



DETAILED SECTION INFORMATION  
**COLLEGE PREP ALGEBRA - MAT0024C, SECTION 5737**  
 SPRING 2004.2

**INSTRUCTOR'S NAME:** Carla Williams

**DEPARTMENT HEAD:** Ms. Wanda Cook, Developmental Studies, Bldg. 1, Room 5  
 Secretary: Ms. Beth Herndon, Bldg. 1, Room 3, 484-1186

**DEAN OF PRECOLLEGIATE STUDIES:** Dr. Dona K. Cotten

**INSTRUCTOR'S OFFICE/OFFICE HOURS:** Bldg. 3, Room 311

**PHONE/EMAIL:** 484-1331 / cwilliams@pjc.edu

**COURSE REQUIREMENTS:** To qualify for this course, a student must score 50-71 on the CPT Algebra test, 83-120 on the CPT Math test, or earn an equivalent placement test grade; or satisfactorily complete MAT0002C, College Prep Mathematics.

<b>COURSE GRADING:</b>	90 - 100	A	77 - 79	C+
Scale:	87 - 89	B+	70 - 76	C
	80 - 86	B	below 70 (or fail the BSET)	N

Since this is a preparatory course, no D's (or F's, except on a third attempt) are given. If the student does not meet the requirements to earn a C or better, an N is given, meaning "no credit". College Prep Algebra must then be repeated before the student can register for the next course (MAT1033). Also, every student must pass the Florida Basic Skills Exit Test for Mathematics to receive a passing grade for this course.

Evaluation: Your final numerical grade will be determined as follows:

25% - Daily Average. This grade will include any homework assignments to be handed in, quizzes, and take-home Tests. Any "extra credit" points will be added to this part of your grade.

50% - Test Average. There will be six major tests during the course. There will be one-drop grade.

25% - Exit Exam **[Exit is exam is May 3, 2004, from 10:00 a.m. to 12:00 p.m.]**

Basic Skills Exit Test (BSET). During the scheduled final exam period, the Florida BSET for Mathematics will be given to those students who have a passing average for the course. Students who do not have a 70-or-better average are not eligible to sit for the BSET. A passing grade (70% of 30 questions) on the exit test is required in order to receive the earned grade for the course. **A student must be passing the course in order to be eligible to sit for the exit exam and the student must pass the exit exam with 70% or better in order to pass the course.**

**LAST DATE FOR STUDENT WITHDRAWALS:** April 2, 2004  
 (With Refund – January 14, 2004)

**EXTRA HELP:**

\*The Learning Enrichment Center (LEC/Math Lab) Lab is located in Room 131. Tutors are available to help all PJC students on a drop-in basis. They can help you in a variety of subject areas in addition to math. Hours are posted on the door of the Lab and in your classroom.

\*Videotapes are available in any of the Labs and also in the LRC for your use.

\*The Student Support Services (SSS) Lab is located in Building 6 and is available to students who qualify.

\*The SAIL Lab (Room 101) is available to all A.S. and certificate students on a drop-in basis.

\*Disability Support Services, located in Building 6, is available to assist students who have any type of special situation that impacts their learning.

\*Other sources of help will be announced in class and/or posted on bulletin boards.

*Students are encouraged to discuss their needs/desires for special help with the instructor at any time.*

## COLLEGE POLICIES:

School policy disallows visitors in the labs or classrooms. Only registered students may use the facilities. Students may not bring children, spouses, friends, etc., to class or to the labs.

Students are expected to earn credit in a College Preparatory course at the end of the first attempt in that course. Students who repeat the course a third time will be assessed the *full cost* of instruction. Enrollment in a College Prep class beyond a third attempt is *not* permitted except through a special appeal process.

The college catalog states that a student's absences will be considered excessive if they exceed one time more than the class meets per week. In this case, the instructor may withdraw the student from the course. For this class, there are 5 "allowed" absences.

Student or instructor withdrawals are permitted up to 70% of the term; thereafter, if a student stops attending, a grade (N or F) will be assigned along with the last date of attendance.

While your instructor may permit you to use a calculator for Prep Algebra [see classroom policies #7, below], calculators are *not permitted* for the BSET at the end of the semester.

## CLASSROOM POLICIES:

*This class will be conducted under the regulations defined in the PJC Student Code of Conduct.*

1. You must be in class on time! (Three tardies and/or leaving class early will equal one absence. This policy will be strictly enforced. If you are consistently late, you may not be allowed to enter the classroom.)
2. All cell phones, beepers, electronic devices of any kind must be turned off and must be out of sight when you are inside the classroom. One violation of this policy will result in your being sent out of the classroom immediately.
3. Any constant and persistent talking while the instructor or another student is lecturing and/or speaking will result in (1) a warning and (2) then your dismissal from the classroom.
4. Be on time and attend every class. Keep a notebook for math only; use it for notes, homework (which is assigned but not collected) and questions you wish to ask. Write with pencil only and use an eraser when needed. Read and follow suggestions and details in Attachment #2.
5. **Late assignments will not be accepted and you will receive a zero.** If you are absent and an assignment is due, it is your responsibility to turn it in at the beginning of the next class meeting. If you are absent, it is YOUR responsibility to find out what you missed and get that work completed and turned in on time.
6. There will be **NO MAKE-UP TEST** given. If you miss a test, it will be used as your drop grade. Any test missed after this will be a zero.
7. **CALCULATORS ARE NOT ALLOWED!!!**

**COURSE CALENDAR/SCHEDULE/OUTLINE:** See Attachment #1.

## ATTACHMENT #2

### College Prep Algebra - Study/Learning Helps

#### Steps to Success !!!

1. Keep a notebook for notes taken in class and for homework that is assigned but not collected.
2. Before and after a section is taught in class, read that section, paying special attention to highlighted words, material found in the boxes and examples done by the author.
3. Transfer the above to your notes, in your own words or by example.
4. Do the assigned problems and...
5. If you feel you need more practice do extra problems or do some of the assigned ones over.
6. Bring those you have questions about to class, to the LEC Lab (room 131), or to my office during working hours.
7. After doing the above, do any assignments to be handed in, (such as dittos) and hand them in ON TIME.
8. Attend Class Everyday!!!!

#### PREPARATION OF PAPERS TO BE HANDED IN:

1. Do not write on the back of any page.  
(Except for your name and section number on the back of the last page)
2. Put your name (clearly) at the top, right of every page turned in.
3. Put your name on the back of the completed assignment and fold it length wise.
4. **Do not use ink** - use your eraser if a mistake is made!!!
5. Every sign and number must be clear.
6. Use "=" between the problem and the answer, if on the same line.
7. Use standard size notebook paper, and try to follow the lines on it.
8. Show steps (work) for any problem that cannot be done mentally. Attach paper, if necessary.
9. Keep assignments separate.

ATTACHMENT #1  
**COLLEGE PREP ALGEBRA, MAT 0024C**  
Proposed Schedule

The sections listed below are for Beginning and Intermediate Algebra, 3<sup>rd</sup> ed., 2002, by Gustafson, Frisk. This is a tentative schedule of the sections that we will cover for this semester. This is subject to change. If you are absent, you are responsible for contacting the instructor to see what was covered and what might have changed while you were absent.

# 1 – 1.1	#33 – 4.5
# 2 – 1.2	#34 – 4.6
# 3 – 1.3	#35 – 4.6
# 4 – 1.4	#36 – 4.7
# 5 – 1.5	#37 – 4.8
# 6 – 1.6	#38 – Review
# 7 – 1.7	#39 – TEST 4
# 8 – Review	#40 – 5.1
# 9 – TEST 1	#41 – 5.2
#10 – 2.1	#42 – 5.2
#11 – 2.2	#43 – 5.3
#12 – 2.2	#44 – 5.4
#13 – 2.3	#45 – 5.4
#14 – 2.3 & 6.2	#46 – 5.5
#15 – 6.2 & 2.4	#47 – 5.5
#16 – Review	#48 – 5.6 (7.5 – Factoring Cubes – Optional)
#17 – TEST 2	
#18 – 2.5	#49 – Review
#19 – 2.5	#50 – TEST 5
#20 – 2.6	#51 – 6.3
#21 – 2.7	#52 – 6.3
#22 – 2.7	#53 – 6.4
#23 – 3.1	#54 – 9.1
#24 – 3.2	#55 – 9.4
#25 – 3.2	#56 – 9.5
#26 – Review	#57 – Review
#27 – TEST 3	#58 – TEST 6
#28 – 4.1	#59 - Comprehensive Review
#29 – 4.1, 4.2	#60 – Comprehensive Review
#30 – 4.2	
#31 – 4.3	
#32 – 4.4	