



**Division of College Readiness
Developmental Math Department**

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

MATH 0106: Basic Mathematics | Lecture | #18779

Spring 2020 | 4 Weeks (01-21-2020 to 02-16-2020) In-Person | CE San Jac Rm-205
| Tu/Th 10:00 AM – 11:50 AM 1 Credit Hour | 16 hours per semester

Instructor Contact Information

Instructor: Kevagh n Jeffery
Office: Angela Morales 101
[kevaughn.jeffery](mailto:kevaughn.jeffery@hccs.edu)

HCC Email: @hccs.edu

Office Phone: 713-718-7056

Office Hours: Please make an appointment

Office Location: Southeast Campus

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 your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

kevaughn.jeffery@hccs.edu. I will respond to emails within 24 hours that are sent Monday through Friday; I will reply to weekend (Begins at 5:00 PM on Friday) messages on Monday mornings.

What's Exciting About This Course

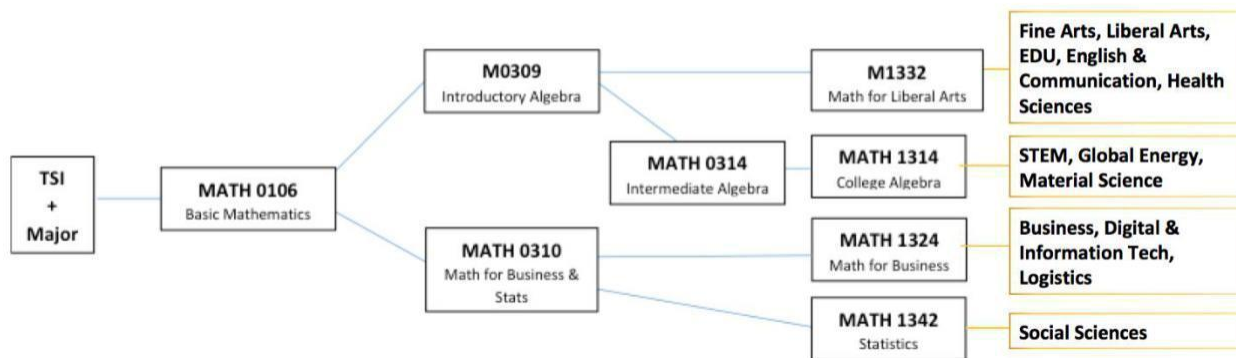
This course has been designed to allow you to focus on the most practical material and skills that you will need to get you ready for any math class that you might take. Instead of reading the math from a textbook, your instructor will guide you in your understanding of the material by demonstrating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

My Personal Welcome

I am excited to welcome you to the spring 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>). However, since this is a face to face lecture class, we will not be using 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.**

Review Guides, Supplemental Material, etc.

Look in Eagle Online Canvas for information to assist you in the course.
<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

There is no textbook for this course. Your instructor will provide the worksheets, quizzes, and handouts.

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 Skills: 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.

Empirical and Quantitative Skills: 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 make up

Provide the course outline and class calendar which 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, be on time, and stay until the instructor dismisses the class.

Participate actively by reviewing course material, practicing the material, and responding promptly in your communication with me

Read and comprehend the handouts

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

Final Exam, Quizzes, and Homework

The Homework will be completed from the handouts given by the instructor. The 3 Quizzes, and the Final Exam will be in person in class. Only the departmental final exam is multiple choice, all the quizzes are to only contain open ended questions.

Final Exams

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

Quiz 1	10% of your grade
Quiz 2	15% of your grade
Quiz 3	15% of your grade
Hw/In Class Activities	10% of your grade
Final Exam	50% of your grade

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

Class Grade = $.10 * (\text{Quiz 1 Grade}) + .15 * (\text{Quiz 2 Grade}) + .15 * (\text{Quiz 3 Grade}) + .10 * (\text{Hwk/ In class activities}) + .50 * (\text{Final Exam Grade})$

Grade	Percent
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.

Note: There are no "D's" in Developmental Math

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

Course Calendar

Tentative

Week	Dates	Topic/What's due
1	Tu. Jan 21	Syllabus Multiples and Divisibility Factorizations Fractions and Fraction Notation Simplifying Multiplying Fractions Dividing Fractions
1	Th. Jan 23	Activity Least Common Multiples Adding & Subtracting Fractions
2	Tu. Jan 28	Decimal Notation, Ordering and Rounding Addition and Subtraction of Decimals QUIZ I

2	Th. Jan 30	Multiplication of Decimals Division of Decimals Using Fractional Notation with Decimal Notation Estimating QUIZ 2
3	Tu. Feb 4	Ratio and Proportion Percent Notation Percent and Fraction Notation Solving Percent Problems Using Proportions Activity
3	Th. Feb 6	Applications of Percent Order of Operations QUIZ 3
4	Tu. Feb 11	Review for Final Exam
4	Th. Feb 13	FINAL EXAM(10:00 AM – 12:00 PM) MANDATORY (NO MAKEUPS)

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/>

Attendance Procedures

Class Attendance - It is important that you come to class! 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 daily. 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. The last day to withdraw from this course is **Wednesday, February 5, 2020**.

Student Conduct

Appropriate behavior in class is expected. Please be kind and considerate of fellow classmates and instructor.

Electronic 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

Per department policy, the use of any calculator during any exam in Math 0106, including the departmental final exam, is prohibited and will be considered cheating (see academic integrity section above).

Developmental Math 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	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ (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. EGLS³ 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 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
<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

Susan Fife - Chair of Mathematics	SW Campus	713-718-7241	Stafford, Scarcella, N108
Jaime Hernandez - Associate Chair	CE Campus	713-718-7772	San Jacinto Building, Rm 369
Ernest Lowery - Associate Chair	NW Campus	713-718-5512	Katy Campus Building, Rm 112
Mahmoud Basharat - Associate Chair	NE Campus	713-718-2438	Codwell Hall Rm 105
Tiffany Pham - Admin. Assistant	SW Campus	713-718-7770	Stafford, Scarcella, N108
Christopher Cochran - Admin. Assistant	SW Campus	713-718-2477	Stafford, Scarcella, N108

Developmental Math Courses

Marisol Montemayor - Chair of Dev Math	SE Campus	713-718-7153	Felix Morales Building, Rm 124
Hien Nguyen - Associate Chair	SE Campus	713-718-2440	Felix Morales Building, Rm 124
Jack Hatton - Associate Chair	NE Campus	713-718-2434	Northline Building, Room 321
Carmen Vasquez - Admin. Assistant	SE Campus	713-718-7056	Felix Morales Building, Rm 124

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

If you need to contact departmental administration, contact the appropriate Associate Chair. If further administrative contact is necessary, contact the appropriate Department Chair.