**Term:** Fall 2019 (Harvesterm I)  
**Course:** POFI-1321-46450  
**Course Dates:** 7/8/2019 – 8/8/2019  
**Class Location:** Online

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Stephen Thomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>972-860-7221</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:stephenthomas@dcccd.edu">stephenthomas@dcccd.edu</a></td>
</tr>
<tr>
<td>Office &amp; Office Hours:</td>
<td>Online</td>
</tr>
</tbody>
</table>

**Career Technologies Division:** T-Building: Room 143 | 972-860-7143

**Course Drop Date:** July 30, 2019

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

**Institutional Policies:** [Eastfield College Institutional Policies](https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx)

## Course Information

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Details</th>
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<tbody>
<tr>
<td>Course Title</td>
<td>Business Math</td>
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<tr>
<td>Course Description</td>
<td>Fundamentals of business mathematics including analytical and critical thinking skills.</td>
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<tr>
<td>Credit Hours</td>
<td>3 Credit Hours (2 Lecture/2 Lab)</td>
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<tr>
<td>Meeting Time</td>
<td>Online</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>None</td>
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## Course Objectives/ Learning Outcomes

**Course Objectives:**  
Students must apply the basic skills of reading, writing, arithmetic, speaking and listening. Computer technology skills will be used for accomplishing specific tasks. Critical thinking, decision-making, and problem solving will be applied.

The following list of course objectives will be addressed in the course.

- Addition and subtraction of whole numbers
- Multiplication and division of whole numbers
- Understanding and working with fractions
- Addition and subtraction of fractions
- Multiplication and division of fractions
- Understanding decimal numbers
- Conversion of decimals to fractions and fractions to decimals
- Understanding and using checking accounts
- Bank statement reconciliation
Using equations to solve business world problems
Understanding and converting percents
Using the percentage formula to solve business problems
Evaluating invoices
Trade discounts - single and series
Cash discounts and terms of sale
Markup based on cost and selling price
Mark downs, multiple operations, and perishable goods
Employee’s gross earnings and incentive pay plans
Employee’s payroll deductions
Employer’s payroll expenses and self-employed person’s tax responsibility
Understanding and computing simple interest
Understanding and computing compound interest
Open-end credit, charge accounts, credit cards, and lines of credit
Closed-end credit and installment loans
Inventory valuation
Inventory estimation
Inventory turnover and targets
Sales and excise taxes
Property tax
Income tax

End-of-Course Outcomes:
- Demonstrate the ability to correctly complete calculations using whole numbers, fractions, and decimals
- Demonstrate the proper method of reconciling a bank statement
- Perform markup and markdown calculations and solve equations using percents.
- Calculation interest using simple and compound methods for promissory notes, credit, and loans.
- Understand inventory methods related to business operations
- Evaluate different types of taxes used in business.

SCANS Competencies (Secretary’s Commission on Achieving Necessary Skills)
Demonstrating Basic Skills – Arithmetic/mathematics; Listening.
Manage Resources – Manage money
Using Technology – Select equipment and tools; Maintain/troubleshoot technologies.
Demonstrating Thinking Skills – Problem solving; Thinking logically
Exhibiting Personal Qualities – Sociability; Integrity; Self-esteem.

Course Competencies:
Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
Empirical and Quantitative Skills - To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
Teamwork - To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making.
Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
Course Outline

This course will cover the following 14 chapters:

Chapter 1: Whole Numbers
Chapter 2: Fractions
Chapter 3: Decimals
Chapter 4: Checking Accounts
Chapter 5: Using Equations to Solve Business Problems
Chapter 6: Percents and Their Applications in Business
Chapter 7: Invoices, Trade Discounts, and Cash Discounts
Chapter 8: Markup and Markdown
Chapter 9: Payroll
Chapter 10: Simple Interest and Promissory Notes
Chapter 11: Compound Interest and Present Value
Chapter 12: Consumer and Business Credit
Chapter 13: Inventory
Chapter 14: Taxes

Required or Recommended Materials

Contemporary Mathematics for Business and Consumers, 8E
Robert Brechner and George Bergeman, Cengage

Cengage Online Access Code Required

Best deal is to purchase Cengage Unlimited pass for $119.99 (semester) or $179.99 (full year) which gets student total access to all courses that use Cengage publishing (this applies to all POFI and POFT courses at Eastfield). If you are taking more than 1 class, or definitely more than 1 semester, this is a great price. It includes full online access, a rental book can be mailed to you for $7.99. In addition, 12-month free access for up to six ebooks after semester or yearly subscription ends.

Textbook ISBN

ISBN 9781305581197 (Cengage Unlimited)

Evaluation Procedures

Students have the opportunity to earn 1000 points in this class. Final grades will be based on Discussion Boards, Chapter Graded Problems, Chapter Assessments, and a Final Exam. As a general rule, all assignments, projects, and tests are graded within 24-48 hours of submission, while Discussion Boards are graded by Tuesday after they close. Grades will be determined based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>900–1000</td>
</tr>
<tr>
<td>B</td>
<td>800–899</td>
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<tr>
<td>C</td>
<td>700–799</td>
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<tr>
<td>F</td>
<td>below 700</td>
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<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
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<tbody>
<tr>
<td>Discussion Board</td>
<td>20%</td>
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<tr>
<td>Chapter Graded Problems</td>
<td>35%</td>
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<tr>
<td>Chapter Assessments</td>
<td>35%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
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<tr>
<td>Total</td>
<td>1000 points</td>
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<tr>
<td>Grading Scale</td>
<td>A = 90-100</td>
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<td>---------------</td>
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<tr>
<td><strong>Exams and Assignments</strong></td>
<td><strong>Week 1 / July 8 – 14</strong></td>
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<tr>
<td>234 points</td>
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<tr>
<td><strong>Chapters</strong></td>
<td>1, 2, 3, 4</td>
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<tr>
<td><strong>Practice Exercises</strong></td>
<td>Chapter 1 Practice Problems</td>
</tr>
<tr>
<td><strong>Graded Tasks</strong></td>
<td>Discussion Board 1</td>
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<td><strong>Week 2 / July 15 - 21</strong></td>
<td></td>
</tr>
<tr>
<td>227 points</td>
<td></td>
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<tr>
<td><strong>Chapters</strong></td>
<td>5, 6, 7, 8</td>
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<tr>
<td><strong>Practice Exercises</strong></td>
<td>Chapter 5 Practice Problems</td>
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<tr>
<td><strong>Graded Tasks</strong></td>
<td>Discussion Board 3</td>
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### Week 3 / July 22 - 28

208 points

<table>
<thead>
<tr>
<th>Chapters</th>
<th>9, 10, 11,</th>
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| Practice Exercises | Chapter 9 Practice Problems  
Chapter 10 Practice Problems  
Chapter 11 Practice Problems |
| Graded Tasks | Discussion Board 4  
Discussion Board 5  
Chapter 9 Graded Problems  
Chapter 9 Assessment  
Chapter 10 Graded Problems  
Chapter 10 Assessment  
Chapter 11 Graded Problems  
Chapter 11 Assessment |

### Weeks 4 / July 29 – August 4

206 points

<table>
<thead>
<tr>
<th>Chapters</th>
<th>13, 16, 18,</th>
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| Practice Exercises | Chapter 13 Practice Problems  
Chapter 16 Practice Problems  
Chapter 18 Practice Problems |
| Graded Tasks | Discussion Board 6  
Discussion Board 7  
Chapter 13 Graded Problems  
Chapter 13 Assessment  
Chapter 16 Graded Problems  
Chapter 16 Assessment  
Chapter 18 Graded Problems  
Chapter 18 Assessment |

### Week 5 / August 5 - 8 (3 Days) = (130 points)

125 points

<table>
<thead>
<tr>
<th>Chapters</th>
<th>1-11, 13, 16, 18</th>
</tr>
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| Graded Tasks | Discussion Board (Response by Wednesday, no replies)  
Final exam covering chapters 1-11, 13, 16, 18 |
Discussion Boards
The student is required to complete various discussion boards. It is expected that each student creates an initial post (100+ words) and respond to a minimum of 1 other student posts (50+ words) each week. Note Summer session has multiple discussion boards in some weeks, therefore only 1 response is required for each discussion board to get maximum value. Timeliness of initial post in addition to quality is considered when assigning weekly grade.

Chapter Problems (practice and graded)
The practice exercises are exercises to assist in applying the knowledge learned in the chapter in a hands-on format. Additional skills practice is available if needed, just ask. Laboratory time is the time to be conducting skills practice in addition to completing assignments and other work as needed. All graded problems allow 3 attempts, with the highest grade scored in the gradebook.

Chapter Assessments
Chapter assessments are given for each chapter to evaluate chapter understanding. Two attempts are allowed for each chapter assessment, with the highest grade scored in the gradebook.

Final Exam
A Final Exam will be administered covering all chapters reviewed in the class (1-11, 13, 16, 18). Two attempts are allowed on the final exam, with the highest grade scored in the gradebook.

Late Work
Late work is not permitted, unless pre-arranged. Almost all assignments, quizzes, tests, and discussion boards are online, so these are all due whether absence is excused or unexcused.

| Attendance Policy | Face to Face Classes: To be successful, students must attend and participate in all courses in which they are enrolled courses, including lab hours. Students are permitted no more than two (2) absences 8-week class or four (4) absences per 16-week class in order to receive points for Class Participation. If extenuating circumstances are involved, please contact the professor before the infraction. All absences must be communicated to the professor prior to the class period for it to be considered as an excused absence. Hybrid classes, attendance is crucial during face to face sessions. One or two absences are permitted, depending on the number of face-to-face sessions. Online classes, attendance is tracked by completion of assignments, and log-in appearances in eCampus. The instructor reserves the right to amend this syllabus at any time as necessary to meet the educational objectives of the course. |