



RIO HONDO COLLEGE
MGMT 101 INTRODUCTION TO BUSINESS
COURSE SYLLABUS FALL 2021

Instructor:	Eric Caesar
Biographical Information:	<p>My name is Eric Caesar and I truly look forward to being part of your learning experience over the course of the next few months!</p> <p>As a brief introduction, I have been teaching for 12+ years mostly here at Rio Hondo, but also at Chapman University where I taught Recruitment and Selection in their Masters in Human Resources Program.</p> <p>My career dates back to 1997 in Canton Georgia where I was an HR supervisor for a 750 person poultry processing plant. I held a few other roles in Georgia before moving back home to California and led the talent acquisition efforts for a 450 person non-academic division of USC, representing an integration of the university's IT infrastructure, library systems, call center and their support groups. I then went on to run my own HR and coaching practice followed by leading the human resources efforts for facilities in multiple states on the West Coast for a division of DHL. I held a similar role with Alcoa for a year, before my most recent position as the Director of Talent Acquisition and Development for Ellison Technologies. You can learn more (if that hasn't bored you enough already!) by going to http://www.linkedin.com/in/ericcaesar (Links to an external site.).</p>
Telephone:	(562) 551-8578
Email Address:	ecaesar@RioHondo.edu
Instructor Office Hours:	Business Department Mon, Tues, and Wed 8:20am – 9:30am (or, upon request, via Zoom https://cccconfer.zoom.us/j/2955592248)
Class Information:	CRN 71273 We will meet Tues & Thurs in room B 109 from 11:15am - 12:40pm 8/21/21 – 12/10/21
Final Exam:	The Final Exam will be held in class December 9 th at 11:15 – 1:15pm
Course Description:	This course is designed for the student who has an interest in a career in business. Topics cover business operations, strategies for both, domestic and international markets, economic factor, legal regulations, management, leadership, marketing, financial operations, accounting controls, and e-commerce. This course will count toward a business certificate or degree in business and will transfer to a four-year school.
Prerequisite:	None
Advisory:	ENGL 035 or ENLA 100 or appropriate placement; READ 043 or appropriate placement; MATH 050 or MATH 050D or MATH 053 or appropriate placement
Textbooks & Additional Materials:	Contemporary Business Wiley, Edition: 18th, ISBN: 9781119498445, Author: Boone Publisher: John Wiley & Sons, Incorporated, Copyright Year: 2019
Course Objectives:	<ol style="list-style-type: none">1. Demonstrate knowledge of economic systems and how each operates.2. Identify the various forms of business ownership including sole proprietorships, partnerships, corporations, and franchises.3. Understand the elements of global business and explain the impact of global business on the world economy.4. List sources of U.S. business law and demonstrate knowledge of the necessary elements of a valid contract.5. Identify management functions and explain how they relate to current organizational structure.6. Identify and differentiate the various functions of human resources management.7. Demonstrate knowledge of how labor unions are formed and the general environment of labor/management relations.8. Identify the basic elements of a marketing strategy and explain how markets are defined.9. Differentiate product and pricing strategies and explain how they are used in a competitive market.10. Demonstrate knowledge of integrated marketing communications and explain how to execute a basic program.11. Differentiate between the various accounting statements and explain the elements of each.12. Identify the sources of short-term and long-term financing.13. Understand the basic tenets of the stock market and explain how various financial elements impact investing.14. Identify the basic elements of the federal reserve and the U.S. banking system.

Student Learning Outcomes (SLO's)

1. Presented with a hypothetical business problem, students will analyze the business situation and recommend a plan for improvement using a general set of knowledge from the functional areas of business which would include: marketing, management, finance, accounting, and the general business environment.
2. Provided with a case study, examination, or project, students will understand the basic tenets of the stock market and explain how various financial elements impact investing.
3. Presented with a case study, examination, or project, students will identify and use common business terms from each functional area of business.

Attendance & Drop Policy

Attendance: Attend class at the scheduled time. Students **can be** dropped if they miss the first day of class **without** contacting the instructor. **Students who miss three** consecutive class sessions without contacting the instructor **can also be dropped**. Punctuality is required. **If you are late more than 15 minutes it counts as an absence.** **Excused absences** are those things that are beyond your control, such as sudden hospitalizations, illness, or deaths in your immediate family. For these to be excused, written documentation is required. **An informal email or conversation does not automatically result in an excused absence.** **Drop Policy:** It is the student's responsibility to officially withdraw (drop) from this class. Students who no longer attend class but do not withdraw will receive a failing grade (F) at the end of the semester. If your name continues to appear on the class roster after the last official drop date, you will receive the grade you have earned in the course, based on your total points earned. Review the Campus Drop Policy for more information, especially related to COVID-19.

Course Completion Requirements

1. **Outside of Class Preparation:** At Rio Hondo College for every hour of class time, you may expect to spend two hours of outside preparation time (three hours lecture = six hours homework). Outside assignments will include textbook reading, exams, and business article reports.
2. **Instructional Methods:** Class activities will consist of lectures, discussions, presentations, and exams. Lectures will be related to the reading, but will supplement, not take the place of, reading the material.
3. **In Class Presentations:** Students will be responsible for 2 article reviews during the course of the class; these are a major portion of your grade. Article reviews will be derived from the Business News and Research list found at <https://www.riohondo.edu/business/business-news-and-research/> or go to <https://news.google.com/> . You will sign-up for 2 dates during the semester (the sign-up sheet can be found here: <http://tiny.cc/fall21introbiz> DON'T DELAY) and find an article related to the chapters that are scheduled to be covered on that week (see the schedule below). Once you have read the article, you will provide a brief summary – no more than one page – as well as present that summary and any insights gained to the class in a short presentation. You are welcome to use PowerPoint or similar, or just present it. This will also be used as launching points to discuss current events and what is taking place right now in the business world.
4. **Exams:** There will be 5 examinations throughout the course; four exams and one final. The exams will take place during class, will have 50 questions and will be worth 100 points. The final will be cumulative, held per the College's final exams schedule, will have 60 questions and be worth 120 points. At the end of the course, your lowest test score will be dropped (this *will not* include the final). There will be no makeup exams. At the end of the semester, I will drop your lowest exam (NOT the final). As such, if you fail to attend on an exam day, that can count as your lowest score.
5. **Course Changes:** The instructor reserves the right to modify the Assignment Schedule and test dates. However, if changes are needed, I will notify you.

Academic Dishonesty

1. **Student Conduct:** Dishonesty of any kind on assignments, quizzes, or examinations will not be tolerated. "In accordance with the provisions of Board Policy 4200, a student may be suspended or expelled from any or all classes for a good cause, computer related crimes, or other matters related to student conduct."
2. **Cheating:** The term "cheating" includes: copying or sharing work with another student, having another person do your assignments, having another person take your exam, as well as plagiarism. Plagiarism is defined as: "1. a piece of writing that has been copied from someone else and is presented as being your own work. 2. taking someone's words or ideas as if they were your own," (WordNet ® 1.6, © 1997 Princeton University). All assignments, quizzes, and exams are considered individual unless noted it is a group assignment and allowed to have a single set of materials turned in by all group members.

Business Division Office

Business Division office staff are working remotely during COVID-19 but are still here to support you. If you have any questions, please call 562-463-7359 or email them at riohondo.edu/business/.

Business Counselor

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District Computer Lab

District Computer Lab services have been moved to the Learning Resource Center. Lab staff are working remotely during COVID-19 but are still here to support you. If you have any computer or software questions, please call 562-463-7364 or email them at

Lisa Sandoval: lsandoval@rio.hondo.edu Elsa Anguiano: anguiano@rio.hondo.edu

Disabled Students

If any student has any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined, or which will require academic accommodations, please notify me as soon as possible.

Disabled Student Programs & Services (DSPS) staff are working remotely during COVID-19 but are still here to support you. Please contact the DSPS through their Remote & Online Student Services webpage at <https://www.rio.hondo.edu/remoteservices/> or call: 562-908-3420.

Your Grade Status

Check your scores in Canvas. Usually assignments/quizzes/discussions are updated on Mondays therefore Tuesdays usually display your most current scores.

Grading System

All assignments and quizzes have point values. A percentage of the total points earned will determine your grade in the course.

Assignments	Points
Exams (3 x 100)	300
Article Reviews (2 x 50)	100
Participation/Attendance	100
Final Exam (75 questions)	120
Total Points Possible	620

Point Scale	Grade
90% +	= A
80% - 89.9%	= B
70% - 79.9%	= C
60% - 69.9%	= D
Below 60%	= F

Important Dates

Date	Description
06-SEP-2021	Last Day to Add Class
06-SEP-2021	Last Day to Drop with a Refund
17-SEP-2021	Last day to drop without a "W":
20-SEP-2021	Pass/No Pass Petition Deadline Date
11-NOV-2021	Last day to drop with a "W"

ASSIGNMENT SCHEDULE

Date	Chapter(s)	Notes
Tues., August 24, 2021	<i>Intro and 1</i>	Introduction, Chapter Discussion Video (The Power of Vision)
Thrs., August 26, 2021	1, 2	Article Reviews, Chapter Discussions
Tues., August 31, 2021	2, 3	Article Reviews, Chapter Discussions
Thrs., Sept. 2, 2021	3, 4	Article Reviews, Chapter Discussions
Tues., Sept. 7, 2021	4	Article Reviews, Chapter Discussion and Exam Prep
Thrs., Sept. 9, 2021	Exam 1	Exam Ch 1 - 4
Tues., Sept. 14, 2021	5	Article Reviews, Chapter Discussions
Thrs., Sept. 16, 2021	5, 6	Article Reviews, Chapter Discussions
Tues., Sept. 21, 2021	6,7	Article Reviews, Chapter Discussion
Thrs., Sept. 23, 2021	7, 8	Article Reviews, Chapter Discussion
Tues., Sept. 28, 2021	8	Article Reviews, Chapter Discussion and Exam Prep
Thrs., Sept. 30, 2021	Exam 2	Exam Ch 5 - 8
Tues., Oct. 5, 2021	9	Article Reviews, Chapter Discussion

Thrs., Oct. 7, 2021	9	Article Reviews, Chapter Discussion
Tues., Oct. 12, 2021	10	Article Reviews, Chapter Discussion
Thrs., Oct. 14, 2021	11	Article Reviews, Chapter Discussion
Tues., Oct. 19, 2021	11	Article Reviews, Chapter Discussion
Thrs., Oct. 21, 2021	12	Article Reviews, Chapter Discussion
Tues., Oct. 26, 2021	12	Article Reviews, Chapter Discussion and Exam Prep
Thrs., Oct. 28, 2021	Exam 3	Exam Ch 9 - 12
Tues., Nov. 2, 2021	13	Article Reviews, Chapter Discussion
Thrs., Nov. 4, 2021	13	Article Reviews, Chapter Discussion
Tues., Nov. 9, 2021	14	Article Reviews, Chapter Discussion
Thrs., Nov. 11, 2021	15	Article Reviews, Chapter Discussion and Exam Prep
Tues., Nov. 16, 2021	Exam 4	Exam Ch 13 -15
Thrs., Nov. 18, 2021	16	Article Reviews, Chapter Discussion
Tues., Nov. 23, 2021	17	Article Reviews, Chapter Discussion
Thrs., Nov. 25, 2021	Holiday	Thanksgiving!
Tues., Nov. 30, 2021	18	Article Reviews, Chapter Discussion
Thrs., Dec. 2, 2021	Catch -Up	Catch Up Days, and Exam Prep
Thrs., Dec. 9, 2021	Final	Final 11:15 – 1:15 in Class

As a matter of public health and safety due to the COVID-19 pandemic, Rio Hondo College has asked us to implement reasonable health and safety precautions, considering recommendations by local, state, and national public health authorities, in response to the COVID-19 pandemic.

- Face masks are required AT ALL TIMES Indoors and Outdoors
- Student must physically distance 3 feet within the classroom
- Student must physically distance 6 feet outside of the classroom
- No congregating in groups indoors
- No congregating in groups greater than 5 people outdoors while maintaining physical distancing and wearing face masks.

All students are required to engage in safe behaviors to avoid the spread of COVID-19 in the RHC community. Regardless of vaccination status, all students must wear face masks. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Affairs and subject to disciplinary processes.

LET'S WORK TOGETHER FOR A SAFE CAMPUS

**For more information visit
<http://www.riohondo.edu/covid/>**



RIO HONDO COLLEGE
INTRODUCTION TO ACCOUNTING
ACCT100, CRN 75063
COURSE SYLLABUS FALL 2021

Instructor:	Janet Siu, MBA, CPA
Email Address:	jsiu@riohondo.edu
Instructor Office Hours:	You may email the instructor to make an appointment
Class Information:	CRN 75063 Tuesday and Thursday 11:15am – 12:40pm 16 weeks Dates 8/21/2021 – 12/11/2021
Final Exam:	12/9/2021
Course Description:	This course provides basic knowledge of accounting terms, concepts, and procedures for a sole proprietorship form of business. Topics include the analysis and recording of business transactions for service and merchandising firms, and the preparation of simple financial statements. Accounting for cash, sales, purchases, payroll, and the end-of-the-year procedures are presented. This course is designed for occupationally-oriented students or those preparing for Financial Accounting and Computerized Accounting.
Prerequisite:	None
Advisory:	READ 043 or appropriate placement MATH 030 or MATH 030D or MATH 033 or appropriate placement MGMT 052
Textbooks and Additional Materials:	<p>Required Textbook bundle: College Accounting (LL) (w/Connect Access) (CUSTOM) Author: Haddock Publisher: McGraw-Hill, 2021 Package ISBN: 9781266184611 Buy New \$106.67</p> <p>The above bundle is available at the Rio Hondo bookstore. This bundle contains all materials required for ACCT 100 You must have the Textbook and the Connect access code for this class as majority if not all homework assignments, exams and final will be completed in Connect.</p> <p>Another option is to purchase an access code only for e-book directly with the publisher. Click on any assignment in Canvas and follow the registration instruction to purchase the access code or sign up for the 14 days free trial.</p> <p>* A basic calculator is recommended for the classes, homework and tests.</p>
Course Objectives	<p>The students will be able to:</p> <ol style="list-style-type: none"> 1. Recognize the effects of business transactions to the accounting equation. 2. Recognize and apply concepts and procedures of a double-entry accounting system. 3. Analyze business transactions and record debits and credits in a general journal. 4. Prepare financial statements from the trial balance. 5. Complete the accounting cycle for a service-oriented business
Student Learning Outcomes (SLO's)	<ol style="list-style-type: none"> 1. Students will be able to complete the accounting cycle for a service-oriented business. 2. Students will be able to prepare financial statements from an adjusted trial balance. 3. Students will be able to recognize and apply concepts and procedures of a double-entry accounting system.
Attendance & Drop Policy	<ol style="list-style-type: none"> 1. Attendance: Attend class at the scheduled time. Students may be dropped after missing three class sessions without contacting the instructor. Punctuality is required.

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2. **Excused absences** are those things that are beyond your control, such as sudden hospitalizations, illness, or deaths in your immediate family. For these to be excused, written documentation is required. **An informal email or conversation does not result in an excused absence.**
 3. **Drop Policy:** It is the student's responsibility to officially withdraw (drop) from this class. Students who no longer attend class but do not withdraw will receive a failing grade (F) at the end of the semester. If your name continues to appear on the class roster after the last official drop date, you will receive the grade you have earned in the course, based on your total points earned.
Review the Campus Drop Policy for more information, especially related to COVID-19.
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Course Completion Requirements

1. **Outside of Class Preparation:** At Rio Hondo College for every hour of class time, you may expect to spend two hours of outside preparation time. Students should read the textbook before and after each chapter, complete homework assignments, and review lecture materials.
 2. **Instructional Methods:** Class activities will consist of lectures, demonstrations, and in-class practices. Ask questions related to the class material to clarify any issues you may have.
 3. **Chapter Homework:** Students are required to complete the assigned chapter homework and submit them no later than the assigned date.
 4. **Chapter Quizzes:** Students are required to take a quiz after each chapter. The quiz is timed in 30 minutes to answer multiple choice questions. There will be no makeup quizzes. Missed quizzes will result in a zero.
 5. **Exams and Final:** Exams and final are timed in 120 minutes. Exams and final include multiple choice questions and problem sets. There will be an exam after each four chapters. There will be no makeup opportunities for the exams and the final. Missed exams and final will result in a zero
 6. **Course Changes:** The instructor reserves the right to modify the Assignment Schedule and test dates. If changes are needed, you will be notified in advance.
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COVID-19 Online Instruction:

- Instruction for this course will be online with modifications:
1. Class will be held in a synchronous fashion for normal lecture & activities. This means you will be required to attend virtually at the scheduled time listed in AccessRio.
 2. Attendance will be taken via ConferZoom Attendance Records. If you do not attend live, you will not be counted as having attended the live session, just like normal class.
 3. Lectures will be recorded for your review & posted after they are processed.
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Academic Dishonesty

1. Student Conduct: Dishonesty of any kind on assignments, quizzes, or examinations will not be tolerated. "In accordance with the provisions of Board Policy 4200, a student may be suspended or expelled from any or all classes for a good cause, computer related crimes, or other matters related to student conduct."
 2. Cheating: The term "cheating" includes: copying or sharing work with another student, having another person do your assignments, having another person take your exam, using unauthorized materials when taking an exam or quiz.
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District Computer Lab

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If you have any computer or software questions, please call 562-463-7364 or email them at Lisa Sandoval: lsandoval@riohondo.edu Elsa Anguiano: eanguiano@riohondo.edu

Disabled Students

If any student has any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work, or which will require academic accommodations, please notify me as soon as possible.

Please contact the Disabled Student Programs & Services (DSPS) office located on the third floor of the Student Services Building.

DSPS staff are working remotely during COVID-19 but are still here to support you. If you have any computer or software questions, please call them at: Phone: 562-908-3420.

Your Grade Status

Your grade – check Grades in Canvas. The grade will normally be updated after the due date of the assignments.

Grading System

All assignments and quizzes have point values. A percentage of the total points earned will determine your grade in the course.

Assignments	Points	%
Check-in Assignment (1 x 5 points)	5	1%
Chapter Quizzes (13 X 10 points)	130	21%
Chapter Homework (13 X 15 points)	195	31%
Class Participation	30	5%
Two Exams (2 X 80 points)	160	26%
Final Exam (1 x 100 points)	100	16%
Total Points Possible	620	100%

Point Scale	Grade
558 - 620	= A
496 - 557	= B
434 - 495	= C
372 - 433	= D
Below 372	= F

Important Dates

Date	Description
9/6/2021	Last Day to Add with an Add Code
9/6/2021	Last Day to Drop with a Refund
9/17/2021	Last Day to Drop without a "W" on Record
9/20/2021	Pass / No Pass Petition Due
11/11/2021	Drop Deadline (With a "W" on Record)
12/9/2021	Final Exam

Assignment Schedule

****This schedule may be subject to change****

Weekly schedule and assignment due dates may be revised based on class progress, always check the Canvas Assignment due date. **Make sure you have reliable internet connection and enough time as the quizzes and exams CANNOT BE RESET.**

Week	Dates	Chapters	Assignments/Exams	Due No Later Than 11:10 am
Week 1	8/24	1&2	Turn on Canvas Notification Registration for Connect Check-in Assignment	Due in Class Due in Class Due in Class
	8/26	1&2	Ch. 1&2 Homework Quiz 1&2 – Chapter 1 & 2	8/31 8/31
Week 2	8/31	3	Ch. 3 Homework	9/7
	9/2	3	Quiz 3 – Chapter 3	9/7
Week 3	9/7	4	Ch. 4 Homework	9/14
	9/9	4	Quiz 4 – Chapter 4	9/14
Week 4	9/14	Review	Ch. 1 through Ch. 4	n/a
	9/16	Exam 1	Ch. 1 through Ch. 4	9/21
Week 5	9/21	5	Ch. 5 Homework	9/28
	9/23	5	Quiz 5 – Chapter 5	9/28
Week 6	9/28	6	Ch. 6 Homework	10/5
	9/30	6	Quiz 6 – Chapter 6	10/5
Week 7	10/5	7	Ch. 7 Homework	10/12
	10/7	7	Quiz 7 – Chapter 7	10/12
Week 8	10/12	8	Ch. 8 Homework	10/19
	10/14	8	Quiz 8 – Chapter 8	10/19
Week 9	10/19	Review	Ch. 5 through Ch. 8	n/a
	10/21	Exam 2	Ch. 5 through Ch. 8	10/26
Week 10	10/26	9	Ch. 9 Homework	11/2
	10/28	9	Quiz 9 – Chapter 9	11/2
Week 11	11/2	10	Ch. 10 Homework	11/9
	11/4	10	Quiz 10 – Chapter 10	11/9
Week 12	11/9	11	Ch. 11 Homework	11/16
	11/11	11	Quiz 11 – Chapter 11	11/16

Week	Dates	Chapters	Assignments/Exams	Due No Later Than 11:10 am
Week 13	11/16	12	Ch. 12 Homework	11/23
	11/18	12	Quiz 12 – Chapter 12	11/23
Week 14	11/23	13	Ch. 13 Homework	12/2
	11/25	No Class	Happy Thanksgiving!	n/a
Week 15	11/30	13	Ch. 13 Quiz	12/2
	12/2	Review	Ch. 9 through 13	n/a
Week 16	12/7	Review	Ch. 9 through 13	n/a
	12/9	Final	Final – Ch. 9 through 13	To Be Advised

RESOURCES

1. RIO HONDO - At <https://www.riohondo.edu/>, under CURRENT STUDENTS tab, you may find more information about Rio Hondo College’s academics, finances, activities and resources.

2. McGraw Hill Student Support:

https://mhedu.force.com/CXG/s/StudentResources?dc=Student_Resources

<https://www.mheducation.com/highered/connect/students/collegesmarter/how-to.html>

How to register in the first class, please watch this video:

<https://www.mheducation.com/highered/support/connect/first-day-of-class/canvas.html>

MATH 180 – PRECALCULUS

74394 Tuesday/Thursday 7:00-9:05 PM -S225

Instructor: Elaine Hemenway

This will be an IN PERSON class this semester.

Contact me: Cell: 909-506-7852 (9:00 am-9:00 pm)

Email: ehemenway@riohondo.edu

This course is designed to prepare students for the study of Calculus. The course presents a comprehensive study of linear, quadratic, polynomial, exponential, logarithmic, rational, and trigonometric functions. Inequalities, introductory analytic geometry, polar coordinates, polar equations and their graphs, and an introduction to sequences are also included. This class is a prerequisite for Math 190 and assumes students have recently taken Math 175 or have an alternate appropriate background.

REQUIRED MATERIALS

Text: Precalculus: Mathematics for Calculus, seventh edition, by James Stewart

WebAssign Access: <http://www.webassign.net>

Class Key: **riohondo 2775 4668**

Graphing Calculator: We will be using a graphing calculator in this class. The department recommends the TI-84. You may NOT use the TI-89 or TI-Nspire CAS version on exams. Your calculator while taking exams must be a STANDALONE calculator without the possibility of internet access. If you do not have your own calculator, you can borrow a TI-84 calculator from Rio Hondo. They are available through the Library at the Reserve Desk. You will also need this calculator for the Calculus sequence so you may want to purchase your own TI-84 calculator eventually.

IN PERSON INSTRUCTION

As we begin to return to campus for in person instruction, some things will return to normal, whatever that is/was. No doubt, there will be new things that will develop. For now, this is my plan.

(a) I will be lecturing from 7:00 to 9:05 pm on Tuesdays and Thursdays. I have been told that there are no cameras in any classroom so that recording of the class is not possible.

(b) EXAMS INCLUDING THE FINAL EXAM will be “paper and pencil” exams done in the classroom

(c) I typically do some practice problems toward the end of each class so that I can check for understanding of the material covered that day. I refer to this as CLASSWORK and it is described below.

(d) HOMEWORK will be done using WebAssign. More details are given below.

HOMEWORK – 15% of your grade – Found in WebAssign

Homework will be done online using WebAssign. Homework will be due weekly, by midnight of the next Tuesday.

To get access to WebAssign:

1. Go to <https://www.webassign.net/login.html>
2. Click on “I HAVE A CLASS KEY” and enter the key: **riohondo 2775 4668**
3. The information for this class should come up.
 - a. If you have previously used a Cengage/WebAssign product, sign in with that same information
 - b. OR Create your account by following the prompts and set up and login student information.
4. Enter your personal access code from your book (or purchase one online). Most of you will probably purchase access online.

Additional information about getting started in WebAssign:

1. **DO NOT WAIT** to set up your WebAssign account until you have purchased your access code. You can set up a temporary account and use it for **FREE for the first 2 weeks**.
2. You do have homework from 4 sections due by midnight on the second Tuesday (August 31) after classes have started.

CLASSWORK – 10% of your grade –Distributed in class and posted in Canvas under ASSIGNMENTS after class

During most classes, I will give you a few problems to work on. These help me and you to see if you “got the lesson” for the day. This is not a quiz so you can check your notes and/or ask for help from me. Sometimes, if I am getting the same question from several students, I will address the whole class with help to get to the solution.

If you are not present in the class when we do the CLASSWORK, you should do it on your own time to earn the points for the work. The questions will be posted after class in Canvas under ASSIGNMENTS. You can print it out or wait until the next class and get a copy from me. But you must show all your work on paper and turn it in within a reasonable amount of time after your absence.

TESTS – Three Chapter Tests make up a total of 50% of your grade + The Final which is 25% of your grade

At three different times during the semester, we will have a Chapter Test on the material presented prior to the test. Each individual test is $16\frac{2}{3}\%$ of your grade and the final is 25% of your grade. **No makeup tests will be given.** IF YOU KNOW YOU ARE NOT AVAILABLE at the scheduled time, you can take the test early. Talk with me and we will work out the details. *Real emergencies do happen.* **Please contact me ASAP** if an emergency arises. You will do your work on paper and will do them in person on campus.

NOTES FOR CLASS – Found in Canvas under FILES

Many Instructors use Power Point presentations for their class lectures. These NOTES FOR CLASS are my version of a Power Point presentation. I believe I can give more details in this format. **It is very helpful to have a copy (electronic or paper) of these notes with you during class.** I will reference them repeatedly and you will have a harder time following the lecture if you don't have the notes right in front of you. You will probably want to be taking additional notes so be prepared with paper and pen/pencil.

GRADING SCALE (stated here as points)

Exams, Homework, and Classwork contribute to your grade as follows:

Final Exam = 250

Homework = 150

A = 1000-900; B= 899-800; C= 799-700

3 Exams = 500

Classwork = 100

D = 699-600; F = below 600

Academic Excellence Workshop (AEW) for Math 180g

An AEW is a small community of students working collaboratively to master course material with the guidance of a facilitator. These workshops are designed to give students the opportunity to enhance their learning experience for a particular course. This semester MESA/TRIO is conducting these AEW workshops on Zoom.

The workshops for Math 180 will be held on Fridays from 1:00 pm to 3:00 pm. Gustavo Olivera (gustavo.olivera6518@my.riohondo.edu) and Emilio Salazar (emilio.salazar9861@my.riohondo.edu) will be the facilitators this semester. These workshops will begin on Friday, August 27. These are sponsored by MESA/TRIO but you do not have to be a member of MESA/TRIO to attend the workshops.

Zoom link: <https://cccconfer.zoom.us/j/99062069289>

Gateway Tutor.

Jennifer Castillo will be a Gateway Tutor for our class. Her sessions will be held online. More specifics will be added later.

Student Learning Outcome for Precalculus

Throughout the semester, your performance on student learning outcomes will be evaluated. The following are the student learning outcomes for this course.

- Given the description of a real-world problem, students construct correct equations and/or inequalities to represent the problem and determine the correct solution or set of solutions.
 - Example: A culture starts at 10,000 bacteria and the number doubles every 40 minutes.
 - Find a function that models the number of bacteria at time t .
 - Find the number of bacteria after one hour.
 - After how many minutes will there be 50,000 bacteria?
- Find the domain, range, intercepts, asymptotes, and symmetries for functions.
- Solve inequalities involving polynomial, absolute value, and rational functions.
- Graph functions and their transformations. Specifically, graph linear, power, quadratic, polynomial, exponential, logarithmic, rational, radical, trigonometric, greatest-integer, absolute value, piecewise-defined functions and their transformations.
- Use the Remainder, Factor and Rational Zeros Theorems to evaluate and factor polynomials
- Expand a sum written in summation notation and evaluate the sum.
- Write equations for a conic section. Given information about the graph, write an equation for a conic section.
- Solve algebraic, logarithmic, and trigonometric equations. Specifically, solve linear, power, polynomial, exponential, logarithmic, rational, radical, trigonometric, and absolute value equations.

Disabled Student Program and Services (DSPS)

Any student with a disability, who believes that he/she may need accommodations in this class, is encouraged to contact the Disabled Student Program and Services office as soon as possible to ensure that such accommodations are implemented in a timely manner. The office is located in room SS330 and the telephone number is 562-908-3420.

Syllabus Statement Regarding Covid-19*

As a matter of public health and safety due to the COVID-19 pandemic, Río Hondo College (RHC) has implemented reasonable health and safety precautions, considering recommendations by local, state, and national public health authorities, in response to the COVID-19 pandemic.

- Face masks covering nose and mouth are required AT ALL TIMES indoors and outdoors
- Student must physically distance 3 feet within the classroom
- Student must physically distance 6 feet outside of the classroom
- No congregating in groups indoors
- No congregating in groups greater than 5 people outdoors (while maintaining physical distancing and wearing face masks that cover the nose and mouth).

All students are required to engage in safe behaviors to avoid the spread of COVID-19 in the RHC community. Regardless of vaccination status, all students must wear face masks. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Affairs and subject to disciplinary processes.

*This statement was reviewed and agreed upon by Academic Senate and RHCFA leadership, the VPSS and VPAA

WebAssign Homework is due on the following Tuesday night before midnight.

WEEK ONE

8/24 1.2 – Exponents and Radicals 1.3 – Simplifying Algebraic Expressions	8/26 1.4 – Simplifying Rational Expressions 1.5 – Solving Equations
Due: 8/31 @ 11:59 PM	Due : 8/31@ 11:59 PM

WEEK TWO

8/31 1.7 – Modeling with Equations 1.8 – Solving Inequalities	9/02 1.9 – Coordinate Plane and Circles 1.11 – Solving Equations Graphically
Due: 9/07 @ 11:59 PM	Due: 9/07 @ 11:59 PM

9/06 - Monday

LAST DAY TO ADD WITH AN ADD CODE
LAST DAY TO DROP FOR A REFUND

9/06 – Monday

Labor Day - Holiday

WEEK THREE

9/07 2.1 – Functions (definition/domain/evaluate) 2.2 – Graphs of Functions 2.3 – Getting Info from Graphs of Functions	9/09 2.4 – Average Rate of Change 2.6 – Transformation of Functions
Due: 9/14 @ 11:59 PM	Due: 9/14 @ 11:59 PM

WEEK FOUR

9/14 2.7 – Combining Functions 2.8 – One-to-One Functions and Inverses	9/16 Review for Test 1 on Chapters 1 & 2
Due: 9/21 @ 11:59 PM	

9/17 – Friday
9/20 – Monday

LAST DAY TO DROP WITHOUT A “W”
PASS/NO PASS PETITION DUE

WEEK FIVE

9/21 Test 1 on Chapters 1 & 2	9/23 3.1 – Quadratic Functions 3.2 – Polynomial Functions
	Due: 9/28 @ 11:59 PM

WEEK SIX

9/28 3.3 – Dividing Polynomials 3.4 – Real Zeros of Polynomials 1.6 – Complex Numbers	9/30 3.5 – Complex Zeros of Polynomials 3.6 – Rational Functions
Due: 10/05 @ 11:59 PM	Due: 10/05 @ 11:59 PM

WEEK SEVEN

10/05 4.1 – Exponential Functions 4.2 – The Natural Exponential Functions	10/07 4.3 – Logarithmic Functions 4.4 – Laws of Logarithms
Due: 10/12 @ 11:59 PM	Due: 10/12 @ 11:59 PM

WEEK EIGHT

10/12 4.5 – Exponential and Log Equations 4.6 – Modeling with Expon. and Log Functions	10/14 Review for Test 2 on Chapters 3 & 4
Due: 10/19 @ 11:59 PM	

WEEK NINE

10/19 Test 2 on Chapters 3 & 4	10/21 5.2 – Trig Functions of Real Numbers 6.3 – Trigonometric Functions of Right Angles
	Due: 10/26 @ 11:59 PM

WEEK TEN

10/26 5.5 – Inverse Trig Functions and Graphs 6.4 – Inverse Trigonometric Functions	10/28 5.3 – Trig Graphs 6.2 – Trigonometry of Right Triangles
Due: 11/02 @ 11:59 PM	Due: 11/02 @ 11:59 PM

WEEK ELEVEN

11/02 7.4 – Basic Trig Equations 7.5 – More Trig Equations	11/04 8.1 – Polar Coordinates 8.2 - Graphs of Polar Functions
Due: 11/09 @ 11:59 PM	Due: 11/09 @ 11:59 PM

WEEK TWELVE

11/09 Review for Test 3 on Chapters 5 - 8	11/11 Test 3 on Chapters 5 - 8

11/05 – Friday
11/11 – Thursday

**GRADUATION/CERTIFICATE PETITION DEADLINE
LAST DAY TO DROP WITH A "W"**

WEEK THIRTEEN

11/16 11.1 - Parabolas 11.2 - Ellipses	11/18 11.3 – Hyperbolas
Due: 11/23 @ 11:59 PM	Due: 11/23 @ 11:59 PM

WEEK FOURTEEN

11/23 10.1 – Systems of Equations (2 variables) 10.8 – Systems of Non-linear Equations	11/25 THANKSGIVING
Due: 11/30 @ 11:59 PM	

WEEK FIFTEEN

11/30 10.9 – Systems of Inequalities 12.1 – Sequences and Sigma Notation	12/02 REVIEW FOR FINAL
Due: 12/07 @ 11:59 PM	

WEEK SIXTEEN

12/07 FINAL EXAM	12/09 NO CLASS
7:00 – 9:00 PM	Happy Winter Break!

Rio Hondo College
Human Biology Lab (BIOL 105: Lab CRN, 75675)
Fall 2021 (Aug. 21 – Dec. 11)

Professor for Lecture and Lab : Professor Harmonee (HyunHee) Kim (Ph.D.)
Email : Use the Canvas Inbox prior to hkim@riohondo.edu (Place “BIO 105 Lab Student” in the subject heading)
Office Hour (via “CANVAS Inbox”): 4:00 – 4:50 pm, Thursday
Office Location: Remote

Course Description:

This course provides an introduction to the basic principles, structures, functions and biological processes of the human body through hands-on activities in a laboratory setting. This laboratory course will emphasize a scientific viewpoint of the workings of the human body and its interactions with the environment. All course material will be delivered remotely and asynchronously via Canvas. An accompanying lecture course (BIOL 105) is a pre-requisite or co-requisite for this course.

Student Learning Outcomes:

Upon completion of this course, the student should be able to do the following:

1. Students will apply knowledge of human cell structure, biological macromolecules and basic metabolic processes through laboratory investigation.
2. Students will apply knowledge of the basic anatomy and physiology (structure versus function) of the human body systems through laboratory investigation.
3. Students will demonstrate understanding of how human body systems function in order to maintain homeostasis.
4. Students will demonstrate the ability to apply the processes of scientific inquiry and experimental design to the study of concepts relating to human biology.

Course Format:

This course will be presented in online lab. This course will be conducted in asynchronous (recorded) class meetings, which means labs are recorded, and made available for students to watch on their own schedule.

Required Course Materials:

Human Biology lab manual: Lab documents will be provided for you this term; no purchase necessary.

Technical Requirements:

You will need to have an up-to-date browser, operating system and some additional software on your computer to take this class. Some of the documents in this course will be available to you in PDF form. If you do not have Adobe Acrobat Reader software on your computer, you can download it by going to <http://get.adobe.com/reader/> (Links to an external site).

- Fairly recent Mac or PC (not more than three years old) with a current operating system.
- Current browser (Firefox or **Google Chrome** are preferable)
- Internet connection, preferably broadband --for viewing online videos

Course Communication:

Modules in Canvas are your Home page and you will get all assignments weekly base on Module; so, Module will appear on your CANVAS dashboard when you log in. In case of additional information, I will post them on Announcements in CANVAS. Announcement will be sent to you directly through your preferred method of notification from CANVAS (<https://guides.instructure.com/m/4212>). Please make certain to check them regularly, as they will contain important information about any change of due dates or upcoming modified schedules.

Despite asynchronous class, students can ask questions during office hours either through Canvas Inbox or Zoom meeting. During office hour, you are allowed to discuss regarding the week's lab content; therefore, it is crucial that you review the lab activity prior to our weekly meeting in order to get the most out of the Zoom session and ask questions, as necessary. Upon asking lab activities, students must not induce the professor to disclose the exam questions. Professor will stop responding to the questions if a student finds out exam questions.

Email:

In this course, using Canvas Inbox is prior to using school email. I do not open personal email account such as Gmail, Hotmail, Yahoo, etc. So, you must use Canvas Inbox for BIOL 105 Lab or your school email (@my.riohondo.edu). You can either check your messages in the CANVAS system or your school email. Please check your messages regularly. When submitting messages, please do the following:

- Put a subject in the first line of your email subject box that describes the email content with your name, week and message subject. For example: (RIO HONDO BIOL 105Lab Student or YOUR NAME WEEK2 ASSIGNMENT)
- If your question is not private thing, you can send email to the INBOX on CANVAS.

- During office hours, you can send message through CHAT BOX.
- Do not submit your assignments by school email.
- Make certain to check your messages frequently.
- Students will receive reply from me within 48 hours during weekdays.

Critical Dates for this Course

Term	Fall 2021 (Aug. 21 ~ Dec. 11)
Last day to add with an add code	Sep. 6, 2021
Last day to drop without a “W” on record	Sep. 17, 2021
Last day to drop with a “W” on record	Nov. 11, 2021
Add Auth Code	Aug. 24, 2021
Pass/No Pass petition due	Sep. 20, 2021

Academic Integrity:

Rio Hondo College is committed to maintaining academic integrity throughout the college community. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation and the quality of a Rio Hondo College degree. The Student Handbook states:

In cases of academic dishonesty by a student, a faculty member may

- 1) Reduce the score on test(s) or assignment(s);
- 2) Reduce the grade in the course;
- 3) Fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure;
- 4) Recommend suspension from the course (see further details in Student Handbook).

Academic dishonesty includes but is not limited to:

- a) Plagiarism – the intentional presentation of words, ideas or work of others as one’s own. This includes but is not limited to: copying homework, using a work or portion of a work written or created by another but not crediting the source and using one’s own work completed in a previous class for credit in another class without permission. The usual consequence of academic dishonesty is failure of the course and referral of the case to the appropriate dean for additional disciplinary action. Students may discuss assignments but are expected to complete all work independently.
- b) Cheating During Examinations – includes, but is not limited to, unauthorized electronic assistance or devices, copying from another, looking at another student’s exam and opening books when not authorized. If student’s full face is not visible during Proctorio based exam, or student’s face appears too vague and indistinct, the student’s behavior will be regarded as cheating.

Any of these practices could result in charges of academic dishonesty.

Accommodations for Disabilities

Disabled Students Program and Services provides services to students with verified and documented disabilities that are above and beyond services that may be available elsewhere on campus. Services may be directly related to an approved academic adjustment (e.g. notetaker, audio recorder, sign language interpreting, etc.). Others may be a specialized version of a traditional student service. (e.g. counseling, advising, community liaison with outside agencies). Services and academic adjustments must be requested and approved by a DSPS Counselor every term. A DSPS staff member will confidentially review your concerns with you to determine any required accommodations. Once your accommodations are approved through DSPS, please bring your DSPS report or documentation(s) to me so that we may discuss your accommodations.

**** DSPS students must have their documents sent to the instructor prior to the end of Week 1 of the course to be eligible for extra accommodations on exams.**

FOR ACADEMIC AND TECHNICAL ASSISTANCE

For updates about our online instruction, remote student services and other resources during this time, please go to this link:

<https://www.riohondo.edu/student-health-services/coronavirus/#students>

You will be helped Canvas-related issues, including streaming media (Zoom).

For updates about our online instruction, remote student services and other resources during this time, please go to this link: desupport@riohondo.edu (RIO Distance Education Support).

*****RIO HONDO Distance Education Support Teams*****

Monday through Thursday: 8:00 am to 4:30 pm

Friday: 8:00 am to 3:00 pm

Room LR141 (First Floor of the Library Building)

(562) 463-3218

Basic Requirement for Students at Campus

As a matter of public health and safety due to the COVID-19 pandemic, Rio Hondo College (RHC) has implemented reasonable health and safety precautions, considering recommendations by local, state, and national public health authorities, in response to the COVID-19 pandemic. All students are required to engage in safe behaviors to avoid the spread of COVID-19 in the RHC community. Regardless of vaccination status, all students must comply with as follows:

- Face mask covering nose and mouth are required AT ALL TIMES indoors and outdoors
- Student must physically distance 3 feet within the classroom
- Student must physically distance 6 feet outside of the classroom
- No congregating in groups indoors
- No congregating in groups greater than 5 people outdoors (while maintaining physical distancing and wearing face masks that cover the nose and mouth)

COVID-19 Reporting

If a student reports a positive COVID-19 test/diagnosis or symptoms, follow the guidelines in the Rio Hondo COVID-19 Prevention Program.

During the COVID-19 public health emergency, students and employees have a collective responsibility to ensure the protection of all people in face-to-face classes, at campus events, and when visiting campus for other services, as well as a responsibility to comply with District policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting campus.

Performance Evaluations:

- 1) BIOL 105 Lab is 1-Credit course and you will be assigned one grade for BIOL 105L.
- 2) There will be Online Quizzes using Proctorio, worth 200 points total. They will be weekly base quizzes and must be submitted via online in due date. It is available from Monday 12:01 AM and the due is until Sunday 11:59 PM of that week; so, you have one week to complete the weekly base quiz. These quizzes will consist of multiple-choice, short answer, and T/F questions and cover the lab activities, the experimental principles and results, the materials and techniques for the experiments. Weekly based engagement in quiz will reflect students' attendance in this course. There are no make-ups for missed quizzes and no review on the quizzes.
- 3) Students will have online exams managed by **Proctorio**. Students can choose their available time window until the due day. According to free access to online exam, no make-up exam will be given. If you know in advance that you may need to miss a scheduled exam, check with the instructor (at least a week in advance) to see if any accommodations can be made. This option is generally available ONE time during the semester. Early final exams are not available.
- 4) You will have Lab Final which is cumulative and counts 100 points. Lab final requires for you to know the background, procedure, and results of the laboratory activities completed in this course. Lab exam images are not always exactly identical to the images seen in the lab manual. All students must complete the final exam on the date provided in the course schedule. Early final exam is not available, and no make-up final exam will be administered.
- 5) Before watching the lab video, students are responsible for filling out the lab manual (filling in the blanks or tables, drawing the images, labeling pictures, definitions, functions, etc.) and submit the lab report on Canvas until due date (Sunday 11:59 pm) weekly base. Late submission not acceptable. When you turn in the lab report upon completion, you write down your name on the top of the first page of each lab manual, scan each page by phone or scanner, convert them into a **single PDF file** (<https://webaim.org/techniques/acrobat/converting#source>), and then upload on Canvas. Each lab report counts more or less 10 points.

6) **Class Attendance is required.** Consistent failure to participate in class for a total of 6 week's worth of performances will result in your being dropped from the course. In other words, if you do not turn in the weekly based quiz more than 6 times and miss to take tests 3 times, you can be dropped from the course. Your attendance for this laboratory course is crucial to passing this course. Although I reserve the right to drop students for poor attendance, it is the students' responsibility to drop from the course.

8) **Proctorio** requires use of a computer (not a cell phone) and use of a webcam. You must have a Laptop or computer with a webcam, microphone, and stable internet connection to take all quizzes and all exams. A video tutorial for students on how to take a test using Proctorio

<https://www.3cm mediasolutions.org/privid/77836?key=5d0f252d37c8d095743b0ae3c14f0c514f0cf419>

- Install Proctorio Extension: either via attempting the quiz or go to <https://getproctorio.com>
- Proctorio offers 24/7 technical support to students <https://proctorio.com/support> or <https://chat.proctorio.com>

9) Any college course demands that for every hour of (watching or attending) lecture, you should spend 3-4 hours of time outside of that studying. So, for a 1.0 credit course, you should spend 4 hours outside of class studying that demands a minimum 4 hours a week of studying (roughly 1 hour per weekday). So, it is highly required for watching the lab videos, reviewing and practicing lab materials repeatedly with understanding and memorization.

Grades: Grades will be calculated on the points you earn during the term.
The total points possible are 500.

Letter Grade	Percentage Score	Points Obtained
A	90	450-500
B	80	400-449
C	70	350-399
D	60	300-349
F	0-59	Less than 300

On the following, you are given a place to keep your grades, which enables you to monitor your performance in this class.

Your Personal Grade Record

Lab Reports: _____ / 200 points

Quizzes: _____ / 200 points (Weekly Base Quiz, "Read Syllabus", Proctorio Practice Quiz)

Comprehensive Lab Final: _____ / 100 points

Total: _____ / 500 points

Tentative Lab Schedule

Date	Lab Schedule
Week 1 8/24 (T), 8/26 (R)	Lab 1. Scientific Method and Metric System
Week 2 8/30 - 9/3	Lab 2. Microscopy
Week 3 9/6 - 9/10	Lab 3. Cells and Tissues Labor Holiday (9/6)
Week 4 9/13 - 9/17	Lab 4. Diffusion and Osmosis
Week 5 9/20 - 9/24	Lab 5. Homeostasis and Body Organization
Week 6 9/27 - 9/31	Lab 6. Skeletal System
Week 7 10/4 - 10/8	Lab 7. Muscles and Movement
Week 8 10/11 - 10/15	Lab 8. Blood Lab 9. Circulatory System
Week 9 10/18 - 10/22	Lab 10. The Immune System and Infectious Disease
Week 10 10/25 - 10/29	Lab 11. The Respiratory System
Week 11 11/1 - 11/5	Lab 12. The Nervous System Lab 13. The Senses and Sensory Organs
Week 12 11/8 - 11/12	Lab 14. The Digestive System and Nutrition
Week 13 11/15 - 11/19	Lab 15. The Urinary & Reproductive Systems
Week 14 11/22 - 11/26	Lab 16. Cell Division: Mitosis Lab 17. Cell Division: Meiosis Thanksgiving Holiday (11/25)
Week 15 11/29 - 12/3	Lab 18. Genetics
Week 16 12/6 - 12/10	Cumulative Lab Final (12/9, R)

*Note: The above schedule is tentative and is subject to change if necessary.

Read Syllabus

Date: Aug. 24, 2021

Please circle the year of your program at Rio Hondo, and briefly write down the reason to take this course like the example below.

Example) Pursuing for the nursing program in the near future

Example) Taking as one of General Education credit

Your program at Rio Hondo: The 1st year/ The 2nd year/ The 3rd year/ The 4th year (Circle one)

Reason to take this course:

I have read the above syllabus for BIOL 105L (CRN: 75675) and agree to abide by them while I am taking the course.

Signature: _____

Printed Name: _____

*** If you intend to take this class, submit "Read Syllabus" page on Canvas (only this page, not entire syllabus) with your name and signature. It counts 5 points.