



**Division of College Readiness  
Developmental Mathematics Department**  
<https://learning.hccs.edu/programs/developmental-mathematics>

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## **Math 0106: Basic Mathematics | Lecture | #20512**

Fall 2020 | 4 Weeks (8.24.2020-9.20.2020)  
 Online / Virtual Meeting | MW 12 p.m.- 1:50 p.m.  
 1 Credit Hour | 16 hours per semester

### **Instructor Contact Information**

Instructor: Ke Vaughn Jeffery	Office Phone: 713-718-7056
Office: Angela Morales, Room 101	Office Hours: By Appointment
HCC Email: <a href="mailto:kevaughn.jeffery@hccs.edu">kevaughn.jeffery@hccs.edu</a>	Office Location: Online

### **Online on a Schedule**

Students enrolled in this class take classes online at the scheduled class time that they select when enrolling. Students never come to campus, but log into their class on the scheduled dates and times. I will conduct virtual meetings on Mondays and Wednesdays from 12 PM-1:50 PM. I will give lectures like being in a classroom. Attendance is mandatory. You must attend the live class sessions. Look for the code WW when reviewing the updated schedule.

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

### **Instructor's Preferred Method of Contact**

I can be reached before and after each class, by Canvas Inbox or email --- [kevaughn.jeffery@hccs.edu](mailto:kevaughn.jeffery@hccs.edu). I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

### **What's Exciting About This Course**

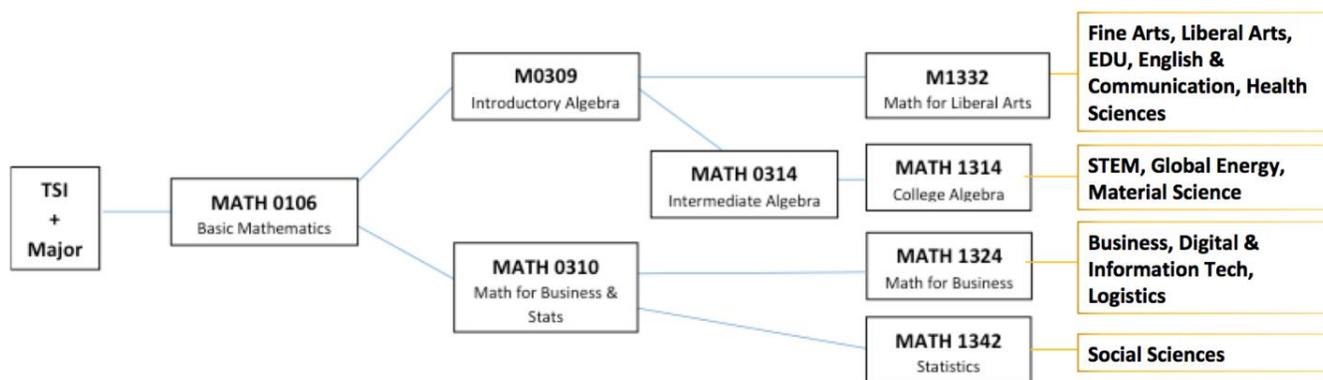
This course has been designed to allow you to focus on the most practical material and skills that you will need to get you ready for any math class that you might take. Instead of reading the math from a textbook, your instructor will guide you in your understanding of the material by demonstrating it for you then practicing it right along with you.

## My Personal Welcome

I am excited to welcome you to the Fall 2020 semester of Math 0106. Attendance is mandatory and vital to your success in this course. I will do my best to facilitate your learning process in a positive environment. Mathematics is my passion. I am committed to helping each one of my students develop a love, respect, and appreciation for mathematical concepts. Math is not only an important school subject, but more particularly a very important subject in everyday life.

## Prerequisites

MATH 0106 requires either a TSIA Math score 310-335 and ABEMD Levels 3–4 **OR** TSIA Math Score 317 – 335 with no ABEMD score.



## Eagle Online Canvas Learning Management System

This section of MATH 0106 has associated with it a course in [Eagle Online Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>). **The three quizzes and the final exam for this course will be assigned in Canvas.** HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE [FIREFOX](#) OR [CHROME](#) AS YOUR BROWSER.**

## **Instructional Materials**

### **Textbook Information**

There is no textbook for this course. I will email you the booklet that I use to teach this course. Homework will be assigned from this booklet.

### **Other Instructional Resources**

#### **Tutoring**

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

#### **Libraries**

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

#### **Supplementary Instruction**

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

Math 0106: Basic Mathematics is a developmental math course whose topics include fundamental operations fractions and decimals, percent, ratios, and proportions. A departmental final examination must be passed with a score of 60% or more in order to pass the course.

### Core Curriculum Objectives (CCOs)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

- **Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication.
- **Quantitative and Empirical Literacy:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

### Program Student Learning Outcomes (PSLOs)

During courses in the developmental math program students will

1. Engage in problem solving strategies, such as organizing information, drawing diagrams, and modeling.
2. Use symbolic representations to solve problems. This includes manipulating formulas, solving equations, and graphing lines.
3. Learn the foundational mathematical skills that will enable a student to successfully complete a college level math course.

### Course Student Learning Outcomes (CSLOs)

Upon completion of MATH 0106, the student will be able to:

1. Correctly choose and apply the four basic arithmetic operations with decimals and fractions to estimate and solve application problems.
2. Apply "Proportional Reasoning" to solve related problems including ratios, rates, proportion, and percent.

### Learning Objectives

Upon completion of MATH 0106, the student will be able to:

1. Solve problems by estimating and rounding.
2. Find the least common multiples of two or more whole numbers.
3. Add, subtract, multiply and divide fractions.
4. Add, subtract, multiply and divide with decimals and percent
5. Solve problems involving ratio and proportion.

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Math cannot be learned by merely reading or hearing about it, you must spend the time to practice. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Attending class
- Completing assignments
- Participating in class

There is no short cut for success in this course; it requires time and dedication.

### Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 60% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Assignments, Exams, and Activities

There will be homework assignments, online assignments, three major quizzes, and a final exam in this course. Remember that in Math 0106, only departmental final exam is multiple choice, all other exams are to only contain open ended questions.

The Developmental Math Department is requiring the remote proctoring of examinations (including the Final Exam) to ensure the integrity of the assessment process and to prevent acts of academic dishonesty. In this course, in addition to a reliable internet connection, you will be required to have hardware that meets the following minimal requirements:

- a) A functioning webcam and microphone, and
- b) A computer with operating system that is capable of running the Respondus LockDown Browser and Respondus Monitor.

If you are unable to obtain the hardware listed above, please speak with the class instructor.

### Online Activities

The online activities for this course will be assigned in **quizziz.com**. You must join the class as before the end of week 1. (<https://quizziz.com/join?class=B654432I>) You will have three attempts to complete each assignment and the highest score will be recorded as your grade. The average of these online assignments will count as 10% of your final grade in this course.

### College Level Final Exam Review Test

All students will be required to take a cumulative departmental final exam consisting of 33 multiple-choice questions. Students must provide their own Scantron forms. You must get at least 60% (20 of 33) of the items correct on the final to pass the course (departmental decision).

### Grading Formula

Exam 1 (Canvas)	10% of your grade
Exam 2 (Canvas)	10% of your grade
Exam 3 (Canvas)	10% of your grade
Homework (booklet)	10% of your grade
Online Activities (quizziz.com)	10% of your grade
Final Exam (Canvas)	50% of your grade

At the end of the semester, your overall grade will be computed as follows:

Class Grade =  $.1 * (\text{Quiz 1 Grade}) + .1 * (\text{Quiz 2 Grade}) + .1 * (\text{Quiz 3 Grade}) + .1 * (\text{Homework Grade}) + .1 * (\text{Online Activities Grade}) + .5 * (\text{Final Exam Grade})$

<b>Grade</b>	<b>Percent</b>
A	90% +
B	80% - 89%
C	70% - 79%
F/IP	0% - 69%

Note: Any student that has failed this course for the first time is eligible to receive an IP. Any subsequent failures will receive an F.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

### Course Calendar

Tentative

Week	Dates	Topic/What's due
1		Syllabus Multiples and Divisibility Factorizations / Quizziz Online Activity Fractions and Fraction Notation Simplifying Multiplying Fractions Quizziz Online Activity Dividing Fractions <b>QUIZ I– Sunday 08/30/2020 online (must email your work to me)</b>
2		Least Common Multiples Adding & Subtracting Fractions Quizziz Activity
2		Decimal Notation, Ordering and Rounding Addition and Subtraction of Decimals Quizziz Activity <b>QUIZ II– Sunday 09/06/2020 online (must email your work to me)</b>

Version 1.2.6191

3		Multiplication of Decimals Division of Decimals Quizziz Activity Using Fractional Notation with Decimal Notation Estimating
3		Ratio and Proportion Percent Notation Percent and Fraction Notation Quizziz Activity Solving Percent Problems Using Proportions <b>QUIZ III – Sunday 09/13/2020 online (must email your work to me)</b>
4		Applications of Percent Order of Operations
4	9/18 or 9/19	<b>FINAL EXAM(ONLINE)</b>

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## **Instructor's Practices and Procedures**

### **Missed Assignments**

**NOTE:** Quizzes cannot be made up. Missing only 1 Quiz will not penalize any student. In the event that a student should miss a Quiz the Final Exam grade will be substituted in its place.

**No Exceptions**

### **Academic Integrity**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

*Cheating on a test includes:* Copying from another students' test paper; Using materials not authorized by the person giving the test; Collaborating with another student during a test without authorization; Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test not yet administered; Bribing another person to obtain a test that is to be administered

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance): <http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

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### **Attendance Procedures**

*Class Attendance – **Attendance is mandatory.*** It is very important that you attend the live class sessions on Mondays and Wednesdays from 12:00 p.m. – 1:50 p.m. These days and times were listed prior to you registering for this course. Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class

greatly increases your ability to succeed. You are expected to be on time at the beginning of each class period. For complete information regarding Houston Community College's policies on attendance, please refer to the Student Handbook. You are responsible for materials covered during your absences. Class attendance is checked every Monday and Wednesday. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, **students may be dropped from a course after accumulating absences in excess of two (2) hours** of instruction. The two hours of class time would include any total classes missed or for excessive tardiness or leaving class early. You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have "lost" the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in your work if you unavoidably miss a class. **HCC Course Withdrawal Policy**

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor may "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to you.

The last day to withdraw from this course is **Wednesday, September 9, 2020**.

### **Student Conduct**

- Appropriate behavior in class is expected. Please be kind and considerate of fellow classmates and instructor. To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking. Be mindful of background noise when your microphone is not muted.

### **Instructor's Course-Specific Information**

You must complete the work neatly on paper for all homework assignments and the three quizzes. You must show your steps and email your work to me ([kevaughn.jeffery@hccs.edu](mailto:kevaughn.jeffery@hccs.edu)) by the deadline assigned.

## Electronic Devices

### **Use of Camera and/or Recording Devices**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

### **Personal Communication Device Policy:**

All personal communication devices (any device with communication capabilities including but not limited to cell phones, blackberries, pagers, cameras, palmtop computers, lap tops, PDA's, radios, headsets, portable fax machines, recorders, organizers, databanks, and electronic dictionaries or translators) must be muted or turned off during class. Such activity during class time is deemed to be disruptive to the academic process. Personal communication devices are to not be on the student desk during examinations. Usage of such devices during exams is expressly prohibited during examinations and will be considered cheating (see academic honesty section below).

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for the purposes other than student learning is strictly prohibited unless authorized as an appropriate ADA accommodation from the ADA Counselor.

## **Developmental Mathematics Program Information**

For more information on the developmental math program visit:

<https://learning.hccs.edu/programs/developmental-mathematics>

## **HCC Policies**

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX

- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### **Campus Carry Link**

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable

accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
 Director EEO/Compliance  
 Office of Institutional Equity & Diversity  
 3100 Main  
 (713) 718-8271  
 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

### Department Chair Contact Information

#### College - Level Math Courses

Chair of Math	Susan Fife	SW Campus	713-718-7241	Stafford, Scarcella, N108
- Admin. Assistant	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
- Admin. Assistant	Christopher Cochran	SW Campus	713-718-2477	Stafford, Scarcella, N108
Math Assoc. Chair	Jaime Hernandez	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Math Assoc. Chair	Mahmoud Basharat	NW Campus	713-718-2438	Katy Campus Building, Rm 112
Math Assoc. Chair	Emmanuel Usen	NE Campus	713-718-8062	Northline, Rm 324

**Developmental Math Courses**

Chair of Dev. Math	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
- Admin. Assistant	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Hien Nguyen	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Jack Hatton	SW Campus	713-718-2434	Stafford, Learning Hub, Room 208

For issues related to your class, please first contact your instructor.

If you need to contact departmental administration, then contact the appropriate Associate Chair.

If further administrative contact is necessary, then contact the appropriate Department Chair.