

SYLLABUS Part II - MATH-093D-004FS: Math Literacy

EDISON STATE COMMUNITY COLLEGE

Section/Term: MATH-093D-004FS

Class Meeting Time: T/Th 6:00 PM - 7:45 PM

Location: Piqua Campus East Hall Room 457

Required Items:

- Pathways to Math Literacy, Sobecki/Mercer, 2nd Ed and **ALEKS homework card with access code**
- Texas Instruments model TI-30XS Multiview scientific calculator

Faculty: Linda Shelton

Bachelor of Science, Business Management

University of Phoenix 2005

E-mail: lselton@edisonohio.edu

Faculty contact: If you have questions or concerns, please contact me by email, FROM your Edison email address.

Calculator (Required)

You may not use your cell phone calculator in class. A TEXAS INSTRUMENTS TI-30XS MULTIVIEW SCIENTIFIC CALCULATOR is recommended and will be supported in this class. Another scientific calculator of any brand is accepted but will not be emulated in this course. A graphing calculator is optional for this course--preferably a TI-83/84 model. Calculators capable of symbolic manipulation (e.g., TI-89, TI-Nspire, TI Voyage 200, HP-48, HP-50) are prohibited. The instructor may restrict calculator use on any assignment or exam.

Grade Weight Allocation

25% ALEKS Homework

15% In-Class Activities

60% Exams

Grade Scale

90-100% A

80-89% B

70-79% C

60-69% D

0-59% F

Your weighted average must be a 70% or better to pass this class.

Class/Group Activities

Class/Group activities must be completed during the allotted class time and turned in at the end of class. PARTICIPATION in class activities is most of your grade. Assignments will be review for credit and points earned will be entered into Blackboard. If you are not in attendance your will receive zero for the class/group activity that day.

Attendance/Participation

Be on time! It is rude to the instructor and the rest of the class if you are late. If you are absent the day of an activity, lab or case study, you will receive a zero on it. Your two lowest class/group activity grades will be dropped from your final weighted average. I do not give make up exams: no exceptions. If you know you will miss an exam before the exam is given, come see me. You must plan on being here the entire class time, so do not leave early. Do not schedule doctor appointments during class time. If you are late or leave early, it is not fair to the rest of the class so you will not receive a grade on the activity for that day. IF CLASS IS CANCELLED, IT WILL BE EMAILED TO YOU PRIOR TO THE BEGINNING OF

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CLASS. Please check your email before leaving for class. Additionally, sign-up for Edison Alerts to receive campus-closed notifications.

Notes

You are expected to take notes over every section covered in class. They will assist you in completing other assignments required for this class.

Classroom Courtesy

Conduct yourself in a manner that is conducive to learning. Be kind in your communication to others and to me. If you behave inappropriately, you will be removed from the class.

Expectations Outside of Class

Because this is a 4-credit hour, 16-week course, you can expect to spend 9-12 hours per week on videos, assignments, homework, exams, asking questions, and studying. The pace of this course moves very quickly and waiting until the last minute can be detrimental to your assignments and grades, due to questions you may have or technology issues. If this time requirement is not conducive to your lifestyle, I recommend you drop the course.

Attendance/Participation

Class/group activity points are only earned if you are in class. Homework must be complete on time to earn points. To accommodate everyone and maintain fairness, your *two* lowest homework grades and *two* lowest class/activity grades are automatically dropped from your final weighted average as they are entered into Blackboard. No exam grades will be dropped. There will be no make-up exams. You have access to all the due dates for all the assignments on the first day of class, so plan accordingly. Procrastination is not your friend when turning in assignments, so please work ahead.

Notes

You are expected to take clear and meaningful notes over every section covered in this class. They will assist you in completing other assignments required for this class.

Weekly Homework

No late homework will be accepted. To accommodate, remember that your *two* lowest homework grades are dropped. Online homework assignments will be delivered at www.aleks.com. Your homework access card comes wrapped inside your textbook, so be sure not to throw it away. Directions on how to create your Aleks homework account are located on the card with your homework code on it. Homework due dates are posted in Aleks on the first day of class. Completing your homework in a timely manner is essential to success in this course. You have access to all the due dates for all the assignments on the first day of class, so plan accordingly. Use the resources provided for you in Aleks to help you. You can also email me or utilize tutoring if you have questions. Please allow 24 hours during the week, and up to 48 hours on the weekend for me to respond. You have access to all the ALEKS homework assignments after the due date for you to review and study from (however you MUST submit at least one response per assignment to have access to the homework assignments after the due date. Homework assignments close in Aleks on the due-date/time – NO makeup homework is accepted. You are able to go back in to ALEKS and review homework assignments after the due date HOWEVER you must have submitted at least one response in order to be able to view past assignments. See the Academic Dishonesty section below for our institution's cheating policy. *All work must be completed by you and you only.* For technology issues with Aleks, contact Aleks Customer Support. Procrastination is not your friend when completing homework, so please work ahead and complete assignments early.

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Contacting ALEKS Customer Support

Hours of Operation:

Sunday: 4:00 PM to 1:00 AM EST

Monday-Thursday: 7:00 AM to 1:00 AM EST

Friday: 7:00 AM to 9:00 PM EST

 **Phone: (800) 258-2374**

 **Online: [Submit a Support Request](#)**

 **Chat: [Chat with a Representative](#)**

Exams – 4 Unit Exams

You will be required to prepare for and take all exams on their scheduled dates and within the allotted time. You will be allowed one (1) attempt for each exam. Exams are timed and once you begin, you must finish the exam in the same sitting. There will be no make-up or re-do exams. Exams are graded fully on correctness, and some questions have multiple parts. Exams will be taken via Aleks and IN the classroom. A password will be provided when class starts. *All work must be completed by you and you only.*

Final Exam

Your final exam will be cumulative. The final exam policies are the same as the unit exams, and the final exam will also be taken via Aleks with a password provided at the start of class.

Extra Credit

There will be no extra credit. Here are some suggestions for work you can put in throughout the semester: sign up for tutoring at the beginning of the semester on the Edison State Library website for free tutoring, ask when you have questions on the material, turn in your assignments completed, spend a minimum of 12-16 hours outside of class time working on the coursework (book assignments, asking questions, homework, and studying), do not skip any assignments, take detailed notes that will make sense to you when you study, make flash cards to help you remember tough topics/formulas/definitions and study them often, check your email and your Blackboard course every day. If you need more ideas, please ask. Procrastination is not your friend.

Academic Dishonesty

Because engaging in dishonest practices undermines the trust that is essential in any social relationship, honesty is expected in all matters. Academic honesty requires that you never submit another's work as your own. You will not plagiarize from a printed source, an electronic source, or another student's work, nor will you allow someone else do your work. You will not copy from another student's examination or use unauthorized notes. You will not avoid the timely completion of work by misrepresenting the conditions that cause you to miss a deadline or an examination. You will not assist another student in any dishonest practice. If you engage in academic dishonesty, you will receive a failing grade for the course. Additionally, students are expected to be familiar with and to uphold all student rights and responsibilities as outlined in the student handbook. Read the student handbook for more details.

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support

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Services by emailing disabilities@edisonohio.edu or by calling 937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

eCampus is Edison State's official bookstore and is located on the Edison State webpage, under "Resources," "Bookstore," or at <https://edisonohio.ecampus.com>. You can also access eCampus from the ESCC home page, under "Campus Services." Through eCampus, you can rent or buy books, access course materials, or purchase ESCC merchandise.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

HEALTH AND WELLNESS SERVICES

Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty and staff and is managed by the Human Resources department.

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

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MENTAL HEALTH SERVICES

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have established partnerships with many local mental health providers. If you are struggling and need to speak with someone in person, please reach out to the Edison State Care Team, <https://www.edisonohio.edu/CARE-Team/>. If you are concerned about a student or colleague, please file a CARE Team form <https://www.edisonohio.edu/CARE-Team-Referral-Form/> so that immediate assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
 - email to support@edisonohio.edu
 - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

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All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.

INDIVIDUAL CLASS DATES, topics covered and homework due dates			
Class #	Class Date	Homework Due Date	Section and name
Class 1	8/25/2026	8/27/2026	Introduction/ALEKS - 1.9 Gathering and Organizing Data
Class 2	8/27/2026	9/1/2026	1.1 Percentages, Pie Charts, and Bar Graphs
Class 3	9/1/2026	9/3/2026	1.2 Using Addition/Subtraction Skills AND 1.3 Using Multiplication/Division Skills
Class 4	9/3/2026	9/8/2026	1.4 Using Exponents and Order of Operations
Class 5	9/8/2026	9/10/2026	1.6 Basic Probability
Class 6	9/10/2026	9/15/2026	1.7 Using Scientific Notation
Class 7	9/15/2026		Exam 1 - Unit 1
Class 8	9/17/2026	9/22/2026	2.1 Using Measures of Average
Class 9	9/22/2026	9/24/2026	2.2 Inputs, Outputs, and Interpreting Expressions
Class 10	9/24/2026	9/29/2026	2.3 Working with Units and Formulas
Class 11	9/29/2026	10/1/2026	2.4 Dimensional Analysis
Class 12	10/1/2026	10/6/2026	2.5 Estimation and Number Sense AND 2.8 Expected Value and Weighted Grades
Class 13	10/6/2026	10/8/2026	2.7 Standard Deviation and Normal Distribution
Class 14	10/8/2026		Exam 2 - Unit 2
Class 15	10/13/2026	10/15/2026	1.5 The Basics of Graphing AND 3.1 Slope as a Rate of Change
Class 16	10/15/2026	10/20/2026	3.2 Writing, Interpreting, and Evaluating Algebraic Expressions
Class 17	10/20/2026	10/22/2026	3.3, 3.4, 3.5 - Solving equations/inequalities and problems
Class 18	10/22/2026	10/27/2026	3.7 Slope-Intercept Form and Linear Modeling
Class 19	10/27/2026	11/3/2026	3.9 Linear Relationships and Lines of Best Fit
Class 20	11/3/2026	11/5/2026	3.10 Solving Problems with Systems of Equations
Class 21	11/5/2026		Exam 3 - Unit 3
Class 22	11/10/2026	11/12/2026	4.2 Pythagorean Theorem and Distance
Class 23	11/12/2026	11/17/2026	4.5 Exponential Growth
Class 24	11/17/2026	11/19/2026	4.8 Expressions
Class 25	11/19/2026		Exam 4 - Unit 4
Class 26	12/1/2026	12/1/2026	REVIEW - ASSIGNMENT DUE BEFORE CLASS
Class 27	12/3/2026		Final Exam - Covers Units 1-4