So, how does this online MATH 120 course work?

General Structure:

Since this is an online course, your interaction with the instructor will be through online methods. To learn the material, you will read and do homework exercises in the textbook, watch instructional videos made by your instructor, take advantage of multiple online learning tools, and ask questions via email, on a discussion board, or in a chat room. You will get as much help as you ask for, but you should expect to have to study and practice in order to succeed. That's the way all courses operate, including online courses.

Time Frame:

While the internet provides a great deal of flexibility with regard to the time of day you do your work, this class will have a weekly schedule and is designed to run the entire length of the semester. You will not be able to work at your own pace or finish early. Also, please do not expect materials to be available prior to the day on which the course begins.

How are students graded?

Students are graded based upon the total number of points earned on quizzes and exams during the course.

There will be 14 online quizzes to be completed during the course. Each quiz will be available for several days but may only be taken once, and must be completed by the deadline indicated on the Course Schedule. No make up quizzes will be given for any reason. Each quiz has a time limit, so it is best to be fully prepared before you actually begin. At the end of the semester, your two lowest quiz scores will be dropped, and the remaining 12 quiz scores will make up 40% of your overall grade. Quizzes do not need to be proctored and may be taken at any location.

In addition to these quizzes, there will be 3 exams given during the semester. Each exam will be available for several days but may only be taken once, and must be completed by the deadline indicated on the Course Schedule. No make up exams will be given for any reason. Each exam has a time limit, so it is best to be fully prepared before you actually begin. No exam scores will be dropped, and the exams will make up 60% of your overall grade. The exams will be given online, but they will be password protected and must be taken in a proctored environment (such as a college testing center). If you live outside of the Las Vegas area, it is typically very easy to arrange a suitable proctor in your location. On these proctored exams, one page (front and back) of notes, and calculators will be permitted.

Will your instructor be available online for office hours?
Absolutely. There will be online office hours every week, held in the online text-based chat room, during which you can get help. If you can't attend the scheduled online office hours, it is possible to arrange an appointment to meet in the chat room at another time. Additionally, you can always communicate with your instructor, or ask for help, via email or on the discussion board.

**Required Materials:**

The textbook that we will use in this class is:

*When Are We Ever Going to Use This Stuff?,* 6th Edition, by Matovina and Yates

This course will use an online system that is housed on the website of the publisher. It is a version of the Canvas course management system that will contain all of the course materials, including learning tools, instructional videos, and all of the quizzes and exams.

You will need online course access, and you can choose between a paperback version of the book or a downloadable e-book. The most economical way to purchase access to the course, and your preferred version of the textbook, is to purchase directly from University Readers Academic Publishing, as follows:

**Step 1:** Log on to https://students.universityreaders.com/store/

**Step 2:** Create an account. You will need to select your home institution (CSN) during this step, or log in if you have an existing account.

**Step 3:** Unless you already own a copy of the 6th edition of the book, select the TEXTBOOK + ACTIVE LEARNING bundle that lists my name (Ronald Yates) as the instructor. This bundle includes both the textbook and online course access.

**Step 4:** Easy-to-follow instructions will guide you through the rest of the ordering process, where you will be asked to select the version of the book you prefer, and the section number in which you are enrolled.

Please obtain course access and the textbook before the beginning of the semester, so that you have the book when the course begins, and feel free to let me know if you have any trouble, or if you have any questions.

If you purchase the e-book, it is available immediately. If you purchase a paperback version of the book, the first 30% of the book is available to you right away as an e-book while you wait for your copy to be shipped.

To access the e-book, log in to your University Readers account and click on “My Digital
Accessing the Course Materials:

After completing your purchase that includes online course access, an email will be sent to you. If you don't see that email, be sure to check your “Spam” or “Junk” mail folder.

Within that email, you should click on the “Click Here To Get Started” link, which will help you to create a password, set your time zone, and register your online access.

Once the semester begins, you will access the course by visiting:

https://active.cognella.com