

MA094 (Math Prep)

Instructor Information

Name: **Dr. Fred Katiraie**

Email: **fred.katiraie@montgomerycollege.edu**

Office Location/Phone: **SW 006**

Office Hours: Monday, Wednesday, Friday 12:00 PM – 12:30 PM,

Tuesday and Thursday 12:30 – 1:00 PM,
 Wednesday 2:00 – 2:30 PM, and by appointment

<http://myspace.montgomerycollege.edu/fred.katiraie/PrealgebraPage.htm>

Course Information

Semester: **Spring 2013**

Class days & time: **Monday and Wednesday 10 – 11:15 AM**

Course CRN: **34187**

Class locations: **[M] SW129, [W] SW132**

Class ends: M-F Classes: Fri, 5/17/2013

Last date for a refund: **Consult MyMC**

Last date to drop a class with a W grade: **April 20**

MLP Class starts: **1/21/2013**

MLP code must be purchased by: **Feb. 11**

Last date to drop without a grade or to change from audit to credit or from credit to audit: **Feb. 16**

Course Website: montgomerycollege.mylabsplus.com

Rockville
MyLabsPlus Open Labs
 Science West 132
 Science West 133

	MW	8:30 am–8:25 pm
	TR	8:00 am–8:25 pm
LAB Hours	F	8:30 am–3:30 pm
	Sa	8:30 am–2:00 pm
	Su	Closed

I. General Course Information: 0 credits

Description: For students who need review of the fundamentals of arithmetic, a thorough introduction to signed numbers, and a presentation of the basic concepts of algebra. Topics include proportion and percent, polynomials, factoring, inequalities in one variable, linear equations, systems, graphing, integer exponents and quadratic equations. Applications are included throughout the course. This self-paced course has no lecture and incorporates independent computer use. In order to advance through course topics, students must achieve required level of mastery. Students scoring below 46 on the Accuplacer Algebra Placement Test are expected to complete the course in two semesters; students scoring 46 or higher are expected to complete in one semester. *Assessment level: RD 099/103. For computation of tuition, this course is equivalent to three semester hours.*

II. Class Format:

This class incorporates independent computer use which requires a level of mastery in order to advance through the course topics. Students at RV will meet twice a week with their instructor for 75 minutes each. In addition, they must also spend a minimum of 75 minutes per week in the MyLabsPlus Open Lab. Students are expected to attend every class session for the entire period and spend enough time working in the Math 094 Open Lab and at home in order to make sufficient progress in the course. **Sufficient progress is defined as successfully completing at least 6 tests in the current semester.**

Be forewarned of the college policy which allows an instructor to drop a student from a course if (s)he has missed more than the equivalent of a week's worth of classes. Attendance will be taken each day your class meets. Swiping your college ID before and after your Math 094 Lab visit will track the required additional weekly minutes.

III. Software, Textbook, and Other Supplies:

- Required: MyLabsPlus access code which includes an electronic form of the textbook
Customized Workbook - available in bookstore, bundled with the access code
Personal Notebook - for homework and notes
Calculator: Allowed ONLY after Test #4.
CAS calculator (such as TI-89/92/N-spire) are NOT allowed.
- Optional: Textbook: *Prealgebra and Introductory Algebra by Martin-Gay*, 3rd edition
Headphone/ear buds – for personal use in class or lab

IV. Grading Policy and Criteria:

Homework: Students are required to use the online software, *MyLabsPlus* to complete homework assignments at their own pace. They will view at least one of the media assignments, taking notes and answering the questions in the workbook. Once they have achieved 100% on each homework assignment, students will be allowed to progress to the next section, and so on, until reaching the test on that unit. A personal notebook is required to show all work on homework assignments and take notes on media assignments. Students should bring their workbooks and notebooks to each class and each lab session. In order to qualify for a test, the related section of the workbook must be complete and contain appropriate answers. The notebook should contain notes and organized work from each section's assignment. A significant amount of time will be allotted for students to work in MyLabsPlus during class, but this will not be sufficient for a successful semester in MA094.

Tests: In order to move forward in the course, students must achieve 80% on each test up through Test 9. Retakes will be allowed after the appropriate correction assignment is completed with 100%. Scoring at least 60% on the Final Test is a requirement for completion of MA094. All students, except students in Distance Learning sections MUST take their tests in class or in their campus' Math 094 Open Lab. Students in DL classes will take their tests in the Assessment Centers. Students are required to present a picture ID, completed workbook, and an organized homework notebook before taking each test. Students may not receive help during testing and may only use calculators on Tests 5-10. Sanctions given in response to violations will be governed by the Student Code of Conduct.

Course Grade:

A student has completed Math 094 when the Final Test (Test 10) is completed **with at least a score of 60%**. The MyLabsPlus (MLP) Overall Score, which can be found in the MLP gradebook, is a weighted average computed as follows:

- Test 1A – Test 5: 80% minimum score required to proceed.
These scores are not reflected in the MLP Overall Score.
Test 6 – Test 9: Each test counts 12% of the MLP Overall Score
Test 10 (Final Test): This test counts 40% of the MLP Overall Score

A grade of A, B, or C is awarded when the MA094 Final Test (Test 10) is completed **with a score of at least 60%**, and the MLP Overall Score is:

- 90% – 100%: Grade of A 80% – 89.99%: Grade of B 70% – 79.99%: Grade of C

Students who have not completed Test 10 with at least a score of 60% will need to register for Math 094 again in a subsequent term. If a student passes at least 6 tests in one semester, his/her semester grade will be "H", indicating that one semester's worth of work has been completed. Students who do not qualify for an A,B,C, or H will be assigned a grade of U, indicating unsatisfactory progress during that semester.

Please note that students are encouraged to complete their math requirements in consecutive semesters.

Students continuing in Math 094 within a year of their last attempt will begin at the section following the last test they successfully completed. Students continuing after a year or more will be placed by their instructor.

V. MyLabsPlus Open Lab

Students are required to spend additional time of at least 75 minutes per week at the lab to satisfy the attendance policy for this class. Lab time is to be used only to do math homework and/or to take tests. Students will scan their student ID when entering and leaving the lab to record their time in the lab. There will be MA094 faculty in the lab who can help you with any of your math questions.

VI. Reference Links for more specific information:

Class/Lab Policies can be found at

<http://cms.montgomerycollege.edu/EDU/Department4.aspx?id=48639>

Course Outcomes can be found at

<http://cms.montgomerycollege.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=32269>

College Policies that Support MA094 --- Part 2 of the Syllabus

Standards of College Behavior: Montgomery College seeks to provide an environment where discussion and expression of all views relevant to the subject matter of the class are recognized and necessary to the educational process. However, students do not have the right to interfere with the faculty member's right to teach or the other students' rights to learn. Faculty and staff set the standards of behavior that are within the guidelines and spirit of the Student Code of Conduct or other College policies for classrooms, events, offices, and areas, by announcing or posting these standards early in the semester. For more information, please refer to Number 42001 in http://cms.montgomerycollege.edu/pnp/#Chapter_4

Academic Honesty: Academic dishonesty in college is a very serious offense. Each student is expected to do his/her own work on all quizzes and tests and class and homework exercises. Students who engage in any act that the classroom instructor judges to be academic dishonesty or misconduct are subject to sanctions. For more information, please refer to Number 42001 in http://cms.montgomerycollege.edu/pnp/#Chapter_4

Attendance Policy: Students are expected to attend all class sessions. In cases involving excessive absences from class, the instructor may drop the student from the class. An excessive absence is defined as one more absence than the number of classes per week during a fall or spring semester; the number of absences is pro-rated for accelerated sessions.

Withdrawal and Refund Dates: It is the student's responsibility to drop a course. Non-attendance of classes or failure to pay does not constitute official withdrawal. To view specific drop deadlines, log into your MyMC account:
Click on 'My Class Schedule' under Student Quick Links
Select the current term
Click on 'View Drop Deadline Dates' at the bottom of the page

Audit Policy: All students registered for audit are required to consult with the instructor before or during the first class session in which they are in audit status, and students are required to participate in all course activities unless otherwise agreed upon by the student and instructor at the time of consultation.

Disability Support Services: Any student who needs an accommodation due to a disability should make an appointment to see the course instructor during office hours. In order to receive accommodations, a letter from Disability Support Services (LOCATIONS: Germantown-SA 189; Rockville-CB 122; or Takoma Park/Silver Spring-ST 122) will be needed. Furthermore, any student who may need assistance in the event of an emergency evacuation must identify to the Disability Support Services Office; guidelines for emergency evacuations for individuals with disabilities are found at: <http://cms.montgomerycollege.edu/EDU/Plain2.aspx?id=4162>

Veteran's Services: If you are a veteran or on active or reserve status and you are interested in information regarding opportunities, programs and/or services, please visit the Combat2College Web site at <http://www.montgomerycollege.edu/combat2college/>

Delayed Opening or Closing of the College: On occasion, Montgomery College will announce a late opening or early closing of a specific campus or the entire college because of weather conditions or other emergencies.

❖ *If a class can meet for 50% or more of its regularly scheduled meeting time **OR** if the class can meet for 50 minutes or more, it will meet.*

❖ Montgomery College will always operate on its regular schedule unless otherwise announced. Depending on the nature of the incident, notifications of emergencies and changes to the College's operational status will be communicated through one or more communication methods including the College's web page

<http://montgomerycollege.edu>

For the most up-to-date information regarding College openings, closings, or emergencies, all students, faculty, and staff are encouraged to sign up for email and text alerts via Montgomery College ALERT. Registration information is available at www.montgomerycollege.edu/emergency

Communication: The Montgomery College e-mail account is the official means of communication. Check your email account routinely for course announcements, invoices, important admission/registration information, waitlist status etc.

Course Changes: The instructor reserves the right to alter the schedule of the course if necessary but will notify the students of any changes to the schedule before the changes are implemented.