

**TENTATIVE SYLLABUS - SUMMER 2022**  
**MATH 104B SECTION 1001 – ONLINE APPLIED MATHEMATICS**  
**Meeting Dates/Location: Not Applicable**  
**Semester Dates: Monday, June 6 - Sunday, July 31, 2022**

**Disclaimer: This syllabus is subject to change with advance notice as deemed appropriate by the instructor!**

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**SYLLABUS SUPPLEMENT** – This very important supplement to the syllabus can be found at [http://profstewartmath.com/104OL\\_SyllSupp.html](http://profstewartmath.com/104OL_SyllSupp.html). Please copy and paste this URL into a new browser window, then bookmark it for future reference. **YOU ARE RESPONSIBLE FOR KNOWING THE INFORMATION IN THE SYLLABUS SUPPLEMENT AND THE SYLLABUS.**

### 1. IMPORTANT SEMESTER DATES

For important dates such as “last day to register”, “last day to drop a course”, “spring break”, etc. click on the link “CSN Academic Calendars” in the **Syllabus Supplement**.

### 2. COURSE CALENDAR

The Course Calendar allows you to quickly check assignment availability and due dates. You can find it at [http://profstewartmath.com/Cal\\_OL\\_Sum.pdf](http://profstewartmath.com/Cal_OL_Sum.pdf) and on the home page of *MyOpenMath* which will be discussed in paragraph 7.a below.

### 3. ABOUT THIS ONLINE COURSE

**In this course you will probably do well if you the following pertains to you:**

- You are technology savvy. If not, please enroll in an on-campus course. I will help you get into one.
  - You love math. If not, please enroll in an on-campus course. I will help you get into one.
  - You are comfortable with a text-based course in which you primarily read about the concepts. If not, please enroll in an on-campus course or a Web-remote course which provides live lectures. I will help you get into one.
  - You are a self-motivator who will spend as much time as it takes to understand the concepts.
  - You can focus on one task without neglecting your other duties.
  - You don't mind asking questions when you get stuck on a math problem.
- a. **You will NOT receive direct instruction.** You primarily learn by **READING** about the concepts in the instructor's lecture notes. For a different perspective, you can also read about the concepts in miscellaneous eTexts selected by your instructor or you can watch *YouTube* videos. Be sure to make your own notes of procedures and formulas in a paper notebook specifically purchased for this course.
  - b. **You are not allowed to do whatever you want.** Successful online courses have structure and purpose. You must adhere to deadlines and due dates just like in an on-campus course.
  - c. **You must be quite technology-savvy.** This course also contains other Web-based activities and extensive use of multi-media and specific software components. See paragraph 7 below. Access to a desktop or laptop computer and fast internet connectivity is essential. Please note that iPads and Chromebooks might not work with some components of the course. For more information, go to the **Syllabus Supplement** and click on the link “More about Technology Requirements”.
  - d. **You must exhibit appropriate netiquette.** Strive for a personable, professional, and businesslike tone in person and in writing. Do not flame, that is post angry, critical, offensive, or disparaging emails. For more information, go to the **Syllabus Supplement** and click on the links “Student Conduct Code” and “Disruptive and Abusive Student Policy”.

#### 4. COURSE DESCRIPTION

Emphasizing applications, topics include arithmetic, prealgebra, geometry, finance, probability & statistics. Course is only applicable for AAS and AGS degrees and is not transferable for credit.

Prerequisite: None

#### 5. COURSE OBJECTIVES

- Be able to participate in a mathematically relevant conversation.
- Be able to accurately perform elementary arithmetic computations.
- Be able to correctly simplify simple algebraic expressions in one variable.
- Recognize and understand various problem-solving techniques.
- Recognize and understand various topics of basic geometry.
- Solve problems involved with the topics of consumer math.
- Recognize and solve elementary probability problems.
- Recognize and compute elementary statistical calculations.
- Have an ability to apply and extend these concepts.

#### 6. INSTRUCTOR INFORMATION

**Name:** Ingrid Stewart, Ph.D.

**Address:** College of Southern Nevada, 6375 W. Charleston Blvd, Las Vegas, Nevada 89146

**Office Location:** H-Building, Suite 101, Room S

**CSN Phone:** 702-651-5692

**CSN E-Mail:** [ingrid.stewart@csn.edu](mailto:ingrid.stewart@csn.edu)

#### 7. MEDIA AND TOOLS

##### a. MyOpenMath (aka MOM) - Required

The **free-of-charge** Learning Management System called *MyOpenMath* or *MOM* will be used exclusively in this course. *CANVAS* and *MyMathLab* will NOT be used! In essence, *MOM* is our online classroom. It contains online textbooks, the instructor-created text-based lecture notes, assorted *YouTube* videos, the syllabus, the syllabus supplement, the course calendar, homework assignments, quizzes, exams, grades, asynchronous communication tools, and much more. **You will access MOM at <https://www.myopenmath.com>.**

NOTE: You should be able to access the *MOM* course a few days before the start of the semester! Thereafter, if you are having trouble with access, e-mail your instructor immediately.

For registration information go [http://profstewartmath.com/General/myopenmath104OL\\_Sum.html](http://profstewartmath.com/General/myopenmath104OL_Sum.html).

##### b. Zoom - Required

The free-of-charge software-based conference room called *Zoom* will be used for "office" hours. Download the "Zoom Client for Meetings" at [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting).

Office Hours: Meeting ID is **86456515440** and the Password is **office**.

##### c. Laptop or Standalone Computer – Required

Please note, that most applications we use do not always work with Chromebooks, Mobile Devices, Tablets/iPads, Linux/Unix OS, or MS Surface RT. If necessary, YOU MUST make arrangements to take your exams and complete assignments on a standalone computer, for example in the CSN Computer Lab. For example, you do not all of a sudden want to find out that your computing device does not interact well with ProctorU.

## 7. MEDIA AND TOOLS continued

### d. Google Chrome – Required

The best browser to use is Google Chrome even for Mac users. Most application we use do not always work together well with other browsers. For example, you do not all of a sudden want to find out that your browser does not interact well with ProctorU.

### e. Webcam, Microphone, and Scanner - Required

You must have access to a Webcam (stand-alone or build into our computer) and a microphone so that you can communicate adequately with the instructor. You must also have a scanner or a cell phone scanner app (e.g., Adobe Scan) so that you can send certain work to the instructor.

### f. Calculator - Required

A scientific calculator is necessary! **The Texas Instrument TI 30X IIB or IIS scientific calculator is strongly recommended.** You should use it for all of your work at all times including on quizzes and exams. Please note that you can only use a scientific calculator on the exams, NOT a graphing or programmable calculator and NOT the calculator on your phone. Examples of graphing/programmable calculators are the TI Voyage 200, the TI Nspire, and the TI's 83, 84, 85, and 89. **Should it become evident that a graphing or programmable calculator was used on the exam, you will get a 0%.**

### g. Instructor Lecture Notes - Required

The course is divided into two (2) modules subdivided into four weeks each. Every week contains text lectures by the instructor. The modules are available in *MOM* on the first day of the semester.

### h. YouTube Videos - Required

You can find *YouTube* videos showing examples of how to work problems in every week of each module.

### i. Hardcover Textbook - Optional

You do not have to purchase a hardcover textbook. You can find eText links in every week of each module. The instructor lecture notes will tell you which concepts to concentrate on and which to ignore.

**WARNING: Formulas and solution paths most likely will differ slightly between the instructor lecture notes and the eTexts. This is the nature of mathematics, and these differences teach you critical thinking skills.**

## 8. HOW WILL COMMUNICATION & HELP TAKE PLACE

Helpful hints and important information from the instructor will be posted in the *MOM* forum called "*General Communication*". Occasionally, the instructor will also send private messages utilizing the *MOM* "Message" feature.

You can discuss **non-math related issues** (technology; share your concerns; report typos) in two different ways:

- Utilize the *MOM* forum called "General Communication".
- If the issue is private, utilize the *MOM* Message feature.

The instructor will respond within 24 – 36 hours.

You can discuss **math-related issues** in several different ways:

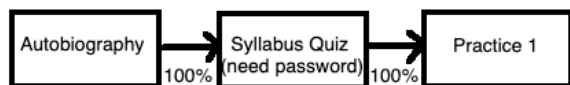
- Talk to the instructor via *Zoom* video chat from 12:00 PM to 1:00 PM pacific time Monday, Tuesday, and Wednesday except during the testing weeks. The Meeting ID is **86456515440** and the Password is **office**. At all other times, please set up an appointment via the *MOM* Message feature. Use "Zoom Appointment" in the subject line.

**NOTE: The instructor MUST get your questions via the *MOM* Message feature prior to the *Zoom* meeting. You are also required to send a picture of the work you have done on the problem. Please understand that the instructor MUST see your reasonable attempt at solving the problem.**

- Talk to the instructor via the *MOM* message feature from 8:00 AM to 9:00 AM pacific time on Mondays, Tuesdays, and Wednesdays.
- Utilize the *MOM* "Math Questions" forum. Take a photo of your work and send it as an attachment to a brief request for help. Other students should have the opportunity to respond first.  
If the students as a collective can't answer the question, only then will the instructor help within 24 – 36 hours, Monday through Saturday. The instructor is usually online working on the course in the morning.
- Contact the *Centers for Academic Success (CAS)* which provides quality DROP-IN academic assistance to all students enrolled in for-credit courses at CSN. The URL can be found in the **Syllabus Supplement**.

## 9. ASSIGNMENTS

There are four types of assignments in this course, namely (a) Autobiography Task; (b) Quizzes; (c) Exams; and (d) Practice Tasks. Following is the sequence to begin the assignments (discussed in more detail in 9.a through 9.e below):



### a. Autobiography Task

There is a **non-graded** Autobiography Task that requires you to introduce yourself to the class on a *MOM* bulletin board called "Autobiography Forum". You will readily find more information in the *MOM* course.

### b. Quizzes

There are two (2) **graded** concept quizzes called Concept Quiz 1 and Concept Quiz 2. NO partial credit will be possible. The average of all Concept Quiz grades counts for 30% of your course grade. There is also a **non-graded** Syllabus Quiz testing your general course knowledge.

**For more information go to the Syllabus Supplement and click on the link "More about the Quizzes".**

- You must achieve a 100% on the Autobiography Task (see above) before you can access the Syllabus Quiz.** A password will be given to you by the instructor in the response to your posting.

## 9. ASSIGNMENTS continued

### c. Exams

There are two (2) **graded** exams called Exam 1 and Exam 2. Partial credit might be possible if certain procedures are followed. See "Optional Exam Submission" in the Syllabus Supplement. The average of all exam grades including the Capstone Task (see below) counts for 40% of your course grade.

**For more information go to the Syllabus Supplement and click on the link "More about the Exams".**

### d. Practice Tasks

There are twenty-two (22) **graded** Practice Tasks. They are concept-related and prepare you for the quizzes and the exams. The average of all Practice Task grades counts for 30% of your course grade.

**For more information go to the Syllabus Supplement and click on the link "More about the Practice Tasks".**

- You must achieve at least a 75% on the previous practice task before you can access the next one.
- You must achieve a 100% on the Syllabus Quiz (see above) before you can access Practice 1.

## 10. EXTRA CREDIT ASSIGNMENTS

NO extra credit assignments are available.

## 11. DUE DATES

All assignments have soft and hard due dates. See Course Calendar. It is expected that ALL assignments be completed by the soft due dates. The soft due dates were created to keep you on track. However, you have some leeway ... namely the hard due dates which allow for potential little hiccups in your life. They should ONLY be used in emergency situations. Please understand that you will not get a chance to make up assignments AFTER the hard due dates no matter what sudden emergency might have occurred in your life on the hard due date.

Please be aware that MOM cannot show soft due dates. It will always show the hard due dates. Don't get confused!

## 12. COURSE POLICY ON LATE ASSIGNMENTS AND MAKEUP ASSIGNMENTS

Some of the top job skills that will help individuals succeed in any industry are multitasking, professionalism, and integrity. Multitasking includes the ability to focus on one task without neglecting your other duties. Professionalism includes timeliness, politeness, and organization among many other habits and attitudes. Being professional requires individuals to self-motivate and hold themselves accountable for their actions without needing oversight from a manager. Professionalism can be a good indicator that an employee will perform well at their job, so it is a necessary skill for anyone looking to succeed in their career, regardless of their field of work. Therefore, many professors feel that course grades should also reflect students' professionalism and multitasking skills.

Consequently, the following policy on late assignments and makeup assignments pertain to this course:

**NO late assignments and NO make-up assignments will be allowed AFTER the due dates as stated in the Course Calendar!** After the due date, you will be given a grade of 0% for missed assignments.

## 13. GRADING

### a. Grading Scale

Following is the grading scale used by the instructor for practice sets, communication tasks, quizzes, exams, and the course grade:

100 - 93 <b>A</b>	92 - 90 <b>A-</b>
89 - 83 <b>B</b>	82 - 80 <b>B-</b>
79 - 73 <b>C</b>	72 - 70 <b>C-</b>
69 - 63 <b>D</b>	62 - 60 <b>D-</b>
59 - 0 <b>F</b>	

### b. Course Grade Calculation

It is expected that you know how to calculate your course grade at any given time during the semester.

$$0.40 (\text{Exams}) + 0.30 (\text{Quiz Average}) + 0.30 (\text{Practice Task Average})$$

## 14. ATTENDANCE POLICY

In online courses "attendance" means that you should access the *MOM* course daily, if anything just to read new messages in the *MOM* forums and the *MOM Message* feature. You will get a notification on your *myMOM* page when new messages and posts are available. You are responsible for any grade ramifications if you do not attend the course.

## 15. ADA AND CSN DISABILITY RESOURCE CENTER

The College of Southern Nevada is committed to making physical facilities and instructional programs accessible to students with disabilities. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please visit the Disability Resource Center (DRC) so that such accommodations can be considered. All discussions will remain confidential. The DRC has offices on all three campuses. These serve as the focal point for coordination of services for students with disabilities. If you have a physical, emotional, or mental disability that "substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning and working)," and will require accommodation in this class, please contact the DRC at West Charleston 702-651-5644, or email at [WCDRCStaff@csn.edu](mailto:WCDRCStaff@csn.edu) or at North Las Vegas 702-651-4045, or email at [CYDRCStaff@csn.edu](mailto:CYDRCStaff@csn.edu) or at Henderson 702-651-3795, or email at [HCDRCStaff@csn.edu](mailto:HCDRCStaff@csn.edu). For Deaf and Hard of Hearing Services contact the DRC using 702-651-4448, or email at [Deaf.HH.Services@csn.edu](mailto:Deaf.HH.Services@csn.edu). Any student who receives an accommodation letter from the DRC, please meet with me to discuss the provisions of those accommodations as soon as possible.

## 16. ACADEMIC INTEGRITY POLICY

You are expected to complete your own work in this class. Cheating on exams or lab exercises is not fair to students who are honestly studying. Cheating is also subject to penalties, which can include getting a zero for the exam or lab exercise or failing the course. The full list of possible penalties is listed in the CSN Student Academic Integrity Policy. Please make yourself familiar with this policy (<https://at.csn.edu/documents/student-academic-integrity-policy>).

**Practices:** If it can be proven that someone else completed one or more practices for you, you will get a 0% for those assignments. While tutors may explain math concepts to you, they are NOT allowed to work individual problems for you.

**Quizzes and Exams:** If it can be proven that someone else completed one or more quizzes and/or exams for you, you will get a 0% for those assessments. Additionally, if it can be proven that you used outside resources (textbook, instructor notes, your notes, Web sites, etc.), you will also get a 0% for those assessments!

## **17. STUDENTS' RIGHTS AND RESPONSIBILITIES**

When you choose to become a student at CSN, you accept the rights and responsibilities of membership in CSN's academic and social community. You can find policies covering students such as the Student Conduct, Students' Right to Know, Students' Academic Integrity, and Disruptive and Abusive Student in the following locations: Catalog and Student Handbook: <https://www.csn.edu/catalog> in the Policies and Procedures section and the CSN Website: <https://www.csn.edu/policies-procedures> under the heading "Student Policies."

## **18. CSN LIBRARIES SUPPORT**

CSN Libraries provides support for students completing assignments that require research and the use of information. Librarians are available to students for one-on-one assistance locating and citing quality information either online <https://library.csn.edu/ask/> or at one of our campus libraries. Find more information on our website <https://library.csn.edu/>

## **19. MISCELLANEOUS**

Public Health Directives (COVID-19) Students must follow all active CSN public health directives while enrolled in this class, such as properly worn face coverings when required in classrooms as well as inside campus buildings. CSN public health directives are found at <https://at.csn.edu/covid-19>. Students who do not comply with these directives will be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the CSN Student Conduct Code [https://www.csn.edu/sites/default/files/documents/student\\_conduct\\_code\\_policy\\_1.pdf](https://www.csn.edu/sites/default/files/documents/student_conduct_code_policy_1.pdf), including being dropped from the course.

*Last Updated March 30, 2022*