

Self Paced Fundamentals of Mathematics

Math 255ABCD – Fall 2018

A (NON-GRAPHING) CALCULATOR MAY BE USED STARTING IN CHAPTER 6.

Text: Basic College Mathematics, 5th Edition, by Martin-Gay
Math Study Skills, by Bass

Prerequisite: Placement is based on a composite of test scores and academic background.

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 may check out materials with your ID card.
You will be asked for a picture ID before taking tests and module exams.

Description: This is a self-paced Basic Mathematics course equivalent to Math 155.
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.*

SLO: Math 255ABCD students will perform arithmetic operations; convert between percents, decimals and fractions; solve application problems; calculate area and perimeter of polygons and circles, volumes of solids and solve similar triangle problems; solve equations; and demonstrate knowledge of test-taking strategies and study skills.

Pass/No Pass: This is a pass/no pass class; it cannot be taken for a letter grade.

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 50%.
- Suggested homework: Odds in each section.

Quizzes: Quizzes are available on online using MyMathLab (See handouts for instructions)

- Quizzes are designed to help you prepare for the tests and modules.
- *Quizzes do not count toward your grade, but they will be required if you do not pass the pretest for each chapter.*

Chapter Tests: Each unit consists of 1-2 study skills worksheets and 2 tests.

- You must complete the study skills worksheet and submit it before taking a test.
- In order to be eligible to take a test, you must pass the chapter pretest or the quizzes.
- 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, quizzes, or tutoring.

- Once you have completed your “prescription”, your instructor will check it, and you may attempt a different version of the test.
- All tests must be taken during class time using MyMathLab with any instructor. *See testing schedule for available times.* Video cameras have recently been installed in the testing room.
- Although there is no time limit, please allow up to 90 minutes for each chapter test.
- 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 includes material covered in previous modules and the same grading rules apply as above.
- ONLY module exams are administered during finals week. The last day to take chapter tests is Tuesday, December 4, 2018.
- Please allow more time for module exams: 90 minutes for Module 1, 100 minutes for Module 2, 110 minutes for Module 3, and 120 minutes for Module 4.

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 “NP” in 1 unit. Otherwise, your grade will be a P. You may continue where you left off the following semester.

Continuing Math 255ABCD: 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 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.

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®ulations/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: Although it may not look like it, this is a classroom; do not bring friends with you.

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.