

B.A. 46 - CALCULATOR APPLICATIONS

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FALL 1999

OBJECTIVES OF THE COURSE:

1. To introduce the students to the importance of knowing how to use a calculator.
2. To teach the students how to properly use the calculator.

TEXT AND MATERIALS TO BE USED:

1. Carter/Young, ELECTRONIC CALCULATORS, 3rd Edition, Houghton Mifflin, 1990
2. Lined binder paper that is NON-SPIRAL (8 ½ by 11), 3 sharpened pencils, and a good quality eraser (e.g. Magic Rub).

MATERIALS TO BE COVERED IN B.A. 46:

Units 1 through 4 in the above cited text.

METHODOLOGY:

Students will be expected to read the material in the chapters and handouts, complete assigned exercises, and master ten-key touch typing. Lecture will serve the purpose of clarifying and expanding upon the material.

ASSIGNMENTS:

1. Assignments must be read before class discussions.
2. It is your responsibility to find out what the assignments are for each class session. Either check with a classmate or call me. There will be no excuse for being unprepared.
3. There will be NO make-up exams. You may take the exam early if you cannot be present on the day of the exam. Your lowest score on the exams will be thrown out.
4. This is a lab class. Most of the work must be completed during class hours. Being absent can affect your success in this class.
5. There are no extra credit assignments. Make sure you keep up with the required work.

POLICIES AND PROCEDURES:

1. There will be NO sunglasses worn during class.
2. Being on time to class (seated and ready to go at the start of class) is an important job skill. Others are depending on you. Each student is permitted to be tardy 3 times each semester. More than 3 is excessive and will cause a loss of 5 points per excessive tardy.
3. Quiet gum chewing is permitted.
4. No recording devices are permitted without consent of instructor.
5. Hats will not be worn in class.

6. No food or drink are permitted in class.
7. Your being in class is important to your learning. You should consider classes to be your job and grades your merit pay. Employees who do not show up to work do not get paid. Each student is given three days of "sick/other leave" per semester. More than three absences for whatever reason (appointments, sickness, funeral, accident, etc.) are considered excessive and will cause a loss of 10 points per excessive absence. **Note: Industry standards state that an employee should not be absent more than once every two months.**
8. Needing to use the restroom must be done outside of class time. Plan appropriately.
9. Needing to leave early for whatever reason will be considered a tardy or absence depending on the amount of time missed.
10. Make sure your beepers, cell phones, and any other devices that may go off are turned off before entering the classroom. A loss of 15 points will be deducted each time one of these devices interrupts the class.
11. I will not be responsible for purging you from class. If you chose to stop coming, make sure you drop the class.
12. I have the right to teach and you and your classmates have the right to learn. Please be considerate and respectful of others.

POINTS:

The tentative breakdown for points is:

1.	11 exams @ 100 points each (lowest score thrown out except if caught cheating)	1000
2.	13 ten-key touch tests @ 20 points each (Lowest score thrown out except if caught cheating)	240
3.	2 comprehensive exams @ 200 points each	400
4.	Final	<u>300</u>
	Total	1840

GRADING SCALE:

A percentage of the total points will be computed and a grade will be assigned according to the following breakdown:

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

*****Drop Date: Friday, October 15, 1999*****

Your seventh week progress will be based on 4 ten-key touch test and three exams.

Dropping from this class is YOUR RESPONSIBILITY. Failure to drop could result in a grade being issued. Remember to turn in a drop slip if you stop coming to class.

Scheduled Holidays:

Monday, September 6
Thursday, November 11
Thursday and Friday, November 25 and 26

Meeting times:

Monday, Tuesday, Wednesday, and Thursday, August 16 - December 10, 1999
10:00 - 10:50 a.m.

Final Exam: Monday, December 13, 1999 at 10:30 a.m.

Please note: This will be the only time the final is given. Make all the necessary arrangements to be there.

Pamela Melville

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638-3641, ext. 3264

Office Hours: Tuesday, Wednesday, and Thursday 11 - 11:50 a.m.

638-9589 Monday - Friday 7:15 a.m. - 10 p.m.
Saturday and Sunday - 8:00 a.m. - 10 p.m.

You may leave a message for me at 638-3641, ext. 3264. I will be checking my messages around 9 a.m. and around 9 a.m. and 8 p.m.

BA46cg/F99

WELCOME TO B.A. 46

Please tell me a little about yourself. (Please write legibly.)

Name: _____

What is your major? _____

How many units are you taking this semester? _____

Are you working? _____

What was your last class dealing with numbers? _____ When did you take it? _____

Did you successfully complete Math 54 or B.A. 54 or test out of these classes? (Please include where, when, and the name of the teacher.)

Do you have any special concerns about this course? _____

What do you hope to be doing ten years from now? _____

What else would you like me to know about you? _____

I acknowledge receipt of this B.A. 46 COURSE OUTLINE and understand the attendance, evaluation, grading, no makeup, and voice recording policies stated in the course outline.

Signed

Date