Section #2553 12:45-1:50 PM MTWTh in MC 83
You must do at least 1 hour per week in MyMathLab!

1) Welcome: I, Terry Green, your Math 31 teacher for the spring semester of 2012, am thrilled to have you as a student! I am on your side and I really want you to learn Elementary Algebra so well that you can successfully move on to the next level and beyond!

2) Course Outline for Math 31: These pages of information contain the guidelines for this course and should be read carefully so you will know what is expected of you. They contain information about attendance, grades, homework, exams, etc.

3) Information about your Instructor:
My Name: Terry Green
My SMC Telephone #: (310) 434-4728
My SMC E-Mail Address: green_terry@smc.edu
My SMC Web page: http://homepage.smc.edu/green_terry/
My Office Hours in MC 32: Wednesday 11:00 – 12 Noon and Thursday 2:00-3:00 PM
My Math 31 Workshop Every Tuesday from 2:00-3:00 PM in Math Lab Room 84B

4) Textbooks:

The solutions manual for Math 31 which is optional is:
Solutions Manual for Introductory Algebra for College Students 5th Edition

5) Materials you need to purchase for this course at our SMC bookstore or elsewhere:
   A) 1 notebook for the notes you will take every day in this class
   B) 5 small blue books for exams
   C) 1 large blue book for the final examination
   D) 6 SCANTRON Sheets Form #882-ES LOVAS which are the answer sheets for the exams
   E) Quite a few regular #2 pencils for math work and a ruler for graphing
   F) 1 scientific calculator if you do not already own one

6) Calculator Policy: Scientific calculators are valuable tools to help you learn mathematics. In terms of exams, they are not to be used on any exam including the final exam in Math 31. They can be used for the Technology Exercises in each homework section and to check your work.
7) Prerequisites for Math 31: You should have completed Math 84 Pre-algebra with a grade of C or better. Or you should have a score on the SMC placement test that allows you to take Math 31.

8) Tardiness Policy: I watched Dr. Phil one afternoon and he explained that when people are late, they are being thoughtless of others. I imagine you show up for work or time and so I am expecting you to show up on time to my class as well!

9) Cell Phones and Text Messaging: When cell phones go off in class, it is truly annoying not only to your fellow students but to your instructor as well. Turn them off! And any one caught text messaging really does not want to be in class and faces being dropped immediately! Every student who was texting in class during the last session did not earn an A, B, or C. Go figure!

10) Attendance Policy: I am expecting that you will attend every class session because at every class meeting we will cover important concepts and applications. If you are absent more than four times, you may be withdrawn from the class. If you are absent for a class session, you do not need to contact me. If you are going to be absent for an extended period of time because of illness or causes beyond your control, you can easily leave me a message on my SMC voice mail (310) 434-4728 or e-mail me at green_terry@smc.edu to let me know what is happening. I usually do not call or write back because I know I will see you when you return to class.

11) Withdrawal Policy: The deadline to drop on the web and get a complete refund is Thursday, February 23rd before 10 pm. The last day to drop and avoid a W is Monday, March 5th before 10 pm. The deadline to apply for a Pass/No Pass grade is March 16th. The last time to drop and get a guaranteed W is Sunday, April 8th before 10 pm. The last time you can drop and get a W is Sunday, May 6th before 10 pm., and this can only be done with my approval and under extenuating circumstances. Really at the half-way point in the class by April 8th, you need to make up your mind whether you are going to go the “W” route!

12) Grades: Your spring semester grade will be determined as follows:
   A) Your 5 exams are worth 60% of your grade or 600 points.
   B) Your final exam is worth 26% of your grade or 260 points.
   C) Your group learning activities are worth 2% or 20 points.
   D) Your math lab hours are worth 2% of your grade or 20 points.
   E) Your homework is worth 10% of your grade or 100 points.
   F) Thus, at the end of the spring you could have a total of 1,000 points.

13) How your final grade is determined in June is according to your final total:
   A) If your total is 895 points or more, (89.5% or more), you will earn an A.
   B) If your total is 795 to 894 points (79.5% to 89.4%), you will earn a B.
   C) If your total is 695 to 794 points (69.5% to 79.4%), you will earn a C.
   D) If your total is 0 to 694 points (0% to 69.4%), you will earn a D.
14) Additional Information about Grades:
Because I consider homework so critical to your learning mathematics, if you do not complete and submit the majority of it, the highest grade you will be able to receive no matter how many points you have earned will be a D. Furthermore, if you fail the final (less than 50%) your grade will be a D no matter what your point total.

15) Homework: As mentioned above, homework is critical to your learning Elementary Algebra. You are expected to work on the sections taught in class as soon after they are taught as possible. You will collect your homework assignments and turn them in as a package the day of each exam. 5 homework packages and the practice final will be collected. You should do your homework packages as completely and as accurately as possible always attempting to do your very best quality work. Recall that the homework packages are worth 10% of your grade or 100 points.

16) More about Homework:
A) Use pencil rather than pen to do your homework packages so you can take advantage of the eraser!
B) The first page of your homework package must be the Table of Contents of that particular homework package. You should Xerox the following package lists and check off the assignments you completed. You MUST number your pages of your package LIKE ANY BOOK so that it is easy for me to find your various assignments.
C) Show all your work. Answers alone are unacceptable and your homework package will be returned un-graded if you simply submit just the answers. Clearly mark each homework assignment that you complete at the top of the page so that you can turn in your work in an organized fashion from the first assignment in the package to the last. For example, after the Table of Contents in the first package, place the assignments from the sections in Chapter 1 in order. Then you would have sections from Chapter 2 in order. Any extra credits would be at the end of the homework package in the order listed in the Table of Contents.
D) When you start a new assignment, use a new piece of paper. Use both sides of the paper to save our forests!
E) Work top down in an orderly fashion showing your steps. Try to arrange your work so that anyone else could easily understand what you are trying to do. Note your final answer to each problem.
F) Turn in your homework package in a folder with your name clearly written on the Table of Contents. The folder should easily open and the Table of Contents should be the first page I see. Please do not use the type of folder where all of the pages have to be taken out of the folder for me to see them.
G) Submit only one homework package in a folder and take out any homework packages that have been previously graded.
17) Helpful Hints To Be Successful in Math 31:

A) **Attend class on a regular basis.** Statistics prove that students who attend class on a regularly have much greater success since learning mathematics is a step-by-step process. Every time you miss class, you are missing vital information that will make it difficult to grasp later mathematical concepts.

B) **Be involved in the class.** Math is not a spectator sport! Be an active listener and take good notes, writing down key ideas and examples that are presented. Ask questions when you are unclear about different mathematical ideas.

C) **Preview new material.** Before going to class, look over the sections your instructor is going to explain the next day. This will help you have some idea what is to come and allow you to consider possible questions you might wish to raise in class.

D) **Take time to do your homework and do it soon after it has been explained.** Mathematics can be a lot of fun when you understand what you are doing!

E) **Stay up with the class.** When you get behind in a math class, disaster is sure to happen!

F) **Make friends in class.** Classmates can make great study partners, take notes for you when you miss class and encourage you when you may be struggling. In fact, studies indicate people who work together to learn mathematics are usually more successful.

G) **Seek assistance.** Sometimes, even when you attend class regularly, take careful notes, study your textbook and do all the homework, you still find that you do not understand certain concepts. If this happens visit your instructor during his office hours for help or go to the math lab to get help from an instructional assistant or tutor. Sometimes a different approach from an outside source may help clarify concepts you may be having difficulty understanding.

H) **Be neat, accurate and well organized.** You should always attempt to do quality work on all homework packages and exams.

I) **Never give up!** An interesting characteristic of learning mathematics is that at one moment you may be totally confused, and then suddenly the light bulb goes on and you understand the material! Some mathematical ideas take awhile to digest and you might find after a few days of working some of the problems related to those ideas that they actually do make sense!

J) **Prepare for your exams.** In math courses, your show whether you know the material on exams. Study for exams by doing any practice exams provided by your instructor.

K) **Congratulate yourself when you learn new material!** As you learn new concepts, point out to yourself what you have learned so that your confidence in your mathematical ability will increase.
Package #1 – Due Monday, March 5th, 2012

Check off each assignment you complete in the left-hand space provided, or highlight each assignment completed. Of course, you are going to complete all of them! Also fill in the page numbers from your homework on your Xeroxed copy of this Table of Contents!

Note #1: The date listed is the tentative date the assignment will be explained.
Note #2: Your page number is the page number in your homework package of your work connected to the section you are doing in MyMathLab.

Chapter 1: The Real Number System

- 1.1 Intro to Algebra
- 1.2 Fractions in Algebra
- 1.3 The Real Numbers
- 1.4 Basic Rules of Algebra
- 1.5 Addition of Real Numbers
- 1.6 Subtraction of Real Numbers
- 1.7 Multiplication + Division of Real Numbers
- 1.8 Exponents, Order of Operations

Chapter 2: Linear Equations and Inequalities in One Variable

- 2.1 The Addition Property of Equality
- 2.2 The Multiplication Property of Equality
- 2.3 Solving Linear Equations
- 2.4 Formulas and Percents
- 2.5 An Introduction to Problem Solving
- 2.6 Solving Linear Inequalities

Extra Credits to be placed in your homework package in the following order are:

A) REVIEW PROBLEMS FOR EXAM 1 (HAND-OUT #7 ON WEB) V:2 P#
B) CHAPTER 1 REVIEW IN BOOK (ODDS) Value: 1 P#
C) CHAPTER 2 REVIEW IN BOOK (ODDS) Value: 1 P#
D) CHAPTER 1 TEST IN BOOK (ALL) Value: 1 P#
E) CHAPTER 2 TEST IN BOOK (ALL) Value: 1 P#
F) CUMULATIVE REVIEW AT END OF CHAP 2 (ALL) V:1 P#
G) ALL CHECK POINTS IN EACH SECTION Value: 5 P#

Exam #1 on Chapters 1-2 is scheduled for Monday, March 5th. Homework Package #1 is due the same day!!! We will review the material in these chapters on Wednesday, February 29th.
Package #2 – Due Monday, March 26th, 2012

Check off each assignment you complete in the left-hand space provided, or highlight each assignment completed. Of course, you are going to complete all of them! Also fill in the page numbers from your homework on your Xeroxed copy of this Table of Contents!

Note #1: The date listed is the tentative date the assignment will be explained.
Note #2: Your page number is the page number in your homework package of your work connected to the section you are doing in MyMathLab.

### Chapter 3: Problem Solving
- 3.1 Further Problem Solving
  - March 6: Your Page #______
- 3.2 Ratio + Proportion
  - M 7: Your Page #______
- 3.3 Problem Solving in Geometry
  - M 8: Your Page #______

### Chapter 4: Linear Equations and Inequalities In Two Variables
- 4.1 Graphing Linear Equations
  - M 12: Your Page #______
- 4.2 Graphing Using Intercepts
  - M 13: Your Page #______
- 4.3 Slope
  - M 14: Your Page #______
- 4.4 The Slope Intercept Form
  - M 19: Your Page #______
- 4.5 The Point-Slope Form
  - M 20: Your Page #______
- 4.6 Linear Inequalities in Two Variables
  - M 21: Your Page #______
- Chapter 4 Review Exercises (1-53 EOO)
  - Your Page #______

Extra Credits to be placed in your homework package in the following order are:
- A) REVIEW PROBLEMS FOR EXAM 2 (HAND-OUT #11 ON WEB) V:2 P#______
- B) CHAPTER 3 REVIEW IN BOOK (ODDS) Value: 1 P#______
- C) CHAPTER 4 REVIEW IN BOOK (ODDS) Value: 1 P#______
- D) CHAPTER 3 TEST IN BOOK (ALL) Value: 1 P#______
- E) CHAPTER 4 TEST IN BOOK (ALL) Value: 1 P#______
- F) CUMULATIVE REVIEW AT END OF CHAP 3 (ALL) V:1 P#______
- G) CUMULATIVE REVIEW AT END OF CHAP 4 (ALL) V:1 P#______
- H) ALL CHECK POINTS IN EACH SECTION Value: 5 P#______

Exam #2 on Chapters 3-4 is scheduled for Monday, March 26th. Homework Package #2 is due the same day!!! We will review the material in these chapters on Thursday, March 22nd.
Package #3 – Due Thursday, April 19th, 2012

Check off each assignment you complete in the left-hand space provided, or highlight each assignment completed. Of course, you are going to complete all of them! Also fill in the page numbers from your homework on your Xeroxed copy of this Table of Contents!

Note #1: The date listed is the tentative date the assignment will be explained.
Note #2: Your page number is the page number in your homework package of your work connected to the section you are doing in MyMathLab.

Chapter 5: Systems Of Linear Equations and Inequalities

_____ 5.1 Solving Systems by Graphing
M 27: Your Page #

_____ 5.2 Solving Systems by Substitution
M 28: Your Page #

_____ 5.3 Solving Systems by Addition
M 29: Your Page #

_____ 5.4 Problem Solving Using Systems
April 2: Your Page #

_____ 5.5 Systems of Linear Inequalities
April 3: Your Page #

Chapter 6: Exponents and Polynomials

_____ 6.1 Adding and Subtracting Polynomials
A 4: Your Page #

_____ 6.2 Multiplying Polynomials
A 4: Your Page #

_____ 6.3 Special Products
A 5: Your Page #

_____ 6.4 Polynomials in Several Variables
A 5: Your Page #

_____ 6.5 Dividing Polynomials
A 16: Your Page #

_____ 6.6 Dividing Polynomials by Binomials
A 16: Your Page #

_____ 6.7 Negative Exponents + Scientific Notation
A 17: Your Page #

Extra Credits to be placed in your homework package in the following order are:

A) REVIEW PROBLEMS FOR EXAM 3 (HAND-OUT #13 ON WEB) V:2 P#_______
B) CHAPTER 5 REVIEW IN BOOK (ODDS) Value: 1 P# ______
C) CHAPTER 6 REVIEW IN BOOK (ODDS) Value: 1 P# ______
D) CHAPTER 5 TEST IN BOOK (ALL) Value: 1 P# ______
E) CHAPTER 6 TEST IN BOOK (ALL) Value: 1 P# ______
F) CUMULATIVE REVIEW AT END OF CHAP 5 (ALL) V:1 P# ______
G) CUMULATIVE REVIEW AT END OF CHAP 6 (ALL) V:1 P# ______
H) ALL CHECK POINTS IN EACH SECTION Value: 5 P#_______

Exam #3 on Chapters 5-6 is scheduled for Thursday, April 19th. Homework Package #3 is due the same day!!! We will review the material in these chapters on Wednesday, April 18th.
Package #4 – Due Tuesday, May 15th, 2012

Check off each assignment you complete in the left-hand space provided, or highlight each assignment completed. Of course, you are going to complete all of them! Also fill in the page numbers from your homework on your Xeroxed copy of this Table of Contents!

Note #1: The date listed is the tentative date the assignment will be explained.
Note #2: Your page number is the page number in your homework package of your work connected to the section you are doing in MyMathLab.

Chapter 7: Rational Exponents and Radicals
_____ 7.1 The GCF + Factoring by Grouping A 23: Your Page #______
_____ 7.2 Factoring Trinomials: Leading Coefficient 1 A 24: Your Page #______
_____ 7.3 Factoring Trinomials: Leading Coefficient Not 1 A 25: Your Page #______
_____ 7.4 Factoring Special Forms A 26: Your Page #______
_____ 7.5 A General Factoring Strategy A 30: Your Page #______
_____ 7.6 Solving Quadratics by Factoring May 1: Your Page #______

Chapter 8: Rational Expressions
_____ 8.1 Rational Expressions M 2: Your Page #______
_____ 8.2 Multiplying + Dividing M 2, 3: Your Page #______
_____ 8.3 Adding + Subtracting Same Denominators M 3: Your Page #______
_____ 8.4 Adding + Subtracting Diff. Denominators M 7: Your Page #______
_____ 8.5 Complex Rational Expressions M 8: Your Page #______
_____ 8.6 Solving Rational Equations M 9: Your Page #______
_____ 8.7 Applications M 10: Your Page #______

Extra Credits to be placed in your homework package in the following order are:

A) REVIEW PROBLEMS FOR EXAM 4 (HAND-OUT #14 ON WEB) V:2 P#______
B) CHAPTER 7 REVIEW IN BOOK (ODDS) Value: 1 P#______
C) CHAPTER 8 REVIEW IN BOOK (ODDS) Value: 1 P#______
D) CHAPTER 7 TEST IN BOOK (ALL) Value: 1 P#______
E) CHAPTER 8 TEST IN BOOK (ALL) Value: 1 P#______
F) CUMULATIVE REVIEW AT END OF CHAP 7 (ALL) V:1 P#______
G) CUMULATIVE REVIEW AT END OF CHAP 8 (ALL) V:1 P#______
H) ALL CHECK POINTS IN EACH SECTION Value: 5 P#______

Exam #4 on Chapters 7-8 is Exam #4 on Chapters 7-8 is scheduled for Tuesday, May 15th. Homework Package #4 is due the same day. We will review the material in these chapters on Monday, May 14th.
Package #5 – Due Thursday, May 31st, 2012

Check off each assignment you complete in the left-hand space provided, or highlight each assignment completed. Of course, you are going to complete all of them! Also fill in the page numbers from your homework on your Xeroxed copy of this Table of Contents!

Note #1: The date listed is the tentative date the assignment will be explained.
Note #2: Your page number is the page number in your homework package of your work connected to the section you are doing in MyMathLab.

Chapter 9: Polynomial and Polynomial Functions

_____ 9.1 Finding Roots M 16: Your Page #______
_____ 9.2 Multiplying + Dividing Radicals M 17: Your Page #______
_____ 9.3 Operations with Radicals M 21: Your Page #______
_____ 9.4 Rationalize the Denominator M 22: Your Page #______
_____ 9.5 Radical Equations M 23: Your Page #______

Chapter 10: Quadratic Equations and Functions

_____ 10.1 The Square Root Property M 24: Your Page #______
_____ 10.2 The Completing the Square Method M 24, 29: Your Page #______
_____ 10.3 The Quadratic Formula M 29: Your Page #______

Extra Credits to be placed in your homework package in the following order are:

A) REVIEW PROBLEMS FOR EXAM 5 (HAND-OUT #15 ON WEB) V:2 P#______
B) CHAPTER 9 REVIEW IN BOOK (ODDS) Value: 1 P#______
C) CHAPTER 10 REVIEW IN BOOK (ODDS) Value: 1 P#______
D) CHAPTER 9 TEST IN BOOK (ALL) Value: 1 P#______
E) CHAPTER 10 TEST IN BOOK (ALL) Value: 1 P#______
F) CUMULATIVE REVIEW AT END OF CHAP 9(ALL) V:1 P#______
G) CUMULATIVE REVIEW AT END OF CHAP 10 (ALL) V:1 P#______
H) ALL CHECK POINTS IN EACH SECTION Value: 5 P#______

Exam #5 on Chapters 9-10 is scheduled for Thursday, May 31st. Homework Package #5 is due the same day! We will review the material in these chapters on Wednesday, May 30th.

We will review for the Final Exam on Monday, June 4th. You should have prepared your solutions to “The Review Questions” that you received on 2/13/12 and be ready to ask any last minute questions! The Final Exam for this class is scheduled for 12 Noon on Tuesday, June 5th.