

Winter 2011 WELCOME LETTER

Welcome to **Pre-Algebra (Math 074)**. This course is 95% online. That means you will attend classes via the Internet and take exams at the learning lab. My name is Mr. Chade Saghir and I am the instructor for this course. You will communicate with me via email (cfsaghir@henryford.ucompass.com), and/or course discussion board. You will need to visit HFCC's campus to complete four exams during the semester. You may schedule on-campus office visits with me if there is a need, however this is not required.

An online course requires a certain level of commitment and self-discipline from you, the learner. To succeed you must participate in the course on a regular basis. Put time aside each week, just as you would if you were attending classes on campus, to attend your online course and complete the necessary work. It is very difficult to do well if you get behind.

If you're not sure you're ready for the commitment of an online course take the self-test on the HFCC Ucompass login page, <http://henryford.ucompass.com>. Click the **Student Resources** link and then click

"Is online for you?" to learn if your learning style and self-discipline is suited for online learning.

There are certain technical requirements for success in this course. You are responsible for the necessary hardware and software, as well as the ability to competently use both. You must have access to a computer with a CD-ROM drive. You must be able to access the Internet. To ensure that your computer is ready for online learning click **"PC Requirements"** in the **Student Resources** section of the Ucompass login page, <http://henryford.ucompass.com>. The **Technology Analysis** at the bottom of the page will evaluate your computer to make sure you have the necessary software applications to access the course content. If you do not have the correct version of an application there is a link to a free upgrade page.

Should you need Technical Support with your Ucompass course click the Tech Support link on the Ucompass login page. Call the support numbers listed or submit your issue via e-mail and you will receive a timely response.

There will be three tests during the semester plus a comprehensive final at the end that will be taken at HFCC learning lab.

It is your responsibility to keep up with the readings and the course work. After the due date has passed and the new packet for the upcoming week is made available to you on Monday morning, you will no longer have access to the previous week's packet of information or be able to submit late work.

The text book for this course is *Basic Mathematics through Applications, 4/E*, Akst and Bragg
Publisher: Addison-Wesley Copyright: 2009. **Make sure you purchase the book that comes with MYMATHLAB.** You may purchase this text through HFCC bookstore in person or online. To order online visit the College Store web site: <http://collegestore.hfcc.edu/>

How your online course Math 074 works:

We will be using two on-line programs for this course. They are UCOMPASS and CourseCompass.

- UCOMPASS will be used for **Weekly Assignments, Discussion Board, E-Mail, and Grading.**
- Course Compass will be used for **Multimedia lectures including video and PowerPoint, and online homework.**

UCOMPASS

To access UCOMPASS go to <http://henryford.ucompass.com> **You will not have access to your online course until the first day of regular classes for the semester January 10, 2011.**

Log into Ucompass using your **WebAdvisor username** and the four-digit **mmdd of your birth** as your password (if your birthday is July 4, your password would be 0704). If you do not know your WebAdvisor username find it through the HFCC website <http://www.hfcc.edu>. Click the blue WebAdvisor box, then click the link for Students and follow the prompts to display your username.

If you have trouble with your username or password contact the HFCC Help Desk, either via email at helpdesk@hfcc.net or telephone: (313)845-6345.

CourseCompass

To access CourseCompass go to <http://www.coursecompass.com> The first time you go to the website you will have to register.

To register

1. Click on register under the student tab on the left of the screen under Log In.
2. Click on get access to a new course.
 - a. Make sure you have a valid e-mail address
 - b. Course ID is: saghir63773
 - c. A valid student access code which is in your book if you purchased the correct book with MyMathLab.
3. Then follow the instructions and you should be registered into the course.
4. The next time you enter CourseCompass you use the Log In button on the left. You do not have to register again.

What you need to do:

1. Prior to 1/10/2011 purchase the course textbook from the book store. Make sure you purchase the correct one with MyMathLab.
2. Register for the CourseCompass course using the access code in your book.
3. On 1/10/2011 go to UCOMPASS and read the assignment for the week. Each week the assignment will be updated.
4. That's it.....

You will get from the class exactly what you put into it. Contact me at any time with any questions or concerns you have (cfsaghir@henryford.ucompass.com). Communication is absolutely essential in an online course. **Email or post...just communicate!** So ask questions any time you have them!

Best Regards,

Mr. Chade Saghir