

Math Repeat Course Syllabus

COMMUNITY COLLEGE OF BALTIMORE COUNTY

SCHOOL OF MATHEMATICS & SCIENCE

Fall

Sections: ZQ1-1st 5 weeks, ZQ2-2nd 5 weeks, ZQ3-3rd 5 weeks. Each 5 week session is 1 billable hour.

ZQ1	ZQ2	ZQ3
Aug 31-Oct 3	Oct 4-Nov 7	Nov 8-Dec 12
Math 081-21650	Math 081-21651	Math 081 -21652
Math 082-21808	Math 082-21809	Math 082 -21810
Math 083-21811	Math 083 -21812	Math 083-21813

Tests must be completed by the dates below or you must register for the next session to continue:

ZQ1	Oct 3
ZQ2	Nov 7
ZQ3	Dec 12

Course: The topics in this course range from Basic Mathematics to Algebra II depending upon the course you are repeating. A calculator may be used on all tests. For Math 081 a formula sheet will be given to you at the testing center.

Note: A scientific calculator is required for this course. Knowledge of basic key functions is needed to be successful in this course.

This course is for students that have completed 081, 082, or 083 at CCBC once in a traditional setting but were not successful, or recently (in the last two years) took and passed Basic or General Math (081), Algebra I(082), or Algebra II(083) in High School but placed into one of the 081, 082, or 083 courses.

Text: No text is required for these courses. All materials are online in WebCT, but you can use any text for reference.

Instructor: Debra Loeffler

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Phone: 443-840-4255

Room: E204F

Days, Time, & Dates: Course Starts Aug 31. Since this course is offered in an online format, there are no class times or dates.

Office Hours: By Appt and online.

Grading Procedures:

A grade of “C” is the highest grade you can receive in this course since you are not taking the entire course over.

Course Information: WebCT is used for all of the lessons, testing and email for the class, so if you have never used WebCt before, you will need to make an appointment to see me so that I can take you through the process. Please use the email above if you need to contact me about using WebCT. I also have directions on how to use WebCt on my faculty webpage, so you may look it over first and then determine if you need to see me for that instruction. WebCt is an online system, so if you do not have a computer, this is not the best class for you to take. All tests are taken at one of the main campus Testing Centers, not at home. There are practice quizzes in WebCT that you can access from home, but not the tests.

Instructions:

1. Register for the class at least one week before the semester starts. You will need my signature, but you can email me and I will send you permission that you can print out and take with you to Registration. Please note that you cannot register for this class online.
2. At least 1 week before the class starts, make an appointment with one of the main campuses Testing Centers to Take Test A. The latest that you should take Test A is on the first day of classes. Each day that you wait, the less time you will have for studying. 3. Based on the assessment (Test A), you will be given a list of objectives to cover within the session .I will email them to you using WebCt email. A copy of the objective sheet can also be found on my college webpage.
4. You will then study the objectives on your sheet using the lessons that are provided in WebCT, until you have mastered them. Then you will make an appt with the Testing Center and take Test B. Test B has all the objectives from the course, just like test A, but you will only do the questions that are on your objective sheet, so **make sure that you take your objective sheet with you when you take tests after Test A or you will not know which questions to do on the tests and will have to do all the questions!** For example: If you have # 3 to study on your sheet, then you do #3 on the test and so forth. When you submit Test A you should not get a warning since you will be answering all the questions on the test. However, WebCT will give you a warning when you submit Tests B-E because you are not doing all the objectives, just the ones

on your sheet, so submit it anyway. Again, you will not be doing all the questions on those tests!

5. Each time you take a test, I will send you via WebCT email an updated sheet **or** let you know that you have passed. If you do not receive an email from me within 2 days of taking a test, please email me.

6. To pass the course you need a certain number of objectives correct. That number is located on the top of the objective sheet. When you achieve that number, you pass so once you take test B, if the number of total objectives you get correct (and the ones from test A) equal the number of objectives needed for if you pass, you are finished the course and do not have to take anymore of the tests and I submit your grade of “C”. If not, then you go through the process again described in the previous instructions. You have 4 chances to pass the class, Test B, C, D & E, how you use them is up to you. If you have not passed after Test D and have to take test E, then that is your last chance to pass. If you do not pass that test, then you will have to repeat the class in a regular class. You can not repeat a repeat class!

7. If you have not passed by the end of the first 5 weeks (ZQ1) and you still have tests left to use, you can sign up for the next 5 week session (ZQ2 or ZQ3) to continue in the course. You will have to pay another billable hour to continue.

Testing Center Information : Please check the Testing Center webpage to get the hours of operation or call the numbers below for the Testing Center that you will be using. It must be on one of the main campuses. You cannot take a test at the Owings Mills or Hunt Valley Extension Centers. **You need to take a photo ID with you and you need to know the instructor’s name (Loeffler) and tell them that you are a “repeat” student. You also need to call and make an appointment to schedule a time for your test. If you do not make an appointment for the tests, you may not be able to take the test that day, and will be required to return at another time or day. Make sure that if you are repeating 081, that you ask for the Conversion/Formula Sheet that goes with the tests.**

410-455-6946 Catonsville Campus

410-285-9572 Dundalk Campus

410-780-6901 Essex Campus

Tutorial Center: Please check the Tutorial Center webpage or call the numbers below for the hours of operation since they may be different for each campus.

Campus:	Office:	Room:	Phone:
Catonsville	Student Success Center	F-304	443-840-5959
Dundalk	Student Success Center	J-211	443-840-3666
Essex	Student Success Center	A-307	443-840-1820

Attendance: Students do not have to attend class since this is basically an Online course, but should check into WebCT at least once a week so see if there are any issues with WebCT that may affect your testing date.

Audits: There are no Audits for Developmental Mathematic Courses.

Disabled Students : In accordance with the Americans with Disabilities Act, CCBC is committed to providing an environment that is conducive to learning for all students. Any student who is disabled and requires special accommodation should contact the Disability Support Services Office at their home campus. Please go to the college's webpage to get that information.

