

COURSE SYLLABUS

Fall Semester 2017

TECM 1301 (3:2:4)

Course Title: Industrial Mathematics

Heating, Air Conditioning and Refrigeration Technology

Industrial Technology Department

Technical Education Division

South Plains College

Levelland Campus

Instructors: Benny Morris, Randy Redman

Office location: Metals Technology 24

Phone: 806-894-9611 Ext. 2354 or Ext. 2353

Office hours: 2:00 p.m. to 3:00 p.m.; Monday through Friday

ACCOMODATIONS - Special Requirements

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) 716-4606, or Levelland (Student Services Building) 716-2577.

EQUAL OPPORTUNITY

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.

Campus Concealed Carry syllabus statement:

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

I. Course description:

Refer to SPC Course Catalog

Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem solving techniques for equations and ratio/proportion applications.

II. Attendance Policy:

A. South Plains College Attendance Policy

Excessive absences are a serious problem, and as a part of technical training good attendance habits are necessary. Positive steps will be taken in this program to develop these habits. The employer demands good work habits, and in order for the student to learn good work habits our attendance policy will require punctual and regular attendance.

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

Absence for Military Service

In accordance with Texas Education Code Section 51.9111, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board as “no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.” The student will be allowed a reasonable time after the absence to complete assignments and take exams.

Religious Holy Days

In accordance with Texas Education Code Section 51.911, South Plains College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence. Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the semester in which the absence will occur. Forms for this purpose are available in the Dean of Students Office along with instructions and procedures. “Religious holy days” means a holy day observed by a religion whose place of worship is exempt from property taxation under Texas Tax Code Section 11.20.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account.

- B. An absence is defined as a student entering class after the scheduled class/lab begin time or a student leaving before the scheduled class/lab end time.
- C. A student is allowed three absences. Students exceeding three absences will automatically be given a failing grade.
- D. The attendance policy of this class and program area will be as follows:
 - No excused absences except for**
 - A. Military service**
 - B. Official trip authorized by the college**
 - C. Documented religious holidays as defined by SPC course Catalog.**

E. Unexcused absence Make-up Policy:

A student will only be allowed to make-up tests and assignments for extenuating problems such as surgery, severe illness, pregnancy and family emergencies. The

student is responsible for providing satisfactory evidence to substantiate the reason for the absence within two working days of the absence to the instructor. A grade of zero will be given to tests and assignments if the student fails to meet these requirements. A student meeting these requirements will be provided a make-up class, not to exceed 30 days after the absence. A make-up class including tests and assignments will not be given during the course's scheduled class/lab time but on a specific date and time as scheduled by the instructor. A grade of zero will be given to tests and assignments if the student does not attend the make-up class. A student attending a make-up class does not constitute an excused absence and the original absence will not be dismissed. Students cannot attend more than three make-up classes.

Dates and times of make-up class.

1/29/16 2:50 – 4:00
2/12/16 2:50 – 4:00
2/26/16 2:50 - 4:00
3/11/16 2:50 – 4:00
3/25/16 2:50 – 4:00
4/08/16 2:50 – 4:00
4/29/16 2:50 – 4:00

III. Academic Integrity

Refer to SPC Course Catalog and the Student Handbook

IV. Student Conduct

Refer to SPC Course Catalog and the Student Handbook.

V. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

Only closed toed shoes, long pants, and sleeved shirts will be allowed in the classroom or in the lab. No shorts, sunglasses, sandals, or tank tops will be worn. Safety glass' and gloves are required.

Assignment Policy

Classroom assignments:

1. Chapter assignments will be given by the instructor. Questions at the end of the chapter will be graded on a percent basis, and must be completed above 70% correct.
2. Tests on chapter assignments will be given by the instructor at his option. Tests will be graded on a percent basis.
3. Both a Written and Practical Final examination will be given.
4. Due dates for assignments and exams are non-negotiable, and late work will be penalized 10 percent per class period up to a maximum of three class periods. After three class periods have been exceeded the assignment grade will be zero.

Lab Assignments:

1. A Student's competency will be evaluated by the instructor before accessing the lab, lab equipment and tools.
 - a. Pass a written safety exam with a minimum grade of 80%.
 - b. Pass a practical exam demonstrating acceptable psycho-motor skills
1. The student will demonstrate his knowledge of the subjects by completing Lab Assignments with 100% accuracy. These Lab Assignments are Cognitive in nature, and will be evaluated by the Instructor.
2. Additional Lab Assignments will be given to evaluate the Psycho-motor skills of the Student. The instructor will also evaluate these.
3. A minimum number of Lab assignments are required and must be completed.
4. Students will be assigned individual and group lab projects. Students are prohibited from participating in projects not assigned to them.
5. Late work will not be accepted. Anything turned in after the due date will receive a zero for that assignment.

Tool Room Assignment:

1. Each student will be assigned to the tool room by alphabetical rotation.
2. Only the Instructors and the assigned student are allowed in the tool room.

Grading Policy/Procedure and/or methods of evaluation.

1. Grades are compiled in the following manor:

Online Lab	20%
Tests	20%
BLACK BOARD Quiz	15%
Classroom Lab	20%
Final Exam.	25%
TOTAL	100%

Grading	100% to 90%	=	A
	89% to 80%	=	B
	79% to 70%	=	C
	69% below	=	F

2. Students will be graded on Course Scan Competencies and Foundation Skills. Points will be deducted from the total grade for not meeting minimum requirements.
3. A student will be given a failing grade if a student is consistently late to class and/or lack of motivation that is distracting to others. In accordance with SCANS and Foundation Skills listed below.

Electronic course access

- a. All students must access Blackboard and EdReady the first week of the course.

Tutoring Policies

Students who do not pass their first exam will be required to attend three hours of tutoring each week until they pass their next exam. This is a course requirement and will be reflected in the course grade.

- i. Resources available to all students; Blackboard course with information about study skills and strategies, how to use EdReady and ETS Success Navigator, campus resources, and how to use tutorial services effectively.

Learning Outcomes

End-of-Course Outcomes: Convert between decimals and fractions; use measuring tools; calculate ratios and proportions in a technical application; transpose linear equations to solve for unknowns.

Course outline, required text and materials.

To be handled on the first day of Class.

VERIFICATION OF WORKPLACE COMPETENCIES

A Capstone Experience Written and Practical examination tests will be given at the designated exit points. These tests must be completed with a grade of 70 or better before Certificates or Associate of Applied Science degree credits can be given.

SCANS and Foundation Skills.

Appropriate Competencies and Foundation Skills set forth by the Secretaries Commission on Achieving Necessary Skills appointed by the Secretary of Labor to determine the skills that people need to succeed in the world of work. These have been integrated into the RACST training program.

Specifically they are:

Work-place Skills: C1-C3-C4-C5-C6-C7-C9-C11-C14–C18-C19

Foundation Skills: F3-F4-F5-F7-F13-F15-F17

References and methods are detailed in the SCANS document filed in the office of the coordinator of the Refrigeration, Air Conditioning Service Technology program.

A. SCANS COMPETENCIES

a) RESOURCES: Identifies, organizes, plans and allocates resources.

- C-1 **TIME**—Selects goal—relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C-2 **MONEY**—Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C-3 **MATERIALS & FACILITIES**—Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES**—Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

b) INFORMATION—Acquires and Uses Information

- C-5 Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to Process information.

c) INTERPERSONAL—Works With Others

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves clients/customers—works to satisfy customer’s expectations.
- C-12 Exercises leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates-Works toward agreements involving exchanges of resources resolves divergent interests.
- C-14 Works with Diversity-Works well with men and women from diverse backgrounds.

d) SYSTEMS—Understands Complex Interrelationships

- C-15 Understands Systems—Knows how social, organizational, and technological systems work and operates effectively with them
- C-16 Monitors and Correct Performance—Distinguishes trends, predicts impacts on system operations, diagnoses systems’ performance and corrects malfunctions.
- C-17 Improves or Designs Systems-Suggests modifications to existing systems and develops new or alternative systems to improve performance.

e) TECHNOLOGY—Works with a variety of technologies

- C-18 Selects Technology—Chooses procedures, tools, or equipment including computers and related technologies.
- C-19 Applies Technology to Task-Understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment-Prevents, identifies, or solves problems with equipment, including computers and other technologies.

B. FOUNDATION SKILLS

a) BASIC SKILLS—Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing—Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic—Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics—Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening—Receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking—Organizes ideas and communicates orally.

THINKING SKILLS—Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason

- F-7 Creative Thinking—Generates new ideas.

- F-8 Decision-Making—Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F-9 Problem Solving—Recognizes problems and devises and implements plan of action.
- F-10 Seeing Things in the Mind’s Eye—Organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn—Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning—Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

b) PERSONAL QUALITIES—Displays responsibility, self-esteem, sociability, self-management, integrity and honesty

- F-13 Responsibility—Exerts a high level of effort and preservers towards goal attainment.
- F-14 Self-Esteem—Believes in own self-worth and maintains a positive view of self.
- F-15 Sociability—Demonstrates understanding, friendliness, adaptability, empathy, and politeness in-group settings.
- F-16 Self-Management—Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F-17 Integrity/Honesty—Chooses ethical courses of action.