NAME: TECHNICAL MATHEMATICS

COURSE: TECM 1303.IN

CREDIT: 3 HOURS

PREREQUISITES: NONE

COURSE DESCRIPTION: A review of mathematical functions including fractions, decimals, perimeters, areas, volumes of geometric figures, certain algebraic/trigonometric functions, descriptive geometry, use of measuring instruments, and others as required by the drafting occupation for successful on the job performance.

A. GENERAL INFORMATION:

1. Schedule: See the Assignment and Exam Schedule
3. Equipment TI-30 X IIs Calculator (provided by Instructor)

B. INSTRUCTOR:

1. Mary Marrow
2. Office #: N109
3. Phone #: (281) 513 - 3158
4. E-Mail: Use the WEBCT e-mail
5. Office Hours: Posted

C. COURSE OBJECTIVES:

1. Learn problem solving skills using mathematics.
2. Increase mathematical skills required in the Drafting field.
   3. Learn to use a calculator, compass and other instruments used in the Drafting field.
   4. Learn how to calculate areas and dimensions of objects using trigonometry and geometric formulas
NAME: 

D. IMPORTANT DATES:

- Last Day to Withdraw April 10, 2007
- Last Class Day April 27, 2007
- Spring Break March 11-18, 2007
- Spring Holidays April 6-9, 2007

E. ADDITIONAL INFORMATION (PLEASE READ CAREFULLY!):

1. EXAMS - Two course exams are given in the semester and will originate from the Section Tests. Students must request the test password by a WEBCT e-mail to the instructor. The exams will shut off at 9:00pm on the date listed in the schedule, so allow plenty of time to complete the exams.

   NO MAKEUP EXAMS ARE GIVEN.

2. WEEKLY ASSIGNMENTS - Exercises will be given as assignments for the assigned sections in the book. The assignments will be due each week and must be turned in by 9:00pm on the due date.

3. ASSISTANCE - If you need assistance, try the math websites listed under the help section first. If you are still struggling, please e-mail or call your instructor as soon as possible and let him know.

4. Tip to Students: Do not fall behind in your work. This is a fast paced course and it is easy to get behind. Set yourself days and times to complete the work and stick to them. Try to stay ahead of the schedule if possible. Call your instructor if you need help and don’t wait until the end of the course to seek help.

5. ATTENDANCE - Students may complete this course in less than 16 weeks. Attendance is mandatory to pass this class. Attendance consists of completing the assignments on time for the week. If you know you are going to miss an assignment date for a valid reason, notify the instructor as soon as you find out. As we have done many times in the past, we will work with students if they have a valid reason and they notify us as soon as they know they are going to miss an assignment. Students may complete this course in less than 16 weeks.

6. LATE WORK - ALL WORK MUST BE COMPLETED BY 9:00 PM ON THE ASSIGNED DEADLINE. NO LATE OR INCOMPLETE ASSIGNMENTS WILL BE ACCEPTED. NO MAKEUP EXAMS ARE GIVEN.

7. EXCEPTION (INCOMPLETE) An "I" (a grade of Incomplete) can be given only when there are extreme circumstances that prevent the student from being unable to complete the all required course work. The student
must notify the instructor in writing, as soon as they know they cannot complete the course in
the required time. The remaining work must be turned in to the instructor within the first two
weeks of the following semester. Failure to do so will result in an automatic grade of "F".

8. EXCESSIVE ABSENTEEISM – Students, who miss three (3) or more assignment
deadlines, automatically fail the course unless they withdraw prior to the drop deadline. It is
the student's responsibility to fill out the paperwork and officially withdraw from the course prior
to the drop deadline. This is generated through the ACC Admissions and Advising Office (218-
756-3530). The Drafting Technology Department does not automatically drop a student
because of absences or missed assignments.

9. CELL PHONES AND PAGERS - Cell phones or pagers will only be allowed in the
classrooms for emergency situations. Students must get approval from the instructor prior to
bringing cell phones or pagers in to the classroom and then these items must be kept in silent
or vibrating mode at all times. Any violations of this rule will result in expulsion from the
classroom. Repeated violations will result in the student’s permanent removal from the course.
Disruption of any class will not be tolerated. Students who intentionally disrupt a class will be
warned once. A second disruption will result in permanent removal from the course.

10. GRADES- Grades can be viewed on line at www.alvincollege.edu, under the WebAccess
icon. Students should make sure their username and password are functioning on WebAccess
prior to the last week of this class. WebAccess passwords can be changed by calling 281-756-
3544. Grades are normally available for viewing two weeks after the end of the class. All
assignments and the two exams will be given out through WebCT. WebCT passwords can be
obtained by calling 281-756-3728 or de@alvincollege.edu.

11. CHEATING- Cheating will not be tolerated. Students caught cheating will receive a grade
of “F” for this course. See attached Alvin Community College policy on academic integrity.

12. ACCOMMODATIONS- This college will adhere to all applicable federal, state, and local
laws, regulations, and guidelines with respect to providing reasonable accommodations as
required to afford equal educational opportunity. It is the policy of ACC to provide reasonable
accommodations for qualified individuals who are students with disabilities. It is the student’s
responsibility to contact the Counseling Center in a timely manner to arrange for appropriate
accommodations.
G. EVALUATION:

1. Grading System:

90-100-------A
80-89--------B
70-79--------C
60-69--------D
Below 60---F

H. Course Outline: See Attached Assignment Schedule.

Alvin Community College
Code of Academic Integrity and Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

What is Academic Dishonesty?
Academic dishonesty is any form of cheating and/or plagiarism which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Kibler, W. L., et al, Academic Integrity and Student Development: Legal Issues and Policy Perspectives, Ashville, North Carolina: College Administration Publications, 1988, pp. 1-3.

Cheating includes, but is not limited to the following:
1. using any sources not authorized by the instructor (textbooks, notes, the work of other students, etc.) to complete examinations or other assignments;
2. using unauthorized electronic equipment during an examination or other assignment;
3. submitting work presented previously in another course, if contrary to the rules of either course;
4. altering or tampering with grades.

Plagiarism includes, but is not limited to the following:
1. using the ideas and/or words of another person without giving that person appropriate credit;
2. representing another’s artistic or scholarly works (i.e., musical compositions,
computer programs, photographs, paintings, drawings, sculptures, etc.) as your own;
3. submitting a paper purchased from a research paper service, including the Internet;
4. using undocumented Web source(s).

Other Specific Examples of Academic Dishonesty
1. allowing another student to copy from your paper during a test;
2. giving your homework, term paper or other academic work to another student to plagiarize;
3. having another person submit any work in your name;
4. lying to an instructor or college official to improve your grade;
5. altering a graded work after it has been returned, then submitting the work for re-grading;
6. stealing tests;
7. forging signatures on college documentation;
8. collaborating without permission of the instructor;
9. giving false or misleading information to an instructor in an effort to receive a postponement or an extension on a test or other assignment;
10. accessing computerized college records or systems without authorization
11. providing material or information to another person with knowledge that such aid could be used in any of the violations stated above.

Students are expected to report incidents of academic dishonesty to the instructor, department chair, division chair, or college administrator.

Consequences of Academic Dishonesty at Alvin Community College
Students who commit acts of academic dishonesty not only receive college sanctions, but possibly jeopardize future employment and educational opportunities. Graduate and professional degree programs and employers may request information from the college regarding a student’s disciplinary record in an effort to investigate moral and ethical character.

According to college policy, academic and/or administrative sanctions may be applied in cases of academic dishonesty. In all cases, students will have a right to due process. Students charged with academic dishonesty may not withdraw from a course in which the charge is pending or in which a finding of academic dishonesty has been made.

Instructors must complete an Academic Dishonesty Incident Report for any student charged with conduct violations. The following sanctions may be imposed by the course instructor:

assign a reduced grade on assignment, paper, project or exam;
assign a failing grade on assignment, paper, project or exam;
lower the grade in the course;
assign an F in the course.

Students who receive a sanction for academic dishonesty will also receive a disciplinary reprimand. The reprimand will be entered on the student’s disciplinary record.

The student may request a Disciplinary/Administrative Hearing by contacting the Director of Admissions and Academic Advising within seven days of the Academic Dishonesty Incident Report’s mailing date. If a hearing is requested, the course grade will be “Incomplete” until the outcome of the hearing is finalized. Cheating is classified by the Alvin Community College Student Handbook as a Class II offense and offenders are subject to the penalties described under the section, “Measures to Enforce Standards of Student Conduct.” Pending the outcome of the hearing, the student will receive one of the following actions:

- be exonerated of the charge;
- receive the instructor assigned sanction and a disciplinary reprimand;
- receive disciplinary probation with or without specified conditions;
- receive disciplinary suspension with or without specified conditions;
- be expelled from Alvin Community College (repeat offenders).

The Director of Admissions and Academic Advising maintains a record of students who have engaged in academic dishonesty. This information is used to identify and track repeat offenders. A record of conduct violations shall be maintained for a period of five years from date of the last entry concerning any disciplinary action. Permanent records are maintained in cases of suspension or expulsion.