

# PRE-ALGEBRA

MATH 12, SPRING 2017- BLDG. 21, ROOM 157 (3 UNITS)  
SECTION #59628 - TUES & THURS 11:10 AM - 12:35 PM

## INSTRUCTOR



Name STEPHEN TONER  
Office Bldg. 31 (Science), office 51 (north side, second from end)  
Phone 760.245.4271 ext. 2770  
Email Stephen.Toner@vvc.edu (see email policy on last page)  
Websites www.stevetoner.com, www.MathVideos.Net  
Office Hours Mon, Tues, Wed & Thurs: 7:15 AM - 7:50 AM  
Tuesdays & Thursdays: 10:00 AM - 11:00 AM

## COURSE

### DESCRIPTION

This course reviews fractions, decimals and integers with a strong emphasis on solving equations and problem solving in order to prepare students for Introductory Algebra. Ratios and proportions are also covered, as well as an introduction to graphing linear equations, working with polynomials, and factoring. This course is not associate degree applicable.

### PREREQUISITES

Math 10 with a grade of "C" or better, or by eligibility by placement on the VVC assessment exam. If you have not met this prerequisite and somehow passed into this class, you will likely be administratively dropped within the first week of class.

### TEXTBOOK / MATERIALS

PREALGEBRA, 2ND EDITION, BY MILLER/O'NEILL/HYDE



You will **NOT** need to purchase this text; online access to Connect Math, which included e-book access, is being provided to you by Victor Valley College.

**Online access is required** and includes complete digital access to your e-books, videos and homework. Your course Code is **AX3KK-UHE6J**. 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. See the page 5 of the syllabus for instructions.

The 2-week financial aid code for this course is **CE484-EAC7B-3C74A-69201** (zero in the last grouping). We will use this code for the first two weeks; Connect access codes will then be given out during the third week of class, after the class census date.

### CALCULATORS

No calculators of any form will be allowed at any time in this course. It pretty much defeats the purpose of learning the material. Cell phone calculators are also not allowed.

## HOMEWORK

PRACTICE is a vital component in learning mathematics. You are to do the assigned homework at the Connect Math website. You may take each homework assignment as many times as you wish, and I will only count the highest grade for each. The lowest three HW assignments will be dropped at the **end** of the winter term. Homework deadlines are posted in Connect Math. Please keep a calendar of all deadlines, as procrastination is your worst enemy!

## TESTS AND FINAL EXAM

There will be six tests and a cumulative final exam. I will drop the lowest test (not the final exam) before computing your semester grade.

## GRADING

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

Online Homework	30% of your grade	A: [88,100)
Unit Exams	45% of your grade	B: [78,88)
Final Exam	25% of your grade	C: [70,78)
		D: [65,70)
		F: [0, 65)



## ATTENDANCE

YOU ARE REQUIRED TO ATTEND CLASS EVERY DAY. AFTER 3 HOURS OF ABSENCE (2 CLASSES), YOU MAY BE DROPPED FROM THIS CLASS. IT IS YOUR RESPONSIBILITY TO KEEP YOUR ENROLLMENT STATUS CURRENT. YOU RISK AN "F" IF YOU STOP ATTENDING WITHOUT OFFICIALLY WITHDRAWING. DO NOT BRING FRIENDS OR CHILDREN TO CLASS. PLEASE PUT AWAY ALL MP3 PLAYERS AND TURN ANY CELL PHONES TO SILENT MODE DURING CLASS TIME. NO CELL PHONES WILL BE ALLOWED ON YOUR DESK DURING EXAMS. WE ARE HERE TO LEARN; PLEASE REFRAIN FROM TEXTING DURING CLASS.

*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 02-20-17 (the start of the second week of class).*

## ACADEMIC SUPPORT

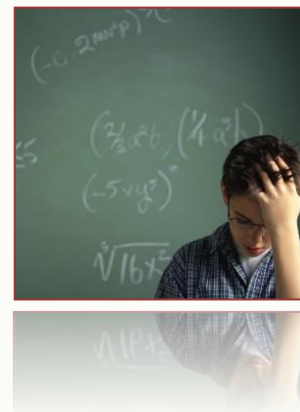
You are strongly encouraged to get tutoring or go to the Math Success Center, study in groups, and see me for help outside of class. All of these are free! Students that get help outside of class are typically much more successful than those that do not.

Regular Math Success Center hours are (tentatively):

Monday-Thursday	9:00 AM - 8:00 PM
Fridays	9:00 AM - 5:30 PM

The Math Lab is located in building 21 (the ATC), room 146.

There will also be support workshops in the Workshop room, building 21, room 145. The list of times will be shared with you in class. They can also be found online at [http://www.vvc.edu/academic/mathematics/math\\_workshops.shtml](http://www.vvc.edu/academic/mathematics/math_workshops.shtml).



## 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.

## IMPORTANT NOTES ABOUT TECHNOLOGY



This course requires 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, you re-start your browser to clear any memory caches which may cause issues. Some software tends to “junk up” your browser at times. While documented outages may occur, it is the student's responsibility to meet all deadlines in this course. If your internet service at home is unreliable, do not wait until the last day to start assignments. There are plenty of computers that you are able to use on campus.

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

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 shows to be the answer. You can often find the error, or learn from your mistake that way.

The Connect Math Tech Support phone number is 1-949-390-2095. They are closed on Saturdays.

## VVC CALENDAR



Feb 13	First Day of classes
Feb 20	Campus Closed - Presidents' Holiday
Feb 26	Last day to drop without receiving a "W" grade
Apr 01	Last day to drop and receive a "W" grade
Apr 9-15	Campus closed - Spring Break
May 29	Campus closed - Memorial Day
Jun 10	Last day of spring term

## OUR CLASS SCHEDULE

T	02.14	Intro, 1.7	T	04.18	6.1, 6.2, 6.3, 6.4 (Ch 5 HW due April 17 <sup>th</sup> at 11:59 PM)
Th	02.16	1.8, Review	Th	04.20	6.4, 7.1, 7.2
T	02.21	2.1, 2.2, 2.3	T	04.25	Review (Ch 6,7 HW due April 26 <sup>th</sup> at 11:59 PM)
Th	02.23	2.4, 2.5	Th	04.27	Test on Chapters 5, 6 & 7
T	02.28	Review (Ch 1,2 HW due March 1 <sup>st</sup> at 11:59 PM)	T	05.02	10.1, 10.2, 10.3
Th	03.02	Test on Chapters 1 & 2	Th	05.04	10.5, 10.6
T	03.07	3.1, 3.2, 3.3	T	05.09	10.4
Th	03.09	3.4, 3.5	Th	05.11	More factoring
T	03.14	Review (Ch 3 HW due March 15 <sup>th</sup> at 11:59 PM)	T	05.16	Review, 9.1 (Ch 10 HW due May 17 <sup>th</sup> at 11:59 PM)
Th	03.16	Test on Chapter 3	Th	05.18	Test on Chapter 10
T	03.21	4.1, 4.2, 4.3	T	05.23	9.2
Th	03.23	4.4, 4.5	Th	05.25	8.5, 8.6, 8.7
T	03.28	4.6, 4.7, 4.8	T	05.30	Review (Ch 8,9 HW due May 31 <sup>st</sup> at 11:59 PM)
Th	03.30	5.3, 5.4 (Ch 4 HW due April 3 <sup>rd</sup> at 11:59 PM)	Th	06.01	Test on Chapters 8 & 9
T	04.04	Test on Chapter 4	T	06.06	Review
Th	04.06	5.5, 5.6	Th	06.08	Final Exam

## STUDENT LEARNING OUTCOMES

Upon completion of the course the student can:

1. Solve linear equations and applications.
2. Perform order of operations using signed numbers.
3. Perform polynomial operations.
4. Factor polynomials.

# EMAIL

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I do my best to answer all emails as quickly as I can, but sometimes it can be difficult.

You would not believe how many unidentified emails I receive on a regular basis... as a result, I have established this policy to help me provide you with the quickest, most reliable response.

Send all emails to [Stephen.Toner@vvc.edu](mailto:Stephen.Toner@vvc.edu).

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## Prof. Toner's Email Policy

*Please read carefully the set of rules applicable to all emails you may send me.*

The subject line (title) of the email must include the following information:

1. Your first and last name
2. Your class name, meeting days and times
3. The reason for the email

### Examples:

- Jessica Jones, Math 90 online, about my chapter 3 test
- Jessica Jones, Math 12 TTh at 8 am, family emergency

**Do not email asking questions that can be answered by reading the syllabus.** For example, please do NOT email me questions such as "Can I take the test at a later date?" or "When is the final exam?"

Write emails using **proper grammar, punctuation, and capitalization**. In other words, do not text me.

Emails that don't follow these guidelines may not be answered quickly.

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### Prof. Toner's Schedule

I make every effort to respond to emails as quickly as I can, however realize that I have a busy schedule (Tuesdays and Thursdays are my busiest). I will do my best to check my email every morning and evening on the weekends.