



**POFT 1321 001IN and 002IN**  
**Business Math**  
**Fall 2022**  
**Online**

**Instructor Information:** Hollie Jones, hjones4@com.edu

**Student hours and location:** I am an adjunct instructor located off campus. Meetings can be set by appointment

**Required Textbook/Materials:** **Contemporary Mathematics for Business and Consumers**, 9<sup>th</sup> Edition, Brief Edition by Brechner & Bergeman with **WebAssign** and any financial calculator

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

**Course requirements:** 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. o 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.
  - o 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.

**NOTE:** No passing grade can be awarded in the course if the student fails to complete the minimum number of problems/labs/homework assignments.

**Determination of Course Grade/Detailed Grading Formula:** The final grade will be based on the exams given during the semester and completion of the minimum number of Lab and homework assignments.

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

**Grading Scale:**

The following grade scale will be used:

Letter Grade	Final Average in Percent
<b>A</b>	= 90 – 100
<b>B</b>	= 80 – 89
<b>C</b>	= 70 – 79
<b>D</b>	= 60 – 69
<b>F</b>	= 59 – below

**Late Work, Make-Up, and Extra-Credit Policy:** Generally, no make-up exams will be given. If an exam is not taken during the scheduled period, the grade of zero will be recorded. Any make-up exams may be allowed by the instructor **only under extenuating circumstances and at the specific request of the student.**

**Attendance Policy:** If you are taking this class online, you are expected to log into Blackboard at least 4 times a week. Those students, who in the instructor's judgment miss enough class to prevent successful completion of this course, may be withdrawn from the course. Otherwise, as stated in the College catalog, it will be the responsibility of the students themselves to withdraw

from the course prior to the W-Day November 18th deadline if they elect to do so, to assure a grade of "W" rather than a grade of "F".

**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.

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

**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. Andrew Gregory at 409-933-8339 or [Agregory2@com.edu](mailto:Agregory2@com.edu).

**Course outline:**

<b>Week</b>	<b>Week of:</b>	<b>Chapter Reading</b>	<b>Assignment</b>	<b>Due Date</b>
Week 1	8/22-8/26	Chapter 1	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 28
Week 2	8/27-9/4	Chapter 2	Chapter 1 Quiz Respond to at least 2 classmates' introduction	September 4
Week 3	9/5-9/11	Chapter 3	Chapter 2 Quiz	September 11
Week 4	9/12-9/18	Review Chapters 1, 2, and 3	Chapter 3 Quiz EXAM 1 (no calculator allowed)	September 18
Week 5	9/19-9/25	Chapter 5	Chapter 5 Quiz	September 25
Week 6	9/26-10/2	Chapter 6 and 7	Chapter 6 Quiz	October 2
Week 7	10/3-10/9	Chapter 8	Chapter 7 Quiz	October 9
Week 8	10/10-10/16	Review Chapters 5, 6, 7, 8	Chapter 8 Quiz EXAM 2	October 16
Week 9	10/17-10/23	Chapter 10	Chapter 10 Quiz	October 23
Week 10	10/24-10/30	Chapter 11	Chapter 11 Quiz	October 30
Week 11	10/31-11/6	Chapter 12	Chapter 12 Quiz	November 6
Week 12	11/7-11/13	Review Chapters 10, 11, 12	EXAM 3	November 13
Week 13	11/14-11/20	Chapter 13	Chapter 13 Quiz	November 20
Week 14	11/21-12/4	Chapter 14	Chapter 14 Quiz	December 4
Week 15	12/5-12/8	Review Chapters 13 and 14	EXAM 4	December 6
Week 16	12/5-12/8	Semester Wrap- up	Final Exam – More info to come	December 8

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## 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](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 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](mailto: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 1<sup>st</sup> 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 2<sup>nd</sup> 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).