



***Calculus for Business &
the Social Sciences
Math 130
Hybrid Course***



**PALOMAR
COLLEGE**
Mathematics
Learning Center

***Student Handbook
Fall 2022***

MyLab | Math

Student Registration Instructions for Canvas

First, enter your Canvas course

1. Sign into Canvas and enter your Canvas course.
2. Click on MyLab and Mastering link.
3. Sign on and purchase the course material.

Note: If you can't pay for the access code right away, you can get a [temporary access without payment for 14 days](#) by clicking on the temporary_access in blue.

Next, get access to your Pearson course content

1. Enter your Pearson account **username** and **password** to **Link Accounts**.
You have an account if you have ever used a MyLab or Mastering product.
 - » If you don't have a Pearson account, select **Create** and follow the instructions
2. Select an access option:
 - » Enter the access code that came with your textbook or that you purchased separately from the bookstore.
 - » If available for your course,
 - Buy access using a credit card or PayPal.
 - Get temporary access.

If you're taking another semester of a course, you skip this step.
3. From the You're Done page, select **Go to My Courses**.

Note: *you always need to enter your MyLab Math course through Canvas.*

Get your computer ready

For the best experience, check the system requirements for your product at <https://www.pearsonmylabandmastering.com/system-requirements/>

Need help?

For help with MyLab Math for Canvas, go to https://help.pearsoncmg.com/integration/cg/canvas/student/en/content/get_started.htm

Mathematics Learning Center

Palomar College is dedicated to serving the needs of a wide variety of students by offering many alternative learning opportunities. One is the Hybrid Course offered through the Mathematics Center. The Mathematics Center offers College Algebra, Trigonometry, and Calculus for Business and Social Sciences courses in a Hybrid format. The Hybrid format offers students the opportunity to complete a mathematics course in less than one semester or to finish two courses in a semester. In addition, the Center offers just in time review of selected topics or a comprehensive review of all topics in remedial mathematics through the Math Center Bridge to College Mathematics program.

Location	In person help in Room MC-1 at the main campus in San Marcos Virtual help via zoom: https://palomar-edu.zoom.us/j/93713198344	
Telephone	(760) 744-1150, Ext. 2718 <i>Note: We encourage that use the email to communicate with us instead of phone calls.</i>	
Web Page	https://www2.palomar.edu/pages/math/mlc/	
Center Hours (In person help)	Monday – Thursday 8:00 am – 8:00 pm Friday 8:00 am – 2:00 pm Saturday 9:00 am – 12:00 pm	<i>All exams will be proctored at the Math Center (MC-1). Students must present a valid ID to take exams.</i>
Center Hours (Online Tutoring)	Monday – Thursday 8:00 am – 8:00 pm Friday 8:00 am – 2:00 pm Saturday 9:00 am – 12:00 pm	

Math Center Faculty & Tutors	Email	Phone Number
<u>Director & Instructor of Record</u> Prof. Fari Towfiq	ftowfiq@palomar.edu	(760) 744 1150, ext. 2718
<u>Tutors</u>	Schedules for the instructors on duty and the tutors will be e-mailed to you. They will also be posted on the Math Center website https://www2.palomar.edu/pages/math/mlc/	
<u>Instructors on Duty</u>		

For security and privacy reasons, students must use their Palomar Student email account when communicating with the instructors or requesting help in the course. Otherwise, you may not receive help.

<u>Deadlines</u>	To drop without any notation or a grade – September 5, 2022
	To drop with a “W” grade – October 15, 2022
	To petition for Audit the course or for P/NP grade – September 12, 2022
	Last day to receive refund – September 4, 2022
<u>Holidays</u>	Labor Day – September 5, 2022
	Native American Day – September 23, 2022
	Veterans’ Day – November 11, 2022
	Thanksgiving Break – November 21, 2022 to November 26, 2022

Aspects of a Hybrid Course:

1. Lessons are presented online. An instructor and tutors are available during the Math Center (MC-1) and Virtual Math Center hours for assistance.
 - a. Supplementary material, such as computer lessons/drill and practice, for all the topics is easily accessible on Pearsonmylabandmastering.com (PearsonMyLab).
 - b. Digital videos of the lessons are available to students on PearsonMyLab.
2. Each student is responsible to attend a designated number of hours per week in the Mathematics Center: Math 130 students – 2 hours per week.

The time spent on this course should be comprised of:

- a. Watching the lecture-videos or example-videos
 - b. Reading and learning from the multimedia e-Textbook
 - c. Doing Homework assignments
 - d. Asking for help from the instructor on duty, if needed
 - e. Taking Review Tests
 - f. Taking/reviewing Exams
3. Students should master the learning objectives for each chapter/section prior to the deadline.
4. In addition to the above, students are expected to study outside of the Math Center about 10 hours per week.
5. Students must do assigned homework; take four Review Tests, four Exams, and one comprehensive final exam to earn a grade in Hybrid Math 130 course.

NOTE: *A schedule of assignments and exams are given. Students who fall behind in assignments or fail take exams may be dropped from the course.*

Requirements for Success in a Hybrid Course:

▪ **Self-Motivation**

- Students who are not self-motivated, often fail to keep up with the course schedule and end up failing the course or being dropped from the class.

▪ **Self-Discipline**

As you will not be in a physical classroom, you need to have the self-discipline to follow the course schedule and complete the requirements of the course in a timely manner.

A student should watch assigned digital videos, read e-text, and do assigned homework to get ready for the Review Tests and Online Exams.

▪ **Good Time-Management Skills**

Students should make a weekly study-schedule that is in line with the schedule given in this handout. If the student is not able to complete the requirements for some unforeseen circumstance beyond his/her control, he/she should contact the Math Center Director immediately. Students who fail to complete the requirements on a weekly basis may be dropped from the course.

▪ **Good Reading and Communication Skills**

Student must have the reading and communication skills that are required for a college-level course as he/she needs to read the e-textbook and follow the directions or if necessary, ask for clarification

Math 130 Syllabus

Instructor of Record:

Prof. Fari Towfiq – Director of the Math Center

Course Objectives:

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

1. Formulate algebraic models to represent relations from tables, graphs, and problem situations.
2. Investigate and compare multiple representations of a function.
3. Analyze linear, quadratic, exponential, and logarithmic functions from graphic, numeric, and symbolic perspectives.
4. Analyze and solve linear and nonlinear systems of equations and inequalities from graphic, numeric, and symbolic perspectives.
5. Solve application problems involving linear, quadratic, exponential, and rational relationships and interpret the solutions.
6. Identify and apply principles of algebraic manipulation necessary to rewrite expressions and equations in alternate forms.
7. Apply critical thinking and mathematical reasoning skills necessary in algebraic problem solving and related areas of endeavor.

Student Learning Outcomes (SLOs):

1. **Interpret Integration:** Students will recognize, apply, and interpret multiple representations (graphic, symbolic, numerical/data, verbal/applied) of integration and its applications.
2. **Interpret derivative:** Students will recognize, apply, and interpret multiple representations (graphic, symbolic, numerical/data, verbal/applied) of the derivative and its applications.

Required e-book package:

Lial Calculus with Applications 12ed Access Code, Pearson/Addison-Wesley.

(e-book included/ Calculus with Applications, 12th Edition, Lial/Greenwell/Ritchey. It is not necessary to purchase a physical textbook for this course.) ISBN-13: 9780137342495

Note: Please refer to page two of this handbook for how to access and purchase online course material.

Attendance:

- Each semester unit requires 16 hours of instruction 32 hours of homework and preparation for a total of 48 hours per semester. This means for this four-unit course **you need to allot about 12 hours per week for the 16 weeks** (48 hours/unit *4 units = 192 hours/16 weeks) during this semester. Depending on your preparation, this may be slightly less or slightly more.
- You are required to attend 2 hour per week at the Math Center (MC-1) and study 10 hours per week at home.
- If you are taking this class under the assumption that you will not have to submit any assignments, you are wrong. There will be homework assignments, Review Tests, Exams, and other assignments assigned by the Director to help you learn the topics.
- If you decide to withdraw from the course, be sure to drop the class by logging onto MyPalomar. Do not expect the Math Center Director to automatically drop you from the course.
- All assignments are to be done online prior to their deadlines.

Note: You should try to be ahead of the published schedule so that you either may be able to finish the course earlier or spent more time to master the topics coming later in the course that may be less familiar to you.

Grading Procedures:

The course grade will be based on the following:

		Homework	Review Tests	Online Exams	Online Final Exam	
#1	Chapters 1 & 2	5%	2.5%	12.5%	Chapters 1 - 9	
#2	Chapters 3 & 4	5%	2.5%	12.5%		
#3	Chapters 5 & 6	5%	2.5%	12.5%		
#4	Chapters 7, 8 & 9	5%	2.5%	12.5%		
Total		20%	10%	50%	20%	100%

Homework Assignments: Four assignment sets, 20% of the total grade.

Review Tests: Four Review Tests, 10% of the total grade.

Online Exams: Four exams, 50% of the total grade.

Final Exam: A comprehensive final exam, 20% of the total grade.

Note: The Final Exam is **comprehensive** and **mandatory**.

If you do not do your Homework assignment, take an Exam or Review Test, you will receive a grade of zero (0) for that Homework assignment, Exam or Review Test.

Letter Grade will be assigned as follows:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

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Deadlines: Homework, Review Tests and Online Exams

Exam	Chapters	Homework Assignment Deadline	Review Test Latest Starting Date*	Online Exam Deadline 1 st attempt	Online Exam Deadline 2 nd attempt
#1	1 & 2	Tue, Sept 6	Wed, Sept 7	Thu, Sept 8	Mon, Sept 12
#2	3 & 4	Tue, Oct 4	Wed, Oct 5	Thu, Oct 6	Mon, Oct 10
#3	5 & 6	Tue, Nov 1	Wed, Nov 2	Thu, Nov 3	Mon, Nov 7
#4	7, 8 & 9	Tue, Dec 6	Wed, Dec 7	Thu, Dec 8	Mon, Dec 12
Final Exam	1 - 9	Thursday, Dec 15, 2022			

**You can take each Review Test as many times as you wish. Be sure to attempt it at least once before the deadline. The highest score will be counted toward your final grade. The Review Tests are very similar to the Online Exams. If you receive a score of 80 or better on a Review Test, without any help, you are ready to take the corresponding Online Exam. Otherwise, it is recommended that you review the material again and retake the Review Test until you are comfortable with the topics.*

Math 130 - Course Schedule

Week	Dates (Mon – Sat)	Sections & Activities	Assignments & Exams Deadlines
1	Aug 22 – Aug 27	Sections 1.1, 1.2, 1.3, 2.1	
2	Aug 29 – Sept 3	Sections 2.2, 2.3, 2.4, 2.5, 2.6	
3	Sept 5 – Sept 10	Complete Homework Assignment #1 Take Review Test #1 (take it several times) Take Exam #1	Homework Assignment# 1- Sept 6 Review Test # 1 - Sept 7 Exam #1 (1st attempt) - Sept 8
4	Sept 12 – Sept 17	If needed, take Exam #1 again Sections 3.1, 3.2, 3.3,	Online Exam #1 (2nd attempt) - Sept 12
5	Sept 19 – Sept 24	Sections 3.4, 3.5, 4.1, 4.2,	
6	Sept 26 – Oct 1	Sections 4.3, 4.4, 4.5	
7	Oct 3 – Oct 8	Complete Homework Assignment #2 Take Review Test #2 (take it several times) Take Exam #2	Homework Assignment# 2 - Oct 4 Review Test # 2 - Oct 5 Exam # 2 (1st attempt) - Oct 6
8	Oct 10 – Oct 15	If needed, take Exam #2 again Sections 5.1, 5.2, 5.3, 5.4	Exam #2 (2nd attempt) - Oct 10
9	Oct 17 – Oct 22	Sections 6.1, 6.2, 6.3	
10	Oct 24 – Oct 29	Sections 6.4, 6.5, 6.6	
11	Oct 31 – Nov 5	Complete Homework Assignment #3 Take Review Test #3 (take it several times) Take Online Exam #3	Homework Assignment# 3 – Nov 1 Review Test # 3 - Nov 2 Exam # 3 (1st attempt) - Nov 3
12	Nov 7 – Nov 12	If needed, take Exam #3 again Sections 7.1, 7.2, 7.3, 7.4	Exam #3 (2nd attempt) - Nov 7
13	Nov 14 – Nov 19	Sections 7.5, 8.1, 8.3, 8.4	
	Nov 21 – Nov 26	Spring Break	No School
14	Nov 28 – Dec 3	Sections 9.1, 9.2, 9.3	
15	Dec 5 – Dec 10	Complete Homework Assignment #4 Take Review Test #4 (take it several times) Review and take Exam #4	Homework Assignment# 4 - Dec 6 Review Test # 4 - Dec 7 Exam # 4 (1st attempt) - Dec 8
16	Dec 12 – Dec 17	If needed, take Exam #4 again Take Practice Final Exam Take Final Exam	Online Exam #4 (2nd attempt) - Dec 12 Final Exam - Dec 15

Final Exam: Thursday, Dec 15, 2022

How to Start Your Class *(Please read this section before working on MyMathLab)*

1. Follow the instruction on page 2 of this Handbook to register for PearsonMyLab through Canvas.
2. The e-book is available on PearsonMyLab
3. Video lectures are available in PearsonMyLab.

Now let's get started with our course:

- A. Go to your Canvas Course.
- B. Click on Mylab and Mastering tab on the left-hand side
- C. Click on Open Mylab&Mastering box (Highlighted in dark yellow)
- D. Watch the videos
- E. View the e-Text.
- F. Do the Homework at the end of each section by clicking on Homework/Review Test/Exam tab in PearsonMyLab.

Note: Homework is 20% of your final grade. Each Homework set is due before the corresponding Review Test. Homework problems will prepare you for both the Review Tests and Exams.

- G. If you have any questions, please ask the instructors or tutors.
- H. Continue steps A through G until you finish all the sections in the chapters pertaining to the exam you are currently preparing for.
- I. Go to **Review Tests** in PearsonMyLab. Take the Review Test that you prepared for. Review Tests are worth **10%** of your total grade.

Note: You can take each Review Test as many times as you wish. The highest score will count toward your grade. You can review each Review Test by clicking on Gradebook tab in PearsonMyLab.

- J. If you receive a **score of 80 or better on the Review Test**, you are ready to take the actual Exam. Otherwise, it is recommended that you review the material again before you take actual Exam.

Note: Since you can retake your Review Tests as many times as you want, I would suggest trying to get 100% on your Review Tests.

- K. Continue steps A through J to prepare for the next Review Test and Exam.

Note: If you do not do well on an Exam, make sure that you review your Exam with the instructor or you can review each Exam by clicking on Gradebook tab in PearsonMyLab,and then take it again. You have two attempts for each Exam.

Review Test (to prepare you for the corresponding Exam)

- You can take each Review Test as many times as you wish.
- Be sure to attempt it at least once before the deadline.
- The highest score will be counted toward your final grade.
- The Review Tests are similar to the Exams.
- Review Tests are open book and open notes. However, if you receive a score of 80 or better on a Review Test, without any help, you are ready to take the corresponding Exam.
- If you receive a score of 80 or better on a Review Test, without any help, you are ready to take the corresponding Exam.
- Otherwise, it is recommended that you review the material again and retake the Review Test until you are comfortable with the topics.

How to review your Review Test or Exam:

- Go to your Canvas course
- Click on MyLab and Mastering (in the left menu)
- Open MyLab and Mastering (the golden colored button)
- Click on Gradebook (in the left menu)
- Click on the Review link next to the Review Test or Exam you need to review

Exam Procedure:

All exams are to be taken in the Math Center (MC-1). Exams are administered in the Math Center during the following hours:

<i>Monday - Thursday</i>	<i>8:00 am – 8:00 pm</i>
<i>Friday</i>	<i>8:00 am – 2:00 pm</i>
<i>Saturday</i>	<i>9:00 am – 12:00 pm</i>

- ☐ You need to bring a picture ID. (Example: Palomar ID, Driver's License, Passport, Military ID, etc.)
- ☐ A Graphing calculator is required.
- ☐ Each exam contains 20 questions.
Final Exam contains 30 questions.
- ☐ **Exams are not timed. However, you will have to submit it before the Math Center closes.**
 - Allow yourself about three hours to complete each Exam and four hours to complete the Final Exam.
- ☐ Follow the given schedule to complete your course on time successfully.
- ☐ Show work in an orderly manner neatly on separate sheet(s) of paper.
- ☐ Each Exam is similar to the corresponding Review Test. Any questions or doubts or any clarification must be asked prior to taking the Exam.
- ☐ If you are not satisfied with the score on the first attempt, you may take it again one more time. The best score on the two attempts will be used to calculate your final grade. However, the maximum score you can receive on the second attempt of an Exam is **90**. (For example, if your score is 95, it will be adjusted down to 90; if your score is 75, it will stay as 75.)
- ☐ Exams will be monitored by the Math Center staff and via CCTV. Please know that you, your surroundings, and all your activities on the computer will be recorded and I will review it after you have taken the exam. Any inappropriate action will result in your disqualification and your score will be zero. You will not be allowed a retake.

Exam Results/Review:

- ❑ The results of your Exam will be ready immediately after submitting the exam on PearsonMyLab (under the **Gradebook** tab).
- ❑ How to Review your Exam
 - Go to your Canvas course
 - Click on MyLab and Mastering (in the left menu)
 - Open MyLab and Mastering (the golden colored button)
 - Click on Gradebook (in the left menu)
 - Click on the Review link next to the Review Test or Exam you need to review
- ❑ Review your exam. If there is any issue in the way your exam is graded, please bring it to Math Center Director's attention. The Director will review your work and issue credit, if necessary.
- ❑ Any change in your exam score can ONLY be done by the Math Center Director.

Drop Policies:

- ❑ You could be dropped, for not completing the assignments on time.
- ❑ You could be dropped for not doing your HW assignments, not taking Review Tests and/or not taking Exams.

Americans with Disabilities Act:

In compliance with the Americans with Disabilities Act, the Palomar Community College District will provide reasonable accommodation whenever possible to facilitate access to and participation in its services, programs, facilities and activities. If you need any such accommodation, e-mail the Director immediately.

Academic Integrity Code of Conduct:

Academic Integrity is a code of conduct for students that requires honest and ethical academic endeavor.

If a student is found cheating on an exam, he/she will receive a grade of "F" for that exam; and the exam cannot be repeated.

Incomplete Grade:

- ❑ You may petition for an incomplete grade "I" by emailing the Math Center Director.
- ❑ The incomplete grade "I" may be assigned for unforeseeable, emergency, and justifiable reason.
- ❑ You must have completed 60% to 70% of the course material with an average of 70% or better.