Welcome to MAT 031 – 101  Summer Semester 2012

I look forward to meeting you and working with you this semester. Please read the entire syllabus that follows this introductory note. Then go back and follow directions one step at a time.

1. Acknowledge that you have received and read the syllabus by sending an e-mail to me at eileenrich@skipjack.chesapeake.edu
Include in your email how many personal tidbits about myself that are randomly inserted in this syllabus.

2. In order to make the best use of time available for this course, please complete the following steps prior to the first day of class on Monday, June 11.
   a) Send any questions regarding the syllabus to the e-mail above.
   b) Follow the steps at the end of the syllabus to sign on to MyMathLab and begin the work.
   c) Complete the MML assignment Media and “Do This First”, if this is your first experience with MML. Otherwise, start working on the media and homework assignments where you left off. If you need assistance determining where to start contact me as soon as possible.
   d) Please be sure to contact me by e-mail with questions about MML.
   e) NEVER PRINT OUT MML PROBLEMS IN THE LRC. It is not necessary to print the problems out at all unless you prefer to do that. Then please use your personal computer.

Thank you,
Eileen Rich

Introductory Algebra  Summer Semester 2012  MAT 031-101
Eileen Rich, Instructor  eileenrich@skipjack.chesapeake.edu

Class Schedule:  Monday & Wednesday  11:30 – 2:15 p.m. in T-122
Office Hours  by appointment only
**Course Description:**
This is an introduction to algebra, through a computer based program. Topics included are properties of whole numbers, integer and rational numbers, solving equations, polynomials, factoring, systems of equations and graphs. 5.5 hours per week. 3 load hours, 0 credits

**Textbook is not necessary.** MyMathLab (MML) Access Code for: *Beginning Algebra - Fifth Edition* Martin-Gay 2009, is required. If you took the course last semester, you do not need to purchase a new MML code. Code may be purchased on-line. Four-function calculator is required IN class. ACCESS TO A COMPUTER WITH INTERNET ACCESS IS ESSENTIAL!!

Prerequisite: MAT 023 or appropriate score on the placement test.

**Introduction:**
This course, Introductory Algebra, is approximately equivalent to the first year of high school algebra and is the first of two sequential courses in algebra taught at Chesapeake College in preparation for college level mathematics courses. Students must complete Mat 031. Most students must also complete MAT 032 in order to gain entry to the credit level mathematics courses.

In addition to the class time, the average student should plan to spend ELEVEN hours outside of class each week (2 hours for every hour spent in class). This time must be spent completing the MyMathLab sections. This is a summer class, so there are only 8 weeks to complete this course. Students wishing to COMPLETE the course in one semester will need to complete an average of 4-5 sections per week including appropriate tests. Much of the work MUST be finished outside of class or you WILL NOT complete the course.

**ALL Assignments:**
**All work is assigned and completed in MyMathLab.** This program allows students to receive immediate feedback upon completing each problem. It also provides students with step-by-step assistance on how to solve problems.

*MyMathLab* is an interactive website where you can:
Self-test & work through practice exercises with step-by-step help to improve your math skills.
Study more efficiently with a personalized study plan and exercises that match your book.
Get help when YOU need it. MyMathLab includes multimedia learning aids, videos, animations, and live tutorial help.

An access code for MyMathLab is available to purchase at the Bookstore or on-line. MAT031 - 101 (Monday and Wednesday class) use rich82773 (Course ID) and 21679 (zip code) when registering. The instructions for registration are located at the end of this document. Please take the time to register prior to the first class meeting.

All work should be completed in a neat, legible, and orderly manner in your course notebook, using the process of the section. As problems are completed answers should be submitted to MML for immediate feedback or grading. Remember that you may check answers on MML as you go so that you can make corrections and insure proper understanding.

A thick spiral notebook will be necessary for this course. Students will take notes from the videos and short lectures in this notebook and then complete all of their work in the notebook as well. My middle name is Delores. Students will be expected to bring a supply of pencils to class and to do their work in pencil alone.

Experience has shown students who organize their materials tend to do better than the average student in this course.

**Computer down time is not a valid reason for tardiness on assignments.** Computers and computer programs do sometimes experience down time, so plan ahead. If you wait until the last day to complete your homework, you may face a long line at the computer lab or a computer problem. I love teaching/tutoring at Chesapeake College. Procrastinate at your own risk!

**Calculators:**
The mathematics department has developed a standardized calculator policy for each and every course at Chesapeake College. Effective for the Fall 2011 semester, the calculator that is approved for this course is a basic four function calculator. Graphing calculators will not be permitted for use in the classroom and on any tests. If you choose to use that type of calculator at home you will find it more difficult to succeed when taking the in-class tests. You are responsible for understanding how to use your calculator and for making sure that it works on exam days. I do not carry a supply of batteries!

**Attendance and Participation:**
Class Participation grades are determined by attendance and work completion and count 10% of the final grade. A student must be present for the entire class period in order to be counted present. A weekly grade will be given based upon attendance and total number of course sections completed (including any tests for those sections).

Students wishing to COMPLETE the course in one semester will need to complete an average of 4-5 sections per week including appropriate tests. Much of the work MUST be finished outside of class or you WILL NOT complete the course.

It may be in your best interest to make a “study friend” so that you will be able to get any class announcements. It is in the best interest of each student to be present at every class session. If you find yourself unable to keep up with the class, make an appointment to see the instructor outside of class time. It is my goal that this is a productive and pleasant experience for both of us. If you have difficulties, please talk to me.

** Class participation is more than simply presenting a warm body in class each day. It is assumed that students will arrive to class on-time with their class materials and ready to learn. To that end, it is expected that students will not engage in behaviors that distract not only the instructor but also their fellow classmates.
Students who engage in activities such as talking to each other, talking on cell phones or text messaging, leaving class for non-emergency needs, will be asked to leave. Cell phones must be turned off and out-of-sight. My favorite color is purple.

NOTE: College policy prohibits young children from accompanying parents to class.

ACADEMIC INSTRUCTION EMERGENCY MANAGEMENT PLAN: In the event that Chesapeake College needs to close for an extended period of time due to a flu pandemic, severe weather event, or other emergency situation, consideration will be given to the timing and duration of the closure as follows:

1. Closure during the semester for up to one week – there will be an opportunity to make up work missed without significant alteration to the semester calendar.

2. Closure extending beyond one week (or in situations where classes are cancelled on the same days/evenings over multiple weeks) – the College may extend the length of the semester. Depending on the timing of the closure, scheduled breaks, end of semester dates, and/or the processing of final grades might be impacted.

Students can acquire information about closures on the College website or by calling 410-822-5400 or 410-228-4360. Chesapeake College courses held at off campus sites will follow the protocol of the host facility.

Academic Honesty Policy – As described in the Student Code of Conduct, “If based on substantial evidence, a student is deemed guilty of academic dishonesty, the College may initiate disciplinary action as follows:
1. The student may be required to repeat the assignment or the examination.
2. The student may be given a failing grade for the assignment or the examination.
3. The student may be given a failing grade for the course.
4. The student may be suspended or dismissed from the college.

Grades:
This course consists of chapters 1 – 6 in the on-line textbook.
Grading: Final grades will be determined according to the following criteria and grading scale.

Criteria Scale
Class Participation and Work Goals 10% A 90 – 100%
On-line Homework and Quizzes 15% (8%/7%) B 80 – 89%
Tests 55% C 70 – 79%
Final Exam 20% F Less than 70%

No D grade is given in a Developmental Math course. You must pass with a grade of C or better.
Students should be aware that Chesapeake College has adopted a policy limiting the number of times a course can be repeated to two. This includes audits and withdrawals. You may enroll in the class a total of three times.

**Testing:**
In addition to the homework and chapter quiz that each student will complete as they proceed through the course, there will be Twelve (12) tests given during the course of the semester. These tests will count as 55% of your final course grade. Test dates will be dependent on when you complete the work for a particular section of material. You may work on the course and be ready to take the tests at your own pace. You control when you complete the course. **NO test grade(s) will be dropped!**

You may not leave the classroom during test!!

Cell phone calculators may NOT be used in class at any time.

There are a small number of calculators available for use in the classroom.

**Final Exam:** There will be a final exam given when you have completed the course material. There is however a testing time determined during the last week of the semester. This final exam is worth 20% of the final course grade and can only be taken once. It is a required exam and **IS cumulative.**

The Final Exam will be given on **Wednesday, August 1, 2012 in T-122.**

**Academic Support Center:** The Academic Support Center offers free drop in math tutoring in room 105 of the Learning Resources Center.

**Project Mainstay:** Project Mainstay, formerly Student Support Services, offers free scheduled tutoring, up to 2 hours per week to qualifying students in room 105 of the Learning Resources Center. To qualify, students must either, be a first generation college student, be economically disadvantaged, have a physical disability, or have a learning disability. There will be more information given during class.

**Course Objectives:**

At the completion of the course the student will be able to:

- Solve linear equations.
- Solve all types of application problems.
- Graph linear equations and inequalities.
- Given sufficient information, write linear equations.
- Identify functions and their domain and range.
- Solve systems of equations by various methods.
- Simplify positive and negative exponential expressions.
- Convert Scientific notation to standard numbers and reverse.
- Add, Subtract, Multiply and Divide Polynomials.
**Tentative Course Outline**

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**MAT 031 – Elementary Algebra**

**Course Objectives**

I. Solving Linear Equations and Inequalities

Upon successful completion of this course, students should be able to:
1. Simplify algebraic expressions.
2. Solve linear equations using addition and multiplication principles.
3. Solve applied problems using linear equations and formulas.
4. Translate sentences to mathematical statements and solve.
5. Solve linear inequalities and express the solution graphically and using set notation.

II. Graphing Equations

Upon successful completion of this course, students should be able to:
1. Plot points on a rectangular coordinate plane.
2. Find the solutions of an equation and express the solution as an ordered pair.
3. Graph linear equations.
4. Given a linear equation, find the x and y intercepts.
5. Graph equations that are given in slope-intercept form.
6. Given two points, find the slope of the line containing them.
7. Given sufficient information, write the equation of the line.
8. Define relation, domain, range and function.
9. Use the vertical line test to determine if graph is a function.

III. Systems of Equations

Upon successful completion of this course, students should be able to:
1. Determine if an ordered pair is a solution of a system of equations
2. Solve a system of equations by graphing, by substitution and/or by addition.
3. Identify systems of equations that have no solution or an infinite number of solutions.
4. Use a system of equations to solve problems.

IV. Exponents and Polynomials

Upon successful completion of this course, students should be able to:
1. Evaluate exponential expressions.
2. Simplify expressions using rules of exponents.
3. Convert numbers from standard form to scientific notation.
4. Convert numbers from scientific notation to standard form.
5. Classify polynomials and determine their degree.
6. Add, Subtract, Multiply and Divide polynomials.
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**FINAL EXAM Wednesday, August 1, 2012**
READ THIS COMPLETE SET OF INSTRUCTIONS BEFORE YOU BEGIN THE REGISTRATION PROCESS FOR MYMATHLAB.

MyMathLab is an interactive website where you can:
Self-test & work through practice exercises with step-by-step help to improve your math skills.
Study more efficiently with a personalized study plan and exercises that match your book.
Get help when YOU need it. MyMathLab includes multimedia learning aids, videos, animations, and live tutorial help.

Before You Begin:
To register for MyMathLab you will need:
- A MyMathLab student access code (packaged with your new text, standalone at your bookstore, or available for purchase with a major credit card at www.coursecompass.com)
- Your instructors’ Course ID: rich82773
- Your School’s zip code: 21679
- A valid email address

Student Registration:
I. To register and enroll in your instructor's MyMathLab or MyStatLab course:
Go to www.coursecompass.com and click the Register button for students.
If you are registering for a course that you have taken before OR that uses the same book you have used for a previous course, you should not need a new access code. Be sure to use exactly the same login username, password, and email name that you have used for any other Pearson course (not only math) you have taken. When asked if you already have a Pearson Account, say yes.

If you are registering for the first time, follow the on-screen instructions to enter your instructor's Course ID and your student access code, provide contact information, and create a login name (don’t use your complete email address, as you will have to type it all in every time) and password. If you do not have a student access code, you can purchase online access to CourseCompass using a credit card. It is a good idea to email this information to yourself for all email accounts you use, so that you have this information in case you forget.

If you need to register but do not have necessary funds or code, you may use a temporary code that is provided for approximately two weeks. Follow the steps given during the registration process. Do this as a last resort, because use of a temporary code has caused confusion for students when trying to re-register with a permanent code.

Creating a Pearson account: To help students understand whether they already have a Pearson account, a list of MyLab/Mastering products they may have used previously will appear for them to select. This will minimize the possibility of students creating unnecessary accounts that can lead to confusion.

After you have registered and enrolled, you are ready to log in to your instructor's MyMathLab or MyStatLab course!

To log in and access your course:
Go to www.coursecompass.com and click the Log in button for students.
Enter the login name and password you created during registration.
You will be taken to CourseCompass -- the online learning environment for MyMathLab and MyStatLab. From the My CourseCompass page, simply click the name of your instructor's course to begin exploring MyMathLab or MyStatLab!
NOTE: The first time you enter your course from your own computer and anytime you use a new computer, click the **Installation Wizard** or **Browser Check** on the Announcements page. After completing the installation process and closing the wizard you will be on your course home page and ready to explore your MyMathLab resources!

### Have you already used MyMathLab?

#### I. Before you start, you will need:

A new Course ID from your instructor

A new student access code (or you can purchase online access using a credit card or PayPal) if you are enrolling in a course based on a different book than you used before.

**See below for step by step instructions on registration.**

#### To enroll in a new MyMathLab or MyStatLab course:

- Go to www.coursecompass.com and click the Register button for students.
- On the Before You Start page, select Get access to a new course and click Next.
- Enter your new Course ID and click Find Course.
- Select Access Code to enter your new code, or select Buy Now to purchase access online, and click Next.
- Review the License Agreement and Privacy Policy and click I Accept.
- Click Yes to indicate that you already have a Pearson account, enter your existing login name and password, and click Next.
- Review your account information and make any necessary changes or updates. Click Next to complete enrollment.

#### I. To enroll in another MyMathLab or MyStatLab course based on the same textbook: You do not need a new student access code to enroll in a course based on the same textbook as your current course.

In any of the following situations, all you need to enroll is a new Course ID from your instructor:

- You are switching to a different section of your course
- You are re-taking the same course
- You are enrolling in the next semester of a course that is taught over multiple semesters
- Go to www.coursecompass.com and click the Log In button for students.
- Enter your login name and password and click Log In.
- Click the Enroll in Another Course button.
- Enter the new Course ID from your instructor and follow the on-screen instructions to complete enrollment.

**TIP:** When you try to log in and enroll in the next semester of your course, you may see a message saying that you cannot log in to CourseCompass because your most recent course has ended. As long as you are enrolling in another course based on the same textbook you used last semester, you can still log in and enroll in the new course, as follows:

- Click the link contained in the message to your Account Summary.
- Enter the same login name and password you used last semester, and click Log In.
- On the Account Summary screen, click Enroll in Another Course.
- Enter your instructor's Course ID for the new course and click Next.
- Follow the on-screen instructions to complete enrollment in your new course.