



## MATH 1314: College Algebra

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### Instructor Information:

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**Office Location:** ET 117

Odessa College  
201 W University  
Odessa, TX 79764  
432-335-6635



**Office Hours:** Monday 2:30 – 5:00 pm  
Tuesday 12:00 – 4:00 pm  
Wednesday 2:30 – 4:00 pm

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### Course Information:

#### Course

**Title:** College Algebra  
**Course Dates:** Spring, 2010  
**Course Credits:** 3 hours  
**Location:** This course is a full Web course and is conducted in Blackboard and MyMathLab.

**Course Prerequisites:** Math 0375 passed with a C or better or high school algebra II.

**Course Catalog Description:** Includes sets, complex numbers, quadratic form equations, inequalities, functions, systems of equations and topics selected from exponential and logarithmic functions, matrices, determinants, binomial theorem, math induction and sequences and series.

**Required Materials:** High speed internet access, MyMathLab access.

**Textbook:** Blitzer, *College Algebra*, 5e (not required, available on the MyMathLab software)

**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 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 432-335-6861 to request assistance and accommodations.

**Course skills and Other Requirements:** This is an interactive course. Students are required to check into MyMathLab a minimum of three times a week, with a daily check in advisable.

**Important Course Dates:**

Classes begin:	Jan 18, 2011
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Deadline for Spring Degree Application:	Feb 2, 2011
Spring Break	March 14 – 20, 2011
Last Day to Withdraw with a W	April 14, 2011
Holiday (Good Friday)	April 22, 2011
Last Class Day:	May 7, 2011
Final Exam:	May 7 – May 10, 2011
Spring Graduation:	May 13, 2011

**Course Evaluation:**

**Homework:** Homework will be posted in MyMathLab and can be accessed by the Do Homework button. Make sure you note the due date. **NO LATE HOMEWORK WILL BE ACCEPTED.** I will be pacing your homework assignments with my on campus class. We will roughly cover two to three sections from the book a week. The first several homework assignments will all be due on Sunday, January 30 at midnight.. Don't wait until the last minute to do these assignments; it is a lot of material. The only reason I bunched several homework assignments together is to allow those who late register to complete the assignments. Normally you will have approximately one week to complete assignments.

All homework will be done using MyMathLab Do Homework button. There is no time limit for a homework session or limit of how many sessions per homework set. If you are not finished and need to log out, do so **WITHOUT** hitting the submit button. The homework that you have already completed will be saved and you can go back at a later date and finish the session as long as it is before the due date.

MyMathLab allows three attempts for each homework problem. If you are having difficulty, try the "Show Me an Example" or "Help Me Solve" buttons. A warning though, do not get dependent on these buttons because they will not be available when taking a test.

**Discussion Board:** Approximately each week a new discussion board will open. This will be an opportunity to ask questions of your fellow students as well as your instructor. Each student must make at least 15 meaningful posts during the semester. Normally the postings should concern methods for solving problems or suggestions for improving the course, however the first postings will be a "get to know" each other time. This will count as one of the fifteen posts required. Introduce yourself, give your major and why you have chosen that major, things you like to do and anything that makes you a little special.

**Tests:** Four tests will be given throughout the semester. Check the announcements for the test date and time. These tests will be taken on MyMathLab. You are on the honor system to do your own work on these tests. Only one attempt is allowed on each problem. Each test will have a

time limit of two hours. Once you start a test, you cannot log out and get back in. So make sure you set aside ample time to do the test before you start.

**Final:** The final exam is comprehensive and must be taken on the Odessa College campus in ET 120. You will be required to show a picture ID to access the test. The final will be available Saturday, May 7 through Tuesday, May 10. The exact hours will be posted at a later date.

### ***Policies and Procedures:***

**I. Grading:** The weighting of various class assignments is as follows:

Homework	15%
Tests (total of 4)	35%
Discussion Postings	15%
Final	35%

90.0-100 % A

80.0-89.9 B

70.0-79.9 C

60.0-69.9 D

Below 60 F

**II. Cheating/Academic Dishonesty:** It is acceptable to ask for assistance from another person when doing your homework assignments. However, your tests should be your work and your work only. The final will be proctored. Only a scientific calculator (no graphing calculators), pencil and blank paper will be allowed. The use of a cell phone is not permitted during testing.

### **III. Discussion Board Topics:**

**IV. Disabilities:** In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. Students with disabilities should contact the ADA Accommodation/Support counselor, Becky Rivera-Weiss, directly: [brivera@odessa.edu](mailto:brivera@odessa.edu) All requests, including VCT, for accommodations must be channeled through the Accommodation counselor.

**V. Incomplete Policy:** An Incomplete (I) may be given only if the student has earned a passing grade on all submitted coursework and if the student has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. Furthermore, it is the student's responsibility to contact the instructor to complete the missing assignments.

Remember, an Incomplete will automatically roll to an F at the end of the first long semester after the Incomplete was issued.

**VI. Withdrawal Policy:** (page 16 of the Spring schedule or 33 of the catalog)

**VII: Course Mid-Semester and semester-end Evaluation:** Students will be required to participate in a mid-term and end-of-semester course evaluation survey.

**VII. Instructor Response Time:** I check my email daily and will respond to your email within 48 hours. If you do not receive a timely response from me, please assume that I did not receive your email and resend it.

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## **Hardware/Software Requirements**

### **Computer:**

A minimum of 64 MB RAM, 1 G of free disk space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution

**Peripherals:** Speakers to be able to listen to audio files.

**Software: Anti-virus software** is highly recommended for students and instructors. Online courses involve much file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

**Other software:** You are required to submit assignments typed in Microsoft Word document, and I will ask you to view course content that is in the form of Microsoft Word. In this case, you must have access to Microsoft Word (2003), and documents must be sent in that format.

There will be audio/video files in the course for which you will need [Windows Media Player](#) or [QuickTime](#) or [Real Player](#).

**Internet connection:** high speed or broadband

### **Browser and settings:**

Microsoft Internet Explorer 6" (IE 6) works best with Blackboard on computers running the Microsoft Windows operating system.

Java and Cookies must be enabled. To enable Java:

1. In Internet Explorer 6, go to the "Tools" menu and choose "Internet Options".
2. Choose the "Privacy" tab and move the slider to "Medium" (which is the default setting) to enable Cookies.
3. To enable Java (if not installed, first see next item "Java Plug-in for Windows..." or Java Plug-in for Macintosh" below), while remaining in the "Internet Options" window choose the "Advanced" tab.
4. Scroll down until you see the "Java (Sun)" item and check the box beside "Use Java...".
5. Click "OK".
6. You may need to close your browser and all other applications and restart your computer before this setting takes effect.

**Email:** Students enrolled in Odessa College must use Odessa College email address. Go to <http://www.odessa.edu/dept/it/studentemail.htm> to set up your email account.

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## **Preparation for Computer Emergencies**

### **Computer Crash**

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

### **Server problems**

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

### **Complete Loss of Contact**

If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call me at my office, 335-6635, and explain the reason you cannot contact me and leave me a way to contact you.

### **Lost/Corrupt/Disappeared files**

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

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### **Tutoring Services:**

Math tutoring is available on a walk-in basis from 8:00 am until 9:30 pm Monday through Thursday, 8:00 am to 5:00 pm Friday, 1:00 pm to 5:00 pm on Saturday and Sunday on the OC campus in ET 120.

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