



Course Syllabus
Mathematics Division

MATH 011 – Fundamentals of Mathematics
Spring 2022 (CRN: 11511)

INSTRUCTOR INFORMATION

Instructor: Stacey McMillen

Email: smcmill9@jccc.edu

Phone: (913) 469-8500, ext. 4959

Office: CLB 232

Division Fax: (913) 469-2537

Office Hours: Monday 2:30 – 3:30 pm
Tuesday 10:00 – 11:30 am
Wednesday 10:00 – 10:50 am
Thursday 12:30 – 2:00 pm

Office hours may be held in-person or via zoom. Virtual office hours may be joined here: <https://jccc.zoom.us/my/smcmill9>.

In lieu of scheduled office hours, students are encouraged schedule individual meetings (in-person or Zoom) with me here: <https://calendly.com/smcmill9>.

*Posted office hours are sometimes preempted due to other campus responsibilities. Times other than posted office hours are available by appointment. **Appointments are strongly recommended.***

Website: <https://www.jccc.edu/academics/credit/mathematics/self-paced.html>

Other Self-Paced Math Instructors:

Phil Veer

Melissa Weston

pveer@jccc.edu

mweston5@jccc.edu

CLB 233

CLB 230

ext. 4700

ext. 4215

COURSE INFORMATION

- 3 credit hours
- Prerequisite Requirement
AAC 112 with a grade of “C” or higher or appropriate score on the math placement test (Next-Generation ACCUPLACER).
- Required Materials
An active ALEKS access code is required to complete homework assignments, tests, and utilize a full e-book.

A basic four-function calculator without a +/- sign button is required for this course. Cell phones, tablets, and smart watches are not appropriate substitutes for a calculator and are not allowed on exams. A free online calculator can be found at www.online-calculator.com/simple-calculator/.

- Textbook
Miller, Julie, Molly O'Neill, and Nancy Hyde. Basic College Mathematics. 3rd ed., McGraw-Hill. A physical copy of the textbook is not required since your ALEKS subscription includes access to the full text digitally.
- Course Description
Fundamentals of Mathematics is designed for the student who needs to improve or review basic math skills and concepts. This course includes computation using integers, fractions, decimals, proportions and percents along with an overview of measurement, geometry, statistics and linear equations. Fundamentals of Math provides the mathematical foundation upon which subsequent studies in mathematics and other areas depend. This course is the first in a sequence of courses leading to MATH 116 or higher.
- Course Objectives
 1. Compute with integers, fractions, and decimals.
 2. Apply the rules of order of operation to simplify numerical expressions.
 3. Perform calculations and conversions using the U.S. and metric systems of measurement.
 4. Demonstrate the use of ratios, proportions, and percentages.
 5. Calculate the perimeter, circumference, area, and volume of geometric figures.
 6. Use geometry to determine triangle and angle relationships.
 7. Calculate the mean, median, and mode of a set of numbers.
 8. Interpret statistical charts and graphs.
 9. Use rounding to estimate results and determine if answers are reasonable.
 10. Solve application problems.
- The Content Outline and Competencies can be found online at http://catalog.jccc.edu/coursedescriptions/math/#MATH_011.

GRADING & ASSESSMENTS

- Online ALEKS work
There are 18 objective assignments in ALEKS that are required to be done online. The ALEKS program will also give you periodic knowledge checks to assess your retention of recently learned topics. Progress through an objective must be demonstrated on these knowledge checks to be retained. Completion of these objectives will count for 20% of your overall course grade. Retaining your understanding through the end of the course and completing 100% of your ALEKS pie will count for an additional 20% of your course grade.

There is no limit to how many times an objective or topic may be attempted. Practice is crucial to learning mathematics and the online homework may not be enough to master the material. Additional problems for practice may be requested from the instructor for more practice.
- Midterm Exams
There are 2 midterm exams each worth 20% of your overall course grade. Each midterm exam may be taken twice and the highest of the two scores will be counted in your overall grade.

A midterm exam will be given after the completion of objective #8 and another midterm exam after the completion of objective #15. The midterms must be taken live on the JCCC campus unless arrangements are made with another approved testing center.

You will receive an email from your instructor, usually within 2 business days though weekend and holidays will have a longer response time. Before retaking an exam, you are encouraged to schedule an appointment with your instructor to review your first attempt at the exam.

- Final Exam

The self-paced class will conclude with a comprehensive final exam worth 20% of your overall course grade. The final exam may be taken only once and signifies completion of the course. All homework, unit exams, and their retakes must be completed before taking the final exam. The final exam must be taken on the JCCC campus unless arrangements are made with another approved testing center.

- Testing Locations

ALL exams for this class will be taken in the JCCC testing center (SC 334). Contact your instructor right away if you will be unable to come to JCCC for testing. Arrangements can be made for distance testing at an approved testing site.

- Grading is based on the following weighted system:

18 ALEKS Objectives	20%
ALEKS Pie Progress	20%
Midterm Exam 1 (objectives 1-8)	20%
Midterm Exam 2 (objectives (9-15)	20%
Final Exam	20%
Total	100%

$A \geq 90\%$	$80\% \leq B < 90\%$	$70\% \leq C < 80\%$	$60\% \leq D < 70\%$	$F < 60\%$
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- Academic Integrity

All JCCC math students are expected to follow the Student Code of Conduct and the policies of the Division of Mathematics and Sciences. The student code of conduct may be found at <https://www.jccc.edu/about/leadership-governance/policies/students/student-code-of-conduct/index.html>. Grade penalties may be assessed for incidents of academic dishonesty and further action may be taken based on the severity of the incident.

IMPORTANT DATES

- January 11, 2022 by 6 pm: Last day to pay without being dropped.
After this date, you must pay at the time of enrollment.
- Waiver Date: The official start of a self-paced course. The waiver date is the date that all the papers are signed.
- 2 weeks from Waiver Date: Last day to drop with 100% refund.
Student must request a refund from the Bursar's Office.
- 6 weeks from Waiver Date: Last day to drop with no grade on your transcript.

- May 17, 2022: Last day to complete the course without an “Incomplete.”
Caution: Incompletes can affect financial aid.
- 6 months from Waiver Date: Last day to drop with a withdrawal “W” on transcript.
Last day to request a pass/fail grade option.
- 9 months from Waiver Date: Last day to successfully complete self-paced math course.
Extensions require extenuating circumstances, substantial completion of the course, and the approval of the Dean of Mathematics and Sciences.

There is no attendance requirement in a self-paced course. students are required to set up a reasonable testing schedule with the instructor. Students are encouraged to not procrastinate and to begin the course immediately.

ASSISTANCE & ENCOURAGEMENT

- You may reach out to the instructor by email, Zoom, or phone for assistance. Appointments are recommended for individual assistance and reviewing previous tests. Remember that your instructor is here to help and wants to see you be successful in this course.
- Math Resource Center (MRC)
The MRC, located in LIB 104, offers free tutoring to students enrolled in a math class at JCCC. They also offer extra assistance including online tutoring, calculator rentals, DVDS and CDs, print textbooks, solutions manuals, computers, and group help sessions. Free online tutoring is currently available at <https://jccc.zoom.us/my/mrconline>.
- Access Services
JCCC provides a range of services to allow persons with disabilities to participate in educational programs and activities. If you are a student with a disability and if you need accommodations or services, it is your responsibility to contact Access Services and make a formal request. To schedule an appointment with an Access Advisor or for additional information, you can contact Access Services at 913-469-3521 or accessservices@jccc.edu. Access Services is located on the 2nd floor of the Student Center (SC 202).

CAMPUS SAFETY

Information regarding student safety can be found at <http://www.jccc.edu/student-resources/police-safety/>. Classroom and campus safety are of paramount importance at Johnson County Community College and are the shared responsibility of the entire campus population. Please review the following:

- **Report Emergencies** to Campus Police (available 24 hours a day)
 - In person at the Carlsen Center (CC 115)
 - Call 913-469-2500 (direct line) – *You should program this number into your cell phone.*
 - Phone App – download the free JCCC campus safety app, Guardian (jccc.edu/guardian) which includes an instant panic button and texting capability to Campus Police
 - Anonymous reports to KOPS-Watch through www.jccc.edu/kops or 888-258-3230
- **Be Alert**
 - You are an extra set of eyes and ears to help maintain campus safety
 - Trust your instincts

- Report suspicious or unusual behavior/circumstances to Campus Police (see above)
- **Be Prepared**
 - Identify the red/white stripe Building Emergency Response posters through campus and online that show egress routes, shelter, and equipment
 - View A.L.I.C.E. training (armed intruder response training – Alert, Lockdown, Inform, Counter, and/or Evacuate) at <https://www.youtube.com/watch?v=kMcT4-nWSq0>
 - Familiarize yourself with the College Emergency Response Plan
- **During an Emergency** notifications/alerts (emergencies and inclement weather) are sent to all employees and students using email and text messaging
 - Students are automatically enrolled, see JCCC Alert-Emergency Notification
- **Weapons Policy**
 - Effective July 1, 2017, concealed carry handguns are permitted in JCCC buildings subject to the restrictions set forth in the Weapons Policy. Handgun safety training is encouraged of all who choose to conceal carry. Suspected violations should be reported to JCCC Police Department 913-469-2500 or if an emergency, call 911.