

BASIC MATH SYLLABUS
Tulsa Community College, Southeast Campus
Fall 2016

Basic Math	MATH0003	Sect. 390	Call No. 10823
Instructor:	Joshua Baker	SEC 8251	(918) 595-8645
Email:	joshua.baker4@tulsacc.edu		
Office Hours:	Tuesday and Thursday 8:30-10:50; 11:30-3:00		
School of Science and Math SEC8125	Dean: Lyn Kent		(918) 595-7742

Following instructions is a crucial part of this course!

Be sure to read the entire syllabus today and follow the instructions.

I also suggest you write your passwords on the syllabus in case you forget.

Blackboard: login name _____ password _____

MyLabsPlus: login name _____ password: _____

Course Description

MATH 0003 Basic Math: A study of the fundamental operations of whole numbers, fractions, and decimals, including a study of percentages, measurements, and interest.

Student Learning Objectives

Upon successful completion of this course, students will be able to:

1. Understand and apply appropriate mathematical terminology;
2. Add, subtract, multiply, and divide whole numbers;
3. Add, subtract, multiply, divide, and simplify fractions;
4. Add, subtract, multiply, divide, and mixed numbers;
5. Add, subtract, multiply, divide, and round decimals;
6. Apply the Order of Operations and the properties of real numbers;
7. Find the prime factorization of a number;
8. Read and interpret graphs;
9. Convert between fractions, decimals, and percentages;
10. Solve percent problem using equations;
11. Solve real world problems using ratios and proportions, including units of measurement;
12. Solve application problems using analytical reasoning and problem solving.

COMMUNICATION

You may contact me by email at joshua.baker4@tulsacc.edu . I check email daily Monday through Friday and respond within 24 hours. Please put your name and Beg Alg in the subject line of every email. I can be reached by phone at 918 595-8645

Email: All TCC students receive a designated TCC email address (ex: jane.doe@ tulsacc.edu). All communications to you about TCC and course assignments will be sent to your TCC email address; and you must use TCC email to send email to, and receive email from, the instructor regarding this course.

- a. Inclement Weather: If extreme weather conditions or emergency situations arise, TCC gives cancellation notices to radio and television stations. This information is also posted on the TCC website (www.tulsacc.edu) and sent via TCC Emergency Alerts. Register to receive TCC Alerts from the MyTCC home page (<https://tcc.bbcportal.com/>).

TEXTBOOK AND OTHER MATERIALS

The access code for MyLabsPlus is the only required material. The book and other ancillary materials are available online through MLP. This code can be purchased online or at the bookstore on the Southeast campus.

You also need a reliable computer and/or access to another computer if your computer crashes. You should be using windows version 2000 or newer or an Apple product. All TCC campuses have computers available for your use. You must have an internet connection. You will also need speakers or a headset. During Chapters 1-3 no calculator can be used. There is a calculator online within the program, however a graphing calculator is strongly recommended. I will provide help on the TI83 and TI84 calculators upon request. You may use other calculators; just refer to your owner's manual

GETTING STARTED

1. Check your email address. I will use the TCC email to communicate with you.
2. All emails should have your name and Basic Math in the subject line.
3. Buy your MLP access code online or from the Southeast or Northeast Campus Bookstore.
4. Read the entire syllabus and send me an email stating that you have read and understand it. It is found in the Content folder in Blackboard.
5. You may register in MLP on August 22nd. Go to tulsacc.mylabsplus.com
6. Run the Browser Check from the MLP home page. Install all items listed. Do this for every browser you use.
7. Open the "Start Here" link in MyLabsPlus and follow instructions.
8. Please read carefully the section called "How do I enter answers?" in MyLabsPlus.
9. Begin the lessons.
10. Check your email and the announcements often.

TEACHING METHODS

An on-line course requires you to study the text and the material presented on-line on your own. You must spend time on the homework assignments in order to be successful in this course. Don't fall behind; it is very difficult to catch up. Print the calendar and refer to it often. I am available via email to answer questions, by phone at 918 595-8645, or in my office in the SEC 8251. Homework quizzes and chapter tests check your mastery of the topics and are taken in MLP. These may be taken three times and only the highest score is posted. You may take them early. This is not a self-paced course. **I expect you to be on the schedule as posted in this syllabus. You may work ahead of the schedule and complete this course early.** Please contact me when you have a problem. Don't get behind! The Math Labs on all campuses are available for you to receive individual help. This course has five types of graded activities. 50% of the course is from proctored exams and 50% is assigned work which can be taken over in order to achieve the best score.

The four types of graded activities are:

Homework – Homework assignments must be completed in MyLabsPlus. Homework for the course is found in MyLabsPlus under the **DO HOMEWORK** button or from the link in the MLP calendar. There is a PowerPoint for each assignment to help you learn. The homework will not open until you have viewed the PowerPoint. The problems in the book are very similar to the MLP problems. You may do both for more practice. The assigned homework is the minimum that you should do. Each of the 50 assignments is worth 3 points. The first one is the MLP orientation.

Total Homework points –200

Chapter Quizzes – these tests check for your understanding of the concepts of the chapter. You may complete the chapter tests three times to achieve the best score. These are found in MyLabsPlus under the **TAKE A QUIZ** button. These quizzes are similar to the Chapter Test in your book.

Practice Tests – these will prepare you for the Proctored Tests. They will have the same number of questions on them as the Proctored Tests. Chapter Quizzes and Practice Tests will count as your Quiz grade.

Total Quiz points - 200

Unit Tests – there are three unit exams. These must be taken on the computers in the testing center. If you live farther than 50 miles from Tulsa, we can arrange a proctor for you. Please let me know during the first week of class that you will need a proctor. You may use a calculator but no notes or books for the exam. These tests must be taken by the due date, **no make-up or late tests allowed**.

Total Exam points – 300

Final Exam – This is a proctored exam and must be taken at a Testing center.

Total Final Exam points – 100

In general when you do a lesson, I suggest you do them in the following order.

- 1) Read the Section in your book. Study the examples.
- 2) Watch the lecture for the section. These are online in MyLabsPlus under the **WATCH A VIDEO** button.
- 3) Work the problems in the book marked with the Download symbol.
- 4) Watch the video of the problems you did not work correctly.
- 5) View the PowerPoint for the section which is listed with the homework.
- 6) Complete the homework in MyLabsPlus.
- 7) Take the section quiz in MyLabsPlus by the date posted in the calendar. You should complete these without notes. You may take the quiz three times to achieve mastery.
- 8) Read and study the Chapter Highlights and complete the Chapter Review homework.
- 9) Take the Chapter Quizzes by the assigned dates. These are in MyLabsPlus. You should take the tests without notes. You may take the tests three times in order to achieve the best score.
- 10) Take the Unit Tests at a TCC testing center, or with an approved proctor for distant students. You may use a calculator but no notes or books for these proctored exams. These exams **MUST BE COMPLETED BY DUE DATE** and can only be taken one time. No tests may be taken after the due date.

EVALUATION TECHNIQUES

You will determine your grade by the number of points you earn. Your grade represents your level of math knowledge demonstrated during the semester. Grades are assigned as follows:

Grade:	A	B	C	D	F
Points:	800- 720	719 - 640	639 - 560	559 - 480	479 - 0

ATTENDANCE – TIME COMMITMENT – STUDENT EXPECTATIONS

Attendance in the on-line course is the time you spend completing the material. Consistent and regular study is essential for maintaining the best learning environment. Print the calendar and stay on schedule.

SUBMITTING ASSIGNMENTS

All course work worth points is in MyLabsPlus . Homework, Homework quizzes, Chapter tests and Unit exams will be graded when submitted and the scores will be available to both of us.

HOMEWORK

Homework is assigned in MyLabsPlus. MLP gives you help on the problems when you ask for it. . You have Video lectures which explain the material. You have worked out problems on video clips for the problems marked with the download icon in your text. You have a Study Plan built just for you. You have math labs with tutors on all campuses and you have me as a resource. Use all of these tools to help you learn algebra. **HOMEWORK IS THE MOST IMPORTANT COMPONENT OF THIS COURSE. Complete it all, complete it on time.**

MATH LEARNING CENTERS

The SEC Science/Mathematics Learning Center offers:

- * Free tutors – no appointment needed
- * Computers with internet access
- * Calculators you may check out for the day (keys and ID required)
- * A place to study mathematics by yourself or with classmates.

Students are encouraged to take advantage of these free facilities. Please remember to sign in. Each campus has a math learning center. Call to verify the hours of operation at other campuses.

Southeast Campus Science/Math Learning Center room 8150, phone 918 595-7751

Hours: Monday – Thursday 8:00 AM – 9:00 PM Friday 8:00 AM – 4:00 PM and Saturday 9:00 AM – 12:00 PM.

TIPS FOR SUCCESS

I hope every student will have a successful semester in this class.

Working homework problems until comprehension is achieved is imperative even if this means extra problems must be completed.

- I recommend you designate time daily as study time. Thirty minutes to 1 hour is usually sufficient.
- Be organized. Use a notebook to keep your syllabus, calendar, notes, and homework easily accessible.
- Don't get behind. Getting behind is frequently the death blow to success. If you don't have time to keep-up you won't find time to catch-up. **This is the single most important way to succeed in this class and there is no substitute.** If you have computer problems at home, remember computers in the Science/Mathematics Learning Centers are available to you.
- Do class work regularly and progress as fast as you can. You can finish the course early but you may not finish late.
- If you run into trouble, get help immediately. Ask for help in the Science/Mathematics Learning Center, watch the video lectures on MLP, email the problem to me, or call during my office hours. I will be happy to work out problems for you.

General Education Goals:

General Education courses at TCC ensure that our graduates gain skills, knowledge, and abilities that comprise a common foundation for their higher education and a backdrop for their work and personal lives. TCC's General Education goals are: Communication Skills, Critical Thinking, Empirical Skills, Teamwork, Personal Responsibility, and Social Responsibility.

NEXT COURSE IN SEQUENCE

The next math course is MATH 0013, Beginning Algebra. I highly recommend taking another math class next semester and continuing with your math sequence each semester until the mathematics requirement is completed. You will use this same book for Intermediate Algebra.

TRANSFERABILITY:

Please visit with the TCC Counseling Center or the Counseling Center at the college or university to which you plan to transfer to determine transferability status of this course.

FAILURE TO WITHDRAW POLICY

Failure to withdraw may result in the student's receiving a regular grade of "F" at the end of the semester.

COURSE WITHDRAWAL:

The deadline to withdraw from a course shall not exceed 3/4 the duration of any class. Contact the Counseling

Office at any TCC campus to initiate withdrawal from a course ('W' grade) or to change from Credit to Audit.

Check the TCC Academic Calendar for deadlines. Students who stop participating in the course and fail to

withdraw may receive a course grade of "F," which may have financial aid consequences for the student.

INSTITUTIONAL STATEMENT

Each student is responsible for being aware of the information contained in the TCC Catalog, the TCC Student Policies & Resources Handbook, and semester information listed in the class schedule. All information may be viewed on the TCC website: www.tulsacc.edu

ACADEMIC DISHONESTY OR MISCONDUCT

Academic dishonesty (cheating) is defined as the deception of others about one's own work or about the work of another. Academic dishonesty or misconduct is not condoned or tolerated at campuses within the Tulsa Community College system. Tulsa Community College adopts a policy delegating certain forms of authority for disciplinary action to the faculty. Such disciplinary actions delegated to the faculty include, but are not limited to, the dismissal of disrespectful or disorderly students from classes. In the case of academic dishonesty a faculty member may:

- require the student to redo an assignment or test, or require the student to complete a substitute assignment or test;
- Record a "zero" for the assignment or test in question;
- Recommend to the student that the student withdraw from the class, or administratively withdraw the student from the class;
- Record a grade of "F" for the student at the end of the semester.

Faculty may request that disciplinary action be taken against a student at the administrative level by submitting such request to the Dean of Student Services.

Course Drop or Withdrawal: A student who has been found responsible for academic dishonesty in a course may not drop or withdraw from the course without faculty approval. If the student processes a drop or withdrawal from the course, the action will be reversed and the appropriate grade will be recorded on the student's transcript

DISABILITY RESOURCES

It is the policy and practice of Tulsa Community College to create inclusive learning environments. Accommodations for qualifying students in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act are available. To request accommodations, contact the

Education Access Center (EAC) at eac@tulsacc.edu or call (918) 595-7115 (Voice). Deaf and hard of hearing students may text (918) 809-1864.

TOBACCO FREE COLLEGE

Tulsa Community College is a Tobacco Free college in accordance with the Governor's Executive Order 2012-01 and Title 63 of the Oklahoma Statutes, Section 1-1523 which prohibits smoking or the use of any tobacco products in all public places, in any indoor workplace, and all vehicles owned by the State of Oklahoma and all of its agencies and instrumentalities. This Order includes property leased, rented, or owned by TCC including, but not limited to, all grounds, buildings, facilities, and parking lots. Tulsa Community College's policy includes a tobacco free environment on all campus and off-campus locations conducting TCC credit or non-credit classes. The TCC Campus Police is responsible for ensuring compliance with the Tobacco-Free Environment Policy. Violations of the policy may be addressed through issuance of campus or state citations.

SYLLABUS CHANGES

Occasionally, changes to the syllabus may be necessary. Students will be notified of any changes to the syllabus in writing.