

ASC 91 Algebra Prep I 2 Credits

Course Description

This course will examine real numbers, fundamental operations, variables, equations and applications. Course may not transfer. Upon recommendation of the instructor, this course may be repeated for additional credit. **Prerequisite:** ACT math score of 13-15, appropriate Accuplacer score, or successful completion of ASC 90

Required Textbook and Materials:

1. ***Beginning & Intermediate Algebra***, fourth edition, John Tobey, 2013 with MyMathLab access code. You **must** buy the textbook and code through the NDSCS bookstore (www.ndscsbookstore.com) to make sure you have the correct code. The access code is **specific** to your online course at NDSCS.
2. A Scientific Calculator
3. Access to a computer with internet

Topics to be Covered

Chapter 0 Pre-algebra Review
Chapter 1 Real Numbers and Variables
Chapter 2 Equations, Inequalities, and Applications

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Understand basic mathematical definitions
2. Use fractions to perform various operations
3. Understand the relationship between fractions, decimals, and use them appropriately
4. Use the Mathematics Blueprint for Problem Solving
5. Use real numbers in real-life situations
6. Evaluate numerical expressions that contain exponents
7. Use the distributive property and substitution to simplify algebraic expressions
8. Solve equations and inequalities and use those skills to solve applied word problems

Grading and Evaluation

The grading system is based on a satisfactory or unsatisfactory grade.

S > 80% U < 79%

MML Gradebook: Your grade will be kept in the MML Gradebook under Course Home. You can always check your current progress through the MML Gradebook.

Remember! The overall grade may appear inflated if there is no grade entered for work not turned in. Once the instructor enters a zero for work not submitted, the grade will drop accordingly.

Proctor Required

Chapter exams will be proctored. Academic integrity is important to NDSCS, the instructor, and you, the student. To ensure academic integrity of this online course, an Exam Proctor Form is required before the first exam can be taken.

The Exam Proctor Form will be found under the Course Home once your online course opens. It may be printed and mailed, or completed online; have it completed by someone who agrees to proctor your exams. It cannot be a friend or family member.

Students who live in the Wahpeton, ND area should use the ASC Testing Center for their proctors and students in the Fargo, ND area should use NDSCS – Fargo testing center.

Your area library or school are other good choices. You will receive zero points for exams taken without the required Exam Proctor Form.

Quizzes and Homework

30% of your grade will be from homework. There will be homework assigned daily; it will be due within 2 days of being assigned for full credit. One of the really great things about MyMathLab is the ability to do homework over again, to at least a 70% level...100% if you try hard!

20% of your grade will be from quizzes. In order to take the mid- chapter quizzes, you must have at least a 70% average on your homework for that chapter.

Quizzes and exams must be taken on the day they are scheduled; all homework must be completed before quizzes and exams can be taken.

Assignments

Please follow the order of units as each unit will build onto the next one and will be accessible according to the schedule posted within the online course.

Assignments and quizzes within each chapter are **due within specified time frames**. Refer to the Schedule for specific due dates.

Assignments not completed by the specified deadline but submitted late will have **10% of grade points deducted** at instructor's discretion.

No points will be assigned for incomplete assignments. Be prepared to spend **at least four (4) hours per week** in the online class, studying, and completing assignments.

Student-Instructor Communications

While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor will not be available 24 hours a day. Instructors will check email, voicemail, and Cyber Office messages on a regular basis, but there may be times when they are unavailable due to other commitments and job responsibilities. Email, voicemail, or Cyber Office Messages will be responded to as time allows. As a general rule, you can expect your direct questions to be answered within 24 hours during week days.

When sending an email, please include your full name so your instructor knows who they are responding to. Often, the email address does not indicate who is sending the message.

Student E-mail Accounts

NDSCS students are to use an NDSCS email account exclusively to ensure the lines of communication with your instructor and NDSCS are not broken, which often happens with other email providers. You can access your email account by following instructions at www.ndscs.edu/lt-Setup. If you need help accessing your NDSCS email, contact the NDSCS IT Service Desk at 800-342-4325 ext 3333 or ndscs.servicedesk@ndscs.edu.

To make your NDSCS email account your preferred email address, log into your CampusConnection account and check the “preferred” box by campus email.

The NDSCS e-mail system provides students with an entire suite of services such as:

- 10 GB storage for email
- Instant messaging through Skype for Business
- Rich calendaring
- Photo sharing
- Multi-browser support
- SMS alerts to mobile phones

Student Attendance

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course. An online student who does not regularly attend their online class for a period of seven consecutive days may be dropped from the course. Attendance is evidenced by weekly completion of assignments and/or participation in online discussions. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted. See the entire NDSCS Attendance Policy at www.ndscs.edu/online-attendance.

If your instructor is unexpectedly unavailable and may be delayed in reviewing or correcting assignments, you will be notified of this as a sign of courtesy and respect.

Self-discipline is an important part of taking an online class. While it's nice to be able to work at your convenience, it is very important to keep up. Homework, quizzes, and exams, will all have due dates. Unless something has been set up with the instructor before the due date, all work will be expected to be in at that time. You will need to check the class announcements and your email on a daily basis, to see if there have been any changes or updates. An interesting little feature MyMathLab has is a clock...your instructor will be able to see how much time you are spending on assignments.

Academic Integrity

Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to

the NDSCS Student Planner or [College Catalog](#) under College Policies and Basic Regulations of Conduct (page 32).

Types of Misconduct

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Fabrication: Intentionally and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines (**Appendix A**) to learn of these expectations.

NDSCS your instructor will not be responsible for the content of any personal messages which are sent from one student to another student using the online email delivery system. Students are expected to adhere to accepted codes of ethical, personal, and civil conduct when conversing online. Failure to abide by such codes of conduct and etiquette may result in being asked to withdraw from the class. The instructor reserves the right not to accept an exam or assignment with inappropriate comments.

Technical Problems

You are strongly encouraged to make hard copies of your assignments and communications with the instructor. Computer crashes and accidents are bound to happen. Internet service provider problems will not be accepted as an excuse for turning your work in late.

Note: It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, please contact your instructor.

Review the [Computer Access Policy](#) to learn how you can take a proactive approach to your online success.

Disabilities and Special Needs

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the **Student Accessibility Coordinator** (phone 671-2623, or toll-free 1-800-342-4325 ext. 3-2623) as early as possible in the term.

APPENDIX A ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

Online courses are based on the premise that students learn best in a community. The instructor plays an important role, but this is a different role than most instructors play in the traditional, face-to-face classroom. While you may see a shift in the way classes work, you'll also notice that some things don't change: the practices of courtesy and respect that apply in the ordinary classroom also apply online, and may actually require more attention in this venue. Here are some guidelines:

1. **Get involved.** In the online environment, it's not enough to show up! Your voice must be heard in order to show your presence. Your comments are needed to add to the information, the shared learning, and the sense of community in each class.
2. **Be persistent.** Remember that for many this is a fairly new environment. Each instructor still sets the rules, and you need to abide by them; however, if you run into any difficulties, don't wait! Send your instructor an email immediately or post in the Discussion Area. Most problems are easily solved, but your instructor and your fellow students need to hear from you before they can help.
3. **Share tips, helps, and questions.** For many, taking online courses is a new experience. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it in the Discussion Area. For every student who asks a question, there are 10 others wanting to know the same thing.
4. **Think before you push the Send button.** Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.
5. **Consider the context.** Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So: help us "see" you by explaining your ideas fully.
6. **Ask for feedback.** Not sure how your ideas and comments will be taken? Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement. "Flaming," or flying off the handle and ranting at someone is unacceptable; it is the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face to face classroom.
7. **Act with respect.** Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the face to face classroom. If you have concerns about something that has been said, please contact your instructor.
8. **Exercise integrity.** Plagiarism, cheating, and other violations of ethical student behavior are serious actions in a learning community. See Academic Integrity Policy in the course syllabus.
9. **Recognize the consequences.** Consequences of online student behavior that contradicts the NDSCS Academic Integrity policy will be addressed on an individual basis and in accordance with NDSCS Academic Integrity policy. Refer to the NDSCS Student Planner or College Catalog for more information.

*Adapted with permission from Dr. C. A. Keller, San Antonio College