



INSTRUCTIONAL PACKAGE

MAT 250

Elementary Mathematics

Effective Term
2018—2019 Academic Year

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 2018—2019 Academic Year

COURSE PREFIX: MAT 250

COURSE TITLE: Elementary Mathematics

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

Elementary Mathematics is designed to develop a greater appreciation of mathematics and to improve critical thinking and problem solving skills through the study of elementary logic, number theory, and the real number system.

COURSE DESCRIPTION:

Course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theory. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university.

PREREQUISITES/CO-REQUISITES:

COMPASS Algebra 62 or ACCUPLACER Elementary Algebra 100 or COMPANION Elementary Algebra 100 or SAT Mathematics 530 or ACT Math 22 or Credit level [MAT 102](#) Minimum Grade of C or Credit level [MAT 102](#) Minimum Grade of TC or Credit level [MAT 110](#) Minimum Grade of C or Credit level [MAT 110](#) Minimum Grade of TC or (Multiple Measures Math 1)

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

The student should be able to:

1. Understand numbers, ways of representing numbers, relationships among numbers and number systems
2. Understand meanings of operations and how they relate to one another
3. Describe sets along with operations and their properties
4. Understand the various meanings of addition and subtraction of whole numbers and the relationship between the two operations
5. Understand the effects of adding and subtraction of whole numbers
6. Understand the situations that entail multiplication and division, such as equal grouping of objects and sharing equally
7. Understand algorithms for basic operations regarding whole numbers, integers, rational , and real numbers
8. Use factors, multiples, prime factorization, divisibility and relatively prime numbers to solve problems
9. Understand integers and represent and compare quantities with them
10. Create ratios and solve proportional problems
11. Work flexibly with fractions, decimals, and percents to solve problems
12. Compare and order fractions, decimals and percents efficiently and find their approximate locations on a number line
13. Understand large numbers and recognize and appropriately use exponential scientific and calculator notation
14. Understand the meaning and effects of arithmetic operations with fractions, decimals and integers

Unit 1: Chapter 1 – An Introduction to Problem Solving

1.1 Mathematics and Problem Solving

1.2 Explorations with Patterns

Unit 2: Chapter 2 – Numeration Systems and Sets

2.1 Numeration Systems

2.2 Describing Sets

2.3 Other Set Operations and Their Properties

Unit 3: Chapter 3 – Whole Numbers and Their Operations

- 3.1 Addition and Subtraction of Whole Numbers
- 3.2 Algorithms for Whole-Number Addition and Subtraction
- 3.3 Multiplication and Division of Whole Numbers
- 3.4 Algorithms for Whole-Number Addition and Subtraction
- 3.5 Mental Mathematics and Estimation for Whole-Number Operations

Unit 4: Chapter 4 – Number Theory

- 4.1 Divisibility
- 4.2 Prime and Composite Numbers
- 4.3 Greatest Common Divisor and Least Common Multiple

Unit 5: Chapter 5 – Integers and Number Theory

- 5.1 Integers and the Operations of Addition and Subtraction
- 5.2 Multiplication and Division of Integers

Unit 6: Chapter 6 – Rational Numbers and Proportional Reasoning

- 6.1 The Set of Rational Numbers
- 6.2 Addition, Subtraction, and Estimation with Rational Numbers
- 6.3 Multiplication and Division of Rational Numbers
- 6.4 Ratios, Proportions, and Proportional Reasoning

Unit 7: Chapter 7 – Decimals: Rational Numbers and Percent

- 7.1 Introduction to Decimals
- 7.2 Operations on Decimals
- 7.3 Nonterminating Decimals
- 7.4 Percents

Unit 8. Chapter 8 – Proportional Reasoning, Percents, and Applications

- 8.1 Real Numbers
- 8.2 Variables
- 8.3 Equations
- 8.4 Functions

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. Additionally, students will be withdrawn if they miss more than two weeks of consecutive class meetings. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College’s Title IX Coordinators.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu