



POFT-1321-101CL

Business Math

Fall 2021

Instructor Information:

Instructor: Siromi Wijesinghe

E-mail: swijesinghe@com.edu

Telephone Number: 409-933-8251

Classroom: TVB1418

Student/Office hours

Tues/Thursdays: 12:30 to 2:15pm in office.

Required Textbook and Materials:

1. **Contemporary Mathematics for Business and Consumers**, 9th Edition, Brief Edition by Brechner & Bergeman with **WebAssign**. Inclusive Access.
2. Any financial calculator
3. Access to Internet and a Web browser that supports Blackboard Learning System

Course Description: Fundamentals of business mathematics including analytical and critical thinking skills.

Course Requirements: All students enrolling in their first Internet or Hybrid section must complete the **Online Learner Workshop** to be able to navigate this course. Register for this free workshop which is listed in the Online Learner Workshop (WBCT 1003) section. You will be able to access the WBCT 1003 course at <https://de.com.edu>.

As this is an online course, it is crucial that you be self-motivated and self-disciplined. It is your responsibility to carefully read each chapter unit and the associated required readings. It is your responsibility to take each assessment quiz according to the *Semester Schedule* and the four exams during the scheduled time. It also is your responsibility to submit all any other assignment given by your instructor.

Practice quizzes are strongly recommended since a strong correlation exists between practice and grade attained in class.

Determination of Course Grade/Detailed Grading Formula:

A variety of means is included to evaluate student performance. Methods of evaluation employed to evaluate student performance are:

1. **CHAPTER EXAMINATIONS:** Four examinations given throughout the semester over assigned textbook chapters. **NOTE:** Chapter quizzes must be completed in the allotted time noted in the *Semester Schedule* and before completing the corresponding chapter exam- No chapter quiz means no chapter exam grade!

2. QUIZZES: A chapter quiz will be given throughout the semester over assigned textbook chapters. Each quiz allows three attempts with the highest score being recorded. Each **chapter quiz** is **available** for **one week** only. The quizzes are located under WebAssign.
3. PRACTICE QUIZZES: Practice quizzes are available in WebAssign and can be taken as many times as needed. These quizzes serve as preparation for the graded quizzes. Working the practice quizzes multiple times is strongly recommended.

Grading Formula

| | |
|--------------------------------------|--------------|
| 12-chapter quizzes @ 100 points each | 50% of grade |
| 4 exams @ 250 points each: | 50% of grade |

Grading Scale:

Letter grades will be awarded according to the following criteria:

| | |
|-----|---------------|
| A = | 90% to 100% |
| B = | 80% to 89% |
| C = | 70% to 79% |
| D = | 60% to 69% |
| F = | less than 60% |

NOTE: The instructor DOES **NOT give** a **W**. Anything below 60% earns an F grade. It is the student's responsibility to acquire and complete the withdrawal form when and if the student decides to drop the class

Late work and Make-up Policy: Late work is not accepted except under documented extenuating circumstances with approval from your instructor. No make-up exams or assignments will be given or accepted.

Attendance Policy: Regular attendance and punctuality of submitting assignments, quizzes and exams is very important. History has shown in order to be successful in this course, student must learn the material as it relates to practical applications in the business world. However, failure to attend class will not constitute an official or automatic withdrawal.

Communicating with your instructor: The primary means for communication with the instructor is through the *Class Related Topics* Discussion Forum. Post all questions, comments, concerns you have related to this class within the *Class Related Topics* Discussion Forum. When a question is posted in this forum both the instructor and the students will help the class to find a solution. It is imperative and the **SOLE RESPONSIBILITY** of the student to check the Discussion Forum for new posts. This is your virtual classroom.

Class email (Course Messages) should be used for **private communication** -regarding any personal matter. Your message will be returned within 48 hours (except for weekends and holidays). The instructor will check messages at least every other day or three times a week.

Use **your COM email** only when the **class email** is **not working**. ALL electronic communication with the instructor outside of Blackboard must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. COM email will be answered normally within 48 hours unless the subject has been resolved by some other means of communication. You may also call me or visit me during my office hours.

Student Learning Outcomes:

| Student Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
|---|---|-------------------------------------|
| 1. Solve business math problems (addition to WECM: by using basic math skills, proper mathematical formulas and use of a financial calculator). | | Exam 1, 2 |
| 2. Improve computational skills which enable the student to perform mathematical functions rapidly and accurately. | Empirical and Quantitative Skills (EQS) | Exam 2 |
| 3. Interpret and analyze business math problems using logical procedures. | Communication Skills (CS) | Exam 3 |
| 4. Demonstrate critical thinking ability to solve business application problems | Critical Thinking Skills (CT) | Exams 4 |

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

Student Concerns: if you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Mr. David Knopp at 409-933-8259 or dknopp@com.edu.

Course outline

Fall 2021 Semester Schedule

Note: Exams are always held during the Thursday class meeting during the relevant week

| Week | Week of: | Read Chapter | Online Quizzes | Other Assignments |
|-------------|-----------------|---|-----------------------|------------------------------------|
| 1 | 8/23/21 | Chapter 1: <i>Whole numbers</i> | | |
| 2 | 8/30/21 | Chapter 2: <i>Fractions</i> | Quiz 1: Ch 1 | |
| 3 | 9/06/21 | Chapter 3: <i>Decimals</i> | Quiz 2: Ch 2 | |
| 4 | 9/13/21 | Review Chapters 1,2,3 | Quiz 3: Ch 3 | EXAM 1: Chapter 1, 2 and 3. |
| 5 | 9/20/21 | Chapter 5: <i>Using Equations to Solve Business Problems</i> | | |
| 6 | 9/27/21 | Chapter 6: <i>Percents and uses,</i> | Quiz 4: Ch 5 | |
| 7 | 10/04/21 | Chapter 7: <i>Invoices, Trade/Cash Discounts</i> | Quiz 5: Ch 6 | |
| 8 | 10/11/21 | Review Chapters 5,6,7 | Quiz 6: Ch 7 | EXAM 2: Chapter 5, 6, 7 |
| 9 | 10/18/21 | Chapter 8: Markup and Markdown | | |
| 10 | 10/25/21 | Chapter 10: <i>Simple Interest and Promissory Notes</i> | Quiz 7: Ch 8 | |

| <i>Week</i> | <i>Week of:</i> | <i>Read Chapter</i> | <i>Online Quizzes</i> | <i>Other Assignments</i> |
|-------------|-------------------------------------|---|-----------------------|--------------------------------------|
| 11 | 11/01/21 | Chapter 11: <i>Compound Interest and Present Value</i> | Quiz 8: Ch 10 | |
| 12 | 11/08/21 | Review Chapters 8, 10, 11 | Quiz 9: Ch 11 | EXAM 3: Chapters 8, 10 and 11 |
| 13 | 11/15/21 | Chapter 12: <i>Annuities</i> | | |
| 14 | 11/22/21 | Chapter 13: <i>Consumer and business Credit</i> | Quiz 10: Ch12 | |
| 15 | 11/29/21 "W" DAY is 12/02 | Chapter 14: <i>Mortgages</i> | Quiz 11: Ch 13 | |
| 16 | 12/06/21 | Review | Quiz 12: Ch 14 | EXAM 4: Chapter 12, 13, 14 |

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or

hbankston@com.edu. The Office of Services for Students with Disabilities is in the Student Success Center. Here is the link to their office <http://www.com.edu/counseling/disability-services>

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up the appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff who have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#)