



INSTRUCTIONAL PACKAGE

MAT 250
Elementary Mathematics

Effective Term
2021 – 2022 Academic Year

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Part I: Course Information

Effective Term: 2021—2022 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:

ACCUPLACER Elementary Algebra 100 or New ACCUPLACER Adv Algebra 250 or COMPANION Elementary Algebra 100 or SAT Mathematics 530 or New SAT Mathematics 560 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 Orientation Video](#) prior to enrolling in an online course.

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.

MyHGTC and college 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **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, and 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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.

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

Further more 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 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 HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*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/TITLE IX 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 Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs
Title IX Coordinator
Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066
843-349-5228
Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu