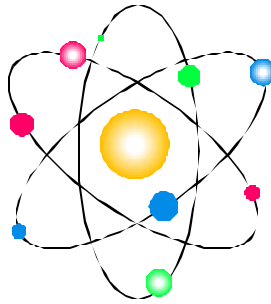


PROJECT ATOMS



ADMINISTRATIVE ASSISTANT (OFAD) ESSENTIAL MATHEMATICS SKILLS

		VIDEO TAPE		
SKILLS	TEXT	FULL TITLE	ABBREVIATION	SOFTWARE TITLE
A. (1) Whole numbers and Variable Expressions				
(1.1)Introduction to whole numbers order relation between whole numbers Place value Applications	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 1 section 1 PreAlgebra by Martin/Gay (VISIT MATH LAB)	#1 Place Value and Reading Tables		Passkey Lessons Whole Numbers Place Value and Reading Tables

SKILLS	TEXT	VIDEO TAPE		SOFTWARE TITLE
		FULL TITLE	ABBREVIATION	
(1.2) Addition and subtraction of whole numbers Addition of whole numbers Subtraction of whole numbers Applications and formulas	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 1 section 2 PreAlgebra by Martin/Gay (VISIT MATH LAB)	#1 Adding Whole Numbers And Perimeter #1 Subtracting Whole Numbers		Passkey Lessons Whole Numbers Adding Whole Numbers And Perimeter Subtracting Whole Numbers
(1.3) Multiplication and Division of whole Numbers Multiplication of whole numbers Exponents Division of whole numbers Factors and prime factorization Applications and formulas	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 1 section 3 PreAlgebra by Martin/Gay (VISIT MATH LAB)	#2 Multiplying Whole Numbers And Area #2 Dividing Whole Numbers		Passkey Lessons Whole Numbers Multiplying Whole Numbers And Area Dividing Whole Numbers
(1.4) Rounding and Estimation Rounding Estimation Applications	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 1 Section 4 PreAlgebra by Martin/Gay (VISIT MATH LAB)	Approximation, Rounding, Estimation (MTH 107) #1 Rounding And Estimating	Approximation, Rounding, Estimation (MTH 107)	Passkey Lessons Decimals Rounding And Estimating

SKILLS	TEXT	VIDEO TAPE		SOFTWARE TITLE
		FULL TITLE	ABBREVIATION	
(1.5) The Order of Operations Agreement	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 1 section 5 PreAlgebra by Martin/Gay (VISIT MATH LAB)	The Order Of Operations Agreement - Whole Numbers Expressions #4 Order Of Operations	Order of Oper & $ax+b=c$	Algebra Mentor Lessons 59-67 The Order Of Operations Agreement Passkey Lessons Order Of Operations Exponents And Order Of Operations

(2) Integers

(2.1) Introduction to integers Integers and the numberline Order relations between integers Opposites Absolute value Applications	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 2 section 1 PreAlgebra by Martin/Gay (VISIT MATH LAB)	#3 Introduction to Integers		Introduction to Integers
(2.2) Addition and Subtraction of integers Addition of integers Subtraction of integers Applications and formulas	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 2 section 2 PreAlgebra by Martin/Gay (VISIT MATH LAB)	Adding and Subtracting Integers #3 Adding Integers Subtracting Integers	Adding & -Int. Ordr Oper	Algebra Mentor Lessons 2-31 Addition & Subtraction of Integers Passkey Lesson M1311

SKILLS	TEXT	VIDEO TAPE		SOFTWARE TITLE
		FULL TITLE	ABBREVIATION	
(2.3) Multiplication and division of integers Multiplication of integers Division of Integers Applications	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 2 section 3 PreAlgebra by Martin/Gay (VISIT MATH LAB)	#3 Multiplying and Dividing Integers		Passkey Lesson M1311 Multiplication & Division of Integers
(2.4) The order of operation agreement The order of operation agreement	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 2 section 4 PreAlgebra by Martin/Gay (VISIT MATH LAB)	Order of Operations Integers #4 Order of Operations	Adding & -Int. Ordr oper	Algebra Mentor Lessons 59-65 The Order of Operations Agreement
(3) Fractions				
(3.1) Least common multiple and greatest common factor Least common multiple (LCM) Greatest common factor (GCF) Applications	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 3 section 1 PreAlgebra by Martin/Gay (VISIT MATH LAB)			Algebra Mentor Lessons 157-160 Least Common Multiple & Greatest Common Factor Passkey Lessons Fractions
(3.2) Introduction to fractions Proper fractions, improper fractions, mixed numbers Equivalent fractions Order relations between two fractions Applications	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 3 section 2 PreAlgebra by Martin/Gay (VISIT MATH LAB)	Math: Fractions & Decimals (F11)	Math: Fractions & Decimals (F11)	Algebra Mentor Lessons 158-160 Passkey Lessons Fractions Introduction to Fractions

SKILLS	TEXT	VIDEO TAPE		SOFTWARE TITLE
		FULL TITLE	ABBREVIATION	
(3.3) Addition and subtraction of fractions Addition of fractions Subtraction of fractions Applications and formulas	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 3 section 3 PreAlgebra by Martin/Gay (VISIT MATH LAB)	Addition and Subtraction of Signed Fractions Addition and Subtraction of Mixed Numbers Math: Fractions & Decimals (F11) #6 Adding And Subtracting Fractions With Least Common Denominators Adding And Subtracting Fractions With Unlike Denominators	Addition & -MXD Frac,Exp Addition & - of Sgnd Frac Math: Fractions & Decimals (F11)	Passkey Lessons Fractions Addition & Subtraction Of Fractions Adding And Subtracting Fractions With Least Common Denominators Adding And Subtracting Fractions With Unlike Denominators
(3.4) Multiplication and division of fractions Multiplication of fractions Division of fractions Applications and formulas	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 3 section 4 PreAlgebra by Martin/Gay (VISIT MATH LAB)	Math: Fractions & Decimals (F11) #6 Multiplying And Dividing Fractions	Math: Fractions & Decimals (F11)	Passkey Lessons Fractions Multiplication & Division Of Fractions Multiplying And Dividing Fractions

		VIDEO TAPE		
SKILLS	TEXT	FULL TITLE	ABBREVIATION	SOFTWARE TITLE
(4) Decimals and Real Numbers				
(4.1) Introduction to decimals Place value Order relations between decimals Rounding Applications	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 4 section 1 PreAlgebra by Martin/Gay (VISIT MATH LAB)	Approximation, Rounding, Estimation (MTH 107) #7 Introduction To Decimals	Approximation, Rounding, Estimation (MTH 107)	Passkey Lessons Decimals Introduction To Decimals
(4.2) Addition and subtraction of decimals Addition and subtraction of decimals Estimation Applications and formulas	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 4 section 2 PreAlgebra by Martin/Gay (VISIT MATH LAB)	#8 Adding And Subtracting Decimals MATH: Fractions & Decimals (F11)	MATH: Fractions & Decimals (F11)	Passkey Lessons Decimals Adding And Subtracting Decimals
(4.3) Multiplication and divisions of decimals Division of decimals Fractions and decimals Applications and formulas	PreAlgebra Text by Aufmann/Barker/Lockwood Chapter 4 section 3 PreAlgebra by Martin/Gay (VISIT MATH LAB)	#8 Multiplying Decimals And Circumference Of A Circle Dividing Decimals MATH: Fractions & Decimals (F11)	MATH: Fractions & Decimals (F11)	Passkey Lessons Decimals Multiplication And Division Of Decimals Multiplying Decimals And Circumference Of A Circle Dividing Decimals
(5) Variable Expressions				
(5.1) Properties of real numbers Application of the properties of real numbers The distributive property		Properties of Real Numbers (Distributive Property)	Properties, Reals, Simp Exp	Properties of Real Numbers

SKILLS	TEXT	VIDEO TAPE		SOFTWARE TITLE
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(5.2) Variable expressions in the simplest form Addition of like terms General variable expressions		Simplifying Variable Expressions #4 Simplifying Algebraic Expressions	Properties, Reals, Simp Exp	Algebra Mentor Lessons 93-106 Variable Expressions in Simplest Form Simplifying Algebraic Expressions

(6) First-Degree Equations

(6.1) Introduction to equations Solutions of an equation Equations of the form $x+a=b$ Equations of the form $ax=b$		Introduction to Solving Linear Equations- Addition prop of Equations- Multiplication property of Equations #5 Solving Linear Equations In One Variable And Problem Solving	Introduction to Lin Eq	Algebra Mentor Lessons 197-209 Passkey Lessons Equations Introduction to equations Solving Equations And Problem Solving
(6.2) First-degree equations of the form $ax+b=c$ Equations of the form $Aax+b=c$ Applications		Solving Linear Equations of the Form $ax+b=c$	Order of oper & $ax+b=c$	First Degree Equations of the form $ax+b=c$ Passkey Lessons Equations Algebra Mentor Lessons 197 - 209

SKILLS	TEXT	VIDEO TAPE		SOFTWARE TITLE
		FULL TITLE	ABBREVIATION	
(6.3) General first-degree equations Equations for the form $ax+b=cx+d$ Equations with parentheses Applications		Solving Linear Equations in One Variable The Equalizer	Solving Linear Eq - 1 Var. The Equalizer	Passkey Lessons Equations General First Degree Equations Algebra Mentor Lessons 197 - 209

(8) Percent				
(8.1) Percent Percents as decimals or fractions Fractions and decimals as percents		Converting Percent/Fractions/ Decimals #13 Percents, Decimals, and Fractions	Converting %/Frac/Dec	Percent Passkey Lessons Percents Percents, Decimals, and Fractions
(8.2) The basic percent equation The base percent equation Percent problems using proportions Applications		The Basic Percent Equation #13 Percent Equations and Problem Solving	Converting %/Frac/Dec	The Basic Percent Equation Passkey Lessons Percents Percent Equations and Problem Solving

		VIDEO TAPE		
SKILLS	TEXT	FULL TITLE	ABBREVIATION	SOFTWARE TITLE
(9) Geometry				
(9.1) Introduction to geometry Problems involving lines and angles Problems involving angles formed by intersecting lines Problems involving the angles of a triangle				Passkey Lessons Geometry Introduction to Geometry
(9.2) Plane geometric figures Perimeter of a plane geometric figure Area of a plane geometric figure	PreAlgebra by Martin/Gay	#1 Adding Whole Numbers and Perimeter #10 Area and Volume		Passkey Lessons Geometry Adding Whole Numbers and Perimeter Area and Volume

B. (2) Linear Equations and Inequalities in One Variable				
(2.1) Algebraic expressions and combining like terms		Introduction to Solving Linear Equations Addition Property of Equations Solving Linear Equations in One Variable Simplifying Variable Expressions	Introduction Solv Lin Eq	First Degree Equations of the form $ax+b=c$ General First Degree Equations Variable Expressions in the Simplest Form Passkey Lessons Equations

SKILLS	TEXT	VIDEO TAPE		SOFTWARE TITLE
		FULL TITLE	ABBREVIATION	
(2.2) The additive property of equality		Introduction to Solving Linear Equations- Addition Prop of Equations	Introduction to Solv Lin Eq	Passkey Lessons Equations Algebra Mentor Lessons 197-201 Introduction to Equations
(2.3) The multiplicative property of equality		Introduction to Solving Linear Equations- Multiplicative Prop of Equations Solving Linear Equations of the Form $ax+b=c$	Introduction to Solv Lin Eq Order of Oper & $ax+b=c$	Passkey Lessons Equations Introduction to Equations Algebra Mentor Lessons 197-201
(2.4) Combining properties to solve linear equations		Solving Linear Equations In One Variable	Solving Linear Eq- 1 Var	Passkey Lessons Equations General First Degree Equation of the form $ax + b = c$ Combining Properties to Solve Linear Equations
(2.7) Applications of linear equations		Solving Word Problems With Linear Equations	Solving Wrđ Prob-Lin Eq	Passkey Lessons Word Problems Application of Linear Equations
(2.9) Linear inequalities				Passkey Lessons Inequalities Linear Inequalities

		VIDEO TAPE		
SKILLS	TEXT	FULL TITLE	ABBREVIATION	SOFTWARE TITLE
(5) Rational Expressions				
(5.1) Reducing to lowest terms		Reducing Rational Expressions to Lowest Terms	Reducing Rat Exp-Low Tms	Algebra Mentor 161-168 Reducing to Lowest Terms Passkey Lessons Rational Expressions
(5.2) Multiplying and dividing rational expressions		Multiplication and Division of Rational Expressions	Mult & Div of Rational Expr	Algebra Mentor 169-171; 175-180 Multiplying & Dividing Rational Expressions Passkey Lessons Rational Expressions
(5.3) Addition and subtraction of rational expressions with a common denominator		Adding and Subtracting Algebraic Fractions	Adding & Subt Alg Frac	Algebra Mentor 181-184 Passkey Lessons Rational Expressions

SKILLS	TEXT	VIDEO TAPE		SOFTWARE TITLE
		FULL TITLE	ABBREVIATION	
(5.4) Addition and subtraction of rational expressions with a different denominator		Adding and Subtracting Algebraic Fractions	Adding & Subt Alg Frac	Algebra Mentor 185-196 Adding & Subtracting Rational Expressions with Different Denominators Passkey Lessons Rational Expressions
(5.6) Fractional equations		Solving Fractional Equations	Solving Fractional Equa	Applications of Rational Equations Fractional Equations

C. (4) Rational Expressions

(4.4) Adding and subtracting rational expressions				Adding & Subtracting Rational Expressions
(4.5) Complex fractions		Complex Fractions	Complex Fractions	
(4.9) Applications		Solving Word Problems with Fractional Equations	Solving Wrđ Prob - Frac Eq	Applications of Rational Equations

D. (2) Units of Measurement and Approximate Numbers

(2.1) Units of measurement: The Metric System				Passkey Lessons Measurement
(2.2) Reduction and conversion of units				Passkey Lessons Measurement