Instructor: Professor Bill Frost
Office: B Building, Room 147 Phone: 702-651-3569

Email: Log in to your Canvas account, go to the Math class you are enrolled in and send your email to me from there.

My Website: sites.csn.edu/bfrost

Office Hours: Tuesdays: 9:30 to 3:30 Additional office hours by appointment.

Class Time: section 4001 Mon/Wed 12:30 – 1:50 pm, room C-227

Course Description: Concepts that will allow student to become proficient in the mathematics used in technical fields are the focal point of this course. Topics include manipulations of whole numbers, integers, fractions and decimals; measurement systems; an introduction to simple geometric figures; algebraic expressions; linear and quadratic equations; and fundamentals of trigonometry.

Textbook: Introduction to Technical Mathematics by Bill Frost

Prerequisites: None

Outcomes:
- a. Perform basic operations with signed numbers.
- b. Simplify expressions using the order of operations.
- c. Manipulate numbers in scientific notation.
- d. Become familiar with the U.S. Customary & Metric Systems of measurement.
- e. Simplify algebraic expressions.
- f. Solve linear equations and inequalities.
- g. Manipulate literal equations and formulas.
- h. Solve application problems.
- i. Graph linear equations in two variables on a coordinate axis.
- j. Calculate the slope of a line given two points.
- k. Compute perimeters, areas & volumes of simple geometric figures.
- l. Evaluate exponential functions.
- m. Evaluate logarithms using a calculator.
- n. Explore triangles and the fundamentals of trigonometry.
- o. Apply and extend all concepts.

Test Dates:

Test 1 – Wednesday, September 12
Test 2 – Wednesday, October 17
Test 3 – Wednesday, November 14
Test 4 – Wednesday, December 12
Missed Tests: There are NO make-up tests. If you miss a test and do not have a valid medical reason for your absence then you will receive a zero. If you have a medical emergency (this means YOU, not some random Uncle Charlie) then you must send me an email (from your Canvas account) AND leave a voicemail on my CSN phone. I must receive BOTH of these by the time I return to my office after giving the test.

Grades: If you are concerned about your grade then you should schedule an appointment with me after Test 2 and before the last day to withdraw.

Grading: Test #1 – 15%; Test #2 – 20%; Test #3 – 20%; Test #4 – 30%; Quizzes and homework – 15%

Course Grade: A: 90 – 100%  B: 80 – 89%  C: 70 – 79%  D: 60 – 69%  F: 0 – 59%
I do not assign Plusses and Minuses to grades.

Withdrawals: - It is your responsibility to be aware of the official CSN Withdrawal Date.
- There will be 2 tests in this class before the last day to withdraw.
- Before the Withdrawal Date you should contact your employer, day care provider, transportation provider, or anyone else who may have a potential impact on your ability to attend and complete this class.
- No student will receive a W for the course after the posted Withdrawal Date.
- I am not able to Withdraw you from a class. Either you Withdraw yourself before the Withdrawal date or receive a letter grade for the class.

Attendance: I highly recommended that you attend all classes and participate in the group work which is a fundamental part of this class. I encourage you to study with fellow students.

Homework:
- Homework is due the first class meeting of each week.
- Homework turned in without a first and last name will not be graded.
- Late homework will not be accepted.
- Each weekly assignment must be stapled together with one (1!) staple. (That means ALL of the homework you are handing in, assigned from the previous week, must be put in order, and stapled together with 1 staple.)
- Highlight each assignment at the beginning of that problem set.
- Do not highlight anything in your homework except the assignments.
- Homework must be done on paper with no nubs. (Nubs are the little pieces of “fringe” that remain after pulling paper out of a spiral-bound notebook.)
- Homework must be done in pencil or black or blue ink. No red ink.
- You must show your work to get credit.
Quizzes:  - There will be a weekly quiz. No make-up quizzes.
- Quizzes turned in without a first and last name will not be graded.
- Quizzes must be done on paper with no nubs.
- Quizzes must be done in pencil or black or blue ink, not red.
- You must show your work to get credit.

Information Regarding Electronic Devices:

- Cell phones must be turned off during class. No answering calls during class.
  No texting during class. Failure to abide by this policy will result in expulsion.
- If your cell phones rings, beeps, lights up, vibrates, or buzzes during a test I will lower your test score by 1 letter grade.
- Absolutely no laptops, tablets, cell phones, cameras, recorders, or any other electronic devices may be used during class.
- You will not be permitted to use calculators on the quizzes or tests.
- You will not be permitted to wear a watch while taking tests.
- If I see you texting in class I will delete homework or quiz points.

General Information:

- The dates and times of the tests will not be changed.
  Only medical emergencies will be considered for missed examinations.
- Students not taking the last test will automatically receive an F.
- Keep all graded work until you have received a final grade for this class.
- All email communication with me must be through your CSN/Canvas account. This is to protect your privacy. I will not respond to emails from non-CSN accounts, e.g., Yahoo, Gmail, AOL, Hotmail, MSN, work email, etc.
- Email me from your CSN/Canvas email account to schedule extra office hours or if you have questions about the material we have covered.
- Contact fellow students (not me!) regarding missed homework assignments.
- You are entitled to free, individual tutoring for this class. Contact the Tutoring Center before you fall behind.
- If you do not pass a test, your name will be sent to the Office of Advising and Coaching Services. They will assess your strengths and help you with academic support, such as tutoring. Please respond to their meeting request.
- Cheating will not be tolerated. Students caught cheating will be expelled.
- No food of any kind may be eaten in the classroom.
- Disruptive behavior and other distractions are not permitted.

Disclaimer: As the instructor I reserve the right to make changes to this syllabus. Information contained in this syllabus may be subject to change as deemed necessary by the instructor.

The Math Resource Center

The Math Resource Centers provide free, drop-in Math help for all courses.

The Henderson Math Resource Center is located in the C Building.

There is a Math Resource Center on North Las Vegas and West Charleston campus.

Disruptive and Abusive Behavior

Students are expected to conduct themselves in a respectful manner in the classroom at all times. Disruptive and abusive conduct will not be tolerated. Students who fail to adhere to behavioral standards may be subject to discipline per CSN’s Disruptive and Abusive Student policy.

Examples of disruptive behavior include: texting in class, side conversations during class, arriving late, leaving early, emotional outbursts, personal insults, or physical altercations.

I absolutely consider texting or any other use of a phone/electronic device to be disruptive to me and your fellow students. I will not tolerate ANY use of personal electronic devices in class.

A copy of the complete Student Conduct Code and Disruptive and Abusive Student Policy is available for review on the CSN home page under the Policies and Procedures link under "Quick Links."

The Disability Resource Center (DRC)

Students who have registered with the DRC must give me the documentation provided by the DRC. These students must also email me the week before each test requesting that I send the test to the DRC.

The College of Southern Nevada makes every effort to make its campuses fully accessible to students with disabilities. The college's Disability Resource Center offers accommodations to help students with documented disabilities with their academic pursuits. In addition, the DRC offers Disability Specialists and DHHS Coordinator to answer any questions or help solve any problems that may arise due to a documented disability. The office also offers adaptive equipment to those who qualify to ensure equal access to all CSN sponsored activities.

To request accommodations for a disability, the student with a disability should contact the Disability Specialist or the DHHS Coordinator in the DRC. The DRC is located in the B Building on the Henderson campus. More information about the DRC can be found by going to the CSN home page and selecting the Disability Resource Center link under "Quick Links."
Student Academic Dishonesty Policy

CSN believes that any instance of academic dishonesty hurts the entire college community and that the values of honesty, trust, respect, fairness, and professionalism are paramount to maintaining academic integrity of our programs and courses.

In order to uphold and support standards of personal honesty and integrity for all members of the college community consistent with the goals of a community of scholars and students seeking knowledge, it is the practice of CSN to enforce the standards for academic integrity through fair and objective procedures governing instances of academic dishonesty.

A copy of the complete Academic Integrity Policy is available for review on the CSN home page under the Policies and Procedures link under "Quick Links."