

Course Syllabus
Valencia College
Business Math, MTB 1103-10253, 3 credit hours
Fall Term 2014

COURSE: This course covers the practical application of mathematics to computational problems of business and consumerism. Business applications include decimals, fractions, percentages, interest rates, bank records, payroll, mortgages, and insurance and financial statements

PROFESSOR: Lana Powell, Professor of Business, West Campus Office 11-347, 407-582-1322, Office hours posted at 11-347, lpowell@valenciacollege.edu **Please send communication to me using the Blackboard messaging tool.**

Business and Hospitality Department Office 7-107B, 407-582-1203

MATERIALS: Practical Business Math Procedures, Jeffrey Slater, 11th Edition, ISBN,9780077726294

COMPETENCIES: *Valencia Student Core Competencies -Think, Value, Act, Communicate* (see current *Valencia Catalog* or web site at: <http://valenciacollege.edu/competencies/>)

EVALUATION:

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|--|--------------------|
| Exam grades (4 @ 100) the lowest exam grade will be dropped* | 300 or 60% |
| Final Exam | 100 or 20% |
| Project | <u>100 or 20%</u> |
| Total Possible Points | 500 or 100% |

| | |
|------------------------------------|---|
| 90 –100% X Total Possible Points = | A |
| 80 - 89% X Total Possible Points = | B |
| 70 - 79% X Total Possible Points = | C |
| 60 - 69% X Total Possible Points = | D |
| 0 - 59 % X Total Possible Points = | F |

*There will be **no make up exams**. The lowest exam grade will be dropped (Not final exam)

HOMEWORK: Prior to each class students should work the odd End of Chapter Problems. The check figures (answers) are found at the end of your textbook. Check each problem for accuracy. **Make a note of any problems which you cannot figure out on your own, so we can go over them in class.**

TEST PREPARATION:

Prior to each exam, students are encouraged to complete the **Connect Assignments** accessed through Blackboard. To receive extra points, the Connect Assignments must be completed prior to taking each Exam and completed with a minimum grade of 75%. Students will receive 2 extra points (per chapter) toward their scheduled exam grade. **Late work will not be accepted.**

Students will need to purchase a package of Scantron answer sheets to use for each exam. They are available at the campus bookstore.

PROJECT

Students will work outside class to complete a Learning Project on a contemporary math topic. They must give an oral report to the class and turn in a written paper. They will sign up for the particular chapter and/or project partner in class. More information will be given in class about this assignment including a list of possible topics.

COLLEGE POLICIES:

Title: Academic Dishonesty

Policy:

All forms of academic dishonesty are prohibited at Valencia Community 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.

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 shall take special notice that the assignment of course grades is the responsibility of the students' 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 liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course. At the option of the professor, the campus provost 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 which may include warning, probation, suspension and/or expulsion from the College.

The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 Student Academic Grievances or 6Hx28:10-15 Student Rights of Appeal of Administrative Decisions as determined by the nature of the action taken.

Title: Student Code of Classroom Conduct

Policy:

Activities which disrupt the desired classroom setting and which violate the Student Code of Classroom Conduct are those which, with or without intent to do so, are disruptive of the essence of the educational process. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. In the case of the violation of the Student Code of Classroom Conduct, the faculty member may initiate personal conferences, verbal and written warnings, referral to the director of student services for counseling, and removal from the classroom pending disciplinary action under Policy 6Hx28:10-04. Examples of such disruptive or distracting activities include, but are not limited to, the following:

1. Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: tardiness, leaving and returning during class, and early departure when not previously authorized;
2. Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
3. Side discussions which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of other students to obtain the full benefit of the educational presentation; and,
4. Utterances of "fighting words" or epithets directed specifically toward other persons with the purpose or effect of creating a hostile educational environment or which may reasonably be expected to incite imminent or immediate violence.

Violation of this Student Code of Classroom Conduct shall constitute grounds for student disciplinary action as provided in Policy 6Hx28:10-04.

WITHDRAWAL POLICY: <http://valenciacollege.edu/generalcounsel/policydetail.cfm?RecordID=75>

CLASSROOM POLICIES:

1. Valencia's attendance policy states that a student will be present for all class meetings. After two absences (one in a night class), a student will receive an excessive absence notice and must schedule a conference with the instructor immediately. A student may be withdrawn at any time at the discretion of the instructor. Continual tardiness will be viewed as absences and treated as such.
2. A student is responsible for all material covered during absences. The lowest exam grade may be replaced by doubling the final exam grade in lieu of make-up exams.
3. There will be no eating or drinking in the classroom. Class begins at a scheduled time and is over when the instructor dismisses class. Leaving early without prior permission will result in a class-work grade of zero. Tardiness is unacceptable class behavior.
4. Students must do their own work; there are no exceptions. Students who plagiarize or cheat in any way will risk dismissal from class and /or expulsion from the college.
5. Students must have an active Atlas account. They must check it regularly for important messages from the professor.
6. Students may have **3 points deducted** for letting their **cell phone** go off during any class or an exam.
7. Students may have **3 points deducted for being late to an exam, not bringing a Scantron answer sheet (when needed), or not bringing a pencil.**

DISCLAIMER: Changes may be made at the discretion of the professor

COURSE SCHEDULE: See attached page