SOUTHERN MAINE COMMUNITY COLLEGE  
COURSE SYLLABUS (SUBJECT TO CHANGE)  
MATH 020-10, 11, 13  
NUMERICAL MATHEMATICS  
WITH ANN TURNER, INSTRUCTOR

INSTRUCTOR EMAIL: aturner@smccme.edu  
COURSE DATES, CLASS TIMES, LOCATION:  
August 29, 2016 – December 17, 2016  
Mon./Wed.; 12:00p – 1:15p; 1:30p – 2:45p; 3:00p – 4:15p; 3 hrs./wk.; 45 Contact hrs.  
To be announced  
OFFICE HOURS:  
I will be able to meet with you by appointment only in the SMCC Learning Commons Tutoring Center, Monday and Wednesday. Please email your request to: aturner@smccme.edu

IMPORTANT DATES:  
Mon., Sep 5 – Labor Day; no class  
Wed., Nov. 11 – Veterans’ Day; no class  
Tue., Sep 6, 5pm – End of Add/Drop (100% refund)  
Mon., Nov 21, 5:00 p.m.– Last Day to Withdraw  
Mon., Oct 10 – Columbus Day; no class  
Thu/Fri, Nov 24, 25 – Thanksgiving; no class  
Tue., Nov 1 – Midterm Grade Reporting  
Sat., Dec 17, – Fall Classes End

REQUIRED TEXT:  

REQUIRED MATERIALS:  
- 3 D-ring Binder; Lined 3-hole punched paper; #2 Pencils/eraser  
- Scientific Calculator – When permitted, it is preferred that you use a scientific calculator for all homework and exams to check your work.  
- YOU MAY NOT USE YOUR CELL PHONE AS A CALCULATOR IN THIS COURSE.

COURSE DESCRIPTION:  
This course covers the basic arithmetic of whole numbers, exponents, roots of perfect squares, the order of operations, fractions, decimals, percents, ratio and proportion, measurement and units, signed numbers, geometry. Applications using these concepts will be included. Students will perform basic skills without the use of a calculator. Study Skills will be included in the course. Math manipulatives will be used for some topics. 3 (non-degree) credits. Prerequisite: Placement test

DESIRED LEARNING OBJECTIVES AND OUTCOMES:  
(* without the use of a calculator)  
Students will complete and achieve objectives with an asterisk * without the use of a calculator.  
Upon successful completion of the course, the student will be able to:  
* 1. Use whole numbers in the four basic arithmetic operations (+, –, x, /), including applications without the use of a calculator.  
* 2. Use exponents, roots of perfect squares, and the order of operations without the use of a calculator.  
* 3. Read and understand graphs and tables of data without the use of a calculator.  
* 4. Use fractions in the four basic arithmetic operations, including applications without the use of a calculator.  
* 5. Use decimals in the four basic operations and round them, including applications without the use of a calculator.  
6. Find ratios, rates, and determine true proportions.  
7. Solve proportions, including applications.  
8. Perform conversions between fractions, decimals, and percents.  
9. Solve percent problems, including applications.  
10. Calculate measurements using the metric/U.S. systems; perform unit conversions.  
* 11. Perform the four basic operations with signed numbers without the use of a calculator.  
12. Find perimeters and areas of rectangles, squares, triangles, and composite shapes.  
13. Apply Study Skills to this course.

CLASS METHODOLOGY:  
Lectures and hands-on problem solving will comprise the essence of each class. This is a course in understanding concepts and applying that understanding in problem solving. In addition to the time we spend in the classroom, you will have to spend time outside the class reading text, thinking through problems, and working on homework assignments.
**COURSE REQUIREMENTS AND STANDARDS:**

- Students are expected to complete all assignments and projects.
- Students are expected to attend all scheduled classes, complete assignments to meet due dates, take tests and be active participants in the class.
- The student should utilize the textbook as a learning tool and a reference to assignment problem solving and the workbook for lab practices.
- It is the student’s responsibility to maintain an organized, neat, legible, up-to-date 3-ring notebook binder for intermittent evaluation. See page 4-NOTEBOOK Grading
- Students will take part in guided exercises both in and out of class.
- Students should read/understand the definition of Plagiarism stated in the college catalog. All work submitted for grading must be the student's own work.

**CLASSROOM PROTOCOL:**

Any student will be considered **absent** for that class and possibly asked to leave if not adhering to the following rules:

- The student’s cell phone must be turned off, placed in your bag (or purse) on the floor.
- Cell phones may not be used as calculators. When permitted, a scientific calculator is required.
- Computers/electronic media devices are not allowed in class unless directed by the instructor.
- No homework assignments completed during class unless it is part of class activity.
- The student must have a positive attitude, be cooperative, participate in class, and adhere to this course syllabus.
- No visitors/family members allowed in the class during classroom hours.

**ASSIGNMENT/QUIZ EXPECTATIONS:**

- Assignments/Quizzes completed/maintained/stored in a 3-D ring notebook. The notebook will be collected/evaluated intermittently (possibly on an Exam Days).
- Assignments must be labeled with the Chapter # and Section # (CH 1.2) same as textbook.
- Assignments must be neat, legible, and in order.
- You are to re-write the problem – not the instructions.
- Assignment/Quiz problems MUST be solved utilizing the step-by-step process covered in class.
- Answers must be **circled**.
- Assignments/Quizzes not accepted with only answers. Incomplete problem solving, illegible, disorganized work will constitute grade reduction. No work applied = No grade applied.
- Assignment answers are posted in the back of the textbook. This is not cheating. It is part of the learning process to check your work.

**LATE WORK:**

- Assignment/Quiz due dates will be strictly enforced. Any assignment/quiz submitted beyond its due date will receive penalties unless pre-arranged with instructor.
- Any late assignment/quiz submitted following its EXAM will not be accepted for grade, unless pre-arranged with instructor.
- No assignments are accepted after the In-class exam has been administered; unless Instructor communication and permission has been had.

**MAKE-UP POLICY:**

- Special circumstances will be taken into consideration only if you have contacted the instructor prior to a particular deadline. Open communication here is key.
- Requests for makeup exams must be discussed and pre-arranged with the instructor to be completed within one (1) week of the exam, otherwise, it will not be allowed and a ‘0’ grade will be assigned.

**ATTENDANCE, ABSENCES, AND PUNCTUALITY:**

- Attendance is mandatory for success; therefore, the student is expected to attend all classes.
- The student is responsible for all lecture material covered and assignments during an absence.
- Attendance will be taken at every class. Students are allowed three (3) absences for any reason. (i.e. illness, medical appointment, court appearance, family problem or sleeping late)
- **FOUR** (4) absences constitutes a full letter grade reduction to the final grade at semester end.
- **THREE** (3) consecutive absences or a total of **FIVE** (5) absences anytime throughout the course, constitutes an administrative failure (AF) grade reported. An ‘AF’ does not remove the student from the class list; however, does affect the student’s grade point average (GPA) and possible financial aid fund retractions.
• Punctuality to class is expected. For every two (2) occurrences of tardiness to class, the student will receive an official absence. Tardiness = 10+ late minutes. Classroom door may be locked after 10-15 minutes out of respect to fellow students and class disruption.

**Plagiarism:**

*Adherence to ethical academic standards is obligatory.* Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College’s Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

**End-of-Course Evaluation:**

In order to gain access to final course grades, students must complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal site. Students can access the course evaluation report beginning two weeks before the end of classes. The deadline for submission of evaluations occurs 24 hours after the last day of classes each semester. All evaluations are confidential.

**(ADA) Americans with Disabilities ACT:**

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5923. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the disability services coordinator, Sandra Lynham, who can be reached at 741-5923 (TTD 207-741-5667). Further information about services for students with disabilities and the accommodation process is available upon request.

**Math Help:**

If you need help in Math, there are plenty of resources available:

• I am accessible, but you have to let me know. You can speak to me at the end of class to make plans to meet with me.
• You are welcome to contact me by email at aturner@smccme.edu, to schedule an appointment to meet in the Learning Commons Tutoring Center - Campus Center 2nd floor for Monday, or/and Wednesday.
• The Learning Commons Tutoring Center – Campus Center 2nd floor is open/available for one-on-one tutoring (5) days/week 8a – 8p most days. Please check their schedule.
• You can watch the videos that accompany the text.
• You can use Khan Academy, which is available on YouTube, a great learning tool.

https://www.khanacademy.org/math/arithmetic/

<table>
<thead>
<tr>
<th>Description</th>
<th>Letter Grade</th>
<th>Equivalent</th>
<th>Grade Points</th>
</tr>
</thead>
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<tr>
<td><strong>Excellent</strong></td>
<td>A</td>
<td>93-100</td>
<td>4.00</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>90-92</td>
<td>3.67</td>
</tr>
<tr>
<td><strong>Good</strong></td>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>83-86</td>
<td>3.00</td>
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<tr>
<td></td>
<td>B-</td>
<td>80-82</td>
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<tr>
<td><strong>Satisfactory</strong></td>
<td>C+</td>
<td>77-79</td>
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<td></td>
<td>C</td>
<td>73-76</td>
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<tr>
<td></td>
<td>C-</td>
<td>70-72</td>
<td>1.67</td>
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<tr>
<td><strong>Unsatisfactory</strong></td>
<td>D+</td>
<td>67-69</td>
<td>1.33</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>63-66</td>
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<td><strong>Failure</strong></td>
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<td>0-62</td>
<td>0.00</td>
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</tbody>
</table>
# Student Evaluation and Course Work Grade Breakdown

## Assignments, Quizzes, and Notebook: 50% Total

### Assignments and Quizzes: 40%
- Assignments are identified at the beginning of each class. See Assignment/Quiz Expectations, pg 2.
- Assignments have DUE DATES. It is your responsibility to get the work completed/submitted on time.
- Late assignments, without Instructor permission, have penalties attributed. See Late Work, pg 2.
- It is suggested to check your answers as you do each problem by looking in the back of the text. (This is not cheating - it is a part of the learning process.)
- Quizzes will be distributed as a take-home or in-class exercise as a practice exam.
- Quizzes will be graded as an assignment.
- Quizzes have due dates just like assignments.
- Quizzes are mock EXAMS with 5 problems @ 20 pts each.
- Late Quizzes, without Instructor permission, have penalties attributed. See Late Work, pg 2.
- Study Skills identified throughout the textbook chapters may be incorporated into the quizzes. See page 6.

### Notebooks (3-ring binders): 10%
The notebook serves several purposeful requirements of this course.
- A 2”-3-ring binder (notebook) with lined paper. (3 labeled divider sections- optional for organizational purposes – can be labeled as follows:
  - Class Notes (this sections holds all in-class work, problem examples, etc.)
  - Class Handouts (all distributions used as reference tools, etc.)
  - Graded Assignments/Quizzes/Exams
- It maintains organization- which is key to learning.
- The Notebook accumulates all class notes, questions, class handouts, graded assignments, quizzes, and exams used as study guides for exams and later math courses.
- Notebooks will be checked intermittently (to be announced). Notebook grade credit is assigned as follows:
  - 100 according to requirements identified herein.
  - 50 ≤ 2 of the 3 sections
  - 0 ≤ 1 of the 3 sections

## Exams: 50% Total

There will be (5) five major exams during the semester:
- Exams will have approximately 15-20+ problems and (1-2) bonus problems.
- Each exam, if time allows, will be preceded by a partial class period for review.
- Returned/graded exams should be reviewed to examine/understand the corrections in order to successfully move forward. You won’t improve your grade if you don’t understand the corrections on the exam.
- No Exam grade will be dropped.
- Study Skills identified throughout the textbook chapters may be incorporated into the EXAM. Refer to your assignment listing. See Study Skills, pg 6.

### Total Grade Percent: 100% Total
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates(s)</th>
<th>Content or Plan for the Week</th>
<th>Section</th>
</tr>
</thead>
</table>
| 1    | Aug 29; Aug 31    | Intro to Course  
Chapter 1: Whole Numbers; (1.1 – 1.10)                                                 | 1.1; 1.2; 1.3            |
|      |                   |                                                                                             | SS^pg viii; 2; 10        |
| 2    | Sep 5; Sep 7      | Chapter 1: continued; (1.1 – 1.10)                                                          | 1.4; 1.5                 |
| 3    | Sep 12; Sep 14    | Chapter 1: continued; (1.1 – 1.10)                                                          | 1.6; 1.7; 1.8;           |
|      |                   |                                                                                             | SS^pg 82                 |
| 4    | Sep 19; Sep 21    | Chapter 1: continued; (1.1 – 1.10) Wrap Up/Review; EXAM #1                                | 1.9; 1.10                |
| 5    | Sep 26; Sep 28    | Chapter 2: Multiply/Divide Fractions; (2.1 – 2.8)                                           | 2.1; 2.2; 2.3; 2.4       |
|      |                   |                                                                                             | SS^pg 119; 138           |
| 6    | Oct 3; Oct 5      | Chapter 2: continued; (2.1 – 2.8)                                                           | 2.5; 2.6; 2.7; 2.8;       |
|      |                   |                                                                                             | SS^pg 168, 180, 182      |
| 7    | Oct 10; Oct 12    | Chapter 3: Adding and Subtracting Fractions; (3.1 – 3.5)                                    | 3.1; 3.2;                |
|      |                   | Additing and Subtracting Fractions; (3.1 – 3.5)                                             | SS^pg 203                |
| 8    | Oct 17; Oct 19    | Chapter 3: continued; (3.1 – 3.5)                                                           | 3.3; 3.4; 3.5            |
|      |                   |                                                                                             | SS^pg 237; 247           |
| 9    | Oct 24; Oct 26    | Chapter 4: Decimals; (4.1 – 4.6); Wrap Up/Review; EXAM #2                                  | 4.1; 4.2; 4.3; 4.4       |
| 10   | Oct 31; Nov 2     | Chapter 4: continued; (4.1 – 4.6)                                                            | 4.5; 4.6; 5.1; 5.2       |
|      |                   | Chapter 5: Ratio and Proportion; (5.1 – 5.5)                                               | SS^pg 315                |
| 11   | Nov 7; Nov-9      | Chapter 5: continued; (5.1 – 5.5)                                                            | 5.3; 5.4; 5.5            |
|      |                   | Wrap Up/Review; EXAM #3                                                                     |                          |
| 12   | Nov 14; Nov 16    | Chapter 6: Percent; (6.1– 6.6)                                                              | 6.1; 6.2; 6.3; 6.4; 6.5; |
|      |                   |                                                                                             | 6.6-obj. 1, 2; SS^pg 459 |
| 13   | Nov 21; Nov-23    | Chapter 7: Measurement; (7.1 – 7.4)                                                          | 7.1; 7.2                 |
| 14   | Nov 28; Nov 30    | Chapter 7: continued; (7.1 – 7.4); Wrap Up/Review EXAM #4                                   | 7.3; 7.4                 |
| 15   | Dec 5; Dec 7      | Chapter 9: Basic Algebra; (9.1 – 9.3)                                                        | 9.1; 9.2; 9.3            |
| 16   | Dec 12; Dec 14    | Chapter 8: Geometry; (8.3, 8.5) Wrap Up/Review; EXAM #5                                     | 8.3; 8.5                 |

^Study Skills are not written assignments – read only; although info may be included in quizzes/exams.
STUDY SKILLS (SS)

In addition to the topics noted above, the textbook does a good job discussing study skills. Study Skills techniques may be included in your quizzes/exams. Look for these as follows:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Your Brain Can Learn Mathematics</td>
<td>Chapter 1</td>
<td>Pg. 2</td>
</tr>
<tr>
<td>✓ Using Your Textbook</td>
<td>Chapter 1</td>
<td>Pg. 10</td>
</tr>
<tr>
<td>✓ Taking Lecture Notes</td>
<td>Chapter 1</td>
<td>Pg. 82</td>
</tr>
<tr>
<td>✓ Homework: How, Why, And When</td>
<td>Chapter 2</td>
<td>Pg. 119</td>
</tr>
<tr>
<td>✓ Using Study Cards</td>
<td>Chapter 2</td>
<td>Pg. 138</td>
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<tr>
<td>✓ Using Study Cards Revisited</td>
<td>Chapter 2</td>
<td>Pg. 168</td>
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<tr>
<td>✓ Reviewing A Chapter</td>
<td>Chapter 2</td>
<td>Pg. 180</td>
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<tr>
<td>✓ Tips For Taking Math Tests</td>
<td>Chapter 2</td>
<td>Pg. 182</td>
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<tr>
<td>✓ Managing Your Time</td>
<td>Chapter 3</td>
<td>Pg. 203</td>
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<tr>
<td>✓ Making A Mind Map</td>
<td>Chapter 3</td>
<td>Pg. 237</td>
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<tr>
<td>✓ Preparing For Tests</td>
<td>Chapter 3</td>
<td>Pg. 247</td>
</tr>
<tr>
<td>✓ Analyzing Your Test Results</td>
<td>Chapter 4</td>
<td>Pg. 315</td>
</tr>
<tr>
<td>✓ Preparing For Your Final Exam</td>
<td>Chapter 6</td>
<td>Pg. 459</td>
</tr>
</tbody>
</table>
SMCC Mentionable Policies

**PAY FOR PRINT POLICIES:**
In an effort to control the escalating cost of supplies and to encourage students to conserve resources, SMCC charges for printing. Students receive a $20 credit every semester. This credit resets for each semester and extra credit is not rolled over to the next semester. Students can monitor their remaining credit and number of pages printed by visiting the IT Help tab on MySMCC or by checking the Printing Information icon in the lower right corner of the screen while logged in to an SMCC computer.

Per page costs are as follows:

- 8.5"x11" black and white $0.10 per page
- 8.5"x11" color $0.50 per page
- 8.5"x14" and 11"x17" black and white $0.20 per page
- 8.5"x14" and 11"x17" color $1.00 per page
- Duplex (two-sided) pages from listed page costs discounted 50%

**ADD/DROP POLICY:**
Students who drop a course during the one-week “add/drop” period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a prorated add/drop period. **There is no refund for non-attendance.**

**WITHDRAWAL POLICY:**
A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is prorated for shorter-length courses. **To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please).** The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.