

MA100 Quantitative Reasoning and Mathematical Skills (Online)

Instructor: Dr. Trevorrow, Adjunct Professor Mathematics. torrance.trevorrow@chaminade.edu

Class Information: This is a 10 week online course using My Math Lab (MML) as the primary web site. Check course announcements and your CUH email daily for any updates. No other site is used for this course.

Office Hours: As an online class most of your work and assistance will be online using MML and via email to your professor through the MML link "Ask your Professor". In person help is also available by arrangement, usually on Saturday mornings at a mutually convenient location.

Registration: Must be completed with Chaminade University and MML by the end of Week 2. Each week of missed work reduces your total grade by 10%

Text: Thinking Mathematically, 7th edition, Blitzer, Pearson, ISBN 9780135167458 (loose leaf edition of the text with MML access) or 9780134705095 (MML subscription only) Both include an online PDF text. A valid access code to MML is sufficient if you are comfortable using a pdf reader for your text display.

Course Description: This is a three credit, entry level college math course studying various aspects of mathematics including: Problem Solving, Number Theory, Algebra, Graphing, Finance, Geometry, Probability, Statistics and Graphs. This course fulfills the Track A general education requirement in mathematics and is intended as a terminal liberal arts course (not a prerequisite for any other course in mathematics). Offered every semester.

Learning Outcomes: The student will have the opportunity to review and practice some fundamental concepts of mathematical thinking and commonly used nomenclature using a variety of topics as described above. Proficiency is evaluated from online weekly submission of homework and quizzes. An optional research project may be available.

Getting Started: After you have properly registered for the course with CUH email your professor using your Chaminade email address and login instructions for MML will be provided.

Math Online: All coursework is done online through the MML (MyMathLab) site. You may purchase a text that includes an access card or just an MML access key (card). Each week topics will be introduced via the announcement section. Homework and Quiz questions are assigned and answered online. The course schedule will be provided on MML. All work assigned for the week is due by the end of the week or as indicated. Week 10 is a comprehensive quiz.

MML provides instant help via videos, step by step problem solutions, power point, practice questions, and direct links to corresponding text sections. You may also directly email your professor (via MML) and get additional help. A study plan section records your personal areas of difficulty for additional practice and credit.

To access My Math Lab follow the instructions provided on CANVAS. All students must log into CANVAS once, from there work is done on MML. You will need your access key to continue - purchase one from the bookstore, online, or from the MML site. To avoid being "locked out" of MML and losing credit for submitted work, make sure you are properly registered with MML using your Chaminade email address by the end of the second week.

Login: *It is a requirement that you use your Chaminade University email address for your MML login.*

Non CUH address login may be deleted including any related work. IF you do not know your CUH email address contact the help desk - helpdesk@chaminade.edu (808) 735-4855

Late Registration: Please have your adviser contact me to confirm any late registration. Any work past the due date is scored by MML as zero.

Technical Support: For MML help go to: <http://247pearsoned.custhelp.com>. Phone Support: (800) 677-6337. Course access and any site issues are handled by MML.

Grading Assessment: Work must be submitted by the given due date. Each week's homework is about 5% of the total grade and each week's quiz total is worth about 5% of the total grade. Total Homework 45%, Total Quizzes 50%. Study Plan 5%. Corresponding Letter grade: A $\geq$ 90% B $\geq$ 80% C $\geq$ 70% D $\geq$ 60% F < 60%.

Homework and Quizzes: Are normally due at the end of each week; but may be subject to change. No extensions or resets will be made. Start early to avoid possible personal, work, computer or network issues. If you think medical or job conditions will interfere with your effective completion of the course, consider registering when the situation is more advantageous. The quiz for week 10 will be comprehensive.

Study Plan: The Study Plan contains questions that you missed from both the Homework and Quizzes and would be good review for the final quiz. SP is graded as it is completed and has no time limit other than the end of the course. SP is worth 5% of your total grade.

Academic Honesty: Students are expected to have read and abide by the "Student Rules of Conduct" which is contained in your copy of Chaminade University Student Handbook. Cheating in the form of plagiarism, collusion, deception will not be tolerated and will negatively affect your grade and may have other consequences.

Policy on Make Up Exams: There are no make-up quizzes or homework. Questions in this regard will be redirected back to the syllabus. Start early and avoid unforeseen circumstances.

Policy on Communication: All official communication to and from the student will be via the student's Chaminade email address or via MML. Ensure MA100 Online is in the subject descriptor, and a summary of the subject to avoid being treated as spam. It is the responsibility of the student to check their CUH email frequently for class updates and any special handouts. Report any CUH email problems to the Help Desk at (808) 735-4855.

Title IX, ADA: If you feel there are any forms of sexual misconduct or abuse (Title IX) or need accommodation under the Americans with Disability Act (ADA) please contact the Chaminade Counseling Center (808) 735-4845. See your student handbook for further details.

Time Management: Many students have found that doing one section per day and starting early in the week is a more satisfying learning experience and results in better grades. Additional study suggestions will be provided online.

Modifications: Your professor may modify elements of this syllabus and course procedures to facilitate the operational needs of the class including due dates and materials.

Summer 2019 - Important Dates for Undergraduate Online & Military Program

Sunday, July 7, 2019: Tuition Payment Deadline
Monday, July 8, 2019: Summer Classes Begin
Tuesday, July 16, 2019: Last Day to Register
Tuesday, July 16, 2019: Last Day to Add/Drop with 100% Tuition Refund
Friday, July 19, 2019: Last Day to Withdraw with 25% Tuition Refund
Wednesday, July 24, 2019: Last Day to Withdraw with No Record
Monday, Aug. 26, 2019: Last Day to Withdraw from Summer Term
Tuesday, Sept. 17, 2019: Last Day of Summer Term