

POFT 1325 Business Math Using Technology – Course Syllabus - Fall 2019

INSTRUCTOR: Krisha Hoelscher
OFFICE LOCATION Technology Center – 104D
PHONE: (806) 716-2244
CONTACT All correspondence for this course should be the Course Messaging Link in Blackboard
E-MAIL: khoelscher@southplainscollege.edu (Emergencies and After-hours only)
OFFICE HOURS: M: 1:30-3:00; T: 11:00-12:00.; W: 8:30-9:00, and 1:30-2:30; F: 8:30-11:30
and by appointment.

I. GENERAL COURSE INFORMATION

- A. **DESCRIPTION:** This course provides skill development in business math problem-solving using electronic technology.
- B. **COURSE LEARNING OUTCOMES:** Students will be able to solve mathematical problems found in business environments pertaining to payroll, percent of increase and decrease, markup and markdown, cash and trade discounts, and simple interest.
- C. **COURSE COMPETENCIES:** A minimum grade of D is required to pass Business Math Using Technology in order to fulfill degree requirements for the course.
- D. **ACADEMIC INTEGRITY:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well as to final examinations, to daily reports and to term papers.

Dishonesty in any form in this class will result in immediate dismissal from this class and an "F" as the final grade.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

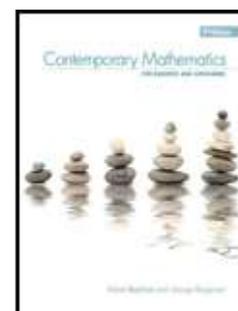
A. Course materials:

- **Cengage Unlimited Access Code**

Pricing: Cengage Unlimited is \$119.99 for a 4-month subscription, \$179.99 for a 12-month subscription or \$239.99 for a 24-month subscription. This access code may be purchased at either SPC Bookstore or online through Cengage.

Print: You'll be eligible to upgrade to a print rental for the cost of \$7.99 when you activate **CNOWV2** and subscribe to Cengage Unlimited. Shipping will be free for your print rental which includes the cost of shipping back to Cengage.

- **Basic four-function calculator**



November 14, 2019 is the final day to drop classes for the semester.

- B. **Grading Policy:** The student's final grade will be derived from the following scales:
- 50% Exams (the lowest exam grade will be dropped at the end of the semester **IF** student has submitted all assignments by the due date, has two or few absences, and has **AT LEAST** an 80 average.)
 - 30% Homework Assignments (Lowest homework grade will be dropped)
 - 20% Chapter Quizzes: (Lowest quiz grade will be dropped)

Grade Determination

(A) 90 – 100 (B) 80 – 89 (C) 70 – 79 (D) 60 – 69 (F) Below 60

Late Assignments: Late assignments **WILL NOT** be accepted. Do not wait until the last minute to complete an assignment, you are given an entire week to complete the assigned work. **Computer failure is not an excuse for missing an assignment!!!**

Extra Credit: Any extra credit opportunities will be offered to the class as a whole, not individual students and is at the discretion of the instructor.

Course Average: Course averages will be maintained in Blackboard. Please notify the instructor if there are questions regarding any grading discrepancy.

C. **Attendance Policy:**

As an online class, students will be required to access the course on a regular basis. **Minimum log in for this course is three (3) days per week.** The Blackboard software used to manage this online course tracks student logins. The instructor is able to track when and where the student has been in the course and the amount of time spend working on an assignment. Accessing this course on a regular basis is extremely important in order to complete the required assignments.

Students that DO NOT log in to Blackboard each week will be dropped from this course with a grade of "F."

Students that log in to Blackboard but DO NOT COMPLETE ASSIGNMENTS will not be dropped, but will receive the grade they have earned for the assignments that have been completed.

- D. **Special Requirements:** The SPC Learning Center provides students free tutoring, computer services and study skills information. The Learning Center is located on the third floor of the library building. Call 894-9611 ext. 2241 for help. **All students are expected to follow computer lab policies posted in computer labs.**
- E. **General Course Information:** This course will be administered through the SPC Blackboard software. All work for the course will be completed through WebAssign web platform and will be accessed through Blackboard.
- F. **Instructor Information:** **ALL CORRESPONDENCE** with the instructor should be through Course Messaging in SPC Blackboard **UNLESS** there is a problem after hours or on the weekend. If a problem arises and you need to immediately reach me, e-mail me at: khoelscher@southplainscollege.edu.

III. ACCOMMODATIONS

EQUAL OPPORTUNITY: South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

DISABILITIES STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

NON-DISCRIMINATION STATEMENT

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations, you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

ELECTRONIC ASSIGNMENTS: This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.

DISCLAIMER: This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.