectures, podcast video lectures, animations and interactive figures that cover the key concepts covered by the test or quiz. (For details on how to access these resources, click on "**Pages**", and then "**Lecture Videos, Animations & Other Multimedia**") These resources are available 24 hours a day. The MyStatLab videos are more detailed than the Annenberg videos and are videos of example problems very similar to the text book problems and worked out step by step. Here you get to watch someone solve the problem instead of just reading about it in the text book. This includes videos with the step by step explanation of *every* chapter review problem (at the end of each chapter)! This includes the very difficult chapter 8 chapter review problems. Plus additional examples from each section with the step by step solutions shown! Many students claim these videos are what saved them during the more difficult material of the course that is covered during the last three tests of the course. One of the biggest disadvantages of an online class used to be no class lecture, but now they have been taped for your review at your convenience!

ii. Read through the step by step explanations provided in the student solutions manual.

iii. Once you have a pretty good understanding of how to do the problems, you're now ready to try some on your own. Now do the Tracked Tutorial Exercises, being sure to click on where it says "**View an Example**" so the software can walk you through how to do the homework problems if you get stuck. (For details, click on "**Pages**", and then "**Tracked Tutorial Exercises**" on the left side of the screen.)

iv. There are also a wide variety of tutoring options for you to consider:

- A. You can get one free 30 minute session of live tutoring with Pearson Tutor Services. (Click on where it says "**Pages**", and then "**Pearson Tutor Services**") After the first free 30 minute session you can purchase additional hours of tutoring as needed.
- B. Contact your local CMC campus(es) and find out when Statistics tutoring is available on campus. Some campuses have (limited) hours for free Statistics tutoring. Be sure to specifically ask for *Statistics* tutoring. Hours and availability vary for each campus.
- C. If you can afford it, many campuses also have a list of personal 1 on 1 Statistics tutors but you will have to pay them by the hour. Contact your local CMC campus(es) for the list of personal 1 on 1 Statistics tutors for hire.
- D. You can of course email me any questions you have on any homework problem, quiz or test question!

3. After you do *all* the homework and understand how to do it, you are ready to start taking the quizzes. If you score poorly on the quizzes or think you don't understand the material as well as you should, repeat the above steps, i, ii, iii, and iv until you got it down. As soon as you complete the quizzes, review the quizzes and look at the correct answers for the problems you missed. There will be 15-20 questions from each test that are very similar (but not exactly like) the three (or four) quizzes immediately preceding the test. The point is to use the quizzes as a learning tool to learn what you're doing wrong, so you can do well on the tests. Again, I won't be putting the exact same questions on the test that were on the quizzes, but they will be very similar. Each test or quiz is pulled from a pool of questions so that each attempt is a different test or quiz.

If you put off doing your homework until the last minute, you will not have enough time to take advantage of the above resources to fully understand it. It takes time to watch the videos and get help to fully understand all of your homework. This most likely will cause you to achieve lower scores than you otherwise would earn. I strongly urge you to plan your time so you are not taking your quiz or test for the first time on the day it is due.

Why do I put so many problems that are very similar to the quiz problems on each test? Some people know how to study for a test and do well the first time. The test process in this course works well for them. Others do better if they have a good idea what to study. The first exposure to a given quiz will make that abundantly clear. If students study those topics well, then they will come out of the course with a more than adequate background with which to take successor math courses if they desire.

You are encouraged to use your book, notes, TI-83 calculator and **especially your worked out homework problems** when you take a test or quiz. Again, do the homework and know how to do it well. A majority of the quiz and test problems will be very similar to the homework. There will, however, be some test problems that are not like the homework, but combine concepts learned from the homework, so make sure you understand the material as well. The more problems you do (correctly) on your homework assignments, the better you'll do on the quizzes and tests.

If you are kicked off while taking a test, try to log back in right away. Sometimes the system will let you do that if not too much time has elapsed. While taking a quiz or test, be sure to scroll down to the bottom of the test and hit save every 2 questions or so as this will help maintain your connection to the server. Remember though, once you hit save, you can't change any answers that you've entered so far.

To see your exam: Click on "**Quizzes**" on the menu bar to the left. Then just look for the quiz or test you want to take and click on it. **Warning!** Once you click on a test or quiz, you have started that test or quiz and the clock is running! If you accidentally open a test or quiz, it will count as an attempt. So be very careful not to click on a test or quiz until you are ready to take it!

To see your homework assignments: Click where it says "**Pages**" on the left side of the screen, and then "**Assignments**", and then "**Click Here for the Assignment Sheet**". You do not have to hand in any homework and it does not count towards your grade. However, as mentioned several times before, the quizzes and tests are based on the homework and so the key to passing this class is doing all the homework (correctly) and studying it until you know it well.

Discussions: Discussions are online discussions much like in a classroom. This is where our "virtual classroom" will be held. The purpose of these discussions is to help you learn about how to apply statistics to your life as well as learning how to interact effectively with individuals and within peer, work, social, and cultural groups. Learning how to communicate analytical concepts via the typed word is essential in today's society and is a crucial skill that is needed to further your success. If you have questions about the mechanics of the course or your grade, etc., please email me. Any entry for a discussion must be made by the scheduled deadline to get credit for your discussion posting. The discussions are almost always the student's favorite part of the class. Here everyone in the class will post what is called a discussion about various topics that I will later instruct you to write about. The way this works is that you will access the discussions by clicking on where it says "**Discussion**" on the left hand side of the screen. After you enter the Discussion board, click on the discussion topic that you want to reply to. You will read my discussion and I will give specific instructions or I will give specific questions that I want you to write about. You will then reply to my discussion and write a paragraph or two (or more if you'd like) about the topic or question that I instruct you to write about. The way you reply to a discussion is by first clicking on where it says "**Discussions**" on the left hand side of the screen (in the middle). Then you will see all of the assigned discussions (along with their due dates). Click on the discussion that you wish to read. So for example, if you are just starting this class you would click on "**Student Introductions**". You will then see my discussion post appear. You then will read my discussion. Then you will reply to my discussion by clicking on the "**Add Reply to Topic**" link in the lower left hand part of the screen; you might have to scroll down to see it. Then you will see an area appear for you to type in your reply. If you're not ready to reply yet, you can just hit cancel or any of the buttons on the far left to go anywhere you'd like. But if you are ready to reply then type in your reply in the message box. Be sure to proof read your reply and then click on "**Post Response**" in the lower left hand corner. Your reply will then be made available for the entire class to read, and anyone in the class can reply to your discussion. There are two very important things to remember here. The first is that once hit the "**Post Response**" key when replying to a discussion, you can NOT edit it. The second thing is that EVERYONE will be able to read it. So just because you're replying to one individual, everyone will be able to read what you have to say.

Time Required for This Course: One of the most frequently asked questions is, "How much of my time will this course take?" Here are some guidelines for your consideration. A person who takes this course in a lecture setting will spend, since it is a three (3) semester hour course, about 40 clock hours in the classroom or lecture hall listening to someone talk about the course content. A widely held criterion for time spent outside of class in study and preparation is that it should be twice what is spent in the classroom. So, you are looking at (about) 150 clock hours (for the whole semester) as a minimum investment for anyone who takes a course such as this. Because this is an online course, you will need to make up for the time not spent in the lecture hall by additional study time and, we hope, by browsing the web for other sources of information about the course content. The bottom line for all of this:

In a fifteen (15) week session, you need about 10 hours a week

In a ten (10) week session, you will need over 15 hours a week

to dedicate solely to this course. We can't guarantee that this investment will earn an "A" grade, but, for most people, we can guarantee that if you don't have that time for the course, your experience is much less likely to be successful. The sincere desire of everyone at Colorado Mountain College is for all of our students to be successful with everything they attempt. We hope that this information will help to increase the likelihood of your success.

Mutual Respect in CMC Communications: A very important aspect of online learning is respectful communication. The CMC Learning Community is based on the value of mutually respectful communication. Upon enrolling in programs in CMC, students assume responsibility for respectful communications with other students and with course instructors, including communications which do not disrupt the online environment. The definition of disruptive communications is communications which disrupt the learning environment use of profanity and/or insulting or harassing remarks in email, discussions, chat or telephone communications. A student who participates in disruptive communications forfeits the right to further class participation.

Academic Integrity: Plagiarism is the act of using words and/or ideas from another person or source without acknowledgment of debt to that person or source and is a serious academic crime. Students are expected to do their own work. Students are expected to follow the Academic/Plagiarism policies of Colorado Mountain College.

End of Semester: You will be able to access the class for one week after the end of the semester. However, the last day to turn in any work is the last day of the semester. The extra week of access is only to check your grades.

NOTICE: A student judged to have engaged in academic misconduct as defined in the “Academic Policies and Requirements” section of the Colorado Mountain College Student Handbook will, at a minimum, receive a “zero” for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor’s discretion. “Academic Expectations,” the “Student Code of Conduct and Judicial Process” and more information about academic misconduct can be found in the Student Handbook, online version at: www.coloradomtn.edu/File/student_handbook.pdf

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified of changes in the Canvas course shell.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.

- Edwards and Steamboat Springs: Deb Farmer at 970-870-4450
- Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: Dr. Anne Moll at 970-947-8256
- Breckenridge, Dillon, Leadville, and Chaffee County: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be cancelled one week prior to the census date if a sufficient number of students are not enrolled by that date.

VI. Grading System & Options:

Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at:

http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options_

VII. Required Course Materials

Elementary Statistics, 11th Edition (must be the 11th edition) with Graphing Calculator Manual, Student's Solutions Manual, plus MyStatLab Student Package, by Triola. ISBN-13: 9780321827814, Publisher: Pearson/Addison-Wesley. It is important that you order your book as soon as possible so you can allow time for your book to arrive before the course starts.

TI-83 or TI-84 Calculator. *You are not allowed to use STATDISK on tests* but you are allowed to use your TI-83 or TI-84 Calculator. There are many versions of the TI-83 and TI-84 calculator (Silver, Platinum, etc) any version will do. Using the TI-83 or TI-84 is strongly encouraged and will greatly reduce the amount of time it takes you to do the course work. I will only support (give help) on the TI-83 or TI-84. There are thousands of other calculators out there, and you are welcome to use them, but don't expect me to be able to help you with them.

I require the book Elementary Statistics, 11th Edition wrapped with what is called a MyStatLab Starter Kit. The MyStatLab Starter Kit (course id: barchers95217) is a very powerful publisher supplement that includes online video lectures, free 1-800 # phone/internet tutoring, practice problems with guided step by step solutions, etc. All **new** books from Follett automatically come with the MyStatLab Starter Kit. **Used** books and possibly new books ordered from another bookseller do **not** come with the MyStatLab Starter Kit, in which case you would have to buy the MyStatLab Starter Kit separately.

Optional Course Materials

If you buy a new book from Follett (as explained below) you will receive the following optional course supplements for free with your new book: Graphing Calculator Manual, Student's Solutions Manual, and the MyStatLab Student Access Code. The Graphing Calculator Manual is your best resource for step by step explanations on how to use your calculator to solve key problems. In addition some great calculator tutorials can be found online, here is an example: http://calculator.maconstate.edu/calc_topics.html. The Student's Solution's manual is an outstanding resource as it shows you step by step explanations of how to do every homework problem. The MyStatLab Access Code gives you access to online videos of key example problems from each section explained step by step and they can be played on your computer. MyStatLab also has software that shows step by step explanations of key homework problems for each section. If you buy a used book or a new book from a book seller that is not Follett, you will not get any of the optional course materials (Student's Solution's Manual, Graphing Calculator Manual, and MyStatLab).

ORDERING BOOKS

Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services. You will find the official textbook list at www.coloradomtn.bkstr.com. If you ever have any online bookstore questions, you can email coloradomtn@fvb.follett.com or call 800-621-4088. **You will need to identify your program as "Online Learning & IVS" rather than the physical campus where you take classes.**

Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at www.coloradomtn.bkstr.com/email for more information on future buyback dates/times and to receive other important messages from Follett.

Ordering Textbooks with Financial Aid:

Students wishing to use their Financial Aid to purchase their textbooks from the Colorado Mountain College Online Bookstore (Follett) may be set up with a *CMC Flex Pay account*. Contact your local CMC Accounts Manager for instructions and your specific username and password information. If you are not close to a CMC site contact CMC Online Learning at 970-947-8341 or virtual@coloradomtn.edu.

VIII. **Other Information:**

Canvas

Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit: www.coloradomtn.edu/web/departments/faq-for-students.

Initial Login Information: Login information is available from the lefthand navigation bar on www.coloradomtn.edu/canvas/.

Student Email

All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated. For more information on your CMC student email account, please visit the Student page of the MyCMC Portal: mycmc.coloradomtn.edu.

Video Information

Course videos are available for checkout at all Colorado Mountain College sites in DVD format. At residential campuses (Leadville, Spring Valley, and Steamboat Springs), DVDs are available from the library. At commuter locations, please check at the front desk. Students with a broadband internet connection may be able to view the videos for this course via "Video on Demand" from Annenberg Media. There is no charge for this service, but registration on the Annenberg website is required. For more information, visit www.learner.org/view_programs/view_programs.html.

Proctored Exams

Students taking proctored exams at a Colorado Mountain College location need to plan ahead and adhere to campus hours when taking tests. Appointments should be made at least one week before you would like to take the exam. You must start the exam with enough time to finish before the location closes. Students living outside the physical CMC service area may take proctored exams at alternate test sites. Students needing this option must arrange for an appropriate testing location. Contact the Online Learning office at 970-947-8341 in advance of the desired testing date for more information.

A Few Words About Microsoft Word

Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from www.OpenOffice.org to create Word-compatible documents. The program also includes spreadsheet, presentation, drawing, and database applications. The program is available for Windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.

Virtual Library Information

<http://library.coloradomtn.edu/content.php?pid=349163&sid=2891178>

The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests.

If you need help with the Virtual Library, email reference@coloradomtn.edu or call us at 800-621-8559, extension 2926.

Colorado Mountain College Online Learning

Information is available at: http://www.coloradomtn.edu/online_learning/.