

D.S. 17 - BUSINESS MATHEMATICS

Pamela Melville

Fall 1999 - DAY

OBJECTIVES OF THE COURSE:

1. To meet the math graduation requirement for A.S. Degrees.
2. To learn advanced math applications for business.

TEXT AND MATERIALS TO BE USED:

1. Immergut and Smith, ARITHMETIC AND ALGEBRA AGAIN, McGraw Hill, 1994
2. Lined binder paper that is NON-SPIRAL (8 ½ by 11), graph paper, 3 sharpened pencils, two working pens, a folder, and a good quality eraser (e.g. Magic Rub).
3. Scientific Calculator - Texas Instruments TI 30 only!

MATERIALS TO BE COVERED IN D.S. 17:

1. Linear Equations
2. Sets and Counting Techniques
3. Probability
4. Mathematics of Finance
5. Statistics
6. Matrices
7. Venn Diagrams

METHODOLOGY:

Students will be expected to read the material in the chapters and handouts, complete assigned exercises, and participate in class activities. 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 (638-3641 ext. 3264). 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. If you must be absent, you may mail your assignment to me and receive full credit. It must be postmarked the same day class meets or before.
Mail to: Pamela Melville
c/o Reedley College
995 N. Reed Avenue
Reedley, CA 93654
5. There are no extra credit assignments. Make sure you keep up with the required work.
6. You must keep a binder that includes your grade sheet and all assignments.

POLICIES AND PROCEDURES:

1. There will be NO sunglasses worn during class.
2. Hats will not be worn in class.
3. Quiet gum chewing is permitted.
4. No food or drink are permitted in class.
5. No recording devices are permitted without consent of instructor.
6. 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.
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 leave early for whatever reason will be considered a tardy or absence depending on the amount of time missed.
9. I will not be responsible for purging you from class. If you chose to stop coming, make sure you drop the class.
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. Needing to use the restroom must be done outside of class time. Plan appropriately.
12. I have the right to teach and you and your classmates have the right to learn. Please be considerate and respectful of others.
13. This is a rigorous course. Many of you suffer from Math Anxiety. You will need to study a minimum of one hour per day to be successful in this class (more for others).

POINTS:

The tentative breakdown for points is:

1.	7 exams @ 100 points each (lowest score thrown out except if caught cheating)	600
2.	homework	400
3.	quizzes	200
4.	Class participation, in class assignments, etc.	100
5.	Binder(grade sheet and all assignments)	<u>50</u>
	Total	1350

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
65 - 79 = C
50 - 64 = D
0 - 59 = F

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

Your seventh week progress will be based on 2 exams, 3 quizzes, and 10 homework assignments.

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 - Friday, August 16 - December 10, 1999
12:00 - 12:50 p.m.

Final Exam: Friday, December 17, 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
E-mail: pam.melville@do1.sccd.cc.ca.us
638-3641, ext. 3264

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

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

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

DS17cg/f99

WELCOME TO DS 17

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? _____

How many hours per week do you work? _____

What was your last class dealing with numbers? _____

When did you take this math course? _____

Did you successfully complete BA 54, Math 54, or qualify by testing? (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 DS 17 COURSE OUTLINE and understand the attendance, evaluation, grading, no makeup, and voice recording policies stated in the course outline.

Signed

Date