



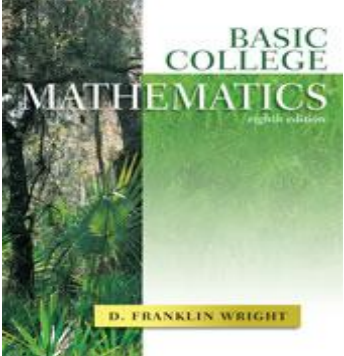
COMMUNITY COLLEGE

Computer Mediated Learning
Lab

MATH 62 DE
Review of Arithmetic



Quick Start Guide
 MATH 62 DE
 Review of Arithmetic

<p>#1 Purchase Supplies (3 options):</p> <ul style="list-style-type: none"> • Software with book from GRCC bookstore • Software only from GRCC bookstore • Access Code and download software direct from Hawkes website: http://www.hawkeslearning.com 	
<p>#2 Install or Download Software:</p> <ul style="list-style-type: none"> • Enter your course ID: GRCCBAM 	<p>#3 Get Access Code (2 options):</p> <ul style="list-style-type: none"> • Click on “I need an access code” link from Hawkes software <p>Go to Hawkes website: http://www.hawkeslearning.com and click on “get your access code”</p>
<p>#4 Enroll in Section</p> <ul style="list-style-type: none"> • Select section with current quarter name • Select instructor: Pam Reising 	<p>#5 Check Progress Report:</p> <ul style="list-style-type: none"> • Click on My Profile tab and fill in your email address and check on Forward Messages • Click on Messages tab and send me a message to let me know you are starting the course
<p>#6 Start your Lessons:</p> <ul style="list-style-type: none"> • Click on Chapter 1 link on the left of the blue HLS Table of Contents screen • Click on Lesson 1.1 on the right of the blue screen 	<p>#7 Explore Lesson Resources and Modes (3 areas):</p> <ul style="list-style-type: none"> • Instruct • Practice • Certify – counts for your grade <p>Look for links for help: Video (lower left in Instruct), Tutor (lower right in Practice)</p>
<p>#8 Continue Lessons</p> <p>Check Progress report for assigned lessons and due dates and an update of your overall grade</p>	<p>#9 Take Tests</p> <p>Practice Tests and Unit Tests are under the WEBTEST link. Check Progress Report and calendar for deadlines.</p>



MATH 62 DE Review of Arithmetic

Course Description

Study of the basic operations of arithmetic and an overview of basic geometry concepts. Topics include whole numbers, fractions, decimals, percents, ratios, proportions, place value, roots, and basic concepts related to measurements and geometry.

This course is taught in an independent computer-mediated learning mode. You are required to utilize the computer for instruction, practice, certifying, submitting homework and testing. All work is done via the computer and will require an internet connection to submit work.

Text

Basic College Mathematics *with Courseware*, eighth edition, by D. Franklin Wright.

Calculator

A scientific calculator may be used to check your work and aid in understanding during instruction, practice, certifying and homework.

Other Supplies

A floppy disk or USB drive may be helpful for saving your access code (instead of entering it manually) or for saving work while working off-line.

Instructor Information

Instructor: Pam Reising ("Pam" or "Ms. Reising") **Office:** SMT 324
Phone: (253) 833-9111 extension 4358 **FAX:** (253) 288-3464
Email: preising@greenriver.edu or through the **Progress Report, Message** area of Hawkes courseware
Pam's Web Site (location of lab hours, etc): <http://www.instruction.greenriver.edu/reising/mathlab.htm>

Required Hours

A five credit class requires a minimum of fifteen hours of work per week. Hours are not counted as part of grade, but hours spent in the computer lessons are recorded.

Computer Mediated Learning

The GRCC Lab utilizes *Hawkes Learning Systems (HLS)* math courseware that corresponds to the textbook. The HLS is interactive, multimedia courseware that instructs, tutors and evaluates student progress.

The courseware consists of the following modes for each lesson:

- **Instruct** – where you learn the material
- **Practice** – practice what you have learned
- **Certify** – demonstrate your mastery of the material. **YOU MUST COMPLETE** the certify mode to complete **EACH ASSIGNED LESSON. YOU MUST COMPLETE ALL ASSIGNED LESSONS PRIOR TO TAKING THE UNIT TEST.**

Evaluation

Your grade is based on the following categories:

Category	Percent	When, Where, What	Tip for Success
Certify	20	<p>When: At the end of every <i>HLS</i> courseware lesson (after you complete the Instruct and Practice sections). Check your <i>Progress Report</i> for deadlines</p> <p>Where: In your <i>HLS</i> courseware</p> <p>What: <i>Certify</i> mode of <i>HLS</i> (see Certify section)</p>	<p>Check your Progress Report frequently to verify lesson deadlines</p>
Pre- Test Assignment	10	<p>When: At the end of each unit prior to taking the unit test</p> <p>Where: In <i>HLS WEBTEST</i> (accessed from <i>HLS WEBTEST</i> or going to: http://www.hawkeslearning.com/GRCCBAM)</p> <p>What: your homework to be completed prior to taking the unit test</p>	<p>Go to WEBTEST Click on TAKE TEST Click ASSIGNED TEST, click OK Choose from the list Click BEGIN TEST</p> <p>Be sure to click SUBMIT when finished</p>
Test	70 (59 – Tests, 11- Final Exam)	<p>When: At the end of each unit. Check your <i>Progress Report</i> for deadlines</p> <p>Where: In <i>HLS WEBTEST</i> (see directions above by Practice Test)</p> <p>What:</p> <p>TEST 1 - Chapter 1 & 2 TEST 2 - Chapter 3 & 4 (omit 4.5) TEST 3 - Chapter 5 & 6 (omit 5.6*) TEST 4 - Chapter 7 & 8.1 FINAL - II.2 – II.6 and all above</p> <p>Fax, email a copy of written work after taking test and I will review it for partial credit (Fax #253.288.3464). Circle items that you want me to review and tell me why you deserve part credit.</p>	<p>You must send me a message requesting to take the test. I will send you a password and time window.</p> <p>Answer sheets are available in the Course Materials Link.</p> <p>Ask questions, get help by sending me messages through your PROGRESS REPORT</p> <p>Lowest Test score will be dropped (not including the Final Exam).</p>

*****Bonus Points Available: please read the Bonus Point document in your Hawkes Course area under Course Materials**

GRCC utilizes a decimal grading system and grades will be assigned as follows:

Decimal	Percent	Decimal	Percent	Decimal	Percent
4.0	98 & above	3.0	85	2.0	75
3.9	96-97	2.9	84	1.9	74
3.8	94-95	2.8	83	1.8	73
3.7	92-93	2.7	82	1.7	72
3.6	91	2.6	81	1.6	71
3.5	90	2.5	80	1.5	70
3.4	89	2.4	79	1.4	69
3.3	88	2.3	78	1.3	68
3.2	87	2.2	77	1.2	67
3.1	86	2.1	76	1.1	66
3.0	85			1.0	65
				0.0	64 & below

You must earn a minimum grade of 2.5 in Math 62, Math 70, and Math 72 to move on to the next math course. Students completing Math 97 must earn a minimum grade of 2.0 to enroll in the next math course at the college level.

Resources for Assistance

All students enrolled in math courses at GRCC have access to the Math Learning Center (MLC) located on the 3rd floor of the SMT building. Students can work on their math with other students and tutors. The MLC also has videos and books available (free with student ID) for check out.

Students Subject to Provisions of Americans with Disabilities Act

If you believe you qualify for course adaptations or special accommodations under the Americans With Disabilities Act, it is your responsibility to contact the Disability Support Services Coordinator, in the Lindbloom Student Center and provide the appropriate documentation. If you have already documented a disability or other condition which would qualify you for special accommodations, or if you have emergency medical information or special needs, please notify your instructor during the first week of class. If you use an alternative medium for communicating, inform your instructor well in advance so that appropriate accommodations can be arranged. Disability Support Services is located in the LSC.

Academic Honesty

This is an online course and you will complete all work online via HLS courseware. It is assumed that you and only you are the person submitting the required assignments. I realize that you may be tempted to use your textbook, notes, or a friend to help you complete certain requirements. If you feel tempted, remember why you are taking this course. Most likely it is a stepping stone to the next course or a related course. If that is the case, then you are expected to learn this material and it will not help you in your future course(s) if in order to complete assignments in this course you relied on using your textbook, notes or a friend.

STARTING YOUR COURSE

PURCHASE REQUIRED MATERIALS:

Purchase the required textbook that includes the software from the GRCC bookstore. Please note that once you **use the access code**, the materials are **NOT** refundable.

GET YOUR ACCESS CODE:

1. There are two ways to get your access code. Either go to www.hawkeslearning.com and click on "**get your access code**" or click on the "***I need an access code link...***" from the software.
2. Fill out the form (including your 15-digit license number from the yellow sticker on the CD sleeve). Click on the submit button and your personalized access code will appear on the screen. You will also receive an e-mail with the access code in the body of the text and as an attachment called "access.cod" which you should save to a floppy disk or another option.

ENTER THE SOFTWARE AND SAVE YOUR ACCESS CODE:

1. Double-click on the purple diamond icon on your Desktop (or go to Start, Programs, Hawkes Learning Systems).
2. Enter your access code when prompted. You may type it, paste it, or load it from a disk (if you saved it from e-mail) by clicking the "Load From Disk" option and browsing to the path where you saved it. If you type or paste your access code, you will be prompted to save it. Save your access code to a floppy disk or another option to avoid typing it each time.

TO ENROLL IN YOUR INSTRUCTOR'S GRADEBOOK:

1. **If you have internet access** and have entered your HLS Course ID (which is **GRCCBAM**), you will automatically be asked to enroll in your instructor's gradebook the first time that you log in to the software. Choose your instructor's name and the correct section from the pull-down menus.

TO INSTALL THE SOFTWARE AT HOME:

1. Place CD #1 – Installation Disc in the CD-ROM drive. (CD#1 is the only CD needed for the installation.)
2. The installation will begin automatically. Follow the on-screen instructions.
3. You will be prompted to enter an **HLS Course ID**.
 - If you have internet access**, select "Yes, the Course ID is:" and enter **GRCCBAM** in the box provided.
 - If you do not have internet access**, select the option that says "No, I will not be accessing an online gradebook from this computer."You may work on *Instruct and Practice* at home without internet access. However, to complete the **required certify** for each lesson, you will need to go to your instructor's gradebook by going to www.hawkeslearning.com/GRCCBAM.

DAILY PLAN FOR SUCCESS

1. View your **Progress Report** to determine which lessons are required and when they are due. Check this every day!!
2. Learn the material from the assigned section in the **Instruct** mode.
3. Practice what you have learned in the **Practice** mode.
4. Demonstrate your learning and earn your grade in the **Certify** mode (see next section for directions).
5. Repeat steps 1-4 above for each lesson to receive Certify scores.
6. Complete the Practice Test Homework lesson for the unit
7. Take the unit Test (you may be able to do this early, check with your instructor).

TO CERTIFY (DO YOUR ASSIGNMENT IN THE SOFTWARE):

1. The **Certify** option is where you will complete your assignment.
2. After certifying, you will be given a certification code (this verifies that you completed your assignment). It is recommended that you print and/or save your certification code.
3. **a. If you have internet access**, you should receive a message that says your certificate has been submitted in your instructor's gradebook. If you are working on a campus computer this will be done automatically. You are now done with that assignment! If you do not receive this message, follow the directions under "b."
b. If you do not have internet access on the computer you are working on, you will need to manually submit your certification code from another computer that is on the internet to get credit for your assignment in your instructor's gradebook. You will need to save your certification code to a disk or USB memory stick or print out the certification code. Then go to another computer that is online and do this,

- Go to **www.hawkeslearning.com/GRCCBAM** and log in using your access code.

- Click the **Submit Certificate(s)** tab option.

- If you saved your certification code to a file, click "Browse" to find your code and click "Submit Certificate". If you have a paper copy of your certificate, click the "Type or Paste" tab, select the lesson you have certified in, type in your code and click "Submit Certificate".

You will need to perform these steps after you Certify to get credit for each of your assignments.

*** Be sure you submit your Certification Code ON or BEFORE the due date to get credit for the assignment.**

Learning Objectives

The student will review concepts of arithmetic including:

1. Extensive review of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and related number theory concepts.
2. Extensive work with orders of operations
3. Extensive work with percents, rates and ratio operations
4. Overview of square roots and natural number exponents
5. Overview of basic geometric formulas
6. Overview of units of measurement and the metric system

The following GRCC Quantitative/Symbolic Reasoning and Critical Assessment Outcomes are applicable in this course:

1. Students demonstrate proficiency with basic quantitative skills. These include basic algorithms related to arithmetic, algebra, geometry, and logic.
2. Students value quantitative reasoning as a useful tool for both practical and theoretical applications.
3. Students use estimation skills to determine reasonableness of answers, to identify alternative answers, and to select optimal results.
4. Students demonstrate appropriate uses of technology (computer and calculators) for gathering and interpreting data and for presenting results and conclusions.

Time Requirements

Your grade does not require that you complete a certain number of hours. However, a five credit course typically requires a **minimum of fifteen hours of work each week**. You should expect to spend at least fifteen hours a week or more on your course. The fifteen hours may include work on the computer courseware, reading your book or working out problems and studying.

Personal Information

Class: _____ Time: _____ Year: _____ Quarter: F W Sp Su

First Name: _____ Last Name: _____

Email address: _____

Home Phone (optional) (_____) _____

Area/Program of Study: _____

What are your educational/career goals?

Highest math class completed in high school: _____ Approximate Grade: _____

Highest math class complete in college: _____ Grade: _____

How did you get placed in this class? _____ Grade 2.5 in previous class _____ COMPASS _____ Other

If "other", please explain: _____

Number of credits you are taking this quarter: _____ Number of hours you work each week: _____

Three interesting, important, or just curious things about YOU!

1) _____

2) _____

3) _____

Your birthday (optional) Month _____ Day _____

Hobbies, recreation, or area of interest:

How do you learn best? (Lecture/listening, reading, hands-on, pictures, other...)

Is there anything that you would like me to be aware of concerning past or present learning experiences that are related to mathematics? _____

Email to: preising@greenriver.edu or FAX: 253.288.3464