



**POFT 1321 001IN  
Business Math  
Fall 2021  
16 week course  
A minimum of 3 hours online**

**Instructor Information:**

**Name:** Hollie Jones, MBA

**Email:** [hjones4@com.edu](mailto:hjones4@com.edu)

**Phone:** 409 933-8311-main office

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. I do receive my college email on my phone. Typically, emails are answered within a day or less. Course assignments will be graded within a week.

**Student hours and location:**

I am adjunct therefore not on campus. You can email me to set up a virtual meeting.

**Required Textbook and Materials:**

- **Contemporary Mathematics for Business and Consumers**, 9<sup>th</sup> Edition, Brief Edition by Brechner & Bergeman with **WebAssign**
- Any financial calculator

**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.

**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.

**Methods of evaluation employed to evaluate student performance are:**

- CHAPTER EXAMINATIONS: Four examinations given throughout the semester over assigned textbook chapters 1-3, 5-8 and 10-14.
  - 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!
- QUIZZES: Twelve chapter quizzes given throughout the semester over assigned textbook chapters 1-3, 5-8 and 10-14. The lowest two quiz grades will be dropped. Each quiz allows three attempts with the highest score being recorded. Each **chapter quiz is available for one week** only.
  - No quiz or exam submissions allowed after the assigned due date elapses for quizzes and exams.
- PRACTICE QUIZZES: Practice quizzes are available online 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.

**Determination of Course Grade/Detailed Grading Formula**

Students will be graded on "points-earned" criteria. A grade of C or above is considered acceptable. 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

**Make-Up Policy:** No make-up work will be accepted except under extenuating circumstances with written consent from the instructor.

<b>Assessments</b>	<b>Total</b>
Syllabus Quiz and Discussion	50
12 Chapter Quizzes	1200
4 Exams	1000
<b>TOTAL</b>	<b>2250</b>

\*Individual Assignments due dates and criteria are listed on the schedule

**Grading Scale**

- 90%-100% = A
- 80%-89% = B
- 70%-79% = C
- 60%-69% = D
- Below 60% = F

**Course outline:****Supervision - Due Date Summary**

*Planned course scheduling and due dates are subject to change (with notice) at the discretion of instructor*

<b>Week</b>	<b>Week of:</b>	<b>Chapter Reading</b>	<b>Assignment</b>	<b>Due Date</b>
Week 1	8/23-8/29	Chapter 1	Syllabus Quiz Read Chapter 1 Log in to class, go over Read Me First document, get familiar with the online classroom set-up, and post a brief self-introduction.	August 29
Week 2	8/30-9/5	Chapter 2	Chapter 1 Quiz Respond to at least 2 classmates' introduction	September 5
Week 3	9/6-9/12	Chapter 3	Chapter 2 Quiz	September 12
Week 4	9/13-9/19	Review Chapters 1, 2, and 3	Chapter 3 Quiz EXAM 1 (no calculator allowed)	September 19
Week 5	9/20-9/26	Chapter 5	Chapter 5 Quiz	September 26
Week 6	9/27-10/3	Chapter 6 and 7	Chapter 6 Quiz	October 3
Week 7	10/4-10/10	Chapter 8	Chapter 7 Quiz	October 10
Week 8	10/11-10/17	Review Chapters 5, 6, 7, 8	Chapter 8 Quiz EXAM 2	October 17
Week 9	10/18-10/24	Chapter 10	Chapter 10 Quiz	October 24
Week 10	10/25-10/31	Chapter 11	Chapter 11 Quiz	October 31
Week 11	11/1-11/7	Chapter 12	Chapter 12 Quiz	November 7
Week 12	11/8-11/14	Review Chapters 10, 11, 12	EXAM 3	November 14
Week 13	11/15-11/21	Chapter 13	Chapter 13 Quiz	November 21
Week 14	11/22-11/28	Chapter 14	Chapter 14 Quiz	November 28
Week 15	11/29-12/5	Review Chapters 13 and 14	EXAM 4	December 5
Week 16	12/6-12/8	Semester Wrap-up	Final Exam – More info to come	December 8

**Attendance Policy:**

Students in the course are expected log into Blackboard at least THREE times per week to check announcements and email messages as well as submit assignments and complete quizzes/exams, and any other gradable class activities. Attendance is established based on submissions not logging into Blackboard.

**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 only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1st 8 week session is October 6th, November 19th for 16 week courses and December 2nd for the 2nd 8 week session

\*\*It is the responsibility of the student to withdraw from the course officially by contacting Admissions and completing the necessary processes.

**FN Grading:**

The FN grade is issued in cases of failure due to a lack of attendance, as determined by the instructor. The FN 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 FN grade is at the discretion of the instructor.

**Early Alert Program:**

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

**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.

**Late Policy:**

Show up on time. Class will start on time. If you are more than 15 minutes late you will not receive attendance points.

**Concerns and Questions:**

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 David Knopp, Interim Chair for Business/Accounting Department at [dknopp@com.edu](mailto:dknopp@com.edu) or 409-933-8339.

**Student Learner Outcomes:**

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

**General Education Core Objectives:**

Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. **Critical Thinking Skills:** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
2. **Communication Skills:** Develop, interpret, and express ideas through written, oral, and visual communication.
3. **Empirical and Quantitative Skills:** Students will demonstrate applications of scientific and mathematical concepts.
4. **Teamwork:** Students will have the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
5. **Social Responsibility:** Students will demonstrate intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
6. **Personal Responsibility:** Evaluate choices and actions of others or one's own, and relate consequences to ethical decision-making.

**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](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](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 career. 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](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

### **Counseling Statement:**

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

### **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](http://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](http://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 which 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](#).

### **Success Tips for Students, Course Delivery & Expectations:**

#### **Course Delivery & Expectations**

The course content is delivered online.

#### **Technology Outage Policy:**

It is your responsibility to complete the coursework in a timely manner. THE ONLY EXTENSION OF DUE DATES related to technology outage is an outage of College of the Mainland's systems such as Blackboard or the internet connect to the College. If

your computer or internet provider is experiencing a technological outage, other options include completing the work at the College or at another location, which has WIFI.

**Classroom Conduct Policy:**

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php> . Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

**Plagiarism:**

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action. <http://en.writecheck.com/ways-to-avoid-plagiarism/>