

**Odessa College**  
**PreAlgebra-Web Based**  
**Summer 1 2011**

**Instructor:** Nikki Handley

ET 102

335-6751

**E-mail:** [nhandley@odessa.edu](mailto:nhandley@odessa.edu) – this is best way to contact me

**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:**

**Chapter 1 7-17**

**Chapter 2 7-24**

**Chapter 3 7-28**

**Chapter 4 8-3**

**Chapter 5 8-11**

**Final Exam 8-10 & 8-11**

**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 1 meaningful threads in the discussion boards each week. You will earn credit for meaningful posts to the discussion boards through May 6th. Idle chitchat and non-meaningful posts will not count towards your grade. Any emails I receive will be answered within 2 business days.

**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 and will be due by 9:30 PM on July 7th. 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 Developmental Studies and in the OC Math Lab. The hours for the math lab are Mon-Thurs 8:00 AM – 9:30 PM.

### **Dropping**

The last day to drop a course at Odessa College for the summer semester of 2011 is 6-29-11.

### **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 1<sup>st</sup> time you are caught cheating on a paper, homework, assignment, or test, you will receive a 0 for that assignment. The 2<sup>nd</sup> 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:** By appointment during summer.

**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.