



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

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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

Business Division Counselors are working remotely until further notice due to COVID-19. They are here to support you through this transition. If you would like to schedule an appointment with a Business Division Counselor by phone or video, please call us at 562-463-7359 or email rio@rio.hawaii.edu.

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.hawaii.edu Elsa Anguiano: eanguiano@rio.hawaii.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.hawaii.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/>**



COURSE: ACCT 103: Payroll Accounting

CRN: 72862 **Term:** Fall **Units:** 3

Day(s) / Time(s): T 7:00 -10:10 PM **Room:** Remote

Prerequisite(s): None. **Course Advisory:** ACCT 100 or 101 is recommended. READ 043 or appropriate placement.

INSTRUCTOR: Jorgelina Decaroli, CPA

Bio: Jorgelina I. Decaroli is a Certified Public Accountant. She joined the RHC accounting department in 2020. She has more than twenty years of experience in the field of accounting and taxation. Before opening her own accounting firm, she worked as an accountant at one of the top 100 accounting firms in Southern California. She enjoys spending her free time with her two daughters, practicing yoga and meditation. She loves to travel and to learn other languages and cultures, film, and photography.

Email: JDecaroli@riohondo.edu

Office hours: By appointment only.

Contact:

- The best way to contact me is to send a message in Canvas Inbox, Rio Hondo's Learning Management System. I will check for messages in Canvas Monday through Friday and reply within 24-48 hours. On weekends I usually reply within 48 hours. Canvas messages are saved until you delete or archive them. You can also retrieve archived messages.
- For questions regarding grades, message me in detail and allow 2-4 days for my response.

TEXTBOOK & MATERIALS:

Payroll Accounting 2021 with CengageNOW – v2 Access Code. Author: Bieg/Toadland.

ONLINE/TECH RESOURCES:

Technological Requirements:

- Access to a reliable computer with hi-speed broadband Internet service
- A Rio Hondo College student email address
- A personal email address (students must be proficient using a computer and sending email)

Online Readiness:

If you are new to online and unsure about your "tech readiness", there is a great, short video that can help you prepare for the term ahead. [Watch "Getting Tech Ready"](#) (Links to an external site.).

Software Requirements and Downloads:

You can check your computer's readiness for the class with this [Computer Readiness test](#). (Links to an external site.).

The following download links are all free:

[Download Apache OpenOffice](#) (Links to an external site). This will provide you with a word processing program and will permit you to open Word documents (like our printable syllabus).

[Download Adobe Acrobat reader](#) for any PDF files (Links to an external site).

[Download the PowerPoint Viewer](#) from Microsoft Office.

Canvas LMS Orientation:

If you need information on how to use Canvas Learning Management System or information on how to login to Canvas, use Rio Hondo's [Canvas LMS Orientation](#).

IT Help Desk:

If you need tech help for your email account or logging into AccessRio, contact the [Rio Hondo Help Desk](#).

Online Education Support:

If you need Online Education help, visit the [Online Education page](#) that has many resources to help you. You can also contact OEsupport@riohondo.edu if you cannot find the help you need on the Online Education Support page.

COURSE DESCRIPTION:

This course combines basic accounting skills with specialized training in payroll accounting to prepare students for entry-level positions with the payroll segment of accounting. This course is designed for accounting majors and those interested in pursuing an entry-level position with the payroll segment of accounting. This course is a comprehensive overview of federal and state payroll laws and their effect on payroll records and required government reports. This course is a requirement for the AS in Accounting, COA in Accounting, Certificate of Skill Proficiency in Computerized Accounting, and the Career Certificate in Accounting for Government and Nonprofit Organizations.

COURSE OBJECTIVES:

Upon successful completion of this course, students will be able to:

1. Apply appropriate payroll accounting principles and procedures.
2. Describe basic requirements of federal and state labor laws.
3. Explain the importance of a thorough recordkeeping system.
4. Analyze the various types of payments defined as wages.
5. Calculate payroll amounts including wages, taxes, and other miscellaneous withholdings.
6. Prepare the payments and required forms for federal and state payroll tax deposits.
7. Compile and evaluate quarterly and annual federal and state payroll reports.
8. Generate the entries to record the payroll, payroll taxes, and payment of payroll-related liabilities.
9. Demonstrate the above objectives through the application of computerized accounting software package practice set.
10. Demonstrate supportive, ethical, and principled behavior responding to hypothetical employee and external party situations.

STUDENT LEARNING OUTCOMES (SLOs):

1. Calculate and record a complete payroll cycle within the established normal and computerized protocols.
2. Recognize and understand the importance of ethics and social responsibility in the accounting profession.

GRADING SYSTEM:

Keep all documents returned to you as certification of your grade on each category. Please feel free to contact me if you have any questions or issues regarding your grade.

Quizzes	= 30%	A = 90-100%
Homework	= 20%	B = 80-89%
Participation	= 10%	C = 70-79%
Project	= 25%	D = 60-69%
Final Exam	= 15%	F = 0-59%
	=100%	

WEEKLY SCHEDULE OF ASSIGNMENTS

Week	Dates	Chapters	Assignments/Exams
Week 1	8/24/2021		Read Syllabus and Course Orientation Module
			Check in Activity due Sunday 08/29/21
Week 2	8/31/2021	1 & 2	Work on Modules 1 & 2
			Quiz #1 - Due this week
Week 3	9/07/2021	2	Work on Module 2
			Quiz #2 - Due this week
Week 4	9/14/2021	3	Work on Module 3
Week 5	9/21/2021	3	Work on Module 3
			Quiz #3 – Due this week
Week 6	9/28/2021	3 & 4	Work on Module 4
Week 7	10/05/2021	4 & 5	Work on Modules 4 & 5
Week 8	10/12/2021	5	Work on Modules 4 & 5
			Quiz #4 - Due this week
Week 9	10/19/2021	6	Work on Modules 5 & 6

Week 10	10/26/2021	6 & AA	Work on Modules 6 & Project
			Quiz #5 – Due this week
Week 11	11/02/2021	6 & AA	Work on Modules 6 & Project
			Quiz #6 – Due this week
Week 12	11/09/2021	AA	Work on Project Module
Week 13	11/16/2021	7	Work on Project Module
Week 14	11/23/2021	7	Work on Project Module
Week 15	11/30/2021	7	Project DUE
			Review Chapters 1 through 6
Week 16	12/07/2021		FINAL EXAM

LATE / MAKE-UP WORK:

Homework is essential for applying and understanding accounting principles and it helps students to do well on the quizzes, tests and projects. Late homework **WILL NOT BE ACCEPTED**. Exceptions are only made for extenuating circumstances with documentation (e.g. doctor’s note, death certificate, etc.)

EXTRA CREDIT:

No extra credit opportunities in this class.

PARTICIPATION POLICY:

Participation is essential to your success in this class. In distance education courses you are required to participate just as if you were in a face-to-face course. This means that in order to get full credit for participation, you will have to complete your discussion assignments, polling questions, lesson assignments and quizzes on a timely basis. Consistent failure to participate in class may result in your being dropped from the course.

ACADEMIC INTEGRITY:

Please review the [campus academic integrity and plagiarism](#) definition information. Cheating and plagiarism are not acceptable, and students will be directed to the dean of academic discipline should academic dishonesty of any kind be detected.

DROP AND WITHDRAWAL POLICY:

The instructor will drop you from the class for non-attendance if you do not complete the course *Check-In Activity* by the **first Sunday (11:59 PM PST)** after this class begins. Your nonparticipation during online sessions will affect your grade. Your comments, questions and

participation are a necessary and welcome feedback in the class, it benefits everyone.

While an instructor may drop a student from class for poor attendance, **it is the student's responsibility to withdraw if the student is no longer attending the class.** Note that if you discontinue participating and you do not drop the course, you will earn a Failing grade for the course. See below, under important dates, for the **Last Day to drop without a "W."**

IMPORTANT DATES & DEADLINES:

- The last day to add with an add code is **September 6, 2021.**
- The last day to drop with a refund is **September 6, 2021.**
- The last day to drop **without** a "W" on record is **September 17, 2021.**
- Pass/No Pass Petition Deadline: **September 20, 2021.**
- The last day to drop **with** a "W" on record is **November 11, 2021.**

STUDENTS WITH DISABILITIES:

If you believe you may need help or would like to be assessed for a learning disability check with the [DSPS office](#).

If you are already working with the DSPS (Disabled Students) office and need accommodations, please provide me with your paperwork immediately and be specific about your needs. I am happy to help or modify the material for you as needed.

RESOURCES:

Learning Assistance Center (LAC), District Computer Lab:

If you need to improve your study skills, communications skills, or test taking skills for this course, you are advised to seek a tutor's assistance in the [Learning Assistance Center \(LAC\)](#) located in LR 114 on campus.

Counseling:

If you need help determining where this class fits in your academic plan, [contact a counselor](#) and set up an appointment. We also have a counselor assigned to the Behavioral and Social Sciences division if you plan to major in one of our disciplines.

Rio Hondo College Library:

If you need access to computers to take this class or to our textbook on reserve, [visit the library website](#) to get more information.

ONLINE RULES AND NETIQUETTE:

Disruptive Classroom Behavior: It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live. Student conduct that disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.

Netiquette is a term derived from the words "Internet Etiquette" or "Network Etiquette" which describes the use of proper manners and behavior online. Internet Etiquette should be used in all

areas of electronic means including email, chatting, blogging, forums, message boards, and so on. It is important to treat others with dignity and respect both on and offline.

Netiquette Guidelines:

Proper manners are as important online as they are offline. Follow these 10 simple Netiquette guidelines for a fun and safe online experience!

1. **Use Computer Courtesy:** Whether a person is sending an email, chatting in a chat room or speaking in a forum, it is important to be courteous and respectful of others online. Always remember the Golden Rule!
2. **Use Emoticons:** When communicating online, it can be difficult to gauge a writer's emotion. Unless a web camera or microphone is used, the writer's expression or emotion is difficult to determine. By using emoticons, the writer's proper emotion will be conveyed to the reader.
3. **Be Brief Online:** It is important to keep messages short, especially when writing an email or typing in a chat room. By using common chat abbreviations or acronyms, not only will the reader appreciate the brevity of the message, it will save the author valuable time typing the message. Remember, keep it short and be brief! As far as our discussion boards are concerned, this rule does not apply! You must use Standard English and write in full sentences and use words not acronyms unless it refers to something you are trying to explain with regard to language.
4. **DON'T SHOUT:** No matter what forum, writing in all capital letters is considered SHOUTING and is considered very rude. A word or two in caps is fine, but shouting is not recommended.
5. **Pay Attention to Language Issues:** Improper, inappropriate, or bad language may get a participant kicked out or permanently banned from a forum or group. It is also important to remember people from other countries may be participating in the conversation and language barriers may be an issue.
6. **Think Before Posting:** It is important to note, what is posted online today, may come back, and haunt the writer tomorrow. That silly or fun photograph posted on a social networking site, may keep that person from getting a job later. Many colleges and employers are now searching social networking sites prior to hiring.
7. **Keep Personal Information Private:** Posting private and personal information in the wrong location can have serious consequences. Identity theft is a rapidly growing concern. Divulging too much information could give predators and those with bad intentions valuable information. Be careful where personal information is posted. If private information is posted in a group setting, read the guidelines prior to posting. Children should not post private information online.
8. **Obey Copyright Laws:** Don't steal! Plagiarism = cheating, and cheating = failing!
9. **Help Internet Newbies:** Be patient and helpful with others. Remember, everyone was a newbie once.
10. **Be Aware of Cyberbullying:** Cyberbullying is increasing rapidly. If targeted by a cyberbully, do not respond. Keep all ORIGINAL correspondence, with dates and times if possible. If the messages are of a threatening nature or safety is a concern, contact local law enforcement as soon as possible.

EXPECTATIONS OF THE STUDENT:

Regular contact with me throughout the course is essential. You should be logging on to Canvas often during the week. Please check the announcements on our site regularly and be advised that it is up to you to follow the schedule and due dates for your assignments. I will not accept late work, nor will I open any chapter tests or discussions. It is expected that you will establish a regular and active presence in ACCT 103. Your active and continued participation in class exercises, discussion forums and other activities will enhance the learning dynamics in the course for everyone.

Your instructor **expects** that you will:

- **FAMILIARIZE YOURSELF AND KEEP UP TO DATE WITH THE COURSE REQUIREMENTS**

Spend time looking over the course syllabus and schedule of assignments, content, and links in Canvas. Make sure you understand the course objectives, the scope of the material you will cover, and when assignments are due. Important documents should be printed out and saved for future reference. During the semester, log in to your Canvas courses and check for announcements and emails. Make sure that your homework and tests are done on or before the due dates.

- **CREATE A STUDY SCHEDULE AND STICK TO IT**

Start with an estimated time of three hours outside of class for every hour in class and adjust for your needs (you may need more than this estimate at first). You are the director of your own learning experience. Try to set aside a study time each day when your mind is fresh, and you will not be interrupted. Select a timeframe for each day that is long enough to get your assignments completed but not so long for you to lose interest. Increasing the number of study sessions may increase your productivity overall. Keep a personal journal of your results and adjust as necessary. This is a true investment in your future.

- **IDENTIFY YOUR MOTIVATORS**

What makes you complete a task? What are the rewards you expect to achieve? Whatever it takes, you need to identify the strategies that will keep you on track until you achieve your goals. Although your instructor will be there to help you every step of the way, your success is really up to you!

- **ESTABLISH GOOD STUDY SKILLS**

Take notes. Ask yourself questions. Go over the material more than once. Remember that **study** includes many different tasks. When instructors talk about the need to study, they mean you should read and review course material, complete all homework, review class notes on a regular basis. Actively participate in class discussions.

- **ILLNESS AND EMERGENCIES**

I encourage you to email me *before class* for personal matters such as illness and emergencies. I will respond to emails within 24 hours Monday through Friday and as I am available on the weekends.



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.

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.

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.

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.

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 rio@rio.hondo.edu

Business Counselor

Business Division Counselors are working remotely until further notice due to COVID-19. They are here to support you through this transition. If you would like to schedule an appointment with a Business Division Counselor by phone or video, please call us at 562-463-7359 or email rio@rio.hondo.edu

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@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>

Fall 2021 Section 77411 TTH 12:55PM – 2:25PM**Instructor:** Kelly Tseng**Campus:** South El Monte High School**Email:** ktseng@riohondo.edu**Canvas Homepage** [link](#)**REQUIRED TEXTBOOK:** Thinking Mathematically by Robert Blitzer Stewart, 7th Edition

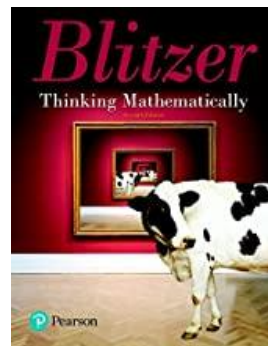
ISBN-13: 978-0134683713

ISBN-10: 0134683714

REQUIRED MATERIALS & SUPPLIES: Notebook, binder,

sharpened or mechanical pencil, eraser, ruler, stapler

Graphing calculator- TI 82, 83 or 84 (TI 89 is not allowed)

MyMathLabURL: <http://www.pearsonmylabs.com>**MyMathLab****Class Key:** tseng69720

COURSE DESCRIPTION

This course will involve the application of mathematics skills for real-world quantitative information that are relevant to the students in their daily lives. More specifically, this course will engage the student in understanding and communicating quantitative information in various formats; solving; estimating answers and checking for reasonableness; and recognizing the limitations of mathematical methods. This course will draw on applications from financial mathematics, probability, descriptive statistics, and geometry.

STUDENT LEARNING OUTCOMES

At the successful completion of this course, students should be able to demonstrate the following student learning outcomes:

- Make inferences based on analysis of quantitative data using proportional reasoning.
- Apply deductive and inductive mathematical reasoning skills in the solving of problems and be able to communicate how these skills were used.
- Apply financial models to real-world contexts; make inferences and draw conclusions regarding the economic value and feasibility of alternative models.
- Apply the concepts and methods of combinatorics and probability to investigate and critique real-world contexts.
- Apply the concepts and methods of descriptive statistics and regression to investigate and critique real-world contexts.
- Summarize mathematical information using various forms, and convert between these forms.
- Recognize the limitations of the models and methods they utilize given the data and assumptions they are working with.

Class philosophy

Community is built on mutual trust and respect. Every class is a community of learners, and we can enjoy this semester better if we become a team with a common goal. In order to learn and thrive in this

class, we all need to invest the time and effort necessary for success. I will hold very high standards and expectations for you. I trust that you will take this class very seriously and will work to the best of your ability; you will come to class on time, ready to learn and participate; you will complete the homework daily; you will seek help when needed; you will be prepared for exam. I will commit to do my absolute best to teach, to motivate, to support, to be available, and to walk alongside you on this 16-week journey. Have the right attitude, and you may be surprised at what a wonderful, fun, fruitful semester this could be.

ATTENDANCE, DROP, EXCLUSION AND NO SHOW POLICY

Attendance is mandatory. You should plan to join each class *on time* and *stay for the entire class session*. If you are absent three days, you may be dropped from the class. If you miss part of a class (*late or leave early*), it counts as *half* an absence. These will reflect poorly on your grade. You will be responsible for all announcements made in class. If you miss class, please be sure to check the "module" Icon for all announcements. Although I retain the right to drop you given the above circumstances, it is nevertheless your responsibility as a student to withdraw from class if you do not intend to complete it. If you wish to drop this class, you may do so online through Admissions up to the last day to drop. Please be aware of all college deadlines. **Last day to drop without a W: 9/17. Last day to drop with a W: 11/11.**

CLASSROOM DECORUM

All cell phones must be **turned off** while in the classroom. please be respectful to your instructor and fellow students. Refrain from talking during lectures. Repeated warnings for disruptive behavior or phone usage may result in disciplinary consequences including suspension or withdrawal from the class.

ACADEMIC HONOR CODE Acts of cheating or plagiarism will result in an automatic F for this course and will be reported to the office of the provost for possible further action.

Pursuant to Rio Hondo College's "Student Conduct Procedures", all forms of cheating and plagiarism are absolutely forbidden. Since dishonesty in any form harms the individual, other students and the college, policies on academic integrity are strictly enforced. Students should read Rio Hondo College's publication on student conduct on cheating & plagiarism outlined in the College [Website](#) or at

https://www.riohondo.edu/president/wp-content/uploads/sites/27/2014/08/AP5520_StudentConductProcedures.pdf

METHODS OF EVALUATION

HOMEWORK

Homework can be found by logging in at www.pearson.com/mylab and clicking the ASSIGNMENTS button It is your responsibility to keep up with the homework according to the topics that are covered in class daily. The due dates are clearly displayed in Mymathlab. You will also need to purchase an access code on-line from the website <http://www.pearsonmylabs.com>

Failure to do the suggested problems will highly jeopardize your ability to be successful in this class.

PROJECT

The majority of your grade will be based on a project exploring your future career and its income. You will determine budgets, find credit cards, buy a home, and other real-life scenarios throughout the project assignments. Semester project consists of multiple projects.

EXAMS

There will be three exams in the class. However, there will be no “excused absences” for exams except in exceedingly rare circumstances. Make up exams WILL NOT be given. Instead, your lowest exam score will be dropped. The exams usually will be announced one week in advance. Please show your work for partial credit, and circle your answers.

In general, you should be passing your exams in order to make satisfactory and consistent progress toward passing the class.

FINAL EXAM

The **Final Exam** is tentatively scheduled by the College for Tuesday, **December 7th from 12:55pm -2:25pm.**

ASSISTANCE

The Math and Science Center (MSC) is providing free online tutoring support for Math, Biology, Chemistry, and Physics. Students can directly access the MSC’s website (below). Students will find the “Contact Us” section (at the bottom of the website’s homepage), where they can submit a request for an online tutoring appointment. Please remember to provide your name, student ID number, and the course for which you would like tutoring.

<https://www.riohondo.edu/mathematics-and-sciences/math-science-center/>

Americans With Disabilities Act (ADA) Statement

Rio Hondo College is committed to providing educational accommodations for students with disabilities upon the timely request by the student to the instructor. Verification of the disability must also be provided. The Disability Support Services office functions as a resource for students and faculty in the determination and provision of educational accommodations.

- Academic and vocational counseling.
- Educational planning.
- Special equipment.
- Note-takers.
- Assessment for learning disability.
- Classroom accommodation

Important Dates:

September 6: Last day to drop with a refund
September 17: Last day to drop without a "W"
September 20: Last day to file for Pass/No Pass
November 11: Last day to drop Classes with a “W”

Holiday Dates:

September 6 : Labor Day (College Closed)
November 12: Veterans Day (College Closed)
November 25-26 Thanksgiving Holiday
November 20-28 Non-Instructional Days

Basis of Grading:

Course requirements are weighted as follows:

Project:	40%
Homework:	15%
Two Exams	30%
Final Exam	15%
Total	100%

Overall Grading Scale:

The course grade will be determined as follows:

Grade A	90-100%
Grade B	80-89.99%
Grade C	70-79.99%
Grade D	60-69.99%
Grade F	0-59.99%

Miscellaneous class details

It is expected that you will attend all classes. **If you must miss class, it is your responsibility to find out what you missed.** This includes finding out about assignments and tests.

Week	Day	Date	Sections	Day	Date	Sections
1	T	08/24	1.1	TH	08/26	1.2, 1.3
2	T	08/31	8.1,	TH	09/02	8.2, 8.3
3	T	09/07	8.4, 8.5	TH	09/09	8.6
4	T	09/14	8.7,8.8	TH	09/16	Exam 1, (Career Brochure Due)
5	T	09/21	2.1, 2.2	TH	09/23	2.3
6	T	09/28	2.4, 2.5	TH	09/30	3.1
7	T	10/05	3.2, 3.7	TH	10/07	3.8 (Budget Due)

8	T	10/12	5.1, 5.2	TH	10/14	Exam 2
9	T	10/19	5.3, 5.4	TH	10/21	5.5
10	T	10/26	5.6, 9.1	TH	10/28	9.2, (Credit & Credit Cards Due)
11	T	11/02	9.3, 11.1	TH	11/04	11.2
12	T	11/09	11.3, 11.4	TH	11/11	11.5
13	T	11/16	11.6, 11.7	TH	11/18	Exam 3 (Car Project Due)
14	T	11/23	No Class	TH	11/25	No Class
15	T	11/30	11.8, 12.1	TH	12/02	12.2
16	T	12/07	Final Exam	TH	12/09	No Class

Tentative Schedule for Fall 2021

Final: Tuesday December 7th 12:55PM – 2:25 PM

Exam 1: 1.1-1.3, 8.1-8.8

Exam 2: 2.1-2.5, 3.1 -3.2, 3.7-3.8, 5.1 -5.2

Exam 3: 5.3-5.6, 9.1 -9.3, 11.1-11.5

Final: Cumulative w/emphasis on 11.6-11.8, 12.1-12.2

Contacting the Instructor

To contact me, please send a message via my [email account](#). I will reply within 24 hours on weekdays and 48 hours on weekends.

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 or 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!

Math 70AB**Intermediate Algebra Part 1****Fall 2021**

Instructor: Cameron English

Email: cenglish@riohondo.edu

Dates: 8/21/21–12/11/21

Online Course: Available 24/7

CRN: 76439

Welcome: I would like to personally welcome you to Spring 2021 here at Rio Hondo College and specifically to our Intermediate Algebra class. I hope you are as excited to explore this course as I am to guide you. I know we are in difficult times. This semester may be more challenging than usual. Together we will make it through. I would like to invite you to reach out and contact me if you have any problems with school issues or otherwise this semester. I will do everything I can to help you. If I am unable, I will find someone who can. We are all in this together.

Online Learning: This class will be conducted via asynchronous learning. It does not require your attendance at any specific time. You will be responsible to manage your study times. We will be using the online adaptive learning system Aleks. You can find registration instructions for Aleks along with announcements, posted video links, and other documents on Canvas. If you need help accessing Canvas please let me know via email.

Diversity and Inclusivity Statement: You are entitled to an equitable learning environment that is free of unfair practices and a space that celebrates your voice, fosters your agency, and develops your capacity for self-advocacy. As your instructor, I am committed to equity and inclusion for you, our diverse Rio Hondo College students, acknowledging and rejecting institutional racism and discrimination. Your classroom should be a safe place to express, to reflect, to guide, and to be guided. I commit to protecting students of color, dreamers, and students who are lesbian, gay, bisexual, transgender, queer, questioning, intersex, and asexual.

Course Description and Outcomes: This course is designed for students who have completed an elementary algebra course and need to complete an additional course in algebra before proceeding to a college level transferable course. This course is a study of linear and quadratic equations and inequalities, system of linear equations, polynomials, exponents, and their applications.

Upon successful completion of the course students will be able to:

1. Simplify and evaluate numerical and algebraic expressions using operations and properties of real numbers.
2. Solve linear equations and inequalities incorporating absolute values.
3. Solve problems involving linear equations in two or more variables and their graphs.
4. Graph linear inequalities in two variables.
5. Solve problems involving polynomials and factoring in one or more variables.
6. Incorporate properties of real number exponents and scientific notation to solve problems.
7. Solve quadratic equations using different methods.
8. Solve systems of equations and inequalities.
9. Solve applied problems involving polynomials

Grade Breakdown:

16 Weekly Topic Goals: 32% of the course grade

16 Weekly Time Commitments: 16% of the course grade

8 Objective Completions: 8% of the course grade

6 Scheduled Knowledge Checks: 24% of the course grade

Final Scheduled Knowledge Check: 10% of the course grade

5 Discussions: 10% of the course grade

Final letter grades will be based on a weighted average of the percentage of all assignments:

A: 89.6-100% B: 79.6-89.5% C: 69.6-79.5% D: 59.6-69.5% F: <59.6

Topic/Time Goals: These Aleks assignments are the heart of the course. Your almost daily attention to these assignments will determine whether you succeed in this class or not. Please see Aleks instructional videos posted in Canvas.

Objective Completions: These completions will happen automatically as you complete your Time and Topic Goals. They are not additional assignments.

Scheduled Knowledge Checks Due Dates: See Aleks for due dates. A scheduled knowledge check will be unique to your own personal journey. It will be on the material you have been studying most recently. You will be given a 3-day (Friday, Saturday, or Sunday) to take the assessment.

Final Knowledge: Any two hour window Friday December 8th through Saturday December 11th.

Discussions: Discussions will be posted in Canvas. Each discussion will run for three weeks. Your contribution via responses posted on Canvas will be required. Additional directions and grading rubrics will be given when the first discussion is posted.

Outside Course Support: Please take advantage of the tutoring provided through the Math Science Center. It is a great place to receive help when your instructor is unavailable.

The Math Science Center (MSC) has live tutoring via Zoom. To schedule:

<https://www.riohondo.edu/mathematics-and-sciences/math-science-center/>

Hours: Mon – Thurs 10:00am till 8:00pm, Sat 9:00am till 2:00pm

Academic Integrity and Dishonesty. Simply put, academic integrity means that students are honest and truthful in their studies by taking credit for only their own work. Stress and pressure can sometimes lead to taking short cuts that compromise academic integrity because of the lack of time or the desire to get top grades—or even laziness or dishonesty. Take the high road: do your best and do your part in classes and teamwork, no matter what grade you receive. The gains of academic dishonesty are short term and shallow while the gains of true learning are long term and deep.

So that we are all on the same page lets clarify academic dishonesty:

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means.

Examples of cheating:

- Copying someone else's test or assignment.
- Using other sources or materials without the permission of instructor. Recycling assignments from one class to another.
- Taking an exam while posing as another student.
- Plagiarism

Plagiarism is defined as using someone else's ideas, words, or work as if it was your own, without giving credit to the source (includes self-plagiarism).

Best practices for maintaining academic integrity:

- Start working on assignments early.
- Get clarification on course expectations, requirements, and policies.
- Stay aware of assignment and exam dates and deadlines.
- Don't be afraid to ask for extensions if you need them.
- Set aside time to ask clarification questions.
- Always assume group work is prohibited unless told otherwise.
- Practice self-care and keep professors informed.
- Remember your values and your goals.
- Remember what you do makes you who you are.

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.

CHEMISTRY 120 (Introduction to Chemistry)

Professor: Garima Garg



Fall 2019



SECTION	Lecture Time, (Location)	Discussion Hour time (Location)	Lab time(location)
70724	T,R 9:40 am - 11:05 am (Science-333)	T 8:30 am- 9:25 am (Science 229)	T 11:15 am -2:25 pm (Science 331)
70725	T,R 9:40 am - 11:05 am (Science-333)	R 8:30 am- 9:25 am (Science 229)	R 11:15 am -2:25 pm (Science 331)

Email: ggarg@riohondo.edu (Use email for primary means of off-campus communication)

Office Hours: M, W 9:00 am to 10:15 am; T 2:35 pm- 3:35 pm, Office Location: 320B

DETAILED COURSE RULES, POLICY & INFORMATION**Course Description**

This one-semester course is designed for students intending to major in science or engineering. The course primarily prepares students for Chemistry 130; additionally, it fulfills the general education requirement in the physical sciences. This course introduces the fundamental principles of general chemistry, with emphasis on chemical nomenclature and quantitative problems in chemistry. The lecture presents classical and modern chemistry including atomic theory, periodic properties, chemical bonding, chemical reactions, stoichiometry, acids and bases, gas laws and solutions. The laboratory introduces the techniques of experimental chemistry with examples from all areas of chemistry.

Student Learning Outcomes: Throughout the semester, your performance on multiple student learning outcomes will be evaluated. These outcomes include the following:

1. Fluency with units and experimental results Students will correctly determine the value of measured quantities and express results with the correct units and number of significant figures.
2. Nomenclature given the formulas of a diverse range of chemical compounds, students will determine the correct name(s) of the compound following IUPAC nomenclature procedures.
3. Electronic Structure
Given the formula of an atom or ion, students construct the corresponding electron configuration and/or orbital diagram.
4. Modeling Chemical Compounds
Students represent molecules of simple compounds with Lewis Structures which they then use to determine the three-dimensional shape of the molecule.
5. Chemical Reactions
Students will accurately predict the products of elementary chemical reactions and provide balanced chemical and/or net-ionic equations for these reactions.
6. Limiting Reactants
Students will determine the limiting reagent in a given reaction system and accurately calculate the amount of product which should theoretically be produced.
Solutions Students determine the concentration (e.g. molarity) of compounds and/or ions present in an aqueous solution.
7. Laboratory Skills and Safety
Students carry out standard laboratory operations, demonstrating correct technique and safe work habits.

E-mail/Website:

The course website is on Canvas, where you will log in with your Access rio log-in info. Handouts, lecture slides, worksheets, answer keys, lab materials, and practice exams with solutions will be posted here.

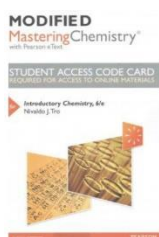
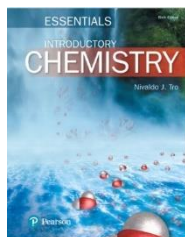
Access to the Canvas website is mandatory for this course.

Course Website Address:	http://canvas.cccd.edu
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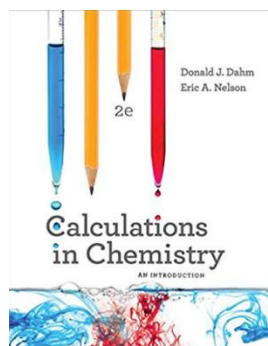
In addition, your Canvas messages are how I will contact you with important announcements for the class, **so check your messages regularly (use the app!)**. I can best be reached by e-mail/Canvas. Do not hesitate to ask questions! Please include your name/course/section in all e-mail correspondence.

Required Materials

1. Textbooks: Introductory Chemistry Essentials, Custom Edition, by Nivalda Tro;
2. Modified Mastering Chemistry Access Code for Tro, 6th edition: For online homework
3. Laboratory Materials: Chemistry 120 Laboratory Manual; Safety Goggles; a 15mL high-form ceramic crucible with cover (all available at the Campus Bookstore)
4. Scientific Calculator (Do not program for text or formulas!). Please purchase an inexpensive and convenient-to-use calculator such as TI-30X-IIS, or equivalent.
5. Scantrons (Form #882 a-e responses) for exams.

**Recommended Materials:**

Calculations in Chemistry by Dahm & Nelson;



Student's Instructions for Entollment and Registration in the online homework link:

<https://www.pearsonmylabandmastering.com/northamerica/educators/mm-support/integrate-with-canvas/index.html>

The screenshot shows the Pearson MyLab & Mastering website. The main heading is "Canvas Integration for Modified Mastering". Below the heading, there is a navigation menu with several options: "Educators & Administrators", "Results Library", "Features", "Training & Support", "LMS Integration", and "Accessibility". The "Get Your Students Started" link is circled in red, and a red arrow points to it from below. The page also contains a sidebar with "EDUCATOR TRAINING & SUPPORT FOR MODIFIED MASTERING" and a main content area with "Major Features".

[Allow Pop-ups \(Manage Pop-up blockers\)](#)

[Clear browser history \(Delete cache and cookies\)](#)

Grading Policy

Exams (3) 15% each	45%
Final exam	20% (Cumulative)
Quizzes	3% (as scheduled)
Homework	9% (online homework)
Class participation & Preparation*	3% (Based on instructor's subjective evaluation)
Laboratory	20%
Total	100 %

* All students are expected to participate in class. Class participation involves relevant group discussions, and willingness to do problems on the board when asked to do so as well as preparing for the chapter content before each class session. Students are expected to read the chapter contents and posted handouts and do the assigned homework problems.

It is your responsibility to check your record of grades against the posted (instructor's discretion) grades and notify the instructor in case of a discrepancy within one week. Also, it's student's responsibility to check the homework due dates. I am not allowed to discuss grades via e-mail.

You will receive a final letter grade and will be according to the following percentile distribution.

A:100.-90.0%	B:89.9-80.0%	C:79.9-70.0%	D:69.9-60.0%	F:59.9-0%
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If you earn greater than 90%, you will be guaranteed an "A" grade; if you earn greater than 80%, you will receive at least a "B"; if you earn greater than 70%, you will receive at least a "C"; if you earn greater than 60%, you will receive at least a "D". I reserve the right to lower these percentage requirements, but I will not raise them.

DISCUSSION/LABORATORY:

1. The discussion section is used as both the course problem-solving session and the prelab quiz before the student begins each new laboratory assignment. You are expected to have read each week's experiment(s) before attending lab section in order to be successful in the pre-lab quiz.
2. Due to laboratory conditions, it is not possible to make-up laboratory experiments. If you must miss lab, then those points are forfeited.
3. Students must attend lab on their enrolled designated day to ensure safety in the laboratory. Students attending a different laboratory section than enrolled will not be allowed to participate in the lab unless approved by the instructor ahead of time.
4. Safety goggles or glasses must be worn at all times in the laboratory, whether or you are performing an experiment or not.
5. Proper clothing (closed toed shoes, pants, etc.) must be worn. If proper clothing is not worn for the lab period, the student will be sent home and not allowed to participate in the laboratory experiment.
6. No eating or drinking is allowed in the laboratory.
7. It is expected that when you report to the laboratory, the lab procedures have been read.
8. If a student is late to lab and misses the pre-laboratory lecture, they will not be allowed to participate in the laboratory experiment. Safety procedures and changes to the experiment are discussed before each lab and missing this information puts yourself and others at risk.
9. A student will lose "5" points for each careless/unsafe laboratory practice. Three violations during any one experiment will result in expulsion from the lab. At the end of each lab, the locker assigned to you must be clean and all glassware and equipment are accounted for. If the student who uses the locker after you has missing glassware and/or equipment, point will be deducted from that week's lab score. If the lab is not clean and chemicals are not put away, then 3 points will be deducted from that week's lab score for every student in that lab section.
10. Failing to attend and complete more than THREE (3) laboratories will result in a lab course grade of a "F".
11. Laboratory data must be recorded in blue or black ink but calculations may be done in pencil.
12. NO ONE will be permitted to enter the lab after first 10 minutes.

Lab Cleanliness (3 Strikes Rule): Everyone in the class is responsible for lab cleanliness, which is a large part of lab safety. If there are any violations, the class will receive a strike. Three strikes will result in -10% off that experiment's lab report for the entire class. Each additional strike will increase the penalty by an additional -10% for the entire class.

Your instructor will check at the end of each lab period for the following:

- Bench tops are clean (free of liquids and/or powders).
- Areas around and inside the mass balances are clean (free of powders).
- All chemicals are returned to their proper locations and all lids are closed completely (will be checked during the lab period as well).
- The chemical dispensing hood is clean.

- Waste containers are not overflowing and the waste is in the correct containers (especially solids vs. liquids).
- There is no chemical waste or glass waste in the trash cans.
- There is no trash, chemical or otherwise, around the lab room.
- Vent hoods are clean.

Laboratory reports ARE DUE AT THE END THE SAME LABORATORY PERIOD.

Late laboratory reports will be accepted no later than following class meeting before lecture begins; however, 50% points will be deducted for late submission. No credits will be given if reports are turned in after Thursday.

- **Disabilities:** Students with disabilities who want to request confidential academic accommodations are responsible for informing their instructors and the Disabled Students Programs and Services (DSPS) as early in the semester as possible to ensure time to obtain qualification. To have accommodations authorized, students must contact DSPS for an evaluation of needs. Students may schedule a DSPS appointment by coming to the DSPS located in room SS330 and the telephone number is (562) 908-3420.
- **Student Wellbeing:** RHC is committed to supporting the physical and mental health and wellbeing of all of our students. If you or another student you know needs support, please do not hesitate to use the following resources:
- **Student Health and Physiological Services:** Current RHC students may receive physical and mental health care at the Student Health Center, which is located in the Student Services Building, RM SS230. Please check the Student Health Center website <http://www.riohondo.edu/student-health-services/>, or call for an appointment or more information: 562-908-3438.
- **Food Pantry:** RHC also makes an effort to provide food (at no cost) to current RHC students who are in need. Location first floor of the Administration building. The entrance is on the outside of the building. If you are facing the Bookstore entrance, the Food Pantry is just to the left of the Bookstore.



Tutoring Services: Rio Hondo College offers a wide variety of **free** tutoring to students. Visit website: <http://www.riohondo.edu/tutoring/>

Class Attendance (mandatory)

You must notify the instructor through the email (located on page 1) in case of an emergency absence immediately. Provide supportive paperwork as soon as possible (ex. doctor's note):

Policy: You are subject to being dropped from the course at any time, for the following unexcused number of absences.

- If you miss 3 consecutive class sessions after the first week.
- If you are late or leave early from 3 consecutive class sessions (considered disruptive behavior).

Regular and timely attendance counts toward your course grade (refer to attendance grade breakdown). Any unsupported cases of being absent, late or early departure from lectures will drop your attendance grade to 0%. Students who are frequently late may not be allowed in the class.

Students who engage in disruptive behavior (ex. talking or cell-phone use during class sessions) will be dismissed from the class which will result in a 0% attendance grade. If you happen to miss class for any reason, you may also miss important and time-sensitive information that may negatively impact your course grade. Therefore, timely attendance is very critical in this course. If you happen to miss class, email the instructor immediately and explain your reason for being absent. Next, contact a fellow classmate to obtain the information that you missed. It is recommended that you exchange phone numbers with a classmate.

If you have any intentions of dropping the course you must do so as soon as possible and prior to the "W" deadline. If you stop attending class before the "W" deadline, you may receive a failing grade for the course. It is both highly recommended, and your responsibility to drop the course. However, the instructor can drop you for absences (without email communication) and non-compliance.

Homework:

- Completion of the assigned homework problems is essential to success in this course
- Homework will consist of problems assigned by the instructor and will be answered online at ModifiedMasteringchemistry.com. Points earned from completion of these problems will be included in the total course points.
- Homework assignments not submitted online before the due date will not get any points.
- Additionally, the instructor will post practice worksheets which will not be collected or graded, but essential to success in the course.

Examinations

- Dates and times are listed on the schedule. If deviation from the schedule is necessary, I will let you know ahead of time.
- Students may not leave the classroom during an examination for any reason until the exam is completed and turned in. Urgent requests to leave the classroom to use restrooms WILL cause points (-10% per incident) to be deducted from your exam grade and the student is expected to return to their seat as quick as possible. All exam paperwork and student's cell phone must be given to the instructor while the student is away.
- Students are given a specified examination time and are given time warnings before time is expired. Students that do not put pencils down when time is expired will lose a minimum of 5 points.
- No make-up exams will be offered. Students who miss an exam due to a valid and substantiated reason (ex. medical emergencies and car accidents) have the option to use their final exam grade to substitute for one midterm exam. Provide supportive paperwork as soon as possible (ex. doctor's note). If more than one exam is missed, the final exam score will be substituted for one missed exam and the other missed exam(s) will receive a score of zero. NO ONE will be permitted to take the final exam either earlier or later than the scheduled time, and no one can receive a passing grade for the course without taking the final exam.

Problem Solving Format and Grading

All logical steps must be shown for all calculation type of problems to receive credit for correct steps. Draw a rectangular box around the reported answer(s). All answers should include proper units and significant figures for complete credit. Use pencil for problem solving and show your work in a neat and logical manner to receive credit. If instructor cannot follow your work, you will not receive any credit for the work even if the answer is correct. If you are partially correct in setting up a problem, you can get up to 50% partial credit. Typically for a 4 point problem, mistakes in significant figures, wrong or no units and round off errors will cost you -0.5 points deduction from each category. If steps to solving a problem are unclear to the instructor, or they are written in a disorganized and messy way you will not receive any partial credit. You will not receive any points if you place a correct answer without showing all steps (in a clear way) leading to the answer.

Extra Credit:

- Extra credit may be given at the instructor's discretion, not at the student's request
- Extra credit is not a guarantee during the course
- The student will not ask or remind the instructor any at point in the course about extra credit.

Academic Integrity & Courtesy & other important Policies

Cheating in Chemistry 120 will result in dire consequences. Any student found copying another's work on an assignment (including but not limited to laboratory reports) will receive no credit for that assignment. The same penalty applies for a student who allows another to cheat off of them. If this should happen more than once, the student will receive a grade of "F" in the class and the student will be referred to the division dean for discipline. Any student who cheats on an examination will receive a zero on that exam and will be referred to the division dean.

Classroom etiquettes: What are some of the common types of disruptive behavior that will cause you to be dismissed from the lecture?

- Talking to your classmate during lecture
- Using a cell-phone to send, receive or read any text messages during class sessions.
- Being frequently late for a lecture session. If you happen to be late enter quietly from the far-side door and sit in the back of the class.
- Impolite and disrespectful response and attitude toward your instructor and other students.
- Coming to class without your textbook, calculator and lab manual.
- Sleeping during lectures.
- Refusing to follow course-related instructions given by your instructor.

Student Wait Time:

- If due to unforeseen emergencies or circumstances, the instructor does not arrive at the schedule start time for a class, students should remain in class for 15 minutes (unless otherwise notified by the Division).
- If no notification occurs, students may leave with no penalty for absence or assigned work due for that class meeting.

Important Dates:

- Last date to add class is 02 Sep 2019
- Last date to drop without a "W" grade 13 Sep 2019
- Last date to drop with a "W" grade 08 Nov 2019

What does it take to succeed in this course?

1. Attend all lecture and on-time and take complete notes.
2. Review your notes and your textbook immediately after lecture sessions.
3. Do homework on time.
4. Get into study groups of (1-3) if possible and if group works productively.
5. Bring your problems to instructor office hours.

Important Note - Please read:

This detailed course information is serves as "binding contract" between you (the student) and I (the instructor). If you disagree with any part of this contract and refuse to abide by it, this course may not be suitable for you at this time. You need to express your comments in writing and submit it to me as early as the first week of the semester via campus email (ggarg@riohondo.edu) with the intention of resolving any outstanding issues. You should have a clear understanding of instructor expectations and high academic standards of this course after careful examination of this course information.

****Please Note: The syllabus may change at any time! Please be on time to class to hear any announcements**

Student Academic and contact information (for course-related purposes only!)

Course: _____ **Instructor: Garima Garg**

Semester: (circle one) Fall Winter Spring Summer 20__

First Name: _____ Last Name: _____

Email: _____ Are you less than 18 years old? _____

Address: _____ City, State, Zip: _____

Cell Phone: _____ declared major: _____

Ultimate Career Goal: _____

Number of units carried this semester: _____

List other science courses you taking: 1) _____ 2) _____ 3) _____

Number of hours per week you are working: _____

Academic Information

Number of years at RioHondo: _____

Last High School Attended: _____ City: _____

Year of Graduation or Last Attendance: _____

CHEMISTRY Courses Taken

Courses at this college:

Introductory (beginning) Chemistry

When _____ Instructor _____ Grade _____

General Chemistry (first semester):

When _____ Instructor _____ Grade _____

Chemistry courses taken at other colleges or universities:

Course: _____ When _____ Instructor _____ Grade _____

Course: _____ When _____ Instructor _____ Grade _____

Mathematics Courses (State the highest math course taken and passed at any time in your academic career:

Course: _____ When _____ Instructor _____ Grade _____

Currently Taking math Course _____ Instructor _____

Are you ready for Introductory Chemistry?**CONTRACT:**

- ⇒ By signing below, I (the student) acknowledge the receipt of the course syllabus for Introduction to Chemistry, Chem 120, Fall 2019
- ⇒ I (the student) acknowledge and understand the course schedule, associated assignment and exam dates, and the requirements for the course
- ⇒ I (the student) acknowledge and understand the grading procedures for the course
- ⇒ I (the student) acknowledge and understand the cheating policy for the course
- ⇒ I (the student) has read the course syllabus in its entirety and understand its contents

A signed copy of this contract must be turned in by Thursday, Aug 22, 2019

Signature: _____ **Date:** _____

Print Name: _____ **Student ID:** _____

RioHondo Email Address: _____

CHEMISTRY 120 (Introduction to Chemistry)

Fall 2019 Professor: Dr. Michael Giblin

SECTION	Lecture Time (Location)	Discussion Hour time (Location)	Lab time(location)
75144	TR 12:50-2:15p (Sci 333)	T 2:25-3:20p (Sci 333)	T 3:30-6:40p (Sci 331)
75145	TR 12:50-2:15 (Sci 333)	R 2:25-3:20p (Sci 333)	R 3:30-6:40p (Sci 331)

Email: mgiblin@riohondo.edu (Use email for primary means of off-campus communication)

Office Hours: T, Th 6:40 pm to 7:40 pm

DETAILED COURSE RULES, POLICY & INFORMATION

Course Description

This one-semester course is designed for students intending to major in science or engineering. The course primarily prepares students for Chemistry 130; additionally, it fulfills the general education requirement in the physical sciences. This course introduces the fundamental principles of general chemistry, with emphasis on chemical nomenclature and quantitative problems in chemistry. The lecture presents classical and modern chemistry including atomic theory, periodic properties, chemical bonding, chemical reactions, stoichiometry, acids and bases, gas laws and solutions. The laboratory introduces the techniques of experimental chemistry with examples from all areas of chemistry.

Student Learning Outcomes: Throughout the semester, your performance on multiple student learning outcomes will be evaluated. These outcomes include the following: 1. Fluency with units and experimental results. Students will correctly determine the value of measured quantities and express results with the correct units and number of significant figures. 2. Nomenclature. Given the formulas of a diverse range of chemical compounds, students will determine the correct name(s) of the compound following IUPAC nomenclature procedures. 3. Electronic Structure. Given the formula of an atom or ion, students construct the corresponding electron configuration and/or orbital diagram. 4. Modeling Chemical Compounds. Students represent molecules of simple compounds with Lewis Structures which they then use to determine the three-dimensional shape of the molecule. 5. Chemical Reactions. Students will accurately predict the products of elementary chemical reactions and provide balanced chemical and/or net-ionic equations for these reactions. 6. Limiting Reactants. Students will determine the limiting reagent in a given reaction system and accurately calculate the amount of product which should theoretically be produced. 7. Solutions. Students determine the concentration (e.g. molarity) of compounds and/or ions present in an aqueous solution. 8. Laboratory Skills and Safety. Students carry out standard laboratory operations, demonstrating correct technique and safe work habits.

E-mail/Website: The course website is on Canvas, where you will log in with your Access rio log-in info. Handouts, lecture slides, worksheets, answer keys, lab materials, and practice exams with solutions will be posted here. **Access to the Canvas website is mandatory for this course.**

Course Website Address: <http://canvas.cccd.edu>

In addition, your Canvas messages are how I will contact you with important announcements for the class, so check your messages regularly (use the app!). I can best be reached by e-mail/Canvas. Do not hesitate to ask questions! Please include your name/course/section in all e-mail correspondence.

Required Materials

1. Textbooks: Introductory Chemistry Essentials, Custom Edition, by Nivalda Tro;
2. Modified Mastering Chemistry Access Code for Tro, 6th edition: For online homework
3. Laboratory Materials: Chemistry 120 Laboratory Manual; Safety Goggles; a 15mL high-form ceramic crucible with cover (all available at the Campus Bookstore)
4. Scientific Calculator (Do not program for text or formulas!). Please purchase an inexpensive and convenient-to-use calculator such as TI-30X-IIS, or equivalent.
5. Scantrons (Form #882 a-e responses) for exams.

Recommended Materials: Calculations in Chemistry by Dahm & Nelson;

Student's Instructions for Enrollment and Registration in the online homework link:
<https://www.pearsonmylabandmastering.com/northamerica/educators/mm-support/integrate-with-canvas/index.html>

Grading Policy

Exams (3) 15% each	45%
Final exam	20% (Cumulative)
Homework	10% (online homework)
Participaton	5%
Laboratory	20%
Total	100 %

* All students are expected to participate in class. Class participation involves relevant group discussions, and willingness to do problems on the board when asked to do so as well as preparing for the chapter content before each class session. Students are expected to read the chapter contents and posted handouts and do the assigned homework problems. It is your responsibility to check your record of grades against the posted (instructor's discretion) grades and notify the instructor in case of a

discrepancy within one week. Also, it's student's responsibility to check the homework due dates. **I am not allowed to discuss grades via e-mail.**

You will receive a final letter grade and will be according to the following percentile distribution.

A:100.-90.0% B:89.9-80.0% C:79.9-70.0% D:69.9-60.0% F:59.9-0%

If you earn greater than 90%, you will be guaranteed an "A" grade; if you earn greater than 80%, you will receive at least a "B"; if you earn greater than 70%, you will receive at least a "C"; if you earn greater than 60%, you will receive at least a "D". I reserve the right to lower these percentage requirements, but I will not raise them.

DISCUSSION/LABORATORY:

1. The discussion section is used as both the course problem-solving session and the prelab quiz before the student begins each new laboratory assignment. You are expected to have read each week's experiment(s) before attending lab section in order to be successful in the pre-lab quiz.
2. Due to laboratory conditions, it is not possible to make-up laboratory experiments. If you must miss lab, then those points are forfeited.
3. Students must attend lab on their enrolled designated day to ensure safety in the laboratory. Students attending a different laboratory section than enrolled will not be allowed to participate in the lab unless approved by the instructor ahead of time.
4. Safety goggles or glasses must be worn at all times in the laboratory, whether or you are performing an experiment or not.
5. Proper clothing (closed toed shoes, pants, etc.) must be worn. If proper clothing is not worn for the lab period, the student will be sent home and not allowed to participate in the laboratory experiment.
6. No eating or drinking is allowed in the laboratory.
7. It is expected that when you report to the laboratory, the lab procedures have been read.
8. If a student is late to lab and misses the pre-laboratory lecture, they will not be allowed to participate in the laboratory experiment. Safety procedures and changes to the experiment are discussed before each lab and missing this information puts yourself and others at risk.
9. A student will lose "5" points for each careless/unsafe laboratory practice. Three violations during any one experiment will result in expulsion from the lab. At the end of each lab, the locker assigned to you must be clean and all glassware and equipment are accounted for.
10. Failing to attend and complete more than THREE (3) laboratories will result in a lab course grade of a "F".
11. Laboratory data must be recorded in blue or black ink but calculations may be done in pencil.
12. NO ONE will be permitted to enter the lab after first 10 minutes.

Lab Cleanliness (3 Strikes Rule): Everyone in the class is responsible for lab cleanliness, which is a large part of lab safety. If there are any violations, the class will receive a strike. Three strikes will result in – 10% off that experiment’s lab report for the entire class. Each additional strike will increase the penalty by an additional –10% for the entire class.

Your instructor will check at the end of each lab period for the following:

- Bench tops are clean (free of liquids and/or powders).
- Areas around and inside the mass balances are clean (free of powders).
- All chemicals are returned to their proper locations and all lids are closed completely (will be checked during the lab period as well).
- The chemical dispensing hood is clean.
- Waste containers are not overflowing and the waste is in the correct containers (especially solids vs. liquids).
- There is no chemical waste or glass waste in the trash cans.
- There is no trash, chemical or otherwise, around the lab room.
- Vent hoods are clean.

Laboratory reports ARE DUE AT THE END THE SAME LABORATORY PERIOD. Late laboratory reports will be accepted no later than following class meeting before lecture begins; however, 50% points will be deducted for late submission. No credits will be given if reports are turned in after Thursday.

• **Disabilities:** Students with disabilities who want to request confidential academic accommodations are responsible for informing their instructors and the Disabled Students Programs and Services (DSPS) as early in the semester as possible to ensure time to obtain qualification. To have accommodations authorized, students must contact DSPS for an evaluation of needs. Students may schedule a DSPS appointment by coming to the DSPS located in room SS330 and the telephone number is (562) 908-3420.

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Class Attendance (mandatory) You must notify the instructor through the email (located on page 1) in case of an emergency absence immediately. Provide supportive paperwork as soon as possible (ex. doctor's note): Policy: You are subject to being dropped from the course at any time, for the following unexcused number of absences.

- If you miss 3 consecutive class sessions after the first week.
- If you are late or leave early from 3 consecutive class sessions (considered disruptive behavior).

Regular and timely attendance counts toward your course grade (refer to participation grade breakdown). Any unsupported cases of being absent, late or early departure from lectures will drop your participation grade to 0%. Students who are frequently late may not be allowed in the class.

Students who engage in disruptive behavior (ex. talking or cell-phone use during class sessions) will be dismissed from the class which will result in a 0% participation grade. If you happen to miss class for any reason, you may also miss important and time-sensitive information that may negatively impact your course grade. Therefore, timely attendance is very critical in this course. If you happen to miss class, email the instructor immediately and explain your reason for being absent. Next, contact a fellow classmate to obtain the information that you missed. It is recommended that you exchange phone numbers with a classmate.

If you have any intentions of dropping the course you must do so as soon as possible and prior to the "W" deadline. If you stop attending class before the "W" deadline, you may receive a failing grade for the course. It is both highly recommended, and your responsibility to drop the course. However, the instructor can drop you for absences (without email communication) and non-compliance.

Homework:

- Completion of the assigned homework problems is essential to success in this course
- Homework will consist of problems assigned by the instructor and will be answered online at ModifiedMasteringchemistry.com. Points earned from completion of these problems will be included in the total course points.
- Homework assignments not submitted online before the due date will receive a maximum of 50% of total points available.
- Additionally, the instructor will post practice worksheets which will not be collected or graded, but are essential to success in the course.

Examinations

- Dates and times are listed on the schedule. If deviation from the schedule is necessary, I will let you know ahead of time.
- Students may not leave the classroom during an examination for any reason until the exam is completed and turned in.
- Students are given a specified examination time and are given time warnings before time is expired. Students that do not put pencils down when time is expired will lose a minimum of 5 points.

- No make-up exams will be offered. Students who miss an exam due to a valid and substantiated reason (ex. medical emergencies and car accidents) have the option to use their final exam grade to substitute for one midterm exam. Provide supportive paperwork as soon as possible (ex. doctor's note). If more than one exam is missed, the final exam score will be substituted for one missed exam and the other missed exam(s) will receive a score of zero. NO ONE will be permitted to take the final exam either earlier or later than the scheduled time, and no one can receive a passing grade for the course without taking the final exam.

Problem Solving Format and Grading

All logical steps must be shown for all calculation type of problems to receive full credit. Draw a rectangular box around the reported answer(s). All answers should include proper units and significant figures for complete credit. Use pencil for problem solving and show your work in a neat and logical manner to receive credit. If instructor cannot follow your work, you will not receive any credit for the work even if the answer is correct. If you are partially correct in setting up a problem, you can get up to 50% partial credit. Typically for a 4 point problem, mistakes in significant figures, wrong or no units and round off errors will cost you -0.5 points deduction from each category. If steps to solving a problem are unclear to the instructor, or they are written in a disorganized and messy way you will not receive any partial credit. You will not receive any points if you place a correct answer without showing all steps (in a clear way) leading to the answer.

Extra Credit: • Extra credit may be given at the instructor's discretion

Academic Integrity & Courtesy & other important Policies

Cheating in Chemistry 120 will result in dire consequences. Any student found copying another's work on an assignment (including but not limited to laboratory reports) will receive no credit for that assignment. The same penalty applies for a student who allows another to cheat off of them. If this should happen more than once, the student will receive a grade of "F" in the class and the student will be referred to the division dean for discipline. Any student who cheats on an examination will receive a zero on that exam and will be referred to the division dean.

Classroom etiquette: What are some of the common types of disruptive behavior that will cause you to be dismissed from the lecture?

- Talking to your classmate during lecture
- Using a cell-phone to send, receive or read any text messages during class sessions.
- Being frequently late for a lecture session. If you happen to be late enter quietly from the far-side door and sit in the back of the class.
- Impolite and disrespectful response and attitude toward your instructor and other students.
- Coming to class without your textbook, calculator and lab manual.
- Sleeping during lectures.
- Refusing to follow course-related instructions given by your instructor.

Student Wait Time:

- If due to unforeseen emergencies or circumstances, the instructor does not arrive at the scheduled start time for a class, students should remain in class for 15 minutes (unless otherwise notified by the Division).
- If no notification occurs, students may leave with no penalty for absence or assigned work due for that class meeting.

Important Dates:

- Last date to add class is 02 Sep 2019
- Last date to drop without a “W” grade 13 Sep 2019
- Last date to drop with a “W” grade 08 Nov 2019

What does it take to succeed in this course?

1. Attend all lecture and on-time and take complete notes.
2. Review your notes and your textbook immediately after lecture sessions.
3. Do homework on time.
4. Get into study groups of (1-3) if possible and if group works productively.
5. Bring your problems to instructor office hours.

Important Note - Please read:

This detailed course information is serves as “binding contract” between you (the student) and I (the instructor). If you disagree with any part of this contract and refuse to abide by it, this course may not be suitable for you at this time. You need to express your comments in writing and submit it to me as early as the first week of the semester via campus email (mgiblin@riohondo.edu) with the intention of resolving any outstanding issues. You should have a clear understanding of instructor expectations and high academic standards of this course after careful examination of this course information.

****Please Note:** The syllabus may change at any time! Please be on time to class to hear any announcements

Are you ready for Introductory Chemistry?

CONTRACT:

⇒ By signing below, I (the student) acknowledge the receipt of the course syllabus for Introduction to Chemistry, Chem 120, Fall 2019

⇒ I (the student) acknowledge and understand the course schedule, associated assignment and exam dates, and the requirements for the course

⇒ I (the student) acknowledge and understand the grading procedures for the course

⇒ I (the student) acknowledge and understand the cheating policy for the course

⇒ I (the student) has read the course syllabus in its entirety and understand its contents

A signed copy of this contract must be turned in by Thursday, Aug 22, 2019

Signature: _____

Date: _____

Print Name: _____

Student ID: _____

RioHondo Email Address: _____

SYLLABUS FALL 2019

MATH 130 +13E: Statistics with Essential Topics for Statistics Support

INSTRUCTOR: Ms. Lydia Gonzalez

OFFICE HOURS: T/Th 9-10am, W 9-10:30am

EMAIL: LLGonzalez@riohondo.edu

OFFICE: S233E **PHONE:** 562-463-7529

CRN SECTION: 71238+76503 in S211

CLASS HOURS: T 1:10pm-3:15pm and TH 12:15pm-3:15pm

Math 130 Statistics: This course is designed for students majoring in business, social sciences, and life sciences. This course provides an overview of descriptive and inferential statistics. The students learn to read, interpret and present data in a well-organized way. This includes frequency distributions, graphs, measures of central tendency and variability, correlation and linear regression. While discussing inferential statistics, the students learn to make generalizations about populations. This includes probability, sampling techniques, confidence intervals, and hypothesis tests.

Math 13E: Essential Topics for Statistics: This support course is designed to develop the mathematical knowledge and study skills necessary for successful completion of statistics (MATH 130). Students must be concurrently enrolled in a section of MATH 130 to take this support course. Topics from algebra and intermediate algebra are covered to build a foundation for college-level statistics. Strategic reading, critical thinking and problem solving are incorporated to build the strategies needed to solve contextualized problems. Topics in the area of study skills are also included to support students in a college level math course. This is a non-degree applicable course offered on a pass-no pass basis.

REQUIRED MATERIALS

- ✓ Computer or tablet to access Knewton/Alta learning system purchased through homework assignment on Canvas. \$39.95 for semester with 2-week grace period or \$9.95 per month with no grace period.
- ✓ Access to *free* online book *or* order print copy for \$35.
<https://openstax.org/details/books/introductory-statistics>
- ✓ Graphing Calculator with Statistical Functions – TI 83, 83+, 84 or 84+ (TI-84 preferred)

Math 130 Student Learning Outcomes

- ✓ Students critique and interpret data presented in appropriate graphical and/or verbal formats.
- ✓ Students will apply correct formulas to find probabilities of compound events involving ORs, ANDs, COMPLEMENTS, and/or AT LEAST ONES.
- ✓ Students will apply correct techniques to find probabilities involving random variables having a general, binomial, uniform, or normal distribution (including the X and \hat{p} random variables).
- ✓ Students will correctly construct confidence intervals involving p , μ , and/or σ .
- ✓ Students will correctly perform 1- and 2-population hypothesis tests.
- ✓ Students will correctly perform Goodness-of-Fit, Test for Independence, Homogeneity of Proportions, and/or ANOVA tests.
- ✓ From paired data, students will calculate a linear regression line, use the regression line to make a prediction, calculate r and explain its meaning.

Math 13E Student Learning Outcomes

Students will:

- ✓ Use reading and classification strategies to model and solve real world problems.
- ✓ Apply mathematics-specific study skills to the coursework.
- ✓ Demonstrate understanding of priority management and time management.
- ✓ Demonstrate correct and efficient calculator use.
- ✓ Evaluate mathematical expressions using the correct order of operations.
- ✓ Graph fractions, decimals, and signed numbers on a coordinate plane.
- ✓ Perform mathematical operations on fractions, decimals and signed numbers.

IMPORTANT DATES

DEADLINE to add or drop with a refund – 8/31/2019

DEADLINE to drop without a “W” on transcripts – 9/13/2019

DEADLINE to drop with a “W” on transcripts – 11/8/2019

GRADES

<u>Grading Categories</u>	<u>Test Dates</u>	<u>Letter Grades</u>
Homework..... 15%	Test 1:	A: 90 – 100%
Quizzes..... 15%	Test 2:	B: 80 – 89%
Tests..... 40%	Test 3:	C: 70 – 79%
Final Exam..... 30%	Test 4:	D: 60 – 69%
	Final Exam: Tues 12/3	F: below 60%

HOMEWORK

There will be homework on Alta through Canvas and written homework on worksheets or from the online textbook as well. Alta is Knewton’s fully integrated, adaptive learning courseware. Everything you need to succeed in your course, including text-based and video instruction, interactive learning content, assignments and review materials. Alta can quickly identify and dynamically boost knowledge gaps while you’re completing assignments to get you to where you want to go. You will complete your online homework directly through your Canvas class for this section.

Tutoring, Computers and Printing

There is free math tutoring AND access to computers available in the following labs on campus:

1. Statistics Tutoring Center (Rm S300)
2. Math and Science Center (MSC, Rm S103)
3. Math and Science Center Study Hall (MSC, Rm S300)
4. Learning Assistance Center (LAC, Rm LR114)

There is free access to computers AND paid printing and photocopies in the following labs:

1. District Computer Lab (Rm B107/108)
2. Library (2nd Floor LRC)

QUIZZES

Quizzes will be weekly are always open note or completed with a partner. Quizzes are based on recent homework, classwork activities and notes. *I will drop your lowest quiz score, there are no make-up quizzes.*

TESTS

There will be four tests given during the semester. If you have an emergency, you must notify me via phone message or email BEFORE the scheduled exam to see if an accommodation can be made.

FINAL EXAM

The final exam is on Tuesday 12/3 from 12:50-2:50pm. It will be cumulative and will not be given at any other time, regardless of excuse.

TEST CORRECTIONS

You will have the opportunity to do Test Corrections on your lowest Test before the Final Exam. If you complete the corrections accurately and as requested, you can earn up to 50% of your lost percentage points back on one Test. *Test Corrections will be completed on a separate paper attached to the original exam. Follow the directions below to earn maximum points.*

For each problem in which you missed points, you must:

- 1) Write the problem and directions and do the problem correctly,**
- 2) Explain the steps for how to do the problem,**
- 3) Explain your mistake.**

ATTENDANCE

YOU LEARN MATH BY DOING MATH. Participating in class and asking questions are central to your success. If you miss a class, you are responsible to find out from fellow students what material was covered and ask me for any missing handouts. *I strongly recommend that you get the phone number or email of a classmate so that you can get notes and reviews if needed.*

ATTENDANCE POLICY

I have the right to drop you from the class if you accumulate one absence by 8/31, two absences by 9/13 or three absences by 11/8. However, **you** are responsible for dropping the course if you fall behind. Three tardies will equal one absence. Students enrolled in the course after the withdrawal deadline will receive a grade. It is the student's responsibility to withdraw from the course – just because you stop coming does not mean you will be dropped from the course.

CLASSROOM BEHAVIOR

You should not be doing anything that distracts others from learning in any way. Talking while the instructor or a fellow student is talking to the class is not permitted. Cheating is not allowed and will be dealt with harshly. Please familiarize yourself with the academic integrity guidelines found in the current Rio Hondo College Student Handbook. A grade of zero will be given on any assignment that has been copied from the text, another student, "cheat sheet", etc. **Please take phone calls and texts outside the classroom.**

VOICE MAIL/ E-MAIL

Make sure that the subject line of your emails state your name and the specific class you are in. For phone messages, state your name, specific class you are in and your phone number.

DISABILITIES

If you have accommodations for a disability, please let me know as soon as possible. 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 S330 and the telephone number is (562)908-3420.

The class. Math 191 includes techniques of integration, improper integrals, anti-derivatives, applications of the definite integral, differential equations, Taylor polynomials, series, polar equations and parametric equations. This course is the second course of the calculus sequence required of engineering, physics, and mathematics majors.

Meetings. S303. T Th. 8:05am - 10:35am.

Student hours. S233G. M 1:30-2:30. T 7:25-8. W 1:15-2:15. Th 12:55 - 2.

Prerequisites. MATH 190 or 190H with a grade of "C" or better or appropriate placement.

Textbook. Stewart - *Calculus, Early Transcendentals, 8th Edition with WebAssign*

WebAssign. Register at www.webassign.com using class key [riohondo 6497 4185]

*** Since you are able to access WebAssign for free the first 2 weeks, you are required to have created your account by the next class (Th 8/22). Anyone not registered in this course on WebAssign by that time will be dropped from the course.

Grading

- 15% Assignments include homework and any in-class activity. Homework is assigned on WebAssign at the end of each class and are due a week later at 11:59pm. If you turn in the assignment within four days after it has been assigned, you will earn an extra 2% for that assignment. Do your hw.
- 10% Quizzes are at the beginning of each Tuesday class (unless it is a test day) for approximately 20-30 minutes. It will cover the previous week's material. So study.
- 50% Tests cannot be rescheduled or made up unless there is proof of emergency; otherwise, you will receive a score of zero for your exam. If you have a formal proof of an emergency, for each class meeting that you do not take the exam, you will lose 10% from your total test grade. So study.
- 25% Final Exam is mandatory and cumulative on the last day of class, Thursday Dec 5th from 8:05am-10:05am. The final exam cannot be rescheduled to an earlier date or made up. *Study.*

Drop Policy. You *may* be dropped from the course for the lack of attendance (i.e. three absences). But ultimately, you are responsible for dropping yourself.

Major Learning Outcomes.

- Apply integration to compute the area between two curves.
- Find volumes in general and volumes of a solid of revolution in particular by integration.
- Evaluate definite and indefinite integrals using a variety of integration formulas and techniques
- Approximate a definite integral using the trapezoidal rule and Simpson's rule.
- Recognize and evaluate improper integrals.
- Determine the convergence of a series using ratio, root and alternating series tests.
- Represent functions as power series.
- Compute the radius of convergence and interval of convergence for a power series.
- Use the integral to evaluate arc length and surface areas.
- Use the integral to model problems in physics, economics and biology including such applications as work, centers of mass, exponential growth and decay and arc length.
- Solve elementary differential equations such as separable differential equations.
- Graph, differentiate and integrate functions in polar and parametric form.

Important Dates.

- Add deadline. Sept 2
- Drop with a refund deadline. Sept 2
- Drop without W deadline. Sept 13
- Pass/No Pass petition deadline. Sept 16
- Drop with W deadline. Nov 8

Class notes. Go to These notes are the template for each lecture and provide examples/problems that will be worked on in class.

Calculator. A calculator will be permitted for **some** in-class assessments. In addition, it may be useful for homework or for in-class activities.

Resources. Math and Science Center. S103. Mon - Thur 9am-8pm. Sat 9am-2pm

Learning Assistance Center. LR114 .Mon - Thur 9am-7:30pm

Academic Excellence Workshop. S223. Mon and Wed. 6pm-7:30pm

**For every three AEWs attended, this translate to 1 extra point on your next exam.

Disabilities. Any student with a disability (this includes learning disabilities) in need of accommodations is encouraged to contact the Disabled Student Program & Services (DSPPS) office ASAP. This is to ensure that the appropriate accommodations are made for the student. The offices are located in room SS330 and the telephone number is 562-908-3420. Also, the student must notify the instructor of any accommodation(s) within one week of the first day of class.

Student Conduct. Cheating is not allowed and will be dealt with harshly. A grade of zero will be given on any assignment that has been copied from the text, another student, a cheat sheet, etc. Further action allowed by the college may be taken as well. I do not respect any complaining, whining, disruptive behavior or aggression. If you are disrespectful to me, another student or if you are behaving in a manner that inhibits me from teaching or anyone around you from learning, you will be asked to leave. Electronic device usage in the classroom is prohibited.

Disclaimer. All information on the syllabus is subject to change if the instructor finds it necessary. Any change will be verbally announced during a class session. Absent students are still responsible for any announced changes. It is the students' responsibility to determine from his/her peers what was missed in class due to an absence.

(super) Tentative Schedule.

<i>week 1</i> § 12.1-12.4	<i>week 9</i> § 10.2, 10.3, 10.4
<i>week 2</i> § 6.4, test 1 , 7.1	<i>week 10</i> test 3 , § 11.1, 11.2
<i>week 3</i> § 7.2-7.4	<i>week 11</i> § 11.3, 11.4, 11.5
<i>week 4</i> § 7.5, 7.6	<i>week 12</i> § 11.6, 11.7, project
<i>week 5</i> § 7.7, 7.8	<i>week 13</i> § 11.8, 11.9
<i>week 6</i> § 8.1, 8.2 test 2	<i>week 14</i> § 11.10 test 4
<i>week 7</i> § 8.3 9.3, 9.4	<i>week 15</i> review
<i>week 8</i> § 9.2, 10.1	