COURSE SYLLABUS
POFT-1321-73426 & 93401 Business Math
Spring 2015
Arts, Business, Sports Science, & Technology
T135, 972-273-3450
8:00 a.m.- 6:00 p.m. Monday-Thursday, 8:00-4:30 Friday

This course syllabus is intended as a set of guidelines for Business Math. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information
Instructor: Sean Griffin
Email Address: sean@dccc.edu
Office Phone: 
Office Location: T225
Office Hours: By Appointment Only

Course Information
Course title: Business Math
Course number: POFT 1321
Section number: 73426 & 93401
Credit hours: 3
Class dates: 1/26/2015 thru 5/14/2015
Class time: Online

Lab Hours (Room T225)
8:00 am - 5:00 pm Mon & Wed
9:00 am - 6:00 pm Tues & Thurs
8:00 am - 4:30 pm Friday

Course Description
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. (3 Lec.)

Course prerequisites: Basic Math Skills
Required or Recommended Textbooks and Materials

Book: Practical Business Math Proc(w/Hdbk/Wall St.Journal/DVD)
Edition: 11th
ISBN: 9780077701505

Notes:

- The materials are a package that includes the book with a DVD and smaller Business Math Handbook.
- Texts may be purchased at the North Lake Campus Bookstore.
- Online purchases usually take three to five days for delivery.
- Plan to purchase your text early so you will be ready to complete assignments by the end of the first week of class.

Course Objectives
This course focuses on the most common types of math calculations as they are related to the business world. Completing the exercises and projects will provide practice for developing the fundamental skills needed to solve problems in business math applications. The student will practice basic math skills; use basic math skills to solve business application problems; and calculate various business problems.
<table>
<thead>
<tr>
<th>LEARNING OUTCOMES</th>
<th>EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculate problems using whole numbers and solve word problems</td>
<td>In-chapter assignments, online homework assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Calculate problems using fractions</td>
<td>In-chapter assignments, online homework assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Calculate problems using decimals</td>
<td>In-chapter assignments, online assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Complete a bank reconciliation</td>
<td>In-chapter assignments, online homework assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Calculate problems solving for unknown equations</td>
<td>In-chapter assignments, online assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Calculate problems using percents</td>
<td>In-chapter assignments, online homework assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Calculate trade and cash discounts</td>
<td>In-chapter assignments, online homework assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Calculate markup and markdown</td>
<td>In-chapter assignments, online homework assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Calculate payroll problems</td>
<td>In-chapter assignments, online homework assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Calculate simple interest</td>
<td>In-chapter assignments, online homework assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Calculate problems related to promissory notes, simple discount notes and the discount process</td>
<td>In-chapter assignments, online homework assignments, tests, projects, discussion board.</td>
</tr>
<tr>
<td>Calculate compound interest and present value</td>
<td>In-chapter assignments, online homework assignments, tests, projects, discussion board.</td>
</tr>
</tbody>
</table>
Performance Objectives

SCANS Competencies

The Secretary’s Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness. The Office Technology Department at North Lake College is committed to prepare you with the knowledge and skills you need to succeed in today’s dynamic work environment.


SCANS FOUNDATION SKILLS

Workplace Skills

1. Work ethics.
2. Implement responsibilities of job position including exhibition of dependability, demonstrating high confidentiality, and meeting of organizationally defined expectations.
3. Operate within scope of authority adhering to company rules, regulations, and policies as established including interpretation of employer/employee handbook and procedures.
5. Practice time management and follow work schedule.
6. Assume responsibility for own decisions and actions.
7. Exhibit pride and positive attitude.
8. Display initiative and enthusiasm in undertaking new tasks.
9. Show assertiveness appropriate to the situation.
10. Seek work challenges.
11. Understand and apply ethical principles to decision-making.
12. Understand the importance of providing good customer service (internal and external).
13. Exhibit ability to handle stress.
14. Participate in meetings in a positive and constructive manner.
15. Maintain state-of-the-art skills through participation in in-service or other training.
17. Interpersonal relationships.
18. Respect individual diversity.
19. Respond to praise or criticism.
20. Provide constructive criticism or praise.
21. Channel and control emotional reactions.
22. Resolve conflicts.
23. Display a positive attitude.
25. Employ appropriate skills for gathering and retaining information.
26. Interpret written, graphic, and oral instructions.
27. Identify problems.
28. Clarify individual and company purposes and goals.
29. Identify available solutions and their impact including evaluation of credibility of information, and location of information.
30. Evaluate options.
31. Set priorities.
32. Select/Implement options/decisions including prediction of results of proposed action.
33. Organize personal workloads.
34. Participate in brainstorming sessions to generate new ideas and solve problems.


Student Learning Activities, Outcomes, and Assessments

See the SLO Section for more details.
Means of Assessment
Your understanding of the course material and your grade will be determined as follows:

HOMEWORK
In-chapter practice homework is not turned in and does not count toward your final grade. However, all in-chapter homework assigned is to be completed to prepare for tests. All tests are completed in Blackboard online and are due by a date given in your Completion Schedule found online in Blackboard under Course Documents. You are to complete the following steps to complete in-chapter homework for each chapter in your text:

1. Read and study the concepts in the chapter completing all in-chapter Practice and all Extra Practice.
2. Review and study the end-of-chapter Chapter Organizer and Reference Guide.
3. Complete all odd-numbered problems in the End-of-Chapter Problems checking your answers in Appendix C at the back of your textbook.
4. The Challenge Problems are not assigned.
5. Complete the Summary Practice Test at the end of the chapter.
6. Complete the Test (one every two chapters) online in Blackboard.
7. You should keep up with your Completion Schedule and record in your personal calendar when all tests and projects are due. No late work is accepted.

TESTS
There are eight tests—one every two chapters. Each test has 20 problems worth 100 points (-5 for each incorrect error). All tests are taken in Blackboard. Locate the link to Tests in the navigational menu at the left of your screen; click on the appropriate test name, and the test will open.

IMPORTANT: Blackboard will grade all your tests. As each problem is completed and submitted, Blackboard will grade the problem and let you know if you calculated it correctly or not; Blackboard will then show you how the problem should be calculated.

Production Test 6 is an example of one of the common assessment activities for this course. There is not one overall comprehensive assessment activity for this course. This test is graded on a scale of 0-100 points. There are 20 multiple-choice problems on each test. A minus five (-5) points will be deducted for every incorrect mathematical answer.

Lecture Notes
Lecture notes are located under Projects/Lecture Notes online in Blackboard. There are lecture notes for each chapter. These notes provide additional explanation over areas in the chapters found difficult for most students. Make certain you review these notes for any hints concerning or tests. Lecture notes are available as MS Word files and as .mp3 files for download.

Projects
You are to complete six short projects this semester. The purpose of the projects is to show you how the math you are completing is related to your personal life as well as the business world.

Instructions for projects are found online under Projects/Lecture Notes in Blackboard. Projects are assigned from selected chapters. Each project will be graded based on 20 points each for a total of 100 points for all five projects. Click each Project link for an explanation for the project. Type your project in a Microsoft Word document and submit it in eCampus. Do not submit your file via email – it will not be accepted. Your instructor will grade your project and enter your points in the Blackboard online grade book.

20 points are earned for each project (a total of five) toward your final grade, which equates to 100 points. Remember the points earned are not counted as bonus points because they are calculated as part of your final grade.

The description of the projects and instructions are located under Projects/Lecture Notes in Blackboard.
Projects are found after the following chapters have been covered:

- Project 1 - Chapter 3
- Project 2 - Chapter 4
- Project 3 - Chapter 6
- Project 4 - Chapter 10
- Project 5 - Chapter 12

The projects are designed to help you to apply business math concepts from related chapters and require you to allow time to gather, organize, and summarize the information.

The completed project is submitted in eCampus.

When possible, within one week AFTER the due date, projects will be graded and points will be posted to your Blackboard grade book.

Points are earned for completion of the questions in an organized manner and submitted according to due date. All calculations must be shown in each project when required.

**DISCUSSION FORUMS**

Discussion Forums are found under the Discussion Board link on theNavigational Bar at the left on your Homepage online in Blackboard. Each forum is worth 10 points for a total of 50 points toward your final grade. To earn max points, review the criteria provided in the rubric below.

Discussion forums are required in the following chapters:

- Chapter 4
- Chapter 8
- Chapter 9
- Chapter 10
- Chapter 12

Points for Discussion Boards will be added to the online grade book after the last class day. You will receive an e-mail from your instructor when Discussion Forums have been graded and points have been posted in the grade book.

**Discussion Forum Participation**

Participation in the Discussion Forums are critical for maximizing your learning experiences in all distance learning courses and you are, therefore, encouraged to participate in the forums. In each course, you are required to be a part of an online community of learners who collectively interact, through discussion, to enhance and support the professional performance of each other. Part of your participation in the forums includes assessing the quality and quantity of your participation in each discussion forum.

Some characteristics we consider to be part of excellent discussion contributions are outlined below. Your facilitator will consider these characteristics when assessing the quality and level of your participation.

You should submit your initial post(s) early in the session and your subsequent responses to the posts of other learners at timely intervals within the duration of the session. Keep in mind the goal is to have a dynamic discussion around the major content of the session that lasts throughout the entire session. You may respond to more than one student’s post as you like during the semester.

Your posts and responses should be thorough and thoughtful. Just posting an "I agree" or "Good ideas" will not be considered adequate. Support your statement with examples, experiences, or references. You are, however, encouraged to be brief — keep each post and response to one or two short paragraphs. Keep in mind that your fellow learners will be reading and responding to you, too.

- Make certain that in all your posts and responses you address the question, problem, or
situation as presented for discussion. This does not mean you should not extend the topic, but do not stray from the topic.

- Discussions occur when there is dialogue. So, build upon the posts and responses of other learners to create discussion threads. Make sure you revisit the discussion forum and respond (if necessary) to what other learners have posted to your initial responses.
- When relevant, add to the discussion by including prior knowledge, work experiences, references, Web sites, resources, etc. (giving credit when appropriate).
- Your contributions to the discussions (posts and responses) should be complete and free of grammatical or structural errors.

This rubric will be used to assess your participation in each discussion forum in this course.

**Discussion Forum Participation Rubric**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Unsatisfactory 7 points</th>
<th>Satisfactory 8 points</th>
<th>Acceptable 9-10 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity and Timeliness</td>
<td>Does not submit a post to at least 3 questions and/or does not submit at least 3 responses to 3 other learner’s responses during the session.</td>
<td>Submits at least 4-6 thoughtful posts during the semester, and/or at least 4-6 responses to other learner’s responses during the session.</td>
<td>Submits 7-10 thoughtful posts during the semester, and/or 7-10 responses to other learner’s responses during the semester.</td>
</tr>
<tr>
<td>Demonstrates knowledge and understanding of content and applicability to professional practice</td>
<td>Post(s) and responses show little evidence of knowledge and understanding of course content and applicability to professional practice.</td>
<td>Post(s) and responses show evidence of knowledge and understanding of course content and applicability to professional practice.</td>
<td>Posts and responses show evident of understanding course content and ability to apply content to professional practice.</td>
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Given this rubric, students could earn 50 points. Total points will be added to the grade book the end of the semester.
Evaluation Procedures

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Toward Total Grade</th>
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</thead>
<tbody>
<tr>
<td>8 Tests- (One test every 2 chapters), 20 problems on each test, each test</td>
<td>800</td>
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<tr>
<td>worth 100 points, -5 pts. each incorrect answer. (No test grades are</td>
<td></td>
</tr>
<tr>
<td>dropped; no makeup tests)</td>
<td></td>
</tr>
<tr>
<td>5 Projects-20 points each</td>
<td>100</td>
</tr>
<tr>
<td>5 Discussion Forums-20 points each</td>
<td>100</td>
</tr>
<tr>
<td>Total Points</td>
<td>1000</td>
</tr>
</tbody>
</table>

Exams and Assignments
See Evaluation Procedures above.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>900 - 1000</td>
</tr>
<tr>
<td>B</td>
<td>800 - 899</td>
</tr>
<tr>
<td>C</td>
<td>700 - 799</td>
</tr>
<tr>
<td>D</td>
<td>600 - 699</td>
</tr>
<tr>
<td>F</td>
<td>600 and</td>
</tr>
<tr>
<td>below</td>
<td></td>
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</table>

Course Policies
The last day of class is 5/14/2015. The last day to withdraw from a class is 4/20/2015. All coursework is due on or before 5/14/2015. Work turned in after this date will receive a grade of zero (0).
ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion:

- The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.
- Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.
- Cheating on a test includes:
  - Copying from another student's test paper;
  - Using, during a test, materials not authorized by the person giving the test;
  - Collaborating with another student during a test without permission to do so;
  - Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
  - Substituting for another student, or permitting another student to substitute for you to take a test;
  - Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.
- "Collusion" means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLIDAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.
http://www.northlakecollege.edu/resources/disability.html

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degree and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a "W." The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY
If you are unable to complete this course, you must officially withdraw by 4/20/2015. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to:
http://www.dcccd.edu/thirdcourseattempt

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 6 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 6 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: https://www1.dcccd.edu/coursedrops
FINANCIAL AID STATEMENT
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 are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

INSTITUTIONAL POLICIES (Continued)

COUNSELING SERVICES (A430)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:

- An ESL lab with computer access.
- Free tutoring for students enrolled in foreign language courses.
- The iRead lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “OWL” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)

- Monday–Thursday: 8:30 a.m. – 8:00 p.m.
  No tests will be issued after 7:00 p.m.
  Other cut-off times may be in effect for specific exams by the instructor’s direction.
  All exams collected at 8:00 p.m.
- Friday–Saturday: 8:30 a.m–3:30 p.m.
  No tests will be issued after 2:30 p.m.
  Other cut-off times may be in effect for specific exams by the instructor’s direction.
  All exams collected at 3:30 p.m.
- Sunday - CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request your test:

1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:

1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

COURSE ONLINE COMPONENT
As this is a class with an online component, there are required online study materials and activities that are available on eCampus for the entire semester and accessible almost 24/7. Therefore, access to a computer with Internet access and updated software (available free from Adobe.com) are required. If a student does not have a home computer or Internet, such options as the Student Resource Center located in the North Lake Library or at a local public library are available. Students may also search for other locations with such services.
# Course Schedule

This class begins on **1/26/2015** and ends on **5/14/2015**. The last day to withdraw from class is **4/20/2015**. Please see your instructor before withdrawing.

Class will not meet due to the following holidays:

**Spring Break (March 9 - 13):** 3/9/2015

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignments, Projects, Tests</th>
</tr>
</thead>
</table>
| 1    | - All assigned work is due by 11 p.m. each Sunday evening throughout the semester.  
- Get online in Blackboard; read the announcement; under Course Documents read and print a copy of the Syllabus and Completion Schedule if you do not already have a copy.  
- **IMPORTANT! E-mail your instructor** you are present and have found the course website and materials. You instructor will then certify your enrollment in the class. This e-mail must be sent to your instructor the first week of classes. If you do not respond it may affect your financial aid if you draw it.  
- **Go to the Discussion Forum in Blackboard and introduce yourself to the class.**  
- All Discussion Forums are due by 11 p.m. on Friday of the week they are assigned.  
- **Read Lecture Notes** for Chapter 1 in Blackboard under Projects/Lecture Notes.  
- **Begin by reviewing Chapters 1-2;** work the odd-numbered problems and check your answers in Appendix C at the back of your text. Homework completed in your text is not turned in; it is for practice and used to help prepare you for the tests. Homework is not counted in your final grade. |
| 2    | - **Take Test 1 (Ch 1-2)**  
- Complete Chapter 3  
- **Begin Project 1** (instructions located under Projects/Lecture Notes online in Blackboard)—**due by 11 p.m. on Sunday.**  
- Complete Discussion Question 1 in the Discussion Forum in Blackboard by **Friday at 11 p.m.** |
| 3    | - **Complete Chapter 4** in your text. Work odd-numbered problems and check answers in Appendix C. This work is not turned in.  
- **Turn in Project 1.** Upload it to the Projects area in Blackboard. There are instructions in this area on how to upload the file. **Due by 11 p.m. Sunday.**  
- **Take Test 2 – (Ch 3-4)** online under Tests in Blackboard. |
| 4    | - **Complete Chapter 5;** read lecture notes (all chapters for the remainder of the course are completed in the same way).  
- **Begin working on Project 2 – Due in Week 5.**  
- Complete Discussion Question 2 in the Discussion Forum. |
| 5    | - **Complete Chapter 6** (follow the above procedures)  
- **Turn in Project 2, upload to Blackboard**  
- **Take Test 3 – (Ch 5-6)**  
- A Stock Market Project (optional) worth 30 extra-credit points to help improve your overall course grade is available. See the link under Course Documents in Blackboard. |
| 6    | - **Complete Chapter 7**  
- Begin Project 3, due Week 7 |
|      | - **Complete Chapter 8**  
- Turn in Project 3 |
<table>
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<th>7</th>
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| • **Take Test 4** – (Ch 7-8)  
| • **Complete Discussion Question 3** in the Discussion Forum. |

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<th>8</th>
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</table>
| • **Complete Chapter 9**  
| • **Begin Project 4, Due Week 9**  
| • An extra-credit Stock Market Project is available online under Course Documents worth 30 points if you feel you need to complete it to improve your overall points; due Week 15.  
| • **Complete Discussion Question 4** in the Discussion Forum. |

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| • **Complete Chapter 10**  
| • **Turn in Project 4**  
| • **Take Test 5 (Ch 9-10)** |

<table>
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<tr>
<th>10</th>
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</table>
| • **Complete Chapter 11**  
| • **Begin Project 5, Due Week 11, this is your last project.**  
| • **Complete Discussion Question 5** in the Discussion Forum. This is your last Discussion Question. |

<table>
<thead>
<tr>
<th>11</th>
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</table>
| • **Complete Chapter 12**  
| • **Turn in Project 5, this is your last project.**  
| • **Take Test 6 (Ch 11-12)**  
| • An extra-credit Stock Market Project is available online under Course Documents worth 30 points if you feel you need to complete it to improve your overall points; due Week 15. |

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<tr>
<th>12</th>
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<tbody>
<tr>
<td>• <strong>Complete Chapter 13</strong></td>
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<table>
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<tr>
<th>13</th>
</tr>
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</table>
| • **Complete Chapter 14**  
| • **Take Test 7 (Ch 13-14)** |

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<tr>
<th>14</th>
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</table>
| • Skip Chapters 15 & 16  
| • **Complete Chapter 17**  
| • **Optional extra-credit Stock Market project due Week 15** |

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<th>15</th>
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</table>
| • **Complete Chapter 18**  
| • **Take Test 8 (Ch 17-18)**. This is your final exam. |
**Grade Sheet**

Student Name: __________________________

Section: __________________________

**Business Math**

**PROGRESS RECORD**

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**TOTAL POINTS ______

**FINAL GRADE ______

**LETTER GRADE ______