Basic Course Information

Semester	**Fall 2015**	Instructor Name	**Jill Kitzmiller**
Course Title & #	**Math 61**	Email	**jill.kitzmiller@imperial.edu**
CRN #	**10070**	Webpage (optional)	
Room	**2721**	Office	**2768**
Class Dates	**8/17/15 – 12/12/15**	Office Hours	**7:30 - 8 am M -TH, 9: 30 - 11M W**
Class Days	**T/Th**	Office Phone #	**(760) 355 - 6296**
Class Times	**9:40 – 11:05**	Office contact if student	**Ofelia Duarte – Staff Sec II**
Units	**3**	will be out or emergency	**760 – 355 - 6155**

Contacting the Instructor

I will be available during office hours for personal discussion. I endeavor to listen to voice-mail and look at email each day when I am on campus. I DO NOT look at email on the weekends (Friday- Sunday) or on holidays. I do not respond to email regarding absences, unless it is long term. I do not discuss grades over email; this must be done in person.

Course Description

An introduction the concepts needed for further study in Mathematics. Topics covered include operations with whole and rational numbers, decimals, percents, ratio and proportions, and their applications

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Perform the basic operations with whole and non-signed rational numbers.
2. Perform conversions to and from fractions, decimals, and percents.
3. Solve application problems involving operations with non-signed rational numbers.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Demonstrate skills working with whole numbers.
2. Demonstrate skills working with fractions.
3. Demonstrate skills working with decimals.
4. Demonstrate skills working with percents.
5. Solve problems involving sales tax and discounts.

Textbooks & Other Resources or Links

MATH XL **computer access for doing homework is required for all students**! Also needed is the worksheet packet available in reprographic services room 904 (or you can print your own copies from blackboard). The text book is recommended but not required: Basic College Mathematics, Version for Imperial Valley College or 4E, Martin-Gay. A scientific calculator (not graphing) is also recommended, but not allowed to be used on exams.

Pace of Course and Tips for Success

This course moves rapidly coving the material equivalent to one year of math at the high school level, and meeting only twice each week. The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. In other words, **expect to spend 3 hours per week in the classroom AND at least 6 hours per week**

on homework for a 3 unit class. You cannot learn all of the material by just showing up to class. It is critical that you read ahead and ask questions. Avoid falling behind in the material, reading and homework. If you fall behind it will be difficult to catch up.

You cannot learn mathematics without doing the problems. Stay organized, take good notes and read your notes after class. If you are having difficulty with the material, get help. You can get help from me during office hours or in the Math Lab. Work with others outside of class, form a study group if possible. You are responsible for all material in assigned chapters and all material covered in lecture, even if you are absent, so find someone in class to make you copies of the notes & materials if you cannot be in class.

Course Requirements and Instructional Methods

In class instructional method is lecture based with in class worksheets and activities that correspond to the material covered in lecture. Evaluation is based on in class examinations and out of class homework assignments.

There will be six in class exams (100 points each) and one comprehensive final examination (100 points). Exams are closed book/closed note and each student must work independently. Plan now to be in class on the date of the exams. Any missing exam grade will be recorded as a "0". Your lowest test score (except for the final exam) will be dropped.

There will be homework assigned for each chapter in the book. Homework will be done on a computer using the Math XL program you purchase online or at the bookstore. **You will not pass the class if you do not complete any homework!** You may use you own personal computer with internet access or use a computer in the Math Lab. There are 100 points assigned for homework. **Homework will be due by the date of each exam.** No late homework will be accepted.

Course Grading Based on Course Objectives

Homework will be worth up to 17 points per chapter (6 chapters) as follows:

80% or more correct = 17 points,	70% or more correct = 14 points,
60% or more correct = 11 points,	50% or more correct = 8 points,
40% or more correct = 5 points,	30% or more correct = 2 points.
Less than 30% correct = 0 points	

GRADING: To receive a passing grade of "C" or better, you must have 490 points or more based on:

Homework (Math XL)	100 points
Exams	500 points
Final	100 points
Total	700 points

Breakdown: 630 & up = A, 560 - 629 = B, 490 – 559 = C, 420 - 489 = D, below 420 = F.

Attendance, class participation and a subjective instructor's interpretation of work may be used in assigning a final grade to borderline cases.

Incomplete Grade

To receive a final grade of incomplete, you must be passing the class and be unable to take the final exam.

Attendance

A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **DO NOT TEXT. Texting during class is disruptive to your learning and students around you.**
- Food and Drink are prohibited in all classrooms.   Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.
- Please be courteous of others: Try to be on time to class and avoid talking during lectures.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

  Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Blackboard support center: http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see http://www.imperial.edu/students/student-health-center/. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/

Anticipated Class Schedule / Calendar

Math 61 - Tentative Schedule – Fall 2015

Monday	Tuesday	Wednesday	Thursday
8/17	8/18 Introduction	8/19	8/20 1.2, 1.3, 1.4
8/24	8/25 1.5, 1.6	8/26	8/27 1.7, 1.8
8/31	9/1 1.9, Review	9/2	9/3 Exam 1
9/7 HOLIDAY	9/8 2.1, 2.2	9/9	9/10 2.3, 2.4
9/14	9/15 3.1, Review	9/16	9/17 Exam 2
9/21	9/22 3.2, 3.3	9/23	9/24 3.4, 3.5
9/28	9/29 3.6, Review	9/30	10/1 Exam 3
10/5	10/6 4.1, 4.2	10/7	10/8 4.3, 4.4
10/12	10/13 4.5, 4.6	10/14	10/15 Review
10/19	10/20 Exam 4	10/21	10/22 5.1, 5.2
10/26	10/27 5.3, 5.4	10/28	10/29 Review
11/2	11/3 Exam 5	11/4	11/5 6.1, 6.2
11/9	11/10 6.3, 6.4	11/11 HOLIDAY	11/12 6.5, 6.6
11/16	11/17 Review	11/18	11/19 Exam 6
11/23 HOLIDAY	11/24 HOLIDAY	11/25 HOLIDAY	11/26 HOLIDAY
11/30	12/1 Review for final	12/2	12/3 Review for final
12/7	12/8 FINAL	12/9	12/10

MathXL®

How to Register and Enroll in Your Course

Welcome to MathXL! Your instructor has set up a MathXL course for you.

The course name is: math 61 - fall 15 - 10070

It is based on this textbook: *Martin-Gay: Basic College Mathematics, 4e*

To join this course, you need to register for MathXL and then enroll in the course.

1. Registering for MathXL

Before you begin, make sure you have the access code that comes with your MathXL Access Kit.

To register or buy access, go to www.mathxl.com, click the **Student** button in the Register section, and then follow the instructions on the screen.

2. Enrolling in your instructor's course

After registering, log in to MathXL with your username and password. To enroll in this course, enter the following Course ID:

The Course ID for your course is: XL20-Y190-901Z-8352

Need more help?

To view a complete set of instructions on registering and enrolling, go to www.mathxl.com and visit the Tours page.