



Math 1012 Foundations of Mathematics
COURSE SYLLABUS
Web-Enhanced
Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: Vidalia Main Building Room 320
Class Meets: 6:00 – 8:45 p.m., M
CRN: 20088
Preferred Method of Contact: hmoore@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mrs. Heather Moore
Office Location: N/A
Office Hours: N/A
Email Address: hmoore@southeasterntech.edu
Phone: 912-293-3207

REQUIRED TEXT: Bittinger, Marvin L. Basic College Mathematics (12th edition). Boston: Pearson Education, Inc. A MathXL Access Code is required. The textbook package from the STC bookstore includes a MathXL Access code that is required to participate and complete all assignments for the course. (The 11th edition of the text will still work.)

REQUIRED SUPPLIES & SOFTWARE

3-ring binder notebook, loose-leaf paper, pencils, black erasable pens (optional per instructor), highlighter, and a Texas Instruments TI-30IIXS scientific calculator or any scientific calculator for limited use in the course. Additional Requirements: Daily, MTWR, access to a reliable internet connection for use with Blackboard, MathXL (required), mySTC, and college email.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION

Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, per-cents, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.

MAJOR COURSE COMPETENCIES

1. Fractions, 2. Decimals, 3. Ratios and Proportions, 4. Percents, 5. Measurement and Conversion, 6. Geometric Concepts, 7. Technical Applications and 8. Basic Statistics.

PREREQUISITES

Appropriate placement test score or appropriate learning support exit point

COURSE OUTLINE

1. Fractions
2. Decimals
3. Ratios and Proportions
4. Percents
5. Measurement and Conversion
6. Geometric Concepts
7. Technical Applications
8. Basic Statistics

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

Students are expected to keep assigned work in a notebook and pass competency tests at scheduled times. Students should complete all homework and assignments as scheduled and should 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 may be given at any time without prior notice, and homework may be assigned without prior notice. Makeup or late work on these assignments may or may not be accepted upon the discretion of the instructor. Students are expected to show high-quality, detailed work and/or explanations when completing all assignments.

ATTENDANCE

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 also 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 0. 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.

Students will not be withdrawn by an instructor for attendance; however, 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, or receives an F in a course.

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 will be made at the discretion of the instructor.

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...)

(Tests, quizzes, homework, projects, etc...): Failure to take tests on the scheduled day will result in a grade of "0" for the test not taken. No Make-up tests will be given. A grade of zero may be assigned for any quiz that is missed or homework that is not turned in as scheduled.

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 can also be found 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%
Comprehensive Final	25%

GRADING SCALE

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

Math 1012 Foundations of Mathematics

Fall Semester 2018 Lesson Plan

HOURS/MINUTES 37.5hrs=2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>~1 – 3 Instructional Hours</p> <p>Additional Learning time includes MathXL assignments, studying, and tutorials. This can often take 2.5 times the instructional time. Thus, it could take a student 2.5×3 hrs. = 7.5 hrs. to complete and learn the material for chapter 1.</p> <p>Keep a check on your College Email, Blackboard Announcements, and the Blackboard Calendar.</p> <p>Day 1 – Register for MathXL and/or Enroll using the instructor's MathXL handout</p>	<p>1 - Whole Numbers</p> <p>No calculator on chapters 1 - 4</p>	<p>*Standard Notation *Addition *Subtraction *Multiplication *Division *Rounding and Estimating; Order *Solving Equations *Applications and Problem Solving *Exponential Notation and Problem Solving</p>	<p>MathXL Homework Chapter 1: Register for Mathxl and complete the Chapter 1 Homework found under the Homework and Tests Button. We will discuss registration for MathXL during day 1 of class.</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.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	<p>*1,2,3,4,5,6,7,8 **a,b,c</p>

HOURS/MINUTES 37.5hrs=2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
4-6 (3 Instructional Hours)	2 - Fractions	<ul style="list-style-type: none"> *Factorizations *Divisibility *Fractions and Fraction Notation *Multiplication and *Applications *Simplifying *Multiplying, Simplifying, and Applications *Division and Applications 	<p>MathXL Homework Chapter 2: Complete the Chapter 2 Homework found under the Homework and Tests Button.</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.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	<ul style="list-style-type: none"> *1, 7 **a,b,c
7-9	3- Fraction Notation and Mixed Numerals	<ul style="list-style-type: none"> *Least Common Multiples *Addition and Applications *Subtraction, Order, and Applications *Mixed Numerals *Addition and Subtraction *Using Mixed Multiplication and Division *Using Mixed *Order of Operations; Estimation 	<p>MathXL Homework Chapter 3: Complete the Chapter 3 Homework found under the Homework and Tests Button.</p> <p>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.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	<ul style="list-style-type: none"> *1, 7 **a,b,c

HOURS/MINUTES 37.5hrs=2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
10-12	4 - Decimals	*Decimal Notation; Order; Rounding *Addition and Subtraction Multiplication *Division *Converting: Fraction to Decimal *Estimating *Applications and Problem Solving	MathXL Homework Chapter 4: Complete the Chapter 4 Homework found under the Homework and Tests Button. Textbook Homework Chapter 4: 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. ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.	*2, 7 **a,b,c
13-17	5 - Ratio and Proportion Start Using a Calculator but show all steps that lead to calculator use to get credit.	*Introduction to Ratios *Rates and Unit Prices *Proportions *Application of Proportions *Geometric Applications	MathXL Homework Chapter 5: Complete the Chapter 5 Homework found under the Homework and Tests Button. 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. ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.	*3,6,7 **a,b,c

HOURS/MINUTES 37.5hrs=2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
18-21	6 - Percent Notation	*Percent Notation *Percent and Fraction Notation *Solving Percents: Percent Equation *Solving Percents: Percent Proportion *Percent Applications *Sales Tax, Commission, Discount	MathXL Homework Chapter 6: Complete the Chapter 6 Homework found under the Homework and Tests Button. 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. ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.	*3,4,7 **a,b,c
22-23	7 - Data, Graphs, and Statistics	*Average, Median, and Modes *Tables and Pictographs *Bar Graphs and Line Graphs *Circle Graphs	MathXL Homework Chapter 7: Complete the Chapter 7 Homework found under the Homework and Tests Button. Textbook Homework Chapter 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. ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course	*1, 2, 3, 4,6, 7, 8 **a,b,c

HOURS/MINUTES 37.5hrs=2250min	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
24-29	8 - Measurement	<ul style="list-style-type: none"> *Linear Measures: American Units *Linear Measures: Metric Units *Converting between American/Metric *Weight and Mass: Medical Apps *Capacity: Medical Apps *Time and Temperature *Converting Units of Area **A Three Conversions Methods Quiz will be given. 	<p>MathXL Homework Chapter 8: Complete the Chapter 8 Homework found under the Homework and Tests Button.</p> <p>Textbook Homework Chapter 8: 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.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	*1,2,3, 5, 7 **a,b,c
30-34	9 - Geometry	<ul style="list-style-type: none"> *Perimeter *Area *Circles *Volume *Angles and Triangles *Square Roots and Pythagorean Theorem 	<p>(Cumulative Test 7-9 in class)</p> <p>MathXL Homework Chapter 9: Complete the Chapter 9 Homework found under the Homework and Tests Button.</p> <p>Textbook Homework Chapter 9: 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.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	
35 – 37.5		Final Exam Review Competency Exam Given	Competency Exam Given	*All **All
Total: 37.5 Instructional Hours				
		Final Exam		*All **All

Competency Areas: (from state standards)

1. **Fractions**
2. **Decimals**
3. **Ratios and Proportions**
4. **Percents**
5. **Measurement and Conversion**
6. **Geometric Concepts**
7. **Technical Applications**
8. **Basic Statistics**

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.