



COURSE SYLLABUS
GEDPT035: Math for the Trades
and Health Care
Instructor: Joe Weiss

CATALOG COURSE DESCRIPTION

GenEd, Philosophy & Ethics Division LEVEL: Technical
This course is designed for technical, trade, allied health, and Tech Prep students. Students who need a technical skill yet have a minimal math background will benefit from this course. Basic Math and numbers as measurement are reviewed. Essentials of geometry, trigonometry and statistics will be taught. Binary and hexadecimal concepts may be included. -- Prerequisite: GEDPT010M or permission of the instructor. Hours: 3 This is a non-accredited, Professional-Technical course offering practical job skills for which you will receive a Certificate of Completion, but not transcribed credit

INSTRUCTOR

Name: Joe Weiss
Office: 106 E. Park Ste. 127, Academic Center
Office Hours: By Appointment in Academic Center
Cell (208) ***
Phone: McCall College Desk is (208) 634-3456
E-Mail: adahllquist@mccallcollege.org

Office Hours: [Instructor, please customize for YOUR hours. A minimum of ½ hour per course hour for the course must be made available for student time in your ‘office.’] My office hours are **Mondays through Thursdays 9:00am to 4:00pm**. Please call ahead for appointment. If I don’t pick up, be sure to leave a name and phone number, I will try to return calls within 24 business hours.

COURSE PREREQUISITES

GEDPT030: Language of Math. A checklist of completed tasks may satisfy this requirement. Request checklist from Information@McCallCollege.org

REQUIRED TEXTBOOKS

List required text books. Use style (APA, or MLA) used in your course. Include Author, Copyright, title of book, publisher, ISBN (13 digit), and price so that students may decide to order through McCall College or through Amazon / Barnes Nobles / Textbook Exchange, etc.

1. For Example: Manning, C., Swinson, C., (2013). Microsoft © Office 2013: A Skills Approach. New York, McGraw-Hill. ISBN: 978-0-07-351647-9 NewRetail: \$96.00 McCall College: \$79.20 (must be ordered 28 days in advance) (these textbooks often available “Used” for much less from Amazon or Barnes/Nobles)
Note: this textbook will serve students in both CITPT 113 Basic Computer Skills as well as CITPT 213 Intermediate.

2. Other required books / lab manuals / Case Studies / etc.

RECOMMENDED TEXT RESOURCES

1. If you are struggling with the material, I recommend xxx ...and come talk to me.
2. If you want to dig deeper into this material, I recommend xxx, and please share your discoveries!

Learning Objectives / Skills / Benchmarks

For GEDPT035

The successful student will complete the following objectives:

1. GED 1 The student will have a general knowledge of basic mathematics
2. GED 2 The student will be able to complete algebraic equations and represent them in graphic form
3. GED 3 The student will be able to use a graphing calculator for algebraic equations
4. GED 4 The student will pass the GED Math exam

Extend this section to include all skills, abilities, performances of the student by the end of class.

INTERNET RESOURCES

1. Page Title, what to look for, and URL (eg. www.mhhe.com/simnet2010)

CLASS SESSION SCHEDULE [Instructor: Schedule must reflect DAILY level. This supports course value for portfolio / future accreditation]

Insert Dates, assignments, Due dates, Exams customized to YOUR class

For Example:

<i>Week 1</i>	<i>Day 1</i>	<i>Lesson 1</i>	Exploring symbols and the fundamental operations. <i>Online Content for review:</i>
		<i>Lesson 2</i>	Using addition to solve equations of form $N - C = A$ <i>Online Content for review:</i>
	<i>Day 2</i>	<i>Lesson 3</i>	Using subtraction to solve equation of form $N + C = A$ <i>Online Content for review:</i>
		<i>Lesson 4</i>	Using Multiplication to solve equation of form $N/C = B$ <i>Online Content for review:</i>
<i>Week 2</i>	<i>Day 3</i>	<i>Session 5</i>	Using Division to solve equations of form $NC = B$ <i>Online Content for review:</i>
		<i>Session 6</i>	Formulas and substitution <i>Online Content for review</i>
	<i>Day 4</i>	<i>Session 7</i>	Exponents <i>Online Content for review</i>
		<i>Session 8</i>	Order of Operations <i>Online Content for review</i>
Mid Term Exam			
<i>Week 3</i>	<i>Day 5</i>	<i>Session 9</i>	Prime Factorization <i>Online Content for review</i>
		<i>Session 10</i>	Adding and subtracting fractions <i>Online Content for review</i>
	<i>Day 6</i>	<i>Session 11</i>	Multiplying fractions <i>Online Content for review</i>
		<i>Session 12</i>	Dividing fractions <i>Online Content for review</i>
<i>Week 4</i>	<i>Day 7</i>	<i>Session 13</i>	Working with formulas <i>Online Content for review</i>
		<i>Session 14</i>	Using factoring to solve equations with fractions <i>Online Content for review</i>
	<i>Day 8</i>	<i>Session 15</i>	Changing a fraction to a decimal and rounding to three places <i>Online Content for review</i>
		<i>Session 16</i>	Exponents and Order of Operations <i>Online Content for review</i>

GEDPT035 Math for the Trades and Health Care

Mid Term Exam

Week 5	Day 9	Session 17	Signed Numbers <i>Online Content for review</i>
		Session 18	Signed numbers; addition and subtraction <i>Online Content for review</i>
	Day 10	Session 19	Signed numbers multiplication and division <i>Online Content for review</i>
		Session 20	Signed numbers applications <i>Online Content for review</i>
Week 6	Day 11	Session 21	Simple Conversions in the English system <i>Online Content for review</i>
		Session 22	Simple Conversions in the Metric System <i>Online Content for review</i>
	Day 12	Session 23	Solve for variables in more complex equations <i>Online Content for review</i>
		Session 24	Substituting values into an equation <i>Online Content for review</i>
Week 7	Day 13	Session 25	Combining like terms in an expression <i>Online Content for review</i>
		Session 26	Like terms, order of operation, and variables <i>Online Content for review</i>
	Day 14	Session 27	Multiplying using exponents <i>Online Content for review</i>
		Session 28	Dividing using exponents <i>Online Content for review</i>
Week 8	Day 15	Session 29	Scientific Notation <i>Online Content for review</i>
		Session 30	Using scientific notation in expressions and equations <i>Online Content for review</i>
	Day 16	Session 31	Decimal Equivalents <i>Online Content for review</i>
		Session 32	Percents using Algebra <i>Online Content for review</i>
Week 9	Day 17	Session 33	Practical applications of Percents <i>Online Content for review</i>
		Session 34	Combining like terms in expressions <i>Online Content for review</i>
	Day 18	Session 35	Multiplication using the distributive property <i>Online Content for review</i>
		Session 36	Solving equations using the distributive property <i>Online Content for review</i>

FINAL EXAM: GED Practice Math Exam or Instructor's Final Exam

COURSE PROJECTS

1. [Title, Due Date, Instructions] Project 1: Resume, final is due October 21 beginning of class

PAPERS: [Instructor: please customize for your requirements] For this class, please use the [APA, MLA] format. All Assignments Page Format: 1" margins, First Line Indent 0.5 inches, Double space, 12 pt. type, Times Roman or Calibri font.

1. [Paper Assignment #1, Assignment Name, Due Date]

ASSESSMENT AND EXAMINATIONS

Participation In Class will be assessed for quality of preparation and application of course content to subject discussion.

Exam will consist of [True/False, Multiple Choice, Essay, Proficiency Demonstration] questions. They will be closed notes and closed book. Makeup exams will **not** be given for reasons other than illness (confirmed in writing by a physician).

Surveys, Evaluations, and Assessments are a student requirement as part of this class.

Accreditation and Transferability This course is a non-accredited, Professional-Technical Education course offering practical job skills for which you will receive a Certificate of Completion, but not transcribed credit.

Emergency Information: In case of medical emergency, natural or other disaster, McCall College faculty are required to maintain their cell phones in an 'on' status. The City of McCall maintains a '911' system for all FIRE – POLICE – AMBULANCE services and should be contacted in case of emergency. If outside of McCall's city limits, emergency calls may be made to Valley County Sheriff's Department (208) 382-7150. All building ingress and egress doorways shall remain unlocked during class hours.

College Outcomes You may notice that many of the various courses have similar sounding Goals: McCall College's intention is to build whole persons through the wide range of courses it offers. Therefore, you will find these courses do not stand in a vacuum of their own learning, but strongly relate to all other courses in your series of classes, and to the world in which we live. It is our intended outcome that students will grow toward high levels of maturity: demonstrating ethical behavior, loving and respecting others, offering grace and compassion as they have received it, and building up the community that we all share. Outcome rubric is available upon request.

Academic Excellence: McCall College students will demonstrate a broad understanding and appreciation of the liberal arts, and develop expertise in a chosen field of study and profession. It is the college's hope that students will develop a continual curiosity and hunger for knowledge in greater breadth and depth, achieving their greatest potential throughout lifelong learning.

Social Responsiveness: McCall College students will be faithful stewards of their knowledge, skills, and resources, and be agents of social justice to all their community of practice. They will show compassion for people of all races, creeds, and cultures, and identify with and advocate for those in need—locally and globally.

Cell Phones and Digital Devices: The default rule at McCall College is that all cell phones and digital devices must be turned off and put away during class. Only emergency calls that are expected are acceptable if the professor has been notified that one might be coming. Any email or IM or Facebook or similar programs must not be running during class. WiFi is to be turned off unless you are researching a class item at the prompt of the professor. Any messaging (receiving and being distracted as you glance at it or sending) will result in the student being asked to leave the class and the student being marked absent for the class session. Each class and each instructor are allowed to set their own standards regarding usage of digital media.

Missed Classes. You are allowed by departmental policy to miss a maximum of eight hours of this course. For this course there will be no penalty or makeup assignment for up to four hours missed. Students missing more than four hours will need to arrange a makeup assignment with the course instructor (*note*: this is the student's responsibility). Failure to arrange and submit the additional assignment will result in a deduction of 20 points from your total score.

Late Papers. Punctuality is a virtue McCall College intends to support. Instructors may choose not to accept late assignments at all. Instructors, at their discretion may elect to accept papers, but subject grading to a 10% or 1 grade reduction. Papers more than 10 days late will not be accepted without prior arrangements from the instructor.

Statement on Academic Honesty from the Student Handbook: Course submissions are assumed to be the student's own work and newly developed for this course. Plagiarism is defined as representing the words or ideas of another as one's own in any academic exercise. One who facilitates this activity is equally responsible with the primary violator. Penalties for plagiarism will be enforced according to the guidelines found in the Student Handbook at <http://www.mccallcollege.org>. Collaboration assignments must reflect individual contribution.

Class Attendance Attendance is required for this class. If an absence is unavoidable, phone notification or voice message is preferred, e-mail is acceptable but not preferred.

Participation: will be evaluated on your contribution to class discussions. We will frequently begin class with a discussion. Sometimes I will ask for volunteers and other times I will call on people randomly, you must be prepared for every class. Student participation will be expected to be of a proper business attitude. Let's be gracious to one another. Instructor reserves the right to adjust grade for improper attitudes.

Copyright Statement: McCall College, a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside of the class may violate the law.

GEDPT035 Math for the Trades and Health Care

Disability Services Information: If you have specific physical, psychiatric, or learning disabilities and require accommodations, please contact the Student Services personnel as early as possible so that your learning needs may be appropriately met. You will need to provide current documentation of your disability to the Student Services Office. For more information, go to Student Services or call (208) 634-3456.

The Writing Center: The Writing Center, located in the first floor Student Services Center, is available by appointment with tutors who have graciously volunteered their time. Students and Instructors are invited to contact the Writing Center for feedback on writing projects, citation assistance, or other writing-related issues. Inquiries should be directed to the English / Creative Writing department. Ask about a tutor for Writing Center assistance or call (208) 634-3456.

Reading Assignments

- Assigned reading for each week is posted on the Course Schedule
 - Reading should be completed *before* class so that you may participate fully in the discussion
1. **Required:** essential for full participation in classroom discussion and exercises. Required reading assignments are listed in the class session pages.
 2. **Initiative:** you are encouraged to discover and share additional sources of pertinent input. Articles you may find in peer reviewed journals in the www.lili.com library databases may provide the most current thinking on many of the topics we will be discussing. These are meant to provide enrichment and may contain useful resources for your research papers. Optional articles are not listed on the Course Schedule.
 3. **Persistence:** you are expected to find a way to work around seeming roadblocks to learning.
 4. **Resourcefulness:** you are expected to creatively search for sources of information to support the learning and share with others. For academic honesty, remember to provide credit through full citation data.

<u>COURSE GRADES</u>	Attendance/Participation	00%
See Faculty	Assignments	00%
Handbook p. 39	Quizzes	00%
	Exams	00%

A 90% or better

B 80

C 70

D 60

NB Student did not attain minimum benchmark

Instructor retains the right to adjust the grading schedule.

EVALUATION AND GRADING

Following are the criteria that will be used to assign points to each of the major assignments. Each column shows the points that will be awarded based on the maximum points possible.

Grading Standard		Points
Superior = 'A' Grade	<p><i>Work is among the best in class, exceeds standard</i></p> <ul style="list-style-type: none"> • Projects accurately use appropriate tools and techniques, and generate results that are based on sound and complete analysis. Successfully and thoroughly address stated project goal (achieve what they said would be achieved) • Papers are comprehensive, accurate in content, well researched, and extremely well written. Effectively use and cite significant, appropriate resources (where appropriate). Writing is precise and accurate. • Presentations actively and continuously involve the class and facilitate significant learning using innovative and creative methods. Accurately researched using solid resources. 	90%+
Good = 'B' Grade	<p><i>Work is done to class standard</i></p> <ul style="list-style-type: none"> • Projects are complete and for the most part (but not entirely) use appropriate tools and techniques. Come to sound results regarding project goal, but show room for improvement (do not achieve all that was planned) • Papers are well written with no significant errors and are accurately based on texts and assigned readings with some use of additional resources. • Presentations actively involve the class using standard methods and activities resulting in effective learning. 	80 – 89.9%
Acceptable = 'C' Grade	<p><i>Work is significantly below class average</i></p> <ul style="list-style-type: none"> • Projects inaccurately use tools and techniques, or fail to accurately accomplish stated project goal. 	70 – 79.9%

GEDPT035 Math for the Trades and Health Care

	<ul style="list-style-type: none">• Presentations do not actively involve the class or fail to go beyond simply restating material obtained through minimum research.• Papers are incomplete, contain errors, do not accurately apply concepts from texts, or fail to have adequate or accurate references.	
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The final class grade will be based on the total points earned. The minimum number of points required for each letter grade is as follows:

This is a tentative syllabus. Activities, expectations, and schedules are subject to change without notice.

McCall College GEDPT030.