

**Odessa College**  
**PreAlgebra-Web Based**  
**Fall 2012**

**Instructor:** Nikki Handley                      ET 102                      335-6751  
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**Course Number:** 0371.wb  
**Webpage:** <http://www.odessa.edu/dept/math/nhandley>

**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**

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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 Boards: 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**

**Homework Due Dates:**

**Week 1:** Register MyMath lab

Read all info about class on instructor web-site and in MyMath lab  
Discussion Board: Introduction  
Sections 1.1 – 1.3 due by midnight Sunday night

**Week 2:** Discussion Board: Scavenger Hunt

Web Information Sheet: complete and e-mail to instructor  
Calendar: Make yourself a calendar with due dates and test dates  
Sections: 1.4 – 1.6 due by midnight Sunday night  
Complete sections 1.1 – 1.3 if not finished

**Week 3:** Discussion Board: Taking Notes in Your Math Course

Sections 1.7 -1.9 due by midnight Sunday night  
Review for chapter 1 test: Complete the review and take a practice test

**Week 4:** Discussion Board: Test Taking Strategies

Chapter 1 Test: open Thursday through Sunday  
Sections 2.1 – 2.2 due by midnight Sunday night

**Week 5:** Discussion Board: Time Management

Sections 2.3 – 2.5 due by midnight Sunday night

**Week 6:** Discussion Board: Learning Styles

Sections 2.6 due by midnight Sunday night,  
Review for chapter 2 test: Complete the review and take a practice test  
Chapter 2 test: open Thursday through Sunday

**Week 7:** Discussion Board: S.O.S. MATHeMatics

Sections 3.1 – 3.3 due by midnight Sunday night

**Week 8:** Discussion Board: Study skills websites

Section 3.4 due by midnight Sunday night  
Review for chapter 3 test: Complete the review and take a practice test  
Chapter 3 test: open Thursday through Sunday

**Week 9:** Discussion Board: Midterm, how do you feel?  
Sections 4.1 – 4.3 due by midnight Sunday night

**Week 10:** Discussion Board: Chapter 4 open discussion  
Sections 4.4 – 4.6 due by midnight Sunday night

**Week 11:** Discussion Board: The MyMath lab Program  
Review for chapter 4 test: Complete the review and take a practice test  
Chapter 4 test: open Thursday through Sunday  
Section 5.1 due by midnight Sunday night

**Week 12:** Discussion Board: Support for College  
Sections 5.2 – 5.4 due by midnight Sunday night

**Week 13:** Discussion Board: Greatest success and accomplishment  
Sections 5.5 – 5.7 due by midnight Sunday night

**Week 14:** Discussion Board: About the Class  
Review for chapter 5 test: Complete the review and take a practice test  
Chapter 5 test: open Thursday through Sunday  
Section 8.1 due by midnight Sunday night

**Week 15:** Discussion Board: Preparing for Final  
Sections 8.1 – 8.3 due by Sunday night  
Study and review for final: Complete the Final Exam Review  
Final open (Must be taken in ET 120)

**Week 16: Discussion Board: No discussion board**  
**Final exam must be taken by close of day 12-11-12 (Must be taken in ET 120)**

### **Communication**

Communication plays a vital role in an online student's success. Communication methods for this course include announcements, email, and discussion boards. You are required to participate in the discussion boards. Each student should submit one meaningful post in the discussion boards each week. You will earn credit for meaningful posts to the discussion boards. Idle chitchat and non-meaningful posts will not count towards your grade.

### **Exams**

You are allowed two attempts on each of the test. I strongly suggest that you take your first attempt at least one day prior to the due date to allow time for studying your mistakes and improving your grade, if needed. The final exam is comprehensive and will be proctored. You must present a picture ID before taking the final exam. All students will take the final exam in the Math Lab located in the OC Mathematics Department. The final exam is comprehensive. You will not be allowed to bring your cell phone into the final exam area. If you do not take the final exam, you will receive an F for the course.

### **Tutoring**

Tutoring is available through the OC Math Lab. The hours for the math lab are Mon-Thurs 8:30 am – 8:30 pm, Fri 8:30am – 1pm

### **Dropping**

The last day to drop a course at Odessa College for this semester is 11-14-12.

### **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.

**Office Hours:** Posted on webpage

**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](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.

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

**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 – 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.
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,
  - access my course several times during the week to keep up with assignments and announcements.