BASIC MATH SKILLS

MATH 10 ONLINE, FALL 2015

SECTIONS #54384, 54386 & 54393 (3 UNITS)

INSTRUCTOR

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Office Hours	Mondays: 2:30 – 3:50 PM; Tuesdays: 7:25 – 7:50 AM, 11:50 - 12:30 PM and 1:20 – 2:20 PM Thursdays: 7:25 AM – 7:50 AM and 11:50 - 12:30 PM

COURSE

DESCRIPTION

This course covers the basic operations applied to whole numbers, fractions (including mixed numbers) and decimals. Prime factorization, least common multiple, ratio and proportion, similar triangles, averages; graphs and tables, square roots, the Pythagorean Theorem, measurement, operations on signed-numbers and solutions of simple linear equations are also covered.

PREREQUISITES

No prerequisites.

TEXTBOOK / MATERIALS

BASIC COLLEGE MATHEMATICS, 3RD EDITION, BY MILLER/O'NEILL/HYDE.

Online access at Connect Math, accessed through Blackboard. You will need an access code. You can purchase the access code directly from the website ($100.00 with optional $15 "print upgrade" mailed directly to your home), or from the Rams bookstore ($126.75 for the access code only), or packaged with a loose-leaf version of the text ($175.50).

Online access is required and includes complete digital access to your e-books, videos and homework. Your course Code is **FP9DR-QNX99**. You may begin the registration process at Connect Math beginning August 24th, but the class will not officially begin until Monday, August 31st.

The 2-week financial aid code for this course is **8CA75-90BCE-82105-D4834 (those are zeroes, not the letter O)**. Note that it **does not** give add an additional two weeks to your course. You will need to extend your account BEFORE the end of the two weeks. See the last page of the syllabus for Connect Math account instructions.

Please refer to the welcome letter for detailed step-by-step directions on accessing and paying for the online access. If you have used Connect Math in the past, log into your account and go to the Edit Profile area in the top right. Choose Change Course Code and enter the course code **FP9DR-QNX99**. You will still need to purchase access for Math 42.

HOMEWORK AND VIDEO INSTRUCTIONS

Practice is a vital component in learning mathematics. Students are to read each section in the eBook as their primary source of learning. I am also in the process of creating video lectures for you, covering points that I want to emphasize. These will be located at www.MathVideos.net, my video website. When you arrive at that site, click on the Basic Mathematics button to find the videos I am making for your class. The list will grow through the semester as I create more and more videos. Addition videos, produced by your author, can be found embedded within the eBook. As you are reading your eBook, look for the ▶ symbol next to each lecture video or exercise explanation. These videos produced by your author may also be found in Connect Math by choosing the Resources button at the top of your Connect Math window and then selecting the Video tab. Select the topic or section you are looking for by using the dropdown menus).

You may re-take each homework assignment as many times as you wish, and I will only count the highest grade for each assignment. Your five (5) lowest-scoring HW assignments will be dropped at the end of the semester.

CHAPTER TESTS

We will have 9 chapter tests and one proctored final exam (chapters 7-9 will count as a single "chapter"). For each chapter test, you will only be allowed ONE 90-minute attempt. I will drop your lowest-scoring chapter exam at the end of the term. You are on your honor to be taking these tests ALONE with no assistance from anyone. No calculators, notes or "cheat sheets" may be used on any of the chapter tests or on the final exam.

Sometimes you make minor errors on an exam and the computer marks the problem as incorrect. If you have made obvious mistakes (such as typing in the wrong variable, or mistakenly typing in a comma), you may request partial credit back on those problems. After the deadline for any chapter exam, you will be able to view your exam in the grade book. Send me an email prior to the next test's deadline with a list of the problems you wish me to check along with a short explanation. I will then look at the problem and determine whether additional credit is warranted.

DISCUSSION BOARD & RESPONSE REQUIRED ASSIGNMENTS (RRA'S)

You are expected to participate in each of the weekly discussion boards which will be located at the Blackboard site for the class. Each week you should post in the discussion board forum as directed. Each of your posts should **contribute** to the conversation and not just be a short "LOL" type of post. Most of the boards (other than the social forum) will be set up so that you cannot view your classmates' posts until you have posted yourself. Please **read the prompts carefully**; some weeks you will need to respond to one of your classmates' posts in addition to your own post.

There will be four short RRA's (Response Required Assignment) this term. These will be administrative in nature. The **two** lowest scores in this grade category (Discussion Board and RRA's) will be dropped at the end of the term.

CALCULATORS

Calculators are not allowed at any time in this course. While I cannot monitor what you are doing at home, you are on your academic honor not to be using one. If it is discovered that you are using one, it will be considered academic dishonesty and you will be turned in to the Office of Student Services for academic dishonesty.

PHILOSOPHY

While taking an online class is convenient for your schedule, the same dedication is necessary as for an on-site class. If this class were on-site, you would be spending about 4 hours per week in class and travel to class, plus another 5-6 hours per week doing homework. That same 9-10 hours per week needs to be spent online to be successful. **Basically, this means you should schedule a minimum of 2 hours per day, 5 days a week.** Anything short of that is undermining your classroom experience and chances of success. The biggest problem we have in an online class is that of procrastination and not putting enough time in. Please plan accordingly and alert your friends and family that you will be unavailable at time. Take this advice from past students: don't procrastinate!

GRADING

It is your responsibility to be aware of your grade. Your final grade will be determined as follows:

Online Chapter Tests	25% of your grade
Online Homework	25% of your grade
Discussion Board and RRA's	10% of your grade
Comprehensive Final Exam (see page 6)	40% of your grade

A	88.00% – 100%
B	78.00% – 87.99%
C	70.00% – 77.99%
D	65.00% – 69.99%
F	0% – 64.99%

Your official grade is located in the Grade Book at Connect Math, not within Blackboard.

POLICIES

SCHOLASTIC DISHONESTY

While students may work together on the researching of any assignment, it is expected that each of their writing assignments reflect substantial individual effort. Any student who commits plagiarism or is found to have cheated on a scheduled exam is subject to a zero score for that specific exam which may result in a term grade of "F" for this course. Students should be aware that cases of cheating and/or plagiarism will be forwarded to the appropriate college administrator promptly. The college administration has a range of sanctions that may be imposed including, but not limited to, academic suspension or expulsion from the college.

IT IS EXPECTED THAT YOU ARE ALONE WHEN TAKING ANY CHAPTER EXAMS. YOU MAY NOT SEEK ANYONE'S ASSISTANCE DURING THESE EXAMS. THERE SHOULD NOT BE ANYONE LOOKING OVER YOUR SHOULDER HELPING, PROMPTING, OR CORRECTING YOU. IT IS ALSO ASSUMED THAT YOU ARE TAKING ALL EXAMS WITHOUT THE AID OF A CALCULATOR.

ATTENDANCE

If this were an on-campus class, you would be required to attend class every day. After 3 hours of absence, you could be dropped from this class. As an online class, the same rules need to hold. **If you do not log in to Connect for 7 straight days, you will be considered to be excessively absent and may be dropped. It is your responsibility to keep your enrollment status current. You risk an "F" if you stop attending without officially withdrawing.**

Class attendance is not a measure of performance or proficiency. Whether a student is just physically present in the class is not a valid basis for grading. Reference Title 5 Section 55002 of the California Code of Regulations: (A) Grading Policy. The course provides for measurement of student performance in terms of stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55758 of this Division. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

STUDENT ACCESS

Students with special needs are encouraged to meet with instructors to discuss the opportunity for academic accommodation and be referred to disabled student program and services per Administrative Procedure (AP 3440).

If you have a learning disability or physical need that requires special accommodation, please advise me prior to 09-08-15 (the start of the second week of class).

MISCELLANY

ACADEMIC SUPPORT

You are strongly encouraged to get tutoring or go to the Math Success Center, study in groups, and see me for help outside of class. All of these are free! Students that get help outside of class are typically much more successful than those that do not.

Regular Math Success Center hours are:

Monday-Friday 8:30 AM – 5:00 PM

The Math Lab is located in building 42 (the Academic Commons). Outside of these those hours, please go to the information booth at the east end of the Tech building to sign in for tutoring help. The MSC will begin operation the second week of the semester.

My office hours are listed at the start of this syllabus. Appointments are also available if you are unable to meet me at those times. Online office hours are also available…

STUDENT LEARNING OUTCOMES

Upon completion of the course the student can:
1. Add, subtract, multiply and divide whole numbers, fractions and decimals.
2. Solve percentage problems.
3. Find the perimeter and area of basic polygons.

IMPORTANT NOTES ABOUT TECHNOLOGY

This is an online course, requiring reliable computer access. Please ensure your computer is in good repair at the start of the semester. It is suggested that before any major assignments, the computer be re-booted to clear any memory caches which may cause issues while testing. While documented outages may occur, it is the student's responsibility to meet all deadlines in this course.

At the start of the semester, please go to www.connectmath.com/downloads and install the latest versions of many key plug-ins and movie players.

It is highly recommended that you re-start your browser before taking any exams in order to clear your computer's cache. If you start to experience strange things, like only portions of problems showing on your screen, re-start your browser.

Part of taking an online class is having a computer that is in working order with a decent internet connection. While outages do occur, you can minimize any effects on your progress by always completing assignments ahead of their due dates.

A common complaint is "The computer marked me incorrect, but I got it right." If this is the case, I suggest you do the following: Submit the assignment (you can always go back in), and then go into the grade book and compare your answer with what the computer lists. You can often find the error, or learn from your mistake that way.

VVC CALENDAR

Fall Semester Begins	**August 31**
Last Day to Drop without a "W" grade	**Sept.13**
Last Day to Drop and still receive a "W"	**October 17**
Last Day of our Class	**December 15**
Spring Semester Ends	**December 19**

OUR CLASS SCHEDULE

I have learned over the semesters that if I give deadlines which are too far apart, students tend to take too much time off and "cram" at the last minute. On the other extreme, if I assign deadlines too close to each other, it defeats the purpose of an online class, as I know you all have busy schedules. **You may ALWAYS work ahead of this schedule!**

The schedule below has general dates for what you should be working on each week, along with the *absolute latest* deadline for the chapter exams (if you are always running up against these absolute deadlines, it is likely that you are going to run into some problems at some point during the course. <u>There are other intermediate deadlines for assignments along the way</u> (for Discussion Boards due each Sunday night and for RRA assignments), which are labeled on each assignment in Connect Math.

<mark>Deadlines are FIRM.</mark> It is suggested that you print this page and post it next to your computer for reference.

Week	Dates	Section	Deadline
0		Early Start…	Connect Math course becomes available on Monday, August 24, 2015
1	08.31 – 09.05	Start Ch. 1	
2	09.06 – 09.12	Finish Ch. 1; Start Ch. 2	All HW and Chapter Test for Ch. 1 must be submitted by 11:59 PM on Sunday, Sept. 13th
3	09.13 – 09.19	Finish Ch. 2	All HW and Chapter Test for Ch. 2 must be submitted by 11:59 PM on Sunday, Sept 20th
4	09.20 – 09.26	Start Ch. 3	
5	09.27 – 10.03	Finish Ch. 3	All HW and Chapter Test for Ch. 3 must be submitted by 11:59 PM on Sunday, Oct. 4th
6	10.04 – 10.10	Start Ch. 4	
7	10.11 – 10.17	Finish Ch. 4	*Oct. 17th, 2015 is the last day to drop the course and still receive a "W" grade. All HW and Chapter Test for Ch. 4 must be submitted by 11:59 PM on Sunday, Oct. 18th
8	10.18 – 10.24	ALL Ch. 5	All HW and Chapter Test for Ch. 5 must be submitted by 11:59 PM on Sunday, Oct. 25th
9	10.25 – 10.31	Start Ch. 6	
10	11.01 – 11.07	Finish Ch. 6	All HW and Chapter Test for Ch. 6 must be submitted by 11:59 PM on Sunday, Nov. 8th
11	11.08 – 11.14	Start Ch. 7-9	
12	11.15 – 11.21	Finish Ch. 7-9	All HW and Chapter Test for Ch. 7-9 must be submitted by 11:59 PM on Sunday, Nov. 22nd
13	11.22 – 11.28	Start Ch. 10	
14	11.29 – 12.05	Finish Ch. 10	All HW and Chapter Test for Ch. 10 must be submitted by 11:59 PM on Sunday, Dec. 6th
15	12.06 – 12.12	Start Ch. 11	
16	12.13 – 12.19	Finish Ch. 11	All HW and Chapter Test for Ch. 11 must be submitted by 4:00 PM on Thursday, Dec. 17th
	Dec. 15th, 16th or 17th		FINAL EXAM on-campus from either 5:30-7:20 pm (all three nights) or from 7:30-9:20 pm (Thursday only)

FINAL EXAM

A comprehensive final exam will be given on Tuesday, Dec. 15th, Wednesday Dec. 16th or Thursday Dec. 17th.
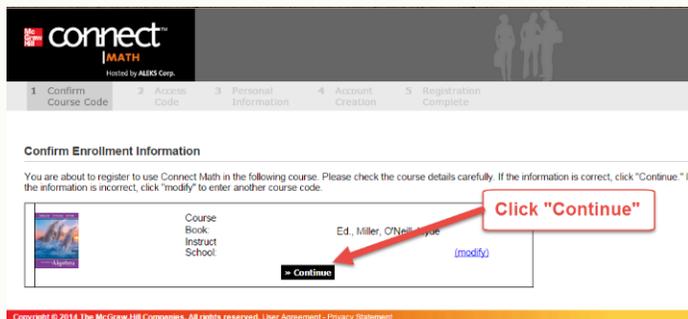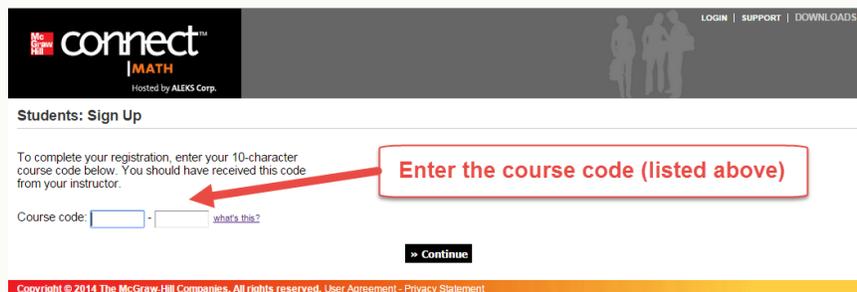
Since there will be some in the class who will not stay in the class the full term, sign-up times for final exams will begin at the end of May, when we have determined how many students are still in the class and will be taking the final exam. An email will be sent to all remaining students at that time to start scheduling specific times for taking the final exam. You will also have the option of taking your final exam with my on-campus students at 8 am on either Tuesday, Dec. 15th or Thursday, Dec. 17th.

Students living *<u>outside the area (Inland Empire)</u>* may set up to have an alternate Final Exam administered by a proctor, <u>approved ahead of time</u>. If this may apply to you, you **MUST** notify Professor Toner *by the end of the second week of class, Sept. 12th, 2015*. Specific arrangements will be made with those students after Oct. 17th (the "W" drop deadline).

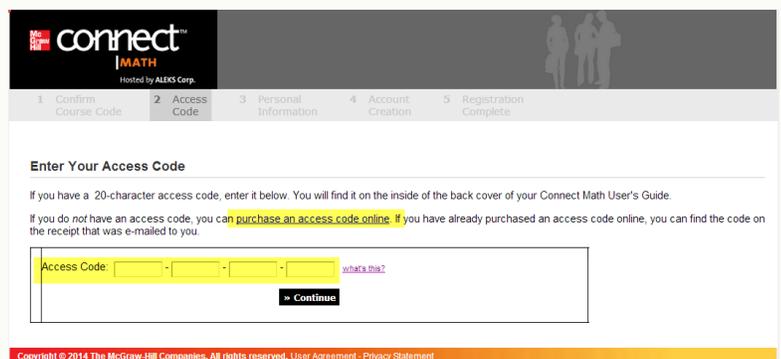To register for Connect Math, you will need to follow these steps:

On the next screen, you will need to enter our course code: **FP9DR-QNX99**. This will get you to our class.

On the next screen, verify you have the course, and then click "continue".

On the next screen, you will have three options:

1. If you have the $100 now, click on "purchase an online code online" for the least expensive option.

2. If you have purchased the access code at the bookstore, enter it into the boxes to gain your access.

3. If you will have one of the above in the next couple of weeks, but not right now, then...

There is a two-week <u>free</u> access code to get into Connect Math. It is **8CA75-90BCE-82105-D4834**. (Those are zeros, not the letter O). Note that it <u>does not</u> give add an additional two weeks to your course. You will need to extend your account **BEFORE** the end of the two weeks.