



MATH 1012-Foundations of Mathematics

COURSE SYLLABUS

Online (OL)

Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3 / 2250

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40167

Preferred Method of Contact: [Bee Hart](mailto:bhart@southeasterntech.edu) (bhart@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Dr. Bee Hart

Office Location: 323

Office Hours: 3:00-4:00 Monday through Thursday

Email Address: [Bee Hart](mailto:bhart@southeasterntech.edu) (bhart@southeasterntech.edu)

Phone: 1.912.538.3131

Fax Number: 1.912.538.3156

Tutoring Hours: 3:00-4:00 Wednesday

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 uses: Bittinger, Beecher, Johnson (©2015). Basic Mathematics (12th edition). 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](http://www.mathxl.com) (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: Three (3) ring binder notebook, computer access, loose-leaf paper, pencils, highlighter, scientific calculator (TI-30XIIS recommended). Cellphones or other electronic devices cannot be used in the course. Daily, Monday through Thursday, access to a reliable internet connection for use with Blackboard, Mathxl, mySTC, and Student Email.

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.

MAJOR COURSE COMPETENCIES

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

PREREQUISITE(S)

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

COURSE OUTLINE

1. Fractions
2. Decimals
3. Percents
4. Ratio and Proportion
5. Optional Topics including Sequences, Series, Probability, and Analytical Geometry
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 (ONLINE)

Students are expected to complete course assignments by the designated due dates. Students are also expected to contact the instructor for any clarification that is needed regarding assignments for the course or for help with the course content.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Wednesday of each week. Students are expected to communicate frequently through Student Email and discussion boards. Student Email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our 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. All tests and assignments are due at

11:59 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 [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.

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% 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% 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, (3/20/18), (3:00-5:00), (323) and Swainsboro Campus, (3/21/18), (3:00-5:00), (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 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 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:

| | |
|--|--|
| 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 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu | Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@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 |
|-----------------------|------------|
| Chapter Exams | 20% |
| Homework Average | 15% |

| Assessment/Assignment | Percentage |
|------------------------------|-------------------|
| Quiz Average | 10% |
| Proctored Event/Exam | 30% |
| Final Exam | 20% |
| Discussion Board Posts | 5% |

GRADING SCALE

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

MATH 1012 Foundations of Mathematics

Spring Semester 2018 Lesson Plan

| Date/Week | Chapter/Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|-----------|--|---|---|--------------------|
| | No show requirements | These items must be completed by August 16th | *Course agreement pledge *Create your MathXL account *Send me an email | |
| | 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 |
| | 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 *Discussion Board 1 | 1, 6, 7 A,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 |
| | 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 *Discussion Board 2 | 1, 6, 7 A,B |

| Date/Week | Chapter/Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|------------------|--------------------------------|---|---|----------------------------|
| | 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 |
| | 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 | 4, 6, 7 B,C |
| | 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 *Discussion Board 3 | 3, 7 B,C |
| | 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 B,C |
| | 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 *Discussion Board 4 | 4, 5, 7 C |
| | 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 | 4, 5, 7 C |
| | 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 *Discussion Board 5 | 6, 7 C |

| Date/Week | Chapter/Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|-----------|----------------|---|---|--------------------|
| | 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 C |
| | | Final Exam | | ALL |

COMPETENCY AREAS:

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

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- 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.****