

MATH 095 BASIC ARITHMETIC SKILLS

Syllabus

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COURSE CREDIT:

Three Semester Hours

COURSE MATERIALS:

To order textbooks or obtain information about book titles you may go to www.exstudies.adams.edu and click on the “ASC Bookstore” icon.

Use **Section Number: 936** to order books from Bookstore site.

Required Textbook:

Martin-Gay, K. Elayn. *Prealgebra*, fourth edition. Pearson Prentice Hall, 2004.
ISBN: 0-13-144447-6

Optional Textbook:

You may find the Student’s Solutions Manual (ISBN: 0-13-144539-1) and the Student’s Study Guide (ISBN: 0-13-144538-3) to be valuable resources for this course. Both are published by Pearson Prentice Hall.

COURSE DESCRIPTION:

Numeration, operations on whole numbers, factoring, prime numbers, arithmetic operations, decimal numerals, percent, measures, ratio and proportion, and averages. Course is graded on a pass/fail basis and does not provide credit toward Bachelors degrees.

COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES:

The student will:

- Review elementary arithmetic of integers: numeration, operations on whole numbers, factoring, prime numbers, arithmetic operations.
- Review arithmetic of rational numbers.
- Review decimal notation and percents.
- Be introduced to the properties of the real number system.
- Develop the central ideas of arithmetic including fractions, ratio and proportion, averages, roots, and units of measurement.
- Review topics from geometry.

COURSE REQUIREMENTS:

In this course, I expect that you will read each section of the chapter and then work all exercises at the end of each section. You will then be required to complete a list of exercises from each chapter and submit them to me for grading. In addition, there will be three proctored exams and a proctored comprehensive final exam.

GRADE DISTRIBUTION AND SCALE:

In alignment with ASC academic policies, no D may apply to a major or minor field. However, this course does not provide credit toward Bachelors degrees.

Grade Distribution:

Chapter Assignments	25%
3 Proctored Exams 15% each	45%
Proctored Comprehensive Final Exam	<u>30%</u>
Total Points	100%

Scale:

This course is pass/fail. Students must achieve an overall course grade of 70% or higher to pass. In addition, the final exam score must be 55% or higher.

90-100%	A	
80-89%	B	
70-79%	C	70% or higher = Pass
60-69%	D	69% or lower = Fail
59% and below	F	

COURSE INSTRUCTIONS

1. You may not use a calculator of any kind on any of the chapter assignments or exams for this course.
2. All exams are closed-book exams to be taken under the supervision of an approved proctor. Refer to the Guidelines for Proctored Exams and submit your Exam Request Form for individual exams three weeks BEFORE planning to take the exam. You should wait for your graded assignments to be returned before taking the exam over that work.
3. Partial credit may be given on all chapter assignments and exams, so it is imperative that you show all your work.

This is a remedial course equivalent to eighth-grade level arithmetic that is necessary for understanding college level mathematics. This course does not provide credit toward Bachelors degrees. The primary goals of this course are:

- To help you acquire and/or renew an understanding of fundamental arithmetic concepts.
- To assist you in applying these concepts and skills to solving problems.

The material for this course has been split into nine lessons. For each lesson you will read and study one chapter made up of several sections and work on exercises from those sections. There is a common saying among teachers of mathematics, "In order to learn mathematics, you must do mathematics." This means that if you want to be successful in a mathematics course, specifically in this mathematics course, you must practice by working lots and lots of problems in the text. I recommend that you work all of the exercises at the end of each section, but at the very least you should work all the odd numbered exercises, before beginning the assigned problems for each section. If you have any difficulty with the content of the course, please contact me immediately. I am here to assist you in learning the material.

There are practice exams at the end of each chapter that will prepare you for the type of exams you will take in this course. Even though this practice exam is not proctored, you should treat it like a regular exam. Put yourself into an exam situation, in a quiet place where you can complete the exam all at once without interruptions, don't use your notes or flip through the book looking things up, and don't use a calculator. There is also a Cumulative Review Exercises section at the end of all the chapters beginning with Chapter 2.

Since this is an Independent Study Course, you can complete the course in as little as six weeks or as long as twelve months. You have up to a **maximum of twelve months** to complete this course. No additional extensions will be allowed after the twelve months have expired. If you wish to complete the course after the twelve months are exhausted, you will need to re-register and pay full tuition and fees to continue in the course. Hence, I suggest that you start working right from the first day and spend at least two hours per day in completing the assignments.

You should wait until you receive your graded Assignment 1 back before beginning the next graded assignment. My feedback will help you correct any unacceptable practices and you won't continue doing the same thing or have to redo any work. For the rest of the assignments,

after you submit your work for grading continue working on the extra problems and when you feel ready to start the next chapter, you may begin working on to the next set of assigned problems; however, please wait to submit another assignment to me until you have received the previous one back graded.

Submitting Assignments:

- Write the course number, the assignment number, and your name at the head of each assignment and also on front of the envelope if using postal mail or in the subject of the e-mail if using electronic submission.
- Clearly indicate the problem number beside each problem.
- Use paper of uniform size.
- Write neatly and legibly if you are not typing your assignment. Any work I can not read will be automatically marked as incorrect.
- Be sure to include ALL the necessary algebraic steps with each solution. Do not crowd your work, and leave some space for me to make comments and corrections.
- Make a copy of your work before sending it to me. This way, if something is lost in the mail, you will not have to redo the work.
- If you want to e-mail the completed assignment to me, use one of the following formats: Microsoft® Word (.doc) or Adobe® Acrobat (.pdf). If the format you are using is not listed here, then e-mail me before typing up the assignment.
- I will return the assignments to you with comments and the grade earned. These returned assignments will be helpful study aids for the exams.

Prentice Hall Tutor Center:

The Prentice Hall Tutor Center provides text-specific tutoring via phone, fax, and e-mail. Visit <http://www.prenhall.com/tutorcenter> for details or contact your instructor. Also, there is a Chapter Test Prep Video CD-ROM packaged along with the textbook. The CD-ROM contains video solutions for each of the chapter test questions contained in the text.

ADA Statement:

Students who need special accommodation to complete this class should contact the instructor and the Office of Student Affairs, 719.587.7221 as soon as possible.