



CRN 20263 MATH 1012/Foundations of Mathematics

COURSE SYLLABUS

Online Asynchronous

Fall 2023 Semester (202412)

Course Taught Fully Online Asynchronously (does not require students to be online at specific dates/times). Proctored Event is required.

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20263

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

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: MTWR 11:30am-12:30

Phone: 912-538-1957

Fax Number: 912-538-3156

Tutoring Hours: MTWR 11:30am-12:30 Vidalia Main Building Room 319

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 \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

NO REQUIRED TEXT

The course uses the text: Bittinger, Marvin L. Basic College Mathematics (12th edition): Boston: Pearson Education, Inc. (The 11th edition of the text may also be used.)

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. You must first purchase the **MathXL Access Code** to access MathXL and then use the **MathXL Course ID** to enroll in this 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). You must also have daily 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.

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, for use in the online course and in the Proctored Event (Final Exam) at the end of the Semester. 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)

This course 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

Topics include fractions, decimals, per-cents, ratios and proportions, measurement and conversion, geometric concepts, technical applications, and basic statistics.

PREREQUISITE(S)

STC Admission.

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 have at least one week to complete tests and assignments. The majority of tests and assignments are due by 11:59 p.m. on Wednesday of each week and are scheduled on the Syllabus Lesson Plan and included as Due Dates in MathXL. **Failure to adhere to due dates will result in a grade of zero.**

Exceptions to the due dates of assignments will be made solely at the discretion of the instructor. In general, there is NO make-up of missed Exams (Chapter Tests, Mid-term Exam and Final Exam which is the Proctored Event for this course).

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a **minimum of 37.5 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 Discussion Boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. The majority of tests and assignments are due at 11:59 pm on Wednesday of each week. 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 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: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, 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: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, 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.

PROCTORED EVENT REQUIREMENT

In order to confirm validity of student work in the online portion of the class, students are **required** to complete one proctored event per course. Students are required to bring a photo ID (STC Student ID, Driver’s License, or Passport) to the proctored event. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. (In this Math course, it is 35%). Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the course.

Students must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college

The required proctored event (Final Exam) for this class is scheduled on the following dates and times:

| DATE | TIME | ROOM LOCATION |
|----------|---------|---------------------------------|
| 12/11/23 | 9:30 AM | Vidalia Main Room 319 |
| 12/11/23 | 2:00 PM | Vidalia Main Room 319 |
| 12/12/23 | 9:30 AM | Swainsboro Building 6 Room 6218 |
| 12/12/23 | 2:00 PM | Swainsboro Building 6 Room 6218 |

You will be allowed 90 minutes to complete the Proctored Event Exam. You must sign up in advance for one of the dates/times/ locations shown above. You should plan to arrive at least 20 minutes before the scheduled exam session to allow for check in. You will not be allowed to check in if you are late. You must provide a picture identification as proof of identity; the identification must be in the same name as you are shown in the official class roster. You must bring your own calculator. You may not use your cell phone or other electronic device to use as your calculator. The proctor will clear your calculator memory before it is used on the exam. You must bring a pencil to complete the exam work. Scratch paper will be provided. You may not use any notes or reference material on the proctored event exam.

EXIT EXAM

There is no Exit Exam. The course does require completion of a comprehensive Final Examination, which counts as 35% of the course grade and is the Proctored Event for the course

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 sole 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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

| | |
|---|---|
| American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer | Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer |
| Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu) | Melanie Walker, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Melanie Walker (mwalker@southeasterntech.edu) |

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 | 20% |

| Assessment/Assignment | Percentage |
|--|-------------------|
| Discussion Boards | 5% |
| Quizzes | 5% |
| Tests / Exams | 20% |
| Mid Term Exam | 15% |
| Final Exam (Cumulative) F2F PROCTORED EVENT see Syllabus | 35% |

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.

CRN 20263 MATH 1012/Foundations of Mathematics

Online Asynchronous
100% of Instruction Online
FALL 2023 Semester (202412)

Lesson Plan

| Work Week Due Date | Chapter | Content/Objectives | Online Assignments: MathXL: Homework, Quizzes, Tests Blackboard: Discussion Boards, Math Competency Exam | Competency Area |
|--|--------------------------|--|--|----------------------------|
| No Show Days and Beginning of Work Week 1 Due August 23rd | Start Here! | These items must be completed by August 23 | Complete the No Show Requirements in Blackboard: *Course agreement pledge. *Send Instructor an email. *Student Introduction Discussion Board *Online Orientation Quiz Enroll in MathXL and begin online assignments | 6, 7 A, B, C |
| Work Week 2 Due August 30th | 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 Discussion Board 1 | 6, 7 A, B, C |

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|---|---|--|---|----------------------------|
| <p>Work Week 3</p> <p>Due September 6th</p> | <p>1.5-1.9 Whole Numbers</p> | <p>Standard Notation Addition Subtraction Multiplication Division Rounding and estimating; Order Solving Equations Applications and Problem Solving Exponential Notation and Order of Operations</p> | <p>1.5-1.9 Homework 1.5-1.9 Quiz Chapter (Ch.) 1 Exam</p> | <p>6, 7 A, B, C</p> |
| <p>Work Week 4</p> <p>In Progress September 13th</p> | <p>2 Fractions</p> | <p>Factorizations Divisibility Fractions and Fraction Notation Multiplication and Applications Simplifying Multiplying, Simplifying, and Applications Division and Applications</p> | <p>Ch. 2 Homework Ch. 2 Quiz Ch. 2 Exam Due September 20th</p> | <p>1, 6, 7 A, B, C</p> |
| <p>Work Week 5</p> <p>Due September 20th</p> | <p>2 Fractions</p> | <p>Factorizations Divisibility Fractions and Fraction Notation Multiplication and Applications Simplifying Multiplying, Simplifying, and Applications Division and Applications</p> | <p>Ch. 2 Homework Ch. 2 Quiz Ch. 2 Exam Discussion Board 2</p> | <p>1, 6, 7 A, B, C</p> |
| <p>Work Week 6</p> <p>Due September 27th</p> | <p>3 Fraction Notation and Mixed Numerals</p> | <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>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</p> | <p>1, 6, 7 A, B, C</p> |

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|---|--------------------------------------|--|--|--------------------------|
| Work Week 7 Due October 4th | 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 |
| Work Week 8 Due October 11th | 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 Discussion Board 3 | 4, 6, 7 A, B, C |
| Work Week 9 Due October 18th | Chapter 1-5 | Mid Term Exam in MATHXL | Chapter 1-5 | 1, 2, 4, 6, 7 A, B, C |
| Work Week 10 Due October 25th | 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 |
| Work Week 11 Due November 1st | 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 | 6, 7, 8 A, B, C |
| Work Week 12 In Progress November 8th | 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 In Progress Due November 15th | 5, 6, 7 A, B, C |

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|---|------------------------------------|---|--|--------------------|
| Work Week 13 Due November 15th | 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 Discussion Board 4 | 5, 6, 7 A, B, C |
| NOVEMBER 20-24 | THANSGIVING | NO CLASS | | |
| Work Week 14 November 29th | 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 | 5, 6, 7 A, B, C |
| Work Week 15 Due December 6th | 9 Geometry | Perimeter Area Circles Volume Angles and Triangles Square Roots and Pythagorean Theorem | Ch. 9.4-9.6 Homework Ch. 9.2-9.6 Quiz Ch. 9 Exam Discussion Board 5 Math Competency Exam | 5, 6, 7 A, B, C |
| December 11th or 12th Monday or Tuesday | Cumulative All Chapters 1-9 | Final Exam PROCTORED EVENT REQUIRED TO PASS COURSE FACE TO FACE IN CLASS on paper NOT IN MATHXL | Face to Face NOT online | All 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:

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

NOTE: Online Assignments

Homework, Quizzes, Chapter Exams, Midterm Exam are Completed in MathXL

Discussion Boards are completed in Blackboard.

Discussion Board Rubric:

Your grade for each discussion board posting will be either a 100, 50, or 0. The overview of each grade is listed below:

100: A thoughtful response, connects to reality, includes feedback from other class members, is unique, presented with style;

50: Somewhat thoughtful, no connection to the world or reality, little feedback, blasé;

0: No response

Note: There is no minimum word count criterion for each discussion; use your spell checker and grammar checker; impress me.

Math Competency Exam is completed in Blackboard

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