

Date approved or revised 1/16/2019

Angelina College  
Business Division  
POFT 1321.081 – Business Math  
Instructional Syllabus  
Spring 2019

**I. BASIC COURSE INFORMATION**

**A. Course Description:**

POFT1321 Business Math. Three hours credit. Fundamentals of business mathematics including analytical and critical thinking. Three hours lecture each week.

Learning Outcomes: Solve business math problems.

**B. Intended Audience:**

This course is designed for freshmen or sophomore level students wishing to improve their understanding of applying mathematical procedures to common business problems and to those students seeking the following degrees/certificates: Certificate in General Business of Office Administration; Associates of Applied Science degrees in General Business, Accounting, and Office Administration.

**C. Instructor:**

Name: Gaylon Wright

Office Location: Business Building, B102J

Office Hours: Wed. 4:30-5:00 PM

Phone: 936-633-5303 Fax: 633-5498

E-mail Address: gwright@angelina.edu

**II. INTENDED STUDENT OUTCOMES:**

**A. Core Objectives Required for this Course**

- 1. Critical Thinking:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2. Communication:** to include effective development, interpretation and expression of ideas through written, oral and visual communication
- 3. Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- 4. Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**B. Course Learning Outcomes for all Sections –**

Upon successful completion of this course, students will:

1. Perform conversions of decimals, percentages, and fractions
2. Solve problems using the “portion” formula
3. Explain and perform simple banking transactions including reconciliations
4. Explain trade and cash discounts
5. Define and explain credit and transportation terms
6. Calculate markups and markdowns
7. Understand and prepare various payroll transactions
8. Demonstrate ability to utilize and calculate various interest formulas
9. Compute finance charges for different business scenarios
10. Understand structure of promissory and simple discount notes
11. Compound Interest – Present value of a dollar.
12. Mortgage Interest.
13. Calculate the mean, median and analyze/graph business statistics

### **III. ASSESSMENT MEASURES**

#### **A. Assessments for the Core Objectives**

**1. Critical Thinking:** these skills are taught through lecture, outside reading assignments, and active participation in class discussion. Critical thinking is acquired through inquiry, analysis, evaluation, and synthesis of information. Students develop this skill in order to understand and apply business math concepts and theories. Critical thinking skills are demonstrated through embedded questions on exams, quizzes, assigned homework, and interactive class discussion problems.

**2. Communication:** students develop and use their communications skills by relating their understanding of various business math concepts through class participation in discussions and written assignments. Students develop a working vocabulary of mathematical and numerical terms in order to communicate conclusions and theories. Students display communications skills in interactive class discussion (oral).

**3. Empirical and Quantitative Skills:** these skills are acquired through a series of instructor-led lectures, reading assignments, and class participation. Economic concepts presented in empirical and quantitative problems help students understand real world problems, such as bank statement reconciliation, solving problems with an unknown variable, trade, cash discounts and credit terms in invoicing, retail cost markups based on cost or price concepts and produce/service markdowns, payroll calculations, simple interest and discount interest calculations, and compound interest. Students will display their use of empirical and quantitative skills in answering embedded questions on written exams and homework assigned.

**4. Teamwork:** students will work as a team to analyze a given mathematical term and how it relates to a company of their choice. This analysis will be completed, documented, and submitted to the instructor for review. The students;

## **B. Assessments for Core Learning Outcomes –**

Rubrics developed by Angelina College for the core objectives: Communication, Critical Thinking, Empirical and Quantitative Skills, Social Responsibility, and Personal Responsibility will be used during assessment of these objectives:

1. Students will demonstrate their knowledge of the business math concepts and theories through a series of homework/quiz/exam questions.
2. Students will demonstrate their knowledge of the working vocabulary of mathematical and numerical terms in order to communicate conclusions and theories by answering questions in a quiz/exam or oral presentation format.
3. Students will demonstrate their knowledge of real world problems, such as bank statement reconciliation, solving problems with an unknown variable, trade, cash discounts and credit terms in invoicing, retail cost markups based on cost or price concepts and produce/service markdowns, payroll calculations, simple interest and discount interest calculations, and compound interest. Students will display their use of empirical and quantitative skills in written exams and homework assigned, through a series of questions on oral presentations, chapter homework problems/quizzes, and major exams.

## **IV. INSTRUCTIONAL PROCEDURES:**

Methodologies common to all sections

1. Lecture
2. Class discussion
3. Marker Board
4. Supervised in-class activities
5. Out of Class Assignments
6. Individualized Written or Verbal Feedback

## **V. COURSE REQUIREMENTS AND POLICIES:**

### **A. Required Textbooks, Materials, and Equipment -**

Text - Practical Business Math Procedures, Brief 12<sup>th</sup> Ed., Jeffrey Slater  
ISBN 1-259-72506-5  
Notebook/paper  
Handheld calculator  
Pen/Pencil

### **B. Course Policies – (This course conforms to the policies of Angelina College as stated in the Angelina College Handbook.)**

1. **Educational Accommodations** – If you have a disability (as cited in Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990) that may affect your participation in this class, you may fill out the Educational

Accommodations application within your AC Portal, under the “Student Services” tab. A Student Success team member will contact you once the application is received. At a post-secondary institution, you must self-identify as a person with a disability in order to receive services; for questions regarding the application process you can visit the Office of Student Success and Inclusion in the Student Center (200); text 936.463.8078; or email [access@angelina.edu](mailto:access@angelina.edu). To report any complaints of discrimination related to a disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Room 104 of the Administration Bldg. You may also contact Dean Hudman by calling (936) 633-5293 or by emailing [shudman@angelina.edu](mailto:shudman@angelina.edu).

- 2. Discrimination** – Angelina College admits students without regard for race, color, creed, sex, national origin, age, religion, or disability. To report any complaints of discrimination related to disability, you should contact Mr. Steve Hudman, Dean of Student Affairs, in Administration Bldg, Room 104, (936) 633-5293 or by email [shudman@angelina.edu](mailto:shudman@angelina.edu).

**Attendance** – ATTEND the CLASS whether is it in a face-to-face, traditional classroom setting or through on-line participation (logging into and completing the activities, i.e. Discussion, Assignment, Assessment). The course material is cumulative and homework assignments must be completed sequentially in order for the student to derive the greatest benefit from the course. Students must attend all classes. With respect to official school functions and religious holidays, the Angelina College Catalog and Student Handbook policies will be followed.

**Student Conduct** – An environment conducive to learning will be appreciated. Being courteous and respectful toward others in class as well as to the instructor will create a positive atmosphere. During lectures, refrain from eating, drinking, sleeping, or engaging in distracting conversation. According to Angelina College policy, cheating and/or plagiarism will not be tolerated. Official class withdrawal forms must be turned in. Instructor may drop you from this class for non-attendance in accordance with AC attendance policies outlined in the General Bulletin.

**Additional Policies Established by the Individual Instructor – The last day to drop with a “W” is April 1.** Incompletes (I) are not given unless approved by the instructor and are subject to approval by the Dean of Instruction. Failure to appropriately withdraw to complete a course (except as stated above) may result in a final grade of “F”. It is the student’s responsibility to initiate any drop or withdrawal forms. WP and WF grades are no longer given by A.C.

Students may not bring children to class. Bringing your children to class hinders classroom instruction, and the ability of you and your fellow classmates to learn.

If you feel that you need a tutor, contact the Student Services Office. Also, if you as a student have special learning needs which should be accommodated by Angelina College, please contact the Student Services Office.

VI. **COURSE OUTLINE:** Description of the Course Activities, including due dates, schedules, and deadlines.

**POFT1321.001 – Business Math, Spring 2019**

	<u>Lecture</u>	<u>Assignment</u>
Jan. 16	Course Overview, Introductions	Read Chapters 1 and 2
	Chapter 1 - <u>Whole Numbers And Word Problems</u>	Homework Assignment: Chapter 1 – All even numbered Problems 1-30 thru 1-76.
	Chapter 2 - <u>Fractions</u>	Homework Assignment: Chapter 2 – All even numbered Drill Problems 2-2 thru 2-30, Word Problems 2-32 thru 2-62, Read Chapter 3
	Discuss Chapters 1 & 2	
23	Chapter 3 - <u>Decimals</u>	Homework Assignment: Chapter 3 – All even numbered Word Problems 3-62 thru 3-70 Read Chapter 4
	Chapter 4 - <u>Banking</u>	Homework Assignment: All even numbered Drill Word Problems 4-1 thru 4-12 <b>Study for Exam</b>
30	<b>Exam 1 – Chapters 1, 2, 3, 4</b>	<b>Read Chapters 5</b>
Feb. 06	Chapter 5 – <u>Solving for the Unknown</u>	Homework Assignment: All <b>even</b> numbered Problems (both Drill and Word Problems) 5-2 thru 5-32
<b><u>NOTE:</u></b> 04	Last Day to Drop or Withdraw from a Semester-Length Course with a 70% Refund	

<b><u>NOTE:</u></b>	11	Last Day to Drop or Withdraw from a Semester-Length Course with a 25% Refund	
	13	Discuss Chapter 5 homework  Chapter 6 – <u>Percents</u>	Read Chapter 6  Homework Assignment: All <b>even</b> numbered Problems (both Drill and Word Problems) 6-2 thru 6-84; read chapter 7
	20	Chapter 7 – <u>Discounts: Trade and Cash</u>	Homework Assignment: All <b>even</b> numbered Problems (both Drill and Word Problems) 7-2 thru 7-20, 7-22 thru 7-46; <b>Study for Exam</b>
	27	<b>Exam Review (first 45 minutes of class)</b>  <b>Exam 2 – Chapters 5, 6, and 7</b>	Read Chapter 8
Mar.	06	Chapter 8 – <u>Markups and Markdowns</u>	Homework Assignment: All <b>even</b> numbered Problems (both Drill and Word Problems) 8-2 through 8-30; Read Chapter 9
<b><u>NOTE:</u></b>	08	Mid-Semester	
<b><u>NOTE:</u></b>	11-15	Spring break	
	20	Chapter 9 – Payroll	Homework Assignment: All <b>even</b> numbered Problems (both Drill and Word Problems) 9-2 through 9-28
	27	Discuss Chapter 9 homework Chapter 10 – Simple Interest	Homework Assignment: Read Chapter 10; All <b>even</b> numbered Problems (both Drill and Word Problems) 10-2 through 10-34.
Apr.	03 10	<b>Review for Test 3 Chp. 8, 9, and 10</b> Chapter 11- notes	<b>Test 3 Chp. 8, 9, and 10</b> Homework Assignment: Read Chapter 11; All even Numbered problems (both Drill and word problems)

		11-2 thru 11-16
	Chapter 12- Compound Interest/Present Value	Homework Assignment: Read Chapter 12; All even Numbered problems (both drill and word Word problems) 12-2 thru 12-30
	Chapter 15: home ownership (mortgage) (info provided by instructor)	Homework Assignment: All problems: 15-1 thru 15-17; 15-19.
17	Business statistics (info provided by instructor)	Homework Assignment Provided by instructor
24	Student Presentation Chapter 22 - <u>Statistics</u>	
May. 01	Student Presentation	
08	<b>FINAL EXAM (Chapters 11, 12, and 15)</b>	<b>5:30 – 8:00 pm</b>

**The above course schedule is subject to change**

## **VII. EVALUATION AND GRADING**

### **A. Grading Criteria**

1. Three major exams, an assigned oral presentation, and the final will be objective. A make-up exam must be scheduled with the instructor within 2 days of the missed exam. The major exams and the final exam are worth 70% of the overall grade. There is no make-up for the final exam.
2. Final Exam - Failure to take the final exam may result in a failing grade for the class. Time does not permit a make-up of the final exam.
3. Homework assignments are shown on the attached schedule and are due at the times given (worth 30% of the overall grade).
4. Read assigned material before coming to class. Pop quizzes may be given at the discretion of the instructor (counted in "homework" for grading purposes).
5. Participate in class discussions - ask and answer questions.
6. Taking good notes will help a student study for exams.

### **B. Determination of Grade (assignment of letter grades)**

100-90	A
89-80	B
79-70	C

69-60	D
59-0	F
60-0	

**The instructor may modify the provisions of the syllabus and assignment page (Course Outline) to meet individual class needs by informing the class in advance as to the changes being made.**