Self Paced Beginning Algebra
Math 245AB/246AB – Fall 2018

A (NON-GRAPHING) SCIENTIFIC CALCULATOR MAY BE USED ON ALL TESTS.

Text: Elementary Algebra, 5th Edition, by Tussy/Gustafson or a WebAssign access code w/e-book

Prerequisite: Satisfactory completion of Math 155, 158, 4 units of Math 255, or Math 255D.
For students new to GCC's Math Program, a satisfactory score on the placement test.

Attendance: All self-paced students must complete 6 hours per week in the lab.
- You may complete your hours any time the Math Discovery Center (AS 103) is open.
- According to the college catalogue, you may be dropped from a class if you miss a total of two weeks of class time.
- **YOU MUST CHECK IN AND CHECK OUT EVERY TIME YOU COME IN AND LEAVE THE LAB.**

ID: You will need to bring your GCC ID card with you to check in and check out.
You will be asked for a picture ID before taking tests and module exams.

Description: This is a self-paced Beginning Algebra course equivalent to Math 145/146.
There are no formal lectures; however you may use videos, software, and tutors. *You are required to meet with your instructor at least once a week during class time.*
Math 245AB is broken up into 2 modules covering chapters 1-5
Math 246AB is broken up into 2 modules covering chapters 6-9

SLO: Math 245AB students will simplify polynomial expressions, solve equations and inequalities, graph linear functions, and use mathematical models to solve application problems. Math 246AB students will simplify various algebraic expressions, solve equations and inequalities, graph various functions and relations, use mathematical models to solve application problems, and factor polynomials.

Quizzes: Quizzes are available online using Enhanced WebAssign. (See handouts for instructions)
- Quizzes are designed to help you prepare for the tests and modules.
- *Quizzes do not count toward your grade, but you will be required to pass the pre-test or quizzes before taking a test.*
- *You may choose to take a Pre-Test (and pass with 70% or better) OR you may do homework and take quizzes (and pass with 80% or better).*

Homework: While homework is not collected, it is the best way to practice.
- You may be required to show homework based on your instructor's "prescription" if you score less than a 60% on a test.
- Suggested homework: Odds in each section and/or online assignments.

Chapter Tests: Each unit consists of 2 online tests, which must be passed with a grade of 70% or better. If you score a 60% or higher on a test, your instructor will re-grade it (awarding partial credit) and that score will count toward your grade.
- *You must pass the pre-test (70%) and/or quizzes (80%) before attempting a test.*

- If you do not pass a test on the first attempt, your instructor may prescribe additional work for you to do which may include: homework assignments, computer quizzes, or tutoring.
- Once you have completed your "prescription", your instructor will check it, and you may attempt a different version of the test.
- Once you have passed a test, you may retake it *one* additional time for a better grade.
- Only the highest grade will be averaged as 30% of your unit grade.
- All tests must be taken during class time with any instructor. *See testing schedule for available times.* Video cameras are installed in the testing room.
- All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities.

Module Exams: Each unit contains a comprehensive module exam (passing grade: 70%).
- Each module exam is paper/pencil and includes material covered in previous modules. The same grading/re-taking rules apply. Module exams are worth 40% of your unit grade.
- ONLY module exams are administered during finals week. The last day to take chapter tests is Tuesday, December 4, 2018.

Variable Credit: You earn one unit for each module you complete (with a grade of 70% or better). Students who do not complete one module will receive an "F" in 1 unit. Otherwise, your grade will be computed as stated above: Chapter Tests are 60% and Module exams are 40% of your unit grade. You may continue where you left off the following semester.

Continuing Math 245AB/246AB: If you complete a unit and would like to continue this semester, your instructor must complete: an add/drop form; a pink time-conflict form; and if you would like to petition for P/NP you must submit that form along with the other two to Admissions and Records. It may take a day or two to process the add paperwork.
You may not take any exams until you are officially enrolled in the class.
The last day to add a unit of self-paced math will be Tuesday, November 20, 2018.

Withdraw Deadline: November 17, 2018. Students entering after Nov. 17th may not withdraw.

Pass/No Pass: You can petition for a Pass/No Pass grade by filling out the proper form from Admissions and Records and getting a counselor's signature by September 14, 2018.

Student Conduct: Students will behave themselves in an appropriate manner. Unauthorized cooperation among students is inappropriate. Cheating in this class will not be tolerated and includes, but is not limited to, copying or looking at another person's test, and/or allowing a student to copy or to look at your test. Having cell phones in the testing room is also considered cheating. Any instance of cheating could result in administrative disciplinary proceedings, which may result in expulsion from the class and/or the college. For more details, please visit the GCC Board Policy at http://gcc.glendale.edu/policies&regulations/BPweb/BP6133.htm. IF you are caught cheating, it will be reported to the V.P. of Instruction, you will be given a zero on the test/module exam and will not be allowed to continue in the class during the same semester.

Rules:
1. Keep the noise down.
2. No Food or Drinks!
3. No Socializing—Conversations should be math related.
4. Sit in your designated area.
5. Put cell phones on silent mode.
6. Study math only.
7. Keep your backpacks on the floor.
8. Computer usage should be math related.
9. Comply with the requests of all Staff