

Los Angeles
Mission College

Mathematics 112 Pre-Algebra
Section 3219 T TH 7:00 – 8:25 PM

Fall 2012
CSB 110

Instructor: **Kevin Windsor**

Office Location: **FH 101D** (Los Angeles City College, 855 N. Vermont Avenue, Los Angeles, CA 90029)

Office Phone: (323) 953-4000 **x2814**

Office Hours: **MTWTh 6:50 – 7:30 am, 10:15 – 10:30 am, MW 12:00 – 1:00 pm**

Email: windsor.lamcmath@me.com

Class Website: faculty.lacitycollege.edu/windsor/public_html

Textbook: Prealgebra, Martin-Gay, Sixth Edition
MyMathLab access code.

MyMathLab Course ID: **windsor65935** (www.mymathlab.com)

Prerequisite

Math 105 with grade of 'C' or better, or appropriate skill level demonstrated through the Mathematics assessment process.

Course Description

This course bridges the gap between arithmetic and algebra. Topics include a review of arithmetic and an introduction to fundamental algebraic concepts.

Student Learning Outcomes

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

Email Requirement

Have a valid email address for use with MyMathLab (MML). Check your email regularly as correspondence will be made through this email address.

LAMC Student ID Card Requirement

Have a valid Student ID Card issued by LAMC. Present your Student ID Card each day when attendance is taken. Cards are issued in the Business Office with a receipt of your class schedule. Your fees do not have to be paid for the school to issue you a Student ID Card. The cost of your first Student ID Card is free. It will cost \$5.00 for any replacement.

Attendance

This course has two class sessions per week. Attendance at all class sessions is required.

Please arrive to class on time. If you are not in your seat at the beginning of class, you will be marked tardy. If you are not in your seat within the first 15 minutes of class, you will be marked absent. Four tardies will count as one absence. Two absences will make you eligible to be dropped from the class by the instructor. The instructor may drop you from the class on your third or fourth absence. On your fifth absence, you will be dropped from the class if the instructor has not already dropped you from the class.

If you leave before the end of class and within 15 minutes of class ending, you may be marked with a tardy. (Yes, you can be marked tardy twice during one class session.) If you leave before the end of class and before 15 minutes of class ending, you may be marked absent. (No, you cannot be marked absent more than once in one class session.)

You may withdraw from the class up to Friday of the 12th week of the semester. After that, you will remain on the class roster and receive a letter grade for the class.

Class Participation

Prepare for every class by watching video and/or taking notes.

Notes for every lesson are on the class website. To take class notes, get on the Internet, go to the class website, and click on "(Class Notes)". Select the appropriate class notes file. A pdf file should appear.

It is to your advantage to write out the class notes. Write the notes and examples out using different color pens for emphasis. Use 8½" by 11" paper with the Note Template format. You can write the notes and examples exactly as you see them or in your own style.

Videos for every lesson are on the MyMathLab (MML) website. To watch a video lesson, login to MML and select Homework and Tests. You will find the video lessons in the Homework section. They are grouped by chapter and should be available all semester long. You are also encouraged to take notes from the video lessons.

Continue taking notes in class as the lesson is given and more examples are presented. All notes are kept in your 1½" binder. Keep them organized by date in a **Notes** section.

Class time.

You start class at your desk by trying some exercises from previous lessons (Review). Work with the other students near you to finish these exercises. Have your class notes out so you can refer to the previous lessons. During this time I take attendance.

Please have your LAMC Student ID out or write your name on a piece of paper.

The lesson follows the review. I present the lesson, demonstrate more examples, answer any questions, and do my best to fill in any knowledge gaps. For those classes that are using a workbook, we will practice the lesson by working on exercises from the workbook. Bring your notebook, workbook, and supplies to class every day.

Homework (10% of Grade)

Become a master of all the objectives this course asks you to learn by trying each exercise in every homework assignment. You are expected to spend at least two hours outside of class for each hour of class time.

Homework Format

Homework is found on the Internet at the MML website. Each homework assignment corresponds with the section lesson.

Document the homework by working each exercise on paper using the HW Template format. Be sure to input the answers into MML.

Keep your homework papers in your 1½” binder. Organize the homework in a **Homework** section by “chapter.section”.

Homework Logistics

Each homework assignment is available for at least 5 days.

Some homework assignments become available the day before the lesson. You are encouraged to take the class notes and start on the homework the day before the lesson.

Homework assignments are to be completed by 11:59 pm three/four days after the lesson. All homework due dates are listed on the MML website.

Quizzes and Practice for Tests (PfT) (10% of Grade)

The quizzes give you more practice with the objectives taught during the week. The quizzes also give you practice on questions without knowing if the answers are correct. In other words, taking a quiz is test-taking training. The PfT's are designed for you to practice questions from the lessons that may appear on the test.

Quiz and PfT Format

Quizzes and PfT's are found on the Internet at the MML website. Each quiz corresponds with two, three, or four of the lessons taught during the week. Each PfT corresponds with the lessons that will appear on the test.

Document the quizzes and PfT's by working each exercise on paper using the QUIZ Template format. Be sure to input the answers into MML.

Do not work more than 6 quiz exercises on a single page. Keep your quiz and PfT's papers in your 1½” binder. Organize the quizzes and PfT's in a **Quiz/PfT** section by “quiz number.attempt” or “PfT number.attempt”.

Quiz and PfT Logistics

Each quiz/PfT' is available for at least 5 days. For most testing cycles, there is a quiz for the 1st week and a PfT for the 2nd week. Each quiz contains ≤ 12 questions and each PfT contains ≤ 32 questions.

Attempt each quiz/PfT after you do all homework corresponding to that quiz/PfT. After your first attempt, review the quiz/PfT questions that were marked with a red **x**. Use the “Help Me Solve This” or “View an Example” button for tutoring. You may then retake each quiz/PfT two more times to improve your score.

Most Quizzes and PfT's may be taken/retaken until 5:00 pm the following Tuesday. All quiz/PfT due dates are listed on the MML website.

Tests (55% of Grade)

There are 6 chapter tests during the semester. **There are no makeup tests.** Consult the Calendar for test dates.

Test Format

Test questions are worked in a **SMALL BLUE BOOK** (or **SMALL GREEN BOOK**).

Your instructor will ask for your SMALL BLUE (or GREEN) BOOK at the class meeting before the test date. Please have it prepared before class. Penalty: -5 points.

Write the following on the FRONT COVER of your small blue book:

Test Name (i.e. Test 1. See Calendar for test names. Write test name near top left.)

Your Name

Subject (Math 112)

Penalty: -10 points for turning in a blue book with the front page incomplete and/or pages not labeled correctly.

Section Number (3319)

Instructor's Name (Windsor)

Date of Test (See calendar for test dates.)

Grade _____ % (i.e. 83%, Fill in the number following completion of the test.)

Label the pages. Label page 1 with **Q1** (Question 1). Label the back of page 1 with **Q2**. Continue labeling the front and back of each page **Q3/Q4, Q5/Q6, ... , up to Q15/Q16**. There will be no more than 16 questions on a test. There may be less than 16 questions.

Test Logistics

Have your calculator, pencils, erasers, and other supplies ready the night before the test. Show up to the "testing room" early on test day. Have last minute conversations with your classmates until you are allowed to enter the room.

Write each test question in the blue book on the appropriate page. (For word problems, paraphrase the problem, write down the important information, and/or set up a table.)

Work each test question in the blue book showing all necessary steps.

Draw a box around the final answer for each question.

Graphs should be drawn in the blue book as well as on MyMathLab. Have several 4"x4" graph squares cut out and ready for such questions. Use a glue stick to attach the graph square to the page.

For tests taken on MyMathLab, input each answer into the computer.

Use the entire class time to work on the test questions. If you finish early, rework test questions and/or check answers for possible errors.

For tests taken on MyMathLab, double check each answer you type into the computer. MML will grade mistyped answers the same as an incorrect answer, **zero points**. Homework and quizzes you do on MML will give you plenty of practice inputting answers.

Review Your Test for Partial Credit

Review your test after class is over on test day. Correct answers are shown. Holding your cursor over the correct answer shows what you typed in. Make a note of any questions that were marked with a red x where the correct answer looks similar to what you typed in. Visit me during my office hours or email me with this information. I will determine if you deserve partial credit. **You have the 3 days after the test to potentially earn some partial credit.**

Final Examination (25% of Grade)

The final examination is comprehensive. Consult the class Calendar for the date and time of your final examination. A “Practice Final Exam” will be available the last week of class. The final examination will be made up of questions from this practice test.

Grade

Your grade will be determined on a percentage basis of MyMathLab (MML) Homework, MML Quizzes and PFT's, five (out of six) tests, and one final examination. **There are no makeup tests.** If you miss a test, a grade of zero will be given. Your lowest test score will be dropped.

Grading Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Grading Basis

Homework	10%
Quizzes	10%
Tests	55%
Final Exam	25%
TOTAL	100%

Calculator

Starting the day after Test 4, you may use a stand-alone scientific calculator for homework, quizzes, and tests. Calculators like the Sharp EL-531, 535, 516, Casio FX-115, 300, and TI-30, 34 are examples of a stand-alone scientific calculator.

No graphing calculators, cell phone calculators, or other types of calculator that do not fit the description of a stand-alone scientific calculator may be used.

Cell Phones, Computers, Music Players, Electronic Games, etc. are BANNED from the classroom. If you have any of these in your possession, turn them off and keep them out of sight. You may be asked to leave the class for any infraction and will be marked absent or tardy accordingly.
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Help

- Ask your instructor and/or classmates questions before, during, and after class.
- Make regular visits to the Math Center in the Campus Center basement for tutoring.
- Form a study group with classmates and meet several times a week and on weekends.

Please do not hesitate to contact me if you have any difficulties or if you are going to miss a class meeting. Use the Calendar to keep track of class events.

Students with a verified disability who may need a reasonable accommodation(s) for this class are encouraged to notify the instructor and contact the Disabled Student Programs and Services (INST 1018, 818/364-7732) as soon as possible. All information will remain confidential.

Admissions Drop Date Information

Effective Fall 2012, the deadline to drop without a "W" is the last day of Week 2.

Why is this important? New rules have become active in the State of California. A "W" grade now counts as one of your 3 attempts for this class.

This semester the last day to drop **in person** is **Friday, September 7, 2012**. The last day to drop **online** is **Sunday, September 9, 2012**.

If you must drop a course, drop before the specified deadline for dropping a class without a grade of "W." Dropping *after* Week 2 will result in a "W" on your transcript. **Effective Fall 2012** students will only have 3 attempts to pass a class. If a student gets a "W" or grade of "D", "F", "I", or "NP" in a class, that will count as an attempt.

A student's past record of course attempts district wide will also be considered. Therefore, before the end of Week 2 you should carefully consider if you can reasonably manage this course with the other factors in your life (e.g. work, family, course load).

If you think you will not be able to complete this course with a C or better, drop by Sunday, September 9th. If you have any questions, please don't hesitate to talk to me.

Supplies

Bring your book, binder, and all necessary supplies to class each session.

Textbook: Prealgebra, Martin-Gay, Sixth Edition
MyMathLab access code.

MyMathLab Access Code (This is different than the Course ID listed on the first page): If you buy a new book at the LAMC bookstore, a MyMathLab access code is packaged free. Otherwise you can purchase an access code separately in the LAMC bookstore or online at www.mymathlab.com.

Other Supplies

7 SMALL Blue (or Green) Books (for chapter tests and the final examination)

1½" three ring binder (to hold calendar, syllabus, notes, homework, quizzes, etc.)
(1" or 2" three ring binders are also acceptable.)

8½" by 11" college ruled paper (Make sure it's the correct size.)

8½" by 11" graph paper (To make 4" x 4" graph squares.)

Expo® Chisel Tip Dry-Erase Markers (4-pack)

Eraser(s)

Glue Stick

Highlighters (Yellow and one other color)

Pens (different colors)

Pencil(s)

Ruler

Scientific Calculator (After Test 4. See [Calculator](#) section of this syllabus.)

Stapler