

Math 30 Prealgebra

Instructor: LeLe Trieu

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***Best way to contact me**

Class Meeting Times: MWF 10:30-12:00 pm

Course Code: 31666

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Office Hours:

MW 3:30 – 4:20 p.m.

TTh 3:30 – 4:45 p.m. and by appointment

Required Text/Material: *Prealgebra, 3rd Edition*, by Tobey and Slater

(ISBN-10: 013148298X/ISBN-13: 9780131482982)

AND

MyMathLab access code (The code can be purchased from our bookstore OR at www.coursecompass.com)

Course ID: **trieu52236**

Prerequisites: C or better in Math 20 or eligibility as determined by assessment process. You have until **Wednesday, September 2** to bring in documentation, such as unofficial transcripts, showing you've met the prerequisites. If you have not provided proof of prerequisite at that point, you will be dropped. Please note that self-assessments from ARC (or any other school) are not accepted. I already have documentation for many of you. Please check with me to see if you're on my list.

Please activate (if you haven't already) your IMail account as I may email announcements, updates, etc. via email.

Catalog Description: This course emphasizes fundamental operations on integers and decimals as well as in geometric figures, measurement, and algebra. Topics include: fractions, decimals, signed numbers, properties of exponents, scientific notation, conversions, metric system, square and cube roots, formula evaluation, solving equations, ratios, proportions, algebraic manipulations, descriptive statistics, rectangular coordinate system, and elementary calculator use. *It is highly recommended that you see a counselor as part of your college planning.*

Please Note: Being that this is a 5 unit course, expect to spend **a MINIMUM of 10 hours** of homework/study time outside of lecture.

Learning Outcomes and Objectives: Upon completion of this course, you should be able to demonstrate the following skills and apply them to a variety of problems:

- ☺ compute with accuracy problems involving the basic operations of arithmetic (addition, subtraction, multiplication, division, exponents, order of operations) on signed numbers
- ☺ simplify expressions involving variables by adding, subtracting, multiplying, dividing, or reducing
- ☺ demonstrate accurate use of the properties of real numbers and the exponent rules in addition, subtraction, and multiplication of polynomials and in multiplication and division of numbers expressed in scientific notation
- ☺ solve linear equations in one variable involving signed numbers, fractions, and decimals; use formulas with more than one variable; find solutions to linear equations in two variables and plot these points on the two-dimensional coordinate system
- ☺ perform accurate computations involving geometric figures and measurement conversions

solve applied problems using signed numbers, variable expressions, scientific notation, equations, geometric formulas, measurement conversions, proportions, and percent

Attendance and Classroom Expectations: Attendance is crucial for success in this course and will be taken daily. If you miss class, ask a classmate, a tutor, or myself to get caught up immediately. Also, *it is your responsibility* to obtain lecture notes, handouts, announcement information (such as exam date changes), etc. Although the instructor reserves the right to drop a student who misses 3 class meetings, it is your responsibility to officially drop this class if you wish to withdraw. Failure to do so may result in a failing grade.

Please follow guidelines of good behavior. You should act like you are in an institution of higher learning. You are expected to behave in a courteous manner both toward your classmates and me at all times. Profanity is unacceptable. If you must enter or leave the classroom at any time during class, please do so without disrupting the rest of the class. I do not allow any electronic devices such as cellular phones (please turn them off), pagers, ipods, laptops, headsets, etc. in the classroom. If you are behaving in a manner that inhibits me from teaching or anyone around you from learning, you will be asked to leave.

If your cell phone rings during class you may be asked to leave. ***If you answer the phone, your highest test during the semester will be recorded as a zero.***

If you use your cell phone during class (e.g. texting), ***10 points will be deducted from your highest exam score.***

If you use your cell phone or any electronic device during an exam, ***your highest test during the semester will be recorded as a zero.***

Homework: Homework will be assigned each class day and collected every Monday. I will accept homework ONE class meeting late (with a 20% penalty) but NO homework will be accepted thereafter. NO EXCEPTIONS. The lowest homework score will be dropped.

Both graded and non-graded homework will be assigned. Non-graded problems will assigned from the textbook whereas graded problems will be completed via MyMathLab.

Homework Format (for non-graded problems):

- ☺ Write the section and assigned problems at the top of the page
- ☺ Number every problem
- ☺ Staple all pages together IN ORDER
- ☺ If you use spiral notebook paper, please tear the edges

Failure to follow these directions will result in a minimum of a 20% penalty.

You may work with others; in fact, I encourage it, but turn in your *own* work. I highly recommend that you work through examples in the book, especially if you get stuck on the homework. By doing so, you're basically learning how to teach yourself, which is a valuable skill.

Comment Codes (points will be deducted for reasons below)

S = no staple E = edges of paper not torn O = sections of hw out of order TL = hw is too late

N = first and/or last name not clearly printed L = hw sections not clearly labeled

Inc = assignment is incomplete P = used pen instead of pencil W = hw turned into wrong pile

Quizzes and Exams: Quizzes (both announced and unannounced) will be given throughout the semester to check your progress. NO make-up quizzes will be given for any reason but I will drop the lowest quiz score for the semester.

There will be 5 exams *tentatively* scheduled for:

Monday, Sept 14

Friday, Oct 2

Friday, Oct 23

Monday, Nov 16

Friday, Dec 4

Use pencil (or erasable pen) on exams. CALCULATORS ARE NOT ALLOWED ON EXAMS. Make-up exams are NOT allowed – NO EXCEPTIONS. However, if you miss a test day AND your homework average is at least 75% at the end of the semester, your final exam score will replace your lowest exam score (if it helps you). It is in your best interest to make every effort to take exams on the scheduled days. The final is comprehensive and is scheduled for **Wednesday, December 16 from 10:00 – 11:50 a.m.**

If you need any accommodations due to a disability or special need, please let me know. Call (916) 608-6611 for information.

Note: SK means “see key”.

Academic Integrity: Cheating will be punished swiftly and severely. If you are caught cheating on an exam, you will receive a zero on the exam and will lose all extra credit opportunities. I will complete paperwork to ensure that there is a record of your dishonesty.

When you are taking a test it is your job to cover your work so that no one else can see what you are doing. Keep your eyes on your own paper and make it abundantly clear to me that you are working alone. I may assign seating during tests or ask you to change seats during exams. During an exam, you should not speak to anyone other than me. You may not have any materials other than a pencil and scratch paper on your desk. All notes and electronic devices are prohibited.

Grading:

Homework/In-Class Assignments	15%
Quizzes	15%
Exams	50%
Final	20%

The standard grading scale will be used:

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
Less than 60%	F

NOTE: It is **highly recommended** that you save EVERYTHING – homework, exams, quizzes, etc. This is for your protection.

Resources/Tips for Success: The best resources for any student are classmates. Make a point of meeting a few people in class and exchanging phone numbers or e-mail. They can help you fill in a missing point in your notes, compare homework, study with you for tests, and tell you what you missed if you were absent.

As with any class, you should attend every meeting, take detailed notes and read over them regularly, ask questions in class, etc. A great way to study for a math test that many tend to underestimate is simply working out lots of math problems. When studying for a test, you should re-do the homework problems and work through study guide and chapter review problems *without* your notes, book, etc. to simulate the test.

There is also free tutoring. (The schedule is posted around campus.) Additionally, I am available for assistance, both during my office hours and by appointment if my office hours are not convenient for you. I am here to help! ☺

Early Alert is a program designed to identify students in need of support and inform them of resources available to aid their college success. Counseling, tutoring, and workshops are among the services available to improve chances of success in the classroom. I may refer students to Early Alert but please let me know if you'd rather not participate in the program.

How to Succeed: This class is extremely fast-paced and many students find themselves quickly overwhelmed.

- ☺ You should plan to spend at least **2** hours out of class studying for every hour in class in order to pass this class. It is extremely difficult to overcome a bad start so I encourage you to set good study habits the first few weeks of the semester.
- ☺ Take the time to read the section(s) we're covering in class that day before you come to lecture. It will seem confusing at first but it will make class time much more productive for you.
- ☺ Do the homework right away. You should always have the homework done before the next class period. Skipping even one day's homework will make it hard to catch up. Put aside time to study for this class every day. If you have a question/problem on homework, take care of it right away...call a classmate, find a tutor, or come see me, but don't let your questions go unanswered!
- ☺ Start studying for exams about a week ahead of time, setting a schedule for yourself so that you don't cram. If you come to class prepared every session, take the time to do your homework well, and are proactive about getting help, you'll be well on your way to success in Math 30.

Important Dates:

Sept 6 th	Last day to enroll
Sept 4 th	Last day to drop and receive a refund
Sept 19 th	Last day to drop without a notation on your record
Nov 17 th	Last day to drop with a "W" grade
Sept 18 th	Last day to petition for credit/no credit grading
Dec 16th	Final 10:00 – 11:50 a.m.

Extra Credit: I may periodically give extra credit options in the form of a homework assignment, on exams, etc. Please note that extra credit is NOT designed to change a failing grade to a passing grade.

For extra credit, handwrite the following: "I have read and understand, in its entirety, the information and policies found in my Math 30 course syllabus." Next, sign and turn it into me within the first week of class.

Note: This syllabus is tentative and subject to change. It is also not negotiable.