Odessa College
Pre-Algebra
Fall 2012
08/27/2012 to 12/06/2012

Instructor: Sandra Overcash
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Course Number: 0371
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.

Textbook: *Pre Algebra;* Blair, Tobey, Slater, 4e
MyMath Lab Software: all homework done with this software

Absences: Your attendance at every class is expected. Attendance in a developmental class is mandatory. If you exceed 5 absences you will receive an F in this class. If you are absent the day of a test you will take that test on-line for any other absences it is up to you to catch up on the work you missed. Do not simply stop attending classes; properly withdraw if at all possible.

Co-requisite: You are required to attend the Math Academic Resource Lab located in room 108 and 108A, to obtain 14 clock hours per semester. You can receive a **maximum** of 3 hours per week. HINT: You can possibly fail if you do not attend the lab. You have mandatory homework assignments located at http://mymathlab.com; each assignment is available to you until test day for that chapter. Course ID is **overcash38382**

Grading:	Homework	36%
	Chapter Tests	35%
	Lab Hours	14%
	Final Exam	15%

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

Tutoring

Tutoring will be available Monday thru Thursday from 9/2/2012 to 12/6/2012 times will be announced. Fourteen hours of lab time must be completed and only three hours per week will count for the total.

Dropping

The last day to drop a course at Odessa College for the fall 2012 semester is November 14th.

Cheating: Cheating is not tolerated in my class. If 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.

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.

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.

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.

Tentative Schedule for the Semester

Tuesday, August 28, 2012	Introductions
	1.1 Understanding Whole Numbers
Thursday, August 30, 2012	1.2 Adding Whole Number Expressions
	1.3 Subtracting Whole Number Expressions
Tuesday, September 04, 2012	1.4 Multiplying Whole Number Expressions
	1.5 Dividing Whole Number Expressions
Thursday, September 06, 2012	1.6 Exponents and the Order of Operations
	1.7 More on Algebraic Expressions
Tuesday, September 11, 2012	1.8 Introduction to Solving Linear Equations
Thursday, September 13, 2012	1.9 Solving Applied Problems Using Several Operations
Tuesday, September 18, 2012	Chapter 1 Test
Thursday, September 20, 2012	2.1 Understanding Integers
	2.2 Adding Integers
Tuesday, September 25, 2012	2.3 Subtracting Integers
	2.4 Multiplying and Dividing Integers
Thursday, September 27, 2012	2.5 The Order of Operations and Applications Involving Integers
	2.6 Simplifying and Evaluating Algebraic Expressions
Tuesday, October 02, 2012	Chapter 2 Test
Thursday, October 04, 2012	3.1 Solving Equations of the Form $x + a = c$ and $x - a = c$
	3.2 Solving Equations in the Form ax = c
Tuesday, October 09, 2012	3.3 Equations and Geometric Formulas
Thursday, October 11, 2012	3.4 Performing Operations with Exponents
Tuesday, October 16, 2012	Chapter 3 Test

Thursday, October 18, 2012	4.1 Factoring Whole Numbers
	4.2 Understanding Fractions
Tuesday, October 23, 2012	4.3 Simplifying Fractional Expressions
	4.4 Simplifying Fractional Expressions with Exponents
Thursday, October 25, 2012	4.5 Ratios and Rates
	4.6 Proportions and Applications
Tuesday, October 30, 2012	Chapter 4 Test
Thursday, November 01, 2012	5.1 Multiplying and Dividing Fractional Expressions
	5.2 Multiples and Least Common Multiples of Algebraic Expressions
Tuesday, November 06, 2012	5.3 Adding and Subtracting Fractional Expressions
	5.4 Operations with Mixed Numbers
Thursday, November 08, 2012	5.5 Order of Operations and Complex Fractions
Tuesday, November 13, 2012	5.6 Solving Applied Problems Involving Fractions
Thursday, November 15, 2012	5.7 Solving Equations of the Form $x/a=c$
Tuesday, November 20, 2012	Thanksgiving Holiday
Thursday, November 22, 2012	Thanksgiving Holiday
Tuesday, November 27, 2012	Chapter 5 Test
Thursday, November 29, 2012	8.1 Understanding Decimal Fractions
Tuesday, December 04, 2012	8.2 Adding and Subtracting Decimal Expressions
Thursday, December 06, 2012	8.3 Multiplying and dividing Decimal Expressions
Tuesday, December 11, 2012	Final Exam 5:30 to 8:00

MyMathLab

MyLab / Mastering

Student Registration Instructions

To register for Fall 2012 Pre-Algebra:

1. Go to pearsonmylabandmastering.com.

2. Under Register, click **Student**.

3. Enter your instructor's course ID: overcash38382, and click **Continue**.

4. Sign in with an existing Pearson account or create an account:

· If you have used a Pearson website (for example, MyITLab, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password.

Click **Sign In**.

· If you do not have a Pearson account, click **Create**. Write down your new Pearson username and password to help you remember them.

5. Select an option to access your instructor's online course:

· Use the access code that came with your textbook or that you purchased separately from the bookstore.

· Buy access using a credit card or PayPal.

· If available, get 17 days of temporary access. (Look for a link near the bottom of the page.)

6. Click **Go To Your Course** on the Confirmation page. Under MyLab / Mastering New Design on the left, click **Fall 2012 Pre-Algebra** to start your work.

Retaking or continuing a course?

If you are retaking this course or enrolling in another course with the same book, be sure to use your existing Pearson username and password. You will not need to pay again.

To sign in later:

1. Go to pearsonmylabandmastering.com.

2. Click **Sign In**.

3. Enter your Pearson account username and password. Click **Sign In**.

4. Under MyLab / Mastering New Design on the left, click **Fall 2012 Pre-Algebra** to start your work.

Additional Information

See **Students** > **Get Started** on the website for detailed instructions on registering with an access code, credit card, PayPal, or temporary access.