

Odessa College
PreAlgebra
Fall 2012

Instructor: Ariela Lange

ET 127B

335-6799

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Course Number: 0371.1WB

Webpage: <http://www.odessa.edu/dept/math/alange>

Credit Hours: 3

A developmental course using whole numbers, decimals, fractions, integers, linear equations, problem solving, geometry formulas, real number properties, polynomials, exponents, radicals, equations, and graphs of lines. This course does not satisfy requirements for any degree plan at Odessa College and will not be accepted by any senior colleges. Placement testing is available. Attendance is mandatory for TASP liable students. (SCANS 3, 8, 9)

Course Objectives

After completing this course, the student should be able to demonstrate competency in:

- 1.0 Reading and writing whole numbers and the operations of arithmetic on whole numbers including the order of operations and solving applied problems.
 - 2.0 The basic operations of integers and solving applied problems using integers.
 - 3.0 The basic operations of arithmetic on equations and algebraic expressions and techniques for solving applied problems.
 - 4.0 The basic operations of arithmetic on fractions and techniques for solving applied problems.
 - 5.0 The use of ratios in comparing magnitudes and solving proportions and using ratio and proportions to solve applied problems.
 - 6.0 The basic operations of arithmetic on polynomials including identifying terms and solving applied problems using polynomials.
 - 7.0 The basic operations of arithmetic on decimal numbers and solving applied problems using decimals.
 - 8.0 The basic definitions and formulas of geometry and the use of this knowledge to solve applied problems.
 - 9.0 The interpretation of information from line graphs, bar graphs, pie charts, pictographs, and tables and recognizing graphic representations of data.
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Textbook: *Pre Algebra*; Blair, Tobey, Slater, 4e

MyMath Lab Software: all homework done with this software

Technology:

Online students must have a valid e-mail address to register for computer software. The email address that you use to register your software will be the email address to which I will send any

information or announcements. Please check this account regularly. It is recommended that you use your Odessa College email address. All work is done through the internet, so you need internet access. If you do not have access to the internet, you may use the computers in the math lab.

Method of Evaluation: Discussion Board: 10%
Homework: 30%
Test: 40%
Final Exam: 20% (Final is comprehensive & mandatory)

Percentage (%)	Grade
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
Below 60	F

No Make-up on Homework or Test!! Make prior arrangements.

No Late Homework Accepted.

Failure to take Final Exam will result in receiving an F for the class

Suggested Assignment Schedule:

Date	Lecture Topic
week 1	Intro & 1.1, 1.2, 1.3, 1.4, 1.5
week 2	1.6, 1.7, 1.8, 1.9, Review Ch.1, Test Ch.1
week 3	2.1, 2.2, 2.3, 2.4, 2.5
week 4	2.6, Review Ch.2, Test Ch. 2 , 3.1, 3.2, 3.3
week 5	3.4, Review Ch. 3, Test Ch.3 , 4.1, 4.2, 4.3
week 6	4.4, 4.5, 4.6, Review Ch.4, Test Ch.4 , 5.1
week 7	5.2, 5.3, 5.4, 5.5, 5.6, 5.7
week 8	Review Ch.5, Test Ch.5 , 8.1, 8.2, 8.3
	Review for the final

TH 10/18 - FR 10/19 Final Exam (proctored)

Communication

Communication plays a vital role in a student's success. Communication methods for this course include announcements, email. Any emails I receive will be answered within 2 business days.

Exams

If you do not take the final exam, you will receive an F for the course.

Tutoring

Tutoring is available through Developmental Studies and in the OC Math Lab. The hours for the math lab are Mon-Thurs 8:30 AM – 8:30 PM, Friday from 8:30 AM – 1:00 PM.

Dropping

The last day to drop a course at Odessa College for the spring semester of 2012 is Wednesday, Nov 14th.

Back-Up Plan

You must have a back-up plan for this course in case your primary computer fails during the semester. Please detail the location of the two computers in your student information sheet.

Cheating: Cheating is not tolerated in my class. Cheating also includes copying answers out of the back of the book. All work must be shown on homework paper that is turned in. Any homework turned in that shows only answers will receive a 0. The 1st time you are caught cheating on a paper, homework, assignment, or test, you will receive a 0 for that assignment. The 2nd time you are caught cheating, you will be removed from my class permanently and receive an F for the course. If you are caught letting someone copy your paper, you will receive the same punishment.

Office Hours:

M: 8:30 - 9:00

W/F: 8:15 – 9:00

M/W: 11:00-1:00

T/TH: 7:30 – 8:00 and T 11:00 – 12:00

SPECIAL NEEDS: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the office of Disability Services at 335-6861 to request assistance and accommodations.

Learning Resource Center (The Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the ["Ask a Librarian "](#) service provide additional help.

Student Email

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All assignments or correspondence will be submitted using your Odessa College email.**

Student Portal**Technical Support**

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

Student Success Coaches

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

The SEI process for face-to-face and online courses is scheduled for the week of November 26th.

Expectations for Engagement – Online Learning

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - post grades for discussion postings within one week of the discussion thread closing.
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,

- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
- getting “kicked off” of the system during tests or quizzes;
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.