SYLLABUS

Course: Math 60
Prealgebra (4 units)

Prerequisite: Completion of Math 50 or eligibility for Math 60 (AVC assessment)

Advisory: Eligibility for English 099 or eligibility for college level reading.

Instructor: Jim Disbrow    phone: 661-276-5329 (daytime - leave message)
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Textbook: Prealgebra 2nd Edition by Hutchison

Classroom: Course # CRN 34748    Room ME 108  T, R  4:45pm - 6:50pm

Content: This course will introduce the language of algebra to students with little or no knowledge of algebra. Students will learn about the real numbers system in general, algebraic expressions and polynomials, and how to solve first degree evaluations. Previous topics discussed in arithmetic such as fractions, ratio, and proportions, decimals and percents will be reviewed.

Attendance: Regular attendance and consistent study are the two factors which contribute most to success in college work. A college student is expected to attend all sessions of the classes in which he/she is enrolled. Failure to attend class can result in a drop or dismissal from class. Students are to attend class regularly. Being late and/or leaving class early is rude and disruptive. Each such incident counts as one-half absence. Excessive absences (more than 4) may likely result in a drop for non-attendance. **If you miss two class meetings within the first 3 scheduled class meetings and do not notify the instructor, you will be dropped** if there are other people trying to crash the class. If you decide to stop attending class, it is your responsibility to formally withdraw from this class, before the final drop date. Do not assume that I will do it for you.

Homework: Depending on the material covered, we will cover up to 3 or even 4 sections a class period. Homework is expected to be done for every class period. You **must read** the sections carefully and then try the exercises. Complete the daily assignment for each section after you have heard the lecture on that section and before the next lecture. I realize that this is not always possible, but it should always be done within 2 class periods (one week). Be prepared! It is easy to get behind. Don’t let this happen. To learn mathematics, it is extremely important that you do lots of problems. This text book has lots of problems. Tutors are available in Learning Center for extra help. When homework is collected it will be graded on the amount of problems truly attempted, and it will be collected at the beginning of class before questions.

Quizzes: Usually, there will be a quiz each week. There are no make-ups for quizzes; instead two quiz scores will be dropped. Quizzes are based on fairly recent material; for example, Quiz 6 is based on material seen after Quiz 5. The quizzes will have problems just like the homework. If you do the homework, and understand it, you should have no problems on the quizzes. This is how I tell if you did your
homework. Plus I need something to compute your grades with at the end of the semester. Quizzes will be given at the beginning of the class period.

**Tests**

We will have two midterms (in class tests) and a final exam this semester. If you are unable to take a test at the time it is scheduled, you are then graded using only the remaining test, quizzes/hw, and the final. The average grade you get on the quizzes will be the grade given to you for the test you missed. That is, if you miss one test, you will receive your average grade of all the quizzes on that test. This will be allowed only once. If you miss another test, you will receive a zero (0) on that test and will be dropped from the course for non-participation. NO MAKE-UP TEST will be given after the class takes a test. A test taken early (before the rest of the class) will NOT be considered a make-up. However, arrangements must be made well in advance. The final exam is mandatory. You cannot pass the course without taking the final exam.

**Grading and Evaluation Procedure:**

Please note that the developmental mathematics courses (e.g., MATH 060) is graded using a Credit/No Credit designation. Credit indicates the student has demonstrated C or better work. I will **not** be assessing letter grades to this course. The developmental courses can not be used in the computation of the GPA and to become compliant with Ed Code, we can only grant Credit/No Credit. Credit can only be equivalent to "C" or better level work. In order to receive credit for this course, your grade will be evaluated as follows:

- Homework and Quizzes: 30% homework and quizzes will be averaged to 100%
- Test1: 20% each test is based on 100%
- Test2: 20%
- Final Exam: 30% the final is based on 100%

Suppose you receive an average of 86% on your hw/quizzes and your receive a 85% on the first test, a 78% on your second test and a 89% on the final exam. Then your grade is computed as follows:

\[
30\% (86) + 20\% (85) + 20\% (78) + 30\% (89) = \\
25.8 + 17 + 15.6 + 26.7 = 85.1
\]

**You must have a minimum of 70 to get credit for this course.**

Again, no make-up exams will be considered without prior notification. If more than one exam is missed, you will be dropped for non-participation. Students are responsible for all announcements made in class, regardless of their presence. **During tests wandering eyes or cheating by other methods will not be tolerated!**

**Calculator**

Calculators **may** be used on all tests and quizzes. You do not need an expensive calculator, but one that you received for free will probably not suffice. I recommend something along the lines of the TI-36x Solar Calculator. Graphing calculators, while more expensive, may help give insight into the material in the sections on graphing. However, on tests or quizzes on graphing, you may not use a graphing calculator. **You may NOT use your cell phone as a calculator on any tests or quizzes.**
Withdrawal  The last day to drop a class without a **W** is March 6\textsuperscript{th}.  The last day to drop a class with a **W** is May 8\textsuperscript{th}.  Dropping a course is the student’s responsibility, not the instructor’s.  After this date, students who are failing earn a grade of “**F**” or “**NC**” even if they stop attending class.

Extra Help  Free tutoring for those with a student body I.D. card may be obtained through the Math Lab.  The hours the Math Lab and Tutoring Center are open and posted outside the door.

Study Time  On the average, you should spend a minimum of 2 hours outside of class for every hour spent in class.  That means a minimum of 8 hours a week for Math 60 outside of class.  This is a guideline.  Some students need more time, some will succeed with less.  Only you can decide how much time you need.

Classroom Courtesy

We are all adults.  This is a college classroom.  It will be taught like a college course.  In order to create a classroom environment to encourage learning, please observe the following courtesies:

1. Arrive on time and stay through the entire class.
2. You may leave your cell phones and pagers turned on in class for emergency reasons (please use the battery vibration option if you have it). If you wish to answer a call, please step outside of the classroom to answer your phone.  Under no circumstances should you talk on the phone during class.
3. Do not leave the classroom to make a phone call or for any other non-emergency.  Please ask those close to you to not call you during class time unless it is an emergency.  I will do the same.
4. Remove headphones.
5. Do not bring little children to class unless they are enrolled in the class.
6. If you are caught cheating you will be given an “**F**” or zero for the quiz or test.
7. Please observe the rules of courtesy that you learned in kindergarten.

Student Conduct:

The Student Code of Conduct, disciplinary procedure, and student due process can be found in the college catalog, student handbook, and the Office of the Dean of Student Affairs.  Charges of misconduct and disciplinary sanctions may be imposed upon those who violate these standards of conduct, or provisions of college regulations.

Accommodation of Disability:

a. Reasonable Accommodation  If you have a legally protected disability under the Americans with Disabilities Act (ADA) or California discrimination law, and you believe you need reasonable accommodation to participate fully in this class, please see me outside of class to discuss your needs.

b. Students with disabilities who need academic accommodations should discuss options with me during the first two weeks of class.