



**Syllabus:** PreAlgebra

**Course Number:** MATH 0031

**Semester & Year:** Fall 2014

**Instructor Information**

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Office Hours: Mon – Thurs 9:00 – 9:30 and 12:30 – 2:00, Friday 9:00 – 11:00

**Textbook Information**

MyMathLab (MML) by Pearson (this is an access code that can be purchased in the TC bookstore or online through the MyMathLab website)

*PreAlgebra* 6<sup>th</sup> Edition by Bittinger, Ellenbogen and Johnson, ISBN-13: 978-0-321-73154-8  
(The textbook is optional)

\*Textbooks purchased from the TC bookstore are already packaged with a [MyMathLab](#) access code.

PreAlgebra Practice Final Exam (available in the bookstore)

**Student Learning Outcomes for the Course**

Students should be able to:

1. Perform order of operations problems with exponents.
2. Perform arithmetic operations with integers.
3. Perform arithmetic operations with decimal numbers.
4. Perform arithmetic operations with fractions.
5. Simplify algebraic expressions by combining like terms.
6. Solve linear equations in one variable.
7. Perform application problems with one or more steps.
8. Solve a proportion application.
9. Convert fractions to percents.
10. Solve problems involving percents.

**Student Requirements for Completion of the Course and Due Dates**

Homework assignments are to be completed using MyMathLab (MML). Assignments should be completed before midnight on the posted due date (normally the next class day). All due dates will be posted on MyMathLab. You will not be able to earn credit for homework assignments after the due date has passed. At the end of the semester your lowest 3 homework grades will be dropped and will not count towards your homework average. Even though the homework is online, you should still work your homework problems on paper. I suggest keeping all homework assignments and handouts organized in a binder where they will be readily accessible.

Tests – There will be a total of 7 major test grades as follows:

Test 1: Chapters 1 & 2

Test 2: Chapter 3

Test 3: Chapter 4

Test 4: Chapter 5

Test 5: Chapter 7

Test 6: Solving Equations

Test 7: Your Lab Grade will count as your 7<sup>th</sup> test grade (see Lab Grade below)

Each chapter test is multiple choice. Chapter tests will be given in one of two ways. Either as a paper test in the classroom or in the testing center online using MyMathLab. You will need to bring a scantron for tests given in class. Tests given in the testing center will be on the computer and will not require a scantron. Students MUST take the test during the time period given by the instructor.

Final Exam – There will be a multiple choice comprehensive Final Exam given in class during last week of the semester. You will need to bring your own scantron for the final exam. Practice final exams are available for purchase in the bookstore.

\*The use of calculators is NOT allowed in this course for any type of assignment (homework, test, final exam, etc.)

### Student Assessment

You have opportunity to earn points in the following 3 areas. Your final grade will be determined by the corresponding percentages.

(1) Homework	10%	(Lowest 3 scores dropped)
(2) Major Tests	50%	
(3) Final Exam	40%	

### Grading Scale

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

\*a minimum course average of 70 is required to receive credit

### Class Schedule

Chapters 1 & 2: Sections 1.6, 1.8, 1.9, 2.1 – 2.6a

Chapters 3: Sections 3.1 – 3.7,

Chapter 4: 4.1- 4.3a, 4.5, 4.6

Chapter 5: Sections 5.1 – 5.6, 5.8

Chapter 7: Sections 7.1 – 7.5

Solving Equations: Sections 1.7, 2.6b, 2.7, 2.8, 3.8, 4.3b, 4.4, 5.7

Chapter 8: Sections 8.1 – 8.6

### **Absentee Policy**

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies count as one absence.

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. 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. If you have an emergency that causes you to miss multiple classes please contact your instructor as soon as possible.

### **MAXIMUM ALLOWABLE ABSENCES**

After official registration, for Academic classes that meet twice a week, an instructor may withdraw a student from a course if they exceed 4 absences.

### **Make-up Policy**

Students may make up missed tests if the absence is due to military duty or religious holy days when students notify the instructor prior to being absent. There will be no make-up exams for absences due to other reasons. Any test missed will be recorded as a zero. Any

student missing 3 major tests will be dropped from the course. If your final exam grade is higher than one of your chapter test grades, the final exam grade will replace the lower test score. (This means if you do miss a test, the 0 can be replaced with the score from your final exam) You will not receive credit for homework assignments after the due date has passed. At the end of the semester your lowest 3 homework grades will be dropped and will not count towards your homework average

### **Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

### **Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, 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.

### **Cell Phones:**

Please turn cell phones on silent during class (not vibrate). If your cell phone becomes a distraction for others, you may be asked to leave and counted absent for the day.

### **Course Correspondence:**

Course correspondence will be through TC student email, MyMathLab, or the email address you provide when creating your MyMathLab account. It is the student's responsibility to check his/ her email and MyMathLab account regularly for any communication related to the course.

### **A student may be dropped from the course for any of the following reasons:**

1. Missing 5 classes
2. Missing 3 major tests
3. Missing 5 required weeks of lab time
4. Any breach of classroom conduct (see student handbook)

### **Lab Time:**

Beginning the first full week of the semester each student is required to complete a minimum of one hour (60 minutes) of lab time per calendar week. Your hour does not have to be completed in one session. You may accumulate time during the week by going to the Math Lab located on the first floor of the Library across from Student Support Services. **You will be dropped from the course if you fail to complete 5 weeks of lab time.**

Math Lab: The Math Lab is a good place for doing homework. There are computers available as well as free Math tutors. In order for your Math Lab time to be counted you must sign in each time you enter the Lab and sign out each time you leave the lab. If you fail to sign out your time will be deleted. The Math Lab will provide me with a copy of the sign in each week, you do not have to bring anything to me for your time to be counted.

Math Lab hours of operation for this semester are:

Mon – Wed	8:00 am – 6:00 pm
Thurs	8:00 am – 9:00 pm
Fri	8:00 am – 4:00 pm.

Students may request computer access in the math lab at the library circulation desk on Sundays 2-8. On Sundays, students will be monitored for correct computer use and time, but tutoring is not available.

### **Lab Grade:**

- Each student will begin the semester with a lab grade of 100. Each week that you do not complete your assigned lab, 10 points will be deducted from your lab grade. Make sure you add up your time for the week to check that it adds up to a full 60 minutes. You must accumulate a total of 60 minutes to get your lab credit for the week. If you complete less than 60 minutes for the week, you will not receive credit for completing lab for that week.
- Lab time does not roll over to the next week. If you complete extra time one week, it will not count towards your time the next week. Your lab time is counted Sunday through Saturday, then starts over the next week.
- At the end of the semester your lab grade will count as your 7<sup>th</sup> test grade and may not be replaced with the grade from your final exam.
- Students who make a grade of 80 or above on a major test will be exempt from the lab requirement until the results of the next test are known. Students who score a 79 or below on a major test must continue to accumulate one hour of lab time per week until the results of the next test are known.
- You may make up **one** week of lab time during the semester. In order to make up lab time, you must complete 90 minutes (or 1.5 hours) of lab time the following week (the very next week after the missed lab time). You must inform the instructor that you have made up lab time for that week in order for it to be counted.

\*The instructor reserves the right to amend the syllabus at any time