

Discipline Prefix: BUS	Course Number: 125	Course Title: Applied Business Mathematics	
	Course Section: O05B		
Credit Hours: 3	Lecture Hours: 3	Clinical Hours:	Lab Hours:
Contact Hours:	Studio Hours:	Semester: FALL 2012	
Meeting Days/Time/Location: TBA			

Instructor Information

Name: William T High

Office Location: N/A

Office Hours: Online, as needed

Contact Information: Emergency only...see button on course

Blackboard site: <http://learn.vccs.edu>

Instructor email address: whigh@tcc.edu or wth9@mail.vccs.edu

Prerequisite: MTH 121 or higher

Course Information

Course Description

This course applies mathematical operations to business process and problems such as wages and payroll, sales and property taxes, checkbook records and bank reconciliation, depreciation, overhead, distribution of profit and loss in partnerships, distribution of corporate dividends, commercial discounts, markup, markdown, simple interest, present values, bank discount notes, multiple payment plans, compound interest annuities, sinking funds, and amortization.

Course Learning Outcomes

Upon completion of the course, the student will be able to:

- Reconcile a company checkbook
- Process credit card transactions
- Calculate trade discounts
- Compute sales and property taxes
- Calculate markups and markdowns
- Calculate employee's gross pay and net pay
- Calculate simple interest
- Calculate interest on an installment loan
- Calculate compound interest
- Calculate present and future value of money
- Estimate the value of annuities and sinking funds
- Identify key elements of income statements and balance sheets
- Calculate depreciation on equipment

Textbook Information

Practical Business math Procedures
Jeffrey Slater, Tenth edition, McGraw-Hill Irwin

Topics Covered in the Course

Wages and payroll
Sales and property taxes
Checkbook records and bank reconciliation
Overhead
Profit and loss
Corporate dividends
Commercial discounts
Markup, markdown
Simple interest
Accounting principles...Statements & Depreciation
Amortized interest
Present and future values
Bank discount notes
Multiple payment plans
Compound interest
Annuities, sinking funds
Amortization and depreciation
Opinion paper

Course Schedule

1. 8/23-8/30 Class information <syllabus> available online,
 Chapters 1, 2, 3, 5 and 6. Refer to brief comments and assignments.
 Math test #1 on above chapters.
2. 8/30-9/6 Chapters 4, Banking Problems and Test 2
3. 9/6-9/13 Chapter 9, Payroll Problems and Test 3
4. 9/13-9/20 Chapter 7, Discounts <Trade and Cash> Problems and Test 4
5. 9/20-9/27 Chapter 14, Credit(s) Problems and Test 5
6. 9/27-10/4 Chapter 10, Simple Interest Problems and Test 6
7. 10/4-10/11 Chapter 12, Compound Interest Problems and Test 7

8. 10/11-10/18	Chapter 16, Financial Reports <Accounting>	Problems and Test 8
9. 10/18-10/25	Chapter 17, Depreciation <Accounting>	Problems and Test 9
10. 10/25-11/1 Test 10	Chapter 18, Inventory and Overhead <Accounting>	Problems and
11. 11/1-11/8 Problems and Test 11	Chapter 8, Markups & Markdowns: Perishables: Breakeven Analysis	
12. 11/8-11/15	Chapter 13, Annuities and Sinking Funds	Problems and Test 12
13. 11/15-11/22	Chapter 21, Stocks and Bonds	Problems and Test 13
14. 11/22-11/29	Chapter 19, Sales, Excise and Property Taxes	Problems and Test 14
15. 11/29-12/6	Short written paper <opinion>	Select one article from list
16. 12/7-12/15	Final Exam <instructions to be announced earlier>	
Holidays:	Labor Day 9/3	Thanksgiving November 22-24

You may work on the holidays or take them off...your choice...just meet the deadlines.

This course schedule may change due to the progression of the course. The course schedule may change at the discretion of the instructor; however, students will be notified in writing when any changes/additions are made to the schedule.

Special dates:

Drop for refund September 10 & withdrawal without academic penalty November 1

Blackboard and Course Communication

Students should check their Blackboard account, email accounts and any other course communications tools on a regular basis...daily. I will do the same. Your requests will be answered no later than the next day...probably, sooner. You may email me as often as you feel the need to do so. You may check my emergency contact number on the "Professor" course button. Communications are a necessary part of this online course.

Course Policies

1. Attendance Policy: All students are expected to be present and on time at all scheduled class and laboratory meetings. Instructors are not required to admit a student who arrives late to the classroom. A student who adds a class or registers after the first day of classes is counted absent from all class meetings missed.

If a student is absent more than 15 percent of scheduled instructional time, attendance may be defined as unsatisfactory. This calculation includes absences occurring during the add/drop

period. See also the Withdrawal Policy in this syllabus for more information. Per the college's attendance policy, faculty has the right to develop a more stringent policy as well. Students who do not attend or participate in class by the deadline to drop for tuition refund may be deleted from the course.

2. Late Work/Make-up Exam Policy:

Late work may be accepted with the approval of the instructor and with valid, documented reasons.

3. Statement on Classroom Behavior: TCC is committed to maintaining a social and physical environment conducive to carrying out its education mission. Therefore, all members of the TCC community are expected to demonstrate standards for civility.

- Be moderate in speaking. Loud, obscene, argumentative, or threatening speech is disruptive to teaching and learning and is offensive to others. It has no place in an academic setting.
- Resolve any disagreements in a positive, non-combative manner. Request the assistance of college authorities if needed.
- Show respect for the comfort of others in an educational setting by observing acceptable standards for personal cleanliness and dress.

4. Electronic Devices Policy: Cell phones, pagers, and other communication devices are prohibited from use in classrooms, laboratories, and libraries, unless authorized by the appropriate faculty or staff. Although soundless communication devices such as cell phones and pagers are permissible in classrooms, college offices, and/or meeting rooms, they must not be answered during class.]

5. Disposition of Classes for Emergency Shutdown of the College:

In the event of an emergency shutdown of the college, the president and her executive staff may elect to conclude the term in session if eighty-five percent or more of that term has been completed. If the term in session is concluded, faculty shall compute final grades of students based on coursework completed at that point.

Grade Policy

Method of Evaluation:

Chapter tests<14>84%
Paper, Opinion 6%
Comprehensive Exam10%

A rubric will be supplied, at the appropriate time, for grading of the paper. The final exam will be taken in the testing center, G-108...unless previously approved by instructor <remote location>. The paper and all tests must be completed by the due dates; otherwise, a grade of zero will be given...subject to: reasonable, verifiable circumstances.

My formula for success in this course includes, but is not limited to the following: 1) Read the chapter materials 2) Do the problems assigned 3) Study for the tests 4) Prepare yourself accordingly 5) Do not wait until the last minute to do the work 6) Communicate with your instructor as needed

Final grades are made available to each student within the Student Information System (SIS) now web delivered via MyTCC or SIS.

Based on the progression of the course, the grade distribution for each assignment may change. However, if changes are made, I will notify students in a timely manner and in writing.

Academic Policies

Students are responsible for being aware of the policies, procedures, and student responsibilities contained within the current edition of the TCC *Catalog* and *Student Handbook*. Students should familiarize themselves with the college's policies regarding misconduct and inclement weather found in the *Student Handbook*.

Withdrawal Policy

Students who wish to withdraw without academic penalty should contact a counselor to determine the appropriate procedure. Withdrawals through completion of 60 percent of a session will result in a **W** grade. After 60 percent of a session is completed, a withdrawal will result in a grade of **F** in a credit course or a grade of **U** in a developmental course, except under mitigating circumstances that must be documented by the instructor and approved by the academic dean. Dynamic session classes have unique refund and withdrawal dates. Contact a campus Enrollment Services Office for more information, or visit <http://www.tcc.edu/students/calendar/academic/Dynamic.htm>.

A student who drops after the last day to withdraw does not receive a "W." He/she receives an "F," in which case there is both an academic and financial penalty. A student who withdraws by the deadline faces a financial penalty, but not an academic penalty.

September 10, 2012	Deadline to drop for tuition refund
November 1, 2012	Deadline to withdraw without academic penalty and to receive a grade of W for the course

Academic Integrity

TCC will expect students to demonstrate personal and academic integrity, to be open to new ideas, and to share in a community where individuals from diverse backgrounds and cultures help one another grow intellectually, socially, and personally.

TCC expects students to achieve, not just to get by. And while many caring and talented faculty and staff are here to help, students must take responsibility for their own learning. Students should strive for a high level of academic performance and to be responsible, contributing citizens within the college and in outside communities. Above all, TCC wants students to develop a love of learning that will last a lifetime, along with a life-long interest in maintaining

emotional and physical wellness.

Statement on Plagiarism and Academic Misconduct

Academic misconduct includes, but is not limited to, the following actions: cheating on an examination or quiz—either giving or receiving information; copying information from another person for graded assignments; using unauthorized materials during tests; collaboration during examinations; buying, selling or stealing examinations; arranging a substitute for oneself during examinations; substituting for another person, or arranging such a substitution; plagiarism—the intentional or accidental presentation of another’s words or ideas; collusion with another person or persons in submitting work for credit in class or lab, unless such collaboration is approved in advance by the instructor.

Faculty members who have reliable evidence of academic misconduct will (1) investigate the matter, and (2) review the facts of the matter and the proposed penalty with the appropriate academic dean. They may then take one or more of the following actions:

- Require the work to be accomplished again
- Give no credit for the test, paper, or exercise
- Assign a grade of **F**, **U**, or **W** for the course
- Refer the matter to the campus Dean for Student Services or designee for possible disciplinary sanction through the college’s disciplinary procedure

If the faculty member chooses to refer the matter to the campus Dean for Student Services or designee for disposition, the Plenary Disciplinary Procedure shall be followed, and the student’s dismissal from the college is a possibility.

Disability Services

Students who have documented, diagnosed disabilities, and who need special accommodations for tests, etc., are advised to see the Disabilities Services staff in Student Services so that the instructor may be notified of what accommodations are appropriate in each case. Requests for accommodations should be made to the designated campus disability services counselor at least 45 days before classes begin. Documentation must be provided to support the need for accommodations.

For assistance with disabilities, contact the campus Disabilities Counselor/Provider or the Coordinator of Learning Disabilities Services: call 822-1213, visit Student Services/Development, or visit the Disability Services webpage at <http://www.tcc.edu/students/specialized/disabilityservices/index.htm>

Emergency Procedures

In the event of a bomb threat, tornado, or fire, students and staff may be asked to evacuate the building or move to a secure location within the building. Evacuation routes for movement to an external location or to a shelter within the building are posted at the front of the room. Students should review the maps and make sure that the exit route and assembly location for the building are clearly understood. If assistance is required during an evacuation, please let the instructor know at the end of the first class.

Tidewater Community College uses TCC Alerts to immediately contact and inform faculty, staff and students of a major crisis or emergency. TCC Alerts delivers important emergency alerts, notifications, and updates via:

- Email account (work, home, other)
- Cell phone
- Pager
- Smartphone/PDA (BlackBerry, Treo & other handhelds)

When an incident or emergency occurs, authorized senders will be instantly notified via TCC Alerts. TCC Alerts is a personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact, and other important information. New users may also register by sending a text message to **411911** keyword: **TIDEWATER**.

Student Success Resources

The following resources are available to TCC students. See the *Student Handbook* or visit <http://www.tcc.edu/forms/handbook/> for more information about student services and locations.

Learning Resource Centers

Each campus houses a library and media resources in a Learning Resources Center (LRC). A separate slide and print library is located at the Visual Arts Center. The Learning Resources Centers contain research materials in both print and electronic format to support the courses, curricula, and mission of the college. Library materials include books, newspapers, magazines, journals and an extensive collection of indexes, abstracts and full text databases. Media resources include videotapes, audiotapes, films, CD-ROM/DVD, computer files, and other audiovisual materials. Visit this site for more information: www.tcc.edu/lrc/

Academic Support Services

Each campus provides various kinds of academic assistance. One-on-one tutoring, math and computer labs, and other forms of individual and group assistance may be available. Students can also find free help for writing, from short questions about commas and comma splices to a comprehensive review of research papers in progress, in the Writing Centers.

Online Help Desk

Visit the following Distance Learning Resources for Students website for information about computer skills, technical support, library services for online students, and much more: <http://www.tcc.edu/students/dtls/>

Important Websites

- College Website: www.tcc.edu
 - Blackboard and Student E-mail: <https://tcc.my.vccs.edu/jsp/home.jsp>
 - Student Handbook: <http://www.tcc.edu/forms/handbook/>
 - TCC Catalog: <http://www.tcc.edu/forms/catalog/>
 - Class Schedule: <http://www.tcc.edu/schedule/> (or log-in to SIS for current course offerings)
 - Academic Calendar: <http://www.tcc.edu/students/calendar/academic/index.htm>
 - Distance Learning Resources: <http://www.tcc.edu/students/dtls/>
-

