
INSTRUCTOR	Dr. Stanley M. Zoltek Office Phone: 703.993.1468 (If the outer door to my office is locked, call my cell phone.)	Research Hall room 366 Cell Phone: 703.651.2654	Email: szoltek@gmu.edu
OFFICE HOURS	Wednesday 4:30 pm – 6:30 pm and online via AIM(stanleyzoltek), Skype(stanleyzoltek)		
PREREQUISITE	You must have passed the Algebra I and Algebra II parts of the Math Placement Exam.		
TEXTBOOK	The textbook is <i>Precalculus: Concepts Through Functions: A Unit Circle Approach to Trigonometry</i> , 3 ^d edition, by Sullivan and Sullivan. The George Mason custom edition of the book is available in the bookstore. It comes packaged with a student access code for MyMathLab which we will be using extensively in this course. If you do not want a physical copy of the book you may purchase just the student access code for MyMathLab directly from the publisher when you create an account. The code comes with an interactive ebook so you will still have a book to read. (See the section, <i>MyMathLab</i> , below.)		
MATERIAL TO BE COVERED	Generally, textbook Chapters 4–7, including: Polynomials, Exponential and Logarithmic Functions, and Trigonometry. A comfortable working knowledge of virtually all Appendix A and Chapters 0–3 material is assumed. The demands of the course will require a serious time commitment—as much as six hours per week. You are encouraged to sign on to Blackboard multiple times throughout the week so that you do not get behind.		
COURSE DELIVERY	All course materials and activities will be available online. The lecture portion of this course will be delivered asynchronously using the following tools: <ul style="list-style-type: none">• PowerPoints and video lectures• Internet based activities and problem solving• Publisher provided videos and activities		
E-MAIL	Since this is an online course email is one of our primary sources for communication. I will frequently send announcements through email. Make sure that you activate and check your GMU email account regularly. Please put Math 104 in the subject field anytime you send me an email. If you want to discuss your grade via email, it <i>must</i> be done using your GMU email account.		
BLACKBOARD	We will be using Blackboard 9.1 in this class to post class announcements, access streaming video lectures, view grades and access other important information pertaining to the class. You can access our course on Blackboard by going to mymason.gmu.edu and logging in using your NetID and password. Your NetID (which is also your email username) can be activated at http://password.gmu.edu		
MYMATHLAB	We will be using the online learning/tutorial system MyMathLab to access the courses's ebook, quizzes, and homework. Register for MyMathLab by Friday, September 1. For detailed registration instructions and a course overview login at mymason.gmu.edu and select our Math 104 course Blackboard site. Then select the tab "Getting Started." Next: <ol style="list-style-type: none">1. click on "Read me first" and read a short overview of the course2. click on the link to the video "Registering for myMathLab"		

¹Last updated August 28, 2017

3. click on the link to the video "Working in MyMathLab"
4. click on the link to the video "An Introduction to Piazza"
5. click on and complete the "Syllabus Quiz" (Repeat the quiz until you answer all the questions correctly.)

PIAZZA We will be using the online Q&A platform Piazza for the class participation portion of this course.

CALCULATORS Because this course is designed as preparation for the Calculus 113–114 sequence, one of its primary goals is to help students acquire competence with basic algebraic and functional concepts and relationships. Accordingly, we will use calculators sparingly. I encourage you to attempt all homework problems without calculators, though some questions may require one. With rare exceptions, **use of calculators will not be permitted during exams.**

HOMEWORK & QUIZZES When assigned, homework will be available on Monday at the beginning of the week. For full credit you must submit your solutions to the homework during the designated time period. When one section is covered in a week, the homework for that section is due by 11:59 pm Friday. When two sections are covered, homework for the first section is due by 11:59 pm Wednesday, and homework for the second section is due by 11:59 pm Friday. The only exception occurs the first week of class when homework is assigned on Monday and is due along with the first quiz on the following Sunday. Homework submitted late will receive a 25% deduction. Homework assignments are provided with a help menu which includes links to things such as videos, practice problems, similar examples, and a link to the textbook section pertaining to the material. You will have 5 chances to complete each homework problem.

Each week you must complete the assigned learning unit by reading the provided PowerPoint slides, completing the assigned homework problems on MyMathLab. At the end of each week quizzes will be posted on MyMathLab and will be available from 5:00 pm Friday evening until 11:59 pm Sunday evening. You must submit your solutions to the quiz during this designated time period. No exceptions will be made. No extensions will be given for late quizzes. You will have 2 chances to take each quiz.

EXAMS There are two on-campus midterm exams and an on-campus final exam. It is expected that students will take the exams on-campus during the scheduled time. The dates and times for the exams are listed below. There will be no make-up exams available. Each exam must be taken during the designated time period. The final exam will be cumulative. Each exam will be administered in room 4107, Exploratory Hall.

Exam 1	Saturday, September 30	1 pm – 3 pm
Exam 2	Saturday, November 4	1 pm – 3 pm
Final Exam	Saturday, December 9	1:00 pm – 3:45 pm

DROP DATES Final drop deadline: September 29
 Selective withdrawal period: October 2 – October 27

HONOR CODE IMPORTANT. It is expected that each student in this class will conduct himself or herself within the guidelines of the Honor Code. Among other things, this means that sharing information of any kind about exams or quizzes (either before or during the exam) will result, at a minimum, in a grade of zero for all parties involved. See academicintegrity.gmu.edu for a copy of the Honor Code.

COURSE GRADES Your final grade will be calculated as follows:

Homework	10%
Quizzes	15%
Class participation	5%
Midterm Exams (20% each)	40%
Final Exam	30%

MATH TUTORIAL CENTER In addition to contacting me or the course learning assistant for help, I recommend that you make use of the **The Math Tutoring Center**. The center is located in the Johnson Center, room 344. Its hours of operation can be found at <http://math.gmu.edu/tutorcenter.htm>.

ACCOMMODATIONS If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Services. All academic accommodations must be arranged through that office. Office of Disability Services Student Union Building I (SUB I), Room 4205
Phone: 703.993.2474

Weekly Schedule

WEEK 1 Sections 4.1–4.2
(8/28–9/3) Week 1 Quiz

WEEK 2 Sections 4.3–4.4
(9/4–9/10) Week 2 Quiz

WEEK 3 Sections 4.5–4.6
(9/11–9/17) Week 3 Quiz

WEEK 4 Sections 5.1–5.2
(9/18–9/24) Week 4 Quiz
Exam 1 take-home component available 9/20

WEEK 5 **Review Week: Exam 1 from 1pm–3pm on Saturday 9/30 in room 4107, Exploratory Hall**
(9/25–10/1) **Exam 1 covers sections 4.1–4.6 and 5.1–5.2**
Exam 1 take-home component must be completed by 9/28

WEEK 6 Sections 5.3–5.4
(10/2–10/8) Week 6 Quiz

WEEK 7 Sections 5.5–5.6
(10/9–10/15) Week 7 Quiz

WEEK 8 Sections 6.1–6.2
(10/16–10/22) Week 8 Quiz

WEEK 9 Sections 6.3–6.4
(10/23–10/29) Week 9 Quiz

Exam 2 take-home component available 10/25

WEEK 10
(10;30–11/5)

Review Week: Exam 2 from 1pm–3pm on Saturday 11/4 in room 4107, Exploratory Hall
Exam 2 covers sections 5.3–5.6 and 6.1–6.4
Exam 2 take-home component must be completed by 11/1

WEEK 11
(11/6–11/12)

Sections 6.5–6.6
Week 11 Quiz

WEEK 12
(11/13–11/19)

Sections 7.1–7.2
Week 12 Quiz

THANKSGIVING BREAK: NO ASSIGNMENTS OR QUIZ 11/20–11/26

WEEK 13
(11/27–12/3)

Sections 7.3
Week 13 Quiz **Final Exam take-home component available 11/39**

WEEK 14
(12/4–12/10)

Review Week: Final Exam from 1pm–3:45pm on Saturday 12/9 in room 4107, Exploratory Hall
Final Exam covers ALL sections covered in the course Final Exam take-home component must be completed by 12/7