

**ARITHMETIC SKILLS**  
**MAT 0020-AA01, MAT 0030-AA01, MAT 0040-AA01 - Room: Learning Center**  
**Mineral Area College**  
**Spring 2012 - 3 Credit Hours**

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<b>Instructors:</b>	<b>Greg Branham</b>	<b>Office Hours:</b>	<b>7:30 - 11:00</b>	<b>M, T, R, F</b>
			<b>10:00 - 11:00</b>	<b>W</b>
	<b>Natalya Weir</b>		<b>12:00 - 3:00</b>	<b>M - F</b>
			<b>7:30 - 12:00</b>	<b>M</b>
	<b>Jayson Smith</b>		<b>7:30 - 3:00</b>	<b>W, F</b>
			<b>3:00-8:00</b>	<b>M</b>
			<b>9:00-11:30,</b>	<b>T, R</b>
			<b>5:00-8:00</b>	<b>T, R</b>
<b>Phone:</b>	<b>573-518-2189</b>	<b>Office Location:</b>	<b>Math Lab - In the Learning Center</b>	
<b>E-mail:</b>	<a href="mailto:gbranham@mineralarea.edu">gbranham@mineralarea.edu</a>			
<b>Department Chair:</b>	<b>Laura Helbig</b>			
<b>Phone:</b>	<b>(573) 518 -2124</b>			
<b>E-mail:</b>	<a href="mailto:lhelbig@mineralarea.edu">lhelbig@mineralarea.edu</a>			
<b>Office:</b>	<b>Learning Center</b>			

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**ATTENDANCE POLICY:**

1. Students who miss 2 classes will be dropped for non-attendance.

**EVALUATION PROCEDURE:**

All work is graded and a numerical score is assigned. The final grade is determined by using a total point average. \*\*\*\* **I DO NOT ROUND GRADES!** \*\*\*\* A 79.9 % is not an 80% and therefore is NOT a B.

**GRADING SCALE:**

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D

**NON-DISCRIMINATION POLICY:**

Mineral Area College does not discriminate on the basis of race, color, national origin, gender disability, age, religion, creed, marital or parental status. For more information, call the Title VI, Title IX, Sec. 504 and ADA coordinator at (573) 431 - 4593 or U.S. Dept. of Education, Office of Civil Rights.

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT:**

Mineral Area College complies with guidelines set forth in the Americans with Disabilities Act of 1990. If you have special needs as addressed by the Americans with Disabilities Act and need assistance with this or any portion of the registration/education process, notify the Learning Center Director or the director of the Access Office.

**MAC PLAGIARISM POLICY:**

Students who engage in dishonest acts such as plagiarism or other forms of cheating in meeting the requirements of this course will be notified by the instructor that they are receiving an F for that assignment. Your actions may also cause you to receive an F in this class. Students who wish to appeal the decision of the instructor on a matter of dishonesty may do so under the Procedural Policy for Disciplinary Action. Under that policy, the student is subject to suspension from college for acts of dishonesty.

**CELL PHONES, TEXT MESSAGING DEVICES, AND PAGERS MUST BE TURNED OFF**

***Read syllabus carefully as you are responsible for understanding its content***

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**HONORS OPTION:** The Honors Option is **NOT** offered as part of this class.

**COURSE DESCRIPTION:** Upon successful completion of this course, the student will be able to:  
Add, subtract, multiply, divide, round, and estimate whole numbers and fractions.  
Be familiar with the order of operations, exponents, prime and composite numbers.  
Use divisibility rules and calculate least common denominators. This class does not meet math requirements for the A.G.S. or A.A. degree; however, it does apply as part of the students G.P. A.

**PREREQUISITE:** There are no prerequisites.

**COURSE OUTLINE:**

**I. Materials**

- A. Textbook: *Basic College Mathematics*, Franklin D. Wright. Hawkes Learning Systems/Quant Systems, Inc. 2010. 8<sup>th</sup> Edition. **(Not Required)**
- C. Software: Hawkes Learning Systems/Quant Systems, Inc. 2010. **Required.**
- B. Supplies: **NO CALCULATORS ALLOWED**  
3-ring binder with loose leaf paper (recommended) or spiral notebook

**II. Course Objectives**

- A. To review fundamental operations of whole numbers, fractions and decimal numbers.
- B. To introduce ratio and proportion, measurement, algebraic concepts and geometric applications.
- C. To develop the skills necessary for subsequent math courses

**III. Learning Experiences**

- A. Class discussion
- B. Daily assignments
- C. Supplemental textbook materials
- D. Tutoring services: math lab (located in LRC) and EXCEL

**IV. Course Content**

- A. Whole Numbers
- B. Adding, Subtracting, Multiplying and Dividing Fractions
- C. Decimals
- D. Ratio and Proportions
- E. Percentages
- F. Measurements and Geometry
- G. Basic Algebra

**TENTATIVE ASSIGNMENT SCHEDULE:**

Will be discussed individually on an as needed basis per instructor. Generally 1 chapter will be covered every two weeks. There will not be a comprehensive final.

**Note:** The only way that you can successfully complete these chapters is through regular attendance and by doing the work that is assigned. You are laying the foundation you will need when you reach higher levels of math.

**IMPORTANT NOTES:**

- SET DAILY STUDY SESSIONS.
- If you need assistance understanding the problems you are working, **see a Math Lab Instructor.**
- Study Groups
- Excel help may be available
- Take Notes – Get ahead and stay ahead
- Group tutoring sessions are available by appointment.

**\*\*The instructor reserves the right to alter the syllabus as needed.\*\***