PRE-ALGEBRA

MATH 12, WINTER 2017- BLDG. 30, ROOM 7 (3 UNITS)
SECTION #59109 – MTWTH 12:20 PM – 2:30 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	By appointment only during winter term

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 **GU4QT-DDYQQ**. 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 **FD2D3-BBB36-E4591-CA60D** (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 <u>three</u> 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!

POP QUIZZES

There will be occasional pop quizzes in the course. The lowest <u>two</u> will be dropped at the end of the term.

TESTS AND FINAL EXAM

There will be three unit exams and a cumulative final exam. There will be no make-ups or re-takes.

GRADING

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

Online Homework	20% of your grade	A:	[88,100)
Unit Exams	45% of your grade (15% each)	B:	[78,88)
Pop Quizzes	10% of your grade	C:	[70,78)
Final Exam	25% of your grade	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 <u>YOUR RESPONSIBILITY</u> 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 01-09-17 (the start of the second week of class).
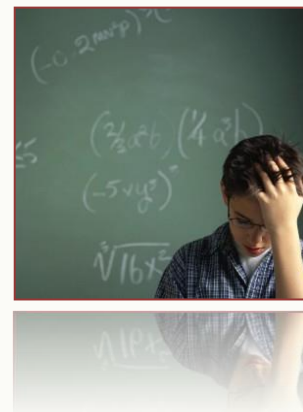
ACADEMIC SUPPORT

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.

The Winter 2017 Math Success Center hours are:

Monday-Thursday	9:00 AM – 8:00 PM
Fridays	9:00 AM – 4:00 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.

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. Java 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 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

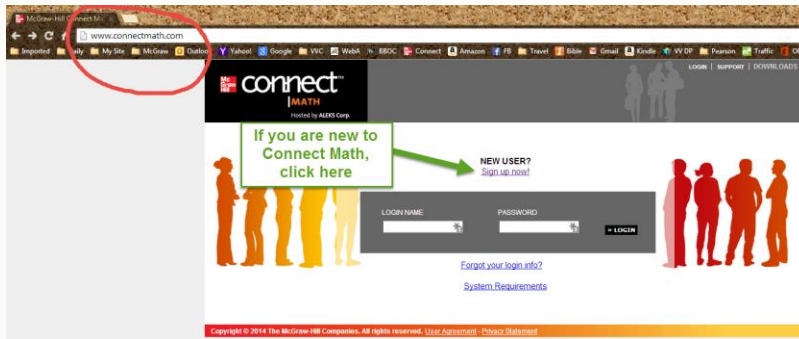|	
Jan 3	First Day of classes
Jan 8	Last day to drop without receiving a "W" grade
Jan 16	Campus closed – Martin Luther King, Jr. Holiday
Jan 19	Last day to drop and receive a "W" grade
Feb 9	Last day of class

OUR CLASS SCHEDULE

M	01.02	Campus closed – New Year's	M	01.23	6.1, 6.2, 6.3,
T	01.03	Intro, 1.7, 1.8	T	01.24	6.4, 7.1, 7.2
W	01.04	2.1, 2.2, 2.3, 2.4, 2.5	W	01.25	10.1, 10.2, 10.3
Th	01.05	3.1, 3.2, 3.3	Th	01.26	10.5, 10.6, Review
M	01.09	3.4, 3.5	M	01.30	Test Unit 2 (Chapters 4-7)
T	01.10	Review & catch-up	T	01.31	10.4, More factoring
W	01.11	Test Unit 1 (Chapters 1-3)	W	02.01	8.5, 8.6, 8.7
Th	01.12	4.1, 4.2, 4.3, 4.4, 4.5	Th	02.02	9.1, 9.2
M	01.16	Campus closed – Martin Luther King, Jr. Holiday	M	02.06	More graphing
T	01.17	4.6, 4.7, 4.8	T	02.07	Review
W	01.18	5.3, 5.4	W	02.08	Test Unit 3 (Chapters 8-10)
Th	01.19	5.5, 5.6	Th	02.09	Final Exam (covers the entire class)

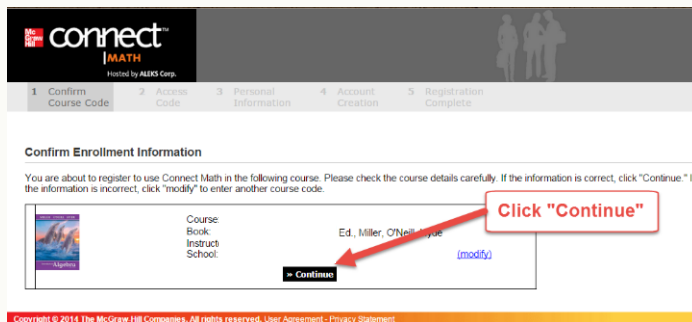## STUDENT LEARNING OUTCOMES

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.

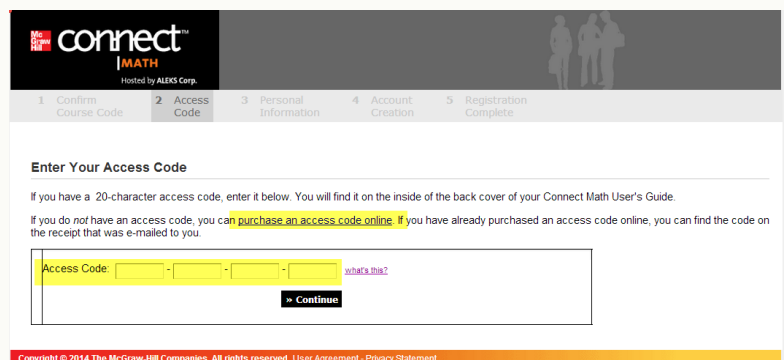To register for Connect Math, you will need to follow these steps:

On the next screen, you will need to enter our course code: **GU4QT-DDYQQ**. 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:

There is a two-week <u>free</u> access code to get into Connect Math. It is FD2D3-BBB36-E4591-CA60D (zero in the last grouping). We will use this until we get the official Connect Math code during the third week of class.

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.

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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 <u>must</u> 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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<u>Prof. Toner's Schedule</u>

I make every effort to respond to emails as quickly as I can, however this winter I am in the classroom every day from 8:00 until 5:30 pm. I will do my best to check my email every morning and evening on the weekends.