



Syllabus: College Prep 1/College Prep 2

Course Number: Online MATH0021-8 weeks/MATH 0022-8 weeks

Instructor Information

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Courseware Information

Courseware you will need for this course is Hawkes courseware *Preparation for College Mathematics, 2nd Edition* by Franklin Wright (ISBN 978-1-64277-004-9). You are not required to purchase a textbook. We will not use it. You **ARE REQUIRED** to purchase a license number/access code for the **Hawkes** courseware listed above. Only one license number/access code is needed. It can be used for both courses. All work will be done using the Hawkes Learning webpage. This courseware can be purchased in the TC bookstore(ask for it at the front counter) or online through the Hawkes Learning website when you sign up on Hawkes. There is also an option to get temporary access if you need it when you sign up on Hawkes.

Link to Hawkes website: <https://learn.hawkeslearning.com/Portal/User/Login>

A calculator is required, preferably a TI-84.

You will also need Microsoft PowerPoint to watch instructional videos prepared by TC instructors that correlate with your coursework. All students can download Microsoft Office for free which contains PowerPoint. Here is the link for the instructions:

<https://support.texarkanacollege.edu/solutions/1030167-microsoft-office-downloading-the-office-suite>

Student Learning Outcomes for the Course

Upon completion of these courses students should be able to:

College Prep 1

1. Perform order of operations problems with exponents.
2. Perform arithmetic operations with integers.
3. Perform arithmetic operations with fractions.
4. Solve linear equations in one variable.
5. Solve linear application problems.
6. Use properties of exponents to simplify an algebraic expression.
7. Multiply and simplify polynomials.
8. Divide and simplify polynomials.

College Prep 2

1. Determine if a relation is also a function.
2. Perform algebraic operations and composition with functions.
3. Factor a polynomial expression.
4. Solve a quadratic equation by factoring.
5. Simplify and perform operations with radical expressions.
6. Solve equations that contain one or more radical expression.
7. Find the slope and/or y-intercept of a line.
8. Find a linear equation in slope-intercept form.

Student Requirements for Completion of the Course and Due Dates

Modules: Students move through a series of content modules using a mastery learning approach, making extensive use of computer software for content delivery, practice of skills, and assessment (graded certifies, and module post-tests).

Module Tests (8 Total, 4 per course): All module Post-Tests must be completed with a minimum score of 70 in order to move on to the next module. Students may not take a module Post-Test until **ALL** of the certifies for that module have been completed. Pre-Tests are optional practice tests and for review only and do not affect your score. All work **except** for the two final exams may be completed at home.

College Prep 1 – Modules 1-4 and Final Exam module

College Prep 2 – Modules 5-8 and Final Exam module

*All work is assigned one module at a time. Once you complete an assigned module, the instructor will move you to the next module and new work will be assigned.

Final Exam: An online comprehensive final exam will be administered separately for College Prep 1 and College Prep 2 once the modules for each individual course have been completed. You may use a calculator but no notes may be used on either Final Exam. **You may not take your Final Exam until all modules have been completed for the course. Both the College Prep 1 and College Prep 2 Final exams must be taken on campus in the TC Testing Center located inside the library (or your proctored setting if you live out of town and it has been approved in advance by the instructor, see Proctors below).**

Link to TC Testing Center: <https://www.texarkanacollege.edu/academics/registrar/testing-center/>

Student Assessment

You have the following possibilities for earning points:

(1) Homework Assignments (Certify)	20%
(2) Module Post-tests	50%
(3) Final Exam	<u>30%</u>
	TOTAL 100%

****In order to progress from one module to the next, students must Certify the Module Homework and score 70% or higher on module Post-Tests.** It is the student's responsibility to let the instructor know they need to be moved to the next module. Once you Certify a module and make at least 70% on your module Post-Test, then email your instructor. Your instructor will then move you to the next module so you can continue to progress within the course. **You must re-take a module Post-Test until you make at least 70%. Once you make a 70% or above on your module Post-Test then that is the grade you keep. To progress to your college level math course, you must score 70% or higher in Math 0022.**

Grading Scale: The following scale will be used to assign a letter grade for this course.
An average of 70 or better is required for credit.

Grade	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

Class Schedule and Assignments

Modular classes follow a “work at your own pace” model. There will be suggested dates for completion of each module but none are exact due dates except for the Final Exam. To receive credit for each course, all work **MUST** be completed by each Final Exam due date with the appropriate grade for advancement.

College Prep 1 must be completed by the College Prep 1 Final Exam due date and have an overall average of 70 or above in order to advance to College Prep 2. To progress to your college level math course, you must score 70% or higher in Math 0022.

See Hawkes Learning Software for assignments. See Schedule handout for approximate due dates and sections covered.

Class Policies

Academic Integrity: This college assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct, including academic honesty. **The principle of academic honesty is that all work presented by you is yours alone.** You are required to complete all work independently unless otherwise instructed- no excuses or exceptions.

Academic dishonesty, including but not limited to cheating, plagiarism, collusion, or falsification of records shall be treated appropriately, including the possibility of being dropped from the course with a grade of "F." Please refer to the Texarkana College Catalog and Student Handbook for more information. Texarkana College will utilize as necessary, technology programs/software to ensure academic honesty. This policy applies to any TC course taken on or off campus. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Cheating is prohibited. Anyone caught cheating on an assignment will have earned an ' F' for the semester OR you may be dropped from the course.

Class Behavior: There will be a **zero-tolerance** policy for any behavior that is a disruption to classroom learning. This includes any use of vulgar language or rude behavior toward the instructor or any other student in the class. This also includes disruptive cell phone/camera/microphone usage during class. Please be considerate of others who are trying to learn by exercising appropriate behavior within the class environments. A student may be dropped from the course for violating these or any other classroom policies. (for face-to-face and hybrid classes)

Correspondence: Any course correspondence will be through TC student email. It is the student's responsibility to check his/her TC email regularly for any announcements relating to the course.

Math Lab: The Math Lab is a good place for doing homework. There are computers available as well as **FREE Math tutors**. The tutors in the Math Lab can schedule a time for you to meet with them online through Microsoft Teams as well as in person in the Math Lab. Below is a link to read about the tutors or schedule a time. You can always just go to the Math Lab during the times they are open without having an appointment. They are there too help you! All TC math students are welcome. Here's the link for more TC Math Lab information: <https://texarkanacollege.libcal.com/>

Proctors: If you live within a 50 mile radius of Texarkana College, you **MUST** take your final exam in the Texarkana College Testing Center located in the Texarkana College Library(Academic Commons), located on campus.

Students living outside the 50 mile radius of Texarkana College, and do not wish to drive to the TC campus to take their final exam, must find their own proctor and approved by the instructor in advance.

An acceptable proctor must be one of the following:

- Educational administrator or librarian at a community college, university, or high school
- Librarian at a public library
- Learning Center, ESO, or an officer of higher rank than the student, if in the military
- College, university, or private testing center

Note: Any cost for either the proctor or proctoring site is the full responsibility of the student. (This applies only if you are not taking tests at TC)

Maximum Allowable Absences

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. *For a three hour 8-week Online Academic class, an instructor may withdraw a student from a course if they exceed 1 absence.*

Online/Hybrid Course Absences

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended.

Students must complete a minimum of one Certify or passing Module Post-Test in their online class per week (for attendance purposes the week is Monday-Sunday).

For College Prep 1, the Enrollment Verification activity is signing up for Hawkes Learning.

*For College Prep 2 the Enrollment Verification activity is **completing a Certify**.*

Attendance Policy

Texarkana College attendance policy allows students to be dropped by instructors for excessive absence. In an 8-week term, this means that instructors may drop students for attendance if student absences exceed more than **one week** of class meetings and/or online assignments.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. Experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for

Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Excused Absences

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons.

Disability Act Statement

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3349, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

Financial Aid

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

Computer Requirement Policy

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they may lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student’s responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office including Power Point which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students. A list of Internet service providers can be found on the TC website at: <https://www.texarkanacollege.edu/coronavirus/>.

Alternate Operations during Campus Closure

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website (www.texarkanacollege.edu) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

The instructor reserves the right to amend the syllabus as needed.

Special Notes:

Even though this course is designed to let students work at their own pace, in order for students to have a chance to complete both courses, they must meet certain deadlines.

If a student has not completed all work for either course with the appropriate grade by the Final Exam due date, the student will receive a zero for the Final Exam and any other work not completed with the appropriate score and the overall average will then be calculated.

If a student does not complete College Prep 1 by the Final Exam due date the College Prep 2 course will be dropped from the student's schedule.