MATH 250 COLLEGE ARITHMETIC
Syllabus – Fall 2016

Instructor: Sofia Rodriguez **Email:** sofia.rodriguez@reedleycollege.edu
Office Hours: By appointment.

CLASS TIME/LOCATION:

Title	Section	Days	Time	Location	Campus
MATH250	56927	MWF	1:00PM−2:50PM	SOC 31	Reedley

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.

STUDENT LEARNING OUTCOMES: By the end of the course students will be able to:

1. Convert numbers between decimals and fractions.
2. Develop an understanding of the base ten number system.
3. Learn basic addition and multiplication facts of single digit integers.
4. Learn, practice and apply the operations of addition, subtraction, multiplication and division of rational numbers.

REQUIRED MATERIAL:
1. Access Code to MyMathLab (Pearson site for online homework).
2. Spiral grid-paper homework notebook(s), Cambridge brand from Reedley College book. No other notebook will be accepted.

TEXTBOOK: *Pre-Algebra 4th Edition* by Tom Carson (Optional).

CALCULATOR: A scientific calculator is **required** for this course. The TI-30XS MultiView is a good recommendation. Calculators with QWERTY keyboards, or which do symbolic algebra (such as the TI-92 or TI89 graphing calculators), **may not** be used for this course. You are expected to bring your calculator to each class session. Your cell phone **may not** be used as a calculator during class. Sharing of calculators during quizzes or tests is not permitted.

COMPUTER ACCESS and EMAIL: You will need regular access to a computer in order to complete online assignments. You will also need a valid Reedley College email address that you check regularly.

GRADING: 15% MyLabsPlus Homework   Grading Scale
                    10% Participation Points   **A** 90% −100%
                    30% Tests   **B** 80% −89%
                    20% Quizzes   **C** 70% −79%
                    25% Comprehensive Final Exam   **D** 60% −69%
                                                                  F 0%−59%

ATTENDANCE: Attendance is a **requirement** not an option. Ten points will be awarded daily for participation and attendance. You are expected to be prepared, arrive on time, participate in group/class discussions, and stay the full length of class. If you are not present at the beginning of class you will be marked absent. Students who do not check in with me at the end of class will remain marked absent. Two tardies is equivalent to one absence. Any student leaving early will be marked absent. Students with <u>three</u> or more absences prior to Wednesday, September 14th will be dropped from the course.

HOMEWORK: Online homework will be due weekly on Wednesday and Saturday through MyMathLab (MML). Each homework problem can be attempted as many times as you wish. After three attempts, the system will redirect you to a similar problem. Your goal should be to obtain 100% on all your homework assignments. Due dates will be posted on MML. These assignments cannot be made-up, so you must stay on task. Any student without **permanent access** to MyMathLab by Friday August 26th will be dropped without further notice. A part of your homework grade will be a **mandatory one-hour meeting** in the Tutorial Center with a tutor on an appointment basis. This will be worth worth one homework assignment per week. You will need to login and logout of the Tutorial Center in order to record your attendance. Students **who do not sign up for appointments** with a tutor may be dropped from class.

QUIZZES: Online chapter quizzes will be assigned on MML throughout the semester. The lowest quiz score will be dropped at the end of the semester. Each quiz can be attempted three times. The computer will record your **best** score in the "Gradebook".

CHAPTER TESTS: There will be 4 written exams. The best possible preparation for an exam is regular attendance and completion of all online/written assignments. **No make-up exams** will be given. An alternative project will be considered only in the case of a documented emergency. If an emergency arises that is **beyond your control,** you must contact me **on or before** the day of a test. Notifying me the following day that you missed the exam is not acceptable. Failure to adhere to this policy will result in a zero score for the missed test.

FINAL EXAM: You must take the final to receive a passing grade. There will be no exemptions and **no make-ups** for the Final Exam. You must take the exam as scheduled for your class.

Important Dates	
Monday, September 5th 2016	**Labor Day Holiday** No Class
Wednesday, September 14th 2016	**Drop Date**
Friday, October 14th 2016	**Final Exam** 1:00-2:50PM

WITHDRAWING FROM COURSE: It is your responsibility to submit proper forms to Admissions Office to officially drop the course. Failure to do so may result in a grade of "F". Please refer to the academic calendar for the drop date deadline.

MATH STUDY CENTER (MSC): The Math Study Center (located in FEM 1) is a great place to work on math assignments and get help as needed. The lab is staffed by both Mathematics Department faculty and trained tutors. Tutors assist students either individually or in groups. Services are free and on a walk-in basis.

Monday-Thursday	8:30AM to 4:00PM
Fridays	8:30AM to 1:00PM

DISABLED STUDENT PROGRAMS AND SERVICES: College policy requires that students with documented disabilities be provided with reasonable accommodations to assist them in the learning environment. If you have a specific physical, psychiatric, or learning disability and require academic accommodations please call (559) 638-0332 for more information.

CELL PHONES: In accordance with COS Board Policy, the use of cell phones is not permitted. Cell phones and other electronic devices (PDA's, laptops, iPods, ect.) are to be **turned off** and put away before the start of class. Use of cell phones and other electronic devices during class is considered disruptive behavior.

GENERAL CONDUCT: Students are expected to conduct themselves in a responsible, mature and academically honest manner. Any student disrupting class is subject to disciplinary action as explained in the COS General Catalog. **Disruptive talking** during class will lead to the student being dismissed and marked absent. **Cheating** or plagiarism will not be tolerated. Disciplinary action will be taken in accordance to the Student Code of Conduct, which includes consequences ranging from reprimand to expulsion.

CLASSROOM ENVIRONMENT: As an instructor, I will strive to be professional, courteous and respectful to students, and to

- o Begin and end class on time
- o Be prepared for each class session
- o Provide academic feedback and grade assignments in a fair, impartial and timely manner
- o Be available for individual consultation
- o Inform you of any adjustments to the syllabus or class schedule

As a student, you are expected to:

- o Put forth your best effort and ask questions when you don't understand
- o Attend class regularly and be in class on time
- o Be prepared for class sessions and participate in class activities
- o Follow instructions and complete assignments on time
- o Listen when others are speaking
- o Be courteous and respectful to me and to your classmates
- o Be responsible for the information in this document and comply with COS Board policies
- o Maintain knowledge of your grade status, and contact me immediately about concerns or situations that could interfere with your success in this class.

I reserve the right to alter this syllabus at any time and make the changes known in class and/or online. You are responsible for these changes whether or not you attend class the day of an announcement.

SYLLABUS RECEIPT
MATH 250 – COLLEGE ARITHMETIC
CRN 56927
Fall 2016

Name (Print Please) _____

Cell phone for calls (if necessary) _____

Submission of this form verifies my receipt and understanding of the class syllabus and requirements. Submit to your instructor during the required orientation.

_____   _____

        Signature   **Date**