DE Anza College   Winter 2019
Ms. Janak's (210.63) Pre Algebra -Syllabus
M W 1:30 pm – 3.45 pm

Course	Math 210. 63
Instructor	Mrs. Nirmala Janak
e-mail	janaknirmala@fhda.edu
Classroom	S-54
Office Hours	Monday, Wednesday 5- 6 pm
Room	TBA

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). Loose leaf papers can be used for both CW and HW. .   CW/HW WILL BE GRADED and given points..

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 high-lighted 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..

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; (18 points/ 18 classes):** Everyday (18 classes) 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: (3 points each; (10. 3 = 30 points):** On each WEDNESDAY(*at the beginning of the class*) HW will be collected (for the problems done on Wednesday and Monday) and graded and given it to you back in the same class. HW is worth 3 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.

2. **QUIZZES: (10 points each ; 18 quizzes (10. 18 = 180 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: **Class work Verbal points: When the teacher asks the quetion if the student answers correctly he/she gets two points. (11* 2 = 22 points)**

4. **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.

5. **FINAL EXAM: (100 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) at **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. (18. 1 = 18)	18
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 3 points (10.3 = 30)	30
3. CW(Verbal)	Answering the questions (each is 2 poiynts); 11* 2 = 22 points	22
4. Quizzes **15- 20 min**	**Each day : 3.30 pm- 3.45pm (18 . 10= 100)**	180
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.**	100
Total points	--	**650**

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

*******Extra credit Points/Optional points: Total: 20 points (TBA)

My Scores

I. **CW Points:** 1 point each day; (18 points)

Mon	Wed	Mon	Wed	Mon	Wed	Mon	Wed	Mon	Wed	
Jan 7	Jan 9	Jan 14	Jan 16	**Jan 21 Holiday** ‗‗‗‗ ‗‗‗‗ -	Jan 23	Jan 28	Jan 30	Feb 4	Feb 6	
Feb 11	Feb 13	**Feb 18 HOLIDAY** ‗‗‗‗	Feb 20	Feb 25	Feb 27	Mar 4	Mar 6	Mar 11	Mar 13	

II. HW Points: 3 points each Wednesday; **(10* 3 = 30 pts)**

Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Wed	Total
Jan 9	Jan 16	Jan 23	Jan 30	Feb 6	Feb 13	Feb 20	Feb 27	Mar 6	Mar 13	

I11. Quizzes: 18 quizzes; 10 points each: Put your score under the quiz; (180 points)

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			Total

V. Midterm Tests: 3 Midterm tests each is 100 points: (Total: 300 points)

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

Note:1

**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 (BONUS / Attendance points) before giving it back to the student at the end of the class.

Note:2 The door will be CLOSED at the exact time of the class. If you are late, stand out side till every one finishes the quiz. By coming late, student loses quiz points, but attendance points are given. No quiz is dropped nor replaced by any other grade.

Note: 3: If any one leaves the class in the middle with out prior permission from the Professor, will be marked absent and points will be cut.

Note:4: If you know that you are going to be absent any day and/or on absent day send me an email stating the reason for your absence.

Note: 5: Consequent three absences, even excused, will result in getting dropped from the course.

Note: 6: All book bags need to be put away against the wall on adaily basis because of room space. Need to take out text book, note book and pen or pencil and calculator prior to keeping the backpacks away.

Note: 7: No food or drinks are allowed except water. Before coming to the class please use rest-room

Note: 8: No one is allowed to go out during Instruction/Lecture time AND quiz/exam time.

Important Dates

Monday, Jan 7 :: First day of Winter Quarter 2019

Saturday, Jan 19 :: Last day to add quarter-length classes. *Add date is enforced.*

Sunday, Jan 20 :: Last day to drop for a full refund or credit for all students (quarter-length classes only). Refund deadlines for all non quarter-length classes are in MyPortal, "View Your Class Schedule" link. *Drop date is enforced.*
Sunday, Jan 20:: Last day to drop a class with no record of grade. *Drop date is enforced.*

Friday, Feb 1:: Last day to request pass/no pass grade. *Request date is enforced.*

Friday, March 1 :: Last day to drop with a "W." *Withdraw date is enforced.*

Monday - Friday :March 25th- 29th

HOLIDAYS: Jan 21st (M) and Feb 18th(M)

*******Extra credit Points/Optional/Bonus pts: Total: 20 points (TBA)

Final Exam day): See the web

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.**

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.