

**MA103 Introductory Algebra
Chaminade University of Honolulu
Winter 2013, Evening/Online**

Instructor Name: Sheryl Dohm

Instructor Contact Information (ecollege internal email is best)

Email Address: sheryl.dohm@chaminade.edu

Phone: 808-739-8561 (email is much better because it is unlikely that you will catch me at my desk)

Course Information

College Algebra introduces the concepts of real numbers and their properties, polynomials, factoring polynomials, rational expressions, radicals and exponents, linear equations, linear inequalities, quadratic functions, exponential and logarithmic functions, and the application of algebra (word problems).

Textbooks, Supplementary Materials, Hardware and Software Requirements

Required Textbooks: Blitzer, Algebra for College Students, 7th ed. Prentice Hall. (Purple w/ Green Bottle Cap) ISBN-10: 0321758927

Supplementary Materials: A scientific calculator. If you plan to continue your math studies through calculus, you might consider purchasing a graphing calculator, otherwise a scientific calculator will be fine. You will also need graph paper: I will upload printable graph paper, so no need to purchase.

Course Website address: <http://chaminade.ecollege.com>

Hardware Requirements: eCollege is accessible from most PCs and Macintosh computers with a reliable internet connection.

Assessment and Grading

Testing Procedures: If you look at the eCollege page, you will see there is either a quiz or exam at the end of every week. Quizzes will be 20 points and Exams will be 100 points. The comprehensive final will be 200 points.

Grading Scale: 100-90% = A; 89.9-80% = B; 79.9%-70 = C; 69.9-60% = D; 59.9%-below = F

Assignments and Participation

Assignments, Quizzes, and Exams: I have designed each week to provide flexibility to accommodate your schedule. Each week we will cover one chapter and you may work at your own pace/schedule for that week. At the end of every week, each quiz and exam will be available for a period of three days: you may take them anytime Friday through Monday. Please note that you will need to take each quiz and exam in one sitting: once you exit the quiz/exam you will not be able to return to it.

Class Participation or Attendance: You need to log on at least three times a week. Not logging on for one entire week will result in a lower grade, by one letter. Not logging on for two weeks will result in you being dropped from this course.

Punctuality: If you are in a time zone other than Hawaii Time, please adjust your schedule to assure timely quiz and exam completion.

Course Ground Rules: Taking an online class means that you must be a self-motivated and self-regulating learner.

Guidelines for Communications

Email:

- Use the Chaminade email account provided. Or you can use the eCollege email.
- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

Threaded Discussion Groups:

- Review the discussion threads thoroughly before entering the discussion.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.
- Be patient and read the comments of others thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Students With Disabilities: It is the student's responsibility to self identify with the Director of Personal Counseling in order to receive accommodations. Only those students with appropriate documentation will receive services. Contact the Director of Personal Counseling at (808) 739-4603 or email: jyasuhar@chaminade.edu.

Technical Support: For technical questions: contact the Chaminade eCollege helpdesk at: helpdesk@chaminade.ecollege.com, or call toll free at: (866) 647-0654.

eCollege Account Support: Call 808-739-8327 or email jnakason@chaminade.edu.