Course:	**Elementary Algebra** Course Number 0344; T/Th 12:20 p.m. – 2:50 p.m.; CMS 128
Instructor:	Mrs. D Renee Butler Office: CMS 247 Office Hours: T/Th 9:30 a.m. – 10:15 a.m. E-mail: butlerdr@lamission.edu Website: www.lamission.edu/~butlerdr Messages: (818) 364-7600 ext 4279
Text:	***Beginning and Intermediate Algebra***, by Elayn Martin-Gay custom edition for LAMC, bundled with **MyLabsPlus** access code
Important Dates:	September 6: Last day to drop WITHOUT a "W" November 15: Last day to drop WITH a "W" December 10: 12:30 p.m. – 2:30 p.m.: FINAL EXAM

Prerequisites: Math 112 with a grade of "C" or better, or appropriate skill level demonstrated through the Math assessment process, or by permit.

Course Outline: This is the first course in Algebra. There will be a brief review of concepts learned in pre-algebra using more challenging illustrations and examples. Topics include the real number system, integer exponents, polynomials and factoring, rational expressions, radicals, solving different types of equations (linear, quadratic, rational and radical), linear equations and inequalities in two variables, systems of linear equations in two variables, and problem solving involving the different types of equations.

Student Learning Outcomes: By the end of the course, the successful student will be able to:
1. Simplify and evaluate various algebraic expressions.
2. Solve, graph, and analyze various algebraic equations and systems of equations, including utilizing them to solve application problems.

Calculators: A scientific calculator is required. No graphing calculators, cell phones, IPODs, nor hand held computers nor borrowing calculators are allowed during in-class assessments.

Homework: 10% of your grade
Students enrolled in Math 115 are automatically registered in an online system called MyLabsPlus. Homework and quizzes will be assigned online through this system. The access code for MyLabsPlus will be packaged with the new textbook sold in the Mission College bookstore. The same textbook and software will be used for the Math 125 continuation course next semester. Textbooks purchased online or at other bookstores may not include the access code for MyLabsPlus. Students should work on their homework as each section is completed in class. There are due dates posted online for each HW and it is the students' responsibility to complete assignments by their due dates. All scores will be automatically transferred to the instructor after a student hits the submit button. Since the system does not grade each step of the students' work, it is important that students write down their solving steps clearly in a HW notebook in order to identify any mistakes made. **Students are required to turn in this HW notebook on the day of the associated exam**. Work must be shown in a clear and organized manner and labeled neatly indicating the section being worked on, and the problem number.

Quizzes & Group work: 10% of your grade
Quizzes will be given online through MyLabsPlus for each chapter we cover. Group work will be done in class. Students will work in cooperative groups and be graded on the work assigned which usually covers material from the last few class sessions. *No make-ups will be given for quizzes or group work.*

Tests: 50% of your grade
All tests must be taken on the day assigned. THERE WILL BE NO MAKEUPS. If you have extenuating circumstances and know in advance that you will miss an exam, then it is possible to arrange to take it in advance, but only one rescheduled exam will be allowed. Missed exams will be scored as zero. However, one missed exam or your lowest exam grade will be replaced by the score you get on the final as long as this improves your grade. Tests are all closed book and closed notes. You must show all your work to earn full credit. No leaving the classroom during testing.

Final Exam: 30% of your grade
This class has a common departmental final. It is cumulative, and has a free answer portion and a multiple choice portion. You are required to take the final exam to pass the class. The final exam should be taken seriously and will require a good deal of dedication on your part in terms of study time. The final exam date and time for this class is <u>Tuesday, Dec. 10 at 12:30 p.m. – 2:30 p.m.</u> There is no rescheduling or exception to the day and time of the final exam.

Final Grade:	Homework	10%	Grade Calculation	A = 90 - 100%
	Quizzes & GW	**10%**		**B = 80 - 89%**
	Tests	**50%**		**C = 70 - 79%**
	Final Exam	**30%**		**D = 60 - 69%**
				F = 0 - 59%

Border line grades will be determined by attendance, participation and level of improvement on the final.

Attendance:
This is very important in a sequential course such as mathematics. To understand each topic, students need to know what came before. You are expected to attend class regularly, arrive on time and stay for the entire class period. Good attendance shows me that you are putting forth effort. If you need to leave early, please let me know ahead of time. If you miss a class session, you are responsible for the material covered and the assignments for that session. It would be in your best interest to get class notes from another student. **(Remember, quizzes, group work and tests cannot be made up.)**

The best way to contact me is by email: butlerdr@lamission.edu
> ***Please note: <u>In the subject area, type the name of this class: Math 115, and your name,
> or else I will not open the email.</u>***

It is the student's responsibility to manage his or her academic workload. Should a student decide to stop attending class it is their responsibility to drop the class. All students appearing on the grade roster will receive a grade regardless of whether they are attending classes or not.

Classroom Behavior: Please limit your talking to discussions with the instructor. Talking to the person next to you disturbs the whole class. The appropriate behavior for this class is in the "Standards of Student Conduct" which has been set forth in the Student Code of Conduct printed in the college schedule of classes and/or the college catalog. All cell phones, pagers, and electronic devises are to be turned off.

Academic Honesty: Honesty and integrity are integral components of the academic process. The "Student Academic Integrity Policy Statement" can be found in the college schedule of classes and/or the college catalog. Any form of academic dishonesty will not be tolerated and will result in a zero for that particular exam or quiz and will be factored into your grade. The event will be reported to the Math Department Chair and to the VP of student services for disciplinary action which may include suspension or expulsion.

Tutoring: Form a study group with those in class. See me during my office hours or email me if you have questions. Free tutoring is available in the Math Center, CMS 121, open Mon. – Thur. 11am – 8pm and Sat. 10am – 2pm. Also, online tutorials can be accessed through the website: lamc.mylabsplus.com under Multimedia Library. These include: Video lectures, animations, and chapter test prep videos.

To be successful in this and any math class, expect to spend at least two to three hours for every hour in class. The majority of the learning that you do in college courses takes place outside of class. What you get out of this class is a function of what you put into it. Mathematics is not a spectator sport. You have to put in the work to see the results!

Success & Study Tips:

You do not have to be Gauss (the Einstein of math) to understand mathematics, but you must cultivate good study habits. It is possible (although not desirable) to complete problems yet *not understand the underlying concepts*. Improving analytical problem-solving skills is an important, but secondary, goal of this course. The principal aim is to instill an awareness of basic mathematical principles. Try these steps:

1. ***The textbook sections to be discussed*** at the next class meeting are announced at the end of each lecture. When you begin to study, quickly scan the headings, pictures, diagrams, and captions in these sections. Then go back and read the text. Do not worry too much if you do not understand everything the first time; it is more important to see the material so you know what to expect at the next lecture. Write down questions that come to mind as you read and ask these questions in class.

2. ***As topics are discussed in class, study the appropriate paragraphs more carefully***. Work the examples on scratch paper. Don't look at the answer right away. If you get stuck, look at the solution (one line at a time) for a hint. You may have to study a text section or example repeatedly before it begins to make sense.

3. ***Try the homework problems*** after ***you study the text and your notes***. Some students start with the homework problems, thinking that if they find similar examples and just plug in numbers, they save time because they don't have to read the text! Usually the problems are a bit different and this method doesn't work. Even if it does work, your understanding will be incomplete, as the tests will soon demonstrate.

4. ***Before the homework assignment is due, review your work and your answers***. Work in groups (for moral support) and come to the tutoring center. Keep up with all work. Getting behind will "snowball" on you very rapidly. Do your homework on a daily basis.

5. ***Problem Solving***. If you don't see a way to tackle a problem after 10–20 minutes or so, go to the next one and come back to it later. If this doesn't work, then get help. Bring your attempted solution to your helper (tutor, instructor, etc.); do not arrive with a blank sheet of paper. At the very least, draw a completely labeled diagram and list the known and unknown quantities.

6. ***Study math every day***. Don't leave all the work until the day before the test. No one can "digest" so much math all at once, no matter how much time you spend trying. Math is best studied in bite-sized, digestible pieces. That means studying a few hours every day. To prepare for tests, practice by working the examples and additional problems in each section

7. ***Get Organized***. Organize your class materials, including homework assignments, graded quizzes and tests, notes and any worked out review problems. These items will make valuable references when studying for upcoming tests and the final exam.

8. ***Find other students to study with***. Group work can be very productive, and is very much encouraged. You'll be given opportunity to work in a group so exchange email and phone numbers with a couple of students in the class.

To succeed in this class:
- Do the homework. Learning math takes practice and there is no better practice than working through the assigned problems.
- Ask questions. Feel free to ask questions during the lectures, especially when you are struggling.
- Read the book. It will answer a lot of your questions and help you understand the lectures better.
- Think positive. Do not get discouraged. Anyone can learn math. For some people, it takes a lot more hard work. You can do it!

Resources Available to Students at LA Mission College:

SPECIAL ACCOMMODATIONS

If you require special accommodations for a disability, religious holiday, or any other reason please inform your instructor(s) within the first week of the course and we will accommodate you if at all possible. For accommodations due to disability, you must consult with the Disabled Students Programs and Services Office after which we will abide by their recommendations.

COLLEGE RESOURCES FOR LAMC STUDENTS

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: http://www.lamission.edu/admissions/

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit: http://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit: http://eagleslanding.lamission.edu/default.asp

Counseling Department: For appointments and information call 818-364-7655 or visit: http://www.lamission.edu/counseling/

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit: http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services (EOP&S): For appointments, eligibility and information call 818-364-7645 or visit: http://www.lamission.edu/eops/

Financial Aid: For information and applications call 818-364-7648 or visit: http://www.lamission.edu/financialaid/

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit: http://www.lamission.edu/library/

STEM Office: For those interested in pursuing science, technology, engineering and/or math, please call the STEM (Science, Technology, Engineering, and Technology) counselor at (818) 833-3425 or visit: http://www.lamission.edu/stem

Tutoring Lab & Math Center (now called STEM Center): For free Math tutoring, computer use and internet access, call (818) 364-7811 or visit: http://www.lamission.edu/mathcenter/

Tutoring Services in Learning Center (Library): Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit: www.lamission.edu/learningcenter/

Three Attempt Limit
A new state policy in effect as of 2012 limits students to **three attempts per course**.
Receiving a grade or a "W" for a course counts as an attempt, **regardless of when the course was taken**. Withdrawal by the deadline to avoid a "W" will not count as an attempt.

"If you think you can or think you can't, you're right." —Henry Ford

Math 115   **Tentative Schedule**   **Fall; 2013**
Mrs. Renee Butler   **Beginning Algebra**   **Section # 0344**

Syllabus Continued: Tests may be rescheduled, announced in advance. The final cannot be rescheduled. Students who are absent for 1/4 of the days we meet may be automatically dropped from the class.

Week	Date	Tuesday	Thursday
1	Aug 27/ Aug 29	1.2 to 1.5	1.6, 1.7, 1.8
2	Sept 3 / Sept 5	2.1, 2.2, 2.3	2.4, 2.5, 2.6
3	Sept 10 / Sept 12	2.7, 2.8	**Test #1 on Ch 1 & 2** 3.1, 3.2
4	Sept 17 / Sept 19	3.3, 3.4, 3.5	3.6, 4.1, 4.2
5	Sept 24 / Sept 26	4.3, 4.5	4.6, 4.7
6	Oct 1 / Oct 3	**Test #2 on Ch 3 & 4** 5.1	5.2, 5.3
7	Oct 8 / Oct 10	5.4, 5.7	5.5
8	Oct 15 / Oct 17	5.6	**Test #3 on Ch 5** 6.1, 6.2
9	Oct 22 / Oct 24	6.3, 6.4	6.5
10	Oct 29 / Oct 31	6.5a, 6.6	7.1, 7.2
11	Nov 5 / Nov 7	7.3	7.5
12	Nov 12 / Nov 14	**Test #4 on Ch 6 & 7** 8.1	8.3, 8.4
13	Nov 19 / Nov 21	8.5, 8.6	9.1 Review for Final
14	Nov 26 /Nov 28	9.2 Review for Final	*Thanksgiving Holiday* *No class*
15	Dec 3 / Dec 5	**Test #5 on Ch 8 & 9**	Final Review
16	Dec 10 / Dec 12	**Final Exam** **12:30 PM – 2:30 PM**	*Have a nice break!*

Getting Started:

1. Go to your school's MyLabsPlus campus: http://lamc.mylabsplus.com.

2. Enter your username (Student ID) and password (PASSWORD) and click the Sign in button.

3. After logging in, you'll see your course list. Before you click to open your course, click "MyProfile" in the upper right and change your old password.

4. Click on the name of your course located in the course list. *If your course name does not appear, notify your instructor.*

   A) If you wish to use your Access Code (which comes with a brand new textbook from the bookstore) or if you wish to buy the Access Code online using a credit card:

      i. The first time you click on an assignment or learning aid within your course, the License Agreement and Privacy Agreement page will appear. Click I Accept once you have read and agree with the terms of use.

      ii. You will now be prompted to enter your MyLabsPlus access code or purchase online. To enter your access code, select the Access Code option, enter your code, and click Next.
      If you prefer to purchase online using a credit card or PayPal, select the Buy Now option and click the product link to complete your purchase.

      iii. Once you have successfully entered your access code or completed an online purchase, you will receive a confirmation page and may now continue working.

   B) If you wish to use a Temporary Access that works for the first 21 days of the course:
      i. Select the Temporary Access tab and a code will be immediately returned. Copy this code.

      ii. The first time you click on an assignment or learning aid within your course, the License Agreement and Privacy Agreement page will appear. Click I Accept once you have read and agree with the terms of use.

      iii. Next, select the Access Code option, enter your temporary access code which you copied in the boxes provided, and click the Next button.

      iv. The first time you click on a MyLab assignment or learning aid after the twenty-one day temporary access period has expired, you will be prompted to enter your MyLabsPlus access code or purchase online. To enter your access code, select the Access Code option, enter your code, and click Next. If you prefer to purchase online using a credit card or PayPal, select the Buy Now option and click the product link to complete your purchase.

      v. Once you have successfully entered your access code or completed an online purchase, you will receive a confirmation page and may now continue working.

Technical Support:

If you need technical support, click on Help & Support in the upper right corner. Here, you will find an online knowledge base, as well as contact information for the MyLabsPlus support team.