VALENCIA COLLEGE

School of Business, Accounting, and Management

West Campus

MTB 1103 Business Mathematics

Session Full (CRN 15932)

Class Policies & Course Syllabus

Fall 2023

**COURSE DESCRIPTION:**

Practical application of mathematics to computational problems of business and consumerism. Business applications include decimals, fractions, percentages, interest rates, bank records, payroll and merchandising.

**CREDIT HOURS:** 3

**PREREQUISITES:** None

**DAY/TIME:** Online

**PROFESSOR:** Dr. Cheri Cutter

**OFFICE:** West Campus, Building 11, Room 347

**PHONE:** 407-582-1322

**EMAIL:** ccutter1@valenciacollege.edu

**SCHEDULED OFFICE HOURS**

Monday through Friday 9:00 am – 11:00 pm (virtual – via e-mail)

**TOPICS/AREAS COVERED**

1. Fractions, Decimals, and Percentages

2. Using Equations to Solve Business Problems

3. Invoices, Discounts, Markups and Markdowns

4. Payroll

5. Simple and Compound Interest, Annuities, and Present Value

6. Bank Records, Consumer and Business Credit

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These may be covered as discrete topics and/or integrated with other topic areas in an order at the discretion of the professor. These and other topics may be expanded or elaborated at the discretion of the individual professor and is in no way intended to be comprehensive or all-inclusive.

This course reinforces the Valencia Student Competencies of Think, Value, Act, and Communicate described in the Valencia College Catalog, which can be located at the following link: http://valenciacollege.edu/competencies

**Major Learning Outcomes (MLO) for this Course**

**and how each will be assessed:**

* Students will be able to solve problems involving fractions, decimals, and percentages. This MLO will be assessed through SmartBook activities and homework questions.
* Students will know how to resolve basic business problems by creating and solving algebraic equations. This MLO will be assessed through SmartBook activities and homework questions.
* Students will have a basic understanding of invoices and be able to compute discounts. This MLO will be assessed through SmartBook activities and homework questions.
* Students will know how to compute markups and markdowns. This MLO will be assessed through SmartBook activities and homework questions.
* Students will be able to do computations related to: simple interest, compound interest, annuities, and present value. This MLO will be assessed through SmartBook activities and homework questions.
* Students will be able to prepare a bank reconciliation. This MLO will be assessed through SmartBook activities and homework questions.
* Students will be able to solve problems involving consumer and business credit. This MLO will be assessed through SmartBook activities and homework questions.
* Students will be able to do the computations associated with payroll. This MLO will be assessed through SmartBook activities and homework questions.

**EDUCATIONAL MATERIALS**:

Required: McGraw Hill Connect Online Access for Practical Business Math Procedures

 Author: Slater, 14 Edition, ISBN 9781265424909

The Connect Access Card is required to complete the weekly assignments and includes an e-text. When you click on the SmartBook assessment in the Week One Module, you can either register for 2-weeks complimentary access or you can enter the Connect Access Card Code.

**EVALUATION:**

1. There is a 5-point attendance quiz located on the last page of the Orientation module.
2. There is a 10-point introduction discussion in the week one module.
3. There are Connect SmartBook assignments to complete for each chapter. The completion of each SmartBook assignment is worth 15 points. Questions can be multiple choice or fill in the blank, but they must be answered correctly to complete the assignment. The assignments should be completed during the week the chapters are covered and the assignments are due by Sunday midnight of that week (an outline is provided in this syllabus). Late assignments will not be accepted.
4. There will be homework questions for each chapter covered and each assignment is worth 10 points. The due dates for the assignments are listed in the course outline located in this syllabus and in the respective weekly modules in Canvas. Each assignment must be completed by the due date to receive credit.
5. There is a reflection paper worth 25 points rather than a final exam in this course.

You should complete the assessments using Mozilla Firefox or Google Chrome as your browser instead of Internet Explorer or Microsoft Edge. If you experience any difficulties in Canvas, please contact VC Canvas help at 407-582-5600.

**GRADING SCALE:**

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Total Points** | **Percentage of Grade** |
| Attendance Quiz | 5 | 1% |
| Introduction Discussion | 10 | 3% |
| Connect SmartBook Assignments (14 assignments, 15 points each) | 210 | 54% |
| Homework Assignments(14 assignments, 10 points each) | 140 | 36% |
| Reflection Paper | 25 | 6% |
| Total | 390 | 100% |

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| --- | --- | --- |
| **Points** | **Percentage** | **Grade** |
| 351 - 390 | 90% – 100% | A |
| 312 - 350 | 80% - 89% | B |
| 273 - 311 | 70% - 79% | C |
| 234 - 272 | 60% - 69% | D |
| Below 234 | Below 60% | F |

**COLLEGE POLICIES:**

**Academic Honesty:**

1. All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.
2. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression.  Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Students will be expected to adhere to the Valencia College Student LifeMap Handbook as it references Valencia College's Policy #6HX28:08-11

The policy can be located at the following link: <http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0>

**Student Code of Conduct:**

Valencia College is dedicated to the advancement of knowledge and learning and also to the development of responsible personal and social conduct. The primary purpose for the maintenance of discipline in the College setting is to support a civil environment conducive to learning and inquiry.

Students will be expected to adhere to the Valencia College Student LifeMap Handbook as it references Valencia College's Policy #6HX28:08-03

The policy can be located at the following link:

<http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=180&volumeID_1=8&navst=0>

**Student Assistance Program:**

Valencia College has contracted with a private and confidential counseling service to provide

short-term assistance to credit students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. Following is the link to the website: <http://catalog.valenciacollege.edu/studentservices/baycarestudentassistanceservices/>

**Students with Food/Housing/Financial Needs**

Any student who has difficulty accessing sufficient food to eat, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to meet with a Counselor in the [Advising Center](https://valenciacollege.edu/students/advising-counseling/) for information about resources that may be available from the college or community.

**Withdrawal Policy:**

The student is permitted to withdraw from a class on or before the withdrawal deadline as published in the College calendar. A student is not permitted to withdraw from a class after the withdrawal deadline, which is 9/22/23 for this class in the Fall 2023 Semester. I also highly recommend you contact your academic adviser and financial aid counselor as students on financial aid may be adversely affected by withdrawing from classes. The professor is permitted to withdraw a student from the class for violation of the professor’s attendance policy.

 A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student who is withdrawn by a professorwill receive a grade of "W." A student who is withdrawn for administrative reasons at any time will receive a grade of "W" or other grade as determined in consultation with the professor. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F".

**Note to International Students (F-1 or J-1 Visa)**

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirement of 12 credit hours. Contact Valencia’s [International Student Services](http://valenciacollege.edu/international/) office for more information.

If you drop the course(s) by the Drop/Refund Deadline, which is 8/28/23 for this class, all tuition and refundable fees will be refunded. (Application and certain other fees are not refundable.) See (College Policy: 6HX28:06-08.1 Student Fees and Refunds) for more information.

**“No Show” Status:**

Class attendance is required. Students who are not actively participating in an online class and/or do not submit the first week’s assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course. The policy can be located at the following link: http://catalog.valenciacollege.edu/academicpoliciesprocedures/classattendance/

**CLASS POLICIES:**

1. **Attendance:** Class attendance is an essential component of your success in this course. If you are absent more than two weeks in the semester, you are subject to withdrawal. Attendance is recorded each week you submit any of that week’s required assessments. You are marked absent each week you do not submit any of the weekly assignments. Logging into Canvas without submitting something does not count for attendance.  The academic week runs from Monday at 12:00am EST to Sunday at 11:59pm EST.

 If the syllabus notes additional activities that must be completed during a given week or time

 period for the student to be viewed as having “attended” the course, those instructions apply

 in addition to the minimal requirements listed above.

2. **Exams and Assignments:** The student is responsible for taking their exams and completing assignments during the week they are assigned. Assessments not submitted by the assigned due dates will not be accepted. Extenuating circumstances such as hospitalization or a death in the immediate family preventing the completion of an exam or assignment must be documented and provided to the instructor. Make up exams and assignments are subject to the approval of the instructor based on documentation provided by the student.

3. Students must do their own work; there are no exceptions.

4. Students must have an active Atlas account. Students must check their Atlas e-mails regularly as to not miss any important messages from the professor. Missed messages via Atlas or any other medium (in-class, etc.) may affect your grade and are the responsibility of the student.

5. Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first week of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (West Campus SSB 102, ext. 1523).

**SCHEDULE OF CLASSES**

MTB 1103 Business Mathematics

Session Full Semester (CRN 15932)

Fall 2023

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| --- | --- | --- | --- |
| **Week****Beginning (Monday)** | **Assignment** | **Due Date** | **Points Possible** |
| Week 1August 21  | **Read:** Syllabus **Complete:** Attendance Quiz**Complete:** Introduction Discussion**View:** (1) Whole Numbers: How to Dissect and Solve Word Problems**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, August 27 | Attendance Quiz: 5Introduction Discussion: 10SmartBook: 15Homework: 10 |
| Week 2August 28 | **View:** (2) Fractions**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, September 3  | SmartBook: 15Homework: 10 |
| Week 3September 4 | **View:** (3) Decimals**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, September 10 | SmartBook: 15Homework: 10 |
| Week 4September 11 | **View:** (4) Banking**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, September 17 | SmartBook: 15Homework: 10 |
| Week 5September 18 | **View:** (5) Solving for the Unknown: a How-to Approach for Solving Equations**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, September 24 | SmartBook: 15Homework: 10 |
| Week 6September 25 | **View:** (6) Percents and their Applications**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, October 1 | SmartBook: 15Homework: 10 |
| Week 7October 2 | **View:** (7) Discounts: Trade and Cash**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, October 8 | SmartBook: 15Homework: 10 |
| Week 8October 9 | **View:** (8) Markups and Markdowns: Perishables and Breakeven Analysis**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, October 15 | SmartBook: 15Homework: 10 |
| Week 9October 16 | **View:** (9) Payroll**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, October 22 | SmartBook: 15Homework: 10 |
| Week 10October 23 | **View:** (10) Simple Interest**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, October 29 | SmartBook: 15Homework: 10 |
| Week 11October 30 | **View:** (12) Compound Interest and Present Value**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, November 5 | SmartBook: 15Homework: 10 |
| Week 12November 6 | **View:** (14) Installment Buying**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, November 12 | SmartBook: 15Homework: 10 |
| Week 13November 13 | **View:** (15) The Cost of Home Ownership**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, November 19 | SmartBook: 15Homework: 10 |
| Weeks 14 & 15November 20 | **View:** (16) How to Read, Analyze, and Interpret Financial Reports**View:** PowerPoint**View:** Learning Unit Videos**Complete:** SmartBooks **Complete:** Homework | Sunday, December 3 | SmartBook: 15Homework: 10 |
| Week 16December 4 | **Reflection Paper** | Friday, December 8 | Reflection Paper: 25 |

**DISCLAIMER:**

The schedule, procedures, and assignments are subject to change in the event of extenuating circumstances. However, any such change will be clearly announced. Such changes are designed to deal with unforeseen circumstances that arise during the course. The changes will be intended to benefit the student and will not significantly add to the rigor of the course.