COURSE SYLLABUS

Technical Calculations

TECM 1303 48O1

3 - 0 - 3
Lecture - Lab - Credit

None
Prerequisite

This syllabus has been reviewed and is current on the date indicated.

Prepared By                        Date
Debra Bufkin                        8/20/2015

Reviewed By
Terra Alvarado                     8/20/2015
Division Director/Designee            Date
I. Instructor Information

Name: Debra Bufkin
Phone: (254) 559-7724  Text: (254) 263-0402

Campus Office: Breckenridge Campus #127
email: debra.bufkin@tstc.edu

Office Hours: M/W 10-11 & 2-3
OPEN Lab: W 11-12

Advisement Hours: n/a

Program Chair/Director: Terra Alvarado
Program Chair/Director email: terra.alvarado@tstc.edu

II. Class Times, Location
This is a completely online class. Note, however, that a proctored final examination is required. Students may take the final examination at no cost in one of the TSTC testing centers. If students do not live locally and have to test at another institution’s testing center, students will be responsible for paying any testing fees required.

You can access the college’s Moodle learning management system through the college portal or website, or directly by going to https://mycourses.tstc.edu. If you are having difficulty with this site, technical support is available by phone at 800-592-8784, by email at tstchelpdesk@tstc.edu, or via Yahoo Instant Messenger at tstchelpdesk.

III. Program Outcomes
A. Graduates are able to develop the ability to perform mathematical operations
B. Successful graduates solve problems
C. Graduates have acquired reading skills to complete mathematical problems

IV. Course Description & Introduction
This course is designed to give instruction in specific mathematical calculations required by business, industry, and health occupations.

V. Learning Outcomes
The student will:
A. Solve technical math problems using addition, subtraction, multiplication, and division.
B. Convert between whole numbers, fractions, mixed numbers, and decimals.
C. Perform calculations involving percents, ratios, and proportions.
D. Convert numbers to different units of measurement (standard and/or metric).
VI. Assessment Methods & Grading Policy
Students must complete a syllabus quiz with a 100% prior to starting any other course work in order to be marked as a “SHOW” in the course. There are six modules in Moodle. For each module, students will be given a pre-test. If the student completes the pre-test with at least a 95%, then they can move on to the next module and receive their pre-test grade for that module. If the student does not complete the pre-test with at least a 95%, then they will need to complete the homework assignments and post-test for that module. The homework grades and post-test grade will make up the grade for that module. Students must score a 95% on the post-test in order to move on to the next module. Students will take a cumulative, proctored final exam when all modules are completed with at least a 95%.

Grades will be assigned as follows:
- Syllabus Quiz  2%
- Modules 1-6  12% each (total of 72%)
- Final Exam  26%

VIII. Textbook/Reference Materials
None

IX. Additional Resources & Supplies
Scientific calculator; internet access

X. Class Participation Policy & Student Conduct
This is a self-accelerated course. However, it is very important that you keep up with the work and complete it in a timely manner. This is an online course, so regular communication with your instructor is expected. Please make sure to check your MyMail email account regularly.

Academic dishonesty will not be tolerated. Students who attempt to take credit for someone else’s work commit a serious offense. A first offense will result in the loss of credit for the assignment; a second offense will result in the loss of credit for the course.

XI. Safety
- Campus building occupants are required to evacuate buildings when a fire alarm activates. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy while receiving instructions. The nearest exit door may not be the door you used when entering the building.
- Students requiring evacuation assistance should inform the instructor during the first week of class.
- In the event of evacuation, follow the faculty’s or class instructor’s instructions.
• Do no re-enter the building unless given instructions by the Fire Department, Campus/Local Police, or Fire Prevention Services.

XII. Special Needs
If you have a documented disability that will impact your work in this class, please contact the ADA Coordinator, so that appropriate arrangements for your accommodations can be made. The counselor on your campus can assist you in this process. In accordance with the federal law, a student requesting accommodations must provide documentation of his/her disability to the ADA Coordinator. For more information call (325) 236-8292 or email amy.freeman@tstc.edu

XIII. Course Schedule
This is a self-accelerated, adaptive course. Each student’s schedule will depend on the pre-test results for each module.

All work must be completed by 5:00 PM on Thursday, December 10.

XIV. Instructor CV – Debra Bufkin

<table>
<thead>
<tr>
<th>Education</th>
<th>Date Earned</th>
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<tbody>
<tr>
<td>Name of Institution</td>
<td>Degree Earned</td>
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<tr>
<td>Tarleton State University</td>
<td>Bachelor of Science, Mathematics</td>
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<tr>
<td>Cisco College</td>
<td>Associate in Applied Arts</td>
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<thead>
<tr>
<th>Industry, Teaching or Training, and Other (Examples: publications and memberships)</th>
<th>Experience Relevant To Course</th>
<th>Date Ended</th>
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<tbody>
<tr>
<td>Description of Experience Related To Course</td>
<td>Date Began</td>
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<tr>
<td>Eastland ISD</td>
<td>Secondary Mathematics Teacher</td>
<td>2013-2015</td>
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<tr>
<td>Cisco College, Cisco Campus</td>
<td>Developmental Math Lab Instructor</td>
<td>2009-2013</td>
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<tr>
<td>Breckenridge ISD</td>
<td>Secondary Mathematics Teacher</td>
<td>2007-2009</td>
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<td>Breckenridge ISD</td>
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<td>2001-2002</td>
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<td>1997-2000</td>
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<td>Woodson ISD</td>
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<td>1993-1997</td>
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