

**MATH 112 LA Mission College  
CLASS SYLLABUS Spring 2013**

**Course:** **Pre Algebra**  
Course # 0346; MW 10:40 a.m. – 12:05 p.m.; CMS 027

**Instructor:** Mrs. D Renee Butler  
Office: CMS-247  
Office Hours: Mon/Wed 9:45 – 10:30 a.m.  
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**Text:** ***Basic Mathematics with early integers***, by Charles P. McKeague.  
Buy new from our bookstore, comes with **xyz** access code

**Important Dates:** February 18 (school closed): Last day to drop WITHOUT a “W”  
May 3: Last day to drop WITH a “W”  
May 29: 10:00 a.m. – 12:00 p.m. FINAL EXAM

**Prerequisites:**

Math 105 with a grade of “C” or better, or appropriate skill level demonstrated through the Math assessment process, or by permit.

**Course Outline:**

This course will prepare you for Elementary Algebra. It is a review of arithmetic and an introduction to basic algebraic concepts. Topics include operations on the set of integers, fractions and decimals; algebraic expressions, solving equations, word problems involving integers, fractions and decimals; ratios, proportions and percents; and an introduction to geometry.

**Student Learning Outcomes:**

By the end of the course, the successful student will be able to:

1. Perform operations and simplify numerical and algebraic expression involving integer and rational numbers.
2. Write linear equations for word problems and solve.

**Calculators:** A scientific calculator is allowed after chapter 4. No graphing calculators, cell phones, IPODs, nor hand held computers nor borrowing calculators are allowed during in-class assessments.

**Homework: 10% of your grade**

Homework will be assigned through the online program xyz. The access code for xyz will be packaged with the new textbook sold in the Mission College bookstore. Students may purchase the access code for xyz homework separately online at [www.xyzhomework.com](http://www.xyzhomework.com). Please keep in mind that textbooks purchased online or at other bookstores may not include an access code. Students should work on their online assignments as each section is completed in class. There are due dates posted online for each HW and it is the students' responsibility to turn in the assignments by the due date. **No extensions will be granted.** All scores will be automatically transferred to the instructor after a student hits the submit button. Since the system does not grade each step of students' work, it is important that students write down their solving steps clearly in a HW notebook in order to identify the mistakes made. **Students are required to turn in this HW notebook on the day of the associated exam.** Points may be deducted if work is not shown in a clear and organized manner and labeled neatly indicating the section being worked on, and the problem number.

**Quizzes & Group work: 8% of your grade**

Quizzes will be given and NOT necessarily announced in advance. Group work will be done in class. Students will work in cooperative groups and be graded on the work assigned which usually covers material from the last few class sessions. *No make-ups will be given for quizzes or group work.*

**Tests & Quizzes: 52% of your grade**

All tests must be taken on the day assigned. THERE WILL BE NO MAKEUPS. If you have extenuating circumstances and know in advance that you will miss an exam, then it is possible to arrange to take it in advance, but only one rescheduled exam will be allowed. Missed exams will be scored as zero. However, one missed exam or your lowest exam grade will be replaced by the score you get on the final as long as this improves your grade. Tests are all closed book and closed notes. You must show all your work to earn full credit. No listening to iPods and no hats on during testing. No leaving the classroom during testing.

**Final Exam: 30% of your grade**

You are required to take the final exam to pass the class. The final is cumulative; it should be taken seriously and will require a good deal of dedication on your part in terms of study time. The final exam date and time for this class is Wednesday, May 29 at 10:00 a.m. – 12:00 p.m. There is no rescheduling or exception to the day and time of the final exam.

<b>Final Grade:</b>	<b>Homework</b>	<b>10%</b>	<b>Grade Calculation</b>	<b>A = 90 - 100%</b>
	<b>Quizzes &amp; GW</b>	<b>8%</b>		<b>B = 80 - 89%</b>
	<b>Tests</b>	<b>52%</b>		<b>C = 70 - 79%</b>
	<b>Final Exam</b>	<b>30%</b>		<b>D = 60 - 69%</b>
				<b>F = 0 - 59%</b>

*Boarder line grades will be determined by attendance, participation and level of improvement on the final.*

**Attendance:**

You are expected to attend class regularly, arrive on time and stay for the entire class period. Good attendance shows me that you are putting forth effort. If you need to leave early, please let me know ahead of time. If you miss a class session, you are responsible for the material covered and the assignments for that session. It would be in your best interest to get class notes from another student but you do NOT need to let me know that you are going to be absent if there are no tests scheduled for that day.

**(Remember, quizzes, group work and tests cannot be made up.)**

**The best way to contact me is by email:** [butlerdr@lamission.edu](mailto:butlerdr@lamission.edu)

***Please note: In the subject area, type the name of this class: Math 112, and your name, or else I will not open the email.***

It is the student's responsibility to manage his or her academic workload. Should a student decide to stop attending class it is their responsibility to drop the class. All students appearing on the grade roster will receive a grade regardless of whether they are attending classes or not.

Attendance is very important in a sequential course such as mathematics. To understand each topic, students need to know what came before. I encourage you to read the book before each class session. Your book contains study tips, and chapter summaries and reviews. Should class be cancelled, please read the material scheduled for that session and attempt the homework.

**Classroom Behavior:**

Please limit your talking to discussions with the instructor. Talking to the person next to you disturbs the whole class. The appropriate behavior for this class is in the "Standards of Student Conduct" which has been set forth in the Student Code of Conduct printed in the college schedule of classes and/or the college catalog. No electronic devices are allowed during class. This includes, but is not limited to, cell phones, PDAs, MP3 players, I-pods, laptops, cameras, or video and/or audio recording devices. All cell phones, pagers, and electronic devices are to be turned off. Thank you.

**Academic Honesty:**

Honesty and integrity are integral components of the academic process. The "Student Academic Integrity Policy Statement" can be found in the college schedule of classes and/or the college catalog. Any evidence of academic dishonesty on an exam will result in a zero for that exam **and** it will not be your lowest exam grade that gets dropped. The zero **will be** factored into your grade. The event will be reported to the Math Department Chair who will forward the report to the VP of student services for disciplinary action which may include suspension or expulsion. Note this policy applies to all parties involved including any person or persons whose work was copied

## Tutoring

Form a study group with those in class. See me during my office hours or email me if you have questions. **Free tutoring is available in the LRC 215, on the main campus, from 11 am – 7 pm.** Make use of other services that you may be eligible for here at LA Mission College. Also, video solutions for problems from each section are available through the xyz homework online system and through **mathtv.com**.

To be successful in this and any math class, expect to spend at least two hours to three hours for every hour in class. The majority of the learning that you do in college courses takes place outside of class. What you get out of this class is a function of what you put into it. Mathematics is not a spectator sport. You have to put in the work to see the results!

**Problem Solving.** If you don't see a way to tackle a problem after 10–20 minutes or so, go to the next one and come back to it later (the next day, if possible). If this doesn't work, then get help. Bring your attempted solution to your helper (tutor, instructor, etc.); do *not* arrive with a blank sheet of paper (or with no paper at all!) At the very least, draw a completely labeled diagram and/or list the known and unknown quantities.

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"If you think you can or think you can't, you're right." —Henry Ford

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## Success Tips:

1. **Attend class--** Choose to attend all class periods on time and don't leave early. If you are absent on a day that a quiz is given, you lose the points for that quiz. Also, knowledge in any math class is extremely cumulative. What you miss one day will continue to hurt you throughout the rest of the course.
2. **Pay attention--** Pay attention in class, participate in class discussions, and ask questions. The instructor regularly gives away tips for exams and quizzes, so make sure you take note of them.
3. **Do all homework--** Do or attempt all homework not for the sake of just doing it, but trying to understand the concepts, learning them in the process. "Practice makes perfect" applies not only to music and sports, but also in mathematics. Be sure to schedule sufficient time to complete your assigned tasks before the next class period.
4. **Get help--** Know how to get help if you need it. Consult instructor during posted office hours. These hours are for you to visit me and ask questions and express any concerns you have. Use the resources available to you for free (especially the Tutoring Center which provides drop-in Math tutoring).
5. **Keep up with all work--** Getting behind will "snowball" on you very rapidly. Do your homework on a daily basis.
6. **Study math everyday--** Don't leave all the work until the weekend. No one can "digest" so much math all at once, no matter how much time you spend trying. Math is best studied in bite-sized, digestible pieces. That means studying a few hours every day.
7. **Read the text--** Reading your math text should be done slowly and carefully... it doesn't read like a novel or a magazine. It is important that you learn the language of math; you cannot succeed in any math course without learning to express yourself in that language. Only by reading your text carefully and regularly can you learn it. Also, make sure to check the additional resources available at the beginning or the end of the textbook
8. **Get Organized--** Organize your class materials, including homework assignments, graded quizzes and tests, notes and any worked out review problems. These items will make valuable references when studying for upcoming tests and the final exam.

9. **Find other students to study with.** Group work can be very productive, and is very much encouraged. You'll be given opportunity to work in a group so exchange email and phone numbers with a couple of students in the class.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

10. **Strive for understanding not just remote memory.** Understanding greatly enhances your ability to comprehend later material. Memory is unreliable, and temporary. Understanding is intense, never lost...and exciting!

**To succeed in this class:**

- Do the homework. Learning math takes practice and there is no better practice than working through the assigned problems.
- Ask questions. Feel free to ask questions during the lectures, especially when you are struggling.
- Read the book. It will answer a lot of your questions and help you understand the lectures better.
- Think positive. Do not get discouraged. Anyone can learn math. For some people, it takes a lot more hard work. You can do it!

**Resources Available to Students at LA Mission College:**

- **Bookstore:** For hours of operation, book availability, buybacks, and other information call (818) 364-7798 or 364-7768 or visit: <http://www.lamissionbookstore.com/>
- **Counseling Department:** For appointments and information call (818) 364-7655 or visit <http://www.lamission.edu/counseling/>
- **Disabled Students Programs and Services:** For appointments and information call (818) 364-7732 or visit <http://www.lamission.edu/dsps/>
- **Extended Opportunity Programs and Services:** For appointments and information call (818) 364-7645 or visit <http://www.lamission.edu/eops/>
- **Financial Aid:** For information and applications call (818) 364-7648 or visit <http://www.lamission.edu/financialaid/>
- **Library:** For information on library hours, resources, workshops, and other services contact (818) 364-7105 or 364-7106 or <http://www.lamission.edu/library/>
- **Tutoring Services in Learning Center:** Laboratories for Learning, Writing, Math & Science.  
Walk-in and appointment services offered. Call (818) 364-7754 or visit <http://www.lamission.edu/learningcenter/>
- **Math Center:** Free Math tutoring, computer and internet access. Call (818) 364-7811 or visit <http://www.lamission.edu/mathcenter/>

For any other questions/concerns that arise throughout the semester, please feel free to get in touch with me, and I will try to guide you to the appropriate place.

**Math 112**  
**Mrs. Renee Butler**

**Tentative Schedule**  
**Beginning Algebra**

**Spring 2013**  
**Section # 0346**

Syllabus Continued: Tests may be rescheduled, announced in advance. The final cannot be rescheduled. Students who are absent for 1/3 of the days we meet will be automatically dropped from the class.

<b>Week</b>	<b>Date</b>	<b>Monday</b>	<b>Wednesday</b>
1	Feb 4 / Feb 6	R.1 – R.4	R.5 – R.7
2	Feb 11 / Feb 13	1.1, 1.2, 1.3	1.4, 1.5, 1.6.
3	Feb 18 / Feb 20	<i>Holiday – Presidents Day</i>	<b>Test #1 on Ch R&amp;1</b>
4	Feb 25 / Feb 27	2.1, 2.2	2.3, 2.4
5	Mar 4 / Mar 6	3.1, 3.2	3.3, 3.4
6	Mar 11 / Mar 13	<b>Test #2 on Ch 2&amp;3</b>	4.1, 4.2
7	Mar 18 / Mar 20	4.3, 4.4	4.5, 4.6
8	Mar 25 / Mar 27	5.1, 5.2	<b>Quiz on Ch 4</b> 5.4
	Apr 1 / Apr 3	<i>Spring Break</i>	<i>Spring Break</i>
9	Apr 8 / Apr 10	5.5, 5.6	<b>Test #3 on Ch 4&amp;5</b>
10	Apr 15 / Apr 17	6.1, 6.2, 6.3	6.4, 6.5
11	Apr 22 / Apr 24	6.6, 7.1	7.2, 7.3
12	Apr 29 / May 1	<b>Test #4 on Ch 6&amp;7</b>	8.1, 8.2
13	May 6 /May 8	8.3, 8.4	9.1, 9.2
14	May 13 / May 15	9.3, 9.4	9.5, 9.6
15	May 20 / May 22	<b>Test #5 on Ch 8&amp;9</b>	Final Review
16	May 27 / May 29	<i>Holiday – Memorial Day</i>	<b>Final Exam</b> <b>10:00 a.m. – 12:00 p.m.</b>

# xyz homework ~ Getting Started Guide for Students

Before you begin, make sure you have the following:

- Course ID Provided by your instructor
- Student Access Code Free with purchase of a new XYZ textbook. Each code may only be used by one person. You will be asked to provide your code when you create your account. Once your code is verified, you will not be asked for it again.

This guide provides easy-to-follow steps for registering as a new student, enrolling in a new class, and taking an assessment on XYZ Homework. For more information and assistance, consult [www.xyzhomework.com/support](http://www.xyzhomework.com/support).

## Register as a New Student

Step 1 Click the Register as a New Student button.

Step 2 Enter the required fields, which includes your Student Access Code.

Step 3 Click the box beside the Terms of Use link.

Step 4 Click Register.

Step 5 The system will take you back to the home page where you can log in with your new username and password.

## Enroll in a New Class

Step 1 Log in with your username and password on the home page.

Step 2 Click Enroll in a New Class.

Step 3 Enter the Course ID provided by your instructor.

Step 4 Click Enroll Now.

Step 5 The course name will now show up under Courses You're Taking.

Step 6 Click on the course name to access your class.

## Take an Assessment (all homework assignments are called "assessments")

Step 1 Click on the assigned block (e.g., chapter or section name) to expand and access your assessments.

Step 2 Click on an assessment title.

Step 3 Your assessment will appear in one of three ways (set by your instructor):

- Full Assessment: You may see all the questions at once.
- One at a time: You may have to answer one question before proceeding to the next.
- Full Assessment, submit one at a time: All questions will display on the left of your screen, but only one question is available to answer at a time. You can skip around between questions by clicking on each link.

Step 4 Answer each question by entering the correct information and then click Submit. The system will display your score for each part of the question answered.

Step 5 Click Next Question to continue.

## Navigate the Course Page

- Complete assessments assigned by your instructor.
- Access messages and forums to communicate with your classmates and instructor.
- Access the course calendar to keep track of assessment dates.
- Access the gradebook to keep track of your assessment scores.
- Contact XYZ Homework Support, or click on the Help link for further assistance.

The above Getting Started Guide can be found at this webpage:

[http://www.xyzhomework.com/media/xyzhomework\\_getting\\_started\\_guide\\_student.pdf](http://www.xyzhomework.com/media/xyzhomework_getting_started_guide_student.pdf)