

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 or late afternoons and also through the Chaminade Student Center.

Registration: Must be completed with Chaminade University and MML by the end of Week 2. Each week of missed works reduces your 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, sign into CANVAS for further instructions.

Math Online: MML provides instant help via videos, step by step problem solutions, power point, practice questions, and direct links to corresponding text. All coursework is done online through the MML (MyMathLab) site. You may purchase a text that includes an access key or just an MML access key (card). Each week topics will be introduced via the announcement section. Test/Text questions are assigned and answered online. The course schedule will be provided on MM but normally involves one chapter or parts thereof per week.

All work assigned for the week is due by the end of the week or as indicated. Week 10 is a comprehensive quiz and any "late work" must be completed before taking the final.

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. Weekly submitted work (pre and post tests) are worth 80% of your total grade, the final (comprehensive) is worth 10% and the Study Plan questions are worth 10%. Corresponding Letter grade: A \geq 90% B \geq 80% C \geq 70% D \geq 60% F < 60%.

Pre-Test: These are weekly questions based on the text and any supplemental material. Two attempts are allowed and there is no time limit other than the due date. Worth about 4.5% of your total grade each week.

Post-Test: Are questions from the text, one attempt only and time limited. Worth about 4.5% of your total grade each week.

Study Plan: The Study Plan contains questions that you missed from both the Pre and Post Tests. SP is graded as you complete it and has no time limit other than the end of the course. The Study Plan only contains questions or topics that you missed so doing well in the Pre and Post tests reduces the number of SP questions. SP is worth 10% 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.

Late or Missed Work: There are no make-up tests. Work (excluding the final) may be submitted up to 3 days after the due date with a 15% penalty. When possible it is best to 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 text 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.

Fall 2019 - Important Dates for Undergraduate Online & Military Program

Sunday, Oct. 6, 2019: Tuition Payment Deadline

Monday, Oct. 7, 2019: Fall Classes Begin

Tuesday, Oct.15, 2019: Last Day to Register

Tuesday, Oct. 15, 2019: Last Day to Add/Drop with 100% Tuition Refund

Friday, Oct.18, 2019: Last Day to Withdraw with 25% Tuition Refund

Wednesday, Nov. 25, 2019: Last Day to Withdraw with No Record

Monday, Nov. 25, 2019: Last Day to Withdraw from Fall Term

Wednesday,Dec.18, 2019: Last Day of Fall Term
