

Business Mathematics

MTB 1103

Note: This is the generic syllabus for Business Math.

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Course Information

Educational Brechner, Robert A., Contemporary Mathematics for Business and Consumers.
Materials: Thompson South-Western
Description: Refer to the specific syllabus.
Objectives: Refer to the specific syllabus.
Competencies:
Prerequisites: Refer to the specific syllabus.

Evaluation

Tests (5)	80%
Homework/Quizzes	20%

TESTS- There are five tests for this class. Test #5 is the final. The tests for this class are taken in the Testing Center on any Valencia campus or **approved testing facility** for out-of-area students. Please review the calendar for specific dates and instructions. *It is the student's responsibility to check with the Testing Center regarding operating hours, test availability and policies.*

Online Classes: All tests for the online classes are taken on a Valencia Campus in the Testing Center or an approved testing facility for out-of-area students. Students out of the area must provide the contact information for the testing facility **within two weeks** of class. Contact information contains at least the following: name of contact, title of contact, name of facility, address and location of facility, phone number, email and fax number.

Non-Online Classes: The tests for non-online classes will be held on campus in the classroom.

QUIZZES - There is a link to the Quizzes on the course homepage. Instructions, along with due dates, will also be posted on the course homepage/calendar.

CHAPTER ASSESSMENT TESTS: Extra Credit (Optional)

Hint: Completing the Chapter Assessment Tests is helpful in the course.

At the end of each chapter are Assessment Tests which must be complete and submitted for credit. The Assessment Tests are due by the last day to take the tests associated with the Assessment Test. For example, Assessment Tests for Chapters 1-4 are due on the last day to take Test 1. The Assessment Tests may be turned in at the Testing Center when tests are taken. Students may also interoffice the tests to me at the above mail code. Students out of the area may fax or mail the chapter Assessments. The mail must be postmarked by the due date. **Chapter Assessment Tests will not be accepted late.** The Chapter Assessments will be counted as extra credit.

Make-up: Refer to the specific syllabus.

Attendance Policy:

Refer to the Student Handbook.

Withdrawal Policy:

Refer to the Student handbook.

Expected Student Conduct:

Valencia Community College is dedicated not only to the advancement of knowledge and learning by it concerned with the

development of responsible personal and social conduct. By enrolling at VCC, 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 member to leave class or on-line activity. Violation of any classroom/online class 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.

Academic Dishonesty:

Each student is expected to be in complete compliance with the college policy on academic honesty as set forth in the college catalog and the student handbook. Any student cheating will receive a zero for the assignment/test and will be with drawn from the class.

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. OSD determines accommodations based on appropriate documentation of disabilities. OSD is located on each campus.

Disclaimer: Changes in syllabus and/or schedule may be made at any time during the term by the instructor. A revised syllabus may be issued at the discretion of the professor.