

**Winter 2011
Item #6223**

**Math 071
M – Th from 12:10 - 1:13pm**

**Basic Arithmetic
17-103**

Instructor: Dusty Wilson
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Office Hours: 8 – 8:50am M - Th (15-210). 1:30 – 2:20pm Th (in the MRC, 26-319H). Also by appointment or drop-in.
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Prerequisites: None.

Course Materials:

- *Basic College Mathematics. 2010 Custom Print.*, by Aufmann, Barker, and Lockwood
 - A basic scientific calculator that has percent (%), exponent (x^y or \wedge), and root ($\sqrt{\quad}$) keys.
- Please see me if you are unsure if your calculator is appropriate for this course.

Course Objectives: By the end of the quarter each student should be able to:

- add, subtract, multiply, and divide whole numbers without a calculator,
- add, subtract, multiply, and divide decimals with and without a calculator,
- add, subtract, multiply, and divide fractions without a calculator,
- recognize, calculate, and use percentages in different contexts,
- recognize, calculate, and use ratios in different contexts,
- recognize, calculate, and use proportions in different contexts,
- use the correct order of operations in performing arithmetic calculations,
- estimate and use a calculator when it is appropriate to do so, and
- solve simple applied problems in arithmetic.

Course Work: Course work will include homework assignments, quizzes, in-class activities, in-class examinations, mastery tests, and a final exam.

On each assignment you will be graded not only on your answer, but on the process used to find the answer. All work must be shown. Correct answers with no work shown will not receive credit. Full credit will only be given when work is accurate and clearly presented.

No late work will be accepted. The lowest homework score and the lowest activity score will be dropped to accommodate emergency situations. Make-up exams and quizzes will only be given in extraordinary circumstances and you must contact me about this *before* the exam or quiz date. If you must miss class, it is your responsibility to find out what was covered in class during your absence.

Mastery Exams (Pass/Fail): There will be four mastery exams given this quarter – one for each of whole numbers, decimals, fractions, and percents/ratios/proportions. Each exam will be 20-

30- minutes long, and you will have up to three chances to pass each one. *You must pass each mastery exam with a score at or above 80% in order to receive credit for this course.*

Other Graded material: Quizzes, exams, and the final exam dates will be announced in class.

Grading: Homework, activities, and attendance: 35%, Quizzes, mastery tests, and exams: 40%, and Final Exam: 25%.

- Passing (CR) – Overall grade of 75% or better *and* 80% or better on every Mastery Test.
- Failing (NC) – Overall grade under 75% *or* less than 80% on at least one Mastery Test.

Policies and Notes:

- Attendance:** Attendance is extremely important to being successful in this course. If you miss a class, it is *your responsibility* to study the material that was covered, and get any information you may need such as announcements from other students. Please be on time to class, to respect your classmates and instructor. *Please do not pack up your things early*, class isn't concluded until 50 minutes past the hour or the instructor says otherwise. Finally, class participation is essential to being successful in the course as we will be doing a lot of group work.
- Cell Phones:** The use of cell phones, pagers, and palm pilots in class is strictly prohibited. Failure to comply may result in your removal from the classroom.
- Math Resource Center:** Math materials, study space, and math tutoring help is available in 26-319. Some of my office hours will take place in the MRC.
- Academic Dishonesty:** Cheating, plagiarism, and other forms of academic dishonesty are unacceptable at Highline Community College and may result in lower grades and/or disciplinary action. It is both your right and responsibility to be familiar with the document entitled: Student Rights and Responsibilities code WAC 1321-1210 adopted by the Board of Trustees of Community College District 9 on July 9, 1992. This is available in the counseling center.
- Special Concerns:** If you have any special concerns about this class, please talk to me personally in my office. The more I know about you individually, the more I can help you be successful in this course. If you need course adaptations or accommodations because of dis-Ability; if you have emergency medical information to share with me; or if you need special arrangements in case the building must be evacuated, please provide me with the Letter of Accommodation you have received from the Office of Access Services. Access Services is located in Building 99.
- Important Dates:** *January 24th*: last day to drop without incurring a "W." *March 4th*: last day to withdraw.