COURSE SYLLABUS **MISSION COLLEGE** **AUG 27 – DEC 12, 2013**

MATH 900	**ARITHMETIC FUNCTIONS (Sec. 27561)**	**3 Units**

Instructor : **Dr. Clement S. Lam, Ph.D.**
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Math Tutor Center: **S2 – 401**
Office : **S2 – 403A**
Office Hours : **T,Th 2:05 – 2:35 pm**
Classroom: **E3 – 301**
Class Hours : **T,Th 12:40 – 2:05 pm**

SPECIAL INFORMATION

Academic Dishonesty : Academic dishonesty, in all of its forms, including plagiarism, is not tolerated. Students found responsible for violating this rule may be given a failing grade in the specific course and are subject to further disciplinary action. Specifically, students who are caught cheating will be given a zero score on the quiz or exam in question.

Disruptive Behavior: Students are required to respect classroom activities and show common courtesy to both instructor and classmates. It is the instructor's discretion to determine what is disruptive behavior and request appropriate remedy which may result in student's expulsion from the class.

Some Examples of Disruptive Behavior

1. Coming to Class LATE
2. Leaving Class EARLY
3. Coming and Going during Non-Break Time
4. Not Bringing Textbooks to Class
5. Keeping the Cell Phone in Ring Mode
6. Working on Laptop or Other Computing devices in Class
7. Eating or Snacking
8. Discussing with Classmates on Topics that are UN-Related to our Math Content
9. Using Language that is DIS-Respectful to Instructor or Classmates
10. Displaying Aggressive or Intimidating Behavior towards Instructor or Classmates

Students' Responsibility : Students should behave as EDUCATED ADULTS. You should try to understand your strengths and weaknesses so that you can maximize your learning potential. Since the pace of the class may be quite fast at times, you should ask for assistance as soon as you realize that you are falling behind. Instructor is always available for help or advice. **Plan early so that you have more options !**

Attendance Policy (from the Catalog, p. 184): Students are expected to attend all sessions of each class. Instructors may drop students from class if they fail to attend the first class meeting or when accumulated unexcused hours of absence exceed ten percent of the total number of hours the class meets during the semester. **In Fall 2013, students may be dropped from this course for Three (3) unexcused absences.**

Disability Assistance: Mission College makes reasonable accommodations for persons with documented disabilities. Students should notify DISC (Disability Instructional Support Center) located in S2-201 (or call 408-855-5085) of any special needs.

Unlawful Discrimination/Sexual Harassment: If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Director of Human Resources at West Valley-Mission Community College District, Human Resources Department, (408-741-2060). If the Director of Human Resources is not available, contact the President of the college in which you attend or are employed. For Mission College, contact the office of Mr. Daniel Peck (Interim President) at 408-855-5123.

Smoke-Free Campus: In accordance with the Statutes of the State of California (AB 846, Chapter 342), Mission College establishes a smoke-free campus. Effective July 1, 2006, smoking is prohibited in all campus areas with the exception of the college parking lots. ..

COURSE INFORMATION

Prerequisite : None

Required Text : **Primary Mathematics 3A-3B-4A-4B-5A-5B-6A-6B,** SingaporeMath.com Inc.

Additional Resource : A simple calculator is optional. However, **NO** calculator is allowed on quiz/test/final.

Objective : Students should be able to:

1. Perform arithmetic operations on expressions and linear equations in one variable with integers, fractions, decimals and percents.
2. Demonstrate critical thinking skills in solving certain real world applications that may include geometry and conversion problems between U.S. and Metric systems.

Activities : Students are expected to attend lectures, actively participate in class discussions and complete homework assignments. **Homework is expected to have completed by the following class.** It is very important for you to work on homework everyday in order to learn and keep up with the course content.

Tentative Course Schedule :

DATE	Book.Chapter	DATE	Book.Chapter	DATE	Book.Chapter	DATE	Book.Chapter
8/27	Intro., 3A.1	9/24	3B.6, 4A.1,	10/22	5A.1	11/19	6A.4
8/29	3A.2, 3A.3	9/26	4A.2, 4A.3	10/24	5A.3	11/21	6A.4, 6B.1
9/3	5A.2, 3A.5	10/1	4A.3, 4A.7	10/29	5A.3, 5A.4	11/26	6B.2
9/5	3B.2, 3B.3	10/3	4B.1, 4B.2	10/31	5A.5	11/28	***No Class***
9/10	3B.4, 3B.5	10/8	4B.2, 4B.6	11/5	5B.2	12/3	Signed Numbers
9/12	3B.9	10/10	4B.6, 5A.1	11/7	5B.4, 6A.3	12/5	Review
9/17	Review	10/15	Review	11/12	Review	12/10	***No Class***
9/19	**TEST 1**	**10/17**	**TEST 2**	**11/14**	**TEST 3**	**12/12**	**FINAL EXAM**

FINAL EXAM: December 13, 2012 (Thursday) 12:40 – 2:40

Grading Policy :

Homework	100 points	**A**	540 – 630	(90% – 105%)
TESTS *(100 points each)*	300	**B**	480 – 539	(80% – 89%)
FINAL EXAM	200	**C**	420 – 479	(70% – 79%)
Quizzes (Extra Credit)	***30***	**F or NP**	0 – 420	(< 70%)

1. Make-up tests or exam will be given ONLY with official documentation such as Doctor's letter.
2. Quizzes will be given in many classes without advance notice.
3. Homework must be completed and turned in by the following class.
4. All tests and final exam are **cumulative** that cover all previous materials.

NOTE: Last day to drop this class **without** a "W" is **September 8, 2013**
Last day to drop this class **with** a "W" is **November 15, 2013**

FINAL NOTE: In case of EMERGENCY that leads to situations such as campus closing, please check your email for my class activity instruction.