



**Math 0098 Elementary Algebra**  
**COURSE SYLLABUS**  
**Summer Semester 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2250

Vidalia/Class Location: Vidalia Main Building Room 319

Class Meets: 8:00-10:15 am, TR

Course Reference Number (CRN): 60067:

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Mr. Don Davis

Email Address: [Don Davis \(ddavis1@southeasterntech.edu\)](mailto:ddavis1@southeasterntech.edu)

Vidalia/Office Location: Vidalia Main Building Room 409

Office Hours: 2:30-3:30pm, TR- Tuesday, Thursday

Phone: 912-538-1957

Fax Number: 912-538-3156

Tutoring Hours: Vidalia 2:30-3:30 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.**

#### **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:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:HelenThomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

#### **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:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:HelenThomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

Please Note - If a student withdraws or is withdrawn from a learning support class and is taking the co-req class also, the student will be withdrawn from that class as well. (Example: Student withdraws or is withdrawn from ENGL 0090, ENGL 00902 or ENGL 00903, they will also be withdrawn from the co-req of ENGL 1010 or ENGL 1101. If they are withdrawn from MATH 0090, they will be withdrawn from MATH 1012 or MATH 1111.) 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.

## **EXIT EXAM**

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

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

Failure to take tests or quizzes on the scheduled day will result in a grade of zero "0". No Make-up tests or quizzes will be given. MathXL assignments have a due date, which must be met to receive full credit. ALL MathXL work must be complete by the final submission date. All MathXL work not started in MathXL by the final submission date receives a grade of zero "0", all work in progress but not complete receives the grade in MathXL as of the final submission date.

## **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 (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 108 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 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**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Homework	15%
Quizzes	10%
Tests	50%
Final Exam	25%

## **GRADING SCALE**

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

## Math 0098 Elementary Algebra Summer Semester 2019 Lesson Plan

Week/Class	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week1/Class1 5/14/19	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: 5/23/19	Course Competencies (CC): 1 General Core Competencies (GC): a,b,c
Week1/Class2 5/16/19	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: 5/23/19	CC: 1 GC: a,b,c
Week2/Class1 5/21/19	Chapter 1 / 1.8 Variables, Real Number, and Mathematical Models	1.8: Exponents and Order of Operations	MathXL: Homework Quizzes Test Due: 5/23/19	CC: 1 GC: a,b,c
Week2/Class2 5/23/19	Chapter 1 Variables, Real Number, and Mathematical Models	IN CLASS TEST CHAPTER 1	TEST: 5/23/19	CC: 1 GC: a,b,c
5/27/19		Memorial Day Holiday		
Week3/Class1 5/28/19	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: 6/4/19	CC: 2 GC: a,b,c
Week3/Class2 5/30/19	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: 6/4/19	CC: 2 GC: a,b,c

<b>Week/Class</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Week4/Class1 6/4/19	Chapter 2 Linear Equations and Inequalities in one variable	IN CLASS TEST CHAPTER 2	TEST: 6/4/19	CC: 2 GC: a,b,c
Week4/Class2 6/6/19	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: 6/18/19	CC: 3 GC: a,b,c
Week5/Class1 6/11/19	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: 6/18/19	CC: 3 GC: a,b,c
Week5/Class2 6/13/19	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: 6/18/19	CC: 3 GC: a,b,c
Week6/Class1 6/18/19	Chapter 3 Linear Equations and Inequalities in Two Variables	IN CLASS TEST CHAPTER 3	TEST: 6/18/19	CC: 3 GC: a,b,c
Week6/Class2 6/20/19	Chapter 5 / 5.1-5.2 Exponents and Polynomials	5.1: Adding & Subtracting Polynomials 5.2: Multiplying Polynomials	MathXL: Homework Quizzes Test Due: 7/9/19	CC: 5 GC: a,b,c
Week7/Class1 6/25/19	Chapter 5 / 5.3-5.4 Exponents and Polynomials	5.3: Special Products 5.4: Polynomials in Several Variables	MathXL: Homework Quizzes Test Due: 7/9/19	CC: 5 GC: a,b,c
Week7/Class2 6/27/19	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: 7/9/19	CC: 5 GC: a,b,c



Week/Class	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
STUDENT BREAK 7/1/19-7/4/19		NO CLASSES July 4 Independence Day	7/1/19-7/4/19	
Week8/Class1 7/9/19	Chapter 5 Exponents and Polynomials	IN CLASS TEST CHAPTER 5	TEST: 7/9/19	CC: 5 GC: a,b,c
Week8/Class2 7/11/19	Chapter 6 / 6.1 Factoring Polynomials	6.1: The Greatest Common Factor and Factor by Grouping	MathXL: Homework Quizzes Test Due: 7/23/19	CC: 6 GC: a,b,c
Week9/Class1 7/16/19	Chapter 6 / 6.2-6.3 Factoring Polynomials	6.2: Factoring Trinomials – Leading Coefficient 1 6.3: Factoring Trinomials- Leading Coefficient not 1	MathXL: Homework Quizzes Test Due: 7/23/19	CC: 6 GC: a,b,c
Week9/Class2 7/18/19	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: 7/23/19	CC: 6 GC: a,b,c
Week10/Class1 7/23/19	Chapter 6 Factoring Polynomials	IN CLASS TEST CHAPTER 6	TEST: 7/23/19	CC: 5 GC: a,b,c
Week10/Class2 7/25/19	All Chapters: 1,2,3,5, and 6	IN CLASS FINAL EXAM	FINAL: 7/25/19	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.