

**Math 250: College Arithmetic, Fall 2013 Course Syllabus**

**Course #: 50132**

**Monday and Wednesday from 12-12:50 (POR 3)**

**Friday from 12-12:50 (FEM 12)**

**Reedley Campus**

**Instructor:** Nicole Batenhorst (Miss B)

**Email:** nicole.batenhorst@reedleycollege.edu

**Office Hours:** Email me or catch me after class to schedule an appointment, and don't forget the Math Center!!!

**Prerequisites:** None

**Course Description:** This course is designed as a quick review of college arithmetic to prepare the student for MATH 256 or MATH 101. Topics include arithmetic operations on integers, fractions and decimals application of order of operations to simplification of mathematical expressions word problems and applications of arithmetic using ratios, proportions and percents.

**Text:** *Prealgebra*, by Tom Carson (4th Edition)

You have options regarding purchase of the text and/or MyMathLab, as the text is not mandatory:

1. You can purchase the book with the MyMathLab program (access code).
2. You can purchase the book and the MyMathLab program separately.
3. Or...You can purchase an ACCESS CODE for the MyMathLab program and **JUST VIEW THE BOOK ONLINE FREE ANYTIME** (MOST RECOMMENDED!).

**Grading:** Grades will be based on the following rubric.

<b>Homework and Worksheets:</b>	25%
<b>Exam Reviews and Quizzes:</b>	15%
<b>Chapter Tests:</b>	45%
<b>Final Exam:</b>	15%

**A:** 100%-90%    **B:** 89%-80%    **C:** 79%-70%    **D:** 69%-60%    **F:** 59%-0%

Holidays and Important Dates:

<b>August 12, 2013</b>	Fall Semester Begins
<b>August 23, 2013</b>	LAST DAY TO DROP FULL TERM CLASSES WITH A FULL REFUND AND NO "W"
<b>August 30th, 2013</b>	LAST DAY TO ADD FULL-TERM CLASSES WITH ADD CODES
<b>September 1, 2013</b>	LAST DAY TO DROP FULL TERM CLASSES with "W"
<b>September 2, 2013</b>	Labor Day - Holiday - NO CLASSES; ALL OFFICES CLOSED
<b>October 11<sup>th</sup>, 2013</b>	Last Day to Drop Class (will receive a Letter Grade, No W's!!!)

<b>November 11, 2013</b>	Veterans' Day Holiday - NO CLASSES; ALL OFFICES OPEN
<b>November 28 - 29, 2013</b>	Thanksgiving Day Holiday - NO CLASSES
<b>December 9-13, 2013</b>	Fall Final Exams
<b>December 13, 2013</b>	Fall Semester Ends

**On Campus Tutoring:** On the Reedley Campus in the library we have the Math Center. The Math Center is a FREE math tutoring lab located in room FEM 1. It is an amazing resource which you should definitely take advantage of: FREE math tutoring from **8:30 am to 4:00 pm Monday thru Thursday, and 8:30 am to 1pm on Fridays.**

**Homework:** Homework is an essential element of this course and is your time to practice the concepts and material introduced in lecture, and also prepare for the chapter exams. Homework will be assigned on the MyMathLab computer system; the website you will go to each time to do your homework is [www.coursecompass.com](http://www.coursecompass.com). You must create an account asap (see directions that follow). *You are responsible for making sure you have access to a computer with internet capabilities.* Homeworks are online only, handwritten work will not be accepted. **Please be sure to pay attention to the due dates as you will not be able to work on assignments after they close.** I will drop your lowest 2 homework scores.

**Worksheets:** Worksheets will be assigned throughout the class (1 to 3 per chapter). The worksheets are designed to give you more practice on the material, and they may be worked on individually or in groups. The point value and due date of worksheets will vary. Worksheets are very important to learning the process for solving the problems learned in class. **Please be sure to pay attention to the due dates as you will not be able to turn in late work!**

**Quizzes:** Quizzes will be given about once or twice a week. Sometimes I will announce when we are going to have a quiz, and other times we will have POP-QUIZZES. Make sure you have good attendance or you will significantly hurt your grade missing these pop quizzes.

**Exams:** MAKE UPS ON EXAMS AND QUIZZES WILL NOT BE ALLOWED. We will have a Chapter Exam for roughly every one chapter of material we cover from the book. These combined chapter exams will make up 45% of your grade. You will be given an exam review (or practice test) for every scheduled test.

**Final:** A cumulative, comprehensive final will be given in our regular classroom on Wednesday, December 11<sup>th</sup>, 2013, from 12-1:50 pm. The final exam is mandatory, and if you do not take it you will not pass the class.

**Calculators:** You will not be allowed to use any calculators or cell phones in this class.

**CLASS POLICIES AND GUIDELINES:**

You can be dropped from the class or have participation/homework points deducted for violating any of the following rules.

1. Please be *on time*! If you must arrive late or if you have to leave early, you must do so quietly. Arriving late or leaving class early WILL COUNT AS AN ABSENCE. More than 5 absences will result in a failing grade.
2. Please turn **off** all cell phones and other electronic devices while in class. Failure to do so can lead to confiscation of your handheld device. If a cell phone goes off during a quiz or exam, I will pull your quiz/test and give you a zero on it, asking you to leave the room.
3. Please respect not only me, but also your fellow classmates. If someone else is speaking **YOU ARE NOT**, and when you are speaking no one else should be. Class time is NOT social hour.
4. Please ask questions whenever! My hope is that you will feel comfortable enough to ask questions and bring up relevant issues of discussion during class.

**Cheating, Plagiarism, and Fabrication:** If you are found to be cheating, plagiarizing, or fabricating material you may be subject to failure in this course. A letter will be written to the Dean of Student Services to report the incident. COS will then deal with the incident according to the Student Code of Conduct; this includes consequences ranging from reprimand to expulsion.

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

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### **How to Register for MyMathLab**

To register for MyMathLab you will need all of the following:

- A valid email address (one you check regularly!)
- A student access code (the thing you pay \$93.10 for!), and
- A course ID (**batenhorst92017**)

If you do not have an email address, visit our school library's computer center.

If you do not have a student access code, you can purchase one during the registration process below for MML, paying via credit card or PayPal through their website.

**Warning:** If you buy a used book, they do not (normally) come with an unused access code, so you will have to purchase one separately.

### **Registration Steps:**

1. In any web browser, go to [www.coursecompass.com](http://www.coursecompass.com) (it will redirect you to <http://pearsonmylabandmastering.com/?cc>). This will get you to the home page for My Math Lab (MML).
2. Underneath “Register” click on the button labeled “Student”
3. Enter the course ID, **batenhorst92017**, and then click “Continue”.
4. The course information for your course should appear. Now you will have a couple of options:
  - a. If you recently took **this course with the same textbook**, you will not need to buy an access code. Click “Sign-in” under the “Sign in with your Pearson Account” header and enter your old username and password (contact Help and Support if you can’t remember it).
  - b. If you want to pay online or you have already purchased an access code kit from a bookstore, you will need to select “Create” under the header “Create a Pearson Account”.
    - Type your name and email address in the boxes provided. I will be emailing you using the address you choose, so be accurate.
    - Make sure you record the login name and password you have chosen. After this initial registration, your login name and password are all that you will need to access the MyMathLab site.
    - Check the box for “I accept” to accept the company’s license agreement.
5. The next page will tell you, “You’ve successfully created a Pearson account!”  
Now you will either:
  - a. Click “Access Code” and enter your 6 word access code in the boxes provided, if you already bought one.
  - b. ...or...If you want to just pay for your access code online, go ahead and select the “Pay Now” button. They will not take debit cards (I’ve heard), only credit cards or PayPal.
  - c. If you are awaiting a Financial Aid check or other circumstances prevent you from paying at this time, you should click the blue link lower down on the screen that says: “Get temporary access without payment for 17 days.” A window will pop up, and you will select “yes.”

**IMPORTANT** Please Note: If you get a temporary access account, you MUST renew and pay the full amount before your 17 days expire so there is no lapse in your account. Also, when you go to pay, DO NOT create another account, use your original login info and pay from that account’s page.

6. You are now finished registering. If you would like to sign in now, click the “Home” button at the top left of your screen and then select the “Sign-in” button. Enter your username and password, which you have written down in a safe place. Yeah! You’re done!