<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Math—POFT 1321-31826</td>
<td>Gary Manter</td>
</tr>
<tr>
<td>Fall 2015 (part 2)</td>
<td><a href="mailto:gmanter@dcccd.edu">gmanter@dcccd.edu</a></td>
</tr>
<tr>
<td>POFT 1321</td>
<td>n/a</td>
</tr>
<tr>
<td>M/W, 5:50 to 8:05 pm—Education Room 20</td>
<td>Education Building, Room 10—7:30 a.m. to 2:50 p.m.</td>
</tr>
</tbody>
</table>

**Course Description**

Fundamentals of business mathematics including analytical and critical thinking skills. (2 Lec., 2 Lab)

**Required Materials Including Textbooks (include ISBN)**

Note: A minimum of 9 hours per week should be devoted to course material outside of class time


ISBN-10: 0-321-50012-0

**Course Prerequisites**

None

**Disclaimer**

The instructor reserves the right to amend this syllabus as necessary.

Texas Core Objectives for Student Learning

Students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication

3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

5. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
6. **Social Responsibility**: to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

### Student Learning Outcomes

1. Apply business math facts, formulas, equations and techniques to solve basic business problems.
2. Apply mathematical skills to banking situations.
3. Calculate percentages, discounts, taxes and loans

### Exams and Assignments

1. **HOMEWORK.** There are 12 homework assignments over the material of the 15 chapters of the text. These are called “Exercise Sets” which are comprised of 40 to 60 problems each. All Exercise Sets are intended to prepare the student for the tests. As such they must be completed and submitted in order to receive the appropriate exam from the instructor. If a student wants a corrected assignment prior to taking the test for material covered by that particular exercise, it must be submitted no later than one class session before the test.

2. **TESTS.** There are 5 unit tests covering all 15 chapters of the text. Test 5 will count as the Final Exam. It is NOT comprehensive. You will be expected to take each chapter test on the scheduled testing day. If you miss a test, it is your responsibility to inform the instructor of the reason and schedule a make up date.

3. **PARTICIPATION.** The instructor will give a class participation grade for each student. To determine this grade the instructor will observe each student’s participation in a variety of situations. This includes a range of activities from class attendance to level of engagement in class discussions to the student’s work ethic in completing exercises.

### Evaluation Procedures

1. **HOMEWORK.** There are 12 weekly Exercise Sets to be completed throughout the semester. Each exercise is worth 50 points equaling a total of 600 points for the homework portion of the course.

2. **TESTS.** There are 5 unit tests worth 140 points each and 700 total points for this portion of the course.

3. **PARTICIPATION.** The total points for participation are **125** points.
Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Average</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>1283-1425</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>1140-1282</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>998-1139</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>855-997</td>
</tr>
<tr>
<td>F</td>
<td>0—59%</td>
<td>0-854</td>
</tr>
</tbody>
</table>

Stop Before you Drop

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access:

http://www.dcccd.edu/Why/Reg/Registration/Pages/default.aspx

Withdrawal Policy

(Nov 12, 2015)

If you are unable to complete this course, it is your responsibility to withdraw formally. If you stop attending class and do not withdraw, you will receive a performance which, under most circumstances would be an “F.” If you drop this course, FCI will require a six (6) month sit-out. 2015SP Drop Date (last day to receive a “W”) is Thursday, Nov 12, 2015 (the date of the fourth session of classes). Withdrawing from the course is a formal procedure you must initiate. I cannot do it for you. You must submit a written request dated and signed by you and the FCI—Seagoville Education Department before Nov 12, 2015. Since you entered into an agreement to complete the certificate program you must have written approval from Ms. Myers to formerly drop the course.

Attendance Policy

Students are expected to be on time to class and to stay the entire class time. Participation in each class session is part of the grade for each lesson (up to 125 points for the semester). Students are expected to be present on test days. Students who miss more than 2 class days without excused absences will see their grade decreased by up to one letter grade. Please contact the instructor if you will need to miss class.
Course Outline

For maximum success in this course you should spend a *minimum* of 9 hours per week working on course material.

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapters</th>
<th>Topic</th>
<th>Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapters 1-2</td>
<td>Whole Numbers, Fractions</td>
<td>Exercise 1</td>
</tr>
<tr>
<td></td>
<td>Chapters 3-4</td>
<td>Percent, Bank Services</td>
<td>Exercise 2</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 5</td>
<td>Payroll</td>
<td>Exercise 3</td>
</tr>
<tr>
<td></td>
<td>Chapter 12</td>
<td>Taxes and Insurance</td>
<td>Exercise 4</td>
</tr>
<tr>
<td>3</td>
<td>Chapter 11</td>
<td>Business and Consumer Loans</td>
<td>Exercise 5</td>
</tr>
<tr>
<td>4</td>
<td>Chapter 6</td>
<td>Mathematics of Buying</td>
<td>Exercise 6</td>
</tr>
<tr>
<td></td>
<td>Chapter 7</td>
<td>Mathematics of Selling</td>
<td>Exercise 7</td>
</tr>
<tr>
<td>5</td>
<td>Chapter 13</td>
<td>Depreciation</td>
<td>Exercise 8</td>
</tr>
<tr>
<td>6</td>
<td>Chapter 8</td>
<td>Simple Interest</td>
<td>Exercise 9</td>
</tr>
<tr>
<td>7</td>
<td>Chapter 9</td>
<td>Compound Interest</td>
<td>Exercise 10</td>
</tr>
<tr>
<td>8</td>
<td>Chapter 10</td>
<td>Annuities, Stocks, Bonds</td>
<td>Exercise 11</td>
</tr>
<tr>
<td></td>
<td>Chapters 14-15</td>
<td>Statements, Ratios, Statistics</td>
<td>Exercise 12</td>
</tr>
</tbody>
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QUALITY ENHANCEMENT PLAN
Cedar Valley College’s Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx
Academic Advising

Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access: https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

ADA Statement

If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Financial Aid

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.
Honors Credit Availability (if Applicable) You can earn Honors Credit in this course that will show the completion of an Honors Course on your transcript. Honors credit is important in transfer evaluation for graduation with both Associates and Bachelor degrees with honors. To gain Honors credit for this course you will need to:

1. Demonstrate advanced writing skills through synthesis and original thought in expanded writing projects, research papers, and critical essays. This will entail a minimum of ten pages of writing. You will be asked to read primary sources readings besides the textbook.

2. Participate in an outside class activity by attending a lecture, exhibit or program outside of the class activities

3. You will practice your oral presentation skills with a 10-minute presentation to the class about a topic that you have researched

To qualify for Honors credit, you must sign an Honors Contract at the beginning of the semester. Meet with me to design your program and complete the contract form by (Insert appropriate dates for current semester) in order to meet the (Insert appropriate dates for current semester) deadline for submission of Honors Contracts for approval. Finally, you must earn an A or B in the course in order to receive Honors Credit.

Religious Holidays Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Repeating this Course Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx
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Student Code of Conduct

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at: [https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC](https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC)

Tutoring Services

There is a tutor who has volunteered to help students outside of class time as well as during each class session. It is the student’s responsibility to arrange study time with the tutor.