



Math 0098 Elementary Algebra COURSE SYLLABUS Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: Swainsboro Building 6 Room 6218
Class Meets: 9:30-10:45 am, MW
CRN: 20058

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mr. Don Davis
Office Location: Swainsboro Building 6 Room 6218 and Vidalia Main Building Room 409
Office Hours: Swainsboro 10:45-11:45am, MW and Vidalia 1:00-3:00pm, TR
Email Address: ddavis1@southeasterntech.edu
Phone: 912-538-1957
Fax Number: 912-538-3156
Tutoring Hours (if applicable): Vidalia 1:30-3:30 pm, TR

REQUIRED TEXT

Blitzer, R. Introductory Algebra (seventh edition). New Jersey: Prentice Hall
This textbook package includes the required text and MathXL Access Code. Students must either purchase the package or the textbook and a standalone MathXL access code. The textbook current edition is required and the MathXL access code is required.

REQUIRED SUPPLIES & SOFTWARE

Three (3) ring binder notebook, computer access, loose-leaf paper, pencils (all math problem work must be done in pencil), highlighter, graphing calculator (TI-83 or TI-84), and graph paper.). Cellphones or other electronic devices cannot be used in the course. MathXL does provide access to a calculator while it is being used; however, textbook assigned problems or other assigned problems will require use of the graphing calculator.

The student will be given instructions to register for MathXL during class. The student will need to register for MathXL by obtaining the MathXL Course ID from the instructor. (In other words, the student should wait on guidance from the instructor before trying to register in MathXL).

The Blackboard learning management system is the STC content delivery and information portal for faculty and students. The official grade book and calendar for the course reside in Blackboard, and each student must periodically review Blackboard for information and announcements. You can access Blackboard on the college web page under mySTC.

COURSE DESCRIPTION

Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

MAJOR COURSE COMPETENCIES

Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

PREREQUISITE(S)

MATH 0097 – Math II OR Appropriate arithmetic or algebraic test score.

COURSE OUTLINE

1. Introduction to Real Numbers and Algebraic Equations
2. Solving Linear Equations
3. Graphs of Linear Equations
4. Polynomial Operations
5. Polynomial Factoring

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

(Web-Enhanced): Students must keep assigned work in a notebook and pass competency tests at scheduled times. Students must complete all homework and assignments as scheduled and have all supplies and access to software required by the course syllabus. Some courses may be web-enhanced and require the use of Blackboard, textbook websites, or textbook software. Quizzes and homework assignments can occur at any time without prior notice, and makeups or late work on these assessments are accepted at the instructor's discretion. Students should demonstrate high-quality, detailed work and/or explanations when completing all assignments. A software program called MathXL is required. Students meet course requirements by completing MathXL homework, quizzes and tests and by using MathXL homework tutorial features such as the videos, Study Plan, and View an Example button. Students can use home computers, the Math Classroom or other labs on campus to complete MathXL assignments. The course requirements also include in class tests and assignments.

STC ATTENDANCE POLICY

It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time as noted on each syllabus will receive a "W" for the course if removed from the course on or before the 65% portion of the semester (see STC's calendar on our website for the actual date of the 65% point). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course involved.

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of zero. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

All instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, is withdrawn by the Instructor or receives an F in a course.

LEARNING SUPPORT ATTENDANCE This class meets two (2) days a week for fifteen (15) weeks that is thirty (30) class meetings. The maximum number of days a student may miss for this class is equivalent to three (3) class days during the semester including tardiness and early departure infractions. (Minutes are counted as absence time for tardies or early departures, which are excessive in time-frame.)

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training are made at the discretion of the instructor. Discuss these with the instructor in advance.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Instructors are responsible for deciding if missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy is in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination

on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [STC website](#).

TCSG GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Homework	15%
Quizzes	10%
Tests	50%
Final Exam	25%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Course Number and Name
XXXX Semester 2018 Lesson Plan

HOURS/MINUTES 37.5hr = 2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
1-6	1 Variables, Real Number, and Mathematical Models	1.1: Introduction to Algebra: Variables and Mathematical Models 1.2: Fractions in Algebra 1.3: The Real Numbers 1.4: Basic Rules of Algebra 1.5: Addition of Real Numbers 1.6: Subtraction of Real Numbers 1.7: Multiplication and Division of Real Numbers 1.8: Exponents and Order of Operations	<p>MathXL: Register for MathXL using the purchased MathXL Access Code and the Course ID provided by the instructor. Complete the Chapter 1 Assignments found under the Homework and Tests Button in MathXL.</p> <p>Textbook Homework Chapter 1: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught.</p> <p>ADDITIONAL: Your course calendar or instructor will detail how and when the following items are due or scheduled. Homework in MathXL and/or class Objective Quiz(zes) in MathXL and/or class Competency Test (s) in MathXL and/or class</p>	*1 **a,b,c

HOURS/MINUTES 37.5hr = 2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
7-12	2 Linear Equations and Inequalities in one variable	2.1: Addition Property of Equality 2.2: Multiplication Property of Equality 2.3: Solving Linear Equations 2.4: Formulas and Per cents 2.5: An Introduction to Problem Solving 2.6: Problem Solving in Geometry 2.7: Solving Linear Inequalities (Optional upon discretion of instructor)	<p>MathXL: Complete the Chapter 2 Assignments found under the Homework and Tests Button in MathXL.</p> <p>Textbook Homework Chapter 2: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught.</p> <p>ADDITIONAL: Your course calendar or instructor will detail how and when the following items are due or scheduled. Homework in MathXL and/or class Objective Quiz(zes) in MathXL and/or class Competency Test (s) in MathXL and/or class</p>	*2 **a,b,c

HOURS/MINUTES 37.5hr = 2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
13-17	3. Linear Equations and Inequalities in Two Variables	3.1: Graphing Linear Equations in Two Variables 3.2: Graphing Linear Equations Using Intercepts 3.3: Slope 3.4: Slope-Intercept Form 3.5: Point-Slope Form 3.6 Linear Inequalities in Two Variables (Optional upon discretion of instructor)	MathXL: Complete the Chapter 3 Assignments found under the Homework and Tests Button in MathXL. Textbook Homework Chapter 3: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught. ADDITIONAL: Your course calendar or instructor will detail how and when the following items are due or scheduled. Homework in MathXL and/or class Objective Quiz(zes) in MathXL and/or class Competency Test (s) in MathXL and/or class	*3 **a,b,c

HOURS/MINUTES 37.5hr = 2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
18-22	5. Exponents and Polynomials	5.1: Adding & Subtracting Polynomials 5.2: Multiplying Polynomials 5.3: Special Products 5.4: Polynomials in Several Variables 5.5: Dividing Polynomials 5.6: Dividing by Binomials 5.7: Negative Exponents and Scientific Notation	<p>MathXL: Complete the Chapter 5 Assignments found under the Homework and Tests Button in MathXL.</p> <p>Textbook Homework Chapter 5: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught.</p> <p>ADDITIONAL: Your course calendar or instructor will detail how and when the following items are due or scheduled. Homework in MathXL and/or class Objective Quiz(zes) in MathXL and/or class Competency Test (s) in MathXL and/or class</p>	*1,4 **a,b,c

HOURS/MINUTES 37.5hr = 2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
23-28	6. Factoring Polynomials	6.1: The Greatest Common Factor and Factor by Grouping 6.2: Factoring Trinomials – Leading Coefficient 1 6.3: Factoring Trinomials- Leading Coefficient not 1 6.4: Factoring Special Forms 6.5: A General Factoring Strategy 6.6: Solving Quadratic Equations by Factoring	MathXL: Complete the Chapter 6 Assignments found under the Homework and Tests Button in MathXL. Textbook Homework Chapter 6: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught. ADDITIONAL: Your course calendar or instructor will detail how and when the following items are due or scheduled. Homework in MathXL and/or class Objective Quiz(zes) in MathXL and/or class Competency Test (s) in MathXL and/or class	*5 **a,b,c

HOURS/MINUTES 37.5hr = 2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
29-32	8. Roots and Radicals – Optional Material – Wait for Instructor Guidance 7. Rational Expressions Optional Material – Wait for Instructor Guidance	8.1: Finding Roots 8.2: Multiplying and Dividing Radicals 8.3: Operations Adding Radicals 8.4 Rationalizing the Denominator 8.5: Radical Equations 8.6: Rational Exponents 7.1 Rational Expressions and their Simplification 7.2-7.4 Arithmetic Operations 7.7 Applications 7.8 Modeling Using Variation	Optional Material – Wait for Instructor Guidance MathXL: Complete the Chapters 8 & 7 Assignments found under the Homework and Tests Button in MathXL. Textbook Homework Chapter 8 & 7: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand and consistent with the algebraic methods taught. ADDITIONAL: Your course calendar or instructor will detail how and when the following items are due or scheduled. Homework in MathXL and/or class Objective Quiz(zes) in MathXL and/or class Competency Test (s) in MathXL and/or class	Additional Topic **b,c
33		Final Review		ALL
34-35		Cumulative Final Exam		ALL
36-37.5		Accuplacer		ALL

Competency Areas:

1. Introduction to real numbers and algebraic expressions
2. Solving linear equations
3. Graphs of linear equations

4. Polynomial operations
5. Polynomial factoring

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.