

DMCP 160NC – Spring 2010

Section 66684 Tues/Wed: 9:30 – 10:40 am

Rm 809

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Instructor: Ed Braunhut

Office Hours:

M 9:30-10:30 am **Rm 1074**

F 8:00 – 9:00 am **Rm 1074**

**NUMERACY FOR CTE
DMCP 160NC**

REQUIRED MATERIALS

Calculator: TI-30XS Multi-View

Protractor, compass, mechanical pencil, good eraser, notebook

COURSE DESCRIPTION

An exploration of mathematical topics such as measurements, estimating, ratios, fractions, percentages, graphs, finance, and geometry needed to pursue careers in technical fields.

LEARNING OUTCOMES

After successful completion of this course, a student will be able to:

- Compare and contrast various systems of measurements and the situations in which they are used.
- Develop, analyze, and work with budgets and understand basic finance.
- Identify, analyze and compare mathematical relationships used in business and manufacturing.
- Analyze and compare graphs and measures used in statistical reports.

HOMEWORK

- Homework must be turned in at the **beginning** of the day it is due.
- Underneath each problem, **show all your work and your solution.**
- **Circle/box or highlight your answer.**
- You may confer with other students, tutoring center, etc. for help on homework; however, the idea is to learn the material so copying someone else's work is not acceptable.
- Late homework **will not be marked** and will receive at most half credit.

JOURNAL

- You need to write at least 3 paragraphs (roughly 16 sentences) in a journal or email to me about how you are using math. What kinds of issues are popping up as you work through the math assignments? How have you felt about math up until now? What kinds of experiences (good or not so good) have you had with math? How do you feel about your abilities to do math and why?
- I need to receive an email or journal entry by Tuesday of each week at the beginning of class.

TESTS

- A 5 minute quiz will generally be given each week at the beginning of class.
- There are two mid-term exams.
- A COMPREHENSIVE Final Exam will be given as indicated in the schedule.
- Show all work! A wrong answer might still receive partial credit for correct thinking. A correct answer with no work shown will not receive credit.
- Your calculator **may not** be used on quizzes, but may be used on most exams. Make-up exams will be given only if arrangements are made PRIOR to the exam date with a valid reason.

BREAKDOWN OF GRADES:

Homework	10%
Journal	10%
Quizzes	10%
Project	10%
Exam 1	20%
Exam 2	20%
Final Exam	20%

Class Rules and Regulations

By mastering the following, you will be adhering to the key rules and policies of the class:

- Show respect for yourself and others
- Cultivate patience and compassion. Developing yourself as a professional can be challenging inner work.
- Develop and follow the Traits for Successful Students (see below)

Digital Bridge Academy - Traits of Successful Students

One of the major goals of the Academy is to help you become a successful student. We've found that if students develop the traits listed below, they will achieve success in school. These traits will also bring success in your work, your long-term career, and your daily life. In order to help you develop these traits, we've created Academy policies that re-enforce them. All Academy faculty follow these policies in their classes. You will receive feedback on the following traits during the semester because these behaviors are as important to your career success as your academic and life skills abilities.

Trait #1: Successful students attend every class.

Successful students are dependable. College work is much more intense than high school. In the past, students who have missed class have found that it's very difficult to catch up. The Academy is special because all of the classes are linked and worked together.

But we also know that illness occurs and emergencies happen. If you have to be absent because of an illness, a death in the family, an ill child, childcare problems, official government appointments, or an accident on the freeway, please phone your instructor at least 30 minutes before class begins and **explain why** you won't be in class. Also, please call someone in your study group to find out what you missed. You will be expected to have all your missing work completed and to be caught up by the next class.

If you leave class early without discussing this with the faculty and receiving approval before the class begins **this will be counted as an absence.**

Two absences, in any one of your classes, will lead to a meeting with that instructor. To succeed, you need to be here. You need to come to all of your classes, not just some of them.

After four absences you will be asked to meet with the combined Academy Faculty. At that point you may not pass the course.

Trait #2: Successful students come to class on time.

Successful students are ready to learn when class begins. As a matter of fact, they usually get to class early. The Academy considers being tardy arriving 3 or more minutes after the class has started. After being late three or more times, in any class, students must talk to their instructor about why they are coming late and come up with a strategy to avoid it. **Three tardies equal one absence.**

Trait #3: Successful students take exams.

Sometimes an unavoidable absence may prevent you from taking a scheduled exam. **You are responsible for making up the exam if the instructor considers that possible.**

Trait #4: Successful students are prepared for class and complete their homework on time.

Successful students are ready to learn, care about school, are prepared and organized, and make and keep agreements. **Please do not bring food to class.** Finish your snacks or meals before class begins. You'll succeed in the Academy if you focus on completing all of your assignments on time. Unlike other classes at Cabrillo, Academy faculty coordinates the scheduling of your homework and the due dates for big projects. We have given you a college-level workload, one that we know you can handle.

Any late assignment will lose points and thus will lower the grade you will receive on the assignment.

Successful students do their own work. Using someone else's words, work, or ideas is considered plagiarism, and it is against the rules of both the DBA and Cabrillo College.

The plagiarism policy, from the *Cabrillo College Catalog*, is as follows:

“Plagiarism is the conscious or inadvertent failure to identify the contributions of others. It occurs when someone borrows any part of another's work and submits it, uncredited, as his or her own work. A failure to credit others may result in one or more of the following: a student receiving a failing grade on the assignment, a failing grade for the course, or suspension from college enrollment. Students are expected to know how to credit sources, how to quote

and paraphrase, and how to avoid plagiarizing the work of others. If you are unsure, ask your instructor for assistance before you submit your work for credit.”

For example, if you have taken an exam in a class and your answers are very similar to another student’s then this may be considered plagiarism and may result in the consequences listed in the previous paragraph. Cabrillo has a website on recognizing and avoiding plagiarism: <http://www.cabrillo.edu/services/writingcenter/Plagiarism.html>. San Jose State University has another one: http://www.sjlibrary.org/services/literacy/info_comp/plagiarism.htm

Trait #5: Successful students pay attention in class, stay focused and do not distract others from doing their work. You’ll get the most out of your classes if you concentrate and keep engaged, if you share in class, if you respect others in the class, and if you openly acknowledge the help others give to you. When you engage in distracting behavior, you prevent yourself from learning and can cause problems for other students too. **Disruptive behavior is anything that disturbs other students so they can’t learn or disturbs the faculty so we can’t teach.** Here are some examples:

- Not listening or participating in side conversations while someone else is talking
- Interrupting others, swearing in class or walking out of class
- Talking out loud during quiet time or reading magazines during class
- Putting down, making fun of classmates or the teacher, or name calling
- Making sexual innuendos about classmates
- Leaving in the middle of class to feed the parking meter or move your car

Remember, these are only examples and we haven’t thought of everything. The instructor will determine whether a behavior is a distraction to students or teacher. **We have zero tolerance for physical violence or threats, and any form of sexual harassment and can lead to immediate expulsion from the Academy.**

Handling Disruptive Behavior:

The following are the steps taken in the Academy to deal with disruptive behaviors. Faculty may skip steps if they feel a situation warrants it.

1. If you do something that is disruptive, Academy faculty will take you aside and talk to you about it. If it’s for something minor, the instructor will give you a verbal warning about the consequences of continuing that behavior.
2. If the disruptive behavior occurs again you’ll be given another verbal warning and a reminder of the consequences of continuing that behavior.
3. The third time the disruptive behavior occurs, you’ll be asked to leave class that day. This will be counted as an absence. You’ll also need to come to the Academy faculty’s weekly meeting to discuss your written answers to questions about what can be done to help you improve your behavior.
4. **If disruptive behavior continues you may be asked to leave the Academy.**

Cell phones should be turned off during class. If you have a sick child or some other emergency that requires that your phone stay on, tell your instructor **in advance**, before class begins and set the

phone to vibrate. Remind the instructor quietly why you have to take the call and leave the room to talk. Return as soon as the call is complete. If you answer your cell phone or let it ring when it's not an emergency and you have not told your teacher in advance, the same four steps as listed above will apply.

If you find that you are having trouble paying attention in class and staying engaged, don't hesitate to talk to Academy faculty about it. We have lots of tricks to share with you about how to get the most out of your classes. We also have sympathetic ears and want to know about whatever may be going on that's preventing you from focusing. Successful students get enough sleep and eat a balanced diet.

Be Prepared for Class – Tools Needed

- Notebook, lined paper, and writing tools (pen & pencil)
- This syllabus and reader which has the assignments and readings for the course.
- Handouts needed to complete assignments.
- *Patience. Kindness. Hard work.*

Notes:

"As required by the Americans with Disabilities Act (ADA), accommodations are provided to ensure equal opportunity for students with verified disabilities. If you have a disability that requires accommodations for this class, please contact the Learning Skills Program at 479-6220 (for students with learning disabilities and Attention Deficit Disorder) or Disabled Student Services at 479-6379, to make arrangements as soon as possible."

"Cabrillo College is committed to providing students and employees alike with a drug-free environment for both work and study. All members of the college community are encouraged to be actively involved in the prevention of alcohol and other drug abuse. Prevention, education, and early intervention programs are available, along with counseling and referrals to appropriate mental health and medical services."