

MAT 101–Beginning Algebra Departmental Syllabus

Course Description: This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents, and factoring.

Prerequisite: MAT 032 or an appropriate placement score.

Textbook and Required Materials: *Elementary and Intermediate Algebra*, 4th Edition by Tom Carson and Bill Jordan packaged with access to MyLabsPlus, available in the TTC Bookstore. A set of earphones or earbuds and a three-ring binder with loose leaf paper.

MyLabsPlus Website: www.tridenttech.mylabsplus.com

Instructor Information:

Name:

Email:

Phone:

Office Location:

Office Hours:

Grading System: The college-wide grading scale is 91–100 = A, 81–90 = B, 71–80 = C, 65–70 = D, below 65 = F.

MAT 101 course grading system is:

Task	Points
Class Attendance	140
Module 1	72
Module 2	72
Module 3	72
Mid-Term Exam	300
Module 4	72
Module 5	72
End-Term Exam	200
Total	1000

This is a self-paced course. Your instructor will give you a Pacing Guide recommending the pace at which you should work through each module.

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Cell Phone Policy: The use of cell phones for anything (including listening to music) is not allowed in this course. If a cell phone is visible during a module test, you will be asked to hit submit and start the test over. If a cell phone is visible while taking a paper test, your instructor may decide to give you a zero on the test.

Testing Policy: You may not leave the classroom while taking any module test, mid-term or end-term. Paper will be provided to you for all of your module and paper and pencil tests. Your instructor will not review your test with you unless your work is completed on the paper that is provided to you. You will leave all of your scratch paper with the instructor if you do not finish a module test or paper and pencil test before class time is over. The use of calculators, notes, classmates or any other outside material during any testing is considered cheating and will be addressed by the instructor administering the test.

Class Attendance: Before attending classes, you must meet all prerequisites and officially register for the course. Prompt and regular class attendance is your responsibility. The instructor will take class attendance each meeting. You may earn up to 10 points toward your class attendance grade for each class meeting. To earn the full 10 points you must be in class actively working on math from the beginning of the class period until the end of the class period, or until dismissed by your instructor. If you need to leave early or arrive late, your instructor has the option to award you 5 points for class attendance. This is determined on a case-by-case basis. **All decisions made by your instructor regarding class attendance points are final.**

Note: Time spent during open lab hours on Fridays does not count towards class attendance points.

Each Module Consists of the Following Items:

- **Module test(s) in MML:** You will begin each module by taking a module test. If you score a 90% or higher on the module test you will earn the full 72 points for that module and move on to the next module.

If you do not score a 90% or higher on the module test, you will watch instructional videos, complete lecture guides and complete homework assignments.

Once this content is complete (as described below), you will take another module test. If you score a 90% or higher on this module test, you will earn the full 72 points for that module and move on to the next module.

If you do not score a 90% or higher on the second attempt of the module test, you will repeat this process until you do score a 90% or higher on the module test.

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Each module test is proctored. You may take the module test during your class time with your instructor or during the open lab time on Friday with the instructor on duty. Please have a picture ID with you, if you choose to take any tests during open lab time on Friday. You may not take the module test at home or in The Learning Center (920/211).

- Videos and lecture guides for homework assignments in MML: Each homework assignment in MML will have an instructional video. You will need to watch this instructional video before beginning the homework assignments. As you watch the video, you will complete the lecture guide. The lecture guide will be given to you by your instructor.

- Homework assignments in MML: If you do not score a 90% or higher on the module exam, homework assignments, based on the objectives you missed, will be generated in MML. Therefore, the number of assignments will vary for each student. Each homework assignment must be at mastery level, which is 100%. Once you have completed the generated homework assignments and have earned a 100% on each, you will retake the module test for that module.

Homework assignments do not need to be proctored. While you may have time in class to work on homework, you will also need to work on homework assignments outside of class time. Available options for help on your homework outside of class time include: open lab time on Fridays (300/349), the Math Lab (300/358A), the Math Cube (300/350B), or The Learning Center (920/211).

Mid-Term Exam: Once you complete modules 1, 2 and 3, you will take a mid-term exam. This exam is proctored and may only be taken during your class time with your instructor or during the open lab time on Friday with the instructor on duty. This is a pencil and paper exam with one attempt. This exam covers material from modules 1, 2 and 3 only.

End-Term Exam: Once you complete modules 4 and 5, you will take an end-term exam. This exam is proctored and may only be taken during your class time with your instructor or during the open lab time on Friday with the instructor on duty. This is a pencil and paper exam with one attempt. This exam covers material from modules 4 and 5 only.

To Successfully Complete MAT 101: The course is designed for you to begin with module 1 and work through the modules in order. To successfully complete the course you must:

- complete all five modules
- complete the mid-term exam
- complete the end-term exam
- have 705 or more total points

You will receive an F if all of the above is not complete.

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Grading System: The grading system for this course is a points based system and follows the college-wide grading scale.

College Grading Scale	MAT 101 Grading Scale (points)	Letter Grade
91% - 100%	905 – 1000	A
81% - 90%	805 - 904	B
71% - 80%	705 – 804	C
65% - 70%	645 - 704	D
below 65%	644 and below	F

Instructor Availability: Your instructor is available to you outside of class for academic assistance. Full-time members maintain and post regularly scheduled office hours. Part-time faculty members are accessible in a variety of ways, which may include conferences before and after class or by appointment, telephone conferences and e-mail.

Classroom Civility: Student learning is a top priority. Students are expected to come to class prepared and attentive. To ensure a productive learning environment, students must show courtesy and respect to their instructors and fellow students. Instructors will not tolerate uncivil or disruptive behavior. The instructor may dismiss a disruptive student from the class for the remainder of the class period. If inappropriate behavior persists, the instructor may refer the student to the Vice President for Student Services for disciplinary evaluation.

Academic Misconduct: Academic Misconduct is not tolerated at TTC. Academic Misconduct includes, but is not limited to, inappropriate use of a college computer, cheating, plagiarism and/or collusion and falsification of information. Students are responsible for adhering to all policies and procedures in the TTC Student Handbook.

Electronic Communication Devices in Classrooms: To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communication devices such as pagers and cell phones are generally not permitted in classrooms at Trident Technical College. The only exception to this policy will be for on-call emergency personnel (police, fire, EMS), who will be required to notify their classroom instructor of their need for such devices and provide documentation verifying their occupation. However, on-call emergency personnel may not leave a testing situation; communicate by electronic means and return to complete an examination. In these cases, instructors should make arrangements for re-testing. Smart phones, laptops and tablet technology may be used in the classroom for instructional purposes as allowed by the instructor.

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ADA Statement: The College will make reasonable accommodations for persons with documented disabilities. Students with disabilities should notify Services for Students with Disabilities (located in the Student Success Center) and their instructors of any special needs. Instructors should be notified on the first day of classes.

Supplementary Help: Math assistance is available in the Math Cube (300 bldg, rm 350B, Main campus), the Math Computer Lab (300 bldg, rm 358A, Main campus), and in The Learning Center (920 bldg, rm 211, Main campus). Other campuses have more limited assistance. Ask your instructor for details.

Students needing assistance with D2L, TTC Express, student portal, or student email should go to the Academic Resource Center (510 bldg, rm 137).

College Information: TTC uses email as the standard communication system to send information to students and uses TTC Express to post final course grades. To access your accounts go to www.tridenttech.edu.

Department Head: Samantha Richards at 574-6754

Division Administrative Assistant: 574-6015 (emergencies only)