

# Math 031 – Beginning Algebra Online – Syllabus

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## Note about e-mail:

You can e-mail me a question any time.

I try to return e-mail within 48 hours, with the exception of weekends; if you e-mail after 3 pm on a Friday, you may not hear back from me until the following Monday.

If you have a personal question, e-mail me directly at [BaarsonMonaG@jccmi.edu](mailto:BaarsonMonaG@jccmi.edu)

When you e-mail, put **MTH 031 Online** in the subject line followed by your name.

So, the e-mail will come to me as: **Subject: MAT 031 Online Your Name.**

If you need an immediate answer put: **Subject: MAT 031 Online Your Name URGENT**

## Course Description:

Math 031 is the study of the following: variables and variable expressions, integers, laws of exponents, equations (linear, quadratic, rational, radical, and absolute value), linear inequalities, linear systems, coordinate graphing and problem solving.

## Prerequisite:

A 2.0 in Math 020 (or equivalent) or course placement by exam.

## Course Goals:

The purpose of this course is to develop a progressive understanding of more basic algebraic skills, concepts, and problem solving techniques; to obtain a sense of how and why algebra is used, and to be able to relate these problems and use the learned problem solving techniques to real life applications. Great emphasis will be placed on understanding of terms, concepts, principles and theories rather than cramming and memorization.

## Performance Objectives:

### **I. Math 031 Core Course Objectives**

- ◆ Simplify basic algebraic, exponential, rational, and radical expressions using mathematical processes and symbol manipulation. (ADO 3)
- ◆ Use algebraic processes to solve linear, quadratic, rational, radical and literal equations and linear systems of equations. (ADO 3)
- ◆ Demonstrate understanding of concepts of linear equations by: graphing a linear equation, finding x- and y- intercepts, and finding the slope of a line. (ADO 3)
- ◆ Solve basic application problems using algebraic processes and procedural techniques. (ADO 7)
- ◆ Demonstrate a knowledge of current technology and its uses and/or scientific issues. (ADO 3)

**II. Math 031 Associate Degree Outcomes:** All courses at Jackson Community College address one or more of the institutionally defined Associate Degree Outcomes (ADOs). Math 031 contributes to the following outcomes.

#### **ADO 3: Demonstrate computational skills and mathematical reasoning**

- Demonstrates a basic knowledge of the structure of the real number system.
- Demonstrates computational skills using positive and negative numbers, fractions, and decimals, ratios and percents.
- Demonstrates an understanding of algebra (manipulating algebraic expressions, solving linear equations, applying the rules of exponents), geometry and measurement, data and descriptive statistics.
- Uses and understands basic mathematical terminology.
- Translates situations into mathematical symbols.
- Represents mathematical information symbolically, visually, numerically and/or verbally.
- Understands that connections exist between mathematics and real-world situations.

#### **ADO 7: Rubric for Critical Thinking**

- Incorporates new knowledge with old.
- Converts complex concepts into useful personal language.
- Solves new problems in new contexts.

## Materials Needed for the Course:

- See the Document: **Course Materials**

## Course Topics and Assignments:

The topics covered in the course, the assignments and the due dates for Homework, Quizzes, Discussion Forums/Link Analysis Paper, Unit Exams, and Final Exam can be found in the following documents:

- See document: **MAT 031 Online Course Calendar by Weeks**
- MyMathLab: The Course Calendar by Weeks is to be used in conjunction with the due dates found in "MyMathLab" under **Do Homework**, then **Show All**. The Course Calendar by Weeks will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in "MyMathLab" under **Do Homework**, then **Show All**.

## Grading Procedures:

- See document: **MAT 031 Online Grading Procedures**
- See document: **MAT 031 Online Grading Scale**

## Available Help:

- Tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 125
- Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.
- See the document: **Getting Help with Math 031 Online**

## Late Work Policy:

- **Homework** is to be completed on or before the due dates found in MyMathLab.  
See document: **Math 031 Online Class Calendar by Weeks and MyMathLab**
- **Quizzes** are to be completed on or before the due dates found in MyMathLab.  
See document: **Math 031 Online Class Calendar by Weeks and MyMathLab**
- **Unit Exams** are to be completed on or before the due dates found in MyMathLab.  
See document: **Math 031 Online Class Calendar by Weeks and MyMathLab**
- **Midterm Exam and the Final Exam** are to be completed, mailed to me by US Mail and postmarked on or before the due dates on the  
See document: **Math 031 Online Class Calendar by Weeks and MyMathLab**

Also, they may be completed and turned in, at the JCC Testing Lab, if you chose that as your Proctored environment.

Remember that the due dates are postmark dates for the Midterm Exam and Final Exam.

- **Discussion Forums and Link-analysis Paper** are to be completed on or before the due dates on the **Math 031 Online Class Calendar by Weeks and MyMathLab**.

## Grading Scale:

- See Document: **Math 031 Online Grading Scale**

## Class Calendar for Assignments and Due Dates:

- See document: **Math 031 Online Class Calendar by Weeks and MyMathLab**
- See MyMathLab: The Course Calendar by Weeks is to be used in conjunction with the due dates found in "MyMathLab" under **Do Homework**, then **Show All**. The Course Calendar by Weeks will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in "MyMathLab" under **Do Homework**, then **Show All**.

Please note that the due dates found in MyMathLab are the official due dates (assignments cannot be turned in past the dates in MyMathLab). The dates on the Course Calendar are dates that assignments should be completed in order to complete the coursework without feeling rushed.

## Other General Information:

- **Instructional Philosophy:** Education is a self-initiated, active, goal-directed process, leading to a change and/or expansion of the students understanding of and ability to use the subject material. The student is expected to be accountable for the learning process. The instructor should be viewed as a facilitator and resource person to assist in the process.
- **Academic Honesty:** (Excerpt from JCC policy; see instructor for a copy of the complete policy.) Academic Honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' their own, either by plagiarism, by cheating or by helping others to do so. Faculty members who suspect a student of academic dishonesty may penalize the student by...assigning a failing grade for the paper, project, report, exam or the course itself.
- **Audits:** Must be registered during the first week of class. You will not receive a grade or credit for the course.
- **Drop and Withdraw** deadlines are on the *Academic Calendar website* found at [http://www.jccmi.edu/academics/academic\\_calendar.htm](http://www.jccmi.edu/academics/academic_calendar.htm). If you do not wish to complete the class and receive a grade, because you are not happy with your grade or for any other reason, you must withdraw by this date. The instructor may withdraw any student who does not complete assignments and/or tests in a timely manner. However, **do not assume that I will withdraw you.**
- **Incompletes** will be given only in accordance with JCC policy. (Excerpt from JCC policy; see instructor for a copy of the complete policy.) A student may request an incomplete from the instructor. The incomplete will be granted only if the student can provide documentation that his or her work up to that point is sufficient in quality, but lacking in quantity, due to circumstances beyond the student's control. Furthermore, a written plan for making up the missing work within one semester must be completed by the student. Final determination of whether an incomplete will be given is the instructor's decision.
- **General College Policies:** You should read the policies and procedures of the college as specified in the "Student Handbook".

# MAT 031 Online Spring 2014

## Course Calendar by Weeks with Assignments and Due Dates

First and foremost, it is extremely important that you understand that **this is not a self-paced course!** Deadlines must be met in order to receive credit for the assignment. In order to get the complete understanding of the subject matter being presented in this course so that you will be able to progress competently to the course that comes after this, namely Calculus I, it is necessary that you progress through the material in a timely and efficient manner. The material has to be learned in a way that allows you to digest the concepts being taught. Therefore, we will have a Course Calendar by Weeks with Assignments and Due Dates.

**The Course Calendar by Weeks is to be used in conjunction with the due dates found in “MyMathLab” under Do Homework, then Show All. The Course Calendar by Weeks will help the student to know what sections and topics in the textbook need to be learned and completed each week in order to meet the due dates posted in “MyMathLab” under Do Homework, then Show All.**

On the **Course Calendar by Weeks**, you will find the various types of activities that we will be doing to receive a grade for this course. In order to complete the course, you must complete the requirements in each of the five categories: Homework, Quizzes, Discussion Forums, Unit Exams, the Midterm and the Final Exam.

You should also refer to the due dates found in [MyMathLab](#) to help you meet the assignment due dates for the course.

### **Note about e-mail:**

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When you e-mail, **put MAT 031 Online in the subject line followed by your name.**

**When you send me email, always use your JCC email address.  
I will not open Non-JCC email addresses.**

# MAT 031 Online Spring 2014

## Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
<b>Week 1</b>	<b>Due by May 5</b>	<b>MyMathLab - Get Signed Up Immediately!!!</b>
	<b>Due by May 13</b>	<b>Proctor Selection Form - Quiz in MyMathLab/CourseCompass</b>
	<b>Due by May 13</b>	<b>Proctor Selection Form - Fill Out and Send to Instructor</b>
	<b>Due by May 13</b>	<b>Unit One: Week 1: Discussion 1 - Self Introduction</b>
	<b>Due by May 20</b>	<b>Unit One: Week 2: Discussion 2 - Online Experience Thus Far</b>
	<b>Due by June 28</b>	<b>Midterm Exam</b>
	<b>Due by July 13</b>	<b>Link Analysis Paper</b>
	<b>Due by Aug. 11</b>	<b>Final Exam</b>
	1.1	Introduction to Algebra: Variables and Mathematical Models
May 5 to	1.2	Fractions in Algebra
May 10	1.3	The Real Numbers
	1.4	Basic Rules of Algebra
	1.5	The Addition Property of Equality
<b>Week 2</b>		
	<b>Due by May 5</b>	<b>MyMathLab - Get Signed Up Immediately!!!</b>
	<b>Due by May 13</b>	<b>Proctor Selection Form - Fill Out and Send to Instructor</b>
	<b>Due by May 13</b>	<b>Proctor Selection Form - Quiz in MyMathLab/CourseCompass</b>
	<b>Due by May 13</b>	<b>Unit One: Discussion 1(JetNet)-Self Introduction</b>
	<b>Due by May 20</b>	<b>Unit One: Week 2 Discussion: Online Experience Thus Far</b>
	<b>Due by June 28</b>	<b>Midterm Exam</b>
	<b>Due by July 13</b>	<b>Link Analysis Paper</b>
	<b>Due by Aug. 11</b>	<b>Final Exam</b>
	1.6	Subtraction of Real Numbers
May 11 to	1.7	Multiplication and Division of Real Numbers
May 17	1.8	Exponents and Order of Operations
	2.1	The Addition Property of Equality
	2.2	The Multiplication Property of Equality

# MAT 031 Online Spring 2014

## Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
<b>Week 3</b>		
	<b>Due by May 13</b>	<b>Proctor Selection Form - Fill Out and Send to Instructor</b>
May 18 to	<b>Due by May 13</b>	<b>Proctor Selection Form - Quiz in MyMathLab/CourseCompass</b>
May 24	<b>Due by May 13</b>	<b>Unit One: Discussion 1(JetNet)-Self Introduction</b>
	<b>Due by May 20</b>	<b>Unit One: Week 2 Discussion: Online Experience Thus Far</b>
	<b>Due by June 28</b>	<b>Midterm Exam</b>
	<b>Due by July 13</b>	<b>Link Analysis Paper</b>
	<b>Due by Aug. 11</b>	<b>Final Exam</b>
	2.3	Solving Linear Equations
	2.4	Formulas and Percents
	2.5	An Introduction to Problem Solving
	2.6	Problem Solving in Geometry
	<b>Review</b>	<b>Review for Exam #1 over Chapters 1&amp;2</b>
	<b>Exam</b>	<b>Exam #1 over Chapters 1&amp;2</b>
<b>Week 4</b>		
	<b>Due by May 20</b>	<b>Unit One: Week 2 Discussion: Online Experience Thus Far</b>
	<b>Due by June 28</b>	<b>Midterm Exam</b>
	<b>Due by July 13</b>	<b>Link Analysis Paper</b>
	<b>Due by Aug. 11</b>	<b>Final Exam</b>
May 25 to	<b>Review</b>	<b>Review for Exam #1 over Chapters 1&amp;2</b>
May 31	<b>Exam</b>	<b>Exam #1 over Chapters 1&amp;2</b>
	3.1	Graphing Linear Equations in Two Variables
	3.2	Graphing Linear Equations Using Intercepts
	3.3	Slope
	3.4	The Slope-Intercept Form of the Equation of a Line



# MAT 031 Online Spring 2014

## Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
<b>Week 5</b>		
	<b>Due by June 28</b>	<b>Midterm Exam</b>
June 1 to	<b>Due by July 13</b>	<b>Link Analysis Paper</b>
June 7	<b>Due by Aug. 11</b>	<b>Final Exam</b>
	3.5	The Point-Slope Form of the Equation of a Line
	4.1	Solving Systems of Linear Equations by Graphing
	4.2	Solving Systems of Linear Equations by the Substitution Method
	4.3	Solving Linear Systems by the Addition Method
	4.4	Problem Solving Using Systems of Equations
	<b>Review</b>	<b>Review for Exam #2 over Chapters 3 and 4</b>
	<b>Exam</b>	<b>Exam #2 over Chapters 3 and 4</b>

# MAT 031 Online Spring 2014

## Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
<b>Week 6</b>		
	Due by June 28	Midterm Exam
	Due by July 13	Link Analysis Paper
	Due by Aug. 11	Final Exam
	<i>Review</i>	<i>Review for Exam #2 over Chapters 3 and 4</i>
June 8 to June 14	<b>Exam</b>	<b>Exam #2 over Chapters 3 and 4</b>
	5.1	Adding and Subtracting Polynomials
	5.2	Multiplying Polynomials
	5.3	Special Products
	5.4	Polynomials in Several Variables
	<b>Midterm Exam</b>	<b>Midterm Exam - Chapters 1, 2,3 and 4 (see below)</b>
		<p><u>Please Note: The Midterm Exam must be taken in a proctored environment. The Midterm Exam is a paper and pencil exam in which all work must be shown to receive full credit.</u></p> <p style="background-color: yellow;">The Midterm exam must be Postmarked or taken in JCC Testing on or before: June 28, 2014</p>
<b>Week 7</b>		
	Due by June 28	Midterm Exam
	Due by July 13	Link Analysis Paper
	Due by Aug. 11	Final Exam
June 15 to June 21	5.5	Dividing Polynomials
	5.7	Negative Exponents and Scientific Notation
	6.1	The Greatest Common Factor and Factoring by Grouping
	6.2	Factoring Trinomials Whose Leading Coefficient is 1
	<b>Midterm Exam</b>	<b>Midterm Exam - Chapters 1, 2,3 and 4 (see below)</b>
		<p><u>Please Note: The Midterm Exam must be taken in a proctored environment. The Midterm Exam is a paper and pencil exam in which all work must be shown to receive full credit.</u></p> <p style="background-color: yellow;">The Midterm exam must be Postmarked or taken in JCC Testing on or before: June 28, 2014</p>

# Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
<b>Week 8</b>		
	Due by June 28	Midterm Exam
	Due by July 13	Link Analysis Paper
	Due by Aug. 11	Final Exam
	6.1	The Greatest Common Factor and Factoring by Grouping
June 22 to	6.2	Factoring Trinomials Whose Leading Coefficient is 1
June 28	6.3	Factoring Trinomials Whose Leading Coefficient is Not 1
	6.4	Factoring Special Forms
	Midterm Exam	Midterm Exam - Chapters 1, 2,3 and 4 (see below)
		Please Note: The Midterm Exam must be taken in a proctored environment. The Midterm Exam is a paper and pencil exam in which all work must be shown to receive full credit. The Midterm exam must be Postmarked or taken in JCC Testing on or before: June 28, 2014
<b>Week 9</b>		
	Due by July 13	Link Analysis Paper
	Due by Aug. 11	Final Exam
June 29 to	6.5	A General Factoring Strategy
July 5	6.6	Solving Quadratic Equations by Factoring
	Review	Review for Exam #3 over Chapters 5 and 6
	Exam	Exam #3 over Chapters 5 and 6

# MAT 031 Online Spring 2014

## Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
<b>Week 10</b>		
	Due by July 13	Link Analysis Paper
	Due by Aug. 11	Final Exam
	<i>Review</i>	<i>Review for Exam #3 over Chapters 5 and 6</i>
	<i>Exam</i>	<i>Exam #3 over Chapters 5 and 6</i>
July 6 to	7.1	Rational Expressions and Their Simplification
July 12	7.2	Multiplying and Dividing Rational Expressions
	7.3	Adding and Subtracting Rational Expressions with the Same Denominator
	7.4	Adding and Subtracting Rational Expressions with Different Denominators
<b>Week 11</b>		
	Due by July 13	Link Analysis Paper
	Due by Aug. 11	Final Exam
July 13 to	7.3	Adding and Subtracting Rational Expressions with the Same Denominator
July 19	7.4	Adding and Subtracting Rational Expressions with Different Denominators
	7.6	Solving Rational Equations
	7.7	Applications Using Rational Expressions

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## Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
<b>Week 12</b>		
	<b>Due by Aug. 11</b>	<b>Final Exam</b>
July 20 to	7.7	Applications Using Rational Expressions
July 26	8.1	Finding Roots
	8.2	Multiplying and Dividing Radicals
	8.3	Operations with Radicals
<b>Week 13</b>		
	<b>Due by Aug. 11</b>	<b>Final Exam</b>
July 27 to	8.4	Rationalizing the Denominator
August 2	8.5	Radical Equations
	9.1	Solving Quadratic Equations by the Square Root Property
	9.3	The Quadratic Formula
	<i>Review</i>	<i>Review for Exam #4 over Chapters 7, 8, and 9</i>
	<i>Exam</i>	<i>Exam #4 over Chapters 7, 8, and 9</i>
	☆☆☆☆☆	<i>Comprehensive Final Exam Review - Review Found in JetNet</i>
	☆☆☆☆☆	<i>Comprehensive Final Exam (see below)</i>
		<p><u>Please Note: The Final Exam must be taken in a proctored environment. The Final Exam is a paper and pencil exam in which all work must be shown to receive full credit.</u></p> <p>The Comprehensive Final Exam must be Postmarked or taken in JCC Testing on or before: Monday, August 11, 2014</p>

# MAT 031 Online Spring 2014

## Course Calendar by Weeks with Assignments and Due Dates

Day	Sections	Topics Covered and Assignments To Be Working On
<b>Week 14</b>		
	<b>Due by Aug. 11</b>	<b>Final Exam</b>
	8.4	Rationalizing the Denominator
	8.5	Radical Equations
August 3 to August 9	9.1	Solving Quadratic Equations by the Square Root Property
	9.3	The Quadratic Formula
	<b>Review</b>	<b>Review for Exam #4 over Chapters 7, 8, and 9</b>
	<b>Exam</b>	<b>Exam #4 over Chapters 7, 8, and 9</b>
	☆☆☆☆☆	<b>Comprehensive Final Exam Review - Review Found in JetNet</b>
	☆☆☆☆☆	<b>Comprehensive Final Exam (see below)</b>
		<p><b><u>Please Note: The Final Exam must be taken in a proctored environment. The Final Exam is a paper and pencil exam in which all work must be shown to receive full credit.</u></b></p> <p><b>The Comprehensive Final Exam must be Postmarked or taken in JCC Testing on or before: Monday, August 11, 2014</b></p>
<b>Week 15</b>		
	<b>Due by Aug. 11</b>	<b>Final Exam</b>
August 10 to August 18	☆☆☆☆☆	<b>Comprehensive Final Exam Review - Review Found in JetNet</b>
	☆☆☆☆☆	<b>Comprehensive Final Exam (see below)</b>
		<p><b>The Comprehensive Final Exam must be Postmarked or taken in JCC Testing on or before: Monday, August 11, 2014</b></p>
	9.1	Solving Quadratic Equations by the Square Root Property
	9.3	The Quadratic Formula
	<b>Review</b>	<b>Review for Exam #4 over Chapters 7, 8, and 9</b>
	<b>Exam</b>	<b>Exam #4 over Chapters 7, 8, and 9</b>
		Finish Assignments in MyMathLab
		<b>Note: The Last Day of this Class is August 18, 2013 at 11:59 am ( or Noon)</b>