# DE Anza College    Winter 2018     Ms. Janak's Pre Algebra -Syllabus
## M W  1:30 pm – 3.45 pm

| Course | Math 210.21 |
|---|---|
| Instructor | Mrs. Nirmala Janak |
| e-mail | **janaknirmala@fhda.edu** |
| Classroom | **MQ-2** |
| Office Hours | Monday,  Wednesday<br>3.30-4.30pm |
| Room | MQ-2 |

**Course Objectives:** Use of basic arithmetic in application problems, estimation, the real number system, variables and linear equations, graphs of linear equations and the Cartesian coordinate system, the concept of function.

(CHAPTERS: 1,2,3,4,5,6,7,8 & 9) & Intro of Functions

**( Lessons that will be taught)**

**1.1 - 1.5 ; 2.1 - 2.5 ; 3.1 - 3.6 ; 4.1 - 4.6;  5.1 - 5.7; 6.1-6.6; 7.2 - 7.4 ; 8.1- 8.2 (examples from 8.3 ) 9.2 - 9.4 (No similar and congruent triangles in 9.2); Intro of Functions (Separate Notes)**

**Course Text : Required Text: Prealgebra, Aufmann & Lockwood (latest edition) Check with school book stores.**

 **Student's Responsibilities:   PLEASE READ THOROUGHLY THE BELOW INSTRUCTIONS.**

**\*\*\*\*\*** You need to bring to the class, these following ( see below) ….on a daily basis **without fail.**.

1) Textbook ; 2) Scientific Calculator; 3) Writing material (pen/ pencil/loose-leaf papers) every day to the class. If I see any day that you did not bring any of them ( I do not point out but  I note down the names, and points will be deducted from your class activities (CW/HW/Bonus) Points. For each one of them one point is deducted.

**Note: Please see the instructions below for  submitting CW/HW problems..**

a). Only loose leaf papers MUST be used for both CW and HW.  **NOT A NOTEBOOK** .  LOOSE LEAF PAPERS WITH  CW/HW WILL BE GRADED. ANY OTHERS ARE REJECTED.

b) Staple CW and HW separately and submit.  UNSTAPLED PAPERS ARE NOT CONSIDERED. It is useful to have a  SMALL STAPLER throughout the course.

c) Student's Name, number of the HW assignment ( HW-1, HW-2 etc)  and Date need to be mentioned  and highlighted on the top of the CW/HW ASSIGNMENT..

d)  Upon entering the class,  HW is needed to be kept on the table, and by the end of the class  it will be graded  and given it back  to the student  on the same day.

e)  It is the student's  responsibility to show the CW and get it signed by the instructor  for a point at the end of the class..

f) Homework problems are given at the end of each class. . It is the student's responsibility to do them without fail, and the students are given questions from that HW, at the beginning of next class for extra points. ( we will discuss more about this at the beginning of the first class) .

g) Students are encouraged to meet the instructor one-on-one, during the office hours, for help on the topics the student did not understand in the class. The missed topic ( because of the absence) will not be re-taught by the instructor in that help session during office hours..

**Cell phones** should be switched off before entering the class and the STUDENT SHOULD NOT use a cellphone AS a CALCULATOR AT any time. . If the cell phone is on, and if it is used for any purpose, it will be taken away for the entire class, and point will be deducted from the student's earned class activity scores ( CW/HW/BONUS) before giving it back to the student at the end of the class..

## ATTENDANCE

**Attendance is strongly emphasized.**
- When you are absent, it is your responsibility to get the notes from other students who attend this same class. **Your classmates are your great resource**. If you need to understand the topic you missed, I strongly advise you to go to math lab ( student tutoring center) for help and learn.

- For any day absence, if you bring the reason for your absence ( if it is medical or court, professional letterhead is required) or a note from parent (with their contact number), ON THE DAY YOU ATTEND THE CLASS , that will be recorded and will be considered for **NOT** subtracting the points from the classroom activities (CW/HW), if you show the missed CW/HW. **If no excused document is produced points will be deducted from classroom activities even if you have done that missed CW and HW problems.**

- Note: QUIZZES OR TESTS are **NOT** made up, even if it is an excused absence.

## GRADING:

## Grading is done in the following categories.

1. **CLASSROOM ACTIVITIES:**

a) **CW Problems Check: ( one point for each CW; (20 points/ 20 classes):** Everyday ( All 20 classes, except the last two) notes is given for each topic and class work problems are assigned to finish in the class period. *Before the end of the class* you need to show that to me and get it signed by me. Each CW work (signed by me ) is worth 1 point. If you are absent any day you will be given chance to show the missed CW in the next class for a point (not later than that), only if it is an excused absence.

b) **HOMEWORK Check: ( 2 points each; (10. 2 = 20 points):** On each WEDNESDAY( *at the beginning of the class*) HW will be collected and graded and given it to you back in the same class. HW is worth 2 points every week, for total of 10 HW grades. If you are absent any day you will be given chance to show the missed HW in the next class for points (not later than that), only if it is an excused absence.

****Optional (Bonus) Points: There are several chances given to earn extra points. Each person can earn a maximum of 20 points IN THE WHOLE QUARTER which will replace one of your LOWEST quiz scores**

2. **QUIZZES: (5 points each ; 20 quizzes ( 5. 20 = 100 points)** Quizzes are given on EACH DAY at the beginning of the class, 15- 20 min. If you are late to the class, you lose the time. No extra time is given. **A total of 20 quizzes** are given **If you are absent on a quiz day, that would be your lowest score. No quiz is dropped.**

**3. MID-TERM TESTS (3): (3 TIMES 100 = 300 POINTS):** Three Mid term Tests are given in this quarter. See the tentative schedule below. A consideration is given when you are absent for ONE MID - TERM TEST **under emergency situations** ( proof is needed). In such cases, The final exam score will be given for that one missed test. ONLY ONE TIME. You need to be present for the rest of the tests.

**4. FINAL EXAM: (200 points)**There will be a comprehensive final exam on the last day we meet. See the tentative schedule below. You *must* **take** the final exam to pass the course.

**Letter Grade:** Course grades will be determined on a standard scale at the end of the quarter. **(Total- 650 Points)**

| | | |
|---|---|---|
| [387 - 419] = D | [420 - 451] = D+ | [452 - 485] = C |
| [60% - 65%) = D | [ 65% - 70 %) = D + | [70% - 75%) = C |
| | | |
| [486 - 516] = C+ | [517 - 549] = B | [550 - 581] = B+ |
| [75% - 80%) = C+ | [ 80% - 85%) = B | 85% - 90% ) = B+ |
| | | |
| [582 - 614] = A | [615 - 650 ] = A+ | < 387 = F; Below 60% = F |
| [90% - 95% ) = A | [95% - 100%] = A+ | |

| Category | Description | Points |
|---|---|---|
| 1. Class work (notes and solved problems) a**t the end of each class.** | The CW needs to be shown at the end of each class. The **signed CW** is worth 1 point. Max of 20 pts CW. (20. 1 = 20) | 20 |
| 2. Homework Problems ( Not just answers. Show work) | HW is checked on **every Wednesday**. **Need to submit as you enter the class.** Max of 10 HW. Each is worth 2 points (10.2 = 20) | 20 |
| 3. CW Points(HWQ) | TBA ( on the 1st day of the class) | 10 |
| 4. Quizzes **15- 20 min** | **Each day : 3.30 pm- 3.45pm (20 . 5 = 100)** | 100 |
| 5. .Mid-Term - 1 | **(Wednesday) - 1.30 pm - 2.20 pm (50 min)** | 100 |
| 6. .Mid -Term - 2 | **(Wednesday) 1.30 pm - 2.20 pm (50 min**) | 100 |
| 7. . Mid Term - 3 | **(WEdnesday): 1.30 pm - 2.20 pm (50 min)** | 100 |
| 8. Final exams | **March 26th (Mon)- 2 hours 1.45 pm to 3.45 pm.** | 200 |
| **Total points** | ------------------------------------------- -------- | **650** |

******NOTE: Instructor reserves the right to change the schedule and assessments as and when necessary.

## **My Scores**

I. **CW Points:** 1 point each day; **I sign on each slot**

| Mon | Wed | Mon | Wed | Mon | Wed | Mon | Wed | Mon | Wed | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Jan 8 | Jan 10 | Jan 15 ---------- | Jan 17 | **Jan 22** | Jan 24 | Jan 29 | Jan 31 | Feb 5 | Feb 7 | |
| Feb 12 | Feb 14 | **Feb 19** | Feb 21 | Feb 26 | Feb 28 | Mar 5 | Mar 7 | Mar 12 | Mar 14 | Mar 19 |

II.

II.

## **II. HW Points:** 2 points each Wednesday;   I sign on each slot

| Wed | Wed | Wed | Wed | Wed | Wed | Wed | Wed | Wed | Wed | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Jan 10 | Jan 17 | Jan 24 | Jan 31 | Feb 7 | Feb 14 | Feb 21 | Feb 28 | Mar 7 | Mar 14 | / 20 |

## **III.  10 HWQ points: I sign on the slot**

| | | | | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

## **IV. Quizzes: 20  quizzes; 5 points each: Put your score under the quiz;**

| Q- 1 | Q- 2 | Q- 3 | Q- 4 | Q - 5 | Q-6 | Q-7 | Q-8 | Q-9 | Q-10 | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |

| Q- 11 | Q- 12 | Q-1 3 | Q- 14 | Q - 15 | Q-16 | Q-17 | Q-18 | Q-19 | Q-20 | Total |
|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |

## V. Midterm Tests: 3 Midterm tests each is 100 points:

| Test - 1 | Test - 2 | Test- 3 | Total - 300 Points |
|---|---|---|---|
| / 100 | / 100 | / 100 | /300 |

Bonus Points: ( will be replaced for your ONE lowest quiz score) : Max: 20 points
I sign the slot.

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ALL THESE points ARE OUT OF **450 POINTS, before going into final exams, which is 200 points.**

STUDY WELL AND DO WELL!! THE SUCCESS DEPENDS ON YOUR HARD WORK !! ALL THE BEST!!

## Important Dates:

*Monday, Jan. 8* :: *First day of Winter Quarter 2018.*

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*Saturday, Jan. 20* :: *Last day to add quarter-length classes. Add date is enforced.*

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*Sunday, Jan. 21* :: *Last day to drop for a full refund or credit  (quarter-length classes). Drop date is enforced.*

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*Sunday, Jan. 21* :: *Last day to drop a class with no record of grade. Drop date is enforced.*

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*Friday, Feb. 2* :: *Last day to request pass/no pass grade. Request date is enforced.*

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***Friday, March 2*** *:: Last day to* <u>drop</u> *with a "W." Withdraw date is enforced.*

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***Monday, Jan. 15*** *:: Holiday: Observance of Martin Luther King's Birthday*

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***Friday-Monday, Feb. 16-19*** *:: Holiday: Presidents' Day Weekend (no classes)*

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***March 26-30****:: <u>Final Exams</u>*

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***Thursday, March 1*** *:: Last day to* <u>file for a winter degree or certificate</u>*.*

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***Friday, March 30*** *:: Last day of Winter Quarter*

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***Monday, April 9*** *:: First day of Spring Quarter*

**Getting Help:** In addition to coming to office hours, you can get help at the *Math, Science & Technology Resource Center (MSTRC)* in S43. They are open M-Th 8:30am – 6:30pm and F 8:30am – 12:30pm.

- **Cheating Policy:** Any student caught cheating on a quiz or an exam will receive 0 points on

- that quiz or exam. The same holds for any student who allows another

- student to cheat.

- **College Policies:** Students *can not* take the same class more than three times for a grade,

- *including W*. Late adds and late drops *will not* be processed.

Note:  If you have any questions to ask me feel free to ask me before or after the class. In the class only  learning and solving math problems are important.

## Student Learning Outcome(s):

*Demonstrate and apply a systematic and logical approach to solving arithmetic and geometric problems.
*Demonstrate and apply the knowledge and skills required to select the correct introductory formulas, procedures, and concepts from algebra and geometry and use them to solve problems.