

# 1 To the Student

You are looking at this tract right now because you are enrolled in a section of MAT096 at LaGuardia Community College. The best way to succeed in this course is to purchase the textbook immediately, enroll in your online section, attend *every* class, do all assignments in a timely fashion, and get help as soon as you fail to understand a particular concept. As for in class, the prescriptions never change: listen, take notes, and ask questions as soon as you need even the slightest clarification on a concept. In addition, you are required to attend every laboratory session for your MAT096 class. Labs are graded, and they are part of the course.

# 2 Registration

As I said before, your success begins with your purchase of the course textbook. The name of the textbook is *Beginning Algebra 5th edition* by Man M. Sharma. In back of the textbook, you will find a CD. You are required to install this software on your computer. Do so as soon as you get home with your new book. The next step is to visit the EDUCO website by typing in the following URL: [www.educo-int.com](http://www.educo-int.com). There you will see a blue banner

that reads, Educo International, Inc. Gateway to Teaching Excellence and Learning. Below, on the left hand side, you will see a column that says **Students** and under that you will see a link for *Registration*. You are to click on this link. Then you simply follow the instructions for registration. You must select New York (NY) for your state and LaGuardia Community College for your institution. In the next step, you must select the term you are in. That will be either Fall I, Fall II, Spring I, or Summer. The course you will be enrolling in is *Mathematics in Action II* and you must select the appropriate number for your course section. To complete the enrollment, you must fill in all the required information and enter your book ID number found underneath the CD in the back of you book. For your e-mail address use the one you check most often. That's how your instructor will keep in touch with you. If you do not have e-mail address, you have one at LaGuardia. The form of it is: First Name.Last Name@mail.LaGuardia.edu. Once you have completed all the required fields you simply submit you information and your done. Please be careful not to double click when you submit your information because this will cause errors. If you have taken the course before, all you need, to enroll in the course, is to buy a new number. A new identification number can be purchased using a credit card at the EDUCO on line e-store.

The charge is \$20.00.

### **3 For The Teacher**

The EDUCO system contains web based assignments and a textbook that goes hand in hand, and they can be quite effective when the instructor supports them. The web based assignments are not a replacement for classroom work, nor are the web based tutorials a replacement for an effective presentation of the mathematics in class. One emphasis that the instructor must keep reiterating is the importance of reviewing the tutorials before attempting the assignments. A suggestion is to have students keep two notebooks; one for in class notes and one for taking notes while reviewing the tutorials. Student will keep the second notebook if they know that they will get some credit for it. The instructor can decide on some reasonable point value.

This set of notes provides the teacher and the student with practice examples and explanations to review in class. Not all teachers are provided with *smart* classrooms, so the homework problems can not be reviewed in class. Therefore, all exercises provided here should be assigned as homework in conjunction with the on line assignments. All the exercises in this set

of class notes are drawn directly from the EDUCO textbook, and they are representative of the types problems in the textbook and the types of problems required for the course. Great pains have been taken to ensure that the selected problems provide an appropriate preparation for college algebra and beyond. This way the student will always have problems they have attempted to review with the instructor in the next class meeting. What makes the EDUCO system good for the teacher and the student is that it grades homework and provides instant feedback for the student about the correctness of their work. It is also very important that whenever students are working with the software, either the tutorials or the assignments, that they always have a notebook at the ready. Students should not attempt to hack on the screen to get the answer. Students should arrive at the answer to the question on paper in their notebook first before attempting to enter the answer. Entering the answer is always a separate problem that is addressed in the tutorials. Students in the lab who are asking for help repeatedly have not studied the tutorials thoroughly and should be encouraged not only to review the tutorials but to take notes as well.

In the beginning of the course, students must be encouraged to buy the textbook immediately. Students must also be told that you the instructor

expects all the assignments to be done in a timely fashion because they will expire on the exact due date in the computer, and if they are not done a student will get a zero for that section. Personally, I assign 20 to 30 on online assignments per semester including several tests and quizzes. I believe it is very important to give at least one test and one quiz before the midterm exam and a test and a quiz before the final. If you have any questions about this program or about how to use it please contact me at: gmccormack@lagcc.cuny.edu.