



## **Math 1012 Foundations of Mathematics**

### **COURSE SYLLABUS – Web-enhanced**

**Spring Semester 2021 - 202114**

#### **COURSE INFORMATION**

**Credit Hours/Minutes:** 3/2250

**Campus/Class Location:** Vidalia Campus / Main Building, Room 319

**Class Meets:** 6:00-8:45 p.m., Monday (M)

**Course Reference Number (CRN):** 40223

**Preferred Method of Contact:** College Email (Office 365)

#### **INSTRUCTOR CONTACT INFORMATION**

**Adjunct Instructor Name:** Ms. Heather Moore

**Adjunct College Email Address:** [Heather Moore \(mailto:heather.moore@southeasterntech.edu\)](mailto:heather.moore@southeasterntech.edu)

**Campus/Office Location:** NA (Not Applicable)

**Office Hours:** By Appointment

**Phone:** See Full-Time Instructor Information

**Fax Number:** NA

**Full-Time Instructor Name:** Sonya Wilson (Swainsboro) / Don Davis (Vidalia)

**Email Address:** [Sonya Wilson \(swilson@southeasterntech.edu\)](mailto:swilson@southeasterntech.edu) / [Don Davis \(davis1@southeasterntech.edu\)](mailto:davis1@southeasterntech.edu)

**Campus/Office Location:** Don Davis / Vidalia Campus / Main Building 409

**Office Hours:** See Mr. Don Davis in Vidalia or Sonya Wilson in Swainsboro

**Phone:** 478.289.2215 (Ask for Sonya Wilson)

**Fax Number:** 478.289.2276

**Tutoring Hours:** See Mr. Don Davis in Vidalia or Sonya Wilson in Swainsboro 2:30-3:30 T 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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf)

#### **NO REQUIRED TEXT**

Purchase of a textbook is optional. The course uses: Bittinger, Marvin L. Basic College Mathematics (12<sup>th</sup> edition). Boston: Pearson Education, Inc. ISBN (International Standard Book Number): 978-0134469164

#### **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 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 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.

**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**

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, 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. Percents
4. Ratios and Proportions
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.

## 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
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 https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). Report all positive

cases of COVID-19 to your instructor and [Stephannie Waters](mailto:Stephannie.Waters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## **TRADITIONAL 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 also 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 the 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.

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

## ACADEMIC ENGAGEMENT REWARD (WEB-ENHANCED)

Students who are academically engaged **each week** will receive a reward to replace a low test grade in the 50% category of the grading policy. To achieve this reward:

- Students must attend 90% of the scheduled class meetings. Your instructor will inform you how many days this is. 3 tardies = an absence. 3 early departures = an absence. Tardiness/departures over 10 minutes will be counted by minutes towards an absence.

Students who meet the academic engagement expectation will be allowed to replace their lowest, 50% category, competency test grade with their final exam grade. The replaced grade will be a competency exam (chapter test grade) and will not include such items as a mid-semester exam, final exam, homework test, or a proctored online exam. If the final exam grade is lower than the lowest competency test grade, then the final exam will not be used as a replacement grade and the lowest competency test grade will be left in place. Students who receive their lowest test score due to cheating are not eligible for the attendance reward. **This is a great reward to work for! It can have a very positive effect on most averages. All it takes is a steady weekly commitment to do all assignments.**

## MAKEUP GUIDELINES

Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. No Make-up tests will be given, but an academic engagement reward will be given for applicable competency exams. A grade of zero may be assigned for any quiz that is missed or homework that is not turned in as scheduled. Some instructors may allow a “one-class day” late deadline for an assessment scheduled outside of class time that has a due date. In this case, the highest allowed will be a grade of 80.

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 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 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">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 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](http://www.southeasterntech.edu) ([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

Letter Grade	Range
D	60-69
F	0-59

#### **ADDITIONAL GRADING INFORMATION:**

Your official average for the course is located in Blackboard (BB) using the weights described in the Grading Policy section of the syllabus. The average you will see in the Mathxl program just gives you an idea of how you are doing on homework, quizzes, and tests as it is just a temporary holding place of many of your grades. The Blackboard gradebook is manually updated by the instructor within 2 weeks after major due dates.

**Note about MathXL:** MathXL is a valuable tool that can greatly enhance your learning of the material. In addition, MathXL will increase your ability to work in the online environment, which is in high demand in today's workforce. 25% (or 75% if including tests) of your grades are weighed heavily by your use of MathXL. Please take your MathXL assignments seriously because 25% (or 75% including tests) can greatly help or hurt your final average. **Make time in the math classroom, in campus labs, or at home to do your MathXL assignments!!!!**

**Note about not giving up:** A few bad grades are never a good reason to give-up. Giving up results in an F whereas trying usually results in an A, B, C, or D --- all of which are better than an F. Most students are able to turn things around after a few bad grades if they just try. Always take time to discuss things with your instructor. We have to learn to overcome bad circumstances and not run away from them. It is usually easier to turn things around than you think.

**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

### Lesson Plan – Web-enhanced

Hours/Minutes 37.5 hours = 2250 minutes	Chapter/Content/Objectives	Assignments The instructor will determine exact dates during class time.	Competency Area
<p style="text-align: center;">~3 Instructional Hours</p> <p>Additional Learning time includes MathXL assignments, studying, and tutorials.</p> <p>Day 1 – Register for MathXL and/or Enroll using the instructor’s MathXL handout.</p>	<p><b>Chapter 1 Whole Numbers</b> <b><i>No Calculator on Chapters 1-4</i></b></p> <ul style="list-style-type: none"> <li>• Standard Notation</li> <li>• Addition</li> <li>• Subtraction</li> <li>• Multiplication</li> <li>• Division</li> <li>• Rounding and Estimating; Order</li> <li>• Solving Equations</li> <li>• Applications and Problem Solving</li> <li>• Exponential Notation and Problem Solving</li> </ul> <ul style="list-style-type: none"> <li>• Register for MathXL using your purchased Access Code and the instructor’s Course ID</li> <li>• Practice using MathXL</li> <li>• Complete the Getting Started requirements for Blackboard (BB) and the Student Acknowledgment</li> <li>• Learn how to check BB Announcements</li> <li>• Learn how to send college email</li> </ul>	<p><b>Student Expectations:</b> Mathxl Homework and Quizzes are provided for you to meet the course requirements. Due Dates and times are recorded in MathXL as determined by day to day progress during class time. During class, we will have questions, lectures, class quizzes, work, and tests.</p> <p><b>MathXL Homework Chapter 1:</b> Register for Mathxl and complete the Chapter 1 Homework found under the <b><i>Homework and Tests</i></b> Button. We will discuss registration for MathXL during day 1 of class.</p> <p><b>Additional Homework Chapter 1:</b> The instructor may assign specific handwritten homework during class time.</p> <p><b>Chapter 1 Test:</b> Determined weekly by the instructor</p>	<p style="text-align: center;">6, 7 a,b,c</p>

Hours/Minutes 37.5 hours = 2250 minutes	Chapter/Content/Objectives	Assignments The instructor will determine exact dates during class time.	Competency Area
~4 Instructional Hours	<p><b>Chapter 2 Fractions</b> <b>No Calculator!</b></p> <ul style="list-style-type: none"> <li>• Factorizations</li> <li>• Divisibility</li> <li>• Fractions and Fraction Notation</li> <li>• Multiplication and Applications</li> <li>• Simplifying</li> <li>• Multiplying, Simplifying, and Applications</li> <li>• Division and Applications</li> </ul>	<p><b>Student Expectations:</b> Mathxl Homework and Quizzes are provided for you to meet the course requirements. Due Dates and times are recorded in MathXL as determined by day to day progress during class time. During class, we will have questions, lectures, class quizzes, work, and tests.</p> <p><b>MathXL Homework Chapter 2:</b> Complete the Chapter 2 Homework found under the Homework and Tests Button.</p> <p><b>Additional Homework Chapter 2:</b> The instructor may assign specific handwritten homework during class time.</p> <p><b>Chapter 2 Test Date:</b> Determined weekly by the instructor</p>	1, 6, 7 a,b,c

Hours/Minutes 37.5 hours = 2250 minutes	Chapter/Content/Objectives	Assignments The instructor will determine exact dates during class time.	Competency Area
~4 Instructional Hours	<p><b>Chapter 3 Fraction Notation and Mixed Numerals</b></p> <p><b>No Calculator</b></p> <ul style="list-style-type: none"> <li>• Least Common Multiples</li> <li>• Addition and Applications</li> <li>• Subtraction, Order, and Applications</li> <li>• Mixed Numerals</li> <li>• Addition and Subtraction</li> <li>• Using Mixed</li> <li>• Multiplication and Division</li> <li>• Using Mixed</li> <li>• Order of Operations; Estimation</li> </ul>	<p><b>Student Expectations:</b> Mathxl Homework and Quizzes are provided for you to meet the course requirements. Due Dates and times are recorded in MathXL as determined by day to day progress during class time. During class, we will have questions, lectures, class quizzes, work, and tests.</p> <p><b>MathXL Homework Chapter 3:</b> Complete the Chapter 3 Homework found under the Homework and Tests Button.</p> <p><b>Additional Homework Chapter 3:</b> The instructor may assign specific handwritten homework during class time.</p> <p><b>Chapter 3 Test Date:</b> Determined weekly by the instructor</p>	1, 6, 7 a,b,c

Hours/Minutes 37.5 hours = 2250 minutes	Chapter/Content/Objectives	Assignments The instructor will determine exact dates during class time.	Competency Area
<p>~4 Instructional Hours</p>	<p><b>Chapter 4 Decimals</b> <b>No Calculator</b></p> <ul style="list-style-type: none"> <li>• Decimal Notation; Order; Rounding</li> <li>• Addition and Subtraction</li> <li>• Multiplication</li> <li>• Division</li> <li>• Converting: Fraction to Decimal</li> <li>• Estimating</li> <li>• Applications and Problem Solving</li> </ul>	<p><b>Student Expectations:</b> Mathxl Homework and Quizzes are provided for you to meet the course requirements. Due Dates and times are recorded in MathXL as determined by day to day progress during class time. During class, we will have questions, lectures, class quizzes, work, and tests.</p> <p><b>MathXL Homework Chapter 4:</b> Complete the Chapter 4 Homework found under the Homework and Tests Button.</p> <p><b>Additional Homework Chapter 4:</b> The instructor may assign specific handwritten homework during class time.</p> <p><b>Chapter 4 Test Date:</b> Determined weekly by the instructor</p>	<p>2, 6, 7 a,b,c</p>

Hours/Minutes 37.5 hours = 2250 minutes	Chapter/Content/Objectives	Assignments The instructor will determine exact dates during class time.	Competency Area
<p>~5 Instructional Hours</p>	<p><b>Chapter 5 Ratio and Proportion Start Using Calculators</b></p> <ul style="list-style-type: none"> <li>• Introduction to Ratios</li> <li>• Rates and Unit Prices</li> <li>• Proportions</li> <li>• Application of Proportions</li> <li>• Geometric Applications</li> </ul>	<p><b>Student Expectations:</b> Mathxl Homework and Quizzes are provided for you to meet the course requirements. Due Dates and times are recorded in MathXL as determined by day to day progress during class time. During class, we will have questions, lectures, class quizzes, work, and tests.</p> <p><b>MathXL Homework Chapter 5:</b> Complete the Chapter 5 Homework found under the Homework and Tests Button.</p> <p><b>Additional Homework Chapter 5:</b> The instructor may assign specific handwritten homework during class time.</p> <p><b>Chapter 5 Test Date:</b> Determined weekly by the instructor</p>	<p>4, 6, 7 a,b,c</p>

Hours/Minutes 37.5 hours = 2250 minutes	Chapter/Content/Objectives	Assignments The instructor will determine exact dates during class time.	Competency Area
~4 Instructional Hours	<b>Chapter 6 Percent Notation</b> <ul style="list-style-type: none"> <li>• Percent Notation</li> <li>• Percent and Fraction Notation</li> <li>• Solving Percents: Percent Equation</li> <li>• Solving Percents: Percent Proportion</li> <li>• Percent Applications</li> <li>• Sales Tax, Commission, Discount</li> </ul>	<p><b>Student Expectations:</b> Mathxl Homework and Quizzes are provided for you to meet the course requirements. Due Dates and times are recorded in MathXL as determined by day to day progress during class time. During class, we will have questions, lectures, class quizzes, work, and tests.</p> <p><b>MathXL Homework Chapter 6:</b> Complete the Chapter 6 Homework found under the Homework and Tests Button.</p> <p><b>Additional Homework Chapter 6:</b> The instructor may assign specific handwritten homework during class time.</p> <p><b>Chapter 6 Test Date:</b> Determined weekly by the instructor</p>	3, 6, 7 a,b,c

Hours/Minutes 37.5 hours = 2250 minutes	Chapter/Content/Objectives	Assignments The instructor will determine exact dates during class time.	Competency Area
<p>~2 Instructional Hours</p>	<p><b>Chapter 7 Data, Graphs, and Statics</b></p> <ul style="list-style-type: none"> <li>• Average, Median, and Modes</li> <li>• Tables and Pictographs</li> <li>• Bar Graphs and Line Graphs</li> <li>• Circle Graphs</li> </ul>	<p><b>Student Expectations:</b> Mathxl Homework and Quizzes are provided for you to meet the course requirements. Due Dates and times are recorded in MathXL as determined by day to day progress during class time. During class, we will have questions, lectures, class quizzes, work, and tests.</p> <p><b>MathXL Homework Chapter 7:</b> Complete the Chapter 7 Homework found under the Homework and Tests Button.</p> <p><b>Additional Homework Chapter 7:</b> The instructor may assign specific handwritten homework during class time.</p> <p><b>Chapter 7 Test Date:</b> Determined weekly by the instructor</p>	<p>1, 2, 3, 7, 8 a,b,c</p>

Hours/Minutes 37.5 hours = 2250 minutes	Chapter/Content/Objectives	Assignments The instructor will determine exact dates during class time.	Competency Area
~6 Instructional Hours	<p><b>Chapter 8 Measurement</b></p> <ul style="list-style-type: none"> <li>• Linear Measures: American Units</li> <li>• Linear Measures: Metric Units</li> <li>• Converting between American/Metric</li> <li>• Weight and Mass: Medical Apps</li> <li>• Capacity: Medical Apps</li> <li>• Time and Temperature</li> <li>• Converting Units of Area</li> <li>• A Three Conversions Methods Quiz will be given.</li> <li>• A Roman Numerals Quiz will be given.</li> </ul>	<p><b>Student Expectations:</b> Mathxl Homework and Quizzes are provided for you to meet the course requirements. Due Dates and times are recorded in MathXL as determined by day to day progress during class time. During class, we will have questions, lectures, class quizzes, work, and tests.</p> <p><b>MathXL Homework Chapter 8:</b> Complete the Chapter 8 Homework found under the Homework and Tests Button.</p> <p><b>Additional Homework Chapter 8:</b> The instructor may assign specific handwritten homework during class time.</p> <p><b>Additional Quizzes:</b> Three Methods of Converting and Roman Numerals.</p> <p><b>Chapter 8 Test Date:</b> Determined weekly by the instructor</p>	4, 5, 7 a,b,c



Hours/Minutes 37.5 hours = 2250 minutes	Chapter/Content/Objectives	Assignments The instructor will determine exact dates during class time.	Competency Area
~5.5 Instructional Hours	<b>Chapter 9</b> <ul style="list-style-type: none"> <li>• Perimeter</li> <li>• Area</li> <li>• Circles</li> <li>• Volume</li> <li>• Angles and Triangles</li> <li>• Square Roots and Pythagorean Theorem</li> </ul>	<p><b>Student Expectations:</b> Mathxl Homework and Quizzes are provided for you to meet the course requirements. Due Dates and times are recorded in MathXL as determined by day to day progress during class time. During class, we will have questions, lectures, class quizzes, work, and tests.</p> <p><b>MathXL Homework Chapter 9:</b> Complete the Chapter 9 Homework found under the Homework and Tests Button.</p> <p><b>Additional Homework Chapter 9:</b> The instructor may assign specific handwritten homework during class time.</p> <p><b>Chapter 9 Test Date:</b> Determined weekly by the instructor</p>	4, 5, 6, 7 a,b,c
	<ul style="list-style-type: none"> <li>• Math Competency Exam</li> <li>• Final Exam</li> </ul>	Math Competency Exam Final Exam	All
Total Instructional Hours = 37.5			

## COURSE OUTLINE

1. Fractions
2. Decimals
3. Percents
4. Ratio and Proportions
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.