

# BASIC MATH SKILLS

MATH 10 ONLINE, SPRING 2014  
SECTIONS #46549, 46556, 46561, 46570, 46577 (3 UNITS)

## INSTRUCTOR



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                  Thursdays:   7:15 AM - 11:00 AM

## 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. This course will not apply to the Associate Degree.

### PREREQUISITES

PREREQUISITE: Math 6 with a grade of 'C' or better, or by placement by the VVC Assessment Exam.

### TEXTBOOK / MATERIALS



#### BASIC COLLEGE MATHEMATICS, 2ND EDITION, 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 (\$85) or from the Rams bookstore (\$150.70, packaged with a loose-leaf version of the text).

**Online access is required** and includes complete digital access to your e-book, videos and homework.



The 2-week financial aid code for this course is **3A9D2-B11B7-B311F-02B7F**. Note that it **does not** give add an additional two weeks to your course. You will need to pay to extend your account.

You will NOT access Connect Math directly from its website; the course is paired with Blackboard and you must access the course by clicking on the link within Blackboard.

## HOMWORK AND VIDEO INSTRUCTIONS

Practice is a vital component in learning mathematics. Students are to read each section in the e-book and do the assigned work. **Videos for each section in the course** may be found by clicking on the "Video Lessons" link in Blackboard (choose the green book with the mosaic turtle on the cover at the bottom left corner). These video lessons (and more) can also be found in Connect Math by choosing the Resources tab at the top of your Connect Math window (choose the Video tab and select the section you are looking for by using the dropdown menus). *Note: Going through the Video Lectures link in Blackboard gives you a more streamlined approach for the lessons, whereas going through Connect Math will also allow you to access additional exercise videos. Try both approaches and see which works best for you.*

I will also be posting a video each **Wednesday** afternoon/evening. These videos will have two parts:

- a welcome message from me alerting you to some deadlines and giving you some general class announcements;
- an additional example or two of upcoming problems (beyond the author's videos) that may be a bit difficult to give you extra help. If I have a different way of explaining a topic or have a shortcut, I will share it.

You may take each homework assignment as many times as you wish, and I will only count the highest grade for each assignment. You will, however, need a 70% on any given assignment in order to move on to the next assignment within that chapter. For example, you will not be allowed access to section 1.2 until you have completed the homework for section 1.1 with a score of at least 70%. 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 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. You are on your honor to be taking these tests ALONE with no assistance from anyone. Your on-campus final exam will be scheduled for Friday, May 30<sup>th</sup>, but you may take it earlier that week if you wish. No calculators, notes or "cheat sheets" may be used on any of the chapter tests or on the final exam.

## DISCUSSION BOARD & RESPONSE REQUIRED ASSIGNMENTS (RRA'S)

You are expected to participate in each of the weekly discussion boards. Each week you should comment on at least one of that weeks' threads. 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. Discussion Board posts will be due by midnight each Saturday. Your lowest score in this grade category will be dropped at the end of the semester.

There will be several short RRA's (Response Required Assignment) that will be administrative in nature.

## 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 6-8 hours per week doing homework. That same 10-12 hours per week needs to be spent online to be successful. **Basically, this means you should schedule a minimum of 2 hours per day, 5-6 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!**

## VVC SPRING CALENDAR

Spring Term Begins	February 3
Last Day to Drop and still receive a "W"	March 21
Spring Break (college closed)	March 31-April 4
Spring Semester Ends	May 30

## COURSE DEADLINES

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. **There are other intermediate deadlines for assignments along the way, which are labeled on each assignment in Connect Math.**

Tests are due on **Sunday** morning (at the latest) so that you can spend some weekend time starting the next chapter.

Week	Dates	Section	Deadline
0		Early Start	Blackboard becomes available on Saturday, February 1, 2014
1	02.03 - 02.08	Start Ch. 1	You should aim to be done with chapter 1 at the end of the first week, even though the absolute deadline is the end of the second week (for those who arrive late).
2	02.09 - 02.15	Finish Ch. 1; Start Ch. 2	Chapter Test for Ch. 1 must be submitted by 7:00 AM on Sunday, Feb 16
3	02.16 - 02.22	Finish Ch. 2	Chapter Test for Ch. 2 must be submitted by 7:00 AM on Sunday, Feb 23
4	02.23 - 03.01	Start Ch. 3	
5	03.02 - 03.08	Finish Ch. 3	Chapter Test for Ch. 3 must be submitted by 7:00 AM on Sunday, March 9
6	03.09 - 03.15	Start Ch. 4	
7	03.16 - 03.22	Finish Ch. 4	<b>March 21st, 2014 is the last day to drop the course and still receive a "W" grade.</b> Chapter Test for Ch. 4 must be submitted by 7:00 AM on Sunday, March 23
8	03.23 - 03.29	ALL Ch. 5	Since different schools have different spring breaks, you may choose this week or next as your spring break, even though the official spring break for VVC is next week.
	03.30 - 04.05		<b>SPRING BREAK!!</b> Prof. Toner will be taking this week off and will be out of town... Finish chapter 5 and get a "head start" on chapter 6 if you wish... Chapter Test for Ch. 5 must be submitted by 7:00 AM on Sunday, April 6
9	04.06 - 04.12	Start Ch. 6	
10	04.13 - 04.19	Finish Ch. 6	Chapter Test for Ch. 6 must be submitted by 7:00 AM on Sunday, April 20
11	04.20 - 04.26	Start Ch. 7-9	
12	04.27 - 05.03	Finish Ch. 7-9	Chapter Test for Ch. 7-9 must be submitted by 7:00 AM on Sunday, May 4
13	05.04 - 05.10	Start Ch. 10	
14	05.11 - 05.17	Finish Ch. 10	Chapter Test for Ch. 10 must be submitted by 7:00 AM on Sunday, May 18
15	05.18 - 05.24	Start Ch. 11	
16	05.25 - 05.30	Finish Ch. 11	Chapter Test for Ch. 11 must be submitted by 8:00 AM on <b>FRIDAY</b> , May 30
	May 30, 2014		<b>FINAL EXAM</b> on-campus from either <b>8:00-10:00</b> or from <b>10:00-noon</b> (for those who have not completed it earlier in the week)

**The posted deadlines for assignments are firm.** Do not ask for extensions. Know that you may always work ahead of the calendar in order to be prepared for any emergencies that may arise.

## GRADING

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

Chapter Tests	30% of your grade	A: [88,100)
Online Homework	25% of your grade	B: [78,88)
Discussion Board / RRA Assignments	10% of your grade	C: [70,78)
On-campus Final Exam	35% of your grade	D: [65,70)
		F: [0,65)



As described above, your lowest score(s) in the first three grade categories above will be dropped at the END of the semester. This is my way of dealing with missed assignments or exams, life tragedies, etc. Please do not "waste" one of these scores early in the semester, as you never know what life may bring...

## FINAL EXAM

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A comprehensive final exam will be given the final day of class on Friday, May 30<sup>th</sup>. If you are finished with the course early, you may schedule a time to take the final exam in one of Professor Toner's on-campus classes during the last week of class, Tuesday May 27<sup>th</sup> (8 am or 10 am).

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 in 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.

Students living outside the area (Inland Empire) may set up to have an alternate Final Exam administered by a proctor, approved ahead of time. If this may apply to you, you **MUST** notify Professor Toner **by the end of the third week of class, Feb 22, 2014**. Specific arrangements will be made with those students mid-April (after the "W" drop deadline).

## ACADEMIC SUPPORT

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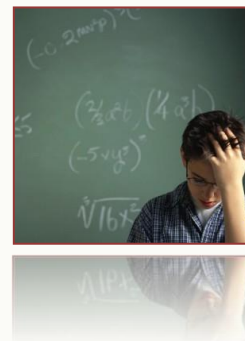
You are strongly encouraged to get tutoring or go to the Math Success Center, study in groups, and see me for help outside of class. All of these are free! Students that get help outside of class are typically much more successful than those that do not.

Regular Math Success Center hours are:

Monday-Friday 8:30 AM - 5:30 PM (starting the second week of class)

The Math Success Center 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 Math Success Center will open 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.



## IMPORTANT NOTES ABOUT TECHNOLOGY

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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](http://www.connectmath.com/downloads) and install the latest versions of many key plug-ins and movie players. If you ever find your computer running slow, sometimes the cause may be too many versions of Java running in your system. If this is the case, go into your Control Panel, uninstall both Java and Aleks. Then go to the download page mentioned above and re-install Java first, followed by Aleks. This will solve many of the issues that students typically face.

## STUDENT LEARNING OUTCOMES

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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.

## CALCULATORS

*Calculators are NOT permitted in this course. It sort-of defeats the purpose of the 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.*

## 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 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 ConnectMath to work 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 02-10-14 (the start of the second week of class).*