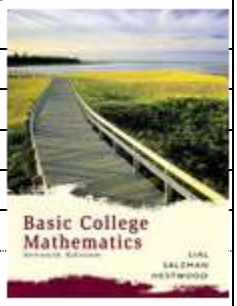
Syllabus for **MATH-272-E1106 Arithmetic for College Prep** and **MATH-372-E2333 College Arithmetic** Eureka Campus		
Semester & Year	Spring 2017	
Course ID and Section #	MATH-272-E1106 (041106) Arithmetic for College Prep MATH-372-E2333 (042333) College Arithmetic	
Instructor's Name	Tami Matsumoto	
Day/Time	3 days per week: TThF 10:05am - 11:20am	
Location	Room SC202 on TTh, and Room SC206 on Fridays	
Number of Credits/Units	Math 272 is -0- units; Math 372 is 4 units	
Contact Information	*Office location*	SC 205-B, upstairs in Science Bldg
	Office hours	Mon 10-11, Wed 2-3, Fri 9-10. Also by chance and by appointment.
	Phone number	707-476-4543
	Email address	tami-matsumoto@redwoods.edu Include "**Math 372**" (or "Math 272") as ***part of*** the email Subject line
	Social Media	https://twitter.com/tamimathcr https://www.facebook.com/TamiMathCR
Textbook Information	*Title & Edition*	***Basic College Mathematics***, 7th ed
	Author	Lial, Salzman, Hestwood
	ISBN	0-32-125780-4, 978-0-32-125780-2



Course Descriptions: Note: Math 272 is a noncredit alternative to Math 372.

Math 272: A noncredit, basic skills course, as entry-level preparation for college mathematics. Topics include addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, with an emphasis on critical-thinking and problem-solving. Includes applications of proportions and percents, measurement unit conversion, and averages. Communication of mathematical ideas is integral to the course. The use of scientific calculators will also be introduced.

Math 372: A study of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, with an emphasis on applications. Includes applications of proportion and percents, unit conversion, and averages. Problem solving, estimation, small group work, exploratory activities, and the communication of mathematical ideas are an integral part of the course. The use of scientific calculators will also be introduced.

Student Learning Outcomes

Math 272:

1. Add, subtract, multiply, and divide whole numbers, fractions, decimals.
2. Use the algebraic order of operations to simplify expressions.
3. Apply mathematical operations to real-life situations.
4. Estimate and assess reasonableness of answers.

Math 372:

1. Comprehend arithmetical operations (addition, subtraction, multiplication, addition) and relationships among the operations.
2. Apply mathematical operations to real-life situations.
3. Break down mathematical expressions involving more than one operation using algebraic order of operations, to simplify expressions.
4. Evaluate the reasonableness of an answer using estimation strategies.

Special Accommodations

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS at 707-476-4280.

Academic Support

Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended Opportunity Programs & Services, for eligible students, with advising, assistance, tutoring, and more.

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services, and scroll to AP 5500. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services and scroll to AP 5500. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods website.

Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (http://www.redwoods.edu/aboutcr/Eureka-Map; choose the evacuation map option). For more

information on Public Safety, go to http://www.redwoods.edu/publicsafety. In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to https://www.GetRave.com/login/Redwoods and use the "Register" button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with "redwoods.edu." Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.

Tip Line:
Anyone wishing to make an anonymous report of a crime may use the tip line at 707.476.4555
Or by emailing CRTip@redwoods.edu. See also: http://www.redwoods.edu/Safety/report.asp

Students get Microsoft Office 365 FREE
All CR Students can get OFFICE 365 for *free* -- for PC, Mac, Smartphone, Tablet -- using the @mycr.redwoods.edu email address.

- Go to https://portal.office.com/start?sku=78e66a63-337a-4a9a-8959-41c6654dfb56 (If you get an Error message using the hyperlink, copy and paste the url directly into your browser.)
- Enter "mycr" student email account (e.g., jdoe555@mycr.redwoods.edu)
- Go into student email account; click on the verification link in the Microsoft email.
- The link will take you back to the website and you can download the software at that time, OR access the account at a later time via: https://login.microsoftonline.com

Mathematica:
Mathematica presentations will be given by Professor David Arnold each Wednesday, 4:40-5:30 pm, in SC 214. All faculty, staff, and students are welcome and are entitled to a free version of Mathematica for personal use. See: http://www.redwoods.edu/math/mathematica

Student Services (a partial list of what's available for Eureka students)

- Health Center: http://www.redwoods.edu/eureka/studenthealth/ PE Building 114. 707-476-4149. Spring Semester hours: MTThF 1-5pm & Wed 8:30-4:30 (except 2-5pm on Jan 18; and 1-5pm on Jan 25 & Feb1). Closed Holidays & Breaks. Flu shots available (free for students).
- Security/Public Safety: http://www.redwoods.edu/safety/
  Emergency Line: 476-4111 (Non-emergencies 476-4112)

- Child Development Center: http://www.redwoods.edu/Eureka/CDC/
  Information: 476-4337 or wendy-jones@redwoods.edu
- ASC Tutoring (for all CR students; need not be enrolled in Math Lab):
  http://www.redwoods.edu/eureka/asc/tutoring.asp
- Testing Center in ASC – for make-up tests, and when certain accommodations cannot be met in the regular classroom: http://www.redwoods.edu/eureka/asc/
- Scholarships – Spring deadline is ***4pm*** **Friday Feb. 3** http://www.redwoods.edu/financial-aid/Scholarships
- Math Lab – students must be registered in a Math Lab course to use the Math Lab
  http://www.redwoods.edu/Departments/Mathematics/MathLab.asp
- DSPS http://www.redwoods.edu/District/dsps/
- EOPS/Care http://www.redwoods.edu/eops/
- TRiO http://www.redwoods.edu/trio/eureka
- Honors Program http://www.redwoods.edu/Departments/Honors/
- Veterans Resource Center http://www.redwoods.edu/vets/

See more at http://www.redwoods.edu/services/

Classes for Academic Support

- Math Lab classes: Math 372L or Math 252 (for students in Math 272 or Math 372)
- LIGHT Center classes open to all students: GUID 143, 145, 146, 147, 148, 205, 215.
  For information: 476-4290 (Eureka campus)
  NOTE: GUID classes can be taken by any students (even if not DSPS)
- ESL classes such as ESL 211 support academic students. *You can show up to sign up!*

ASCR: Associated Students of College of the Redwoods: http://www.redwoods.edu/ascr/
Some Student Clubs are listed here http://www.redwoods.edu/ascr/organizations.asp

Math 272 & Math 372 College Arithmetic

This class is a combination of Math 272 students and Math 372 students.

Math 272 is -0- units. Math 372 is 4 units. Both are College Arithmetic courses.

There is no difference in the mathematical content covered for the 272 students compared to the 372 students -- the learning experience should be the same for all the students in the room.

Main Reason for offering both together:
Some students really need the units (for various reasons) and cannot afford to spend time learning Math 272 (at -0- units) if they also have to carry a certain unit load -- so they really need 372.
But some students do not need the units, and would much rather take the class without paying $184 for it -- so 272 works fine for them.

Students can switch out of Math 372 into Math 272 by adding one and dropping the other. Students who started in 272 might not be able to drop 272, but they can certainly add Math 372 and get the units. **This adding and dropping should occur within the first week of the semester**.

Information follows in the following sections:

1. About Mathematics
2. Materials you will need
3. Course Content Organization
4. Course Requirements
5. Homework
6. Sources of Math Help
7. Creating Your Own Personal MATH REFERENCE BOOK
8. Grading Information
9. Schedule Information

1. About Mathematics

math·e·mat·ics
maTH(ə)ˈmadiks/
noun
noun: **mathematics**; noun: **applied mathematics**; noun: **pure mathematics**

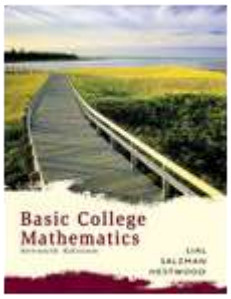
the abstract science of number, quantity, and space. Mathematics may be studied in its own right (*pure mathematics*), or as it is applied to other disciplines such as physics and engineering (*applied mathematics*).

Mathematics can be abstract at times, but, of course, math is used in everything. You couldn't live without ever using numbers or math.

You will need to learn (a la Bloom):

- Knowledge
    - Definitions
    - Types of numbers and representations of them
    - Arithmetical Operations
- Comprehension
    - How related things compare (similarities, differences)
    - What different things mean or tell us
    - How to interpret mathematical symbols
    - Which operations apply in which situations
- Application
    - How to take information given and apply math to it
    - How to solve problems, combining together what you have learned
    - How to apply what you know to ***new*** situations
- Analysis
    - How to make inferences from analysis of complex information
    - Recognizing importance and significance of component parts
- Synthesis
    - How to understand a situation and pull together all that you have learned, to reach appropriate conclusions and inferences
- Evaluation
    - How to look back to assess what was done (by you or others) and evaluate the results

2. Materials you will need:



- **Required Text**: ***Basic College Mathematics, 7th edition***, By Lial, Salzman, Hestwood. Published by Addison Wesley.
  You can check out the book in the CR library for the semester. You also have the option of buying your own copy online very inexpensively.
  - **Recommended:**
    - **Student Solutions Manual** (ISBN 0-32-127938-7, 978-0-32-127938-5);
    - **Study Skills Workbook (for Basic College Mathematics, 7th ed)** (ISBN 0-32-127937-9, 978-0-32-127937-8)
- **Calculator**: A ***Scientific*** Calculator (does not have to be a "graphing calculator").
- **Bound Notebook with Grid Paper**: Roaring Spring #77475 or Ampad #26-251 (about $2 - $6), for example. Check to make sure it is **bound** and has **graph paper** in it. You will use this to build yourself a reference book (see the "Reference Book Information" also).
- **Time. Lots!!** In your own weekly schedule, please block out at least 15 more hours *(possibly as much as 20 hours)*, per week, to devote to this class.
- **Supplemental Handouts**. There will be lots of handouts some of which you may have to print yourself. It is your responsibility to make sure that you get a copy of all supplemental material, even if you miss class.
- **Paper**: Homework Paper and scratch paper, lots of it! It is fine with me if you RE-USE paper. Paper that's only been used on one side is still fine (in general) on the other side. You will also need some graph paper. Get it in a pad or a package of loose-leaf sheets (rather than stuck in a notebook), or print it from the web. Many people find it helpful to get graph paper with heavier lines on every fifth line to make counting easier.
- **Pencils**: Lots. Math problems should be done in pencil in this class (as in math classes in general). If you like softer lead (I find it writes darker easier) then you might like "2B" mechanical pencil lead (I prefer "2B" to "HB" which I find not as easy to work with).
- **Erasers**: At least one.
- **A ruler**: Important for drawing tables and graphs carefully and correctly.
- **Computer Access** for:
  - **Email:** I expect you to have regular access to a computer and expect to be able to contact you easily. The College uses your "mycr.redwoods.edu" email address to communicate with you so it is important that you receive those email messages; you can set it up to autoforward those emails to another email address if you prefer (though you should still check it now and then just in case).
  - **Online exploration and course materials**. This is separate from your email but you need access to a computer for this also.

3. Course Content Organization:

We will follow the material in the textbook in Chapters 1 through 6, the first section in Chapter 7, and also Chapter 10. The information from Chapter 10 and Section 7.1 will be introduced while we are working on Chapters 1-6.

Exam dates will be announced at least one week in advance.

The Final Exam is scheduled for Thursday, May 11, 10:45am-12:45pm. Please plan to be there.

4. Course Requirements (*subject to change with fair notice*):

Participation in Class Activities: Attendance and participation are essential to the learning process. In addition, everyone benefits from your input and participation, and some work we do will be in groups! One important aspect of this course is the incorporation of active learning in class; this requires everyone's participation, particularly during in-class activities. Also, the best way to insure having a successful experience in any course is to come to every class meeting and keep up with the assignments. There will often be handouts during class to be turned in at the end of class. If you miss more than four class sessions, you may be dropped from the course.

I realize that sometimes things come up and getting to class is impossible. In those cases, communicate with me as soon as you can. This is especially important if you are missing a scheduled exam!

Note that ALL students remain responsible for ALL assignments given and those assignments are expected to be turned in ON TIME. If you miss a class, the assumption is that you will get the necessary information to complete the assignment by the due date and be prepared to continue in the normal flow of the course.

CAUTION: the material builds from one week to the next and so
IT IS STRONGLY URGED THAT ALL STUDENTS ATTEND ALL CLASSES.

Problem Sets, assigned from the textbook: Problems will be assigned every class. There will be "Practice" problems, "Basic" problems, and "Advanced" problems. Show your work, and work neatly and legibly. There will not be time for problems to be graded carefully, so it is very important that you check your own work before turning it in, and ask questions if you want to make sure you are on the right track.

Pop Quizzes: There may be pop quizzes. You should always bring a pencil with you to class each day to be ready for a quiz. Bring your reference book (which may be allowed for some quizzes).

Other assignments: There will be some assignments other than problems from the book. Some will be explained on handouts, some will be writing assignments, and some will be done in class. Also you will build your own Math Reference Book throughout the course.

Reference Book: Each student is required to create his/her own personal Math Reference Book throughout the term. It should be made in a bound notebook; create a title page at the front, followed by a table of contents. The contents should include material learned in the course. For the most part, it is up to you to decide what to include, though there will be a few items I will direct you to include. Each page should be for a separate topic. Suggestion: note in your book the ***textbook*** page # to refer back to, if needed.

Exams: There will be about 6 short exams amid the term and a Final Exam during finals week. The Final Exam will be comprehensive and will be given in two parts: For one part you will be able to refer to your own Reference Book which you will be making throughout the term. About a week before each test you will be provided with a study guide for the exam. You do not need scantrons. You should always bring pencils, erasers, and your Reference Book (for grading) on test days.

Final exam official date and time: Thursday May 11, 10:45am-12:45pm, during finals week.

HELP?! If you have questions, please get help! It is ***your*** responsibility to seek help if you need it. We will go over some questions in class, but we will not have enough time to answer all of everyone's questions.

DUE DATES and LATE WORK: Caveat on "due dates": While we are, by necessity, confined within a certain time framework, it is important to me that you understand the material – given that, if you have made progress on an assignment but are having trouble completing it by the due date, communicate with me to make appropriate arrangements.

5. Homework — *What, When, Why, How?*

There will be a homework assignment associated with essentially each class meeting. In general, work to finish your homework before the next class meeting, but if you have questions, you will be allowed to turn in your homework two classes after it is assigned. Since this could result in overlaps of assignments, you must be very careful to keep your assignments clearly labeled, but this system allows you to ask for clarification, if needed, so that you can then finish up that assignment and still turn it in – and understand it.

The purpose of having you do homework exercises is

(1) to give you practice with a variety of problems, and
(2) to help you to learn to write responses correctly, and
(3) to help you get some feedback so that you know what you are doing right and what you need to improve on.

I will usually assign problems that have answers in the back of the book so that you can check your work as you go along and get help when you need to. Generally, we will go over a few problems in class, but if you still have more questions, then please be sure to seek out help from me or from others, outside of class time.

There will be three categories of homework problems assigned: "Practice," "Basic" and "Advanced." You must do the "Practice" and the "Basic" problems to pass the class, but you only need to do "Advanced" problems if you want a grade above a C.

Here are some very general instructions for how I want you to do your homework:

1. When you turn in your homework, if there are multiple pages, please have them in the correct order. Also do not run the problems into each other – each problem should be clearly marked and easy to find.

2. Label each homework assignment clearly <u>in the center at the top of the page</u> with the assignment number: "HW #1" or whatever number it is.

3. At the top right side of the page, write your name and "**Math 372**" (or "Math 272") and the date.

4. Please use pencil, and erase carefully, when necessary.

5. The "Practice" need not be written out carefully; the idea is for you to get a lot of practice doing the problems, and it does not matter what the written work looks like. The "Basic" and "Advanced" problems should be done with more care: Label each problem clearly, and paraphrase the question – you do not need to copy all the words of the question exactly as it is in the book, but you should write enough so that anyone looking at it (who does not have the book in front of them) can tell what it was that you were supposed to do.

6. Show your work – do not just turn in a list of answers. Even for most of the "Practice" problems, some intermediate work should be evident.

7. Work down the page – Each problem should be below the one you just did (not next to it), though a two-column format would be fine.

8. Check in the back of the book (B.o.B.) before turning in your work. It is your responsibility to check your work and get help if and when you have questions.

6. Sources of Math Help

If you have questions, please get help! It is your responsibility to seek help if you need it. I will answer some questions in class, but unfortunately, we will not have enough time to answer all of everyone's questions. Some sources of help are:

- Math 372L: Math Tutoring Lab (strongly recommended but not required). Register for the 1-unit or ½-unit section for this opportunity for drop-in tutoring in the Math Lab during open hours. Math Lab is a class; register for it using WebAdvisor; it is Credit/No Credit. For 1 unit of "credit" you must have 45 hours of documented attendance by the end of the semester (22.5 hours for 1/2-unit). You can sign up for ½ -unit and change to 1-unit later if you choose to.
- Math 252: Non-credit alternate version of Math Lab. You get the same drop-in tutoring help as Math 52, with the same hours, but this is -0- units and there is no hours requirement.
- GUID 145: There is a special section of GUID 145 that specifically helps students with strategies for arithmetic. It meets twice a week, so you would get small-group tutoring with others in the same class.
- One-on-one Tutoring: Any CR student can sign up to meet with a tutor. Contact the ASC. (You do not need to be registered in Math Lab for this.)
- Tutors in special programs (for example DSPS, EOPS)
- Private tutors
- Other students – form study groups. You can contact classmates via discussion forums or email.
- Instructors: You can come to my office during office hours, or by appointment; you can call or email me to connect. Other instructors are willing to help, too, when available.

7. Creating Your Own Personal MATH REFERENCE BOOK

During the term, you will create your own personal Math Reference Book. In your Reference Book, you will write definitions, examples, and instructions of things that we learn in this class. This book will be useful to you throughout this course, and especially in other courses you take after this one!
You will be allowed to use your Reference Book on our "Reference Book Quizzes" as well as when you are studying and working on your homework, of course.

- Get a bound notebook with grid paper in it (sometimes called "quad ruled"). Composition books are about $2 to $4 dollars and are sold at the CR and HSU bookstores, Staples, and other places.
- Make a Title Page. The first page of the book should be made into a title page. Create a title for your book, and include identifying information so it could be returned to you if you ever were to lose it.
- Start the Table of Contents. On the top of the **next** page (right side) write "Table of Contents" and reserve the next several pages for your Table of Contents to grow into. Skip at least 4 pages – more if your writing is large or if you anticipate entering particularly detailed information in your "T O C."
- Page 1. The first page that you write actual content information on should be numbered "1".
- Number the following pages. Number the pages, either odd and even on front and back, or you might prefer to number just the right-side pages 1, 2, 3, and so on, leaving the left sides blank at first.
- Enter information regularly as you study and do your homework. Keep just one basic topic on each page, even if you don't fill up every page. The important thing to remember is to make this useful for yourself, so that a year from now (for example), you will be able to find whatever you look for easily.
- As you add information, write corresponding entries in the T O C, listing the number of the corresponding page ***in your reference book*** to the **right** of the T O C entry.

- What to write: At times, I will direct you to include specific information in your Reference Book. Also, as you study, go over your class notes and read corresponding material in the text, synthesize important information and put it into your Reference Book. Definitions and explanations in your own words will be easier for you to understand later. Include examples and pictures, too.

Your Reference Book will be graded several times during the term. Correctness will be spot-checked (due to lack of time – not for lack of interest!). The Reference Books are graded on three areas: completeness, general correctness, and presentation.

8. Grading information (*subject to change with fair notice*)

	Exams/Quizzes	Reference Book	In-class Assignments	Homework*
For A-/A	At least 85% average	Excellent Reference Book, with all or most topics covered, with corresponding table of contents	At least 90% completed satisfactorily	At least 90% of "Practice" problems; at least 90% of "Basic" problems completed in a legible, satisfactory way; work done on majority of "Advanced" problems
For B-/B/B+	At least 75% average	Good Reference Book, covering majority of course content with corresponding table of contents	At least 80% completed satisfactorily	At least 80% of "Practice" problems; at least 80% of "Basic" problems completed in a legible, satisfactory way; work done on at least some "Advanced" problems
For C-/C/C+	At least 65% average	Basic Reference Book has basic topics covered	At least 60% completed satisfactorily	At least 70% of "Practice" problems; at least 70% of "Basic" problems completed in a legible, satisfactory way
For D	At least 60% average	Reference Book must have at least one page of content	At least 60% completed satisfactorily	At least 60% of "Practice" problems; Majority of "Basic" problems completed in a legible, satisfactory way

For determination of +/- grades, the entire class spread will be considered at the end of the term.

* Homework will include problems from the textbook, along with other handouts and assignments.

9. Schedule Information:

Class meets TThF 10:05-11:20am, starting on January 17 and runs 15 weeks, followed by Finals Week. Class meets in Room SC 202 on Tuesdays and Thursdays, and in SC 206 on Fridays.
Important dates:

- Tuesday, January 17 – First day of class
- Friday, Jan. 27 – Last Day to drop without a "W" on your transcript and receive a refund
- Friday, Feb 3 – CR Spring Scholarship Deadline
- Friday, Feb 10 – Last Day to file for Pass/No Pass option
- Friday, Feb 17 – No classes (campus offices will be open)
- Monday, Feb. 20 – Campus Closed for ***Washington ("Presidents")*** Holiday
- Thursday, March 2 – Last Day to petition to graduate / receive certificate this semester
- Week of March 13-18 – Spring Break (No Classes)
- Friday, March 31 – Last Day for Student-Initiated Withdrawal (no refund, and get a "W")
- Saturday, April 29 – Humboldt Math Festival, at Adorni Center, Eureka, 12noon-4pm
- Friday, May 5 – Last regular class session
- **Thursday, May 11 – Final Exam, 10:45am-12:45pm**

CAVEAT: The above procedures are subject to change.