1) **Catalog Description of the Course:** A basic level course with emphasis on the fundamental arithmetic operations of addition, subtraction, multiplication, and division. Topics include operations with whole numbers, fractions, percents, basic geometry, ratios, decimals, proportions, measurement concepts, and word problems.

2) **Core Objectives:** Upon completion of the core curriculum, students are expected to demonstrate competence in all of the core objectives listed in the college catalog. The overall content of this course is designed to enhance skills in each of the following core objectives.
   - Critical Thinking
   - Communication
   - Empirical and Quantitative Skills

3) **Introduction and Rationale for the Course:**
   - To prepare students for Introductory Algebra and future coursework in mathematics
   - To supplement the students’ knowledge of basic mathematics
   - To help students overcome anxiety about math
   - Develop the capability to think and analyze at a critical level
   - This is a self-paced course with tests after each chapter and a final exam
   - This course is a three-hour course, but is not transferable to most universities

4) **Instructional Materials:**

   **Recommended Materials:**
   **TEXT:** Developmental Mathematics: 1st Ed, by D. Franklin Wright, Hawkes Publishing (Optional)

   **Required Materials:** Hawkes Learning Systems for Developmental Math (Required)
   Spiral Notebook for note-taking

   **Calculators:** Not Allowed – Until Chapter 4
5) **Student Learning Outcomes:**

<table>
<thead>
<tr>
<th>Goal 1</th>
<th>Student will be able to perform operations on real numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Students will perform operations on whole numbers</td>
</tr>
<tr>
<td>1.1.1</td>
<td>Students will round whole numbers</td>
</tr>
<tr>
<td>1.1.2</td>
<td>Students will perform order of operations on whole numbers</td>
</tr>
<tr>
<td>1.1.3</td>
<td>Students will simplify exponents with whole numbers</td>
</tr>
<tr>
<td>1.1.4</td>
<td>Students will factor whole numbers into prime factors</td>
</tr>
<tr>
<td>1.1.5</td>
<td>Students will use prime factorization to find the least common multiple of a set of whole numbers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal 2</th>
<th>Students will be able to apply operations with real numbers on real world situations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1.1</td>
<td>Students will convert decimals to percent</td>
</tr>
<tr>
<td>2.1.2</td>
<td>Students will convert percent to decimals</td>
</tr>
<tr>
<td>2.1.3</td>
<td>Students will solve percent problems of the form R*B=A</td>
</tr>
<tr>
<td>2.2</td>
<td>Students will be able to use real numbers to perform geometrical calculations</td>
</tr>
<tr>
<td>2.2.1</td>
<td>Students will find the perimeter of polygons</td>
</tr>
<tr>
<td>2.2.2</td>
<td>Students will find the area of 3-sided and 4-sided figures</td>
</tr>
<tr>
<td>2.2.3</td>
<td>Students will find the area of a circle</td>
</tr>
<tr>
<td>2.2.4</td>
<td>Students will find the circumference of a circle</td>
</tr>
<tr>
<td>2.2.5</td>
<td>Students will find the volume of 6 geometric figures (rectangular solid, rectangular pyramid, cylinder, cone, sphere)</td>
</tr>
<tr>
<td>2.2.6</td>
<td>Students will find the surface area of 3 geometric figures (rectangular solid, cylinder, sphere)</td>
</tr>
</tbody>
</table>
6) **Method of Instruction:** The course is structured as an accelerated pace course. Students, as homework, will review lecture videos located in the Blackboard portion of the course. One day of the week will be reserved for lecture covering student questions. The remaining class days each week, students will work individually on the sections assigned to them. Students are responsible for reviewing and taking notes of the instruction section in the Hawkes Learning System and Blackboard instructor videos. An instructor will be present to answer question as they arise.

7) **Method of Evaluation:** Grades will be based on homework assigned from the Hawkes Learning Systems computer tutorials, a minimum of 4 chapter tests and a final exam.

The student will work on objectives using the Hawkes computer tutorials. While in the class and lab, he/she will have internet access to the Hawkes website and grades will automatically be sent to the instructor’s gradebook. While at home, a student may work on-line or off-line with the tutorial CD. All grades must be sent via internet, but may be saved to a disk or jump drive and sent from any internet access point. Chapter tests will be given. The questions will be similar to material covered in the Hawkes tutorial. The tests may be given on the computer or on paper, according to instructor preference.

Instructor may also implement “notes” quizzes in order to ensure students are watching videos from home. These quizzes will be applied as a quiz grade at the end of the semester.

The student is strongly urged to seek assistance from the instructor or a tutor whenever a difficulty arises. Tutors are available in the library and this service is free of charge to the student.

8) **Grading Criteria:**

The student’s final grade will be based on the following:

- Hawkes Assignments: 20%
- Chapter Tests: 50%
- Final Exam: 15%
- Lab Quizzes: 15%

The student must have a grade of 70 or higher in order to receive a passing grade of “S” from the course. The semester grade will be one of the following:

- **SA:** 90 – 100% (Satisfactory) – The student has completed all requirements of the course and passes the course.
- **SB:** 80 – 89% (Progress, but MUST Re-enroll) – The student has made progress but has not completed all of the course requirements and MUST RE-ENROLL IN THE COURSE.
- **SC:** 70 – 79%
- **PD:** 60 – 69%
9) **Attendance:**

Regular attendance in class is a student obligation, and absence from class is not recognized as a student privilege. Therefore, students are expected to be present and on time for all class meetings and will be held accountable for all material presented in class. Students who miss an equivalent of 2 weeks of absences may be dropped from the course. Present is defined as in attendance and actively participating in classroom activities. Additionally, a student will be marked absent if he/she arrives to class after I take attendance, leaves class before dismissal, text messages, or sleeps during any portion of the class session. If you are late to class or must leave early for a valid reason, discuss the circumstances with me before or after class and your absence may be excused. Students who are absent from class due to participation in an officially sanctioned school activity must present notice of the event to the instructor in advance and request advance assignments. If the student is passing the course, the request to make up assigned work or quizzes will be honored. If missing class will endanger the student’s success, the class instructor will notify the activity sponsor, and the instructor and the sponsor will reach a decision regarding the student’s participation in the activity. In general, the decision will reflect the philosophy that students attend college for educational purposes and participation in activities outside the classroom is recognized as a lower priority.

**Special notes:**

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.

- According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

10) **Classroom Policies**

- **Electronic Devices in Classrooms:** Navarro College believes that the dynamics occurring in the classroom should primarily enhance the instruction process. The classroom is a learning laboratory, which must be free from interruption or interference. As a result, all electronic devices capable of generating noise such as cellular phones, pagers, palm pilots, beepers, watches, etc., are considered a distraction to the learning process and will be turned off prior to entering the classroom. Such devices will also be kept out of sight and not accessed during the class period.

The student will not interact with these devices at any time during classroom instruction. Any student who anticipates receiving a message during classroom instruction or expects to be contacted in class by an outside source must coordinate with the Department or Division
Secretary. Such message will be delivered to the appropriate instructor who will arrange a mutually satisfactory response to the situation.

The instructor will warn a student who fails to comply with this policy one time. The student, upon the warning by the instructor, will take immediate corrective action. In the event the student fails to comply with the Instructor’s request, the student will be dismissed from class and at the Instructor’s discretion, may be counted absent or have points deducted for work missed, if appropriate. A student who violates this policy a second time will be dismissed from class, counted absent and have points deducted for work missed, if appropriate and referred to the Assistant Dean of the Division.

A student who has an unauthorized electronic device activated during an examination period will not be permitted to continue the examination, will be asked to leave the classroom and will be denied the opportunity to complete or re-take the examination. Due to the circumstance, the Instructor may question the validity of any portion of the examination completed prior to the violation and may elect not to grade the examination. In such a situation, the student will not receive credit for the examination and will not be permitted to make up the missed examination.

- **Food and Beverages in Classrooms:** Navarro College is proud of the appearance of the campus and facilities. In order to assist in keeping facilities clean, no food of any type is allowed in any classroom, laboratory, the library, planetarium, art gallery, or museum. Food is defined as any edible food EXCEPT gum and cough drops. If you must carry food with you to be consumed elsewhere, the food must be in a backpack or a closed bag and out of view.

Beverages are allowed in all areas, classrooms included, except the planetarium, art gallery, museum, computer laboratories and other specialized laboratories containing sensitive equipment. Students must exercise extreme care in bringing beverages into campus facilities as spills might damage carpet and other furnishings. All students are expected to properly dispose of all trash, drink containers, etc. brought into college facilities.

- **Disruptive Classroom Behavior Policy:** Navarro College seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an
instructor’s appropriate classroom rules or instructions, or interferes with the normal operation of the College.

Rules and expectations for the instructional setting should be established by the instructor and communicating to the students via the course syllabus and classroom discussion at the beginning of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching methods and learning objectives; and may vary depending upon the educational context. Specifically, online courses should have only those guidelines for behavior that are appropriate to the online environment. Instructional rules may include, but not be limited to, prohibitions on the use of electronic devices, refusing to be seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

- **Academic dishonesty:**
  Academic dishonesty in any form will not be tolerated. Any form of academic dishonesty will result in immediate removal from this course.

- **Late work/makeup exams:**
  Hawkes assignments submitted after the assigned due date will have 10% deducted from the graded per day up to 50%. Be certain to frequently (weekly) check your grades in the Progress Report in Hawkes and report any problems to the instructor. It may take up to 3 working days to have an assessment score posted. There are NO make-up tests given, however the final exam grade may be used to also replace the lowest test grade, including a zero.

10) **Additional Course Requirements**
Homework will be assigned on the computer tutorials in Hawkes. The Hawkes grade will count as 20% of the course grade. A mandatory one-hour LAB is required for each student. Students **MUST attend Lab** and work on the Hawkes computer program as well at take the lab assessments during these lab periods. **HOWEVER,** one hour is **NOT** enough time to complete all of the homework assignments. Students will be required to complete homework assignments on their own time either on computers in the campus student computer labs or on personal computers at home.

12) **EEOC Statement:**
Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran’s status.
12) **Services for Students:**

- **Students with Disabilities:** Please know that Navarro College provides reasonable accommodations to students with documented disabilities in compliance with the Americans with Disabilities Act. Any student with a physical, learning, emotional and/or mental disability who may require reasonable accommodations in order to meet course requirements should contact the Disability Services Office as soon as possible, ideally within the first week of class and complete the application/documentation process. Accommodations must be approved before they can be provided. Please note accommodations are not retro-active.

  Contact the District Coordinator of Disability Services who is located in Corsicana on the second floor of the Gooch One Stop office 319 at 903-875-7377 or the appropriate Navarro College Disability Services Representative on your campus for more information.

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.

- **Special populations students:** Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services. Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

13) **Subject to Change:** The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor.

14) **Course Schedule:**