

# Shasta College – Tehama Campus

Division: Science, Language Arts, and Math



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Math 240 – Pre-Algebra  
August 20 – December 21  
Lecture TTh 5:00 pm – 6:15 pm, 3 units

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Fall 2018  
F5104  
Room 7210

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**Instructor:** Debra Griffin

**Office Hours:** See page 6

**E-mail:** dgriffin@shastacollege.edu

**Phone:** (530) 529-8980

*When emailing, please include your full name, class name, and designated days and time of your class in the subject heading.*

**Materials:** WebAssign bundle (includes free ebook, Prealgebra by OpenStax) ISBN 9781337777827. Students self-enroll in the webservice at webassign.net with the code: shastacollege 0971 8059 (\$33.95 if purchased online, \$50 if access code is purchased at the bookstore). See page 7 for detailed instructions.

**Wait List Policy:** Wait listed students can maximize their chances of being allowed to add by attending every class, completing and submitting every assignment, and taking every quiz or exam. However, please note that it is the student's responsibility to add this class, even if given permission to add by the instructor. The student must self enroll using a special code provided, or complete an add form and submit this form to the registrar. The last day to add this class is ***Friday, August 31, 2018.***

**Drop Policy:** Work schedules and course loads can sometimes prove to be overwhelming. When this is the case, students can choose to drop classes without record within the first three weeks of the semester. A course that has been dropped *with* record will count as one of the three allowable attempts for that course. The last day to drop this class *without* record is ***Friday, August 31, 2018.***

**Attendance:** Attendance will be taken daily. Tardy and early departures count as ½ absence. If a student misses more than 5 class hours the student may be dropped from the class. It is important to notify me in advance or as soon as possible regarding all absences.

**Food and Drink:** No food or drink (except water) is allowed in any classroom. Food and drink are a distraction to the learning environment and crumbs and spills can be hazardous to electronic equipment and an unwanted attraction to insects.

**Extra Help:** Please feel free to drop in for help during my office hours in room 7310 located on the west side of the building nearest the parking lot. If the light on the office hallway door is green, then push hard to open the door (it sticks). Also, Tehama Learning Center has an excellent tutoring program in room 7116. I highly recommend that you take advantage of this service even if just to use the room as a quiet environment to get your homework done. Math tutoring hours are posted in the main office by the end of the first week of instruction.

## Shasta College

770 Diamond Ave., Red Bluff, California 96080  
www.ShastaCollege.edu

## Classroom Policies and Procedures

**Quizzes:** (10%) There will be approximately 13 group quizzes on which students are encouraged to work collaboratively with classmates. Work must be neat, *done in pencil*, with all worksteps shown. Worksteps as well as the final answer to each problem will be graded for accuracy. Each quiz is due at the end of the designated class session. The two lowest quiz scores will be dropped.

**Homework:** (10%) Homework will be assigned daily via WebAssign and worksheets.

**Exams:** (60%) There will be approximately four mid-term exams, covering two chapters each. See class calendar for schedule of exams. Exams must be *done in pencil*. No calculators are allowed on any exam. Please remember to turn cell phones off during exams and stow them completely out of sight.

**Final Exam:** (20%) The final exam will be cumulative and multiple choice. This exam is mandatory for passing this class. It will be administered in your regular classroom, on  
*Thursday, December 20, 5:00 pm – 6:15 pm.*

**Make-Up Policy:** There will be no make-up exams or quizzes. The lowest midterm exam and two lowest quizzes will be dropped. This allows for a student to miss one exam and/or two quizzes without penalty.

**Evaluation:** Grades will be determined by the percentage earned of the total points.

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

**Bonus Points:** Students may earn extra credit for attending Shasta College Student Success Workshops (3 points each), and for working with the lab assistants in the Learning Center at your campus (1 points each hour, up to 5 points per exam unit). Verification must be obtained to receive extra credit.

**Calculators:** Students may not use calculators in this class. This course is designed to give students review and practice in basic arithmetic as well as basic algebra topics. Problems have been written so that calculators will not be necessary to complete them.

**Cheating:** Unless specifically announced otherwise, all exams will be closed book with use of calculators, notes, and internet prohibited. Receiving or giving aid, texting, or even looking at an internet capable device during an exam may result in a zero grade on that exam and may result in being suspended from the course. This zero score will count in the final grade determination. Homework that is predominantly identical to another student's work will receive a zero score.

**Behavior:** Students are expected to exhibit respectful behavior to other students and the instructor. A student may be suspended from the class if he or she engages in a classroom behavior that interferes with the learning environment. Such behavior includes, but is not limited to, disruptive conversations with fellow students, regular tardiness, leaving the classroom during class time, use of electronic devices, and eating or drinking in class. Unless directed otherwise, students are expected to turn off all cell phones, smart phones, iPods, tablet computers, laptop computers, and *any other form of digital device* for the duration of class.

**Final Exam:** A final exam will be conducted during the scheduled final exam period, and all students will be expected to attend. Failure to attend during the final exam period will result in an "F" grade for the course unless special arrangements have been made in advance with the instructor.

**Guests And Children:** Only authorized persons are allowed in the classrooms. College liability coverage does not extend to guests or children and thus they are not allowed in the classroom.

**Academic Honesty:** According to the *Shasta College Student Handbook* and the *Shasta College Catalog*, there are a number of unauthorized behaviors that violate the campus academic honesty policy. Each student should become familiar with the policy. Failure to acknowledge the work of other scholars constitutes an egregious breach of ethics and is a violation of civil law. You must, in all cases, do your own work, acknowledge sources, and document them appropriately. Otherwise, disciplinary sanctions will be applied. If you have any questions about plagiarism, please do not hesitate to contact me. In other words, cheating of any sort will not be tolerated and will result in an "F" for the assignment, quiz, or exam, and the case may be reported to Student Services.

**Student Conduct And Discipline:** In accordance with the Student Code of Conduct (Board Policy 5500), students are expected to obey all California State laws and all Federal laws that pertain to behavior on a college campus. Shasta College's jurisdiction and discipline shall be limited to conduct that occurs on Shasta College premises or that is related to school activities. Any student found to have committed misconduct is subject to the disciplinary sanctions outlined in Board Policy, Section 5520.

**Academic Accommodations Imposed By A Disability:** Academic adjustments due to a disability or serious medical condition: Students should contact the office of Partners in Access to College Education (PACE) for authorization of academic adjustments (accommodations) for this course. The office is located in room 2006 (242-7790). Students will need to provide documentation that verifies the condition and the type of limitations that may result. The staff in PACE have been designated with the authority to 1) evaluate that documentation, 2) determine which academic adjustments are appropriate to this course, and 3) facilitate the provision of approved academic adjustments. Students will submit notices directly to the course instructor regarding specific academic adjustments that are authorized for this class.

**Dropping:** If a student misses two consecutive weeks of class or more it may be assumed they are no longer interested in the course. School policy notes that these students may be dropped by the instructor either on census day or via the instructor initiated drop process. Nevertheless, if the student decides to stop attending, it is always the student's responsibility to officially drop or withdraw from the class.

**Non-Discrimination:** The Shasta-Tehama-Trinity Joint Community College District ("Shasta College") does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

# Course Description

## Math 240 Pre-Algebra

### Requisites:

- **Advisory:** ENGL 260 with a grade of C or higher or
- **Advisory:** English Placement Level 3 or higher

### Catalog Course Description:

This course provides a transition from arithmetic to algebra, covering a review of arithmetic operations; introducing the concepts of variables and signed numbers; the properties of addition, subtraction, multiplication and division containing variables; solution of equations and word problems. This course prepares the student for entry into MATH 101, 100, and/or BUAD 106.

### Student Learning Outcomes:

Steps of Problem Solving: Accurately apply steps of problem solving to solve a problem as follows: Demonstrate understanding of the problem. Choose an appropriate problem-solving strategy. Effectively solve the problem using the chosen strategy. Clearly state the correct solution to the problem.

### Objectives:

Upon successful completion of the course the student will be able to:

1. Solve problems using basic arithmetic operations.
2. Apply rules for signed numbers, order of operations, and use of formulas.
3. Solve applications problems.
4. Apply pre-algebra and basic algebra skills for solving problems involving: -
  - A. Ratio, proportion, and percent
  - B. Basic statistical concepts
  - C. Measurement and geometry
  - D. Algebraic concepts
    1. Rational numbers, their properties, and the numberline
    2. Positive integer exponents
    3. Linear equations
  - E. Applications of linear equations
5. Read and interpret technical material.

### Course Content:

1. PERCENT
  - A. Meaning of Percent and Percent Notation
  - B. Percents as Ratios
  - C. Solving Problems involving Percents by Using a Proportion
  - D. Other Methods for Solving Problems involving Percents
  - E. Interest earning accounts, Loans
  - F. Other Applications
2. EXPONENTS AND SQUARE ROOTS
  - A. Meaning of Whole number Exponents, Notation
  - B. Evaluating Exponential Expressions
  - C. Squares and Square Roots, Meaning of Square Root
  - D. Evaluating Square Roots
  - E. Order of Operations
3. MEASUREMENT AND GEOMETRY
  - A. U.S system of measurement
  - B. Denominate numbers and units of measure
  - C. The Metric system
  - D. Conversions between measurement systems

- E. Polygons and Circles
  - F. Perimeter of a Polygon, Circumference of a Circle
  - G. Areas of Parallelograms, Triangles, and Trapezoids
  - H. Area of a Circle
  - I. Volume of a prism
  - J. Applied Problems
4. REAL NUMBERS
- A. Real number line
  - B. The Integers
  - C. The Rationals
  - D. Opposites (additive inverses)
  - E. Absolute Value
5. ARITHMETIC OF REAL NUMBERS (including "signed" fractions and decimals)
- A. Addition, Multiplication
  - B. Properties of Real Numbers , +, \*, commutative , associative, distributive
  - C. Subtraction:  $A - B = A + (-B)$
  - D. Reciprocals (multiplicative inverses)
  - E. Division:  $A/B = A \cdot 1/B$
  - F. Exponents, positive integer powers of real numbers
  - G. Parentheses, Order of operations
6. ALGEBRAIC EXPRESSIONS
- A. Variables and terms
  - B. Coefficient of a term
  - C. Combining like terms, using the rule  $AC + BC = (A + B)C$
  - D. Simplify Algebraic Expressions
  - E. Evaluate Algebraic Expressions
  - F. Applications
7. EQUATIONS
- A. What is an Equation
  - B. Solutions of Equations
  - C. Addition Property of Equality
  - D. Multiplication Property of Equality
  - E. Linear equations in one variable
  - F. Solving a Linear equation in one variable
  - G. Applications

Note: *This syllabus is subject to change at the discretion of the instructor.*

Revised: 7/12/18

## Fall 2018

Schedule for Professor Debra Griffin

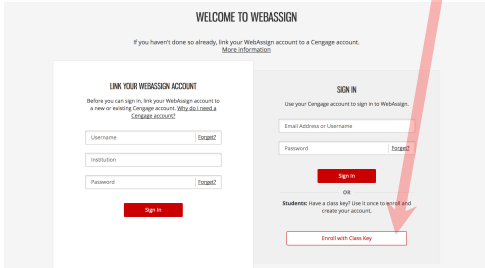
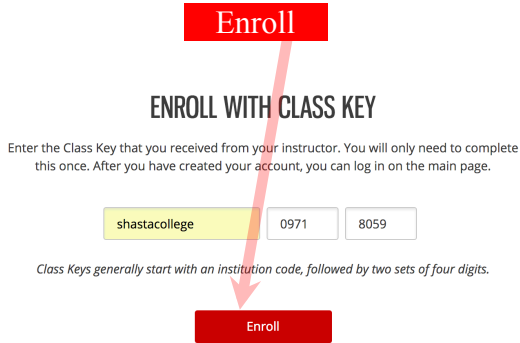
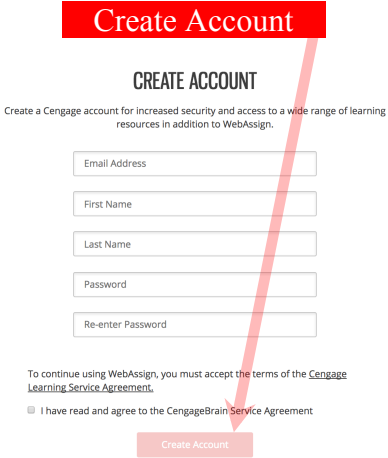
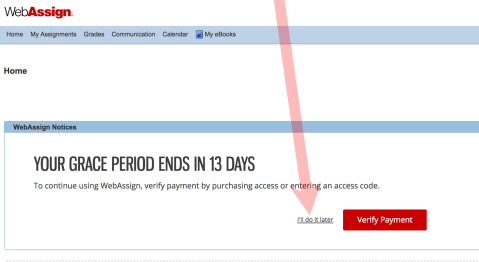
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	<i>8:00 – 9:00</i> <b>Office Hour</b> Room 7310 (or 7210)		<i>8:00 – 9:00</i> <b>Office Hour</b> Room 7310 (or 7210)		
8:15					
8:30					
8:45					
9:00	<i>9:00 - 11:15</i> <b>Math 102</b> <b>F1847</b> Room 7210		<i>9:00 - 11:15</i> <b>Math 102</b> <b>F1587</b> Room 7210		
9:15					
9:30					
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12:00	<i>12:00 - 2:15</i> <b>Math 114/14</b> <b>F0714</b> Room 7210	<i>12:00 - 2:15</i> <b>Math 114/14</b> <b>F0714</b> Room 7210	<i>12:00 - 2:15</i> <b>Math 114/14</b> <b>F0714</b> Room 7210	<i>12:00 - 2:15</i> <b>Math 114/14</b> <b>F0714</b> Room 7210	
12:15					
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2:15	<i>2:15 – 3:15</i> <b>Office Hour</b> Learning Center	<i>2:15 – 3:15</i> <b>Office Hour</b> Learning Center	<i>2:15 – 3:15</i> <b>Office Hour</b> Learning Center	<i>2:15 – 3:15</i> <b>Office Hour</b> Learning Center	
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5:00		<i>5:00 - 6:15</i> <b>Math 240</b> <b>F5104</b>		<i>5:00 - 6:15</i> <b>Math 240</b> <b>F5104</b>	
5:15					
5:30					
5:45					
6:00					
6:15					

Email: [dgriffin@shastacollege.edu](mailto:dgriffin@shastacollege.edu)

Phone: (530) 529-8980

## Math 240

### Instructions for registering in the WebAssign webservice for this class

<p>1. At WebAssign.net, click on</p> <p style="text-align: center;"><b>Enroll with Class Key</b></p> 	<p>2. Enter shastacollege 0971 8059, click on</p> <p style="text-align: center;"><b>Enroll</b></p> 		
<p>3. Choose</p> <p style="text-align: center;"><b>Yes, this is my class</b></p> <p style="text-align: center;"><b>YOUR CLASS KEY HAS BEEN RECOGNIZED</b></p> <p style="text-align: center;">Verify Class Information</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Course:</b> Math 240 – F5104  <b>Instructor:</b> Debra Griffin  <b>Institution:</b> Shasta College, CA</p> </div> <p style="text-align: center;"> <input type="button" value="No, this is not my class"/> <input style="background-color: red; color: white;" type="button" value="Yes, this is my class"/> </p>	<p>4. Enter personal data and password of your choosing, then click on</p> <p style="text-align: center;"><b>Create Account</b></p> 		
<p>5. When class begins, you can choose</p> <p style="text-align: center;">“I’ll do it later”</p> 	<p>6. Payment (within 13 days) can be made by</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td data-bbox="727 1346 1019 1644"> <p><b>Online Instant Access</b></p> <p>Cost: \$33.95 credit card only</p> </td> <td data-bbox="1019 1346 1307 1644"> <p><b>Bookstore Access Code</b></p> <p>Cost: \$50 textbook vouchers ok</p> </td> </tr> </table>	<p><b>Online Instant Access</b></p> <p>Cost: \$33.95 credit card only</p>	<p><b>Bookstore Access Code</b></p> <p>Cost: \$50 textbook vouchers ok</p>
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## *Tips for Success in Basic Math*

### **1. Maintain a healthy lifestyle.**

Simply put, eat right, sleep right, and exercise.

- A diet of fruits, nuts, vegetables, and meats is better brain food than food and drink that are high in sugar, saturated fats, grains, or alcohol.
- A good night's sleep will help your brain perform at its best. If you do homework just before falling asleep, your brain will continue to process the new learning. To assure a peaceful sleep, leave laptops and smartphones outside of your bedroom. The blue light from electronic screens tricks the brain into thinking it is daytime, causing difficulty for sleep to occur naturally.
- A good power walk daily will actually help your brain to grow new and healthy cells.

### **2. Form a study group.**

As soon as possible, find students with whom you would like to study. Meet in the Learning Center or other location convenient to all, do homework together, and help each other in studying for exams. Your collective motivation will carry you through the more difficult times.

### **3. Take good lecture notes during class and use them effectively.**

Listen carefully to each step shown. Don't try to take shortcuts. Complete every problem demonstrated. Use the lecture notes to help you complete homework problems and to study for exams.

### **4. Do every homework assignment, every problem.**

Don't ever think of homework as a choice. It's the most effective way to practice and master the concepts taught in class. Try to do the homework as soon as possible after class, not an hour before it's due. Set up a regular time and place to make doing homework feel automatic.

### **5. Fight not to miss class.**

Get your money's worth by attending every class! Math class moves fast, a new concept is introduced every day. Math punishes absences. To get caught up when you return from an absence, you will have to make extra time to learn what you missed in addition to learning the new material. So if there is an optional appointment to be made, take care not to schedule it during class. Also, your classmates, especially your study group, will miss you!

### **6. Meet with your instructor during office hours.**

Office hours are designated for students to interact with their instructors. Drop in to ask for help with homework, discuss concerns you may have, clarify grading procedures, etc. Also, keep your instructor informed if you have a personal issue that is impacting your ability to succeed in class. Your instructor may be able to help you work out a solution that will enable you to succeed.

### **7. Analyze and understand every mistake.**

Students sometimes will pass over a mistake made on homework or a test and just let it go. But it's important to fix mistakes and understand why they were made; otherwise they are likely to be repeated. Take time to figure out the thinking behind a mistake and how to do it right. Ask your instructor or tutor for help if you're unclear.

### **8. Get help fast.**

When a concept is difficult, seek as much help as possible, as quickly as possible. Instructors and Learning Center tutors are very receptive to requests for extra help. Straighten out misunderstandings before they start to snowball.

## 9. Ask questions during class.

Questions are the vehicle by which we learn. If you have one, don't be afraid to ask it. Chances are that many of your fellow students have the same question. Saying it out loud will help you, your classmates, and the instructor. The more questions students ask, the easier it gets.

## 10. Practice makes perfect.

Repetition is the most effective way to retain math concepts you have just learned. Just like learning a sport, practicing the same skill again and again makes the learning stick. Also, some facts are best committed to memorization. Multiplication facts are often the basis for difficulties in math. If you don't know them well, practice! In just a few hours, multiplication facts can be fully memorized. There are many excellent websites where students can get practice in math facts and other basic skills.

## 11. Know your learning style.

Students may learn best by seeing, by hearing, or by doing. Try to sit where your learning style is best served. For example, sit in the front if you are a visual learner or sit away from chatty students if you are an aural learner. If you are a kinesthetic learner, write everything in your notes the instructor writes on the board. There are other learning styles as well which can be researched online for suggestions on enhancing your learning experience.

## 12. Be persistent.

Learning math, inherently comes with frustrations and disappointments. When you persist through the struggle to learn math, then your new learning is much stronger than it would have been without the struggle. Be patient with yourself and others, especially if others are trying to help you. If frustration causes you to be counterproductive on your homework, then do something else for half an hour and return to your math work when you feel calmer. If you stay the course from beginning to end, you will be glad you did. The feeling of being successful in a difficult endeavor produces lifelong confidence in attempting new challenges.

## 13. Optimize your test performance.

Study a little every day for 3 days prior to each test. Print at least three copies of the practice test. Take the practice test as if you are taking the actual test. Use the posted solutions to assess your understanding. Seek help from your instructor, Learning Center tutors, or study group partners on questions you still don't understand. Repeat the process the next day and the morning of the exam. Repetition interrupts the forgetting process by causing myelin to form and wrap around the axons that are used to send signals from one neuron to another in your brain. This myelination creates a quicker path for a thought to travel when trying to retrieve learned facts. This is called retrieval practice, the results of which are very useful during an exam!

## 14. Apply strategies to minimize test anxiety.

- Pack needed materials into your backpack the night before your exam (pencils, lecture notes, etc.).
- Eat a nutritious breakfast the morning of your exam.
- Arrive early. Use the time to quietly review the material one more time before class begins.
- If possible, sit where noises or activity from other students won't bother you.
- Take your time with each question. Read all directions carefully. For example, if you are "solving for  $x$ ", make sure the directions say "Solve for  $x$ ."
- Do the problems that you think are easiest first. Sometimes, a completed problem can hold clues for how to do other problems.
- When other students begin handing in their tests before you are finished, remind yourself that students turning in a test early does not mean the test is easy or that you should be done as well. Some students turn in tests early because they did not study and cannot answer many of the questions at all. Just take your time and double check your work so that you can get a better grade.
- Peppermints can cause you to brain release endorphins, thereby reducing anxiety.
- Calm breathing and positive thoughts can slow down a beating heart or a racing mind. The very act of concentrating on breathing and thinking can biometrically alter anxious feelings.

<b>Math 240, Fall 2018</b>		<b>Calendar</b>			<b>Instructor: Debra Griffin</b>	
Week	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	
1	Aug 20	Aug 21 Syllabus 2.1 Use the Language of Algebra	Aug 22	Aug 23 2.2 Evaluate, Simplify, and Translate Expression  <b>Group Quiz #1</b>	Aug 24	
	Aug 27	Aug 28 2.3 Solving Equations Using Addition Property of Equality	Aug 29	Aug 30 3.1 Introduction to Integers 3.2 Add Integers <b>Group Quiz #2</b>	Aug 31 <i>Last day to register and add full-term class, drop a full-term class without record.</i>	
3	Sep 3 <i>Labor Day Campus Closed</i>	Sep 4 3.3 Subtract Integers	Sep 5	Sep 6 3.4 Multiply and Divide Integers  <b>Group Quiz #3</b>	Sep 7	
	Sep 10	Sep 11 3.5 Solve Equations Using Integers; Division Property of Equality	Sep 12	Sep 13  <b>Exam 1</b> Chapters 2, 3 <i>(no make-ups allowed)</i>	Sep 14	
5	Sep 17	Sep 18 5.3 Decimals and Fractions 5.4 Solve Equations with Decimals	Sep 19	Sep 20 5.7 Simplify and Use Square Roots <b>Group Quiz #4</b>	Sep 21 <i>Last day to declare pass/no pass option</i>	
	Sep 24	Sep 25 6.1 Understand Percent	Sep 26	Sep 27 6.2 Solve General Applications of Percent 6.3 Solve Sales Tax, Commission, and Discount Applications <b>Group Quiz #5</b>	Sep 28	
7	Oct 1	Oct 2 6.4 Solve Simple Interest Applications	Oct 3	Oct 3 6.5 Solve Proportions and their Applications <b>Group Quiz #6</b>	Oct 4	
	Oct 8	Oct 9  <b>Exam 2</b> Chapters 5, 6 <i>(no make-ups allowed)</i>	Oct 10	Oct 11 7.1 Rational and Irrational Numbers 7.2 Commutative and Associative Properties <b>Group Quiz #7</b>	Oct 12	
9	Oct 15	Oct 16 7.3 Distributive Property	Oct 17	Oct 18 7.4 Properties of Identity, Inverses, and Zero <b>Group Quiz #8</b>	Oct 19	
	Oct 22	Oct 23 7.5 Systems of Management	Oct 24	Oct 25 8.1 Solve Equations Using Subtraction and Addition Properties of Equality <b>Group Quiz #9</b>	Oct 26	

Week	Mon	Tue	Wed	Thur	Fri
11	Oct 29	Oct 30 8.2 Solve Equations Using Multiplication and Division Properties of Equality	Oct 31	Nov 1 8.3 Solve Equations with Variables and Constants on Both Sides <b>Group Quiz #10</b>	Nov 2
12	Nov 5	Nov 6 8.4 Solve Equations with Fraction or Decimal Coefficients	Nov 7	Nov 8 <b>Exam 3</b> Chapters 7, 8 (no make-ups allowed)	Nov 9 Veteran's Day No Classes
13	Nov 12	Nov 13 9.1 Use a Problem Solving Strategy 9.2 Exponential Expressions and Equations	Nov 14	Nov 15 9.3 Use Properties of Angles, Triangles, and the Pythagorean Theorem <b>Group Quiz #11</b> Last day to withdraw from a full-term class with a "W"	Nov 16
14	Nov 19	Nov 20	Nov 21	Nov 22	Nov 23
<----- Thanksgiving Vacation ----->					
15	Nov 26	Nov 27 9.4 Use Properties of Rectangles, Triangles, and Trapezoids	Nov 28	Nov 29 9.5 Solve Geometry Applications: Circles and Irregular Figures <b>Group Quiz #12</b>	Nov 30
15	Dec 3	Dec 4 9.6 Solve Geometry Applications: Volume and surface Area	Dec 5	Dec 6 10.1 Add and Subtract Polynomials <b>Group Quiz #13</b>	Dec 7
16	Dec 10	Dec 11 10.2 Use Multiplication Properties of Exponents	Dec 12	Dec 13 <b>Exam 4</b> Chapters 9, 10 (no make-ups allowed)	Dec 14
17	Dec 17	Dec 18 Review for final exam	Dec 19	Dec 20 <b>Final Exam</b> <b>5:00 pm – 6:15 pm</b>	Dec 21