

GROSSMONT COLLEGE
Math 88L: PreAlgebra Refresher, Section 0624
Summer 2009 Syllabus

PLEASE READ COMPLETELY!!!!

Instructor: Michael T. Orr

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Class Meeting Times: This is a self-paced class. **You are responsible for pacing yourself appropriately and completing all the material by the end of the semester.** Outside of the mandatory meeting times, there are no regular class meetings. You can complete the work anywhere that you have Internet access. However, the final assessment must be scheduled with the instructor and be completed in the Math Study Center (rooms 70-112 or 70-113).

Mandatory Meetings:

Orientation: Monday Jun 15th from 8:00 AM – 9:00 PM or 4 – 5 PM in room 70-113

Final Exam: TBA, Last possible date is Thursday Jul 23rd.

Text and Materials: Although no text is required for this class, you may wish to have a standard PreAlgebra book for reference, such as PreAlgebra by Hubbard/Robinson.

You will be required to purchase a code in order to access the class material. The cost is \$30.00 for six weeks, and can only be purchased online at <http://www.mhhe.com/aleks/>. The course tutorials will be accessed using the ALEKS program which can be found at their website.

A course access code will be given to each student at the **mandatory orientation meeting on campus Jun 15th at 8:00 AM in 70-113 or Jun 15th at 4 PM also in 70-113.**

Internet Browser:

You must use a supported Internet browser in order to successfully work in WebCT, the online course management system for this course. To see a list of supported Internet browsers, see me.

Course Description: This course is intended for those students who have completed the math assessment with a level of Math 88 (PreAlgebra) and wish to improve their placement level; those students who have successfully completed Math 88/89 but need more review; or students who unsuccessfully attempted Math 90 and need review of PreAlgebra skills. The course will consist of independent study using a computer program to refresh those concepts identified as needed for each student. Successful completion of this course may serve as a basis for a petition to challenge Math 88. **This course will not replace a failing grade in Math 88.**

Course Requirements: You must complete a **minimum** of **24 hours** of time logged into ALEKS and a **Final Assessment** with a score of **70% or greater** in order to receive credit for this class.

Objectives: Upon successful completion of the course the student will be able to:

1. demonstrate understanding of the mathematical concepts required for the prealgebra level as defined in the district course outline;
2. perform the basic arithmetic operations required for the prealgebra level as defined in the district course outline;
3. translate verbal expressions into algebraic expressions and simplify them as needed for the prealgebra level as defined in the district course outline;
4. apply mathematical properties required for the prealgebra level as defined in the district course outline;
5. apply the appropriate skills in application problems required for the prealgebra level as defined in the district course outline.

Outline of topics to be mastered by each student:

1. Mathematical Concepts of real numbers, whole number exponents, and order of operations.
2. Arithmetic Operations with real numbers, whole number exponents, and order of operations.
3. Algebraic Expressions by translating verbal phrases into algebraic statements involving the four basic arithmetic operations and translating verbal phrases into algebraic statements involving basic orders of operation.
4. Mathematical Properties of real numbers, whole number exponents and order of operations
5. Application Problems to include but not limited to percent, interest, ratio and number.

Homework: Each student will work on those problems that are determined as necessary for mastery of the necessary review topics. These are graded by the program and your success is recorded. Each student will only be required to do as many problems as necessary to show mastery. Homework is not included in the class grade. However mastery of each topic is required to receive credit for the course.

Examinations: You will be assessed at regular intervals as you work through the review material. There will be sample finals available in the assessment folder. There is a proctored final exam which must be scheduled by July 23rd at the latest. You may arrange to take the final anytime after you have demonstrated mastery of the material on the ALEKS program.

Cheating: Students are encouraged to seek help from all possible sources. If you are not doing your own work, you will not be able to pass the proctored final exam. Hence limit the amount of help you receive. Be sure you can work the problems without a tutor or referring to a textbook or notes.

Behavior: Students are expected to respect and obey standards of student conduct while online. The Student Code of Conduct, disciplinary procedure, and student process can be found in the Grossmont College catalog, and at the office of the Dean of Student Affairs. Charges of misconduct and disciplinary sanctions may be imposed upon students who violate these standards of conduct or provisions of college regulations.

Attendance: It is the student's responsibility to add, withdraw from, or drop this course **before the deadlines stated in the class schedule**. Petitions to add, drop, or withdraw after the deadline will not be approved without proof of circumstances beyond the student's control that made him/her unable to meet the deadline. Lack of money to pay fees is not considered an

extenuating circumstance. Students anticipating difficulty in paying fees before the add deadline should check with the Financial Aid Office about sources of funds or other alternatives for which they may be eligible. Students are required to attend an on campus orientation and take a proctored final exam. The ALEKS program will monitor your time online and you are expected to spend a minimum of 16 hours using the ALEKS program.

Supervised Tutoring: Students requiring additional help or resources to achieve the stated learning objectives of the courses taken in a Mathematics course are referred to enroll in Math 198, Section #0668, Supervised Tutoring.

Students are referred to enroll in the following supervised tutoring courses if the service indicated will assist them in achieving or reinforcing the learning objectives of this course:

- IDS 198, Supervised Tutoring to receive tutoring in general computer applications in the Tech Mall;
- English 198W, Supervised Tutoring for assistance in the English Writing Center (70-119); and/or
- IDS 198T, Supervised Tutoring to receive one-on-one tutoring in academic subjects in the Tutoring Center (70-229).

To add any of these courses, students may obtain Add Codes at the Information/Registration Desk in the Tech Mall.

All Supervised Tutoring courses are non-credit/non-fee. However, when a student registers for a supervised tutoring course, and has no other classes, the student will be charged the usual health fee.

Academic Accommodation: Any student who may need an academic accommodation should discuss the situation with me during the first two weeks.

Grading: This course is offered CREDIT/NO CREDIT only. Credit is given for a passing grade on the proctored final exam.

Incompletes: There are no incompletes for this course.

Registering for the first time:

1. Click on the *Internet Explorer* icon on the computer.
2. Type in the address window: <http://www.mhhe.com/aleks/>.
3. Under “ALEKS FOR Science, Engineering, & Math” click on *Click here to purchase access*.
4. Under “**Mathematics**”, click on *ALEKS Math (6 weeks) \$30.00*. Then click on the *Continue* button.
5. Choose *California & Grossmont College*. Then click on the *Continue* button.
6. Fill in the required payment information. Provide a valid e-mail address to which your access code will be sent. Once you have your access code, **WRITE IT DOWN** and then you may continue with Step #7.
7. Click on the “*REGISTER*” button.
8. Accept the License Agreement.
9. Follow the rest of the instructions. The Summer 2009 Math 88L course code is:

HQCPA-9TN9N

10. You will be given a login ID and a password. **Write them down.** You may change your password at any time.
11. NOTE. If you do not have a current plugin, one will be installed. Do not interrupt this process until a message appears saying that the installation is complete. Then you will need to quit your Web browser (“Exit,” “Close,” or “Quit” under the “File” menu), open your Web browser again, and go back to the ALEKS website (use your Bookmark/Favorite).
12. If you need to log off now, you can log back on later using your Login Name and Password. As soon as your teacher authorizes your registration, you will be able to start using ALEKS by beginning the Tutorial.
13. After completing the tutorial, you may begin your Initial Assessment. The Initial Assessment must be completed in the Math Study Center or 70-113 with me present.
14. After your Initial Assessment, follow the directions in ALEKS to continue with the material. When you have completed all the material, you must schedule a final assessment with me to be completed in the Math Study Center or 70-113.
15. When you are finished with a session, just click on the “EXIT” in the top left corner of the web page. ALEKS will log you out. The next time you log in, ALEKS will take you right back to where you left off.
16. Periodically, ALEKS will start you off in an assessment. Complete the assessment. **DO NOT TRY TO GET OUT OF TAKING THE ASSESSMENT.** If you do not complete the intermediate assessments as assigned by ALEKS, you will screw up your results and have to redo a significant portion of the work that you have already completed.

TIPS FOR SUCCESS:

1. Spend time each day in ALEKS.
2. **DO NOT WAIT UNTIL THE LAST WEEK TO ATTEMPT TO COMPLETE 24 HOURS.**
3. Come see me or the other tutor in the Math Study Center if you need help.
4. Use the online help in ALEKS. It is very good.

Good Luck this session. If you have any questions, please feel free to come see me in the Math Study Center during the hours I have posted. Feel free to contact me via e-mail too.