

**MATHEMATICS 105 – ARITHMETIC - 3 UNITS TH 510 pm – 635 pm Room SC 106 Section #4450**  
**Instructor: Tim Russell Office CE 238 Phone #(310) 287-4318 email: [russeltm@wlac.edu](mailto:russeltm@wlac.edu)**  
**Cell # (310) -740-6928 (TEXT ONLY)**  
**Office Hours: 4 pm – 5 pm TH**  
**Final Exam Date: December 17,2015** **PREREQUISITE: NONE**

**COUSE DESCRIPTIONS:** This course is designed to give the student an understanding of and a competency in the basic operations of elementary arithmetic. Topics include operations with whole numbers, common and decimal fractions, percentages, and simplified calculations.

**REQUIRED MATERIALS:**

- Access to *XYZ Homework & E-book* –\$40 for new students, purchased online or bookstore (see handout for instructions)
- Fall 2015 Math 105 Workbook -- purchased at Bookstore only (about \$22.00)
- No Calculator ( no cells or graphing calculators are allowed on any assessments in class)



- Homework will be assigned online using *XYZ HOMEWORK*
- Homework will be assigned daily. It is your responsibility to monitor the due dates online and complete all assignments correctly by the due date.

Calculator: **No Calculators on Quizzes or Tests!!** Otherwise, you may use a calculator to *check* your calculations only! A calculator is not really necessary in this course, however. Please do not use a calculator to do the homework.

Course Requirements

1. The methods of instruction in this class will be lecture, discussion, and group learning. You are expected to take an active role in this learning process. You are responsible for all information covered in class. Taking good notes in a math notebook on concepts and examples is **necessary!** Make sure the school has an accurate email for you. You will need to check your email frequently. Take advantage of **PLATO**, the computer component available in the Learning Resource Center.
2. We will cover chapters 1-6. We will cover 2-3 sections per week. I strongly recommend that you read the material we will cover in class **BEFORE** that class!

3. ATTENDANCE: You are expected to attend regularly and **on time, with cell phones turned off. PLEASE DO NOT "TEXT" DURING CLASS.** Attendance to all class sessions is required, and you will sign-in daily. Please plan your schedule so that you arrive on time. You **will** be dropped from the class due to excessive absences, i.e., if you miss two (2) consecutive classes in the first 2 weeks of the semester, or if you miss FIVE (5) classes during the entire semester. However, you should not, under any circumstances, assume that you will be officially dropped from the class role by the instructor. **It is the student's responsibility to officially drop the course if they decide to do so.**
4. GROUPWORK: Occasionally we will use group-learning sessions in class. Groupwork will occasionally be collected and graded. Group work will usually be scored on a 5-point scale. There will be no make-up group work.
5. HOMEWORK: It's essential to pass this course--practice! All homework problems must be done to assure adequate preparation for examinations. You are expected to do 5-10 hours of homework per week! **Suggested homework will be assigned daily.** At the beginning of each class, we will go over the previous night's homework, so make sure you have completed it so that you can participate in the discussion.

#### IMPORTANT DATES:

Refund and Add Deadline, September 8<sup>th</sup>  
Last days to drop without a "W", September 8<sup>th</sup>  
Last day to drop with a "W", October 9<sup>th</sup>  
Final Exam, December 14<sup>th</sup>

6. **EXAMS:** There will be 4 tests worth 55% of your grade in the class. Don't miss them! **NO MAKE-UP TESTS WILL BE GIVEN!** If you know in advance that you will miss an exam, then it is possible to arrange to take it in advance, but no exam will be given after the class has taken it. The final exam score may replace the first missed exam.

#### QUIZZES:

- Quizzes will be given weekly throughout the semester in class or online. Roughly 10 problems from previously discussed lecture and/or homework will be on each quiz.  
**Do not miss them! No makeup quizzes will be given under any circumstances**  
**MAKE-UP TESTS:** ▲ No make-up or retest will be given. ▲ One missing  
Test score will be replaced by the final exam percent score.

**FINAL: The cumulative final exam will count for 30% of your grade. No make-up final will be given.**

7. **CLASSROOM CONDUCT:**

- I like my classes to have a fun, encouraging environment. I expect you to come to class with a commitment to learn, take good notes and participate in discussions and classwork. I like group learning in my class. I expect my students to work together and encourage each other.



**Please  
Turn off Your  
Mobile Phones**

- Phones cannot be used during class even as a calculator to check your answer.

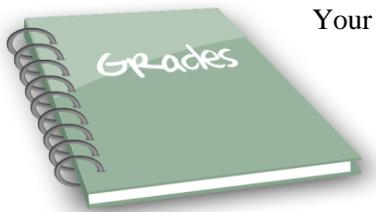


**NO  
FOOD/DRINK**  
*Sorry for the inconvenience.*

(except bottled water)

- All students are expected to arrive on time and stay for the duration of the class period. Late arrivals are disruptive to both the lecturer and students.
- Do not talk in class while lecture is in progress. Talking to the person next to you disrupts the whole class. Respect other students who have questions.
- Penalties for cheating range from a zero on an exam to dismissal from the course and/or the College. You should review College's policy on academic dishonesty outlined in the schedule of classes.
- No guests are allowed in class.

8. **Grading:**



Your grade will be computed the following way:

Test scores	55%
Homework assignments	10%
Classwork and online quizzes	10%
Final Exam	25%

**GRADING SCALE:**

90%-100%	<b>A</b>
80%-89%	<b>B</b>
70%-79%	<b>C</b>
60%-69%	<b>D</b>
59% and below	<b>F</b>

**MATH LAB/GETTING HELP:** I would like to encourage you to take advantage of my office hours. Learning Resource Center offers daily free tutoring and is located in the Library. To enhance your chances of success in this course make a commitment to spend at least 8 hours on course material per week outside class time, come to class daily, participate, keep an open mind, and stay positive.

**STUDENTS WITH DISABILITIES:** Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students Programs and Services located in SSB 320 (phone 310-287-4450) immediately to improve the chances that such accommodations can be implemented in a timely manner. The instructor will do everything possible to comply with ADA and all other mandates

**Students are bound by the Code of Academic Conduct that addresses issues of academic dishonesty, cheating and student behavior. If you are caught cheating on an exam, you will receive a grade of zero for that exam and the incident will be reported and become part of your permanent record. Any behavior that could be interpreted as disruptive to the class learning environment will result in the instructor filing a student misconduct report. Using extreme foul language is an example of such behavior.**

**HELP!** *Get help when needed! See me in my office, find a useful tutor in the library learning center and make regular visits, and work together outside of class. Keep all your homework and tests.*

*NOTE: If you have a disability and might need accommodations in this class, please contact Disabled Student Program & Services (DSP&S) in Building SSB 320 | (310) 287-4450 as soon as possible to ensure that you receive the accommodations in a timely manner. You MUST also discuss your need for accommodations with me. IT IS YOUR RESPONSIBILITY TO MAKE SURE THE DSP&S OFFICE HAS YOUR EXAM BEFORE THE TEST DATE!*

**STUDENT  
LEARNING  
OUTCOMES**

**The following COURSE STUDENT LEARNING OUTCOMES (SLOs) will be evident throughout the course:**

1. Use rounding and estimation in applications of arithmetic.
2. Add, subtract, multiply, and divide fractions and mixed numbers and decimal numbers.

**The following institutional STUDENT LEARNING OUTCOMES (SLOs) will be evident throughout the course:**

A. *Critical Thinking:* Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences,

B. *Communication:* Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings, and

C. *Quantitative Reasoning:* Identify, analyze, and solve problems that are quantitative in nature.

F. *Technical Competence:* Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

**The following program STUDENT LEARNING OUTCOMES (SLOs) will be evident throughout the course:**

1. Apply quantitative thinking processes using basic mathematical operations to solve common academic, workplace, and family problems. (Theme: mathematical operations)

3. Use mathematical tools essential for analyzing quantitative problems and for producing solutions. (Theme: mathematical tools)

5. Select appropriate math strategies for solving and handling real life problems involving finance, economics, and family issues. (Theme: mathematical problem-solving)

**Although every effort will be made to adhere to the policies, procedures, and schedules outlined in this syllabus, the instructor reserves the right to revise any information without prior notice.**