



Math 1012 Foundations of Mathematics

COURSE SYLLABUS – Web-enhanced

Spring Semester 2018 - 201814

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Class Location: Vidalia Campus, Main Building, Room 320

Class Meets: 6:00 – 8:45 p.m., Monday

Course Reference Number (CRN): 40145

Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Ms. Heather Moore

Office Location: NA; Contact Instructor

Office Hours: By Appointment

Email Address: [Heather Moore \(hmoore@southeasterntech.edu\)](mailto:hmoore@southeasterntech.edu)

Phone: NA

Fax Number: NA

Tutoring Hours: By Appointment

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student 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 uses: Bittinger, Marvin L. Basic College Mathematics (12th edition). Boston: Pearson Education, Inc.

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 and you have the MathXL Course ID needed to register. The student will be given instructions to register for MathXL during class. The student will need to register for MathXL by obtaining the MathXL Course ID from the menu in their online course.

Supplies: 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, Monday - Thursday, access to a reliable internet connection for

use with Blackboard, MathXL (if required), mySTC, and college email.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor 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 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 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

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, percents, ratio and proportion, measurement and conversion, geometric concepts, technical applications, and basic statistics.

PREREQUISITES

Appropriate placement test score or appropriate learning support exit point

COURSE OUTLINE

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

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

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

STUDENT REQUIREMENTS

Students are expected to keep assigned work in a notebook and pass competency tests at scheduled times. Students 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 or hybrid and require the use of Blackboard, 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. Students taking a hybrid math course are expected to spend a minimum of the hybrid required time doing those assignments out of class time.

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 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.

COREQ ATTENDANCE ADDENDUM: Students taking **0090/1012** are required to attend both classes. MATH 0090 has a 90% attendance requirement. In addition, students who are withdrawn from MATH 0090 are also withdrawn from the COREQ class MATH 1012 resulting in two W's. Students who exceed attendance requirements after the 65% point will receive two F's.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

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" (Withdrawn) 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 percent 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" (Failing 0-59) being assigned.

After the 65 percent 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 speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of "W", will count in attempted hour calculations for the purpose of Financial Aid.

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

MAKEUP GUIDELINES

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

Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our Blackboard course. Students are expected to show high-quality, detailed work and/or explanations when completing additional handwritten assignments or online assignments.

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu</p>

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 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 [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	15%
Quizzes	10%
Tests	50%
Final Exam	25%

GRADING SCALE

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

How many hours per week should I expect this course to take me? Class Time/Contact Hours for this course are 2250 minutes or 37.5 hours for an entire semester. In a lecture class, this would be considered seat time. This is equivalent to 2.5 hours per week during a 15 week semester, 3.75 hours per week during a 10 week semester, and 4.167 hours per week during a 9 week semester. In addition to class time, students can expect to spend 2 to 3 times the contact hours doing additional tasks such as homework, tutorials, reading, and studying. Therefore, the course will take more than 37.5 hours.

- 15 Week Semester: 2.5 contact hours per week X 2 = a minimum of 5 hours per week.
- 10 Week Semester: 3.75 contact hours per week X 2 = a minimum of 7.5 hours per week.
- 9 Week Semester: 4.167 contact hours per week X 2 = a minimum of 8.334 hours per week.

Are you feeling overwhelmed as you read all your course expectations for each class? That is a natural reaction at the beginning of the semester. Just listen to and communicate with your instructors and classmates. Take time to become organized in each class, and it will all come together soon. Your instructors want you to be successful.

MATH 1012 Foundations of Mathematics
Spring Semester 2018 - 201814 Lesson Plan

HOURS/MINUTES 37.5 hours =2250 minutes	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p style="text-align: center;">~1 – 3 Instructional Hours</p> <p>Additional Learning time includes MathXL assignments, studying, and tutorials. This can often take 2.5 times the instructional time. Thus, it could take a student 2.5 X 3 hours = 7.5 hours. to complete and learn the material for chapter 1.</p> <p>Keep a check on your College Email, Blackboard Announcements, and the Blackboard Calendar.</p> <p>Day 1 – Register for MathXL and/or Enroll using the instructor’s MathXL handout</p>	<p>1 - Whole Numbers</p> <p>No calculator on chapters 1 - 4</p>	<ul style="list-style-type: none"> *Standard Notation *Addition *Subtraction *Multiplication *Division *Rounding and Estimating; Order *Solving Equations *Applications and Problem Solving *Exponential Notation and Problem Solving 	<p>MathXL Homework</p> <p>Chapter 1: Register for Mathxl and complete the Chapter 1 Homework found under the Homework and Tests Button. We will discuss registration for MathXL during day 1 of class.</p> <p>Textbook Homework</p> <p>Chapter 1: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most</p>	<p>1,2,3,4,5,6,7,8 a,b,c</p>

HOURS/MINUTES 37.5 hours =2250 minutes	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	
<p>4-6 (3 Instructional Hours)</p>	<p>2 - Fractions</p>	<ul style="list-style-type: none"> • Factorizations • Divisibility • Fractions and Fraction Notation • Multiplication and Applications • Simplifying • Multiplying, Simplifying, and Applications • Division and Applications 	<p>MathXL Homework Chapter 2: Complete the Chapter 2 Homework found under the Homework and Tests Button.</p> <p>Textbook Homework Chapter 2: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in</p>	<p>1, 7 a,b,c</p>

HOURS/MINUTES 37.5 hours =2250 minutes	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			MathXL and Blackboard in order to satisfy the expectations of the course.	
7-9	3- Fraction Notation and Mixed Numerals	<ul style="list-style-type: none"> • Least Common Multiples • Addition and Applications • Subtraction, Order, and Applications • Mixed Numerals • Addition and Subtraction Using Mixed • Multiplication and Division Using Mixed • Order of Operations; Estimation 	<p>MathXL Homework Chapter 3: Complete the Chapter 3 Homework found under the Homework and Tests Button.</p> <p>Textbook Homework Chapter 3: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations</p>	1, 7 a,b,c

HOURS/MINUTES 37.5 hours =2250 minutes	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			of the course.	
10-12	4 - Decimals	<ul style="list-style-type: none"> • Decimal Notation; Order; Rounding • Addition and Subtraction • Multiplication • Division • Converting: Fraction to Decimal • Estimating • Applications and Problem Solving 	<p>MathXL Homework Chapter 4: Complete the Chapter 4 Homework found under the Homework and Tests Button.</p> <p>Textbook Homework Chapter 4: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	2, 7 a,b,c
13-17	5 - Ratio and Proportion	<ul style="list-style-type: none"> • Introduction to Ratios • Rates and Unit Prices 	MathXL	3,6,7 a,b,c

HOURS/MINUTES 37.5 hours =2250 minutes	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
	Start Using a Calculator but show all steps that lead to calculator use to get credit.	<ul style="list-style-type: none"> • Proportions • Application of Proportions • Geometric Applications 	<p>Homework Chapter 5: Complete the Chapter 5 Homework found under the Homework and Tests Button.</p> <p>Textbook Homework Chapter 5: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	
18-21	6 - Percent Notation	<ul style="list-style-type: none"> • Percent Notation • Percent and Fraction Notation 	<p>MathXL Homework Chapter 6: Complete the Chapter 6</p>	3,4,7 a,b,c

HOURS/MINUTES 37.5 hours =2250 minutes	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<ul style="list-style-type: none"> • Solving Percents: Percent Equation • Solving Percents: Percent Proportion • Percent Applications • Sales Tax, Commission, Discount 	<p>Homework found under the Homework and Tests Button.</p> <p>Textbook Homework Chapter 6: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	
22-23	7 - Data, Graphs, and Statistics	<ul style="list-style-type: none"> • Average, Median, and Modes • Tables and Pictographs • Bar Graphs and Line Graphs • Circle Graphs 	<p>MathXL Homework Chapter 7: Complete the Chapter 7 Homework found under the Homework and Tests Button.</p>	1, 2, 3, 4,6, 7, 8 a,b,c

HOURS/MINUTES 37.5 hours =2250 minutes	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>Textbook Homework Chapter 7: The instructor may assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course</p>	
24-29	8 - Measurement	<ul style="list-style-type: none"> • Linear Measures: American Units • Linear Measures: Metric Units • Converting between American/Metric • Weight and Mass: Medical Apps • Capacity: Medical Apps • Time and Temperature • Converting Units of Area 	<p>MathXL Homework Chapter 8: Complete the Chapter 8 Homework found under the Homework and Tests Button.</p> <p>Textbook Homework Chapter 8: The instructor may</p>	1,2,3, 5, 7 a,b,c

HOURS/MINUTES 37.5 hours =2250 minutes	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
		<ul style="list-style-type: none"> • A Three Conversions Methods Quiz will be given. 	<p>assign specific text homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	
30-34	9 - Geometry	<ul style="list-style-type: none"> • Perimeter • Area • Circles • Volume • Angles and Triangles • Square Roots and Pythagorean Theorem 	<p>(Cumulative Test 7-9 in class)</p> <p>MathXL Homework Chapter 9: Complete the Chapter 9 Homework found under the Homework and Tests Button.</p> <p>Textbook Homework Chapter 9: The instructor may assign specific text</p>	

HOURS/MINUTES 37.5 hours =2250 minutes	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>homework during class time. The problems will be done on notebook paper. Students are expected to show all work, steps, and explanations with each problem in a manner that is easy to read and understand.</p> <p>ADDITIONAL: Your instructor will detail how and when all work is due. Most students must complete 2+ hours per week online in MathXL and Blackboard in order to satisfy the expectations of the course.</p>	
35 – 37.5		Final Exam Review Competency Exam Given	Competency Exam Given	All All
Total: 37.5 Instructional Hours				
		Final Exam		All All

COURSE OUTLINE / COMPETENCIES

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

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

DISCLAIMER STATEMENTS

- The instructor reserves the right to change the syllabus and/or lesson plan as necessary.
- The official copy of the syllabus is located inside the online Blackboard course shell or will be given to the student during face to face class time the first day of the semester. The syllabus displayed in advance of the semester, in a location other than the course a student is enrolled in, is for planning purposes only.

MATH TUTORING

Please see your instructor to arrange tutoring times or to gain information about other instructors who provide tutoring. In addition, MathXL is a rich tutorial system which includes a Study Plan, videos, and links to resources such as View an Example and Help me Solve This. Keep a well-organized notebook when doing online work in MathXL so you can reference the material later when you need tutoring.