

COURSE SYLLABUS

COURSE TITLE: POFT 1325.501 Business Math Using Technology, MW 11-12:15
RM PC117

SEMESTER/YEAR: Fall 2017

INSTRUCTOR: Kasandra Lane

Email: klane@southplainscollege.edu

OFFICE HOURS: by appointment only

COURSE

DESCRIPTION: This course provides skill development in the use of electronic calculators and business mathematical functions. Emphasis is placed on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.

COURSE

GOALS:

At the successful completion of this class, students will be able to:

- ✚ Upon successful completion of this course, the student will be able to apply mathematical concepts to business activities.
- ✚ Students will develop increased competency in the fundamental mathematical and arithmetic skills through practical applications in business situations.
- ✚ Students will be able to demonstrate the 10-key touch system on the electronic calculator

I. TEXT

- ✚ Practical Business Math Procedures Brief Twelfth Edition
w/Handbook, DVD + Connect Plus © 2017
 - ISBN: 978-1-259-724534
- ✚ You must have the CONNECT access code for homework assignments
- ✚ You must have a notebook or folder to keep up with all handouts, homework and exams.
- ✚ You must also have a basic calculator. You CAN NOT use your cell phone or scientific calculator
- ✚ All assignments must be done in pencil.

II. ATTENDANCY POLICY

Everything begins with attendance. When you are absent you cannot participate, listen to classmates, or review for exams. Education is worthwhile, but an expensive investment in yourself; so get your money's worth and show up! Punctual and regular class attendance is required of all students attending South Plains College. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable. Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student will be withdrawn from the course. In addition, an instructor is required to initiate a student's administrative withdrawal when the student has missed every class during any 14 consecutive calendar day period excluding holidays. Equally important, if you accumulate 3 weeks of absences, **YOU WILL BE DROPPED** (unless extenuating circumstances prevail).

III. EXAM POLICY

There will be four exams, not including the final. There will be no make-up exams. The Final Exam is required to pass the course. Exam format will be announced.

IV. GRADING POLICY

Requirement	Percent of Grade
Exams	30%
Homework Assignments	15%
Mini Projects	25%
Final Exam	30%

Percent Equivalent	Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

- ✚ **Exams** – You will have 3 Unit Exams over the duration of the semester.
- ✚ **Homework Assignments** – Assignments can vary throughout the semester based on written assignments and assignments on CONNECT.

- ✚ **Final Exam** – Your final will be a comprehensive exam given at the end of the term.
- ✚ **Mini Projects:** There will be 3 mini projects assigned. These projects will be covering the applications in the unit. You will be required to pick an application and make real work connections with that application and explain them to the class.

V. GUIDELINES FOR STUDENT CONDUCT

1. Please do not bring cell phones to class, or if you must, turn them off before the start of class.
2. Be respectful of others.
3. Contribute to classroom discussions without monopolizing the conversation. Give everyone a chance to participate.
4. Swearing in the classroom will not be tolerated. Stretch your vocabulary by using proper language to express yourself.
5. Please review your SPC Student Guide, especially the sections on classroom conduct, cheating and plagiarism, and disruptions.

VI. SMOKING POLICY

LISD policy prohibits smoking outside the building at all times. South Plains College is a tenant of LISD at the Advanced Technology Center; therefore, we must follow LISD policy when it comes to this matter. Thank you

CAMPUS GUIDELINES - CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.
- 2. Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
- 3. Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.

AMERICANS WITH DISABILITIES ACT STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

TENATIVE SCHEDULE

1 Monday Aug 28	<u>Introduction to POFT 1325 Business Math</u> Go over Syllabus, Necessary Supplies, and Tentative schedule
2 Wednesday Aug 30	<u>No Class - Make sure you have your book</u> <u>Also make sure you have access to the Connect feature of your book</u>
3 Monday Sept 4	LABOR DAY HOLIDAY NO CLASS
4 Wednesday Sept 6	<u>Begin Covering Unit 1</u> Complete Ch. 2 Fractions
5 Monday Sept 11	<u>Continue Unit 1</u> Complete Ch. 3 Decimals
6 Wednesday Sept 13	<u>Continue Unit 1</u> Complete Ch. 5 Solving for the Unknown: A How to Approach for Solving Equations
7 Monday Sept 18	<u>Continue Unit 1</u> Complete Ch. 6 Percents and Their Applications
8 Wednesday Sept 20	<u>Review over Unit 1 Applications</u>
9 Monday Sept 25	<u>Assign Mini Project #1</u>
10 Wednesday Sept 27	<u>Mini Project #1 DUE</u> <u>Delivery Day</u>
11 Monday Oct 2	<u>Unit 1 Exam</u>
12 Wednesday Oct 4	<u>Begin Unit 2</u> Begin Ch. 4 Banking
13 Monday Oct 9	<u>Continue Unit 2</u> Complete Ch. 4 Banking
14 Wednesday Oct 11	<u>Continue Unit 2</u> Begin Ch. 9 Payroll

15 Monday Oct 16	<u>Continue Unit 2</u> Complete Ch. 9 Payroll
15 Wednesday Oct 18	<u>Continue Unit 2</u> Begin Ch. 10 Simple Interest
16 Monday Oct 23	<u>Continue Unit 2</u> Complete Ch. 10 Simple Interest
17 Wednesday Oct 25	<u>Continue Unit 2</u> Begin Ch. 11 Promissory Notes, Simple Discount Notes, and the Discount Process
18 Monday Oct 30	<u>Continue Unit 2</u> Complete Ch. 11 Promissory Notes, Simple Discount Notes, and the Discount Process
19 Wednesday Nov 1	<u>Review CH. (4,9,10,11)</u> <u>Assign Mini Project #2</u>
20 Monday Nov 6	<u>Present Mini Project #2</u>
21 Wednesday Nov 8	<u>Unit 2 Exam</u>
22 Monday Nov 13	<u>Unit 3</u> Begin Ch 14 Installment Buying
23 Wednesday Nov 15	<u>Continue Unit 3</u> Complete Ch 14 Installment Buying
24 Monday Nov 20	<u>Complete Unit 3</u> Begin Ch 16 How to Read, Analyze, and Interpret Financial Reports
25 Wednesday Nov 22	<u>THANKSGIVING BREAK</u> <u>HAPPY THANKSGIVING</u>
26 Monday Nov 27	<u>Complete Unit 3</u> Complete Ch 16 How to Read, Analyze, and Interpret Financial Reports
27 Wednesday Nov 29	<u>Assign Mini Project #3</u>

28 Monday Dec 4	<u>Mini Project #3 DUE</u>
29 Wednesday Dec 6	<u>Unit 3 Exam</u>
1 Monday Aug 28	<u>Review for Final</u>
2 Wednesday Aug 30	<u>Review for Final</u>
33 May 9-12	<u>Announce Final Exam Date</u>