

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: MATH 010

Course Title: Contemporary Math Concepts

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Two (2)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This course is designed for students who want, need, or are recommended for a “refresher” course. This course deals with the four operations on whole numbers, fractions and decimals, calculating percentages, solving ratios and proportions, measurements, geometry, Basic Algebra, and statistics. Successful completion of this course (a grade of C or better) should prepare the student to enter an Algebra class. This course does not carry institutional credit (will not count toward graduation from NCCC) and does not carry transfer credit to another institution. This is a developmental course. The use of a calculator will not be allowed.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:

- identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
 3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
 4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

The student will be able to demonstrate the ability to:

1. Add, subtract, multiply, and divide whole numbers, fractions, and decimals.
2. Calculate percentages.
3. Solve word problems involving whole numbers, fractions, decimals, and percents.
4. Round when using whole numbers, fractions, decimals, and percents.
5. Solve problems involving ratios and proportions.
6. Convert between English and metric systems of measure.
7. Recognize and use basic geometry terms and calculate problems using basic geometry.
8. Recognize and use basic algebra terms and calculate basic algebraic problems.
9. Recognize and use basic statistical terms and calculate basic problems dealing with statistics.

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

1. Working with Whole Numbers
2. Working with Fractions
3. Decimals
4. Ratios and Proportions
5. Percents
6. Conversions
7. Geometry
8. Basic Algebra
9. Statistics

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS

Instruction may include demonstrations, lectures, textbook exercises, and computer-aided instruction.

STUDENT REQUIREMENTS

Students are expected to be in class. Attendance and participation will be assessed at each class meeting. All assigned homework is expected to be completed and turned in on the following class day--NO EXCUSES. All work must be shown on homework and tests. Calculators are not allowed. If only the answers appear, homework and tests will not be accepted. Homework will be accepted late only if the student has contacted the instructor prior to being absent. An in-class test will be administered at the end of each unit of study. Each unit test and the final will be worth 100 points. Homework will count as another test score worth 150 points. Class participation and attendance will also be considered when assessing your final grade. Make-up tests are allowed only if the student has informed the instructor prior to being absent, and they must be taken within one calendar week after the regular test. For those of you whose activities--athletic, music, etc.--conflict with class, it is your responsibility to inform your instructor of the time and date of such activities well in advance so homework can be assigned and tests can be re-scheduled. The final test will be taken on the final exam date and may not be retaken. Pencils must be used on all exams. All work must be shown as credit will not be given for answers only.

GRADING SCALE

Grades will be assigned according to the following scale:

A: 95% and up B: 85 - 94% C: 80 - 84% F: below 80%

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success.

A pre-test covering the competencies of the course will be given at the first of the semester, and a post-test covering those same competencies will be given at the end of the semester. A comparison of these two tests will be the measure of student gain.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration,

(which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanutte Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES