MATH 84: ARITHMETIC REVIEW AND PRE-ALGEBRA
SPRING SEMESTER, 2003
Section #2324 8-9:20am Monday/Wednesday in LS 205

1) Welcome: I, Terry Green, your Math 84 teacher for the spring semester of 2003, am thrilled to have you as a student! I am on your side and I really want you to learn Pre-Algebra so well that you can successfully move on to the next level and beyond!

2) Course Outline for Math 84: 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: Monday, Wednesday + Thursday 3:15-4:15 in Math Complex 40e
My Study Group Hours: Monday + Wednesday 11-12 in a room to be announced

4) Textbooks:
The required textbook for Math 84 you MUST purchase:
Pre-Algebra for College Students by John R. Kennedy and Terry R. Green

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. Look in the bookstore for SCANTRON Sheets for Bowles and Hong.
   E) Quite a few regular #2 pencils for math work
   F) 1 folder to submit your homework packages which are turned in on exam day
   G) An optional purchase would be to buy a scientific calculator if you do not already own one. There are calculator problems in the book that would be a lot easier to do with a calculator than without one. The Casio fx-115W series is inexpensive and easy to use but the Texas Instruments and Sharpe companies also make affordable scientific calculators that are just as good.

6) Calculator Policy: Scientific calculators are valuable tools to help you learn mathematics. In this class you may use them do help you with your homework but you may not use them on any exams including the final exam.
7) **Prerequisites for Math 84:** You should have completed Math 81 or Math 81(T) Arithmetic with a grade of CR. Or you should have a score on the SMC placement test that allows you to take Math 84.

8) **Tardiness Policy:** I watched on television where Dr. Phil 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 Phone and Beeper Policy:** When they go off in class, it is truly annoying not only to your fellow students but to your instructor as well. Turn them off!

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:** You can get a “W” in this course on your own at our SMC administration office any time during the first 8 weeks of the semester. The absolute last week I can give you a “W” is Wednesday of the 12th week of the semester so if you would prefer to get a “W” during that week, you must communicate directly with me. After that date it is impossible to withdraw unless there are extenuating circumstances.

12) **Grades:** Your fall semester grade will be determined as follows:
   A) Your best 4 out of 5 exams are worth 60% of your grade or 600 points.
   B) Your final exam is worth 25% of your grade or 250 points.
   C) Your homework is worth 10% of your grade or 100 points.
   D) Your cooperative learning events are worth 3% of your grade or 30 points.
   E) Your class notes are worth 2% of your grade or 20 points.
   F) Thus, at the end of the semester you could have a total of 1,000 points.

13) **How your final grade is determined in August 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 Pre-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 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 grades 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. If your work looks like all you did was copy the problems and then the answers from the back of the book, you will get no credit for your package.

   D) 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, would come assignments from the sections in Chapter 1. Then you would have the Chapter Review Exercises and then the Practice Exam. Any extra credits would be at the end of the homework package in the order listed in the Table of Contents.

   E) When you start a new assignment, use a new piece of paper. Use both sides of the paper to save our forests!

   F) 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.

   G) The answers to all problems can be found at the back of the book. Use it as a resource to check your work for accuracy and if you find you have an error, try the problem again. If you are still having trouble, get assistance in the math lab or from a friend or family member.

   H) 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.

   I) Submit only one homework package in a folder and take out any homework packages that have been previously graded.
17) **Which Homework Problems to do:**
   A) In the regular assignments and the Chapter Reviews Exercise do every other odd problem (5, 9, 13, etc).
   B) In the Practice Tests in the book and the Practice Exams handed out in class do ALL the problems as they may be used as possible test type questions.

18) **Helpful Hints To Be Successful in Math 84:**
   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 usually are 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 or practice problems 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 10th, 2003

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, not the page numbers in the book where the homework problems are!
Note #3: Chapter Reviews and Practice Exams from the book are to be done as soon as all of the chapter assignments are completed. It is important to do these review exercises and Practice Exams in order to really learn the concepts and applications being presented in each of the chapters.
Note #4: The extra credits include the extra Practice Exams which will be available in class or on my website and ALL the Practice for Success Problems in each section and ALL the Looking Back Problems at the end of each section.

Chapter 1: Whole Numbers and Exponents

1.1 Place Value (1-65 EOO) FEB 19: Your Page #
1.2 Addition and Subtraction (1-45 EOO) FEB 24: Your Page #
1.3 Multiplication and Division (1-53 EOO) FEB 24: Your Page #
1.4 Exponents (1-73 EOO) FEB 26: Your Page #
1.5 Order of Operations (1-81 EOO) FEB 26: Your Page#
1.6 Prime Numbers, etc. (1-81 EOO) MAR 3: Your Page #
1.7 LCM’s + GCF’s (1-61 EOO) MAR 3: Your Page #
1.8 Algebraic Properties of Operations (1-61 EOO) MAR 5: Your Page #
Chapter 1 Review Problems (1-97 EOO) Your Page #
Chapter 1 Practice Test in Book (1-25 ALL) Your Page #

Extra Credits (Each has a Value of 2)

Practice Exam Handed Out in Class (ALL) Your Page #
All Practice For Success Problems in Each Section Your Page #
All Looking Back Problems at the end of Each Section Your Page #

We will review for Exam #1 on Chapter 1 during the second half of the class on March 5th. Exam #1 on Chapter 1 is scheduled for Monday, March 10th. Homework Package #1 is due the same day!!!
Package #2 – Due Wednesday, March 26th, 2003

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.
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Note #3: Chapter Reviews and Practice Exams from the book are to be done as soon as all of the chapter assignments are completed. It is important to do these review exercises and Practice Exams in order to really learn the concepts and applications being presented in each of the chapters.
Note #4: The extra credits include the extra Practice Exams which will be available in class or on my website and ALL the Practice for Success Problems in each section and ALL the Looking Back Problems at the end of each section.

Chapter 2: Integers

- 2.1 The Number Line (1-85 EOO) MAR 12: Your Page #
- 2.2 Addition of Integers (1-89 EOO) MAR 12, 17: Your Page #
- 2.3 Subtraction of Integers (1-97 EOO) MAR 17: Your Page #
- 2.4 Mult. and Division of Integers (1-93 EOO) MAR 19: Your Page #
- 2.5 Mixed Operations (1-33, 53-65 EOO) MAR 19,24: Your Page#
- Chapter 2 Review Exercises (1-29, 57-93 EOO) MAR 25: Your Page #
- Chapter 2 Practice Exam (1-32 ALL) MAR 26: Your Page #

Extra Credits (Each has a Value of 2)

- Practice Exam Handed Out in Class (ALL) Your Page #
- All Practice For Success Problems in Each Section Your Page #
- All Looking Back Problems at the end of Each Section Your Page #

We will review for Exam #2 on Chapter 2 during the second half of the class on March 24th. Exam #2 on Chapter 2 is scheduled for Wednesday, March 26th. Homework Package #2 is due the same day!!!
## Package #3 – Due Wednesday, April 23rd, 2003

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, not the page numbers in the book where the homework problems are!
Note #3: Chapter Reviews and Practice Exams from the book are to be done as soon as all of the chapter assignments are completed. It is important to do these review exercises and Practice Exams in order to really learn the concepts and applications being presented in each of the chapters.
Note #4: The extra credits include the extra Practice Exams which will be available in class or on my website and ALL the Practice for Success Problems in each section and ALL the Looking Back Problems at the end of each section.

### Chapter 3: Fractions

- **3.1 Expansion + Reduction of Fractions (1-93 EOO)**  
  M 31: Your Page #
- **3.2 Signed Fractions (1-81 EOO)**  
  M 31: Your Page #
- **3.3 Addition of Signed Fractions (1-85 EOO)**  
  April 2: Your Page #
- **3.4 Subtraction of Signed Fractions (1-69 EOO)**  
  April 2, 7: Your Page #
- **3.5 Mult. and Div. of Signed Fractions (1-77 EOO)**  
  April 7: Your Page #
- **3.6 Mixed Operations (1-49 EOO)**  
  April 9: Your Page #
- **3.7 Complex Fractions (1-37 EOO)**  
  April 21: Your Page #
- **Chapter 3 Review Problems (1-85 EOO)**  
  Your Page #
- **Chapter 3 Practice Test (1-30 ALL)**  
  Your Page #

### Extra Credits (Each has a Value of 2)

- Practice Exam Handed Out in Class (ALL)  
  Your Page #
- All Practice For Success Problems in Each Section  
  Your Page #
- All Looking Back Problems at the end of Each Section  
  Your Page #

We will review for Exam #3 on Chapter 3 during the second half of the class on April 21st. Exam #3 on Chapter 3 is scheduled for Wednesday, April 23rd. Homework Package #3 is due the same day!!!
## Package #4 – Due Wednesday, May 14th, 2003

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, not the page numbers in the book where the homework problems are!
Note #3: Chapter Reviews and Practice Exams from the book are to be done as soon as all of the chapter assignments are completed. It is important to do these review exercises and Practice Exams in order to really learn the concepts and applications being presented in each of the chapters.
Note #4: The extra credits include the extra Practice Exams which will be available in class or on my website and ALL the Practice for Success Problems in each section and ALL the Looking Back Problems at the end of each section.

### Chapter 4: Decimals

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<tr>
<td>4.1 Decimal Notation + Place Value (1-69 EOO)</td>
<td>April 28</td>
<td>Your Page #</td>
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<tr>
<td>4.2 Addition + Sub. of Signed Decimals (1-97 EOO)</td>
<td>April 28</td>
<td>Your Page #</td>
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<td>4.3 Multiplication Of Signed Decimals (1-81 EOO)</td>
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<td>4.4 Division of Signed Decimals (1-85 EOO)</td>
<td>May 5</td>
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<td>4.5 Square Roots as Decimals (1-81 EOO)</td>
<td>May 5</td>
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<td>4.6 Reducing Square Roots (1-89 EOO)</td>
<td>May 7</td>
<td>Your Page #</td>
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<td>4.7 Percent (1-97 EOO)</td>
<td>May 7, 12</td>
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<td>Chapter 4 Review Problems (1-69 EOO)</td>
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<td>Chapter 4 Practice Test (1-25 ALL)</td>
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<td>Practice Exam Handed Out in Class (ALL)</td>
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<td>All Looking Back Problems at the end of Each Section</td>
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We will review for Exam #4 on Chapter 4 during the second half of the class on May 12th. Exam #4 on Chapter 4 is scheduled for Wednesday, May 14\textsuperscript{th}. Homework Package #4 is due the same day!!!
Package #5 – Due Wednesday, June 4th, 2003

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, not the page numbers in the book where the homework problems are!
Note #3: Chapter Reviews and Practice Exams from the book are to be done as soon as all of the chapter assignments are completed. It is important to do these review exercises and Practice Exams in order to really learn the concepts and applications being presented in each of the chapters.
Note #4: The extra credits include the extra Practice Exams which will be available in class or on my website and ALL the Practice for Success Problems in each section and ALL the Looking Back Problems at the end of each section.

Chapter 5: Exponents

_____ 5.1 Zero and Negative Exponents (1-73 EOO) May 19: Your Page #
_____ 5.2 Mult. + Div. With Signed Exponents (1-61 EOO) M19, 21: Your Page #
_____ 5.3 Powers of Powers (1-49 EOO) May 21, 28: Your Page #
_____ 5.4 Decimals and Signed Powers of 10 (1-65 EOO) May 28: Page #
_____ 5.5 Scientific Notation (1-57 EOO) June 2: Your Page #
_____ Chapter 5 Review Problems (1-81 EOO) Your Page #
_____ Chapter 5 Practice Test (1-27 ALL) Your Page #

Extra Credits (Each has a Value of 2)

_____ Practice Exam Handed Out in Class (ALL) Your Page #
_____ All Practice For Success Problems in Each Section Your Page #
_____ All Looking Back Problems at the end of Each Section Your Page #

We will review for Exam #5 on Chapter 5 during the second half of the class on June 2nd. Exam #5 on Chapter 5 is scheduled for Wednesday, June 4th. Homework Package #5 is due the same day!!

FINAL EXAM DATE!
We will review for the final exam on Monday, June 9th, 2003. The final exam will be given on Wednesday, June 11th, 2003 from 8am to 11:30.

You will receive a practice final which you MUST COMPLETE and submit the day of the final exam. It is your passport enabling you to take the final exam that covers chapters 1-5 of your textbook.