



**Math 0306.250H2**  
**Mathematical Foundations**  
**Spring 2025**  
**5:15pm – 7:20pm, T & Th Steam 119**

**Instructor Information:** Alan Bigos, [abigos@com.edu](mailto:abigos@com.edu), 409-933-8327

**Student hours and office location:** Office: 325-16 Steam

Monday: 2:00-3:15pm (office)	Tuesday: 4:00-5:00pm (office)	Wednesday: 2:00-3:45pm (office) 4:00-6:00pm (tutoring center)	Thursday: 4:00-5:00pm (office)	Friday: 12:30-1:00pm (classroom/office)
------------------------------------	-------------------------------------	---	--------------------------------------	---

**Required Textbook/Materials:** The textbook for this course is: **Prealgebra, Eighth Edition, By Elayn Martin-Gay, Pearson Education.** Textbooks and/or courseware will be available through VitalSource digitally. The course materials will be available on the first day of class and you will be given the opportunity to opt-out of the e-book prior to the census day of the class. If you choose not to use the course materials, you will be reimbursed after census day of the class. The materials are not refundable after the census day. You will receive an email with more information about the use of the course materials closer to the start of the semester. **Important: We are legally required to include the opt-out statement. However, do not opt-out unless you are dropping the class. You will be unable to access any homework or quizzes, as well as any online tests. If you opt-out and remain in the class, deadlines will not be extended, and all missing scores will be recorded as zeroes.**

**Course Description:** This course prepares students for college-level courses in Quantitative Reasoning and Statistical Reasoning. Topics include numeracy and the real number system with emphasis on whole numbers, integers, and rational numbers; rates, ratios, and proportions; percentages; solving linear equations; linear models; data interpretations, including graphs and tables; problem solving; and measurement and geometry. Prerequisite: TSIA2 Math Diagnostic 4.

**Course requirements:**

This course is offered in the 50/50 modality, which means 50% of the instruction is delivered online or remotely, rather than in a traditional, in-person classroom setting. In addition to MML materials, there are pre-recorded lectures available for every topic covered in this course. Some sections may be only partially covered in class. You are expected to finish these sections outside of class, in addition to those already designated to be completed outside of normal class meetings.

## **Online Homework**

The homework assignments appear in My Math Lab, which is accessed through Brightspace. Although the homework is online, you should write out your work and put it in your notebook so you can study from it later. Remember, the point of doing homework is to prepare yourself for tests, so try and be as caught up as possible before test days. All assignments must be completed by midnight of the indicated deadline for full credit. You should try and complete the assignments in numerical order (not the due dates). The due dates already have a built-in extension, so do not ask for an additional one. You can continue to work on assignments after these deadlines for reduced credit. You have unlimited tries (up to the end of course deadline) to get every question right. **To access past due assignments, type in “late”.**

## **Tests**

Tests are where you demonstrate your proficiency in the material. This means using the methods presented in class and arriving at the correct answers in the designated time frame.

## **Mandatory Tutoring Policy:**

**Students who fail any chapter exam must attend a one-hour tutoring session before the next scheduled exam. The session will target areas where the student needs improvement. To verify attendance, students must submit a signed form from their tutor. Failure to complete this requirement will result in a 5% deduction from their overall grade on the next chapter exam. This policy applies to students who score below 70% on tests 1 and 2.**

## **In-Class Tests:**

The in-class Tests are written exams, which require complete, well-reasoned solutions written in detail; this means you must show all steps and proper work, or you will not be given credit for an answer. During Testing situations, make sure that all unnecessary items are put away. No backpacks or books on the desks. Make sure the proctor has a clear line of sight. Spread out. When possible, one student per table. **Calculators are not allowed on tests 1 & 2.**

## **Online Tests:**

Test 3 is online and will have a 2-day window to be completed. It is timed. In addition, you must upload a .pdf copy of your scrap work to Brightspace within 15 minutes of completing your online test. Failure to do so will result in a 20-point penalty to your raw score. Your scrap work will be reviewed for possible additional partial credit. You will be given an opportunity to practice scanning and uploading your work prior to taking an online test.

## **Final Exam**

The Final Exam will be a comprehensive multiple-choice exam. You should still organize your thoughts and show (on scratch paper) all steps needed to work the problems correctly. Standard testing rules still apply.

## **Class Participation**

To maximize learning, students must be actively engaged in the classroom. Staring at the board doesn't cut it. You need to be listening to the discussion, taking notes, asking questions, and helping to maintain a learning atmosphere. Some specific behaviors that we are trying to avoid are "tuning out", not taking notes, and playing with your phone. When you are in class but not participating, you are communicating to the other students that they are wasting their time. That means that you are not only hurting yourself but others as well.

### **Cancelled Classes**

Should class meetings be cancelled for unexpected circumstances, students should treat the planned assignments as online assignments.

## **Accessing MyMathLab**

1. Log into Brightspace
  - a. Click on the My Math Lab link for the appropriate class
  - b. Click on HOMEWORK button and then the homework assignment you wish to do.
2. Use the "Show Me How" aids when needed and complete the homework assignment.
3. Enter your answers then click the CHECK ANSWER button.
4. If needed, click the SIMILAR EXERCISE button to redo the exercise. Note: You should score at least 80% before moving on to the next section.
5. If the submitted answer is correct, click on the SAVE button to send your results to the gradebook. Your grade will show up in the GRADEBOOK and will be automatically accessible by your instructor.
6. Click on the next question to continue.

If your score does not save properly, send me an email indicating the specific question and section number with a picture of your written work attached.

## **Determination of Course Grade/Detailed Grading Formula:**

### **Grading Scale**

The following weighting system will be used to determine your overall average.

<b>MyMathLab Homework</b>	<b>15%</b>
<b>Regular Exams</b>	<b>60%</b>
<b>Comprehensive Final Exam</b>	<b>25%</b>

Your letter grade will be determined by your overall average using the following scale.

Grade A:	Final Average is [89.5, 100]
Grade B:	Final Average is [79.5, 89.5)
Grade C:	Final Average is [69.5, 79.5)
Grade D:	Final Average is [59.5, 69.5)
Grade F or Fn:	Final Average is [0, 59.5)

**Grade I:** Given unforeseen circumstances that result in the inability to successfully complete the course objectives, an I-Contract can be requested from the instructor assuming you meet the following criteria:

1. Have a passing overall average (70 or higher)
2. All work completed except for The Final.

(Retaking the placement test does not affect your grades in this course. Your grade will be based on the information outlined above.)

**Grade W:** If you drop the class after census day, your official grade will be W, regardless of how much of the coursework has been completed. Keep in mind that if you drop a class that is linked to another, you will be dropped from both.

### **Late Work, Make-Up, and Extra-Credit Policy:**

Each class meeting is a unique experience involving interaction with other students and cannot be recreated. In-class participation cannot be made up. You are still responsible for what was covered. If you are unable to attend class, you will need to talk with another student or meet with the instructor (in person or virtually) outside of class. Obviously, not everyone will be able to have perfect attendance, for whatever reason. Just be aware that if you are not in the classroom, additional effort will be needed to stay caught up. All work other than the final must be completed by the day before the scheduled Final. Students will be allowed to substitute 1 low test score with their Final Exam score. **There are no retakes.**

Homework Assignments: You may continue to work on homework assignments after the initial deadline. Problems from regular homework assignments completed after the deadline will have their score decreased by 20%. **You will need to type in the password “late” to gain access to homework problems after the deadlines.**

Tests: If you are unable to make an in-person scheduled exam, you may be allowed to make up the exam outside of class **provided you notify the instructor prior to the exam and have a legitimate reason for the absence, and it can be completed before the next class meeting.**

All makeup exams must be taken in the Testing Center by appointment.

Extra Credit: Students who complete the first graded MML assignment on time will have 2 points added to their score. There is no other extra credit.

**The end of course deadline for completing all work (other than the final) is May 5.**

#### **Attendance Policy:**

Students at COM are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to miss a class. Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law.

You cannot make-up classes, and it is your responsibility to be punctual and regularly attend class. It is in your best interest to attend all classes, be punctual, and not leave early. It is extremely difficult to succeed in this course without having good attendance.

To receive credit for attendance you must be in the classroom for the majority of the designated time and sign the attendance sheet for the appropriate time slot. Being in the tutoring or testing area does not count as being in class. Remember, it is your responsibility to sign in. You are still responsible for all the material covered whether you are in class or not.

If you arrive late, please quickly and quietly take your seat and get set up so that you can begin participating in class.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. Class announcements which do not include personal information may be shared via Brightspace/My Math Lab. You might get an

immediate reply, but some responses may take up to 2 business days. Do not send messages using Teams as I do not check it on a regular basis.

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Leslie Richardson at 409-933-8329 or lrichardson@com.edu.

**Course outline:** This is a tentative schedule and may be subject to change. This course borrows the first week from Math 1332.250H2. The time is returned in latter weeks, so that the total time for each course is correct.

Week Day Sections Covered Full Credit Deadline

Week	Day	Sections Covered	Full Credit Deadline	
1	3-11	Introduction		
		1.5 Multiplying Whole Numbers and Area	3-14	
		1.6 Dividing Whole Numbers	3-14	
		1.7 Exponents and Order of Operations	3-14	
			1.8 Introduction to Variables, Algebraic Expressions, and Equations	3-14
	3-13	2.2 Adding Integers	3-17	
		2.3 Subtracting Integers	3-17	
		2.4 Multiplying and Dividing Integers	3-17	
		2.5 Order of Operations	3-24	
		3.1 Simplifying Algebraic Expressions	3-24	
	Online	2.1 Introduction to Integers	3-17	
		1.2 Place Value, Names for Numbers & Reading Tables	3-24	
		1.3 Adding & Subtracting Whole Numbers and Perimeter	3-24	
		1.4 Rounding and Estimating	3-24	
2.6 Solving Equations: The Addition and Multiplication Properties		3-28		
3-18	SPRING BREAK			

2	3-25	3.2 Solving Equations: Review of the Addition and Multiplication Properties	3-28
		3.3 Solving Linear Equations in One Variable	3-28
	3-27	4.2 Factors and Simplest Form	3-31
		4.3 Multiplying and Dividing Fractions	3-31
	Online	3.4 Linear Equations in One Variable and Problem Solving	3-31
		4.1 Introduction to Fractions and Mixed Numbers	3-31
4.4 Adding and Subtracting Like Fractions		3-31	
TEST 1 REVIEW			
3	4-1	<b>TEST 1</b>	
	4-3	4.5 Adding and Subtracting Unlike Fractions	4-7
		4.7 Operations on Mixed Numbers	4-7
	Online	4.8 Solving Equations Containing Fractions	4-7
		5.1 Introduction to Decimals	4-7
		5.2 Adding and Subtracting Decimals	4-7
4	4-8	5.3 Multiplying Decimals and Circumference of a Circle	4-11
		5.4 Dividing Decimals	4-11
		5.5 Fractions, Decimals, and Order of Operations	4-11
	4-10	5.6 Solving Equations Containing Decimals	4-14
		5.7 Decimal Applications: Mean, Median, and Mode	4-14
	Online	6.1 Ratios and Rates	4-14
		6.2 Proportions	4-14
		TEST 2 REVIEW	

5	4-15	<b>TEST 2</b>	
	4-17	6.3 Proportions and Problem Solving 7.1 Percents, Decimals, and Fractions 7.3 Solving Percent Problems with Proportions	4-21 4-21 4-21
	Online	7.2 Solving Percent Problems with Equations 8.1 Pictographs, Bar Graphs, Histograms, Line Graphs, and Introduction to Statistics 8.2 Circle Graphs	4-21 4-21 4-21
6	4-22	7.4 Applications of Percent 7.5 Percent and Problem Solving: Sales Tax, Commission, and Discount 7.6 Percent and Problem Solving: Interest	4-25 4-25 4-25
	Online	9.2 Perimeter 9.3 Area, Volume, and Surface Area TEST 3 REVIEW <b>Test 3 (early access)</b> <b>TEST 3</b> <b>Test 3 (make up day)</b>	4-28 4-28  4-27 4-28 4-29
7	5-1	FINAL REVIEW	
8	5-6	FINAL	

**Census Day: 3-24**

---

### **Institutional Policies and Guidelines**

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*



**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.