

MA 109 and MA 113  
Beginning and Intermediate Algebra  
RESOURCES FOR SUCCESS

There are numerous resources to assist you in becoming a successful math student. The use of the following resources will greatly improve your chances of success in MA 109 and MA 113.

**Class Time:** Attend all classes and take notes. Be an active participant in the classroom experience and ask questions when clarification is needed.

**Textbook:** Read and reread your textbook. A walk-through of the textbook, which will help you understand the organization and features of your textbook, is provided after the Table of Contents and before Chapter 1. Do all the homework exercises assigned by your instructor. If you are having difficulty with the assigned problems, reread the appropriate pages of the textbook and then try to complete additional exercises that are similar to the ones with which you had difficulty. At the end of each chapter is a listing of Key Concepts, Review Exercises and a Mastery Test for that chapter which can be used to help you evaluate your understanding of the material covered in each chapter.

**Study Guide:** The Student Study Guide is designed to be used along with your textbook and its structure models the framework of a class lecture. When completed, it provides valuable assistance in understanding the material and an organized set of notes for later study. A set of Practice Quizzes for each section of the textbook is provided at the back of the Study Guide.

**Student's Solution Manual:** The Student's Solution Manual contains complete worked-out solutions to all the odd-numbered exercises for each section of the textbook. It also has all the solutions (both odd and even) for each of the end-of-chapter Review Exercises and Mastery Tests.

**Computer Tutorial:** The Smart CD-ROM is located inside the front cover of your textbook. This interactive CD-ROM is a self-paced tutorial linked directly to the text. The Main Menu provides a list of all chapters, along with the available activities for each chapter. These include Cumulative Tests, Chapter Tests, Concept Matching, Interactive Activities, Overview and e-Professor. The Self-Test feature allows you to customize a test which includes only those sections you designate. Clicking on any chapter title will take you to the Chapter Menu level, which lists all the sections in the chapter as well as the available activities for each section. To fully utilize the features of this CD-ROM, you will need to have the Macromedia Shockwave Player 8.5+ and QuickTime Player 5.0+ plug-ins. These plug-ins can be downloaded for free from the Internet. Internet access is also useful but not absolutely necessary. It is recommended that you read the help available at the Main Menu, as it provides valuable information which will enable you to successfully navigate and use all the features of this resource.

**MathZone:** MathZone is an interactive Online Learning Center provided by the publisher of your textbook. It provides many of the same features/resources as the Smart CD-ROM and many more! The instructions for using this Web Site at <http://www.mathzone.com> and the registration code needed are located inside the front cover of your textbook. Access is provided if you have purchased a new book. If you purchased a used textbook, the registration code may have already been used. If you need to obtain a new code, see the directions in your textbook to obtain a code from the publisher (cheaper) or a new code may be purchased at the IPFW Bookstore. After you have activated your Math Zone account, either clearly indicate next to the code that it has been used or tear the registration code out of your textbook to indicate use. Each code may be used by only one student to establish access to MathZone and is not transferable to another student. Your registration is valid for 3 years.

**Video-taped Lectures:** Video-taped lectures for each section of the textbook are available on the MathZone Web Site at <http://www.mathzone.com> and on Reserve in Helmke Library. You can see a lecture on any of the topics in the textbook, again and again if you like, at your convenience. The lectures in Helmke Library are available in both VHS and DVD format. Some copies may be checked out for 48 hours, but one copy of every tape is on 2-hour reserve and must be viewed at the library.

To obtain the videos in Helmke Library:

- 1) Take your student ID to the Service Desk, which is on the first floor of Helmke Library.
- 2) Ask for the video for the chapter of the text you are working on and specify format (VHS or DVD).
- 3) Check out the appropriate video.
- 4) If you are going to view the video at the library, you may use one of the carrels equipped with a headset along the east wall of the 4<sup>th</sup> floor. You may also use the viewing booth in the basement near LRC which must be reserved through LRC.

**Calculator:** There are numerous resources for help with the use of your graphing calculator.

- 1) Calculator Perspectives for a TI-83 are provided throughout the textbook. Identical Calculator Perspectives are provided for other graphing calculator models at [www.mhhe.com/hallmercer](http://www.mhhe.com/hallmercer)
- 2) The IPFW Department of Mathematical Sciences maintains an Assistance with Graphing Calculators Web Page at <http://www.ipfw.edu/math/graphcalc.html> to help you obtain and use a graphing calculator. In particular, there is a link to a page of Graphing Calculator Instructions providing step-by-step help for common commands (window set-up, finding  $x$ -intercepts, using a table, etc.) for many models of graphing calculators.
- 3) Some of the instructors listed in the Common Office Hours handout have indicated that they will be available to answer questions on the use of a TI graphing calculator. These instructors are denoted by an asterisk next to their names.

**Internet:** Math Zone access is provided with your textbook and use of this site at <http://www.mathzone.com> is strongly recommended (see above). There are also numerous independent sites available. To find additional sites, do an Internet search or ask your instructor and fellow students for suggestions. Printable graph paper is available at <http://www.incompetech.com/beta/plainGraphPaper/>

**CASA:** Free tutoring is available at The Spot (KT G21). You are allowed 2 hours of one-on-one tutoring (by appointment) per subject per week and unlimited drop-in tutoring. To use this service you must activate your student computer access account and you need to fill out a short registration form which can be obtained at the [Center for Academic Support and Advancement](#) (CASA). More information can be found on the at the Department's Web Site <http://www.ipfw.edu/math/tutoring.html>

**Instructor office hours:** Your instructor has posted office hours during which he or she is available to help you on an individual basis. Additional hours are available by appointment.

**Common office hours:** Many of the instructors in the pre-calculus math courses have made some of their office hours available to any student enrolled in any pre-calculus course. A handout listing the instructors and available hours will be provided to you as soon as it has been compiled and printed, and available on the Department's Web Site at [http://www.ipfw.edu/math/common\\_off.html](http://www.ipfw.edu/math/common_off.html)

**Study Groups:** Form a study group outside of class with your fellow students. Students are strongly encouraged to study together, as the discussion of mathematics with your classmates will significantly improve your understanding of the material, but make sure that all work submitted is your own work.

**SSD:** If you have or acquire a disability and want to find out what services and accommodations are available at IPFW, you may contact [Services for Students with Disabilities](#) (SSD) in Walb 113, telephone 481-6657 (voice/TDD).