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| DMACClogo <http://www.dmacc.edu>***Des Moines*** ***Urban Campus*** | ***Math 034 Syllabus***Academic Standards Commission |
| Fall, 2011 |
| **Instructor Information** |
| Name | Maureen Huisinga | E-mail address | mkhuisinga@dmacc.edu  |
| Phone number | (515) 228-3590 (H)(515) 965-7033 ext. 9206 | Fax number | None |
| Office location | None | Office hours | Before or after class. |
| My website | http://mrshuisingashomepage.yolasite.com/ |
| Course Information |
| Course title | Arithmetic |
| Course number | Math 034 | Credits | 3 |
| Section number | UHA | CRN number | 12405 |
| Days & Time | T/Th – 12:50 P.M. – 2:15 P.M. | Location | Rm 112, Betts |
| Course description | <http://www.dmacc.edu/courses/crsrod.asp>  |
| Prerequisites | None |
| Course competencies | <http://www.dmacc.edu/competencies/>  |
| Important Dates |
| Midterm | <http://www.dmacc.edu/academiccal.asp>  |
| Final | <http://www.dmacc.edu/academiccal.asp> Thursday, December 15, 2011; 11:00 am – 1:00 pm; Room 112, Betts |
| **Textbooks** & **Materials** |
| Required textbooks | Basic College Mathematics, 11th edition, Bittinger. |
| Required materials | Pencils, red pen, homework notebook or binder, textbook |
| **Course** **Policies** |
| Total Points | Quizzes/HW: 15 x 15 = 225 pointsTests: 8 x 50 = 400 pointsFinal: 1 x 100 = 100 pointsTotal: 725 points  |
| Homework/Quizzes | Homework assignments will be given weekly in class. These problems will be due the day of the next class. We will check selected problems from the assignment at the beginning of each class. If you are late, your assignment will not be graded. Students my check additional answers with the instructor’s answer key after class. Since assignments are graded, it is important for students to stay current on them. Occasional quizzes may be given instead of checking homework. The quiz problems will be taken directly from these assigned problems and will be over the material covered in the last class. Quizzes may or may not be announced in advance.There will be up to **21** homework/quiz grades. Each one will be worth **15** points. Only **15** of the quizzes will be graded and the lowest ones will be thrown out. I will not accept late homework and the quizzes may **not** be made up. Homework may be turned into my mailbox early.  |
| Exams/Missed Exams | Each exam will be worth 5**0** points. The final exam will be worth **100** points. A test may be made up for full credit **only if** the student contacts the instructor with a valid excuse prior to the regularly scheduled date of the test. This student will be allowed **no more than** 1 class period from the date of the regularly scheduled exam to do so. This may be done in the testing center (room 207). You must arrive at the testing center two hours before closing time to take a test. If the student does not contact the instructor before class or does not have a valid excuse, the instructor may still allow the student to take the test. However, the make-up exam may be more difficult than the original and will not include bonus questions. The student will lose 10% of the test grade for each day it takes to make up the exam. |
| Extra Credit | Extra credit will be given for perfect and near-perfect attendance. A student will receive 15 extra credit points for perfect attendance (attending all classes, on time and not leaving early). A student will receive 10 extra credit points for missing 1 or 2 classes.Other extra credit assignments may be given throughout the course. |
| Grading Policy |  A 93–100% A- 90-92% B+ 87–89% B 83-86% B- 80-82% C+ 77-79% C 73-76% C- 70-72% D+ 67-69% D 63-66% D- 60-62%  F 59% & Below |
| Classroom Expectations | * Work to be handed in (including tests, quizzes, and homework) is to be done in pencil! If done in pen or any other medium, a 10% deduction will be taken.
* Attendance is expected. You are responsible for all material presented in class.
* You are expected to be on time to class and stay throughout the entire class. Problems with this will be dealt with on an individual basis.
* You are expected to keep up with the pace of the class and current on your homework. Your willingness to do so will determine your success in this course.

For further rules on conduct, refer to the DMACC Student Handbook: <http://www.dmacc.edu/handbook/welcome.asp> |
| Academic dishonesty | Refer to the DMACC Student Handbook: <http://www.dmacc.edu/handbook/welcome.asp> |

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| **DMACC** **Information** **Web** **Sites** |
| DMACC home page | <http://www.dmacc.edu/> |
| Instructor home pages | <http://www.dmacc.edu/instructors/welcome.asp>  |
| Admissions & registration | <http://www.dmacc.edu/potienti.asp>  |
| Cellular phone use statement | <http://www.dmacc.edu/student_services/cellphone.asp> \* Cell phones may not be used as calculators. Please turn off your cell phone or change it to silent mode before class. |
| Weather policy | “Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC’s goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they are must postpone or cancel a specific class due to weather or illness.”<http://www.dmacc.edu/handbook/commoncampus/closings.asp>\* In the event that I must cancel class, I will notify you via your DMACC e-mail. |
| WebCT | <http://webct.dmacc.edu/webct/public/home.pl>  |
| Student handbook | <http://www.dmacc.edu/handbook/welcome.asp>  |
| Add/drop dates | <http://www.dmacc.edu/registration/add_drop.asp>  |
| Refund policy | <http://www.dmacc.edu/refund.asp>  |
| **Support** **Services** |
| Accommodations | “It is the policy of DMACC to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodation should contact the special needs coordinator at 515-964-6850 voice or 515-964-6810 TTY.” |
| Services for students with disabilities | <http://www.dmacc.edu/student_services/disabilities.asp> Contact the special needs coordinator at 515-964-6850 voice or 515-964-6810 TTY or contact the counselor on the Urban campus at 515-697-7717 for an Application for Accommodation. |
| Academic & educational advising | <http://www.dmacc.edu/advising/> |
| Career counseling | <http://www.dmacc.edu/counseling/> |
| Library | <http://www.dmacc.edu/urban/library.asp> Room **122*** Monday – Thursday 7:30 am to 9:00 pm
* Friday 7:30 am to 5:00 pm
* Saturday 7:30 am to 1:00 pm
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| Academic Achievement Center | <http://www.dmacc.edu/urban/tutoring.asp> Services include academic help, tutoring, GED, testing (Compass), pre-admission courses, high school diploma courses, and several credit classes.515-248-7204 or 1-800-362-2127Room **204/206/208*** Monday – Thursday 8:30 am to 7:00 pm
* Friday 8:30 am to 2:30 pm
* Saturday 9:00 am to 1:00 pm (fall & spring semesters only)
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| Computer labs | <http://www.dmacc.edu/helpdesk/pc_labs.htm> Room **202*** Monday – Thursday 8:00 am to 9:30 pm
* Friday 8:00 am to 4:00 pm
* Saturday 8:00 am to 1:00 pm

Rooms **215**Monday – Thursday 8:00 a.m. to 9:30 p.m.Friday 8:00 a.m. to 4:30 p.m.Saturday 8:00 a.m. to noon |
| Testing Center | Room **207*** Monday – Thursday 8:00 A.M. to 9:00 P.M.
* Friday 8:00 A.M. to 5:00 P.M.
* Saturday 8:00 A.M. to 12:00 P.M.

\* Students must bring a photo ID to the testing center to take a test. Students must arrive at least 2 hours prior to closing time to take a test. |
| Nondiscrimination Policy |
| Des Moines Area Community College shall not engage in or allow discrimination covered by law.  This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedures. Complaint forms may be obtained from the DMACC Web site, the Ombudsperson, Judicial Officer, Human Resources Department, the campus Provost's Offices, and Academic Deans’ Offices.Students who wish additional information or assistance may contact the **Executive Dean, Student Services, Laurie Wolf,** Building 1, 515-964-6437 or the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1, 515-964-6301 or they may refer to Student Services procedure 4645 located on the DMACC Intranet at <http://my.dmacc.edu/procs.aspx>. Go to Policies & Procedures and choose Student Services Procedures. Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1, 515-964-6301 or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at <http://www.dmacc.edu/hr/hrpp.asp> .For requests for accommodations, the **Accommodation/Section 504/ADA Coordinator, Sharon Bittner**, can be contacted at 515-964-6857. Students with requests for accommodations should refer to the Student Services procedure 4610 located on the DMACC Intranet at <http://my.dmacc.edu/default.aspx> . Go to Policies & Procedures and choose Student Services Procedures. |

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| Disclaimer |
| “This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.” |
| **Date** | Course Material |
| Aug 25 | 1.1, 1.2, 1.3, 1.4 |
| Aug 30 | 1.5, 1.6 |
| Sept 1 | 1.7, 1.8 |
| Sept 6 | 1.9, Review  |
| **Sept 8** | **Ch. 1 Test;** 2.1, 2.2 |
| Sept 13 | 2.3, 2.4, 2.5 |
| Sept 15 | 2.6, 2.7 |
| **Sept 20** | Review; Ch. 2 Test |
| Sept 22 | 3.1, 3.2, 3.3 |
| Sept 27 | 3.4, 3.5 |
| Sept 29 | 3.6, 3.7 |
| **Oct 4** | Review; **Ch. 3 Test** |
| Oct 6 | 4.1, 4.2, 4.3 |
| Oct 11 | 4.4, 4.5 |
| Oct 13  | 4.6, 4.7, Review  |
| **Oct 18** | **Ch. 4 Test;** 5.1, 5.2 |
| Oct 20 | 5.3, 5.4, 5.5 |
| **Oct 25** | Review; Ch. 5 Test |
| Oct 27 | 6.1, 6.2, 6.3 |
| Nov 1 | 6.4, 6.5 |
| Nov 3 | 6.6, Review |
| **Nov 8** | Ch. 6 Test; 7.1, 7.2, 7.3  |
| Nov 10 | 7.4, 8.1, 8.2, 8.4 |
| **Nov 15** | 8.5, 8.6 |
| Nov 17 | Review; Ch. 7-8 Test |
| Nov 22 | 9.1, 9.2, 9.3, 9.4 |
| **Nov 24** | **NO CLASS – THANKSGIVING HOLIDAY** |
| Nov 29 | 9.5, 9.6, 10.1 |
| Dec 1 | 10.2, 10.3 |
| Dec 6 | Review; Ch. 9-10 Test  |
| Dec 8 | Review for Final  |
| Dec 13 | No Class – finals week |
| **Dec 15** | **Final Comprehensive Exam; 11:00 am – 1:00 pm** |