MATH 62 DE

Online Course Syllabus

Attendance during the first week at our scheduled orientation is optional, but it will help to ensure that you are in the in the correct class, and have the correct materials. The orientation is optional and may be reviewed online at my course website: http://www.instruction.greenriver.edu/reising/math62de

All assignments are completed online via the Hawkes software. If there is a problem with your software at home, contact Hawkes Technical Support via their website: www.hawkeslearning.com. You have the option of looking through a FAQ of common problems, Live Chat or completing a Tech Support Form. You may also call Hawkes at 800.426.9538. You have access to computers at school in one of the labs, if you need to utilize a computer with the Hawkes software.

This course does NOT use Canvas. Assignments are completed online using the HAWKES DEVELOPMENTAL MATH software.

Instructor: Pam Reising (“Pam” or “Ms. Reising”)

Office: CH 301-8

Email: Through the Progress Report, MY TOOLS, COMMUNICATIONS or by clicking on the Message link in Lesson Screen area of Hawkes Learning System courseware. Check this daily please when you first log on. GRCC email: preising@greenriver.edu

Website (location of labs, hours, etc):
http://www.instruction.greenriver.edu/reising/math62DE

Supplies needed:
- Access Code for Hawkes software – DEVELOPMENTAL MATHEMATICS
- Spiral Notebook
- Pencil
- Scientific Calculator

Optional supplies:
- Course book
- Jump drive (If you do not have the internet at home and need to bring in your certifies)

Academic Honesty

This is an online course and you will complete all work online via HLS courseware. It is assumed that you and only you are the person submitting the required assignments. I realize that you may be tempted to use your textbook, notes, or a friend to help you complete certain requirements. If you feel tempted, remember why you are taking this course. Most likely it is a stepping stone to the next course or a related course. If that is the case, then you are expected to learn this material and it will not help you in your future course(s) if in order to complete assignments in this course you relied on using your textbook, notes or a friend.
Learning Objectives

Read the objectives listed below to ensure you have been placed in the correct class. GRCC offers several placement options, if you feel you have been misplaced contact me immediately. Please see this site for more details about placement: http://www.greenriver.edu/student-affairs/assessment-and-testing-center.htm

<table>
<thead>
<tr>
<th>Basic Mathematics (Math 62)</th>
<th>Pre-Algebra (Math 70)</th>
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</thead>
<tbody>
<tr>
<td>The student will review concepts of arithmetic including:</td>
<td>The student will demonstrate the ability to:</td>
</tr>
<tr>
<td>1. Extensive review of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and related number theory concepts.</td>
<td>1. Perform operations with fractions, decimals, percents/ratios in an algebraic environment including order of operations.</td>
</tr>
<tr>
<td>2. Extensive work with orders of operations</td>
<td>2. Understand and apply geometry and measurement concepts including the Pythagorean theorem.</td>
</tr>
<tr>
<td>3. Extensive work with percents, rates and ratio operations</td>
<td>3. Work with integer exponents.</td>
</tr>
<tr>
<td>5. Overview of basic geometric formulas</td>
<td>5. Simplify basic polynomial expressions.</td>
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<thead>
<tr>
<th>Introductory Algebra (Math 72)</th>
<th>Intermediate Algebra (Math 97)</th>
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<tbody>
<tr>
<td>The student will demonstrate the ability to:</td>
<td>The student will demonstrate the ability to:</td>
</tr>
<tr>
<td>1. Find real solutions for linear equations- using tables, graphs and algebra.</td>
<td>1. Define a function.</td>
</tr>
<tr>
<td>2. Solve literal equations.</td>
<td>2. Graph linear, quadratic, and other functions.</td>
</tr>
<tr>
<td>3. Simplify expressions involving integer exponents.</td>
<td>3. Solve linear, quadratic, and other functions.</td>
</tr>
<tr>
<td>5. Factor quadratic trinomials.</td>
<td>5. Solve quadratic equations using tables, graphs and algebra.</td>
</tr>
<tr>
<td>6. Graph linear equations, derive equations for lines.</td>
<td>6. Use complex numbers for the solution of equations.</td>
</tr>
<tr>
<td>7. Use unit analysis to convert measurements.</td>
<td>7. Work with the arithmetic of complex numbers.</td>
</tr>
<tr>
<td>8. Solve ration, rate, and proportional reasoning problems.</td>
<td>8. Use mathematics to solve practical applications.</td>
</tr>
<tr>
<td>9. Apply the Pythagorean Theorem to solve problems.</td>
<td>9. Solve rational equations.</td>
</tr>
<tr>
<td>10. Use functions in the form of graphs, tables and linear equations.</td>
<td>10. Solve radical equations.</td>
</tr>
<tr>
<td>12. Apply real number properties and order of operation to solve equations.</td>
<td>12. Simplify radical expressions.</td>
</tr>
<tr>
<td>14. Solve basic problems using linear and quadratic regression techniques</td>
<td>14. Solve basic problems using linear and quadratic regression techniques</td>
</tr>
</tbody>
</table>

ACCELERATE YOUR LEARNING
Reach your math completion goal sooner by completing more than one course during a quarter! You may finish 62 early and start on Math 70. Send me a message if you are interested.
Your Grade:

A printed calendar showing all deadlines can be found in the COURSE MATERIALS link from MY TOOLS tab.

20% - CERTIFY (in LESSON)
- Certify lessons are posted in your Progress Report with deadlines. All deadlines occur at midnight on the day posted. You must get about 80% on a Certify lesson to have it count for 100% grade. The number of questions you can miss and still get 100% will show at the bottom of your screen.

- All required Certify lessons must be completed prior to the TEST deadline or you can’t take the test. The program will not let you take a test if you have not done all of the Certify lessons for that test.

15% - PRE-TESTS (in WEBTEST)
- Pre-Tests are under the Web Test. To access a Pre-Test, click on WEBTEST (button on upper left in Lesson screen). TAKE TEST, Assigned Test, click OK and choose the appropriate Pre-Test assignment. The chapter reviews under the lessons, and the practice tests you can create, are not the pre-test assignments.

- Pre-Tests must be taken by the posted due date, preferably before you prepare to take the Test, because they disappear at midnight on test day. I recommend trying it the first time well before the deadline. Pre-tests may be taken as often as you wish before the deadline, and your highest score is used. The Pre-Test has the same questions each time you re-start the test (unlike the Certify quizzes).

- Your lowest Pre-Test will be dropped at the end of the quarter.

50% - TESTS (in WEBTEST)
- These are tests taken after completing required lessons following the deadlines on the calendar posted under Progress Report. You may take each test only once. You may only use instructor provided help sheets on the tests (see the Academic Honesty Policy on page 1). You may use a calculator on all tests with the exception of Math 62 Test 1. Late tests may be subject to a late penalty.

- Test results will be available immediately after it is taken. As soon as you are done, you should review your test with the correct answers. Then, you may try to identify what you did wrong. (The computer gives you the right answer so you may be able to make a case for part credit or full credit). Send me a message via Hawkes to ask for part/full credit on questions. Provide the question # and a brief explanation of why you deserve credit.

- Your lowest test score (NOT COUNTING THE FINAL) will be dropped at the end of the quarter.

5% - STUDY SKILLS ASSIGNMENTS
- These are short assignments designed to help you succeed in this course (and future math courses). Details are posted in your COURSE MATERIALS link in the MY TOOLS tab of Hawkes and at my website (see page 1 for URL). I will also send out message reminders.

10% - FINAL EXAM (in WEBTEST)
- This may be taken early like any other test. The final exam and all other required coursework must be completed by midnight on the final day for the course. Check your course calendar to verify that you know this date.

- Test results will be available immediately after it is taken. Final grades will be available by noon the next day.
Getting Started with Hawkes Software

Purchase Hawkes
You have 3 options for purchasing access to Hawkes “DEVELOPMENTAL MATHEMATICS” software (listed here from least expensive to most):
   1. Purchase access code directly from Hawkes website
   2. Purchase Hawkes CD’s from GRCC bookstore
   3. Purchase textbook with Hawkes CD’s from bookstore (author name is Wright, Franklin D.). Textbook is optional

Get Your Access Code
- If you select purchase option #1, go to www.hawkeslearning.com and click on “Get your access code” and then the “Click here” button under the “Purchase Your Access Code” option. You will need a credit card.
- If you selected purchase option #2 or #3, go to www.hawkeslearning.com and click on “Get your access code” and then the “Click here” button under the “Register Your License Number” option. You will need the 15-digit license number from the yellow sticker on the CD. You do NOT need to install the CD’s here on campus.

Save Your Access Code
You will need your access code each time you log onto Hawkes. Save your access code to your Green River H: drive (look on my computer for the drive with your SID #), this drive is accessible from any student computer at GRCC. Hawkes gives you an internet page with your Access code that you can copy and paste into the software and then save to your H: drive, your home computer or a USB drive. Hawkes will also send your access code to the email address that you provided. You may also write it down here (6 characters per line for a total of 30):

My access code

_________________ - __________________ - __________________ - __________________ - __________________

Enroll in your Instructor’s Hawkes Class
- Select my name “Pam Reising” from the drop-down list.
- Select the DE section

Install the Hawkes Software at Home
- If you selected purchase option #1, you will go to www.hawkeslearning.com and click on “Download Software”. Choose the DEVELOPMENTAL MATHEMATICS software for your course from the drop-down list:
   o Course ID is GRCCDEV
- If you selected purchase option #2 or #3, place CD #1 into the CD-ROM drive. Installation will begin automatically. Follow the instructions. If you are connected to the internet be sure to enter the COURSE ID when prompted (see above). If you do not have internet at home, select the option that says “No, I will not be accessing an online gradebook from this computer.”
- If you choose to work offline at home, you will need to save your Certify lessons and load them from a computer with internet access. From campus, open the Hawkes software and click on the “Submit Certificate” tab. From other computers, go to www.hawkeslearning.com/grccdev and select the “Submit Certificate” tab.
Starting Your Course

LESSONS
- INSTRUCT (optional) – contains explanation, formulas, definitions and examples. Look for the Video link on the lower left, it has an instructor teaching the lesson
- PRACTICE (optional) – gives you guided practice problems. Select the TUTOR link if you need assistance. You have the option of Step-by-step assistance, or showing the entire problem’s solution worked out. A score is recorded so that you can judge whether you are ready for your Certify quiz.
- CERTIFY (required) – gives you problems similar to the practice. You need to answer about 80% correct to get a score of 100% (the number of problems you can miss and still pass will show at the bottom of the screen). You may re-take it as many times as you need to (with no penalty) to pass. You will earn 100% upon passing as long as you complete it by the deadline.

PRE-TESTS
- Required prior to taking a TEST.
- Covers all topics that will be on the test
- Go to WEBTEST → TAKE TEST → ASSIGNED TEST → highlight the pre-test you wish to take and then BEGIN TEST
- Take this prior taking the actual test
- May be taken as many times as you like prior to the deadline. Highest score will be kept
- Do NOT do the Chapter Review or Practice Tests.

TEST
- Must be taken by the deadlines or they disappear (at midnight, just like Cinderella)
- All required Certify lessons must be completed prior to taking the test or you will be blocked from taking the test
- Tests are not timed, most take about 30 – 50 minutes
GRCC utilizes a decimal grading system and grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Decimal</th>
<th>Percent</th>
<th>Decimal</th>
<th>Percent</th>
<th>Decimal</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>98 &amp; above</td>
<td>3.0</td>
<td>85</td>
<td>2.0</td>
<td>75</td>
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<tr>
<td>3.9</td>
<td>96-97</td>
<td>2.9</td>
<td>84</td>
<td>1.9</td>
<td>74</td>
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<tr>
<td>3.8</td>
<td>94-95</td>
<td>2.8</td>
<td>83</td>
<td>1.8</td>
<td>73</td>
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<tr>
<td>3.7</td>
<td>92-93</td>
<td>2.7</td>
<td>82</td>
<td>1.7</td>
<td>72</td>
</tr>
<tr>
<td>3.6</td>
<td>91</td>
<td>2.6</td>
<td>81</td>
<td>1.6</td>
<td>71</td>
</tr>
<tr>
<td>3.5</td>
<td>90</td>
<td>2.5</td>
<td>80</td>
<td>1.5</td>
<td>70</td>
</tr>
<tr>
<td>3.4</td>
<td>89</td>
<td>2.4</td>
<td>79</td>
<td>1.4</td>
<td>69</td>
</tr>
<tr>
<td>3.3</td>
<td>88</td>
<td>2.3</td>
<td>78</td>
<td>1.3</td>
<td>68</td>
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<tr>
<td>3.2</td>
<td>87</td>
<td>2.2</td>
<td>77</td>
<td>1.2</td>
<td>67</td>
</tr>
<tr>
<td>3.1</td>
<td>86</td>
<td>2.1</td>
<td>76</td>
<td>1.1</td>
<td>66</td>
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<td>64 &amp; below</td>
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</table>

Math 70, 72 and 97 require a grade of 2.5 in the prior course as a pre-requisite. Math & 141 and 170 require a grade of 2.5 in math 97. Math 107 and 147 require a grade of 2.0 in Math 97.

Resources for Assistance

All students enrolled in math courses at GRCC have access to the Math Learning Center (MLC) located in room 313 in the CH building. Students can work on their math with other students and tutors. The MLC also has videos and books available (free with student ID) for check out. I have posted some help sheets in your Course Materials link, and there are online resources posted at http://www.instruction.greenriver.edu/Div-Math go to the Resources link.

Students Subject to Provisions of Americans with Disabilities Act

If you believe you qualify for course adaptations or special accommodations under the Americans With Disabilities Act, it is your responsibility to contact the Disability Support Services Coordinator, in the Lindbloom Student Center and provide the appropriate documentation. If you have already documented a disability or other condition which would qualify you for special accommodations, or if you have emergency medical information or special needs, please notify your instructor during the first week of class. If you use an alternative medium for communicating, inform your instructor well in advance so that appropriate accommodations can be arranged. Disability Support Services is located in the LSC.
- Hawkes Tech Support: 800.426.9538 or 843.571.2825
- **Getting Started Video** - a great way to get started and learn the basics of the program
- **Student Manual** - covers all the major features of the program
- **System Requirements** - find out if your computer will work with Hawkes
- **Installation Instructions** - how to install the program at home
- **Find Your Access Code** - a way to retrieve it if you should lose it
- **Live Chat** - if you have any problems you can chat with a technical rep
- **Technical Support Form** - you can email questions as an alternative to Live Chat
- **Watch Instructional Videos** - a way to watch the videos if you chose not to download them or don't have the CDs
- **Keyboard Shortcuts** - faster ways to interact within the program
- **FAQs (Frequently Asked Questions)** - many of them dealing with installation problems or using Hawkes on a Mac
- **GRCC Math division website:**
  http://www.instruction.greenriver.edu/Div-Math/default.htm
  click on the RESOURCES link