Professor: Len Kornblau

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Common Course Number: MTB 1103

Course Title: Business Math. CRN: 34513

Class Times: ONLINE

Discipline: Business Math

Catalog Description: This course will involve the practical application of mathematics to the computational problems of business and consumerism. Business applications include the use of: decimals, fractions, percentages, interest rates, bank reconciliations, payroll, merchandising, stocks, depreciation and income tax returns.

**Required Text:**

Practical Business Math Procedures 13th Edition by Slater and Wittry, **with Connect ACCESS Code**

The **ISBN is 9781260681505**

Publisher is McGraw-Hill

Course Learning Outcomes:

Objectives / Major Topics / Concepts/ Skills:

-Students will be able to solve problems involving fractions, decimals and percentages.

-Students will know how to resolve basic business problems by creating and solving algebraic equations.

-Students will have a basic understanding of invoices and be able to compute discounts.

-Students will know how to compute markups and markdowns.

-Students will be able to do computations related to : simple interest, compound interest, annuities and present value.

-Students will be able to prepare a bank reconciliation.

-Students will be able to solve problems involving consumer and business credit.

-Students will be able to do the computations associated with payroll.

-Students will learn how to compute costs and proceeds of stock transactions.

-Students will learn about the various parts of an income tax return.

Important Dates:

Term Course (ONLINE): June 8, 2021 through August 2, 2021

Final Exam Must be Submitted: July 29, 2021

**Withdrawal deadline for W grade is 11:59 pm, July 16, 2021**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of (July 16, 2021) will receive a grade of “W.” A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W.” Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.” For a complete policy and procedure overview on Valencia Policy 4-07 please go to: http://valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75.

Students are personally required to process their own withdrawal.

**NO-SHOW PROCEDURE**

**Any student who does not participate in an online assignment by the No Show/drop/refund deadline for this course’s part of term will be withdrawn by the instructor as a no-show.  This will count as an attempt in the class, and students will be liable for tuition.  If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.**

**Participation/Attendance:**

The College believes that regular participation (per instructor’s policy, stated below) is a significant factor, which promotes success in college. Each professor determines the specific attendance policy for his/her class, but attendance must be recorded for each student.” If a student does not regularly participate in the class activities, the Instructor may drop the student from the class as a "W" at the professor's discretion.

**Attendance**

Students are expected to participate on a timely basis and complete all assignments by their stated due dates.

If you do not access the course website or contact me letting me know of your absence for a period of seven (7) consecutive days, you will be contacted, and if there is no communication within 48 hours, you may be withdrawn from the course up until the withdraw deadline. After the withdraw deadline, students with an absence of more than 7 days will receive the final grade that is earned according to the course grading policy.

**Evaluation Process:**

Final Grades will be calculated as follows (Subject to Change):

All Connect as noted on Canvas = 50%

Discussions (3 at 10% each) = 30%

Final Exam = 20%

Total = 100%

Total possible points

Grades: 90-100 pts. = A,

80-89 pts. = B,

70-79 pts. = C,

60-69 pts. = D,

Less than 60 pts. = F

**Grading/class policies:**

All homework must be completed by due date. No makeup tests are available without explicit consent from the Professor, which will only be granted in case of documented extreme emergency. Homework assignments and tests will **not** be accepted late.

Course Procedures:

1. Read assigned text chapters:

Reading the textbook is critical to learning the material. Not all chapter material will be covered in class, yet MAY appear on tests.

Check the Course Schedule to determine when chapters will be covered.

2. Check Canvas and Valencia e-mail.

Students are responsible for the contents of all e-mail notifications and Canvas postings, content and notices or changes.

3. Connect web-based assignments:

Connect Chapter work must be completed by deadline noted with each assignment. These count for 50% of the grade and serve as study guides for Final Exam.

Late assignments may not be accepted, and if accepted will earn fewer points than the maximum allocated.

4. Final Exam:

You will have at least one week to take and submit the Final Exam but make sure to allow enough time to do so. Extensions are NOT an option.

5. Discussions:

There are three Discussions which will require you to apply what you have learned to real situations. Do the calculations noted or suggested in the assignment to justify your posted answers to the questions. Then reply to two other students and share what you discovered or what they added to your knowledge base and how/why.

Computer Policy:

Use of computers in the Business, IT and Public Services classrooms at Valencia College is restricted to those activities designated by the Instructors to enhance the class materials, like in class note taking, research and group activities. Any other use is strictly forbidden. Inappropriate use includes, but is not limited to:

\* Use of computer to send E-mail or access Internet sites not specifically assigned in class.

\* Use of computer for job, internship, homework or other activities not assigned in class.

\*Modifying any hardware or software system configuration or setting.

\* Activities not in accordance with the Valencia Student Code of Conduct.

\*Use of computers in the departmental open lab is limited to those activities involved with preparing homework or coursework in this department and is subject to the same restriction as listed above.

\*Computer use is remotely monitored; any student using computers inappropriately may be subject to dismissal from class or banishment from the lab.

\*Subsequent offense may be sent to the campus administration for further disciplinary action.

**Students with Disabilities:**

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the Instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

**Expected Student Conduct:**

Valencia College is dedicated not only to the advancement of knowledge and learning but is concerned with the development or responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**Online Student Conduct:**

Please keep all communications professional and free of profanity, “fighting words”, etc. Please remember that it is impossible to read the emotions of the person writing or receiving information. While you may say something “in jest” others may not be able to interpret that. Avoid saying anything you don’t mean literally.

**Valencia I.D. Cards:**

Valencia I.D. cards are required in order to use the LRC, Testing Center, and IMC. Cards are free and can be obtained in the Student Development office.

**Student Illness Syllabus Statement**

**If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.**

**Academic Dishonesty:**

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. Students shall take special notice that the assignment of course grades is the responsibility of the student's individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties as determined by the professor. These penalties may include, but not be limited to, one or more of the following:

\* Loss of credit for an assignment, examination, or project;

\* Reduction in the course grade;

\* Or a grade of "F" in the course.

At the option of the professor, the appropriate administrator of the campus may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student. Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties that may include warning, probation, suspension, and/or expulsion from the college.

Disclaimer Statement: This syllabus and the course schedule may be altered, at the Professor’s discretion, during the course of the term. It is the responsibility of the student to make any changes mandated by changes in the syllabus and/or Course Schedule.

**Schedule**

Follow Assignment schedule on Canvas. You may work at your own pace but **pay close attention to all due dates**.

**Distance Tutoring**

**Distance Tutoring & Technology Support at Valencia:**You can easily access Valencia’s*free* distance tutoring and tech support from a computer, laptop or mobile device.

Distance tutoring services are provided fully online via Zoom.   Through this service, you will receive real-time assistance via a Valencia tutor.  Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. You can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, Microsoft Office (Word, Excel, & PowerPoint), and Honorlock.  Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC.  For your convenience, tech support is available live (on-demand) via Zoom, by appointment, or via email.

To get started using the Distance Tutoring and Learning Technology Support services, please visit [www.valenciacollege.edu/tutoring](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.valenciacollege.edu%2Ftutoring&data=02%7C01%7Clkornblau%40valenciacollege.edu%7C3602e671986d4d60ba7208d83e37a58c%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637327756012399107&sdata=PUJCKClHlm%2F5r3m6G9xaBTYJIEpdN08mlI1VzFkG7Mo%3D&reserved=0).  Through this site, you can view the schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

**Hours of Operation:**

**Monday-Friday: 8 am – 10 pm**

**Saturday & Sunday: 9 am – 7 pm**