



# MATH 1012 / Foundations of Mathematics

## COURSE SYLLABUS

### Web-enhanced / Lecture

### Fall Semester 2015

Semester: Fall 2015  
Course Title: Foundations of Mathematics  
Course Number: MATH 1012  
Credit Hours/ Minutes: 3 / 2250  
Class Location: Room 418  
Class Meets: 6:00-8:45 pm, M  
CRN: 20104

Instructor: Heather Moore  
Email Address: [hmoore@southeasterntech.edu](mailto:hmoore@southeasterntech.edu)  
Daytime Instructor: Jimmy Dupree  
Office Location: 409  
Office Hours: 1:30 – 3:30 P.M.  
Email Address Day Instructor: [jdupree@southeasterntech.edu](mailto:jdupree@southeasterntech.edu)  
Phone: 912-293-3207 (Mrs. Moore) 912-537-1957 (day instructor)  
Fax Number: 912-538-3106

**REQUIRED TEXT:** Bittinger, Marvin L. (2015). Basic Mathematics (12<sup>th</sup> edition). Boston: Pearson Education, Inc. A Mathxl Access Code is required. The textbook is packaged with a Mathxl Access code which may be required, at the discretion of the instructor, to participate and complete all assignments for the course. (The 11<sup>th</sup> edition of the text will still work.)

A Mathxl Access Code is required. The Mathxl Access Code is packaged with the text from the bookstore, or it can be purchased separately from the bookstore, or it can be purchased online at [www.mathxl.com](http://www.mathxl.com). Directions to register for Mathxl, including a Mathxl Course ID #, are included in your Angel Course under the Course Work Tab.

**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 Angel, Mathxl (if required), mySTC, and college email.

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL 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 complete the online portion of the course.

**CALCULATOR USAGE:** The use of cell phones or other internet capable devices are not allowed for calculator usage. Students are expected to bring a calculator appropriate for the course content each day of class. If calculator usage is not allowed for some topics, students are required to adhere to those expectations.

**COURSE DESCRIPTION:** Emphasizes the application of basic mathematical skills used in the solution of occupational and technical problems. Topics include fractions, decimals, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics.

**MAJOR COURSE COMPETENCIES:** Topics include: Fractions, decimals, percents, ratio and proportion, measurement and conversion, formula manipulation, technical applications, and basic statistics.

**PREREQUISITE(S):** MATH 0097 - Math II OR Appropriate arithmetic placement test score.

#### COURSE OUTLINE:

1. Fractions
2. Decimals
3. Percents
4. Ratio and Proportion
5. Measurement and Conversion
6. Formula Manipulation
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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS:** Students are expected to keep assigned work in a notebook and pass competency tests at scheduled times. Students are also expected to do all homework and assignments as scheduled and are expected to have all supplies and access to software required by the course syllabus. Some courses may be web-enhanced and require the use of Angel, textbook websites, or textbook software. Quizzes and homework grades may be given at any time without prior notice, and makeups or late work on these assessments 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 GUIDELINES:** 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.

**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.

**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.

**SPECIAL NEEDS:** Students with documented special needs may be provided with an individualized Instructional Plan with specifications for scheduled instructional time. It is the student's responsibility to inform the Special Needs Specialist

as students and instructors are required to have documented evidence prior to receiving or allowing special accommodations. See the STC Catalog and Student Handbook, Student Affairs section for further information regarding special needs.

**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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

### **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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**ATTENDANCE REWARD:** Students who attend 90% of the scheduled class meeting will be allowed to replace their lowest competency test grade with their final exam grade. The replaced grade will be a competency exam and will not include such items as a mid-semester exam, final exam, or a proctored on-line exam. If the final exam grade is lower than the lowest competency test grade, then the final exam will not be used as a replacement grade and the lowest competency test grade will be left in place. Students who receive their lowest test score due to cheating are not eligible for the attendance reward. We meet 9 times. Students must attend 8 full class days to achieve the reward. 3 tardies = an absence. 3 early departures = an absence. Tardiness/departures over 10 minutes will be counted by minutes towards an absence.

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...):** Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. No Make-up tests will be given, but an attendance reward will be given for applicable competency exams. (See the Attendance Reward for the specifics.) 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:

#### **--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.

#### **--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.

#### **--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 second 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

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

**ACCESS TO TECHNOLOGY:** For information regarding Angel, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

**GRADING POLICY**

10% Homework  
15% Quizzes  
50% Tests  
25% Comprehensive Final

**GRADING SCALE**

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

**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.*

**Note about Mathxl:** Mathxl is a valuable tool that can greatly enhance your learning of the material. In addition, Mathxl will increase your ability to work in the online environment which is in high demand in today's workforce. 25% of your grades are weighed heavily by your use of mathxl. Please take your mathxl assignments seriously because 25% can greatly help or hurt your final average.

**Note about not giving up:** A few bad grades is never a good reason to give-up. Giving up results in an F whereas trying usually results in an A, B, C, or D --- all of which are better than an F. Most students are able to turn things around after a few bad grades if they just try. Always take time to discuss things with your instructor. We have to learn to overcome bad circumstances and not run away from them. It is usually easier to turn things around than you think.

**MATH 1012 LESSON PLAN**  
**FOUNDATIONS OF MATHEMATICS – 11<sup>th</sup> edition**  
**Subject to Changes and Updates**

- You may have textbook homework, or mathxl homework, or a combination of both based on the requirements of your specific instructor. You will have a Mathxl Access Code that will be used for such things as homework, quizzes, or tests. Your instructor will give you directions during class on how to register for Mathxl. The directions can also be found in Angel under the Course Work Tab. If you have an old mathxl access code that is less than a year old, you can just transfer your enrollment from your old course to your new course by logging in and using the new Course ID provided by your instructor.
- Textbook homework should be done on loose leaf notebook paper. Show details of the step-by-step work you use to solve each problem. Show high-quality work that you can be proud of.
- No calculator is allowed for chapters 1 – 4 homework. (except for problems with a picture of a calculator beside them) Thus, all work must be shown “with” the problem when doing handwritten assignments and not on scratch paper.
- Once you start using a calculator in chapter 5, you still must show all steps you use that “lead up” to your use of a calculator in order to prove you know how to do the problem.
- If textbook homework is required, anywhere from 5 – 20 problems may be graded from your homework at various times during the semester. Sometimes all homework will be taken up and other times “homework quizzes” may be given. As long as you take homework seriously, you will be fine. Some instructors may require mathxl homework.
- Homework is the most important thing you do to learn the required course concepts.

HOURS/MINUTES 2250m=37.5h	CHAPTER	OBJECTIVES	ASSIGNMENTS See Course Calendar	COMP.
~1 – 3  See Your Course Calendar	1 Whole Numbers  No calculator on chapters 1 - 4	Standard Notation Addition Subtraction Multiplication Division Rounding and Estimating; Order Solving Equations Applications and Problem Solving Exponential Notation and Problem Solving	<p><b>MATHXL: MATHXL Homework:</b> You will have homework assignments in mathxl. After registering in mathxl, start working on the chapter 1 homework assignments. You can stop and restart each homework assignment as many times as you need to between now and the due date. See Angel for mathxl registration directions.</p> <p><b>TEXTBOOK:</b> The following are the handwritten, detailed textbook homework problems that will be required for students <u>who also have mathxl homework</u>.</p> <p>Section 1.1: #29, 35, 45 page 6            Section 1.2: #29, 31            Section 1.3: #39, 47            Section 1.4: #37, 49            Section 1.5: #3, 7, 9, 29, 31, 53, 55, 61, 71, 73            Section 1.6: #13, 23, 27, 35, 41, 57            Section 1.7: See text examples for #13, 15, 35, 47, 53, 57            Section 1.8: #13, 23, 37, 41, 45            Section 1.9: #7, 14, 15, 31, 51, 59, 65, 67</p> <p><b>ADDITIONAL:</b> Your course calendar or instructor will detail how and when the following items are due. <b>Most students must complete 2+ hours per week online in Mathxl and Angel in order to satisfy the expectations of the course.</b></p> <p><b>Mathxl Homework</b>  <b>Mathxl Quizzes</b>  <b>Mathxl Study Plan</b>  <b>Competency Test</b></p>	6, 7 *a,b,c,d
4-6	2 Fractions	Factorizations Divisibility Fractions and Fraction	<b>MATHXL:</b> Complete your mathxl homework for chapter 2. You can enter and exit as often as possible to	1, 6, 7 *a,b,c,d

		<p>Notation  Multiplication and Applications  Simplifying  Multiplying, Simplifying, and Applications  Division and Applications</p>	<p>complete it by the due date and time.</p> <p><b>TEXTBOOK:</b> The following are the handwritten, detailed textbook homework problems that will be required.  Section 2.1: #13, 15, 23, 39, 41, 45, 59, 71  Section 2.2: None  Section 2.3: #7, 15, 27, 29, 33  Section 2.4: #9, 31, 35, 41  Section 2.5: #11, 25, 35, 37, 57, 59  Section 2.6: #7, 11, 19, 35, 43, 53, 55, 57  Section 2.7: #19, 21, 29, 33, 39, 41, 43, 45, 47, 63</p> <p><b>ADDITIONAL:</b> Your course calendar or instructor will detail how and when the following items are due.  <b>Mathxl Homework</b>  <b>Mathxl Quizzes</b>  <b>Mathxl Study Plan</b>  <b>Competency Test</b></p>	
7-9	3 Fraction Notation and Mixed Numerals	<p>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>	<p><b>MATHXL:</b> Complete your mathxl homework for chapter 3. You can enter and exit as often as possible to complete it by the due date and time.</p> <p><b>TEXTBOOK:</b> The following are the handwritten, detailed textbook homework problems that will be required. Print Course Calendar!  Section 3.1: See methods 2 and 3 for numbers 19, 31, 45, 47  Section 3.2: #3, 27, 33, 35, 37, 45, 59  Section 3.3: #3, 33, 35, 53, 55, 61, 63  Section 3.4: #1, 27, 47, 59  Section 3.5: #3, 13, 19, 21, 23, 25, 27, 41, 43, 59  Section 3.6: #11, 23, 29, 31, 33, 35, 41, 43  Section 3.7: #1, 3, 5, 7, 9, 11, 13, 23</p> <p><b>ADDITIONAL:</b> Your course calendar or instructor will detail how and when the following items are due.  <b>Mathxl Homework</b>  <b>Mathxl Quizzes</b>  <b>Mathxl Study Plan</b>  <b>Competency Test</b>  <b>Guest Speaker Possible</b></p>	1, 6, 7 *a,b,c,d
10-12	4 Decimals	<p>Decimal Notation; Order; Rounding  Addition and Subtraction  Multiplication  Division  Converting: Fraction to Decimal  Estimating  Applications and Problem Solving</p>	<p><b>MATHXL:</b> Complete your mathxl homework for chapter 4. You can enter and exit as often as possible to complete it by the due date and time.</p> <p><b>TEXTBOOK:</b> The following are the handwritten, detailed textbook homework problems that will be required. Print Course Calendar!  Section 4.1: #3, 5, 11, 19, 37, 51, 65, 79, 81  Section 4.2: # 15, 41, 51  Section 4.3: #11, 13, 19, 43, 61  Section 4.4: #11, 27, 31, 33, 41, 47, 53, 57, 61, 63, 69, 73  Section 4.5: #11, 29, 49, 69, 79, 83  Section 4.6: #5</p>	2, 6, 7 *a,b,c,d

			<p>Section 4.7: #15, 19, 27, 31, 41</p> <p><b>ADDITIONAL:</b> Your course calendar or instructor will detail how and when the following items are due.  <b>Mathxl Homework</b>  <b>Mathxl Quizzes</b>  <b>Mathxl Study Plan</b>  <b>Competency Test</b>  <b>Guest Speaker Possible</b></p>	
13-17	<p>5 Ratio and Proportion</p> <p>Start Using a Calculator but show all steps that lead to calculator use to get credit.</p>	<p>Introduction to Ratios  Rates and Unit Prices  Proportions  Application of Proportions  Geometric Applications</p>	<p><b>MATHXL:</b> Complete your mathxl homework for chapter 5. You can enter and exit as often as possible to complete it by the due date and time.</p> <p><b>TEXTBOOK:</b> The following are the handwritten, detailed textbook homework problems that will be required. Print Course Calendar!  Section 5.1: #1, 13, 15, 25, 27, 37, 39  Section 5.2: #3, 7, 15, 25, 33  Section 5.3: #5, 7, 19, 25, 27, 41, 45, 47, 51, 55  Section 5.4: #1, 3, 5, 7, 11, 17, 27, 29  Section 5.5: #3, 7, 9, 15, 23, 27</p> <p><b>ADDITIONAL:</b> Your course calendar or instructor will detail how and when the following items are due.  <b>Mathxl Homework</b>  <b>Mathxl Quizzes</b>  <b>Mathxl Study Plan</b>  <b>Competency Test</b></p>	<p>4, 6, 7  *a,b,c,d</p>
18-21	<p>6 Percent Notation</p>	<p>Percent Notation  Percent and Fraction Notation  Solving Percents:  Percent Equation  Solving Percents:  Percent Proportion  Percent Applications  Sales Tax, Commission, Discount</p>	<p><b>MATHXL:</b> Complete your mathxl homework for chapter 6. You can enter and exit as often as possible to complete it by the due date and time.</p> <p><b>TEXTBOOK:</b> The following are the handwritten, detailed textbook homework problems that will be required. Print Course Calendar!  Section 6.1: #3, 13, 17, 25, 33, 37, 47, 49  Section 6.2: #7, 11, 17, 39, 41, 55, 73  Section 6.3: #7, 9, 25, 31, 35  Section 6.4: #9, 15, 31, 35  Section 6.5: #3, 5, 7, 9, 11, 15, 21, 25, 27, 29, 33  Section 6.6: 1, 5, 7, 15, 19, 21, 23, 41  Section 6.7: None</p> <p><b>ADDITIONAL:</b> Your course calendar or instructor will detail how and when the following items are due.  <b>Mathxl Homework</b>  <b>Mathxl Quizzes</b>  <b>Mathxl Study Plan</b>  <b>Competency Test</b></p>	<p>3, 6, 7  *a,b,c,d</p>
22-23	<p>7 Data, Graphs, and Statistics</p>	<p>Average, Median, and Modes  Tables and Pictographs  Bar Graphs and Line Graphs  Circle Graphs</p>	<p><b>MATHXL:</b> Complete your mathxl homework for chapter 7. You can enter and exit as often as possible to complete it by the due date and time.</p> <p><b>TEXTBOOK:</b> The following are the handwritten, detailed textbook homework problems that will be required. Print Course Calendar!  Ch 7: No Textbook Homework</p>	<p>1, 2, 3,  7, 8  *a,b,c,d</p>

			<p><b>ADDITIONAL:</b> Your course calendar or instructor will detail how and when the following items are due.</p> <p><b>Mathxl Homework</b>  <b>Mathxl Quizzes</b>  <b>Mathxl Study Plan</b>  <b>Competency Test</b></p>	
24-29	8 Measurement	<p>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</p>	<p><b>MATHXL:</b> Complete your mathxl homework for chapter 8. You can enter and exit as often as possible to complete it by the due date and time.</p> <p><b>TEXTBOOK:</b> The following are the handwritten, detailed textbook homework problems that will be required. Print Course Calendar!  Section 8.1: #7, 11, 15, 17, 21 method 1 conversion method from Angel, #23 method 2 conversion method from Angel, #25 method 3 conversion method from Angel, 31, 37  Section 8.2: #11, 13, 19, 23, 33, 39, 65  Section 8.3: #1, 5, 7, 9, 15, 17, 21  Section 8.4: #5, 9, 11, 13, 19, 25, 29, 43, 47, 49, 53, 55, 57, 59  Section 8.5: #7, 9, 11, 21, 25, 37, 39, 41, 43, 45, 47, 51  Section 8.6: #7, 11, 19, 25, 29, 43, 47  Section 8.7: #7, 9, 11, 19, 25, 29</p> <p><b>ADDITIONAL:</b> Your course calendar or instructor will detail how and when the following items are due.</p> <p><b>Mathxl Homework</b>  <b>Mathxl Quizzes</b>  <b>Mathxl Study Plan</b>  <b>Competency Test</b></p>	4, 5, 7 *a,b,c,d
30-34	9 Geometry	<p>Perimeter  Area  Circles  Volume  Angles and Triangles  Square Roots and  Pythagorean Theorem</p>	<p><b>MATHXL:</b> Complete your mathxl homework for chapter 9. You can enter and exit as often as possible to complete it by the due date and time.</p> <p><b>TEXTBOOK:</b> The following are the handwritten, detailed textbook homework problems that will be required. Print Course Calendar!  Section 9.1: #3, 9, 13, 15, 21  Section 9.2: #5, 13, 19, 21, 33, 35, 37, 43, 45  Section 9.3: #1, 7, 11, 17, 19, 21, 23, 25, 27, 29  Section 9.4: #7, 13, 17, 21, 27, 31, 37, 39, 41  Section 9.5: #5, 6, 25, 29, 41, 43, 49, 59  Section 9.6: #9, 35, 41, 45, 47, 49</p> <p><b>ADDITIONAL:</b> Your course calendar or instructor will detail how and when the following items are due.</p> <p><b>Mathxl Homework</b>  <b>Mathxl Quizzes</b>  <b>Mathxl Study Plan</b>  <b>Competency Test</b></p>	6, 7 *a,b,c,d
35		Final Exam Review		ALL
36-37.5		Final Exam		ALL



Students who have passed the course with an A, B, or C should contact their advisor regarding the WorkKeys Applied Mathematics Exam. Passing this exam is a requirement for graduation.

**COURSE OUTLINE/COURSE COMPETENCIES:**

1. Fractions
2. Decimals
3. Percents
4. Ratio and Proportion
5. Measurement and Conversion
6. Formula Manipulation
7. Technical Applications
8. Basic Statistics

**\*\*General Core Educational Competencies**

- a) The ability to utilize standard written English. (i.e. Explanations of answers)
- b) The ability to solve practical mathematical problems. (i.e. Entire Course)
- c) The ability to read, analyze, and interpret information. (i.e. Entire Course, Applications)
- d) The ability to utilize basic computer skills. (i.e. Entire Course, Mathxl, Angel)

**\*\*\*\* Instructor reserves the right to change the syllabus and/or lesson plan as necessary.\*\*\*\***

## TUTORING OPTIONS – You Have So Many Options!!

1. Mathxl Provides a Study Plan Button which will allow you to work examples from each section of your book. It will provide hints and explanations. A few of my students have used this and have bragged about it. You must register for mathxl using your mathxl access code and my course id code before you can use this option. If your instructor does not use Mathxl, you can just use [www.interactmath.com](http://www.interactmath.com) which looks the same as mathxl.
2. We have tutoring hours through an online program called SmartThinking. This connects you with a real online tutoring. We will have to get you a username and password through the General Education Dean of Instruction, Ms. Cheryl West.
3. Your textbook provides a tutorial website for your specific book at [www.interactmath.com](http://www.interactmath.com). The problems will look almost exactly like the Mathxl Study Plan problems. If your instructor requires mathxl, you should use the Study Plan instead.
4. STC provides tutoring. The tutors are usually campus instructors who have designated specific times they are available for tutoring. Math tutoring is available on the Swainsboro and Vidalia Campus. See Sonya Wilson for the Swainsboro Campus.
5. You may know a math tutor. As long as you are just getting help with homework and a basic learning of the material, it is fine to use your own tutor. It is not appropriate to use a tutor on things like quizzes and tests. Your complete honesty is expected. Academic Dishonesty is a serious offense. You do not want to be associated with cheating in any way. Your career could be at stake if you give in to the temptation.
6. We often have volunteer tutors within our classes. This option varies on the availability of the volunteer tutors.
7. Use the resources available on the Southeastern Technical College website, [www.southeasterntech.edu](http://www.southeasterntech.edu), or just click the Tutorials Tab in Angel. In addition, use any resources that come with your textbook. You can also go to the library tab on our website to find more resources.
8. Use the resources available in Angel to help you learn the material. Your Angel course gives you access to power points and videos. You can find them in our Angel Course by going to the Course Work Tab. The Khan Academy Videos, available to you in Angel, provide an instructor who teaches many of the concepts we are learning. This is a great resource! Using these resources will help you become an “active learner” rather than a “passive learner” because you are taking charge of your learning by using additional resources. (Note: Please use the web browser Mozilla Firefox instead of Internet Explorer when trying to access the Khan Academy Videos.)
9. Swainsboro Students can see Ms. Jan Brantley to set up a PassKey Account. PassKey is a computer tutorial program you can use in Ms. Brantley’s lab. Vidalia students can contact someone in the Student Success Center on the Vidalia campus.
10. Another way to gain access to tutorial help is to form a study group with some of your classmates. The college can assist by reserving a study room for your group. Please see Ms. Jan Brantley in Swainsboro if you would like to reserve a room for your study group, or see someone in the Student Success Center in Vidalia.

