COURSE TITLE: College Arithmetic  
COURSE #: Math 098  
SECTION #: 2110

CREDITS/CONTACTS:  
Credit Hours: 3  
Lecture hours/weekly: 3, plus time outside of class for testing

FINAL EXAM: Final Exam information can be found on page 3 of this syllabus.

CLASS LOCATION: CSB 2016

CLASS TIME: Tues and Thurs 8:40 am-10:10 am

INSTRUCTOR: William Markovich  
Office: CSB 2004 A  
Office Hours: 10:10 am-12:00 Tues. and Thurs/ 
Phone Number: 782-1362  
Email: wmarkovich@swmich.edu

PREREQUISITE: Compass pre-algebra assessment score of 22-41 required.

COURSE DESCRIPTION: Provides a review of operations with whole numbers, fractions, decimals, ratios, proportions, percentages, area and perimeter. Emphasis is on computation.

ADDITIONAL COURSE INFORMATION: Also provides study skills concepts focused on student success. Topics include: time management; using your textbook; note-taking; making class-time more effective; retention and general study strategies; and test-taking strategies.

CORE CURRICULUM: Non-Applicable

OUTCOMES ASSESSMENT: SMC is involved in an on-going assessment of all core courses. As a student in a ‘core course’ some of your work will be used as an indicator of how effective the instruction in the course has been in helping students master the core skills described above. While some of your work may be part of a larger sample of students’ work used to assess course effectiveness, your anonymity will be protected at all times.

TEXTBOOKS REQUIRED: Basic College Mathematics 8th Edition (Custom for SMC), by Lial, Salzman & Hestwood. Publisher: Pearson/Addison/Wesley  
Math Study Skills by Alan Bass. Publisher: Pearson/Addison/Wesley
OTHER REQUIRED MATERIALS: 3 inch, 3-ring binder and dividers
3 x 5 inch index cards
Notebook paper
Pencils and erasers
Academic Planner (SMC has an excellent planner available in the bookstore)

ADDITIONAL RESOURCES: Computer Software bundled with textbook. Also available in the Teaching and Learning Centers (TLC) in Niles and Dowagiac are: Tutors, supplemental handouts and (coming soon) instructional DVDs.

METHOD OF INSTRUCTION: Lecture, discussion, group work, and homework assignments.

EVALUATION: Upon successful completion of the course, the student will have accumulated a minimum of 74% of the total points available. Percentage distribution of assignments is as follows:

EVALUATION METHOD:
- Homework, Study Skills Projects, Practice Tests, Quizzes and Participation/Attendance: 20%
- 6 Chapter Tests: 40%
- Comprehensive Final Exam: 40%

GRADING SCALE:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>94 – 100</td>
<td>A</td>
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<tr>
<td>90 – 93</td>
<td>A-</td>
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<tr>
<td>87 – 89</td>
<td>B+</td>
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<td>84 – 86</td>
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<td>80 – 83</td>
<td>B-</td>
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<tr>
<td>77 – 79</td>
<td>C+</td>
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<tr>
<td>74 – 76</td>
<td>C</td>
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<tr>
<td><strong>70 – 73</strong></td>
<td>C-</td>
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<tr>
<td><strong>67 – 69</strong></td>
<td>D+</td>
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<tr>
<td><strong>64 – 66</strong></td>
<td>D</td>
</tr>
<tr>
<td><strong>60 – 63</strong></td>
<td>D-</td>
</tr>
<tr>
<td><strong>59 and below</strong></td>
<td>F</td>
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</tbody>
</table>

** A grade below 74% (C) does not meet prerequisites for the next course.

A grade of C.P. may be awarded one time in Math 098 if the student is eligible. (C.P. stands for Continuous Progress.) This means the course is not completed at the ‘C’ level or above but substantial progress and effort has been made. Substantial progress and effort would include, but is not limited to: excellent attendance, meetings with tutors, meetings with your instructor, completion of assignments on time, passing at least 2 of the 6 exams. A student must request the C.P. from his/her instructor before the last day to withdraw from class.

ATTENDANCE POLICY: Attendance is required at all class sessions. It is the student’s responsibility to notify the instructor when an absence is unavoidable. Students are expected to make-up any missed assignments.

HOMEWORK:
- Show all work, making sure that it is neat and numbered.
- Credit will not be given for answers only.
- Label assignments with your name and the chapter/section number from the book.
TUTORING:
- Drop-in Math tutoring is available at both the Dowagiac and Niles Campuses through the Teaching and Learning Centers (TLC).
  - **College Services Building (Main) TLC, room 1105**
    Monday - Thursday, 8 a.m. – 4 p.m.
    Friday, 8 a.m. – 1 p.m.
  - **Fred L. Mathews Library TLC**
    Monday – Thursday, 8 a.m. – 7 p.m.
    Friday, 8 a.m. – 3 p.m.
    Saturday, 10 a.m. – 2 p.m.
  - **Niles Area Campus TLC**
    Monday – Thursday, 8 a.m. – 7 p.m.
    Friday, 8 a.m. – 5 p.m.
    Saturday, 10 a.m. – 2 p.m.
- Scheduled tutoring is available through the Tutoring Office in the Teaching and Learning Center. Call (269) 782-1463 or (269) 687-1600 for more information.

TESTING POLICIES:
- **All exams will be taken in the Testing Center** according to the schedule announced in class. Be aware of test deadlines. Missing a test deadline will result in a 0% score for that exam.
- **Bring a picture ID at the time of testing.**
- Only one math test may be taken on any given day.
- You must begin testing at least one hour prior to closing (2 hours for final exams).
- Testing ends when the center closes.
- Students may re-take one of the six Chapter Tests at the end of the semester. The test with the higher score will be kept.
- Students will adhere to all testing center policies and procedures. See the attached Student Guide to Using the Testing Center.
- Results will be posted within two class days on SMC Wired in My Courses (Moodle)>Grades or on another secure online grade book (your instructor will provide this information and link, if needed).
- You may look over your test anytime after it is graded by making an appointment with your instructor.

COMPREHENSIVE FINAL EXAM:
- The Final Exam will be taken in the Academic Assessment and Testing Center during official final exam days.
- Students may choose to take their math exam on the final exam day that best fits their final exam schedule.
- You must allow at least two hours to complete the Final Exam. No student will be allowed to begin a final with less than 2 hours before the center closes.
- Once you have taken the Final Exam you may not take or re-take a chapter test.
- There are no re-takes on the final exam.

NOTICE: Representative student work will be used as a part of SMC’s on-going curriculum assessment program.
OTHER COURSE EXPECTATIONS:

- You are responsible for your own learning.
- Students are expected to participate in all group activities, attempt all homework assignments and behave in a mature and professional manner. If you do not understand a topic or fall behind then it is your responsibility to contact the instructor or seek tutoring.
- Quizzes may be unannounced and may not be made up.
- Students may be required to have one or more individual conferences with the instructor at the instructor’s request.

CALCULATOR USE:

No calculators will be used in this course. Students may not use calculators to complete assignments during instruction, when completing assignments outside of the classroom or when testing. Students are encouraged to check answers to homework problems using the back of the textbook rather than with a calculator.

WITHDRAWAL:

If you decide not to complete this course, you must officially withdraw before the withdraw deadline. Not attending class will not automatically withdraw you from the course. You will remain on the instructor’s roster and be given a failing grade unless you meet with an advisor in Academic Support.

HONESTY POLICY:

Cheating or plagiarizing will absolutely not be tolerated at Southwestern Michigan College. Any student found cheating or plagiarizing material in any manner may be assigned a failing semester/session grade in this course. A second such incident while at SMC could result in suspension or expulsion from the institution. A student found in violation of this section of the syllabus will not be allowed to drop this course. Additional detail regarding cheating and/or plagiarism may be found elsewhere in this syllabus. For more detailed information consult the SMC Student Code of Conduct.

ACCEPTABLE USE OF PERSONAL COMMUNICATION TECHNOLOGY:

All phones, iPods, BlackBerrys, Palm Pilots, pagers, laptops and other technological devices including devices capable of taking photographs must be turned off or placed on vibrate mode and may not be brought out during class. If you are expecting or receiving an urgent call, you are required to leave the classroom before answering. Violation of this policy will result in your removal from the classroom for the class period. Multiple violations of this policy will be referred to the appropriate dean for disciplinary action. Further details or ramifications of violations maybe found elsewhere in this syllabus.
COLLEGE EXPECTATIONS:

Take this course seriously. This is a college level course, and it will be treated as one. Expect to spend 2 – 3 hours per credit per week outside of class to achieve a passing grade. That equates to 6 – 12 hours per week minimum to study and prepare for class. If you need assistance, you are expected to notify your instructor immediately. If you must be absent, it is expected that you check your SMC Wired e-mail and My Courses page for handouts and/or assignments and return to class prepared with the work completed.

It will always be to your advantage to attend class, to listen, to take notes, to do the assigned work and to study. Your grades are a reflection of your diligence.

1) Attend all classes, arrive for class on time and do not expect to leave class early. If you must leave early, alert the instructor prior to class, leave quietly and never walk in front of the instructor during lecture.

2) Respect diversity in the class. Diversity encompasses age, life experiences, profession, ethnicity, region, nation, lifestyle, class, learning style, philosophy of life, sexual orientation, religion, mental and physical challenges, customs, values and gender.

3) Read the assigned material and complete the homework before coming to class. Preparation before class is essential to a cooperative learning environment.

4) Keep all coursework organized according to your teacher’s instructions.

5) Turn off cell phones, photographic devices, iPods, BlackBerrys, Palm Pilots and all other techno toys. Laptops must be closed when class begins. Let your instructor know before the start of class if there is an emergency which may necessitate taking a call.

6) Demonstrate courtesy even if others do not.

7) At the beginning of the class, sit quietly and be ready to learn with your materials and homework out on your desk.

8) Listen attentively when the instructor or a student has the floor. If you miss instruction or information while you are talking, do not expect the instructor to repeat the information. Working on material for other courses or sleeping during class will affect the participation/attendance portion of your grade.

9) Wait until the instructor dismisses the class to begin packing up your belongings.

10) Students are expected to check SMC Wired and their SMC e-mail daily. The instructor will only respond to e-mails sent from SMC e-mail. When e-mailing your instructor, include your full name, the course name and section number in the “subject” of the e-mail.

Violating any of these course expectations will adversely affect your grade in this course.
College Arithmetic is a comprehensive survey of arithmetic theory, principle and practice. This course will provide the learner with opportunities to:

- Develop increased confidence in mathematical thinking and the performance of mathematical computations as well as an appreciation of the usefulness, efficiency and beauty of mathematics
- Develop and perform effective study skills for mathematics and expand utilization of alternative resources (videos, computer programs, tutors, instructor's office hours, classmates, other books, etc.) outside of class to help them solve problems or gain better understanding of mathematics
- Develop estimation skills to determine reasonable solutions and apply critical thinking skills to application outcomes
- Develop a curiosity about mathematical relationships and phenomena to enhance transferability of mathematical skills and thinking processes to subsequent math courses, courses in other disciplines as well as in daily life situations.

Math 098 - Course Objectives

Upon completion of this course, the student will be able to:

1. Demonstrate fluency with mathematical symbols, notation, and vocabulary.
2. Identify place value of numbers
3. Perform operations of addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals without the use of a calculator.
4. Perform rounding and estimation skills effectively.
5. Perform operations involving percent notation.
6. Perform operations involving ratios, proportions, and unit analysis.
7. Utilize critical thinking skills to effectively analyze and solve word problems including:
   a. Translation from written word to mathematical language
   b. Perform effective use of problem solving techniques and strategies.
8. Convert between fractions, percents and decimals.
10. Find factors, prime factorization, and multiples of numbers, as well as, compute the greatest common factor (GCF) and/or least common multiple (LCM) of a set of numbers.
11. Demonstrate the ability to work effectively as a member of a team.
12. Demonstrate an increased understanding of individuals of varying cultural and social backgrounds.
Student Guide to using the Testing Center

- An updated photo ID is required every time you come to take an exam in the testing center.

- Books, backpacks, cell phones and all unapproved electronic devices will be placed in our secure lockers. The testing staff will provide blank paper.

- Having or using a cell phone while testing is considered cheating.

- Allow yourself ample time to complete your exam. Remember proctors must give you at least one hour to test. Therefore, you must arrive and begin your exam at least 1 hour before the testing center closes (2 hours during final exams). All testing ends when the testing center closes.

TESTING CENTER HOURS OF OPERATION

<table>
<thead>
<tr>
<th>Dowagiac</th>
<th>Niles Area Campus</th>
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</thead>
<tbody>
<tr>
<td>Monday-Friday 8 am - 5 pm</td>
<td>Monday and Thursday  9 am -7 pm</td>
</tr>
<tr>
<td>Tuesday 8am – 7pm</td>
<td>Tuesday and Wednesday 9 am -5 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Friday               8 am - 12 pm</td>
</tr>
<tr>
<td>*Saturday</td>
<td>*Saturday             10am - 2 pm</td>
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</tbody>
</table>

* Fall and Winter semesters only
These hours are subject to change, so please check with the testing center if you have any questions.

The Academic Assessment and Testing Services Staff would like to thank you for your cooperation in making the testing environment a pleasant, secure and safe place to test

**Information in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. The instructor, however, reserves the right, acting within the policies and procedures of SMC, to make changes in course content or instructional techniques.
Student/Teacher Agreement

***This form must be signed and returned before any work will be accepted in class.

After reading your copy of the Course Syllabus, please sign this form and return it to your instructor. This form will be placed in your student folder.

I have received my course syllabus, read it, and understand my responsibility to follow procedures and meet syllabus guidelines.

INSTRUCTOR: ______________________________

CLASS: College Arithmetic – Math 098

SECTION NUMBER: __________________________

CIRCLE ONE:

I HAVE / HAVE NOT taken Math 098 in the past.

If you have taken this course please make an appointment with your instructor by the second week of classes to review your plan for a successful semester.

______________________________________________________________
Print (First Name) Print (Last Name)

______________________________________________________________
(Signature) (Date)