Instructor: Ford, Diane  
Course: MATH 40: Pre-Algebra (23086 LEC) Enrl/Grd  
Meetings: MW 12:00 am-1:50 pm  
Room: LC134  

Phone: (562) 860-2451 ext 4500

E-mail address: dford@cerritos.edu

Web page: http://web.cerritos.edu/dford

Available Office Hours: Room PST-217 Tuesdays 10-11am and Wednesdays 2-2:30 by appointment only.

Designated Office Hours: 9:45-10:45 am on Sept. 2,9,16, 23, 30, Oct. 7, 14, 21

Text Book:  
*Prealgebra, 1st edition* by Miller, O’Neill, and Hyde  
ISBN-10: 0077349954

Required materials: Scientific Calculator, ruler, graph paper, paper, pencils, pens, folders, 3-ring notebook, textbook.  
*You may not use a cell phone as a calculator.*

Course Description: 
This course covers topics in pre-algebra, informal geometry, and applied arithmetic including but not limited to percent, rates, scientific notation, tables, graphs, the real number line, an introduction to the Cartesian Coordinate system, problem solving techniques, signed numbers, simplifying and evaluating expressions and formulas, solving simple equations, numerical relationships involving lines, angles and polygons.

Student Learning Outcome: Create, analyze, and interpret real world situations using concepts of ratios, rates, proportions, geometry and measurement.

PREREQUISITES: Satisfactory completion of Math Placement Process. Please note that in order to enroll, proof that both pre-requisites are satisfied must be submitted to Cerritos College in time for this information to be recorded. Your enrollment will be blocked if the prerequisites are not on the college’s computer registration system. Make sure there are no holds on your records via your mycerritos account before attempting to add a class. Also, students may repeat a course in which a substandard grade (D or F) or “W” has been received ONLY ONE time without filing a petition. Prior to a second repeat (third enrollment) of a course, students must file a petition at the Admissions Office with, and receive permission from, the Academic Records and Standards Committee. See Cerritos Community College District Procedure. Petitions must be filed by the first week of class.

Math 40 Course Grading System:  
The grading of this class is based on a 1000 point system, which is made up of five (5) components:

1) **HOMEWORK QUIZZES (100 pts):**  On 6 selected class sessions, 5 random problems from the homework will be collected (each quiz is worth 20 points). You will have 15 minutes at the beginning of each class to retrieve these problems from your homework assignment and turn them in, so BE ON TIME! They will be graded in class.  ALL WORK MUST BE SHOWN for full credit. Your lowest quiz score will be dropped.

2) **REVIEW PROJECTS (100 pts):** Each exam will have a 50 pt Take-Home portion which will be DUE ON EXAM DAY. This take home portion is review homework from the textbook and is mandatory. However, your lowest review project score will be dropped.
3) **EXAMS (500 pts):** There will be 3 exams, worth 250 points each. The lowest exam score will be dropped. Each exam will have a Take-Home portion which will be DUE ON EXAM DAY. If you are going to be absent on the day of an exam, YOU MUST NOTIFY the instructor that SAME DAY by email or phone (562)860-2451 x4500 by 11am to schedule a makeup exam. NO MAKEUP EXAMS will be given if the professor is NOT NOTIFIED on the day of the exam.

4) **FINAL EXAM (300 pts):** Final Exam will be cover all subjects in the class and is worth 300 points. It will be split into 3 parts, a take-home portion (50 pts), a portion completed without a calculator (125 pts), and a portion completed with the use of the calculator (125 pts). See schedule for dates of the exam.

5) **EXTRA CREDIT CLASS PARTICIPATION:** Extra credit can be awarded up to (50 points) for explaining problems on the board to the class and/or extra homework assignments and study skills workshops.

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<thead>
<tr>
<th>Grading Components:</th>
<th>Percent of Total Points</th>
<th>Points</th>
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<tbody>
<tr>
<td>Homework Quizzes (Best 5 of 6 quizzes)</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>Best 2 of 3 Review Projects</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>Best 2 of 3 Exams</td>
<td>50%</td>
<td>500</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
<td>300</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
<td><strong>1000</strong></td>
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**Course Grading Standards:**
A final letter grade is to be awarded to each enrolled student in accordance with the grading system shown below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent of Total Points</th>
<th>Total Points</th>
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<tbody>
<tr>
<td>A</td>
<td>89 – 100%</td>
<td>890 – 1000</td>
</tr>
<tr>
<td>B</td>
<td>79 – 88.9%</td>
<td>790 - 889</td>
</tr>
<tr>
<td>C</td>
<td>69 – 78.9%</td>
<td>690 – 789</td>
</tr>
<tr>
<td>D</td>
<td>59 – 68.9%</td>
<td>590 – 689</td>
</tr>
<tr>
<td>F</td>
<td>Below 59%</td>
<td>&lt; 590</td>
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</table>

**Attendance Policy:**
It is the responsibility of students to attend classes regularly and apply themselves to the college studies in which they are enrolled. When students have been absent due to illness, they should report to the instructor to explain the absence. When the hours of absence exceed one more than twice the number of class hours per week (e.g. 9 hours of absence for a 4 unit class), the student is considered to be excessively absent and is subject to exclusion from class. In other words, if you have 9 hours of absence, you will be dropped. If you come to class 30 minutes late, that will be considered ½ hour of absence.

**Examination Make-Up Policy:**
Since responsible behavior – including daily class attendance is expected of all Cerritos College students, absence from a scheduled examination is considered to be an extremely serious matter. If you are physically unable to attend school the on the day of the exam, you must call my voice mail, or e-mail me BEFORE the exam starts, in order to schedule a make-up exam (to be taken in the Testing Center at LC-111, your ID is required). Make-up exams must be taken before the next scheduled class period after the original exam (e.g., a test originally scheduled for Tuesday must be made-up by Thursday) There are no make-ups for quizzes. NO MAKEUP EXAMS will be given if the professor is NOT NOTIFIED by the day of the exam.
Academic Integrity Policy:

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievement and seek to establish an unfair advantage over their fellow students. The academic standards at Cerritos College are based on a pursuit of knowledge and assume a high level of integrity in every one of its members.

The Academic Integrity Policy is designed to foster a fair and impartial set of standards upon which academic dishonesty will be judged. All students are required to read, understand, and adhere to these standards, which define and specify the following mandatory sanctions for such dishonest acts as copying, plagiarism, lying, unauthorized collaboration, alteration of records, bribery, and misrepresentation for the purpose of enhancing one’s academic standing.

The first recorded offense will result in the student receiving zero (0) credit for the entire paper, exam, quiz, lab, homework assignment, or other graded activity in which the incident of academic dishonesty occurred. No partial credit may be given. Where the incident involved a graded assignment normally subject to a “drop” option, the student may not exercise that option.

The second recorded offense will result in the student receiving a failing grade for the course in which the second offense occurs.

Through the use of the iFalcon website (http://www.ceritos.edu/ifalcon), the textbooks, and in class activities, we will learn how to:

Focus on the work to be done
Advance your skills and education by always improving
Link Up with other like-minded students, faculty, and campus services to help you along your educational path
Comprehend your course material instead of just reading and absorbing it
Organize your life to reach your goals
Try New Ideas to accelerate your learning and improve your skills

We will use Your Subject to explore these strategies, and through this practice, as you comprehend the course material, you will learn to express yourself and the course material more effectively.

How to do well in this course:

- SHOW UP, TAKE NOTES, DO YOUR HOMEWORK, and WRITE DOWN EVERY STEP.
- CHECK YOUR WORK to make sure you did not make any calculation mistakes. Look to see if your answer looks REASONABLE.
- Even if you don’t know what to do, at least write down what you think needs to be done and why you are stuck.
- See your instructor during her office hours for additional explanation.

Walk-in math tutoring
If you are enrolled in any math course at Cerritos College, you may receive FREE math on a walk-in basis at the Academic Support Center (Learning Resource Center (LC-166), lower level).
Due dates are noted on the syllabus. You should check your syllabus daily for due dates and to focus in on the work to be done that day. For example, check the syllabus on Monday morning to organize your time for reading the material and studying to comprehend for the week.

Take contact information for 3 classmates on the first day of class. Creating relationships in class is a great way to advance on your path to success. Plan to link up with these students both in the event that you miss class and need to find out what is expected for the next class and to work on comprehending the course material on a regular basis.

Take personal responsibility for your actions both inside and outside of class. Because this is a 9-week class, the course progress will be accelerated. This means that we will be covering a large amount of material every day. Your willingness to focus in class is directly related to your success in class. Likewise, if you find yourself overwhelmed with responsibility due to family, jobs, and school commitments, use new ideas to solve your problems rather than succumbing to pressure. For example, link up with me during my office hours if you have any issues to discuss. If you’re worried about completing an assignment on time, seek out help by linking up with tutors or counselors.

You are required to do your own work. The college’s policy on academic honesty states: “Academic Dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. . . . The faculty member may take options to the extent that the faculty member considers the cheating or plagiarism to manifest the student’s lack of scholarship or to reflect on the student’s lack of academic performance in the course.” See the course catalog for examples of academic dishonesty and faculty actions.

Please be sure that you turn off all cell phones. Setting your phone to vibrate is not an option. I suspect that you have signed up for this class because you want to learn how to write academic papers. You cannot focus in class if you are being distracted by a vibrating cell phone. Text messages can wait until the class break or after class. We may use your cell phone for activities in class, but unless I ask you to get it out, but sure to put it away during class.

I am looking forward to working with each of you this semester. Remember, if you have any questions about any of the assignments or readings, or if you need help incorporating the iFalcon practices into your academic life, please be sure to ask. I am here to help you however I can.

Know your Basic Math Facts!! College Level Math requires a fluency in your basic math facts. That is, you should have automatic recall of all the basic addition and math facts. The ability to quickly recall math facts lessens students’ anxiety and increases their confidence to engage in more challenging math tasks.

<table>
<thead>
<tr>
<th>Addition/Subtraction Table</th>
<th>Multiplication/Division Table</th>
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<tr>
<td><img src="image1.png" alt="Addition/Subtraction Table" /></td>
<td><img src="image2.png" alt="Multiplication/Division Table" /></td>
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