

MA102 Introductory Algebra
Chaminade University of Honolulu
Spring 14, Evening/Online

Instructor Name: Sheryl Dohm

Instructor Contact Information: Email is best

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Course Information

Course Description: MA 102 Introductory Algebra (3) Introductory algebra. Real numbers and their basic properties, polynomials, factoring, rational expressions, simple radicals expressions, square roots and cube roots, lines and linear equations, inequalities, , systems of linear equations, and applications of equations (word problems). Credits not applicable towards the general education requirement in mathematics for any degree. Offered every semester in the Adult Evening and Online Program. Grades will be based on quizzes, term exams, and one cumulative final.

Textbooks, Supplementary Materials, Hardware and Software Requirements

Required Textbooks: Beginning Algebra (9th ed). Gustafson, Karr, & Massey, Brooks/Cole: Belmont, CA. (The book has an image of a single green leaf on the cover. ISBN: 0495831417

Hardcopy or electronic versions of the textbook are fine.

Supplementary Materials: A scientific calculator. If you plan to continue you math studies trough 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 pints 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 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 make take them anytime Friday through Sunday. 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.

Comprehensive Final Exam: The final will be online and will be held Weds to Sat of the last week of the semester. The final must be taken to pass the class.

Homework is a tool for you to self-assess the skills for each week. You do not need to turn in homework assignments; however, it is important that you ask for help when you need it. Please seek help in a timely fashion prior to taking exams or quizzes.

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. (FYI, because many students ask, ecollege tracks student log-in and activity)

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.