



POFT1321 201CL
Business Math
16 Week Course Semester (Fall 2022)
Monday and Wednesday from 18h-1920L

Instructor Information:

Name: William Overstreet

Email: WOverstreet@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 main office. Meetings can be scheduled by appointment through email or arranged after class.

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. Typically, emails are answered within a day or less. Course assignments will be graded within a week.

Student hours and location: One hour after class each day

Required Textbook/Materials:

- Contemporary Mathematics for Business and Consumers, 9th 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 Workshop to be able to navigate this course. Watch your COM email for information about using D2L Brightspace for your Internet and Hybrid classes.

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, at the end of semester. 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:

5% Attendance

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

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.

Grading Scale:

90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

Below 60% = F

Attendance Policy: As determined by the College of the Mainland

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 Blackboard or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Solve business math problems in addition to WECM		Exam 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)	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.

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

Course outline:**Business Math - Due Date Summary**

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

Week	Week Of:	Chapter Reading	Assignment	Due Date
First	21 August	Chapter 1	Syllabus Quiz Read Chapter 1	26 August
Second	28 August	Chapter 2	Chapter 1 Quiz	2 September
Third	6 September	Chapter 3	Chapter 2 Quiz	9 September
Fourth	11 September	Review Chapters 1-3	Chapter 3 Quiz EXAM 1 No Calc	16 September
Fifth	18 September	Chapter 5	Chapter 5 Quiz	23 September
Sixth	25 September	Chapter 6 and 7	Chapter 6 Quiz	30 September
Seventh	2 October	Chapter 8	Chapter 7 Quiz	7 October
Eighth	9 October	Review Chapters 5-8	Chapter 8 Quiz Exam 2	14 October
Ninth	16 October	Chapter 10	Chapter 10 Quiz	21 October
Tenth	23 October	Chapter 11	Chapter 11 Quiz	28 October
Eleventh	30 October	Chapter 12	Chapter 12 Quiz	4 November
Twelfth	6 November	Review Chapters 10-12	EXAM 3	11 November
Thirteenth	13 November	Chapter 13	Chapter 13 Quiz	18 November
Fourteenth	20 November	Chapter 14	Chapter 14 Quiz	25 November
Fifteenth	27 November	Review Chapters 13-14	EXAM 4	1 December
Sixteenth	3 December	Semester Wrap-up	Final Exam	9 December

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 Michelle Brezina at 409-933-8124 or mvaldes1@com.edu. The Office of Services for Students with Disabilities is located 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 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

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 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.

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. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.