

## New Mexico State University-Grants Branch

### CCDM 100N: Mathematics Preparation for College Success - 4 Cr.

**Instructor:** Ronald L. Calvert

**Phone:** (505) 287 – 2068  
639 - 4752

**Office Hours:** MW 30 min. Before and After Class

**Class Place & Time:** MW - 6:40 – 8:20 PM  
Rm. 111

#### **Overview:**

CCDM 100N is a 4 credit per semester course designed for students whose arithmetic skills are such that it would be difficult to pursue any higher level mathematics. Students who score below 30 on the Arithmetic portion of the Computer Placement Test or students who feel particularly anxious about taking any mathematics course could benefit by taking CCDM 100N. Although the course does not apply toward graduation, the skills learned are essential for most degree programs and are a prerequisite to skills learned in CCDM 103N.

#### **Learning Objectives:**

Knowledge: Students will be able to recall, memorize, and repeat operations on whole numbers, fractions, and decimals without a calculator.

Comprehension: Students will be able to restate, explain, and demonstrate solutions to math problems.

Application: Students will be able to solve application problems using the correct math tools.

Analysis: Students will be able to interpret and examine reasonableness of solutions to word and math problems.

Synthesis: Students will be able to formulate alternative ways of problem solving.

Evaluation: Students will be able to edit and evaluate errors in math problems.

#### **Instructional Activities:**

Learning activities will consist of lectures; classroom discussion; group work; homework activities; preparing for, taking, and reviewing unit tests, and preparing for and taking a comprehensive final exam.

#### **Homework and Exams:**

Homework assignments will involve working exercises from the text after the appropriate material has been covered has been covered in class and /or handouts from the instructor. When handed in, the assignments should be stapled and in order, and it should be clear to the reader which answers go with which problems and /or their various parts.

**Late homework will not be accepted;** a score of zero will be awarded for a homework assignment not handed in on time. The course will be a composition of four units. There will be a unit test over each of the four units and a comprehensive final exam. Each unit test will be given during class time, to the entire class, on a specified day. If a student fails to take a unit test on the day it is given, a score of zero will be awarded to the student for that test, and it may only be made up if the instructor determines that the student had a legitimate excuse for missing it.

The instructor may require documentation (ex: Note from doctor for medical reason) in making such determination. If the instructor questions the legitimacy of the excuse, he will consult with, and abide by the opinion of the Campus Student Services Officer in determining whether the excuse is legitimate.

**Rules for Retaking Exams:** If you are dissatisfied with an exam score, you may retest. In order to do so, you must rework on a separate sheet of paper all of the problems you scored incorrect. Do not erase any problems on the original test. While reworking the problems, write the reasons why you missed the problem. Once you are done with the test corrections, make an appointment to review the test. At that time, a testing ticket will be given to retake the test in the SSC - Rm. 126.

**Reminder: A retake must take place before the next chapter test.**

**Evaluation:** Evaluation will be based on four unit exams, a comprehensive final exam, homework and daily quizzes. The five unit exams will be worth 40% of the final grade, the final exam will be worth 20%, homework worth 30%, and quizzes will be worth 10%.

**Grading Scale:**

90 – 100 %	A
80 – 89 %	B
70 – 79 %	C
60 – 69 %	D
Below 60 %	F

**Textbook:** Fundamental Mathematics with Applications, 3<sup>rd</sup> Edition, Askt & Bragg.

**Materials:** Each student will require notebook paper, pencils, colored pencils, and a ruler.

**Calculators:** Calculators will not be used in any portion of this course. All homework, quizzes, and exams must be completed without a calculator.

**Extra Credit will not be granted:** Students should try to maintain passing scores with the credit given to individual assignments.

**The RR grade will not be used in this class.**

## SYLLABUS ADDENDUM

- The instructor may modify this syllabus to meet the needs of a particular class.
- Students are expected to regularly attend all classes for which they are registered. When the number of absences is excessive and hinders a student's progress, the instructor may recommend expulsion from the class. For a 15 week course, more than three consecutive absences or five cumulative absences. Based on the recommendation of the instructor, and with the concurrence of the Campus Instructional Officer, a student will be dropped for persistent absences or for persistent failure to complete class assignments. Similarly, a student may be dropped for behavior that interferes with the educational environment of the class. Any student who has been dropped has the right to appeal through the student Academic Grievance Policy (see Student Handbook).
- Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following; cheating, helping other students cheat, plagiarism, unauthorized possession of examinations, reserve library materials or laboratory; unauthorized changing of grades on an examination, instructor's grade book or grade report; nondisclosure of misrepresentation in filling out applications or other college records. The following disciplinary actions and sanctions may be imposed for any of the above infractions of regulations: Disciplinary Probation, Disciplinary Suspension, Dismissal, and Expulsion. At the very least, academic misconduct may result in a failing grade in this class.
- If you have, or believe you have, a disability and would benefit from any accommodation(s), you may wish to register with the Student Services Office on the first floor of Martinez Hall. All medical information will be treated confidentially. After you have registered, please make sure that I receive a copy of the accommodation memorandum from Student Services within the first two weeks of class. It will be the student's responsibility to inform the office of Student Services (in a timely manner) if services/accommodations provided are not meeting his/her needs. Please call Ms. Irene Charles-Lutz, Campus Student Services Officer, at 287-6629, with questions about the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.
- If a condition exists that affects a student's ability to exit safely from the premises during an emergency, or that may cause an emergency during class, please discuss the concerns with Ms. Charles-Lutz.

### Tentative Course Outline

Date	Section Lectured	Date	Section Lectured
08/23	Introductions 1.1	11 / 01	Chapter 3 Review
08 / 28	1.2	11 / 06	Exam 3 Chapter 3
08 / 30	1.3	11 / 08	5.1
09 / 04	Labor Day	11 / 13	5.2
09 / 06	1.4	11 / 15	6.1
09 / 11	1.5	11 / 20	6.2
09 / 13	1.6	11 / 22	Thanksgiving Holiday
09 / 18	Chapter 1 Review	11 / 27	Chapters 5-6 Review
09 / 20	Exam 1 Chapter 1	11 / 29	Exam 4 Chapter 5 & 6
09 / 25	2.1	12 / 04	Area & Perimeter Measurement
09 / 27	2.2	12 / 06	Exam 5
10 / 02	2.3	12 / 11	Final Exam Week
10 / 04	2.4	12 / 13	Final Exam Week
10 / 09	Fall Break	12 / 16	Last Day of NMSU Classes
10 / 11	Chapter 2 Review		
10 / 16	Exam 2 Chapter 2		
10 / 18	3.1		
10 / 23	3.2		
10 / 25	3.3		
10 / 30	3.4		

### Important Dates to Remember

**Last Day to Drop a Course with a “W”**  
**Last Day to Withdraw from the University**

**Tuesday, Sept. 19, 2006**  
**Thursday, Dec. 7, 2006**