

Online Beginning Algebra (Math 261) – Fall 2009

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Office hours: Monday 11:30 – 12:30, Tuesday 10:30 – 12:30, Wednesday & Friday 9:00 – 10:00.

Faculty Website: http://www.mpcfakulty.net/tracie_catania

Advisory: Successful completion of Prealgebra (Math 351 at MPC).

Required Course Materials: You need to purchase a MyMathLab access code for *Introductory Algebra for College Students*, 5th edition, by Robert Blitzer. There are several ways to obtain this code:

- You may purchase the stand-alone version of the MyMathLab packet (available at the MPC bookstore for about \$75)
- You may purchase a new spiral bound soft cover version of the textbook bundled with MyMathLab (available at the bookstore for about \$110)
- You may purchase an access code online using a major credit card at www.coursecompass.com. (about \$70)

*Please be **absolutely certain** that you want to take this online class before purchasing an access code online or opening a MyMathLab packet purchased at the bookstore – there are **no returns, refunds, or exchanges!** Your access code will be valid for 12 months, so if you do not pass the course or if you drop the course, you will be able to re-take without buying a new access code.*

www.coursecompass.com Registration Information:

- Our **course ID** is **CATANIA02111**
- The **zip code** for MPC is 93940

Optional Materials: The printed version of the textbook is *optional*. Your MyMathLab access code allows you to view the entire textbook online (including multimedia content). You also have access to an online student solutions manual. Homework will be assigned online and will not correspond exactly with problems worked out in the solutions manual.

Course Content: Beginning Algebra includes an introduction to basic algebraic principles, simple linear equations, positive and negative numbers, the four basic arithmetic operations using monomials and polynomials, literal equations, reading and constructing graphs, systems of linear equations and applications of principles to verbal problems, factoring, fractions and equations containing fractions, square roots and radicals, quadratic equations and ratios and proportions.

Calculator Policy: You may use a scientific calculator on all quizzes and tests in this course. Graphing calculators and calculators that do symbolic manipulations (such as the TI-89 or TI-93) will not be allowed on tests.

Accommodations will be made for students with disabilities. Please contact me as soon as possible so we can complete the necessary arrangements through Supportive Services.

Student Information and Responsibilities: As an online student, your success strongly depends on your **organization, motivation, determination and commitment** to this course. You need to prioritize your schedule so that you have enough time to complete this course – plan on spending **at least 10 hours per week** on learning new material, working homework problems, and reviewing for quizzes and tests. The entire textbook is available to you online. Throughout the text there are links to short videos of people working examples. There are also videos of people working solutions to the problems on each chapter test. Familiarize yourself with these resources and make frequent use of them! For more information, refer to the “Working through the lessons” handout.

- **If you don't register at www.coursecompass.com website by Friday, August 28, you will be dropped from the course.**
- It is your responsibility to check your e-mail and the course website at least three times a week. This is the only way in which you will be able to remain involved in the course and find out about any changes or important announcements regarding the course. **If you are not active on the [coursecompass.com](http://www.coursecompass.com) website for one week and do not contact me to explain why, you may be dropped from the course.**
- If you need to drop this course, it is YOUR responsibility to complete the appropriate paperwork at MPC. This can be done either in person at the Admissions and Records office or online at www.mpc.edu. If you do not properly complete the drop process at MPC, you may receive a grade of “F” in the course.
- Please add my e-mail address (tcatania@mpc.edu) to your mail program's safe-senders list! If you do not receive e-mail from me in the first week of class, please call or e-mail to find out why!

Grades will be based on the following...

Homework (30%) will be assigned and submitted online for each section covered. It is crucial to your success in this online class that you do not procrastinate! Each homework assignment will have a prerequisite so that you must complete the previous assignment with a score of 75% before you can move on to the next section. Incorrect homework can be re-worked to improve your score until the closing date and can be reviewed at any time on your “grades” page. Closing dates for each assignment are listed on your course calendar. E-mail me if you need a *one day* homework extension.

Quizzes (10%) At the end of each chapter you will take an online quiz. You may take each chapter quiz three times and your highest grade will be counted. Quizzes are due on the day of the unit test at 6:00 pm. Don't save quizzes for the last minute!

Unit Tests (40%) There will be four **on-campus** "Unit Tests" this summer. *You will be required to show a valid photo ID in order to take each exam.* **Unit 1 Test** covers chapters 1 through 3, **Unit 2 Test** covers chapters 4 and 5, **Unit 3 Test** covers chapters 6 and 7, and the **Unit 4 Test** covers chapters 8 and 9. Chapter 10 will be included on the comprehensive final exam. All unit tests will be closed book. Calculators are allowed (see calculator policy), but cell phones, PDA's and translators are not allowed. All Unit test dates are posted on the course calendar. **Please contact me *in advance* if you have a schedule conflict so we can arrange an alternate date.** Before each test I will post a list of review topics, a set of practice problems, and solutions to the practice problems on the course website.

Participation (5%) You will need to earn five participation points in each "unit" in order to receive full credit in this category. You can earn a point by making a post on the discussion forum, visiting the math learning center, or attending an on-campus or online question and answer session. You will need to keep track of your participation points and turn in a participation form at the end of each "unit".

Final Exam (15%) The final exam will be cumulative. You may bring one 8.5"x11" page of hand written notes on one side – no examples. The final will be given on Monday, December 14 from 6:00 to 8:00 pm. *You will be required to show a valid photo ID.*

You need to earn a cumulative grade of 90% for an A, 80% for a B, 70% for a C, and 60% for a D. You may check your grade at any time on coursecompass.com by viewing your "grades" page. If you have any questions or concerns about your grade, please e-mail me or come to an office hour.