



Syllabus: Modular Math – College Prep 1/College Prep 2-Online on a Schedule

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

Instructor Information

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Textbook Information

The textbook reference for this course is *Prealgebra & Introductory Algebra*, by Franklin Wright (ISBN 978-1-932628-93-7). You are not required to purchase a textbook. We will not use it in class. You **ARE REQUIRED** to purchase a license number/access code for **Hawkes** courseware. Be sure to bring this license number/access code to class. All work will be done using the Hawkes Learning webpage.

A calculator is required, preferably a TI-84.

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 homework/certifies, and module post-tests).

Module Tests (8 Total): All module Post-Tests must be completed in the classroom with the instructor on a classroom computer or the TC Testing Center. Pre-Tests are for review only and do not affect your score.

College Prep 1 – *Module 1: Sections 1.6, 1.9, 1.10, 1.11 2.5, 2.6, 2.7

Module 2: Sections 5.1-5.5, omit 5.1a

Module 3: Sections 5.6-5.9

Module 4: Sections 7.1-7.6a omit 7.5

***NOTE:** Calculators are allowed on all work in MATH 0021 except for **Module 1** and are allowed in MATH 0022 unless otherwise instructed. Students may not use phones or tablets as a calculator.

College Prep 2 – Module5: Sections 6.5a, 6.6, 10.1-10.2 omit 6.5b

Module 6: Sections 7.6b-7.10 omit 7.8b

Module 7: Sections 9.1-9.5, omit 9.3

Module 8: Sections 6.1-6.4a

Final Exam: A 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

Student Assessment

You have the following possibilities for earning points:

(1) Homework Assignments (Certify) 20%

(2) Module Tests 50%

(3) Final Exam 30%

TOTAL 100%

****In order to progress from one module to the next, students must make a minimum score of approximately 80% on Module Homework (Certify) and 70% on Module Post-tests. Students may use notes to complete Certifies but may not use notes during tests. Tutors may help you in practice mode, but do not ask them to work problems for you when you certify.**

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 approximate dates for completion of each module but none are exact due dates. To receive credit for both courses, all work must be completed by the end of the semester with the appropriate grade for advancement. See Hawkes Learning Software for assignments. See handout for approximate due dates.

Attendance Policy

Students are allowed **4** absences per course. More than **4** absences may result in being dropped from the course. Three tardies count as one absence. Arriving late or leaving early counts as a tardy. If you arrive after I have taken role you will be counted absent. It is your responsibility at the end of the class period to inform me that you arrived late so that I can change the absence to a tardy. After that class period, if you have not informed me that you came in tardy, the absence will stand.

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 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.

Class Policies:

Cell Phone use is prohibited during class unless given permission by the instructor. If you are using a cell phone during class you will be asked to leave and counted absent for the day. Please turn your phones on silent, not vibrate.

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.

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.

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

1. Missing 5 classes per course.
2. Missing 4 required weeks of Lab time per course.
3. Any breach of classroom conduct. The instructor reserves the right to remove any student from the class for any disruptive conduct which may result in the student being dropped with an **F** from this course (see Student Handbook).
4. See **Special Note** on the following page.

Math Lab: The Math Lab is a good place for doing homework. This semester you will want to schedule a time to go to the Math Lab when needed. 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 when possible. Below is a link to read about the tutors and schedule a time.

[Link to schedule a Tutor in the Math Lab](#)

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 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 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
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

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.

COVID-19 Online/Virtual Environment Instructional Commitment

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

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 at least 50%, **at least two modules**, of the course by the **beginning** of the sixth week of the course, the student must meet with the instructor and may be required to drop the course. If the student fails to meet with the instructor, the student will be dropped from the course.

Students who receive an "Incomplete" in College Prep 1 and wish to complete College Prep 2 in the same semester will have until the census date for College Prep 2 to complete the first course. This is a mandate and cannot be altered by the instructor. Otherwise, students will be given until the end of the semester to complete the first course. The College Prep 2 course will then have to be taken during the next semester.

At the end of College Prep 2, there will be two separate testing times as designated by the campus-wide schedule. The only activity which will be allowed during these test times is the taking of the final exam. All other work to complete Certifies and Module Tests must be done in the Math Lab and the Testing Center, respectively. If you have not completed all work for the course with the appropriate grade on the first scheduled day and time, you will inform the instructor and will then be allowed to come to the second scheduled day and time.

If you have not completed all work for the course with the appropriate grade at the beginning of the second scheduled day and time, you will not be allowed to take the final exam and will receive a zero for that test and any other work not completed and your overall average will then be calculated.