

Course Outline of Record

1. Course Code: ABE-342A
2.
  - a. Long Course Title: Practical Basic Math I
  - b. Short Course Title: PRACTICAL BASIC MATH I
3.
  - a. Catalog Course Description:  
This course provides practical math skills from basic computation to simple equations. Self-instructional materials allow self-paced study.
  - b. Class Schedule Course Description:  
Each page is a separate lesson that deals with a single skill. The book allows the adult learner to act as their own teacher so he/she can progress at their own rate.
  - c. Semester Cycle (if applicable): Course is offered Fall, Spring and Summer sessions.
  - d. Name of Approved Program(s):

- SECONDARY EDUCATION (High School Diploma) Certificate of Completion

4. Total Units: 0      Total Semester Hrs: 80.00  
 Lecture Units: 0      Semester Lecture Hrs: 0  
 Lab Units: 0      Semester Lab Hrs: 80.00  
 Class Size Maximum: 50      Allow Audit: No  
 Repeatability Repeatable 3 Times  
 Justification Noncredit course

5. Prerequisite or Corequisite Courses or Advisories:  
*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)*  
*N/A*

6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
  - a. Shea, James T. (1991). *Basic Essentials of Math, Book One* Austin, TX Steck-Vaughn Co..  
 College Level: No  
 Flesch-Kincaid reading level: 5.1

7. Entrance Skills: *Before entering the course students must be able:*

8. Course Content and Scope:

Lecture:

1. Problems by addition, subtraction, multiplication, and division
2. Understanding place value
3. Finding an average
4. Multiplying by 10, 100, and 1000

Lab: (if the "Lab Hours" is greater than zero this is required)

1. Problems by addition, subtraction, multiplication, and division
2. Understanding place value
3. Finding an average
4. Multiplying by 10, 100, and 1000

9. Course Student Learning Outcomes:
  1. Students will demonstrate an ability to understand basic math vocabulary.
  2. Students will perform basic operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals.
  3. Students will show an ability to understand the order of operation.

# ABE 342A-Practical Basic Math I

4. Students will demonstrate an ability to interchange, convert, and apply basic problems using fractions, decimals, and percents.
5. Students will demonstrate an ability to understand and apply formulas, rules, laws, and properties to solve equations.
6. Students will demonstrate an ability to understand customary measurements and capacities in both the American and metric systems, especially units of length, volume, and weights.
7. Students will show evidence of an ability to use word problem solving techniques.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Read whole numbers
- b. Apply rules of addition, subtraction, multiplication, and division
- c. Develop practical skills to be used in everyday problem solving
- d. Utilize mental math shortcuts to mathematical problems
- e. Use a calculator for estimating answers.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Individualized Study
- b. Laboratory
- c. Lecture

Other Methods:

a. Work in assigned workbook b. Study independently with assistance if necessary

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 80.00

Outside Class Hours: 0

a. In-class Assignments

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- a. Complete work sheets associated with textbooks
  - b. Complete progress quizzes

b. Out-of-class Assignments

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13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- Self-paced testing
- Other

Successful completion of exams with a score of at least 80% accuracy

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO-BS Independent Study Skills

Recognize that the responsibility for learning and growth is their own.

IO - Personal and Professional Development

Self-evaluate knowledge, skills, and abilities.

16. Comparable Transfer Course

**University System**

**Campus**

**Course Number**

**Course Title**

**Catalog Year**

17. Special Materials and/or Equipment Required of Students:

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18. Materials Fees:  Required Material?

<b>Material or Item</b>	<b>Cost Per Unit</b>	<b>Total Cost</b>
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19. Provide Reasons for the Substantial Modifications or New Course:

this course is due for review

20. a. Cross-Listed Course (Enter Course Code): *N/A*  
 b. Replacement Course (Enter original Course Code): *N/A*

21. Grading Method (choose one): Pass/No Pass Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000312041
- b. T.O.P. Code [CB03]: 170100.00 - Mathematics, General
- c. Credit Status [CB04]: N - Noncredit
- d. Course Transfer Status [CB05]: C = Non-Transferable
- e. Basic Skills Status [CB08]: 1B = Course is a basic skills course
- f. Vocational Status [CB09]: Not Occupational
- g. Course Classification [CB11]: K - Other Noncredit Enhanced Funding
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: *N/A*
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: C - Elementary and Secondary Basic Skills
  - l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (if program-applicable): SECONDARY EDUCATION (High School Diploma)  
 Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 0  
 Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes
- b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

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28. Originator Tyrone Thomas Origination Date 02/26/18