



Math 0098 Elementary Algebra COURSE SYLLABUS Summer Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Swainsboro/Class Location: Building 6 Room 6218
Class Meets: 9:30-11:45 am, MW-Monday, Wednesday
Course Reference Number (CRN): 60061:

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mr. Don Davis
Email Address: [Don Davis \(ddavis1@southeasterntech.edu\)](mailto:ddavis1@southeasterntech.edu)
Swainsboro/Office Location: Building 6 Room 6218
Office Hours: Swainsboro 11:45-12:45pm, MW- Monday, Wednesday
Phone: 912-538-1957
Fax Number: 912-538-3156
Tutoring Hours: Vidalia 1:30-2:30 pm, TR-Tuesday, Thursday

SOUTHEASTERN TECHNICAL COLLEGE'S (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).

REQUIRED TEXT

No Required Text. The course uses: Blitzer, R. Introductory Algebra (seventh edition). New Jersey: Prentice Hall. A MathXL Access Code is required to participate and complete all assignments for the course. The MathXL access code can be purchased from the STC bookstore. The textbook package from the STC bookstore includes a MathXL Access code. The MathXL access code can also be purchased from other sources. The Instructor will discuss these on the first day of class.

REQUIRED SUPPLIES & SOFTWARE

Three (3) ring binder notebook, computer access, loose-leaf paper, pencils (all math problem work must be done in pencil), highlighter, graphing calculator (TI-83 or TI-84), and graph paper.). Cellphones or other electronic devices cannot be used in the course. MathXL does provide access to a calculator while it is being used; however, other assigned problems may require use of the graphing calculator.

A MathXL Access Code is required. MathXL is used extensively for Homework, Quizzes and Tests. MathXL is required for the course. 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 instructor. (In other words, the student should wait on guidance from the instructor before trying to register in MathXL).

The Blackboard learning management system is the STC content delivery and information portal for faculty and students. The official grade book and calendar for the course reside in Blackboard, and each student must

periodically review Blackboard for information and announcements. You can access Blackboard on the college web page under mySTC.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Emphasizes basic algebra skills. Topics include introduction to real numbers and algebraic expressions, solving linear equations, graphs of linear equations, polynomial operations, and polynomial factoring.

MAJOR COURSE COMPETENCIES

1. Introduction to Real Numbers and Algebraic Expressions
2. Solving Linear Equations
3. Graphs of Linear Equations
4. Polynomial Operations
5. Polynomial Factoring

PREREQUISITE(S)

MATH 0097 – Math II OR Appropriate arithmetic or algebraic test score.

COURSE OUTLINE

1. Introduction to Real Numbers and Algebraic Expressions
2. Solving Linear Equations
3. Graphs of Linear Equations
4. Polynomial Operations
5. Polynomial Factoring

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

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

STUDENT REQUIREMENTS

(Web-Enhanced): Students must keep assigned work in a notebook and have all supplies and access to software required by the course syllabus. Students must pass competency tests at scheduled times and complete assignments as scheduled. Some courses may be web-enhanced and require the use of Blackboard, textbook websites, or textbook software. Quizzes and homework assignments can occur at any time without prior notice, and makeups or late work on these assessments are accepted at the instructor's discretion. Students should demonstrate high-quality, detailed work and/or explanations when completing all assignments. A software program called MathXL is required. Students meet course requirements by completing MathXL homework, quizzes and tests and by using MathXL homework tutorial features such as the videos, Study Plan, and View an Example button. Students can their personal computer or computer labs on campus or other locations to complete MathXL assignments. The course requirements also include in class tests and assignments.

ATTENDANCE FOR LEARNING SUPPORT

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 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.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

For this class, which meets two (2) days a week for Ten (10) weeks, the maximum number of days a student may miss is TWO (2) days during the semester.

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" 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 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.

EXIT EXAM

The Course includes a Comprehensive Final Exam that counts as 25% of your overall grade.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.

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	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@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 \(STC\) 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

Math 0098 Elementary Algebra Summer Semester 2018 Lesson Plan

Week/Class	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week1/Class1 05/16/18	Chapter 1 / 1.1-1.3 Variables, Real Number, and Mathematical Models	1.1: Introduction to Algebra: Variables and Mathematical Models 1.2: Fractions in Algebra 1.3: The Real Numbers	MathXL: Homework Quizzes Test Due: 5/30/18	Course Competencies (CC): 1 General Core Competencies (GC): a,b,c
Week2/Class1 05/21/18	Chapter 1 / 1.4-1.7 Variables, Real Number, and Mathematical Models	1.4: Basic Rules of Algebra 1.5: Addition of Real Numbers 1.6: Subtraction of Real Numbers 1.7: Multiplication and Division of Real Numbers	MathXL: Homework Quizzes Test Due: 5/30/18	CC: 1 GC: a,b,c
Week2/Class2 05/23/18	Chapter 1 / 1.8 Variables, Real Number, and Mathematical Models	1.8: Exponents and Order of Operations	MathXL: Homework Quizzes Test Due: 5/30/18	CC: 1 GC: a,b,c
Week3/Class1 05/28/18	HOLIDAY	MEMORIAL DAY	NO CLASSES MEET	
Week3/Class2 05/30/18	Chapter 1 Variables, Real Number, and Mathematical Models	IN CLASS TEST CHAPTER 1	TEST: 5/30/18	CC: 1 GC: a,b,c
Week4/Class1 06/04/18	Chapter 2 / 2.1-2.3 Linear Equations and Inequalities in one variable	2.1: Addition Property of Equality 2.2: Multiplication Property of Equality 2.3: Solving Linear Equations	MathXL: Homework Quizzes Test Due: 6/11/18	CC: 2 GC: a,b,c
Week4/Class2 06/06/18	Chapter 2 / 2.4-2.7 Linear Equations and Inequalities in one variable	2.4: Formulas and Per cents 2.5: An Introduction to Problem Solving 2.6: Problem Solving in Geometry 2.7: Solving Linear Inequalities (Optional upon discretion of instructor)	MathXL: Homework Quizzes Test Due: 6/11/18	CC: 2 GC: a,b,c

Week/Class	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week5/Class1 06/11/18	Chapter 2 Linear Equations and Inequalities in one variable	IN CLASS TEST CHAPTER 2	TEST: 6/11/18	CC: 2 GC: a,b,c
Week5/Class2 06/13/18	Chapter 3 / 3.1-3.2 Linear Equations and Inequalities in Two Variables	3.1: Graphing Linear Equations in Two Variables 3.2: Graphing Linear Equations Using Intercepts	MathXL: Homework Quizzes Test Due: 6/25/18	CC: 3 GC: a,b,c
Week6/Class1 06/18/18	Chapter 3 / 3.3-3.4 Linear Equations and Inequalities in Two Variables	3.3: Slope 3.4: Slope-Intercept Form	MathXL: Homework Quizzes Test Due: 6/25/18	CC: 3 GC: a,b,c
Week6/Class2 06/20/18	Chapter 3 / 3.5-3.6 Linear Equations and Inequalities in Two Variables	3.5: Point-Slope Form 3.6 Linear Inequalities in Two Variables (Optional upon discretion of instructor)	MathXL: Homework Quizzes Test Due: 6/25/18	CC: 3 GC: a,b,c
Week7/Class1 06/25/18	Chapter 3 Linear Equations and Inequalities in Two Variables	IN CLASS TEST CHAPTER 3	TEST: 6/25/18	CC: 3 GC: a,b,c
Week7/Class2 06/27/18	Chapter 5 / 5.1-5.4 Exponents and Polynomials	5.1: Adding & Subtracting Polynomials 5.2: Multiplying Polynomials 5.3: Special Products 5.4: Polynomials in Several Variables	MathXL: Homework Quizzes Test Due: 7/11/18	CC: 5 GC: a,b,c
STUDENT BREAK 7/2/18-7/5/18	HOLIDAY	INDEPENDENCE DAY JULY 4	NO CLASSES MEET	
Week8/Class1 7/9/18	Chapter 5 / 5.5-5.7 Exponents and Polynomials	5.5: Dividing Polynomials 5.6: Dividing by Binomials 5.7: Negative Exponents and Scientific Notation	MathXL: Homework Quizzes Test Due: 7/11/18	CC: 5 GC: a,b,c

Week/Class	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week8/Class2 7/11/18	Chapter 5 Exponents and Polynomials	IN CLASS TEST CHAPTER 5	MathXL: Homework Quizzes Test Due: 7/11/18	CC: 5 GC: a,b,c
Week9/Class1 7/16/18	Chapter 6 / 6.1-6.3 Factoring Polynomials	6.1: The Greatest Common Factor and Factor by Grouping 6.2: Factoring Trinomials – Leading Coefficient 1 6.3: Factoring Trinomials- Leading Coefficient not 1	MathXL: Homework Quizzes Test Due: 7/23/18	CC: 6 GC: a,b,c
Week9/Class2 7/18/18	Chapter 6 / 6.4-6.6 Factoring Polynomials	6.4: Factoring Special Forms 6.5: A General Factoring Strategy 6.6: Solving Quadratic Equations by Factoring	MathXL: Homework Quizzes Test Due: 7/23/18	CC: 6 GC: a,b,c
Week10/Class1 7/23/18	Chapter 6 Factoring Polynomials	IN CLASS TEST CHAPTER 6	TEST: 7/23/18	CC: 5 GC: a,b,c
Week10/Class2 7/25/18	All Chapters: 1,2,3,5, and 6	IN CLASS FINAL EXAM	FINAL: 7/25/18	CC: 1,2,3,5,6 GC: a,b,c

COMPETENCY AREAS: (CC) (TAKEN FROM STATE STANDARDS)

1. Introduction to real numbers and algebraic expressions
2. Solving linear equations
3. Graphs of linear equations
4. Polynomial operations
5. Polynomial factoring

GENERAL CORE EDUCATIONAL COMPETENCIES: (GC)

- 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.