



**CRN 20217 MATH 1012 / Foundations of Mathematics  
HYBRID COURSE SYLLABUS  
Fall Semester 2020 (202112)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

Campus/Class Location: Vidalia Main Building Room 319

Class Meets: **Hybrid 60% F2F on TUESDAY 8:00-9:30 am / 40% Online**

Course Reference Number (CRN): 20217

Preferred Method of Contact: College Email [Don Davis \(ddavis1@southeasterntech.edu\)](mailto:ddavis1@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

**Instructor Name:** Mr. Don Davis

**Email Address:** [Don Davis \(ddavis1@southeasterntech.edu\)](mailto:ddavis1@southeasterntech.edu)

**Vidalia/Office Location:** Vidalia Main Building Room 409

**Office Hours:** See Blackboard Collaborate On Line Classroom for times or by Appointment

**Phone:** 912-538-1957

**Fax Number:** 912-538-3156

**Tutoring Hours:** See Blackboard Collaborate On Line Classroom for times or by Appointment

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**NO REQUIRED TEXT**

Purchase of a textbook is optional. The course includes an e-text: Bittinger, Marvin L. Basic College Mathematics (12<sup>th</sup> edition): Boston: Pearson Education, Inc. (The 11<sup>th</sup> edition of the same book is acceptable if you want to purchase a hard copy of the text.)

**REQUIRED SUPPLIES & SOFTWARE**

Software: MathXL is the software required for the course. The **MathXL Access Code** may be purchased from the bookstore or from the [MathXL Website \(www.MathXL.com\)](http://www.MathXL.com) after the course has started. Students will find the MathXL Course ID (this is not the access code that you will purchase) on the menu of our Blackboard course.

Supplies: Three ring binder notebook, computer access, loose-leaf paper, pencils (all math problem work must be done in pencil), highlighter, and a scientific calculator (TI-30XIIS recommended). Cellphones or other electronic devices cannot be used in the course. Daily, MTWR, access to a reliable internet connection for use with Blackboard, MathXL, mySTC, and college email.

Note: Although students can use their smart phones and tablets to access their online course(s), all exams,

discussions, assignments, and other graded activities should be performed on a personal computer. Neither STC, Blackboard nor Georgia Virtual Technical Connection (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 online course work.

Internet access is required to complete the MathXL work. Students may work on assignments away from the STC campus if they have reliable internet service available. In addition, if using his or her own personal computer each student should perform the software check provided through the MathXL program.

All students have an email address that can be accessed through the MySTC portal on the STC homepage. Students are encouraged to use this email address when registering for MathXL, but students may use any valid email address.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

### **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 and for use in the online course. If calculator usage is not allowed for some topics, students are required to adhere to those expectations.

### **COURSE DESCRIPTION**

**MATH 1012 - Foundations of Mathematics** (3 credit hours, 2250 minutes)

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, formula manipulation, technical applications, and basic statistics.

### **MAJOR COURSE COMPETENCIES**

Topics include: Fractions, decimals, per-cents, 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. Ratios and Proportions
4. Per-cents
5. Measurement and Conversion
6. Geometric Concepts
7. Technical Applications
8. Basic Statistics

### **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College 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 complete all work required by the instructor. Students must register/enroll in MathXL during the first days of class and use the MathXL Software to successfully complete the course. Students will be No Showed who do not register for MathXL by the end of the 3<sup>rd</sup> day of the semester. (To secure the proper information to access MathXL, first login to our Blackboard course and go to the menu item titled as **Math Work / MathXL.**)

Quizzes, tests, and homework grades may be given at any time without prior notice, when needed, but most will be scheduled as part of the class. **Failure to adhere to due dates will result in a grade of zero.**

Students will have at least one week to complete tests and assignments. All tests and assignments are due by 11:59 p.m. on Wednesday of each week and are scheduled on the Syllabus Lesson Plan for math and included as Due Dates in MathXL. The Midterm Exam and Final Exam are given in class on the schedule shown in the Lesson Plan.

Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 15 hours during the semester doing the required homework, quizzes, and tests. (Please note: most students spend more hours than the minimum.) Students are expected to communicate frequently through college email and Blackboard Collaborate on line classroom sessions. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

### **COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell

<b>COVID-19 Key Symptoms</b>
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### **COVID-19 SELF-REPORTING REQUIREMENT**

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

### **HYBRID 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 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" (Failing 0-59) 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.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** [Macy Gay](#), ([mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu)), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas](#), ([hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu)), 912-538-3126, Building A, Room 165.

### **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 make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

**Vidalia Campus:** [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

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

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. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

## **EXIT EXAM**

There is no Exit Exam. The course does require completion of a comprehensive Final Examination, which counts as 30% of the course grade. Each student will also take a standardized Math Competency Exam at the end of the Semester. This Exam is used by STC to measure the effectiveness of Mathematics instruction. Students may have points added to their comprehensive Final Examination grade at the Instructors discretion based on their performance on the Math Competency Exam.

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

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.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn Failing) 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus	Lanie Jonas, Director of Human Resources Vidalia Campus

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas (hthomas@southeasterntech.edu)</a>	3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas (ljonas@southeasterntech.edu)</a>

**ACCESSIBILITY STATEMENT**

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

**GRIEVANCE PROCEDURES**

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’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 [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

**TECHNICAL COLLEGE SYSTEM OF GEORGIA (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	25%
Quizzes	5%
Tests / Exams	20%
Proctored Mid Term Exam	20%
Proctored Final Exam (Cumulative)	30%

## GRADING SCALE

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

**The Blackboard Gradebook is the official gradebook for the course.**



# MATH 1012 Foundations of Mathematics

## FALL Semester 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates BB = Blackboard; HW = Homework; MXL = MathXL Use as a Check List HW, Quizzes, Exams are Completed in MXL	Competency Area
<b>No Show Days and Beginning of Work Week 1</b>	No show requirements	These items must be completed by August 19	*Course agreement pledge *Create your MathXL account *Send me an email *Student Introduction Discussion Board ALL HOMEWORK, QUIZZES and EXAMS/TESTS ARE IN MATHXL unless noted	A,B,C
<b>Work Week 2 Due August 26th</b>	1.1-1.4 Whole Numbers	Standard Notation Addition Subtraction Multiplication Division Rounding and estimating; Order Solving Equations Applications and Problem Solving Exponential Notation and Order of Operations	1.1-1.4 Homework	1, 6, 7 A,B,C
<b>Work Week 3  Due September 2<sup>nd</sup></b>	1.5-1.9 Whole Numbers	Standard Notation Addition Subtraction Multiplication Division Rounding and estimating; Order Solving Equations Applications and Problem Solving Exponential Notation and Order of Operations	1.5-1.9 Homework 1.5-1.9 Quiz Chapter (Ch.) 1 Exam	1, 6, 7 A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates BB = Blackboard; HW = Homework; MXL = MathXL Use as a Check List HW, Quizzes, Exams are Completed in MXL	Competency Area
<b>Work Week 4</b>  <b>In Progress September 9</b>	2 Fractions	Factorizations Divisibility Fractions and Fraction Notation Multiplication and Applications Simplifying Multiplying, Simplifying, and Applications Division and Applications	Ch. 2 Homework Ch. 2 Quiz Ch. 2 Exam <b>Due September 16</b>	1, 6, 7 A,B,C
<b>Work Week 5</b>  <b>Due September 16</b>	2 Fractions	Factorizations Divisibility Fractions and Fraction Notation Multiplication and Applications Simplifying Multiplying, Simplifying, and Applications Division and Applications	Ch. 2 Homework Ch. 2 Quiz Ch. 2 Exam	1, 6, 7 A,B,C
<b>Work Week 6</b>  <b>Due September 23</b>	3 Fraction Notation and Mixed Numerals	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	Ch. 3.1-3.4 Homework Ch. 3.5-3.7 Homework Ch. 3.1-3.4 Quiz Ch. 3.5-3.7 Quiz Ch. 3 Exam	1, 6, 7 A,B,C
<b>Work Week 7</b>  <b>Due September 30<sup>th</sup></b>	4 Decimals	Decimal Notation; Order; Rounding Addition and Subtraction Multiplication Division Converting: Fraction to Decimal Estimating Applications and Problem Solving	Ch. 4 Homework Ch. 4 Quiz Ch. 4 Exam	2, 6, 7 A,B,C
<b>Work Week 8</b>  <b>Due October 7<sup>th</sup></b>	5 Ratio and Proportion	Introduction to Ratios Rates and Unit Prices Proportions Application of Proportions Geometric Applications	Ch. 5 Homework Ch. 5 Quiz Ch. 5 Exam	1, 2, 4, 6, 7 A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates BB = Blackboard; HW = Homework; MXL = MathXL Use as a Check List HW, Quizzes, Exams are Completed in MXL	Competency Area
<b>Work Week 9</b>  <b>Due Tuesday October 13th</b>	Chapter 1-5	IN CLASS Mid Term Exam	Chapter 1-5	1, 2, 4, 6, 7 A,B,C
<b>Work Week 9</b>  <b>Due October 14<sup>th</sup></b>	6 Percent Notation	Percent Notation Percent and Fraction Notation Solving Percent problems, using percent equations Solving Percent problems, using Prop. Applications of Percent Percent Applications Sales Tax, Commission, Discount	Ch. 6 Homework Ch. 6 Quiz Ch. 6 Exam	3, 4, 6, 7 A,B,C
<b>Work Week 10</b>  <b>Due October 21st</b>	7 Data, Graphs, and Statistics	Average, Median, and Modes Tables and Pictographs Bar Graphs and Line Graphs	Ch. 7 Homework Ch. 7 Quiz Ch. 7 Exam	7, 8 A,B,C
<b>Work Week 11</b>  <b>In Progress October 28<sup>th</sup></b>	8 Measurement	Linear Measures: American Units Linear Measures: Metric Units Converting between American/Metric Weight and Mass: Medical Apps Capacity: Medical Apps Time and Temperature	Ch. 8.1-8.4 Homework Ch. 8.1-8.4 Quiz <b>Due November 4th</b>	1, 2, 3, 4, 5,6, 7 A,B,C
<b>Work Week 12</b>  <b>Due November 4th</b>	8 Measurement	Linear Measures: American Units Linear Measures: Metric Units Converting between American/Metric Weight and Mass: Medical Apps Capacity: Medical Apps Time and Temperature	Ch. 8.5-8.7 Homework Ch. 8.5-8.7 Quiz Ch. 8 Exam	1, 2, 3, 4, 5,6, 7 A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates BB = Blackboard; HW = Homework; MXL = MathXL Use as a Check List HW, Quizzes, Exams are Completed in MXL	Competency Area
<b>Work Week 13 In Progress November 11th</b>	9 Geometry	Perimeter Area Circles Volume Angles and Triangles Square Roots and Pythagorean Theorem	Ch. 9.1-9.3 Homework Ch. 9.1-9.3 Quiz <b>Due November 18<sup>th</sup></b>	6, 7 A,B,C
<b>Work Week 14 Due November 18<sup>th</sup></b>	9 Geometry	Perimeter Area Circles Volume Angles and Triangles Square Roots and Pythagorean Theorem	Remaining Ch. 9 Homework Ch. 9 Quiz Ch. 9 Exam	6, 7 A,B,C
<b>Work Week 15 Due November 24<sup>th</sup></b>	Review	Review in Class	All	All
<b>Work Week 15 Thanksgiving November 25<sup>th</sup></b>	Holiday	Holiday	<b>Thanksgiving November 25<sup>th</sup> 26<sup>th</sup></b>	
<b>Work Week 16 Due December 2nd</b>	Math Competency Exam	Math Competency Exam	<b>Due December 2nd</b>	All
<b>Work Week 17 Due December 8th</b>	Cumulative All Chapters 1-9	IN CLASS Final Exam	<b>Due December 8th</b>	ALL

**COMPETENCY AREAS:**

1. Fractions
2. Decimals
3. Per-cents
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.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information

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