

McLennan
C O M M U N I T Y
COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

BUSINESS MATH

POFT 1321 87

MISSY KITTNER

NOTE: This is a 16-week course.

NOTE: This is an online course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

Course Description:

Instructs the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Applies problem solving skills utilizing electronic calculators. Enables the student to use mathematical approaches in computing percents and their applications in business discounts, interest, taxes, payroll, markups, consumer and business credit investments, and other business applications. Semester Hours 3 (3 lec).

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

As your instructor, I am extremely interested in your success in this course. If you feel you need additional information, individual help, or just a little encouragement, please come to an online Zoom office hour. My office hours are posted on my office door and in Brightspace. I may require students to speak with me by telephone or in person at my discretion. Furthermore, in the course of this class, I may need to verify a student's identity using information available to the instructor from academic records or student identification.

You should check Brightspace several times a week. Though the majority of course activities are completed in WebAssign, there are some activities in Brightspace each week. Additionally, important course information will be provided through course announcements.

Deadlines are important. Late work is not accepted. You need to organize your time to meet these deadlines. Exams will be administered during the scheduled week and will not be released ahead of time.

Technology can sometimes fail. It is your responsibility to report any technical issues; however, last minute technical issues may not allow for due date extensions. It is important to not wait until the last minute to complete assignments as technology can sometimes fail. In the event of a technology failure, contact the instructor immediately. You may be instructed to contact the publisher directly to report software issues.

Communication between Instructor and Student – You will use your student email account. E-mail messages from outside e-mail accounts will not be answered. Email or phone messages received during the weekend or holidays will be handled the first day of classes the following week. Though I strive to return messages within a few hours, please allow up to a 24 hour turn around for messages during the workweek (Monday through Friday 8 a.m. to 5 p.m.) and by 5 p.m. of the next business day for e-mails received on the weekend or a college holiday. When emailing the instructor, you should include the course title in the subject line. Written communication should be in a professional format and should include a greeting and closing. You should include your name in the e-mail closing. You should check your student e-mail

multiple times a week. Important communication regarding the course will be sent via course announcements and/or e-mails. You should check course announcements multiple times a week in addition to your student e-mails. You are encouraged to opt-in to course announcement notifications.

Please do not use the instant messaging feature in Brightspace. I do not always receive the messages.

Hardware/Software Requirements:

- To complete this course, you **MUST** have access to the Internet.
- If you do not have access to the Internet, the college is providing WiFi throughout campus for students to work on coursework from parking lots.
- You must have access to a webcam. Phone cameras will also suffice.

If you have problems with either your hardware or software, it is your responsibility to make sure that all assignments are turned in on time. Technical difficulties with computers or software are not an excuse for a missed deadline. However, if you do experience technical difficulties, you should report it immediately to your instructor. Students may utilize the I.T. Helpdesk by contacting (254) 299-8077.

You will need a Cengage subscription to complete this course. If this is not completed by the second week of class, you will be dropped from the course.

Instructor Information:

Instructor Name: Missy Kittner

MCC Email: mkittner@mclennan.edu

Office Phone Number: 254-299-8514

Office Location: Administrative Building, Office 104

Office/Teacher Conference Hours: M/W 5 – 6 pm or by appointment

Other Instruction Information: BBA in ISY/MGT from Baylor University and MBA in Human Resource Management from University of Phoenix.

Alternate Instructor Information:

Instructor Name: Crystal Johnson (Program Director)

MCC Email: cajohnson@mclennan.edu

Office Phone Number: 254-299-8263

Office Location: Business & Technology Building, Office 228

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Required Text & Materials:

Title: Cengage Unlimited (Choice of 4 month, 1 year, or 2 year term)

Publisher: Cengage Unlimited

ISBN: 9780357700006, or 9780357700013, or 9780357700020

For this class, you will purchase Cengage Unlimited and add the following to your library: Contemporary Mathematics for Business & Consumers, 9th edition by Robert Brechner and George Bergeman, ISBN: 0357686241 and the online homework platform- WebAssign, ISBN: 0357026489.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Lecture

Hands-On Practice

Exams

Quizzes

Course Objectives and/or Competencies:

Departmental Student Learning Outcome: Apply basic math skills when computing bank records, payroll, percents, trade discounts, mark-up, mark-down, equations, fractions, decimals, and compound or simple interest.

Course Learning Outcomes:

- Improve basic skills
- Develop good work habits
- Apply critical thinking and analytical skills to solve business math problems
- Use whole numbers while dissecting and solving word problems
- Use and convert fractions
- Use and round decimals
- Use equations to solve for the unknown
- Use percents and their applications
- Calculate trade and cash discounts
- Calculate markup and markdown
- Calculate simple interest and simple discount
- Compute compound interest and present value
- Analyze and use bank and payroll records

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Course Outline or Schedule:

POFT 1321- Business Math

Changes to schedule will be announced in class and on Brightspace.

Assignments are due at 11:59 p.m. of the due date listed.

Quizzes are completed in Brightspace and Homework Assignments are completed in WebAssign

Week Start	Assignments	Assignment Due Date
Week 1 August 22	Course Orientation Chapter 1- Quiz & Homework	August 28 August 28
Week 2 August 29	Chapter 2- Quiz & Homework	September 4
Week 3 September 5	Chapter 3- Quiz & Homework	September 11
Week 4 September 12	Chapter 4- Quiz & Homework	September 18
Week 5 September 19	Chapter 5- Quiz & Homework	September 25
Week 6 September 26	Chapter 6- Quiz & Homework	October 2
Week 7 October 3	Chapter 7- Quiz & Homework	October 9
Week 8 October 10	Chapter 8- Quiz & Homework Study for Mid-Term	October 16
Week 9 October 17	Chapter 9- Quiz & Homework Mid-Term	October 23
Week 10 October 24	Chapter 10- Quiz & Homework	October 30
Week 11 October 31	Chapter 11- Quiz & Homework	November 6

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Week 12 November 7	Chapter 12- Quiz & Homework	November 13
Week 13 November 14	Chapter 13- Quiz & Homework	November 20
Week 14 November 21	Chapter 15- Quiz & Homework	November 27
Week 15 November 28	Chapter 16- Quiz & Homework	December 4
Week 16 December 5	Final Exam	Due December 6

Course Grading Information:

Quizzes..... 20%
Homework.....50 %
Mid-Term..... 15%
Final..... 15%

Grades will be based on percentage: A= 90-100; B= 80-89; C= 70-79; D= 60-69; F = Below 60

The official gradebook is in Brightspace. Though there is a gradebook in WebAssign, the grades and calculations may differ from those listed in Brightspace. Brightspace grades are your actual grades. I will strive to have all grades input into Brightspace within a week of the due date.

Quizzes- Quizzes are administered in Brightspace. Quizzes have unlimited attempts and should be used to improve skills and knowledge.

Homework- Each chapter will have a homework assignment in WebAssign.

Mid-Term- The mid-term will consist of multiple types of questions. The exam is proctored online. Students will need a webcam and a simple calculator. Cell phones or other smart devices will not be allowed.

Final- The final will cover chapters 9 through 16 (excluding chapter 14). The exam is proctored online. Students will need a webcam and a simple calculator. Cell phones or other smart devices will not be allowed.

Late Work, Attendance, and Make Up Work Policies:

- You, **whether present or absent**, are responsible for all material presented or assigned for the course and will be held accountable for such materials in the determination of course grades.
- No late work will be accepted.
- You, whether absent or present, are responsible for course deadlines. You should communicate with me if an emergency or situation arises preventing completion of work.
- **Drops/grades based on attendance-** You are responsible for contacting the instructor to be dropped from this course. If you exceed the allowed absences, you will receive a grade of F unless you contact me and request to be dropped prior to the drop deadline. If you are experiencing an emergency, you should contact me immediately to make alternate arrangements.
- For the purpose of this online course, attendance will be based on your completion of work for the week. If you complete at least one activity during the week, you will be counted as present. If you do not complete any activities during the week, you will be counted as absent for the week.

Student Behavioral Expectations or Conduct Policy:

Students are expected to conduct themselves in a professional manner for the duration of the course. This manner includes appropriate language, respectfulness, proper grammar, meeting deadlines, and responding to correspondence from the instructor. Students who display disrespectful or disruptive behavior will be dropped from the course and referred to Student Conduct.

Students are expected to maintain class decorum that includes respect for other students and the instructor, and an attitude that seeks to take full advantage of the education opportunity, even in the online environment. Students are expected to communicate respectfully and professionally.

MCC is a drug-free campus, and it is a violation of the “General Conduct Policy” to possess, attempt to possess, use, transmit or distribute (sell) drugs or alcohol on the campus (taken from *MCC Student Highlander Guide*). If a student comes to class or meetings using drugs or alcohol, or if they are under the influence of drugs or alcohol, that student will be asked to leave class, forfeiting any opportunity to complete or make up assignments, tests, or activities done during class and receive a zero. The student may be asked to meet with student conduct for disciplinary measures. Disciplinary incidents could result in being dropped from the course or receiving a grade of F for the course.

Plagiarism and cheating will not be tolerated.

Plagiarism is:

- Using someone else's work and claiming it as your own
- Copying information (1) without quotes and/or not (2) giving credit to the source
- Paraphrasing information without giving credit to the source
- Expressing the ideas of others as your own
- Fraud

Cheating is:

- Sharing information (giving or receiving) of any format
- Using unauthorized material during a test or assignment
- Working as a pair or group to complete an assignment that is not designated as group work
- Plagiarism
- Not adhering to the rules set forth for Timed Writings
- Having someone else complete your assignments

Plagiarism and cheating will be dealt as follows:

- 1) For the first offense, the student will be made aware of the issue and will receive a zero (0) for the assignment.
- 2) For the second offense, the student will be reported to the Student Discipline Committee and be subject to the discipline recommended by the committee.
- 3) For the third offense, the student will be given an F in the class.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.