

Clarendon College
Pampa Center
Course Syllabus

POFT 1321.221 -- Business Mathematics

Spring - 2012

2:00 PM MWF

Room 105 – Pampa Center

3 credit hours

Instructor: Frank Vance

Office: 206A

Phone: 669-1255 ext. 2014

e-mail: frank.vance@clarendoncollege.edu

Office Hours: 10-12 AM MTWThF, 1-3 PM TR

By Appointment

Text: Business Math with Excel, 2nd Edition
Burton and Shelton, 2011, Southwest Publishers

Supplies: Scientific Calculator (if desired)
Spiral notebook(for notes)

Purpose of the Course: To partially satisfy the requirements for the Office Technology Certificate at Clarendon College.

Course Description: This class is designed to develop business math skills for computation use in business offices such as accounting, finance, real estate, and management.

Prerequisites: Consent of Instructor.

Course Objectives:

Upon successful completion of Business Math students should be able to

1. Calculate statistical values
2. Calculate gross and net pay
3. Balance a business check account
4. Calculate discount and net prices for wholesale purchases
5. Calculate cost, markup, markdown, and retail selling prices
6. Calculate proceeds and maturity using simple interest

7. Calculate futures values using compound interest
8. Calculate present and future value of investments
9. Calculate payments and refunds for consumer accounts
10. Calculate depreciation
11. Calculate value of inventory
12. Calculate overhead distribution
13. Evaluate business performance based income and balance sheets

Methods of Instruction:

1. Reading assignments.
2. Lecture with discussion and examples.
3. Problem assignment.
4. Discussion of problems.

Class Policy:

1. Classroom Conduct: Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to:
 - a. obtaining an examination, classroom activity or laboratory exercise by stealing or collusion;
 - b. discovering the content of an examination, classroom activity, laboratory exercise or homework assignment before it is given;
 - c. using an unauthorized source of information during an examination, classroom activity, laboratory exercise or homework assignment;
 - d. entering an office or building to obtain unfair advantage;
 - e. taking an examination for another person;
 - f. completing a classroom activity, laboratory exercise, homework assignment or research paper for another person;
 - g. altering grade records;
 - h. using any unauthorized form of electronic communication device during an examination, classroom activity or laboratory exercise;
 - i. Plagiarism. Plagiarism is the using, stating, offering or reporting as one's own, an idea, expression or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of

the individual instructor. The instructor of that course will file a report with the Dean of Students when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name and the type of cheating involved. Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

2. **Accommodations Statement:** Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make.
3. **Withdrawal:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript. A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12th class week.

Remember, a student is only allowed to drop the same class twice before he/she will be charged triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6th, he/she will no longer be able to withdraw from any classes.

Drop add Date: Friday, January 27, 2012

Last day to withdraw with W: Friday, April 13, 2012

Final Exam: 2:00 PM, Monday, May 7, 2011

Grading Policies:

Grading will be based on chapter work sheets (75%), and a comprehensive final exam (25%).

The average from the above will be translated to the letter grade for the course using

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

Attendance Policy:

Class attendance is NOT optional. More than 3 “unexcused” absence will result in grade deductions of five (5) points from your final class average. If you can not attend a class send an e-mail or leave a voice message to my phone before the next class period, otherwise it is considered “unexcused”.

Course Outline:

Tentatively chapters 1 through 15 will be covered.
(This is subject to change.)