



POFT-1321-021I2
Business Math
8 Week Course – Fall 2024

Instructor Information:

Name: David Ford

Email: dford14@com.edu

Office Phone: 409-933-8311. Please note this is a message phone on campus. I am only an adjunct instructor; thus, my office is in the central office. Meetings can be scheduled by appointment through email. Emails will be responded to by the end of the next business day under most circumstances.

Student hours and location: Email me and we can schedule a Webex if needed.

- **Required Textbook/Materials:** Contemporary Mathematics for Business and Consumers, 9th Edition, Brief Edition by Brechner & Bergeman with WebAssign
- Any financial calculator
- Please note you will need to access the Cengage Dashboard before you can enter the quizzes and other assignments.
- Good and willing attitude to learn math.

Course Description: Fundamentals of business mathematics including analytical and critical thinking skills. Please register for the Cengage website through the dashboard link provided in the Start Here section.

Course requirements: All students enrolling in their first Internet or Hybrid section should complete the Online Learner Workshop to be able to navigate this course. Students new to online learning at COM can self-enroll for the Online Learner Workshop On Demand module in the 'Discover' navigation bar link in D2L.

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 other assignments given by your instructor. Practice quizzes are *strongly recommended* as there exists a strong correlation between practice and the grades attained in this class.

Determination of Course Grade/Detailed Grading Formula:

- **EXAMINATIONS:** Four examinations given throughout the semester over assigned textbook chapters 1-3, 5-8, 10-13, and 13-14. Each exam may be attempted one time so make sure you have completed the practice quizzes and unit quizzes to prepare. Exams must be completed in the allotted time noted in the Semester Schedule. The Final Exam is an *optional* exam which will replace

the lowest-scored Exam; if you do not take it then the Final Exam will not count against you.
No chapter quiz means it will not be on the exam.

• **UNIT QUIZZES:** Four unit are quizzes given throughout the semester over assigned textbook chapters 1-3, 5-8, 10-12, and 13-14. Each quiz allows up to three attempts. At the end of the semester, each chapter quiz is available for one week only to allow self-study.

No quiz or exam submissions are allowed after the assigned due date elapses for quizzes.

• **PRACTICE QUIZZES (Non-graded):** Twelve practice quizzes are available online and can be taken as many times as needed. These quizzes serve as preparation for the graded quizzes and exams. Working the practice quizzes multiple times is *strongly* recommended.

5% Attendance

25% Graded Quizzes

70% Exams

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 70% 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, Make-Up, and Extra-Credit Policy: No make-up work will be accepted except under extenuating circumstances with explicit written consent from the instructor. All work is due one minute before Sunday on the week stated below without exceptions.

Attendance Policy: As determined by the College of the Mainland. If you will be late or absent from class, please send an email to the instructor indicating such. Please note you may also send me an email if you are unable to attend class and this will count for attendance.

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. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS). The instructor will respond to emails within one workday; any email sent on the weekend will be answered on Monday.

Core Objectives:

Students successfully completing this course will demonstrate competency in the following Core Objectives. The Core Objectives mandated for this course are:

1. **Critical Thinking Skills:** To include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
2. **Communication Skills:** To include effective 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. Social Responsibility: To include intercultural competency, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
5. Personal Responsibility Ability to connect choices, actions and consequences to ethical decision-making

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Solve business math problems in addition to WECM		Quizzes 1-3, Exam 1
2. Improve computational skills which enable the student to perform math functions both rapidly and accurately	Empirical and Quantitative Skills (EQS)	Quizzes 5-7 Exam 2
3. Interpret and analyze business math problems using logical procedures	Communication Skills (CS)	Quizzes 8, 10-12 Exam 3
4. Demonstrate critical thinking ability to solve business application problems	Critical Thinking Skills (CT)	Quizzes 13-14 Exam 4

Academic Dishonesty: Any incident of academic dishonesty will be dealt with under college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offence and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for appropriate disciplinary action. There is no tolerance for cheating in this course.

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 Andrew Gregory, Department Chair, Business and Accounting at 409-933-8339 or agregory2@com.edu.

Course outline:

Week	Week Of:	Chapter Reading	Assignment	Due Date
First	13 Oct 24	Chapters 1 -3	Unit 1 Quiz <i>Exam 1</i>	19 Oct 2024
Second	20 Oct 24	Chapter 5-8	Unit 2 Quiz <i>Exam 2</i>	26 Oct 2024
Third	27 Oct 24	Chapters 10-12	Unit 3 Quiz <i>Exam 3</i>	2 Nov 24
Fourth	3 Nov 24	Chapters 13-14	Unit 4 Quiz <i>Exam 4</i>	9 Nov 24
Fifth	10 Nov 24	Review all chapters		16 Nov 24
Sixth	17 Nov 24	Review all chapters	<i>Final Exam</i>	23 Nov 24
Seventh	24 Nov 24		Final grades	30 Nov 24

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://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

Academic Success & Support Services: College of the Mainland is committed to providing students with 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 Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is in the Student Success Center.

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: 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 11. The last date to withdraw from the 16-week session is November 28. The last date to withdraw for the 2nd 8-week session is December 7.

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. The last date of attendance should be documented for submission of an FN 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 particularly 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.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. Finally you may contact the Dean of Students office at communityresources@com.edu or at deanofstudents@com.edu if needed.