



**POFT-1327-211HY**  
**Business Math**  
**16 Week Course – Spring 2024**

**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. 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.

**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>

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:**

• **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. 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.*

• **QUIZZES:** Twelve-chapter quizzes given throughout the semester over assigned textbook chapters 1-3, 5-8 and 10-14. Each quiz allows three attempts with the highest score being recorded. The lowest two quiz grades from each chapter will be dropped so you are encouraged to take it up to three times. 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:** 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.

5% Attendance

25% Graded Quiz

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.

**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.

**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)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Solve business math problems in addition to WECM		Exam 1
2. Improve computational skills which enable the student to perform math functions both 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

**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.

**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](mailto:agregory2@com.edu).

**Course outline:**

Week	Week Of:	Chapter Reading	Assignment	Due Date
First	16 Jan 24	Chapter 1	Chapter 1 Quiz	20 Jan 2024
Second	21 Jan 24	Chapter 2	Chapter 2 Quiz	27 Jan 2024
Third	28 Jan 24	Chapter 3	Chapter 3 Quiz	3 Feb 2024
Fourth	4 Feb 24	Review Chap 1-3	<i>Exam 1</i>	10 Feb 2024
Fifth	11 Feb 24	Chapter 5	Chapter 5 Quiz	17 Feb 2024
Sixth	18 Feb 24	Chapters 6 and 7	Chapter 6&7 Quiz	24 Feb 2024
Seventh	25 Feb 24	Chapter 8	Chapter 8 Quiz	2 March 2024
Eighth	3 March 24	Review Chap 5-8	<i>Exam 2</i>	9 March 2024
	10 March 24	<b>SPRING</b>	<b>BREAK</b>	16 March 2024
Ninth	17 March 24	Chapter 10	Chapter 10 Quiz	23 March 2024
Tenth	24 March 24	Chapter 11	Chapter 11 Quiz	30 March 2024
Eleventh	31 March 24	Chapter 12	Chapter 12 Quiz	6 April 2024
Twelfth	7 April 24	Review Chap 10-12	<i>Exam 3</i>	13 April 2024
Thirteenth	14 April 24	Chapter 13	Chapter 13 Quiz	20 April 2024
Fourteenth	21 April 24	Chapter 14	Chapter 14 Quiz	27 April 2024
Fifteenth	28 April 24	Review Chap 13-14	<i>Exam 4</i>	4 May 2024
Sixteenth	5 May 24	Class Wrap-Up	Final Exam	11 May 2024

**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\\_2023-2024\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2023-2024_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 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](mailto:klachney@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 February 28. The last date to withdraw from the 16-week session is April 22. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 1. The last date to withdraw for spring mini session is May 29.

**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).