

ARIZONA WESTERN COLLEGE  
SYLLABUS

MAT 71 Prealgebra  
Credit Hours: 4 Lec 4

PREREQUISITE: None

**COURSE DESCRIPTION**

Introduction to algebra with an accelerated review of arithmetic skills.

1. COURSE GOALS

- 1.1 Review arithmetic skills.
- 1.2 Introduce to Algebra.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 use arithmetic skills to:
  - 2.1.1 add, subtract, multiply and divide whole numbers, fractions and decimals.
  - 2.1.2 use the properties of arithmetic to evaluate expressions.
  - 2.1.3 round numbers and estimate sums, differences, products and quotients.
  - 2.1.4 write ratios, calculate rates and solve proportions.
  - 2.1.5 convert between fractions, decimals and percents.
  - 2.1.6 convert units of measure within the metric and U.S. systems.
  - 2.1.7 use given formulas to find perimeter, circumference, area and volume.
  - 2.1.8 solve application problems requiring the skills listed above.
- 2.2 use basic algebra skills to:
  - 2.2.1 add, subtract, multiply and divide signed numbers.
  - 2.2.2 use exponent notation and evaluate numbers with exponents.
  - 2.2.3 use a variable to represent an unknown value.
  - 2.2.4 use the order of operations to evaluate expressions.
  - 2.2.5 use the Addition Property of Equality to solve equations with one variable.
  - 2.2.6 use the Multiplication Property of Equality to solve equations with one variable.
  - 2.2.7 solve application problems requiring the skills listed above.

3. METHODS OF INSTRUCTION

- 3.1 Lectures
- 3.2 Use of various technologies in the classroom
- 3.3 Cooperative groups

4. LEARNING ACTIVITIES

- 4.1 Use of calculator
- 4.2 Lecture with directed practice
- 4.3 Projects
- 4.4 Homework assignments

5. EVALUATION

- 5.1 Exams/Quizzes
- 5.2 Homework assignments
- 5.3 Group assignments
- 5.4 Projects

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.  
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.  
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
  - Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course