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 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 completely at your own pace or finish the course 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?, College Mathematics for the Liberal Arts Major, 7th Edition*, by Matovina and Yates

This course will use an online system that is housed on the website of the publisher, Cognella Academic Publishing. 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 print (paperback) version of the book or a digital e-book. The materials are available in CSN bookstores, but the most economical way to purchase access to the course, and your preferred version of the textbook, is to purchase directly from the publisher, as follows:

**Step 1:** Go to [https://active-store.cognella.com/90740.html](https://active-store.cognella.com/90740.html)

Here you will see the required materials for this course.

**Step 2:** Make sure to check the box for “Active Learning,” which will give you access to the online materials. In the pull-down menu, select the section number in which you are enrolled. You can find your section number in MyCSN.

**Step 3:** Unless you already own a copy of the 7th edition of the book, check the box for the textbook. In the pull-down menu, select the version of the book you would prefer (print or digital).

If you purchase both Active Learning and a textbook, you will see the discount after you add these items to your cart.

**Step 4:** Easy-to-follow instructions will guide you through the rest of the ordering process, which includes setting up an account. Orders for printed books are typically processed within 24 hours, and shipping times depend upon your location.

If you purchase the digital version of the book, it is available for immediate download. If you purchase the paperback version of the book, the first 30% of the book is available to
you right away in digital format, while you wait for your copy to be shipped. To access the digital version of the book, log in to your Cognella account and click on “My Digital Materials.”

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.

**Accessing the Course Materials:**

After completing your purchase that includes Active Learning access, an email with a subject of “Course Invitation” 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 “Get Started” link, which will help you to create a password, set your time zone, and register your online access. Once you are logged in, select “Courses” to see your Math 120 course.

From this point forward, you will be able to access the course simply by visiting:

https://active.cognella.com