BASIC MATH SKILLS

INSTRUCTOR

Name	STEPHEN TONER
Office	Bldg 31 (Science), office 51 (not there in summer)
Phone	760.245.4271 ext. 2770 (checked only on occasion in summer)
Email	Stephen.Toner@vvc.edu (best method of contact)
Websites	www.stevetoner.com, www.MathVideos.Net
Office Hours	No office hours during summer courses

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: Placement as determined by VVC assessment test.

TEXTBOOK / MATERIALS

BASIC COLLEGE MATHEMATICS, 2ND EDITION, MILLER, O"NEILL, HYDE

Online access at http://www.connectmath.com/. You will need an access code. You can purchase the ConnectPlus access code directly from the website ($80) or from the Rams bookstore (packaged with a paper version of the text for $109.60).

Online access is required and includes complete digital access to your e-books, videos and homework. You may begin the registration process through Blackboard beginning Saturday, June 15th, but the class will not officially begin until Monday, June 17th.

The 2-week financial aid code for this course is **8C235-2037D-A38E4-86D5B**. Note that it **does not** add an additional two weeks to your course. You will need to extend your account BEFORE the end of the two weeks in order to ensure that your work will not be lost. Follow the directions in Blackboard to get into ConnectMath.

SUMMER 2013 CALENDAR

Summer Session Begins	June 17
Last Day to Drop and Still Receive a "W" grade	July 3
Last day of the course	July 25

HOMEWORK

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 in two places: by choosing the Resources tab at the top of your Connect window, or by going to http://www.millerhelp.com (choose the green book with the mosaic turtle on the cover).

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 lowest-scoring HW assignments will be dropped at the end of the semester.

CHAPTER TESTS

We will have 9 chapter tests and one cumulative on-campus 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 Wednesday, July 24th or Thursday, July 25th. 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.

There will be at least one short RRA (Response Required Assignment) each week. These will be administrative in nature.

GRADING

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

Online Homework	25% of your grade	A:	[88,100)	
Online Chapter Tests	25% of your grade	B:	[78,88)	
Discussion Board & RRA's	10% of your grade	C:	[70,78)	
On-campus Final Exam	40% of your grade	D:	[65,70)	
		F:	[0,65)	

Your official grade will be found in the Grade Book at ConnectMath.com, not within Blackboard.

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.

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.

COURSE DEADLINES

The following table gives the deadlines for each of the chapters. I have done my best to pace the material so that you can finish in time if you are working steadily. You may always move ahead of this schedule to get ahead, but no deadlines will be extended. If you are going away for a weekend, make sure to get extra work done the days before so that you don't miss any deadlines.

In a fast-paced summer class, you really need to "dive in and get serious" with the material right from the start…

Chapter	Deadlines	Comments
1, 2	Monday 6-24-13 at 8 am	There will be two separate exams for these chapters.
3, 4	Tuesday 7-2-13 at 8 am	
5, 6	Wednesday 7-10-13 at 8 am	Percentages – tougher chapter...
7, 8, 9	Wednesday 7-17-13 at 8 am	There will be a single test covering all 3 chapters.
10	Sunday 7-21-13 at 8 am	
11	Thursday 7-25-13 at 8 am	
On-campus Final Exam	Wed 7/24 or Thurs 7/25	There will be both a morning (10:30 am - 12:30 pm) and an evening (6:30 pm - 8:30 pm) time slot each of these two days in order to accommodate everyone's schedules. Sign-ups for time slots will begin the week after the 4th of July. These exams will be held in bldg. 30, room 10.

FINAL EXAM

A comprehensive final exam will be given the final two days of class (Wed 7/24 or Thurs 7/25). You will only need to come to campus for one of the final exam sessions, which will be offered in the morning (10:45 am - 12:45 pm) and evening (6:30 pm - 8:30 pm) each of these days.

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 after the 4th of July weekend, 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 an approved proctor. If this may apply to you, you **MUST** notify Professor Toner *by the end of the second week of class, June 29, 2013*. Specific arrangements will be made with those students after March 29th (the "W" drop deadline).

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. **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.
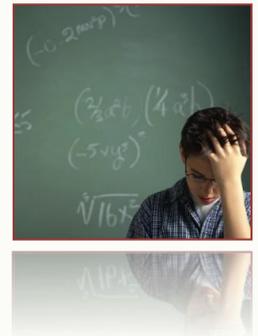
ACADEMIC SUPPORT

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:

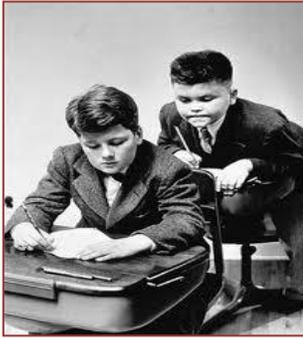   Monday-Thursday   9:00 AM – 5:00 PM

The Math Success Center is located in building 42 (the Academic Commons).

Since I do not have regular office hours during the summer session, the main way to get help from me is through the discussion board forums (so that everyone can benefit from the questions and answers). Questions of a personal and private nature, however, should be sent to me directly by email (at Stephen.Toner@vvc.edu) .

Sometimes you just need some online tutoring. I will make myself available via Google Hangout for math help a couple times per week, based on the demand. If many of you are requesting help, I will offer more times to be available; if most of you are mavericks who wish to go the course alone, and there aren't as many interested, I will schedule these optional chats less frequently. A few of the advantage of using Google Hangout is that we can converse via webcam, share desktops or surf the net together as needed.

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 06-24-13 (the start of the second week of class).