B.A. 39 - FINITE MATHEMATICS
Pamela Melville
Spring 2000 – Night

OBJECTIVES OF THE COURSE:

1. To develop an appreciation and interest in studying and understanding the theory and applications of finite mathematics and quantitative methods in solving problems in accounting, management, and information systems.

2. To meet the prerequisites of advanced business math classes.

TEXT AND MATERIALS TO BE USED:

1. Lial, Greenwell, and Miller, FINITE MATHEMATICS, Sixth Edition, Addison-Wesley, 1998

2. Study Guide (optional)

3. 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).

4. Scientific Calculator - TI 30

MATERIALS TO BE COVERED IN B.A. 39:

1. Use of the Calculator
2. Linear equations
3. Matrices
4. Linear Programming
5. Mathematics of Finance
6. Set Theory and Probability
7. Counting Principles and Probability

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. All Assignments will be turned in before the beginning of class, stapled in the upper left-hand corner, and in order. A 50% penalty will be assessed for late, unstapled, or out-of-order papers. NO CREDIT will be given for papers that are over 1 class period late.

3. 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.

4. 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.

5. 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

6. There are no extra credit assignments. Make sure you keep up with the required work.

7. You must keep a folder of your grade sheet and assignments. This will be turned in at the end of the semester.

POLICIES AND PROCEDURES:

1. There will be <u>NO</u> 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 2 times each semester. More than 2 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 hours of "sick/other leave" per semester. More than three hours of 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. 7 exams @ 100 points each (lowest score
    thrown out except if caught cheating)   600

2. homework   200

3. quizzes   200

4. Class participation, in class assignments, etc. 100

5. Folder   50
                    Total   1150

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, March 10, 2000*******
Your seventh week progress will be based on 2 exams, 3 quizzes, and 4 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, January 17
Friday, February 18
Monday, February 21
Monday – Friday, April 17 - 22

Meeting times: Wednesday 6 – 8:50 p.m.

Final Exam: Wednesday, May 17, 2000, at 6p.m.

        Please note: This will be the only time the final is given. Make all the necessary
                      arrangements to be there.
Pamela Melville
Office Hours: Monday 1 – 1:50 p.m.; Tuesday 9:30 –10:20 a.m.; and Wednesday 11 - 11:50 a.m.
638-3641, ext. 3264
638-9589   (7:15 a.m. to 10 p.m. Monday - Friday)
              (8:00 a.m. to 10 p.m. Saturday - Sunday)
E-mail: pam.melville@.do1.scccd.cc.ca.us

BA39cg/S00N

WELCOME TO B.A. 39

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 do you work?_____

What was your last class dealing with numbers?_____

When did you take it?_____

Did you successfully complete Math 3 or the second year of HS Algebra? (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. 39 COURSE OUTLINE and understand the attendance, evaluation, grading, no makeup, and voice recording policies stated in the course outline.

_____   _____
Signed   Date