

OGLALA LAKOTA COLLEGE
COURSE SYLLABUS & ADMINISTRATION
Spring 2013
Rebuilding the Lakota Nation through Education
Wounspe Ihuniyan Hci Lakota Oyate Kin Akta Ic'icakagapi Kte Io

Name of Course:	Occupational Math
Course Number:	OMath 113
Department:	Applied Science
Credit Hours:	Three (3)
Location, Day, & Time:	Applied Science Conference Room at Piya Wiconi
Instructor's Name:	Grady Brunch
Phone Numbers:	Work 455-6080, Piya Wiconi Office Hours are M-F 2:00-2:30 pm

Course Description: This one-semester course helps students develop mathematical skills needed in the occupation that they are seeking. It provides a comprehensive coverage of the basic computational skills and their applications. The course is developed to meet not only the needs of the traditional post-secondary student, but also the needs of the mature student whose mathematical proficiency may have declined during years away from formal schooling.

Prerequisites:

None

Required Text and Materials:

- Financial Math Review – Gerver & Sgroi, Thomson South-Western, 2005
- Notebook paper with writing instruments and business calculator.
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Learning Outcomes:

1. Students should understand the basic mathematical concepts and methodology that supports most business activities and analysis.
2. Students will understand and use skills and /or techniques to compete in business activities throughout their lives.
3. Students will feel confident in manipulating numbers, fractions, percentages, graphs and basic equations that are required for success in all major business fields, such as accounting, economics, finance, management and computer technology.
4. In addition, these mathematical and analytical skills will be of great value in your personal activities, such as balancing your checkbook, applying for and paying off loans or home mortgages, buying insurance policies and dealing with credit cards.
5. Students will learn to read, analyze, and interpret financial reports.
6. Students will understand how to dissect and solve word problems.

Homework: Each student should expect to spend two (numpa) to three (yamni) hours out of class on reading and homework assignments each week, for every hour of class time (each credit hour), in order to perform satisfactorily. However, every student differs in their individual skills, educational background, experience, capability and personal goals; so the amount of time you must dedicate to out of class work can vary significantly from this national average.

Reading Load: Reading will include approximately one (wanji) to two (numpa) chapters per week, plus handouts and homework as assigned.

Type & Amount of Writing Load: Moderate writing is required. Homework may consist of mathematical computations in reference to finance. In addition, there will be exams, class exercises/quizzes that may include essay-type questions.

Lakota Perspective Provided Through: Conducting this course based on the values of mutual respect and generosity, seeking to advance each individual's knowledge through their continuing hard work (fortitude) and willingness to learn new information and viewpoints, as well as to demonstrate it, by speaking in front of the group (bravery); all undertaken in an environment of complete truthfulness, trust and integrity. Wounspe wicakiyapi ki iglutanyan ihani unpi kun hena itan waunspe tokeca uha ayin kte. We will do this by embracing the teaching of our ancestors as we learn new ways.

Evaluation and Grading: You will be assessed on the amount of knowledge you gain and your ability to apply the concepts to various problems and scenarios (competency); as assessed through homework assignments, in-class exercises, quizzes and examinations. The minimum "core knowledge" you should gain is outlined and bulleted at the beginning of each chapter, under "Chapter Objectives"; you should also understand all the information discussed under "Important Terms" and "Discussion and Review Questions." Your overall grade will be derived from these assessment instruments and weighed as follows:

Homework	40%
Chapter Tests, Quizzes and Problems	60%

A = Superior Quality Work = Demonstrated concept mastery by scoring 90% or better.

B = Good Quality Work = Demonstrated concept mastery by scoring 80-89%.

C = Satisfactory Quality Work = Demonstrated concept mastery by scoring 70-79%.

D = Marginal Quality Work = Demonstrated weak concept mastery by scoring 60-69%

F = Demonstrated concept mastery below the acceptable mark of 59%, which is well below what may be required in the business world.

I = Incomplete Work = A student may receive an incomplete grade only if it has been discussed with the instructor and the instructor deems this as justifiable. If this decision is reached, then the student must fill out an application form, which you may ask for, from the counselor or director at the college center. (See Student Handbook)

W = Withdrawal = A student may withdraw from a course by filling out a Drop Card to be recorded by the Registrar. The student must sign this form if you drop yourself. A Drop Card may/can be filled out and signed by a counselor/instructor for lack of attendance.

Homework has a designated due date. Late homework will lose points when accepted after its due date. If you will be absent make arrangements to get the homework assignment prior to your absence so that it may be turned in on time. In the situation of an emergency you will have two days after the due date to get the assignment turned over to the instructor. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

College Policy on Grading and Change of Grades:

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 9 and 10

Course Requirements, Expectations or Students: Because OLC offers classes in three-hour blocks once per week, (for everyone's travel convenience), if you are absent from one OLC class session, it's like missing three classes at another college. (See student handbook).

- Unannounced quizzes and graded in-class exercises will be given; content can include any course material assigned, up to and including the current session.
- Your homework assignments must be turned in on the dates due to get full credit.
- You are expected to participate in class discussion; this provides evidence of your interest in and preparation for the class. It also helps gauge the effectiveness of the instruction and everyone's level of comprehension of the material presented. Most importantly, fellow class members benefit from your opinions and insights; in addition, the questions you ask may be about the same topic with which other students are having difficulty, so by helping yourself you also help them.
- If the Instructor is not present at the beginning of the class, and the College Center Staff has not heard from the Instructor, you should wait at least 30 minutes past the normal start-time and then if the Instructor has still not arrived, you may leave.

Attendance and Tardiness

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 8

Policies on Academic Honesty

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 43

Standards of Conduct Policy

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 38

ADA Policy

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 37

Course/Instructor Evaluations

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf (will be added this spring)

Electronic Information Resources Acceptable Use Guidelines

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf see page 41

Institutional Review Board

http://www.olc.edu/local_links/policymanual/Section_70-79/74-000.php

Disclaimer: Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Oglala Lakota College and any student. The instructor reserves the right to make changes in course content or instructional techniques without notice or obligation. Students will be informed of any such changes. Additional student rights and responsibilities are outlined in the Student Handbook.

http://www.olc.edu/~wwhitedress/studentservices/Docs/OLC_Handbook.pdf