

Revised 12:00 noon on 8/25/09

Course Syllabus - Tech Business Math (BUS 2143)

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Phone number: 870-222-5360, ext. 5214
Fall Semester: August 26 – December 18, 2009
Class meets: Tuesday and Thursday – 11:10 – 12:30
Prerequisites: None
Office hours: MTWH – 9:00 – 11:00
Materials Needed: CONTEMPORARY BUSINESS MATHEMATICS FOR COLLEGES, Deitz & Southam
ISBN#-978-03-246-631-67
Sharpened Pencils

Mathematics II provides training in the fundamentals of math and in problem solving related to business situations and financial management. This includes percentages, payroll and taxes, statistics, banking records, functions, and graphs. The course also covers inventory methods, depreciation methods, discounts (cash and trade), interest, and sales markup and discounts.

STUDENT LEARNER OUTCOMES FOR TECH BUSINESS MATH:

Students will be able to:

- 1. Correctly operate an electronic calculator**
- 2. Correctly calculate mathematical problems as they relate to a business office**

Students successfully completing the UAM CTM Administrative Office Technology program will be able to:

- 1. Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology .**
- 2. Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.**
- 3. Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.**

MATH II ABSENTEE POLICY

Persistent attendance is expected in order to gain knowledge from this course. However, assignments are due on day of the test for the chapter/unit covered. Missing 10 or more classes may result in failure of the course.

MATH II MAKE-UP WORK/TEST POLICY

Each student is given a syllabus for each course at the beginning of the semester. It is the student's responsibility to keep up with syllabus and the deadlines listed. If a student misses an assignment, depending on the size of the assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes.

If a student misses an assigned test, he/she will have one (1) week to make up the test. However, the highest grade that can be made will be an 89 (B). If the student fails to make up the test in accordance to the instructor's schedule in the allotted time, he/she will receive a grade of "0" or "F" on the test.

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GRADING POLICY

Tests will cover the chapters and will be worth various points. All grading will be on a total-point system. Grades will be distributed as follows: tests = 75%; final exam = 25%.

The following grading scale will be used for assigning final grades:

A = 90 -100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 0 - 59

There will be approximately 8 tests given and each will be worth 100 points.
The final exam *will not* be comprehensive

INCOMPLETE POLICY

A student must be current with course work assignments and/or examinations and must have completed at least 75% of all required course work assignments and/or examinations to be considered for a grade of Incomplete (I).

GRADE REPORTS

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar's Office in Monticello or the Student Services offices in Crossett and McGehee.

CHEATING/PLAGIARISM

Cheating of any type or by any means will not be tolerated! Any student caught cheating should fully expect to be withdrawn from or fail the course. Any appeals to the decision must be filed within 10 days of the instructor's decision.

STUDENTS WITH DISABILITIES

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

DISRUPTIVE BEHAVIOR

The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.

If you wish to talk, sleep, play games, pass notes, look at pictures, work on homework, or anything else not related to the class and/or lecture, *don't come to class.*

The following schedule is tentative, with changes made at the discretion of the instructor.

WEEK OF AUGUST 26 - 28

Intro to course

Chapter 1 – Fundamental Processes

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WEEK OF AUGUST 31 – SEPTEMBER 4

Test – Chapter 1
Chapter 2 - Fractions

WEEK OF SEPTEMBER 8 - 11

Test – Chapter 2
Chapter 3 - Decimals

WEEK OF SEPTEMBER 14 - 18

Test – Chapter 3
Chapter 5 - Percents

WEEK OF SEPTEMBER 21 - 25

Continue with Chapter 5

WEEK OF SEPTEMBER 28 – OCTOBER 2

Test – Chapter 5
Chapter 7 - Discounts

WEEK OF OCTOBER 5 - 9

Complete Chapter 7
Test - Chapter 7

WEEK OF OCTOBER 12 - 16

Chapter 8 - Markup

WEEK OF OCTOBER 19 - 23

Test – Chapter 8

WEEK OF OCTOBER 26 - 30

Chapter 9 - Banking

WEEK OF NOVEMBER 2 - 6

Test – Chapter 9
Chapter 10 – Payroll Records

WEEK OF NOVEMBER 9 - 13

Complete Chapter 10
Test - Chapter 10

WEEK OF NOVEMBER 16 - 20

Chapter 17 – Inventory and Turnover

WEEK OF NOVEMBER 23 - 24

Complete Chapter 17
Test – Chapter 17

WEEK OF NOVEMBER 30 – DECEMBER 4

Chapter 18 – Depreciation

WEEK OF DECEMBER 7 - 11

Complete Chapter 18

FRIDAY, DECEMBER 18 – 10:30 AM – 12:30 PM

FINAL EXAM – Chapter 18

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UAM College of Technology – McGehee
Administrative Office Technology Program Syllabus Agreement – Fall 2009

August, 2009

I, _____ do enter into an agreement with the Instructor of the course listed below.
PLEASE PRINT YOUR NAME

- I have viewed (at <http://www.uamont.edu/facultyweb/stringfellow>) a copy of the syllabus for the course:
_____ Tech Business Math _____.
- I have read and do understand the requirements of the course, specifically the grading and attendance policies.
- I understand that all tests including the final are to be taken on the date and during the time given.
- I understand that a 1% penalty will be applied to any assignment turned in late and whether or not the late assignment is accepted is up to the Instructor.
- I understand that cheating, lying, plagiarism, abuse of the Internet, or other illegal or unethical behavior may result in:
 - a grade of “0” on the assignment
 - a grade of “F” for the course
 - dismissal from the above listed course
- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, and other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that the final for this class will be held on _____, December _____, 2009 from _____ am/pm to _____ am/pm.

Student's signature

Date