

Odessa College
Pre-Algebra
Fall 2012

Instructor: Josie Mediano

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Course Numbers: 0371.13 and 0371.14

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 requirement 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.

Textbook: *Pre Algebra*; Blair, Tobey, Slater, 4e

MyMath Lab Software: all homework done with this software
Workbook for Classroom or lab practice

Method of Evaluation: Class Average: 86%
Lab: 14%

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

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 8:00 AM – 1:00 PM.

Dropping

The last day to drop a course at Odessa College for the Fall 2012 classes is November 14.

Cheating:

Cheating is not tolerated. Cheating also includes copying answers out of the back of the book. The first 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.

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](http://www.odessa.edu/gmail/), 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 students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

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 – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the 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 in a timely manner through telephone, email, or next classroom contact; 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
 - return classroom activities and homework within one week of the due date and
 - 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
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet 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,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

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