

MAYLAND COMMUNITY COLLEGE
Welcomes You To:

MAT 060.75 Essential Mathematics

4 Credit hours – 5 contact hours

Fall 2005

**Note: THESE HOURS DO NOT COUNT AS COLLEGE CREDIT TOWARD
GRADUATION NOR ARE THEY USED IN CALCULATING YOUR GPA.**

Course Description:

This course is a comprehensive study of mathematical skills, which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

Pre-requisites: Mat 050

Instructor Information:

Instructor:	Larry Shook
Office Location:	Room P37
Telephone Number:	828-765-7351, ext 229
E-mail Address:	lshook@mayland.edu
Office Hours:	I maintain an open door policy for office hours and, if I am not in class or in a meeting I am available to you. In particular, please avail yourself of any of my posted office hours. Additional office hours are also available by appointment.

Course Information:

Meeting days and time:	TBA
Required Text(s):	Bittenger, Marvin L. <u>Prealgebra</u> . Fourth Edition. Reading, MA: Addison-Wesley, 2004.
Required supplies:	Required material for this class is a scientific calculator.

Course Objectives:

This class is designed to expand your awareness of mathematics in the real world and provides an integrated approach to algebraic topics used in problem solving. Students will:

1. Communicate mathematical concepts and problems to others clearly and accurately.
2. Use basic algebra and computational skills to solve application problems.
3. Use scientific calculators accurately and appropriately.
4. Develop the ability to critically analyze a problem and select the most appropriate method of solution.

Mission:

Mayland Community College's General Education core courses will provide the essential body of knowledge and skills that enable all degree-level students to perform competently as employees and as contributing members of society.

Graduates of all degree programs at Mayland Community College will have completed the general education core. That core encompasses the essential knowledge and skills that enable all degree-level students to perform competently as employees and as contributing members of society. Upon completion of the general education core, students will be able to demonstrate the following:

1. Effective communication in speaking and listening situations needed for college, personal, and work successes
2. Effective communication in writing and reading situations needed for college, personal, and work successes
3. Logical, critical, and creative thinking to evaluate evidence and reach a conclusion
4. Application of basic computer use skills
5. Application of fundamental math skills
6. Basic awareness of the diversity of various world groups from both historical and contemporary contexts

Attendance Policy/Tardiness/Make-Up Work:

Roll will be taken and you are expected to be in class each time it meets. Coming in late or leaving class early is counted as an absence. You will be allowed one cut without grade penalty. If you must miss a class you are responsible for obtaining notes, arranging for help on any material that you do not understand and for turning in any work due in a timely manner. No absence is excused beyond the one allowed cut except for personal religious holidays (see me in advance). Any student with 4 or more absences will be penalized 50 grade points for this class. Missed class time can be made up in the tutoring lab or with an assigned tutor (time must be documented by the tutor). **Note:** If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

Grading Criteria/Tests/Projects:

The final grade will be determined as follows:

6 tests @ 100 points each	600 points
Comprehensive final @ 200 points	200 points
Attendance @ ≈ 1 point per class	50 points
Quizzes	100 points
Completion grade on homework	<u>50 points</u>
Total points	1000 points

Grading Scale:

A = 925 - 1000
B = 845 - 924
C = 765 - 844
D = 700 - 764
F = 700 or below

Note: This course has a required comprehensive final exam worth 200 points. Students **MUST** score a passing grade of 70% or better on the final in order to pass this course. **NO EXCEPTIONS WILL BE MADE TO THIS RULE.** Passing the final does not ensure passing the course. Your grade must average out to passing according to the scale above.

Academic Standards/Student Expectations/Ethics:

Assignments: All homework will be reviewed each day from the previous class. All homework assignments are due the next class meeting after the material has been assigned.

Tests: There will be **no makeup tests** given except in extreme cases, and at my discretion. All work must be shown to receive partial credit on any assignment.

Late Work: I will not accept any late work for any reason.

Behavior: Students are expected to behave appropriately in class. Any excessive talking, profanity, leaving class or other inappropriate behavior will result in the student being asked to leave the class. A conference with student services will be required to return to class. Any one cheating on a test or quiz will be given a zero for the assignment and referred to the Academic Dean for disciplinary action.

Incompletes: Incompletes will be granted **ONLY** in extreme circumstances and at my sole discretion. If an incomplete is granted, it is the student's responsibility to see that all aspects of the syllabus are completed prior to Dec. 1, 2005. There will be no reminders sent or phone calls made to prompt the student to cure the incomplete. If the incomplete is not cured by the deadline above, the incomplete will automatically convert to an F for the course, and the entire course must be repeated.

Withdrawal Dates: If you wish to audit this course, you must file a drop/add form with the registrar prior to June 8th. If you cannot complete the requirements of this syllabus, you must withdraw from this class by filing a drop/add form with the registrar. Otherwise you will receive a grade of F for the course. You can unconditionally withdraw from any class without grade penalty prior to June 23rd. From June 24th through July 19th you can withdraw with a grade of WP or WF to be determined by the instructor. You may not withdraw from any class after July 19th. Exceptions to this deadline will be made only in cases of extreme emergency (such as serious illness or family emergency). This is a school wide Mayland Community College policy.

Inclement Weather Procedures: N/A (We hope!)

Additional Information:

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

Disclaimer: While I have attempted to be as thorough as possible with this syllabus, course procedure may vary from this outline to meet the needs of this particular group. All dates contained in this syllabus are subject to change due to the weather and/or the discretion of the instructor.

ASSIGNMENTS

Class Meeting	Section	Homework
TBA	1.1, 1.2	p.8 2 – 44 even, p.17 2- 66 eoe
	1.3, 1.4	p.26 2 – 84 eoe, p.36 2 – 60 eoe
	1.5, 1.6	p.47 2 – 58 eoe, p.61 2 – 62 eoe
	1.7, 1.8	p.70 2 – 56 even, p.81 2- 40 even
	1.9	p.94 2 – 66 even
	Review	Review Assignment
	Chapter 1 Test	No Assignment
	2.1, 2.2	p.110 2 – 64, p.116 2 – 72 (even)
	2.3, 2.4	p. 122 2- 74 even, p.131 2 – 56
	2.5, 2.6	p.136 2 – 68 (even), p.143 2 – 58 even
	2.7, 2.8	p. 151 2 – 74 even, p.161 2 – 48 even
	Review	Review Assignment
	Chapter 2 Test	No Assignment
	3.1, 3.2	p.177 2 – 40, p.184 2 – 60 (even)
	3.3, 3.4	p.192 2 – 44, p.201 2 – 54 (even)
	3.5, 3.6	p.210 2 – 48, p.216 2 -68 (even)
	3.7	p.225 2 – 54 (even)
	3.8	p.231 2 – 36 (even)
	Review	Review Assignment
	Chapter 3 Test	No Assignment
	4.1, 4.2	p.250 2 – 42, p.259 2 – 72 eoe
	4.3, 4.4	p.268 2 – 64, p.277 2 – 34 (even)
	4.5, 4.6	p.284 2 – 52, p.293 2 – 72 eoe
	4.7	p.306 2 – 58 (even)
	Review	Review Assignment
	Test on Chapter 4	No Assignment
	5.1, 5.2	p.330 2 – 86, p.337 2 – 92 eoe
	5.3, 5.4	p.347 2 – 62, p.356 2 – 60 eoe
	5.5, 5.7	p.366 2 – 60, p.379 2 – 54 even
	5.8	p.388 2 – 46 even
	Review	Review Assignment
	Test on Chapter 5	No Assignment

	7.1, 7.2	p.484 2 – 38, p.492 2 – 38 (even)
	7.3, 7.4	p.500 2 – 44, p.505 2 – 18 (even)
	7.5, 8.1	p.513 2 – 26, p.534 2 – 100 eoe
	8.2, 8.3	p.544 2 – 36, p.550 2- 36 (even)
	Review	Review Assignment
	Test on Chapters 7 and 8	Study for Exam
	Review for Exam	Study for Exam
	Final Exam	

Important note: Mayland Community College is now a tobacco free environment. This includes all smoking and smokeless tobacco.