Course: Math 1003, Math for AAS General Education, Self-Directed Study
Credit Hours: 3 credit hours, not for transfer
Prerequisite: ACSK 0023, Beginning Algebra, with a ‘C’ or better, or appropriate placement score.

Instructor: Tracy Vaughan
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Math Department Secretary: Jill Witt, MAT 03, (479) 986-6900

Office Hours:
Monday, 11:05 a.m. – 12:15 p.m.
Tuesday, 8:30 a.m. – 12:00 p.m. (By appointment only)
4:30 p.m. – 6:15 p.m. (Har-Ber)
Wednesday 11:05 a.m. – 12:15 p.m.
Thursday, 4:30 p.m. – 6:15 p.m. (Har-Ber)

Please note that some of my office hours are by appointment only. During these times, if I do not have an appointment with a student, I may not be available in my office. I will also hold on-line office hours. They will vary from day to day, but I will check my e-mail at least once a day Monday through Thursday and periodically Friday through Sunday (except holidays). I will respond to your e-mail questions as promptly as possible.

Course Description:
The course will include a review of basic arithmetic skills such as ratios, percents, and metric conversions. It will also include a variety of skills from areas such as financial mathematics, linear programming, math history, math as art, geometry, estimation, and statistics.

Course Objectives: This course is designed to help students master the mathematical skills needed to excel in their various careers and to familiarize them with the usefulness of mathematics in everyday life. Emphasis will be placed on students being able to analyze, set up and solve problems. Students will also be encouraged to think about the reasonableness of their solutions. A student who is successful in this course should be able to:

1) Convert among fractions, decimals, and percents
2) Use metric conversions
3) Calculate simple and compound interest
4) Compute payments, present and future values for annuities and sinking funds
5) Read and interpret statistical information from a variety of sources
6) Calculate various measures of central tendency
7) Gather data, form scatterplots, fit a regression curve and analyze results


A graphing calculator will be required for this course. I recommend that you use either a TI-82 or a TI-83 since those are the ones I will use for supplemental notes. If you do not have a calculator you may rent one from the Math Department for a $30 fee for the semester.

Grading
Your grade in this course will be based on the following:

Correspondence with instructor 20 pts
2 regular exams @ 150 points each 300 pts
2 Projects @ 50 points each 100 pts
Final Exam 180 pts
Total points 600 pts

A=540-600 pts, B=480-539 pts, C=420-479 pts, D=360-419 pts, F=0-359 pts
Exams
Each test, including the final, will be comprehensive. The second exam will be largely based on material we have covered since the first exam. However, approximately 30 points will be based on material from the first test. The final exam will have approximately 100 points from material covered after exam number 2, the remaining 80 (approximately) points will come from questions over the first two tests. Tests must be taken according to the deadline schedule below. **There are no makeup exams.** If you miss an exam deadline you may use your final exam grade, converted to a score out of 150, to replace the missed score. If you miss both exams, you will receive a grade of 0 for the second exam. If you do not miss a regular exam, you may still replace your lower test score with your final exam score if it is better.

Test Deadlines:
Exam #1 — Must be taken by Friday, September 26
Exam #2 — Must be taken by Friday, October 31

Final Exam — Must be taken by Friday December 12, 2003.

Note: It is your responsibility to schedule your exams in a timely manner. To schedule an exam call either your instructor or the math secretary. All arrangements must be made far enough in advance so that our resources can accommodate you. Waiting until the last minute may result in your not being able to take an exam.

Projects
You will be assigned 3 projects to be done outside of class. **No late projects will be accepted.** These projects are directly linked to the topics you will be studying and/or how mathematics relates to your field of choice. I will count only your best 2 projects. The dates that these projects are due are:
Project 1 — Due on or before Friday, September 26
Project 2 — Due on or before Friday, October 31
Project 3 — Due on or before Tuesday, November 25
The first two projects may be turned in when you come to take your exams if you wish. If you prefer, you may e-mail projects or drop them off at my office. If you drop your project off, it is your responsibility to make sure I receive it. Either give it to me directly or leave with the secretary.

Correspondence Grade
Twenty points of your final grade will be based on correspondence with your instructor. You are required to call, e-mail or visit your instructor four times during the semester. Each of these correspondences will be worth 5 points. If you choose to call, leaving a message does not count as a complete correspondence. It is your responsibility to ensure that these correspondences are completed. This will help us both ensure that you are staying on task with the course. It will also give you an opportunity to address any questions about the particular sections you are working on, as well as other questions or concerns you might have. You will be reminded via e-mail when this correspondence should occur. They are also listed on your schedule.

Withdrawal Deadline:
If at some point in the semester you are having difficulty with the course and are thinking about withdrawing, please talk with me first. If you do decide to withdraw, you must fill out the appropriate paperwork and take it to the registrar’s office. The deadline for withdrawing from this class is November 7, 2003.

Special Services
If you are a student with a disability who will be requesting accommodations, you should contact the Office of disAbility Services at the Student Information Center in the Central Education Facility, 619 – 4384. The director of disAbility Services will meet with you and recommend appropriate accommodations and services after you have submitted the required documentation. After you have met with disability Services and receive your registration card it is your responsibility to contact the instructor to make the appropriate arrangements.

Student Resources:
There is free tutoring available in the Math Café (MAT) and the Learning Lab (CEF). The tutor schedules posted will indicate the courses each tutor is qualified to assist.

There are also videos available for checkout from the library.