

Syllabus—Pre-Algebra I & II (MATH 0310/0320)

MBS 1131

Phone: 298-8348 (CAM Lab Classroom), 1-800-460-4636 x 8348 (toll-free)

Text: Students enrolled in this course will receive an access code when official rosters become available. The code allows access to the I Can Learn instructional software. Students also receive a book from the instructor.

Course: The pre-algebra curriculum covers fractions, decimals, ratio and proportion, percent, a few geometric facts, signed numbers, and a brief introduction to linear equations.

Instruction: Classroom instruction takes place individually using educational software. This computer-assisted instruction allows a student to move through the course objectives at an individualized pace. The instructor assists students individually by answering questions and tutoring one-on-one. This course is a successful preparation course for pre-algebra objectives appearing on the various placement tests accepted by TC.

Objective Mastery: Students take three tests plus a final exam. To be eligible for a test, students must first master a set of specified objectives. Objective mastery is determined by the successful completion of computer-generated quizzes; however, these quizzes are not averaged for grading purposes. Quizzes come in two forms: pre-tests and post-lesson quizzes. Each objective to be mastered begins with a computer-generated pre-test. Pre-tests assess existing knowledge of an objective. No instructor assistance is provided on pre-tests. If the student answers every pre-test question correctly, s/he masters that objective and proceeds to the next objective. If the student misses a question, s/he participates in a computer-generated lesson covering the objective. When the lesson concludes, the student takes a computer-generated post-lesson quiz. If the student gets 80% of these questions correct, s/he masters the objective and proceeds to the next one. If the student gets less than 80% of the questions correct, the computer-generated lesson is repeated. A different post-lesson quiz will follow. Once a student masters a specified group of objectives, a paper-and-pencil cumulative test covering those objectives is administered. **All students must take the written cumulative tests provided by the instructor. All work must be shown for full credit.**

Students who fail to complete the objectives for pre-algebra must enroll in either Math 0310 or Math 0320 to complete those objectives; however, points earned from the previous semester will be retained. Students will begin attempting lesson objectives where they ended the previous semester. **Those who return to continue lessons from the previous semester must make reasonable progress during the current semester. Otherwise, the instructor reserves the right to lower your grade in the course.**

Evaluation: The grading system is based on points. Students need 150 points for a D, 300 points for a C, 540 points for a B, and 600 points for an A. Eighty points are earned each time a pre-determined section of course objectives is mastered. No more than 100 points can be earned for each written, cumulative test taken. **All work on cumulative tests must be documented and submitted to the instructor at the completion of the test. Cumulative tests may not be retaken.**

Section 1 Objectives	Test 1	Section 2 Objectives	Test 2	Section 3 Objectives	Test 3	Section 4 Objectives	Final Exam
80	0-100	80	0-100	80	0-100	80	0-100

Lab Requirement: All students have a lab requirement that must be met by completing three course objectives outside of the regularly scheduled class time. The student must keep a record of this attendance and objective completion through instructor/tutor signatures on a blue card (provided). It is the student's responsibility to turn in the completed blue card to his or her instructor. Students may be awarded no more than 25 points for the three course objectives that are required to be completed outside of the regularly scheduled class time.

Attendance: After three absences, a student may be dropped for excessive absences; however, it remains the student's responsibility to drop a class. Students enrolled in only one developmental academic course and who are dropped from their only academic developmental course, will be simultaneously dropped from their credit courses. Students with more than 3 absences may lose 25 points from their total score **for each absence** which has not been made up. Students are allowed to make up absences by completing lessons or tests (in excess of the three required for the lab component of the course) outside of their regularly scheduled class time. **The only means of communication instructors will have with a student regarding the student's status in the class will be via the student's TC e-mail account. Be sure to check your e-mail throughout the semester.**

Etiquette: ABSOLUTELY NO CELL PHONES ARE PERMITTED WHILE IN CLASS! You may be told to turn off your phone or to store it with the instructor.

Placement Tests: Any of the accepted placement tests offered by TC may be taken any day of the week (Monday-Friday & some Saturdays) by appointment in the Testing Center (298-8586). Students who take one of the accepted placement tests offered by TC during the semester and pass the math portion can bypass taking the final exam during that same semester. **It is the student's responsibility to provide documentation of the score to the instructor.**