



MATH 1012

ONLINE COURSE SYLLABUS

SPRING SEMESTER 2016(FY 16)

Semester: Spring 2016
Course Title: Foundations of Mathematics
Course Number: MATH 1012
Credit Hours/Minutes: 3 / 2250
Class Location: Room GVTC/Blackboard
Class Meets: Via Internet / 15 wks
CRN: 40139
Preferred method of contact: Email
bhart@southeasterntech.edu

Instructor: Dr. Bee Hart
Office Hours: 3:00-4:00 T,R
Office Location: 324
Email Address: bhart@southeasterntech.edu
Phone: 1.912.538.3131
Tutoring Hours: See office hours above

REQUIRED TEXT: Bittinger, Beecher, Johnson (©2015). Basic Mathematics (12th edition). Pearson Education, Inc.

REQUIRED SUPPLIES: 3 ring binder notebook, loose leaf paper, pencils, black erasable pens, highlighter, and a Texas Instruments TI-30XIIS scientific calculator or any scientific calculator for limited use in the course. **Chapters 1-4 must be completed without the use of a calculator.**

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.

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: 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, percents, ratios and proportions, measurement and conversion, formula manipulation, technical applications, and basic statistics. [OL]

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

PRE-REQUISITE: MATH 0090 – Modules 1-6(completed) OR Appropriate arithmetic placement test score.

COURSE OUTLINE:

- | | |
|-------------------------|-------------------------------|
| 1. Fractions | 5. Measurement and Conversion |
| 2. Decimals | 6. Formula Manipulation |
| 3. Percents | 7. Technical Applications |
| 4. Ratio and Proportion | 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. Quizzes and homework grades may be given at any time without prior notice.

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 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. All tests and assignments are due at 11:59 p.m. 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.

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.*

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

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.

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. 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 online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring 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, 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring

charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, March 22nd, beginning at 3:00p.m. and ending at 5:00 p.m., room 323 and Swainsboro Campus, March 24th, beginning at 3:00p.m. and ending at 5:00 p.m., room 6218.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): A grade of zero will be assigned for any missed assignment regardless of the reason.

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: 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 at www.southeasterntech.edu.

GRADING POLICY

5% Discussion Board Posts
15% Math XL
10% Quizzes
20% Tests
20% Comprehensive Final Exam
30% Proctored Exam

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.*

**MAT 1012 LESSON PLAN
FOUNDATION OF MATHEMATICS**

- Homework should be done on notebook paper and should be easy to read and grade. Turn in high-quality work you can be proud of by showing ALL work with each problem.
- You 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 and login properly to mathxl.
- Calculators will not be allowed until chapter 5 except where indicated by your instructor or with specific homework problems. Thus, students are expected to show work for all long multiplication, long division, LCD work with fractions, etc... Proof must be shown that you know how to do the problems without a calculator in order to receive credit.

Meetings	Chapter	Objectives	Assignments	Competency
1-4	1 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: Every Other Odd (EOO) 1.2: EOO 1.3: EOO 1.4: EOO 1.5: EOO 1.6: EOO 1.7: EOO 1.8: EOO 1.9: EOO Homework Competency Test Objective Quiz(zes)	1, 6, 7 A,B
5-7	2 Fractions	Factorizations Divisibility Fractions and Fraction Notation Multiplication and Applications Simplifying Multiplying, Simplifying, and Applications Division and Applications	2.1: EOO 2.2: EOO 2.3: EOO 2.4: EOO 2.5: EOO 2.6: EOO 2.7: EOO Homework Objective Quiz(zes)	1, 6, 7 A,B
8-9	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	3.1: EOO 3.2: EOO 3.3: EOO 3.4: EOO 3.5: EOO 3.6: EOO 3.7: EOO Objective Quiz(zes) Competency Test	1, 6, 7 A,B
10-12	4 Decimals	Decimal Notation; Order; Rounding Addition and Subtraction Multiplication Division Converting: Fraction to Decimal Estimating Applications and Problem Solving	4.1: EOO 4.2: EOO 4.3: EOO 4.4: EOO 4.5: EOO 4.6: EOO 4.7: EOO Homework Objective Quiz(zes) Competency Test	2, 6, 7 A,B
13-15	5 Ratio and Proportion	Introduction to Ratios Rates and Unit Prices Proportions Application of Proportions Geometric Applications	5.1: EOO 5.2: EOO 5.3: EOO 5.4: EOO 5.5: EOO Homework Objective Quiz(zes) Competency Test	4, 6, 7 B,C
15-18	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	6.1: EOO 6.2: EOO 6.3: EOO 6.4: EOO 6.5: EOO 6.6: EOO Homework Objective Quiz(zes) Competency Test	3, 7 B,C
19-21	7 Data, Graphs,	Average, Median, and Modes	7.1: EOO	7, 8

	and Statistics	Tables and Pictographs Bar Graphs and Line Graphs Circle Graphs	7.2: EOO 7.3: EOO 7.4: EOO Homework Objective Quiz(zes) Competency Test	B,C
22-25	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	8.1: EOO 8.2: EOO 8.3: EOO 8.4: EOO 8.5: EOO 8.6: EOO Homework Objective Quiz(zes) Competency Test	4, 5, 7 C
26-28	9 Geometry	Perimeter Area Circles Volume Angles and Triangles Square Roots and Pythagorean Theorem	9.1: EOO 9.2: EOO 9.3: EOO 9.4: EOO 9.5: EOO 9.6: EOO Homework Objective Quiz(zes) Competency Test	6, 7 C
29		Final Review		ALL
30		Final Exam		ALL

Competency Areas

- | | |
|-------------------------|-------------------------------|
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GENERAL EDUCATION CORE

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- 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.****