



## Mathematics Southeast College – Eastside Campus

Math 0106: Basic Mathematics

CRN 34145 – Fall 2017

Angela Morales Bldg Rm 309.1 / MoWe 5:00PM - 6:50PM

1 hour lecture course / 16 hours per semester/ 4 weeks

Textbook: None.

**Instructor:** Kevaughn Jeffery

**Instructor Contact Information** E-mail – kevaughn.jeffery@hccs.edu      **Phone** – 713-718-7056

**Office Location:** TBA      **Office Hours:** Please make an appointment

**Catalog Description:** Topics include fundamental operations fractions and decimals, percents, ratios, and proportions. All students who enroll in this course are expected to complete MATH 0409 in the following consecutive semester before attempting either MATH 0312 or MATH 1332. A comprehensive Departmental Final Exam will be given in this course.

**Prerequisites:** TSIA ABE Levels 3–4 TSIA Math Score 323 – 335 or TSIA Math Score 336 – 347 with Elementary Algebra Score 0–4.

**Audience:** This course is for students who require state mandated remediation.

### Course Goal

This course provides students with the basic arithmetical skills enabling them to proceed to the next level mathematics course. It is also designed to strengthen many of the skills that an individual must demonstrate or master in order to achieve college readiness. It is also intended for those students who are reasonably adept at performing the simple mathematical operations needed in every day affairs, but become quite confused when confronted with the same operations in the context of a mathematics class.

### Course Student Learning Outcomes (SLO):

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 outcomes

Students will:

- 1.1 solve problems by estimating and rounding.
- 1.2 find the least common multiples of two or more whole numbers.
- 1.3 add, subtract, multiply and divide fractions.
- 1.4 add, subtract, multiply and divide with decimals and percent.
- 2.1 solve problems involving ratio and proportion.

### Core Objectives

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.

## CALENDAR

### Calendar (Tentative and Subject to Change)

Week #	In Class	MyMathTest
<b><u>Week 1</u></b> Sept. 25- Sept. 27	2.1 – 2.7 3.1 – 3.3, 3.5	Register; Pretest, Chapter 2 Study Plan; Chapter 2 Quiz Chapter 3 Study Plan; Chapter 3 Quiz
<b><u>Week 2</u></b> Oct. 2- Oct. 4	4.1 – 4.6 5.1 -5.5, 6.1-6.5	Chapter 4 Study Plan; Chapter 4 Quiz Chapter 5-6 Study Plan, Chapter 5-6 Quiz
<b><u>Week 3</u></b> Oct. 9 – Oct 11	Online	Complete the Study Plan; Review for Final Exam
<b><u>Week 4</u></b> <b>Wed. Oct. 18</b>	Final Exam	<b>FINAL EXAM (5:00 PM – 6:50 PM)</b> <b>MANDATORY, NO MAKEUPS</b>

### **Instructional Methods**

Each class will begin with questions related to previous material discussed and assigned homework problems. Students will be allowed to work on examples in class following brief lectures on the new material. Students are expected to read the material, submit assignments on the due dates, study for the exams, and attend and participate in class.

### **Instructor Requirements**

Students and the instructor are equally expected to comply with HCC policies. Instructor expectations and requirements are as stated in this document. Through the contents of this document, the instructor:

- Informs students of instructor availability
- Provides the course description/outline and class calendar
- Provides the grading scale and detailed grading formula explaining how student grades are to be derived
- States guidelines for facilitating an effective learning environment
- Informs students of policies such as attendance, withdrawal, tardiness and make up

### **Classroom Behavior**

It is the shared responsibility of the instructor and students in the class to develop and maintain a positive learning environment for everyone. The instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. A student is asked to respect the learning needs of classmates and assist the instructor to achieve this critical goal. A student who fails to cooperate will be asked to leave.

Students must arrive on time to class. Weekly tests will be conducted at the start of the session. Students arriving late for a test/exam will not be granted extended time to complete the test/exam. During a test, if a student must leave the classroom for an emergency, his/her cell phone must be left visible on the desk or a grade of 0 is recorded for the test.

Students are allowed to use electronic devices in class for accessing course documents and/or for note-taking only.

### **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. Use of personal communication devices 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 and will be considered cheating (see academic honesty section below).

**Calculator Policy:** As with all developmental mathematics courses at HCC, **the use of a calculator during an exam is prohibited** and will be considered cheating (see academic honesty section below).

**Student's Assessments:** A student is assessed through a variety of assigned tasks. Assignments typically involve reading components, active participation and completion of written exercises, in class and outside of class. Written exercises include homework from multiple sources, as well as weekly tests and a comprehensive final exam.

**Class Activities and Participation policy:**

Completion of in-class activities and active participation in discussions will count 10%.

**Homework policy:**

The student must enroll in MyMathTest (MMT). MMT is free to the student. In addition, this course has an associated CANVAS course. The MMT and CANVAS assignments can be done from the student's home computer, the computers in the Learning Resources Center, or the computers in the lab located on the 2nd floor of Angela Morales building; the student can load material on his/her smart phone. To register into the homework for this section, the student should sign in to Canvas using his/her HCC username and password. Additional assignments are sometimes paper-based. The homework will count 10%.

Though it is strongly recommended that all assignments leading up to a particular test be done prior to the test, MMT assignments are open until the time of the Final Exam.

**Exam policy:**

There are three (3) weekly tests at 100 points each and a departmental final exam. The weekly tests and the final exam are to be taken in class. If a weekly test is missed, a grade of zero (0) is recorded for that test. The final exam grade can be used to replace 1 of the 3 weekly test grades. Each weekly test will count 10%. The final exam will count 50%.

**Make-up policy:**

No make-up tests are given.

**Final Exam Policy in Developmental Mathematics:**

The following policy was adopted by Houston Community College regarding the system-wide Final Examinations in developmental mathematics courses:

- a. Students who score less than 60% on the Final Examination or who have an overall course average less than 70% will be awarded a grade of "IP" or "F." The "IP" grade will be awarded to those students who took Math 0106 for the 1<sup>st</sup> time. The "F" grade will be awarded to those students who are repeating Math 0106.
- b. Students who score 60% or higher on the Final Examination and whose overall course average is equal to or greater than 70%, will have their grades averaged and awarded a grade based upon the standard 10-point scale.

**Instructor's Grading Criteria:**

Participation and the weekly tests, homework sets and final exam will be used to calculate the student's final course grade.

Class Activities and Discussion Participation	10%
MMT, Homework and Final Exam Review	10%
Quizzes (3 at 10% each)	30%
Final Exam	50%
Total	100%

#### HCC Grading Scale:

A = 100 – 90.....	4 points per semester hour
B = 89 – 80.....	3 points per semester hour
C = 79 – 70.....	2 points per semester hour
69 and below = F or IP.....	0 points per semester hour
IP (In Progress) .....	0 points per semester hour
W(Withdrawn) .....	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grade “IP” does not affect GPA.

**Note:** The grade of “FX” is given when a student fails due to lack of attendance. A grade of “W” may be given on or before the official withdrawal date but not at the time of final grade submission.

#### HCC Policy Statement – ADA, Academic Honesty, Student Attendance, 3-peaters, Withdrawal Deadline

Access Student Services Policies on their Web site: <http://www.hccs.edu/district/students/student-handbook/>

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/district/students/disability-services/>

#### Class Attendance:

Attending class greatly increases a student’s ability to succeed. Students 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. Students are responsible for materials covered during their absences. Class attendance is checked daily. Although it is the student’s responsibility to drop a course for nonattendance, the instructor has the authority to drop the student for excessive absences. The student does not have to notify the instructor prior to missing a class.

If a student is not attending class, the student is not learning the information. As the information that is discussed in class is important for their careers, **students may be dropped from a course after accumulating absences in excess of six (6) hours of instruction.** The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

#### Academic Honesty Policy:

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. “Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism and collusion. Students are expected to be familiar with the College’s policy on Scholastic Dishonesty, found in the Student Handbook. The instructor will firmly adhere to the College’s policy in dealing with dishonest behavior. Punishments for scholastic/academic dishonesty may include a grade of 0 or F on the particular assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. (See the Student Handbook for complete definitions and procedures.)

#### The last day to withdraw: Tuesday, October 10, 2017.

**Campus Carry Policy:** At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.”

**Resource Materials:** As previously stated, MyMathTest is made available to students. In addition, this course has an associated CANVAS Model course. Course materials are available within the CANVAS Course Management System. Any student enrolled in Math 0106 at HCC has access to the Learning Resource Center (LRC) where they may get additional help in understanding the theory or in improving their skills. The LRC is staffed with mathematics faculty and/or student assistants, and offers tutorial help,

videos and computer-assisted drills.

### **HCC Policy Statement: Sexual Misconduct**

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

Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

### **Student Course Reinstatement Policy:**

Students have a responsibility to arrange payment for their classes when they register, either through cash, credit card, financial aid, or the installment plan. Faculty members have a responsibility to check their class rolls regularly, especially during the early weeks of a term, and reconcile the official class roll to ensure that no one is attending class whose name does not appear on it. Students who are dropped from their courses for nonpayment of tuition and fees who request reinstatement after the official date of record (OE Date) can be reinstated by making payment in full and paying an additional \$75 per course reinstatement fee. A student requesting reinstatement should present the registrar with a completed Enrollment Authorization Form with the signature of the instructor, department chair, or dean who should verify that the student has been attending class regularly. Students who are reinstated are responsible for all course policies and procedures, including attendance requirements.

### **Resources:**

The HCC Tutoring Centers provide free tutoring for individual subjects offered at specific times throughout the week on various campuses. There is no need to make an appointment. If you need a tutor, visit: [www.hccs.edu/findatutor](http://www.hccs.edu/findatutor) for times and locations. For more information about tutoring at HCC, visit [www.hccs.edu/district/students/tutoring](http://www.hccs.edu/district/students/tutoring).

Additional help is also available through Student Support Services. Students can get free assistance, 24 hours a day, 7 days a week, in Math, English and other subjects, at <https://hccs.upswing.io/>. Typically, posted questions are answered by an HCC tutor or faculty within 24 hours (usually under 6 hours). There are also several online math resources that you can find with an internet search. You may also find information on the Learning Web site accessible through your specific HCCS campus website.

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

### **EGLS<sub>3</sub> -- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term. Visit [www.hccs.edu/EGLS3](http://www.hccs.edu/EGLS3) for more information.

**Administration contact information****College - Level Math Courses**

Chair of Math	Jaime Hernandez	SW Campus	713-718-2477	Stafford, Scarcella, N108
- Secretary	Tiffany Pham	SW Campus	713-718-7770	Stafford, Scarcella, N108
Math Assoc. Chair	Clen Vance	CE Campus	713-718-6421	San Jacinto Building, Rm 369
Math Assoc. Chair	Ernest Lowery	NW Campus	713-718-5512	Katy Campus Building, Rm 112
Math Assoc. Chair	Mahmoud Basharat	NE Campus	713-718-2438	Codwell Hall Rm 105

**Developmental Math Courses**

Chair of Dev. Math	Susan Fife	SE Campus	713-718-7241	Felix Morales Building, Rm 124
- Secretary	Carmen Vasquez	SE Campus	713-718-7056	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Marisol Montemayor	SE Campus	713-718-7153	Felix Morales Building, Rm 124
Dev. Math Assoc. Chair	Jack Hatton	NE Campus	713-718-2434	Northline Building, Room 321
Technical Support Specialist	Hien Nguyen	NE Campus	713-718-2440	Northline Building, Rm 321

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.