



**POFT-1321-001IN**

**Business Math**

**Spring 2021**

**Instructor Information:**

**Instructor:** SELINA K. RAHMAN

**E-mail:** [srahman@com.edu](mailto:srahman@com.edu)

**Telephone Number:** 409-933-8339 or 888-258-8859 ext. 8339

(If no answer, please leave a message. If you need immediate assistance, call ext. 409-933-8311)

**Office hours**

Mon/Tues/Thursdays: 2:00 to 4:30pm. Online

**Required Textbook and Materials:**

1. **Contemporary Mathematics for Business and Consumers**, 9<sup>th</sup> Edition, Brief Edition by Brechner & Bergeman with **WebAssign**. Inclusive Access.
2. Any financial calculator
3. Access to Internet and a Web browser that supports Blackboard Learning System

**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.

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

A variety of means is included to evaluate student performance. Methods of evaluation employed to evaluate student performance are:

1. CHAPTER EXAMINATIONS: Four examinations given throughout the semester over assigned textbook chapters 1-3, 5-8 and 10-14. **NOTE:** 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!
2. 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. The quizzes are located under WebAssign.
3. PRACTICE QUIZZES: Practice quizzes are available in WebAssign 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.

### Grading Formula

10 chapter quizzes @ 100 points each	1000
4 exams @ 250 points each:	1000
Additional Bonus points: Discussion and syllabus quiz	50

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**Total Points** **2050**

### Grading Scale:

Letter grades will be awarded according to the following criteria:

A = 1800 points or more	(90% to 100%)
B = 1600 to 1799 points	(80% to 89%)
C = 1400 to 1599 points	(70% to 79%)
D = 1200 to 1399 points	(60% to 69%)
F = 1199 points or less	(less than 60%)

**NOTE:** 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 and Make-up Policy:** Late work is not accepted except under documented extenuating circumstances with approval from your instructor. No make-up exams or assignments will be given or accepted.

**Attendance Policy:** The online students will log in to the Blackboard class at least three times per week on three different days during the week to check for any new assignment, emails, announcements, or instructions and to complete their work. Regular attendance and punctuality of submitting assignments, quizzes and exams is very important. History has shown in order to be successful in this course, student must learn the material as it relates to practical applications in the business world. However, failure to attend class will not constitute an official or automatic withdrawal.

**Communicating with your instructor:** The primary means for communication with the instructor is through the *Class Related Topics* Discussion Forum. Post all questions, comments, concerns you have related to this class within the *Class Related Topics*

Discussion Forum. When a question is posted in this forum both the instructor and the students will help the class to find a solution. It is imperative and the **SOLE RESPONSIBILITY** of the student to check the Discussion Forum for new posts. This is your virtual classroom.

Class email (Course Messages) should be used for **private communication** -regarding any personal matter. Your message will be returned within 48 hours (except for weekends and holidays). The instructor will check messages at least every other day or three times a week.

Use **your COM email** only when the **class email** is **not working**. ALL electronic communication with the instructor outside of Blackboard must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. COM email will be answered normally within 48 hours unless the subject has been resolved by some other means of communication. You may also call me or visit me during my office hours.

### Student Learning Outcomes:

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Solve business math problems (addition to WECM: by using basic math skills, proper mathematical formulas and use of a financial calculator).		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)	Exams 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 Dr. Carla Boone, Dean at [cboone@com.edu](mailto:cboone@com.edu) or 409-933-8616.

### Course outline

\*Spring 2021 Semester Schedule\*

<i>Week</i>	<i>Week of:</i>	<i>Read Chapter</i>	<i>Online Quizzes</i>	<i>Other Assignments</i>
<b>1</b>	1/18/21	Chapter 1: <i>Whole numbers</i>		Log in to class, go over <b>Read Me First</b> document, get familiar with the online classroom set-up, and post a brief <b>self-introduction</b> .
<b>2</b>	1/25/21	Chapter 2: <i>Fractions</i>	Quiz 1: Ch 1  Must complete by 11:30pm Sunday.	Get to know your classmates! Respond to at least 1 classmate's introduction. Read my postings and announcements. <b>Do not use calculator for Ch1,2 &amp;3</b>
<b>3</b>	2/01/21	Chapter 3: <i>Decimals</i>	Quiz 2: Ch 2  Must complete by 11:30pm Sunday.	<i>Coming next week.....Exam 1 over chapters 1,2 &amp;3</i>
<b>4</b>	2/08/21	Review Chapters 1,2,3	Quiz 3: Ch 3  Must complete by 11:30pm Sunday.	<b>EXAM 1:</b> Chapter 1, 2, and 3.  NO CALCULATOR ALLOWED Must be completed by 11:30pm Sunday.
<b>5</b>	2/15/21	Chapter 5: <i>Using Equations to Solve Business Problems</i>	Quiz 4: Ch 5  Must complete by 11:30pm Sunday.	
<b>6</b>	2/22/21	Chapter 6&7: <i>Percents and uses, Invoices, Trade/Cash Discounts</i>	Quiz 5: Ch 6  Must complete by 11:30pm Sunday.	
<b>7</b>	3/01/21	Chapter 8:  Markup and Markdown	Quiz 6: Ch 7  Must complete by 11:30pm Sunday.	<i>Coming next week..... EXAM 2: Chapter 5, 6, 7 and 8.</i>
<b>8</b>	3/08/21	Review Chapters 5,6,7,8	Quiz 7: Ch 8  Must complete by 11:30pm Sunday.	<b>EXAM 2:</b> Chapter 5, 6, 7 and 8. You can USE a calculator!  Must be completed by 11:30pm Sunday.

<i>Week</i>	<i>Week of:</i>	<i>Read Chapter</i>	<i>Online Quizzes</i>	<i>Other Assignments</i>
	3/15/21	<b>SPRING</b>	<b>BREAK</b>	College Closed
<b>9</b>	3/22/21	Chapter 10: <i>Simple Interest and Promissory Notes</i>	Quiz 8: Ch 10 Must complete by 11:30pm Sunday..	
<b>10</b>	3/29/21	Chapter 11: <i>Compound Interest and Present Value</i>	Quiz 9: Ch 11 Must complete by 11:30pm Sunday.	
<b>11</b>	4/05/21	Chapter 12: <i>Annuities</i>	Quiz 10: Ch12 Must complete by 11:30pm Sunday	<i>Coming next week....Exam 3 Chapters 10,11 and 12</i>
<b>12</b>	4/12/21	Review Chapters 10,11,12		<b>EXAM 3:</b> Chapters 10, 11 and 12 Must complete by 11:30pm Sunday.  You can USE a calculator!
<b>13</b>	4/19/21	Chapter 13: <i>Consumer and Business Credit</i>	Quiz 11: Ch 13 Must complete by 11:30pm Sunday..	
<b>14</b>	4/26/21 <b>"W" DAY</b>	Chapter 14: <i>Mortgages</i>	Quiz 12: Ch14 Must complete by 11:30pm Sunday	Comprehensive FINAL EXAM ( <b>optional</b> – contact instructor by 5/1/21)  <i>Coming next week.....Exam 4</i>
<b>15</b>	5/03/21	Review Chapters 13 & 14		<b>EXAM 4:</b> Chapter 13 and 14  MUST BE COMPLETED BY <b>5/9/21 11:30pm</b>
<b>16</b>	5/10/21			<b>Comprehensive FINAL EXAM (optional)</b> Available upon request from <b>5/8/21</b> MUST BE COMPLETED <b>BY 5/11/21</b>

## 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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is in the Student Success Center. Here is the link to their office <http://www.com.edu/counseling/disability-services>

**Counseling Statement:** Any student 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 set up the appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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:** Failure to log in will NOT constitute an official or automatic withdrawal. It is the student's responsibility to acquire and complete the drop form when the student has decided to drop the class. 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 with a passing grade for this class is, **April 26, 2021**. Please visit <http://www.com.edu/admissions/drop-notification> to obtain more information about the six drop limit regarding the consequences of DROPPING a class multiple times.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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 F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**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 who 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](#)