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**COURSE SYLLABUS**

**Term: Spring 2017 (2016-2)**

**MATH095A: Developmental Math**

**Instructor Information:**

<b>Instructor Name</b>	Deanne Shimala, CPA
<b>Office Number:</b>	518
<b>Phone Number:</b>	219-218-7171
<b>Email:</b>	dshimala@ccsj.edu
<b>Hours Available:</b>	By appointment. Please contact me to schedule a time.

**Instructor Background:** Deanne is an Adjunct Instructor at Calumet College of St. Joseph. She earned her Master’s degree in Taxation (MST) from DePaul University in Chicago, Illinois and her Bachelor’s degree in Accounting from St. Joseph’s College in Rensselaer, Indiana. She is a Registered CPA in Illinois and a member of the American Institute of Certified Public Accountants. Deanne has taught courses at CCSJ since 2008. Deanne is Controller of a not-for-profit community organization and also provides accounting consulting services to clients. She has previously held the following professional positions: public accountant in the auditing and tax field, Tax Director of a national insurance company, and VP of Business and Finance for Calumet College.

**Course Information:**

<b>Course Time:</b>	Monday/Wednesday 12:00 – 1:30 p.m.
<b>Classroom:</b>	419
<b>Prerequisites:</b>	None
<b>Required Books and Materials:</b>	<p>Bello, I. (2006). <i>Basic College Mathematics: A Real World Approach</i> (4<sup>th</sup> Edition). ISBN: 9780073384382</p> <p>Calculator – to be used only during the second half of the semester.</p> <p>It is also suggested that you use Khan Academy as an additional resource outside of the classroom for help completing your homework.  <a href="http://www.khanacademy.org/math/arithmetic">http://www.khanacademy.org/math/arithmetic</a>  <a href="http://www.khanacademy.org/math/pre-algebra">http://www.khanacademy.org/math/pre-algebra</a></p>

**Learning Outcomes/ Competencies:**  
 Through appropriate assessments students will demonstrate that they are able to:

- **Remember** the necessary steps and procedures for computing arithmetic operations with rational numbers.
- **Understand** what each computation means on a conceptual level.
- **Apply** their understanding of the concepts and use appropriate computations to solve application problems.

<p><b>Course Description:</b> The student will study fundamental operations and properties of whole numbers, integers, rational numbers, and real numbers, including decimals, ratios, percent, proportions, and exponents. <b>Credit not applicable toward a degree.</b></p>
<p><b>Learning Strategies:</b> Direct instruction via lecturing by instructor, in-class team exercises, collaborative learning, online IXL practice, regular exams. Please come prepared and read the assigned materials in advance of the class meeting.</p>
<p><b>Experiential Learning Opportunities:</b> Applications of the course objectives.</p>

<b>Assessments:</b>		
<b>Major Assignments:</b>	Chapter Exams (4) Final Exam IXL Assignments Math Project and Presentation Textbook Homework	45% of grade 20% of grade 15% of grade 7.5% of grade 7.5% of grade
<b>Class Participation</b>	Class participation / attendance	5% of grade
<b>Grading Scale</b>		
	100 – 92: A	91 – 90: A-
89 – 88: B+	87 – 82: B	81 – 80: B-
79 – 78: C+	77 – 72: C	71 – 70: C-
69 – 68: D+	67 – 62: D	61 – 60: D-
59 and below	F	

<b>Responsibilities</b>	
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence <u>in advance</u>, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <p>Credit is earned for active participation in each class attended. Failure to attend class for the entire scheduled class time and/or failure to participate in the class discussion will result in a loss of credit for the participation grade. You are responsible for all material covered in class, including announcements. If notice is given <u>in advance</u> for an absence related to college-sponsored events, your participation grade will be marked as "exempt" for the class session.</p>
<b>Turning In Your Work</b>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p><b>Mathematics is a participation sport!</b> Thus, written assignments are an integral part of the learning process. Working problems is crucial to your success. Collecting assignments and giving points for them are meant to serve as an incentive. On written assignments, problems should be numbered and adequate work shown for each, with answers clearly marked. <b>Do not skip any problems and do NOT simply just provide your answer – all calculations must be shown. Correct answers without accompanying work, where appropriate, will NOT be given full credit.</b> To</p>

	<p><b>receive full credit, work should be neat, organized, stapled and complete, and should include the student's name, date and class on each page.</b> Be sure to give yourself enough time to complete the written assignment and to get help if needed.</p> <p>Homework assignments will be turned in and graded by Mrs. Shimala on the date of the exam corresponding with the chapter homework.</p> <p>Because of the continuous flow of work between the students and the instructor and because students will do better work if they stay on schedule, <b><u>LATE WORK IS NOT ACCEPTED FOR ANY REASON.</u></b></p>
<b>Using Electronic Devices</b>	Electronic devices are out of place in the classroom. Please keep them silent and put away during class. Additionally, <b>NO ELECTRONIC DEVICES OF ANY KIND ARE TO BE USED ON QUIZZES OR EXAMS.</b>
<b>Participating in Class</b>	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading and assignments. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
<b>Exams</b>	<p><b><i>Attendance for scheduled exams is mandatory. As the lowest of the four exam grades will be dropped at the end of the term, no exams may be made up for ANY reason.</i></b> If you must miss class because of a college event, you <b>MUST</b> make arrangements with Professor Shimala to take the exam <b>PRIOR</b> to the missed class. Otherwise, the exam will count as your one dropped exam grade.</p> <p>Exams are administered promptly at the beginning of class. If you are tardy, you will <b>NOT</b> be provided additional time to complete the exam.</p>
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

<b>Resources</b>	
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.

<b>CCSJ Alerts:</b>	<p>Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p><b>Internet:</b> <a href="http://www.ccsj.edu">http://www.ccsj.edu</a>  <b>Radio:</b> WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78  <b>TV Channels:</b> 2, 5, 7, 9, 32</p>
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<b>Course Outline</b>			
Class Date	Topic	Homework Assigned	Assignment Due Date
<b>Monday, Jan. 9</b>	Introduction to class  Chapter 1: Whole Numbers	<u>Textbook:</u> Page 110 - #1-30 (all)  <u>IXL:</u> IXL assignments for Chapter 1 material are posted in Blackboard	<u>2/6/2017 – All Chapter 1 textbook and IXL homework is due at the beginning of class (Exam 1)</u>
<b>Wednesday, Jan. 11</b>	Chapter 1: Whole Numbers	Continue with chapter 1 homework	
<b>Monday, Jan. 16</b>	<b>***NO CLASS***</b>	<b>Martin Luther King Jr. Day</b>	
<b>Wednesday, Jan. 18</b>	Chapter 1: Whole Numbers	Continue with chapter 1 homework	
<b>Monday, Jan. 23</b>	Chapter 2: Fractions and Mixed Numbers	<u>Textbook:</u> Page 205 - #1-40 (all)  <u>IXL:</u> IXL assignments for Chapter 2 material are posted in Blackboard	<u>2/6/2017 – All Chapter 2 textbook and IXL homework is due at the beginning of class (Exam 1)</u>
<b>Wednesday, Jan. 25</b>	Chapter 2: Fractions and Mixed Numbers	Continue with chapter 2 homework	
<b>Monday, Jan. 30</b>	Chapter 2: Fractions and Mixed Numbers	Continue with chapter 2 homework	
<b>Wednesday, Feb. 1</b>	Chapter 3: Decimals	<u>Textbook:</u> Page 263 - #1-25 (all)  <u>IXL:</u> IXL assignments for Chapter 3 material are posted in Blackboard	<u>2/22/2017 – All Chapter 3 textbook and IXL homework is due at the beginning of class (Exam 2)</u>

<b>Monday, Feb. 6</b>	<b><u>EXAM #1 – Chapters 1 &amp; 2</u></b>		<b><u>All Chapter 1 &amp; 2 textbook and IXL homework is due TODAY at the BEGINNING of class. NO LATE HOMEWORK will be accepted.</u></b>
<b>Wednesday, Feb. 8</b>	Chapter 3: Decimals	Continue with chapter 3 homework	
<b>Monday, Feb. 13</b>	Chapter 4: Ratio, Rate, Proportion	<b><u>Textbook:</u> Page 301 - #1-20 (all)</b>  <b><u>IXL:</u></b> IXL assignments for Chapter 4 material are posted in Blackboard	<b><u>2/22/2017 – All Chapter 4 textbook and IXL homework is due at the beginning of class (Exam 2)</u></b>
<b>Wednesday, Feb. 15</b>	Chapter 4: Ratio, Rate, Proportion	Continue with chapter 4 homework	
<b>Monday, Feb. 20</b>	Statistics Project	Introduction to the project Formulation of survey questions	<b><u>3/27/2016 - Statistics project is due BEGINNING of class.</u></b>
<b>Wednesday, Feb. 22</b>	<b><u>EXAM #2 – Chapters 3 &amp; 4</u></b>		<b><u>All Chapter 3 &amp; 4 textbook and IXL homework is due TODAY at the BEGINNING of class. NO LATE HOMEWORK will be accepted.</u></b>
<b>Feb. 27 (Mon) &amp; Mar. 1 (Wed)</b>	<b>***NO CLASSES***</b>	<b>Spring Break</b>	
<b>Monday, Mar. 6</b>	Chapter 5: Percent	<b><u>Textbook:</u> Page 367 - #1-25 (all)</b>  <b><u>IXL:</u></b> IXL assignments for Chapter 5 material are posted in Blackboard	<b><u>3/20/2017 – All Chapter 5 textbook and IXL homework is due at the beginning of class (Exam 3)</u></b>
<b>Wednesday, Mar. 8</b>	Chapter 5: Percent	Continue with chapter 5 homework	
<b>Monday, Mar. 13</b>	Chapter 6: Statistics and Graphs	<b><u>Textbook:</u> Page 425 - #1-10 (all)</b>  <b><u>IXL:</u></b> IXL assignments for Chapter 6 material are posted in Blackboard	<b><u>3/20/2017 – All Chapter 6 textbook and IXL homework is due at the beginning of class (Exam 3)</u></b>
<b>Wednesday, Mar. 15</b>	Chapter 6: Statistics and Graphs	Continue with chapter 6 homework	

<b>Monday, Mar. 20</b>	<b>EXAM #3 – Chapters 5 &amp; 6</b>		<b>All Chapter 5 &amp; 6 textbook and IXL homework is due TODAY at the BEGINNING of class. NO LATE HOMEWORK will be accepted.</b>
<b>Wednesday, Mar. 22</b>	Chapter 9: Real Numbers	<b>Textbook:</b> Page 602 - #1-25 (all)  <b>IXL:</b> IXL assignments for Chapter 9 material are posted in Blackboard	<b>4/17/2016 – All Chapter 9 textbook and IXL homework is due at the beginning of class (Exam 4)</b>
<b>Monday, Mar. 27</b>	Chapter 9: Real Numbers	Continue with chapter 9 homework	<b>Statistics project is due TODAY at the BEGINNING of class. NO LATE projects will be accepted.</b>
<b>Wednesday, Mar. 29</b>	Chapter 9: Real Numbers	Continue with chapter 9 homework	
<b>Monday, Apr. 3</b>	Chapter 10: Introduction to Algebra	<b>Textbook:</b> Page 663 - #1-20 (all) Page 665 - #1-12, 28-49 (all)  <b>IXL:</b> IXL assignments for Chapter 10 material are posted in Blackboard	<b>4/17/2016 – All Chapter 10 textbook and IXL homework is due at the beginning of class (Exam 4)</b>
<b>Wednesday, Apr. 5</b>	Chapter 10: Introduction to Algebra	Continue with chapter 10 homework	
<b>Monday, Apr. 10</b>	Chapter 10: Introduction to Algebra	Continue with chapter 10 homework	
<b>Wednesday, Apr. 12</b>	Final Exam Review (or catch up if needed)		
<b>Monday, Apr. 17</b>	<b>EXAM #4 – Chapters 9 &amp; 10</b>		<b>All Chapter 9 &amp; 10 textbook and IXL homework is due TODAY at the BEGINNING of class. NO LATE HOMEWORK will be accepted.</b>
<b>Wed. Apr. 19</b>	Final Exam Review		
<b>Week of April 24</b>	<b>EXAM DATE / TIME TBA</b>		

I reserve the right to change this schedule to meet the needs of the class.

## Emergency Procedures

### MEDICAL EMERGENCY

#### EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

### FIRE

#### EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

### BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

### IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

### HAZARDOUS MATERIAL SPILL/RELEASE

#### EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

## TORNADO

### EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## SHELTER IN PLACE

### EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## BOMB THREATS

### EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

## TERRORISM AND ACTIVE SHOOTER SITUATIONS

### EMERGENCY ACTION

1. Call 911 and report intruder.

## RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.