

**BERGEN COMMUNITY COLLEGE
SCHOOL OF MATHEMATICS, SCIENCE AND TECHNOLOGY
DEPARTMENT OF DEVELOPMENTAL MATHEMATICS**

COURSE SYLLABUS

MAT-012 ACCELERATED BASIC MATHEMATICS

INSTRUCTOR: _____ **OFFICE** _____

EMAIL: _____ **PHONE:** _____

COURSE DESCRIPTION: Basic Mathematics is a study of the fundamental operations of arithmetic, intended for students whose placement examination indicates a need for a review of arithmetic skills. Topics include computation with and applications using whole numbers, fractions, decimals, ratios, percents, and integers.

The course goal is to facilitate the students' insight into the structure of the number system, acquisition of the computational skills needed in working with various types of numbers, and proficiency in solving verbal problems and real life applications.

MAT-012 is an accelerated computer assisted class designed to provide the necessary reinforcement needed to complete the Basic Mathematic requirements.

CREDITS/HOURS: 1 credit (non-degree) 1 hour computer lab

STUDENT LEARNING OUTCOMES: **Upon successful completion of this course the student will be able to:**

1. Compute with whole numbers, fractions, decimals, and integers;
2. Apply the rules of order of operations to simplify numerical expressions;
3. Demonstrate the use of ratios, proportions, and percents;
4. Calculate the perimeter and area of rectangular figures;
5. Calculate the mean of a set of numbers;
6. Demonstrate the use of estimation skills to judge the reasonableness of a result;
7. Solve application problems.

ASSESSMENT MEASURES: In order to pass MAT-012, students must:

1. complete the MyMathTest pre-test, study plans
2. receive 80% mastery on each section post test
3. not exceed the one absence limit
4. complete the course within 7 weeks
5. achieve a passing grade on the final.

MATERIALS: **MyMathTest, “Individualized Software Program”, Pearson Publishers**

COURSE REQUIREMENTS: Students **MUST** work on the MyMathTest program during their MAT-012 class. Students **MUST** put in at least 45 minutes of “in college” lab time and 30 minutes of “at home” lab time for each class.

COURSE GRADE: **Grades will be administered as a result of their grade on the final.**

90-100	A
87-89	B+
80-86	B
77-79	C+
70-76	C
0-69	F

Students will have the opportunity to retake the final if a passing grade is not achieved on the first attempt.

ELECTRONIC DEVICES: The Department of Mathematics prohibits the use of cell-phones, PDA's, laptops, headphones, IPODs and other such devices in mathematics classes unless otherwise specified by the grading policy provided by the instructor at the beginning of the semester.

BCC Attendance Policy:

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

Developmental Mathematics Department Attendance Policy:

A student who exceeds the allowable number of absence total of more than one, and does NOT make up the missed lab, may be given an "E" grade. Students absent more than 1 time may make up the missed class by doing at least 1 hour of the MyMathLab program in the Math Walk-In Center, A-113.

***Two late arrivals or two early departures will equal one absence.**

EXTRA HELP:

The Henry and Edith Cerullo Learning Assistance Center (CLAC), L-125, is a source of tutorial assistance in understanding operations of basic mathematics and in problem solving. For an exact schedule, call 201-447-7489.

Math Walk-In Center, A-113, offers tutorial support in a collaborative setting.

The CLAC at the Meadowlands, Room 202. Tutors are available to aid in the understanding and reinforcement of the course material learned in class. Practice worksheets are available. Hours will be posted on the door. For an exact schedule, call (201) 493-4096 or visit <http://www.bergen.edu/current-students/tutoring/testing-and-tutoring-at-the-meadowlands>

FACULTY ABSENCE PROCEDURE: "CLASS CANCELLATIONS" may be found by clicking on "Current Student" followed by "Class Cancellations" on the Bergen Community College website, www.bergen.edu. A list is also posted in a glass case near A-129, the main corridor on the first floor, and in Ender Hall. Students may consult these listings before going to class. If a cancelled class is not listed, it should be reported to the Dean's Office (A-325) or the Adjunct Office (C-100).

Students who require accommodations in accordance with the Americans with Disabilities Act can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit them at <http://www.bergen.edu/oss>

The BCC food pantry is available to meet the urgent needs of members of our campus community. The Food Pantry provides non-perishable food items, toiletries, and additional support services in an environment that emphasizes discretion and confidentiality. Anyone needing assistance is encouraged to visit HS-100 (Office of Health Services) Monday through Thursday 9am-9pm. Donations will also be accepted in HS-100.