QUANTITATIVE SKILLS AND REASONING
MATH 1001
CRN 82561
Fall 2018
Online Course

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Office Hours: M W 12:15 PM — 1:15 PM, or F 9:00 AM – 10:00 AM (in room 205) , or by appointment

MyMathLab Course ID: devoe93865 (required for online access)

Course Requirements: This course requires a MyMathLab access code to complete any homework or quiz assignments that are on the course website. At the UWG bookstore, all new books come bundled with an access code. All access codes come with an online (electronic) book; if you do not require a hardcopy of the book, you may elect to purchase a stand-alone access code. This can be purchased for approximately $100.00 at coursecompass.com.

To register for MyMathLab or access course website, you will need:

1) MyMathLab access code.
2) Course ID which is devoe93865

How do I register for my course?
Please go to the website: http://www.pageturnpro.com/Pearson-Education/41390-MyMathLabMyStatLab-Student-Interactive-Training-Guide/default.html#page/1. It will walk you through the process step by step (See the links at the bottom of the webpage-they will give you a video tutorial to either register with an access code that came with your new book purchase or with a stand-alone access code.)

***NOTE: When you register for the course on MyMathLab,
1) You are expected to use your UWG EMAIL.
2) UWG’s zip code is 30118.

Course Homepage: The course homepage is located at https://www.pearsonmylabandmastering.com/northamerica/. The book comes with supplementary online material under the name "MyMathLab". Follow the instruction to access the online material. This is a very important constituent of the course since you will be doing your homework assignments, quizzes, and exams through this system

IMPORTANT NOTES:
1) Unfortunately MyMathLab does not run MathXL player on Macintosh. This software is necessary to complete homework and quizzes online. If you own a Mac, it is recommended to complete your work on a PC on campus. Additionally, programs such as Virtual PC, Boot Camp, Parallels, or Fusion, will allow you to run Windows in the Mac environment. In order to this, you will need one of these programs as well as a copy of Windows OS.

2) Since the University of West Georgia does not support MyMathLab nor CourseCompass (Pearson Education-the publisher of the textbook supports this software), it is the responsibility of the student to use the resources above to resolve all technical issues independently of the University. University
of West Georgia and its faculty are not responsible for outcomes due to individual technical issues, nor scheduled MML and course Compass downtime. It is expected that the student will be responsible for completing his/her work in a timely fashion to alleviate any pressure from scheduled downtime. All students will be notified of these downtimes through the announcements page of the course.

3) MyMathLab includes live tutor support available from 5pm to midnight, Sunday through Thursday. The toll free phone number is 1-888-777-0463.


Course Description: This course is a general overview of mathematical concepts used in quantitative reasoning and is not intended to supply sufficient algebraic background for students who intend to take Precalculus or the calculus sequences for the mathematics and science majors. This course places quantitative skills and reasoning in the context of experiences that students will be likely to encounter. It emphasizes processing information in context from a variety of representations, understanding of both the information and the processing, and understanding which conclusions can be reasonably determined.

Course Content:

I. Problem Solving and Critical Thinking
II. Set Theory
III. Logic
IV. Consumer Mathematics and Financial Management
V. Counting Methods and Probability Theory
VI. Statistics
VII. Algebra Equations and Inequalities
VIII. Algebraic Graphs, Functions, and Linear Systems
IX. Geometry

**Not necessarily in this order. The Chapters or sections will be announced. This course syllabus provides a general plan for the course; deviations may be necessary.

General Comments and Study Tips: Because there are no true lectures, in the traditional sense, the course is designed around the textbook, hard copy and online version. Reading the textbook, working through examples in the textbook and completing the assigned problems in the homework is essential for success in the course. You will be expected to budget your time each week in order to complete these tasks on a weekly basis.

You are expected to spend an adequate amount of time working on the assigned exercises. The main way to learn mathematics is to work many problems. There is no short cut to this labor-intensive endeavor, although with clear understanding there comes a sense of accomplishment and enjoyment.

Keep up with weekly assignments. Your success in class depends on your self-discipline and motivation to not fall behind with the weekly assignments. This is especially true with an online course where you do not see an instructor in the classroom on a regular basis. Falling behind and not being able to catch up is the main reason for student failure in a class, whether the class is a traditional class or an online class. Remember this is not a self-pace course. You can work ahead, but not fall behind.

If you have questions about the class, then the preferred way to contact me is through email (or CourseDen email). When sending an email, always include a subject and your full name at the bottom of the message. When sending attachments, make sure you scan them with your virus protection software, before you attempt to send. This should already be a default setting on your virus protection software, but check to see if it is activated.
Check your email at least once a day for announcements about the course. My announcements will be about the weekly assignments and support/instruction for completing the week’s mathematical work. I will check my email at least once a day, Monday through Friday. I will not routinely check my email on the weekends; so make sure you communicate with me through the working week. I will usually check my email in the afternoon, since I am in the classroom during most of the morning hours.

The following are nine general study tips on how to study mathematics:

1) READ CAREFULLY AND DELIBERATELY (your textbook)
2) THINK WITH PENCIL AND PAPER (workout the examples in the textbook and your homework problems)
3) BE INDEPENDENT (rework and rethink a problem before looking up a solution)
4) LISTEN IN CLASS (check you on line announcements daily)
5) PERSEVERE (learning a difficult concept sometimes comes in gradual increments)
6) TAKE TIME TO REFLECT (review and summarize what you have learned)
7) CONCENTRATE ON FUNDAMENTALS (concentrate on understanding not memorizing steps)
8) BE NEAT AND ACCURATE (show your work in a neat, organized, logical manner, write as if you are writing for a reader to clearly understand your work, keep your homework organized in a homework folder.)
9) TAKE TIME TO DO YOUR WORK AND DO IT ON TIME (remember falling behind is the main reason for student failure in a course, you must keep up with your weekly assignments)

If you need additional one-on-one help in the course you can see me during office hours on campus or come to the Learning Support Center.

Lecture/Practice
Online video lectures are available for the course and there are many tutorial exercises for each objective in the course. These are found by clicking on the Multimedia Library button in MyMathLab. This will help you prepare to work the graded homework exercises, quizzes and tests.

Discussion Forum: There will be weekly Questions and Answer sessions in the Discussion forum on CourseDen. The discussion forum is a platform designed for you to collaborate (think, share, and learn) with your classmates in a constructive manner. The discussions will take many forms. All discussion forum assignments will be graded. All posting must be in sentence and paragraph format and also should be checked for spelling and grammar. When participating in a discussion forum, please conform to the rules of netiquette. The purpose of this learning activity is to create a positive learning environment through peer group support. Anyone who is absent from the discussion forum for 3 days or more may be withdrawn by the instructor for excessive absences or may receive a failing grade.

I encourage you to use it to communicate with your classmates as well. To access the discussion board click the Communication tab, and then, select the Discussion link.

Homework: There will be online assignments for each section of the book. The homework will be graded before each quiz and exam day. Problems will be discussed in class. It expected that homework will be done on a timely basis, at least several times a week. It is virtually impossible to learn the material without doing the homework on a regular basis. It is your responsibility to do the homework and to ask questions about it if you do not understand whether or not you have done it correctly. You are responsible for all material covered in class, whether or not you attended this class.

Quizzes: There will be online quizzes. Each quiz consists of problems similar to the in-class problems and the homework. As soon as a quiz or an assignment is announced and posted on the course homepage, start it immediately. To take a quiz you must have scored 80 % or higher on the homework assignment. You will have a certain amount of time to finish the quiz. Quizzes are normally given week before the test. Quizzes will be graded on each test day.
Exams: There will be three one-hour in-class exams and one comprehensive final exam that will be proctored. All hourly exams will be taken during the regular class time in the regular classroom. With each exam you MUST upload your written work in CourseDen in a folder that reads “Online Exam # – Written Work” to receive full credit. Failure to submit written work will result in points being deducted from your exam grade. To find the folder, go to CourseDen, and select the Assignments tab. Missed exams will receive a grade of 0. The lowest test grade will be dropped. THERE WILL BE NO MAKE UPS. We will have a review session before each hour exam.

Proctored Exams: Proctored exams are password protected exams taken at an approved testing center or testing service. Students are responsible for scheduling and taking their exams by the posted deadline. Students are also responsible for being aware of the conditions and policies under which the exam will be proctored and administered. You will be allowed to use blank paper, pen/pencil, and calculators (graphing or non-graphing) as long as they do not have a qwerty keyboard. TI-83 or TI-84’s are recommended.

Calculator Policy: You will be free to use any STAND ALONE calculator (i.e. NOT a part of your cell phone/ipod/pager, etc) or any graphing calculator, but don’t forget that you will be asked to provide full working for many questions in your tests and the final. You are not allowed to share calculator with any other party in your class during any in class quiz or exam unless permitted by your instructor.

Exam dates: 9/7, 10/12, 11/16
Proctored Final Exam: TBA

Grading:

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<table>
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<tbody>
<tr>
<td>Homework</td>
<td>15 %</td>
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<tr>
<td>Quizzes/Discussion</td>
<td>20 %</td>
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<td>Tests</td>
<td>40 %</td>
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<tr>
<td>Proctored Final Exam</td>
<td>25 %</td>
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*This final exam is comprehensive and covers Units 1, 2, 3, 8, and 9 and will be offered at a proctored site and may only be taken on the dates as stated in the course calendar.*

Grading Scale: 90% - A; 80% - B; 80%; 70% - C; 60% - D; 0%-F

Materials Needed:
Graph Paper
3-Ring Binder with notebook paper
Scientific Calculator (suggest at least TI-30X) or Graphing Calculator (suggest at least TI-84)
**TI-89 and other equivalent calculators will not be allowed**

Attendance: Attendance will be done through the CourseDen. Therefore, it is imperative that you log into your CourseDen account at least three times each week to avoid being dropped from the course. Anyone who is absent for 6 days or more without prior arrangement may be withdrawn by the instructor for excessive absences or may receive a failing grade.

Disruptive Behavior: Behavior that disrupts the classroom learning environment will not be tolerated. Such behavior includes talking during class, use of cellular phones or other electronic devices during class and violent or abusive speech (see University policy in the General Catalog). Student exhibiting such behavior will be removed from the class, and/or be withdrawn from the course with a grade of WF, and/or receive more serious penalties specified in University policies or state law.

Plagiarism: All work should be done independently by the student submitting it; deviation from this requirement is grounds for a failing grade and notification of the Dean of Students.
Last Day to Withdraw without grade of “WF”: Monday, Oct 8
If you withdraw from this class on or before W-day (8 Oct 2018), you will receive a W for the class regardless of your performance provided that you have not exceeded your 6 withdrawals. If you do a withdraw after this date, you will receive a WF if your average is not 70 or higher

NOTE: The overall average in your MML grade-book may be incorrect. You should calculate your overall average according to the statement in the syllabus. Please note that your homework average and quiz average are correct only after unattended work has been assigned a zero. After you have purchase the access code from the bookstore, please review the instructions at the following website to register: http://www.coursecompass.com/html/student_how_to_register.html

Academic assistance at UWG:
   a. Visit the Math Tutoring Center 205 Boyd Building (phone: 678-839-4140)
   b. Visit the Center for Academic Success for learning assistance, test anxiety classes, and student support services in Room 204 of the University Community Center (UCC) (phone: 678-839-2472) https://www.westga.edu/student-services/cas/academic-coaching.php.
   c. Visit the Center for Academic Success (phone: 678-839-6280) located in Room 204 of the University Community Center (UCC) for supplemental instruction and tutoring. https://www.westga.edu/student-services/cas/tutoring.php

SMARTTHINKING: Smarthinking is an online tutoring resource for UWG students. Smarthinking provides tutoring for UWG students in mathematics (basic math through Calculus), Chemistry, Physics, Statistics, Spanish, and Writing. This feature is available on CourseDen in the top-right area of the menu. Please use it when necessary.

   Students, please carefully review the following information at this link https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php. It contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

Example of Final Grade Computation:
   Homework: 90
   Quiz and Discussion Average: 78
   Test Grades: T1 = 88, T2 = 72, T3 = 0 (missed), T4 = 68
   Final Exam: 74
   Final Grade:  \(.15\times90 + .2\times78 + .40\times(88 + 72 + 68)/3 + .25\times74 = 78\)

Keys to Success in this Course

1. Do all the assignments yourself. Getting help from me, or another student is fine, but NEVER just copy someone else's work.
2. ALWAYS copy the problem before working it. (Exception: word problems.)
3. ALWAYS show your work. Turning in a list of answers is not acceptable and a waste of your time. (Exception: problems meant to be done mentally--I'll let you know.)
4. WRITE DOWN everything I do on the overhead.
5. Make sure you understand what I'm talking about. If you don't, ask me to please go over it again.
6. Make sure you are able to do assignment problems WITHOUT looking at a "model" or "sample" problem. You may need a model for the first few problems, but try to get beyond the need for it quickly. (This is a critical step for doing well on tests.)
7. Check all odd numbered problems with the answers in the back of the book AFTER you have completed the problem on your own. If you missed it, figure out why you missed it.
8. Before each test, try to work some of each type problem that is being covered. Be able to do them WITHOUT a model. There will be no model on the test!
10. Come see me during office hours or go to the MAC Lab if you find an assignment especially difficult. If you are having problems, TELL ME ABOUT IT!
11. Learn to PAY VERY CLOSE ATTENTION TO DETAILS. In mathematics you must learn to pay attention to every letter, every minus sign, every parenthesis, etc. Many students lose lots of points because of carelessness and inattention to detail!