



POFT 1325 Business Math Online

Course Syllabus: Spring 2020

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

Instructor: Karen Andrews

Office: BT 115A

Phone: 903-434-8224 (Office)

Email: kandrews@ntcc.edu

| Office | Monday | Tuesday | Wednesday | Thursday | Online |
|--------|--|---|--|------------------------|--------|
| Hours | 8:00 a.m. - 9:30 a.m. 11:00 a.m. - 12:30 p.m. | 9:30 a.m. - 11:00 a.m. 1:00 p.m. - 2:00 p.m. | 8:00 a.m. - 9:30 a.m. 11:00 a.m. - 12:30 p.m. | 9:30 a.m. - 11:00 a.m. | Daily |

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 Credit Hours.

Skill development in the use of electronic calculators and business mathematics functions. Emphasis on business problem-solving skills using spreadsheet software. A module on the metric system is included. Touch drills are utilized extensively to improve speed and accuracy on the calculator.

Prerequisite(s): None.

Student Learning Outcomes:

1. Compare and contrast the features of the electronic calculator.
2. Compute word problems and business applications.
3. Solve common and decimal fraction problems.
4. Calculate gross earnings and payroll deductions.

Evaluation/Grading Policy: All assignments and exams are to be completed and submitted individually. Please pay careful attention to the due dates. Late work will NOT be accepted.

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

Homework 45%
Exams 55%

Required Textbook(s): Burton, Sharon and Nelda Shelton. Business Math Using Calculators

Publisher: South-Western Educational Publishing.

ISBN Number: 0-538-71350

Optional Instructional Materials: None.

Minimum Technology Requirements:

- Daily high speed internet access

Required Computer Literacy Skills: Basic.

Course Structure and Overview:

This is an online course. All instruction and assignment/exam will be completed via the learning management system BLACKBOARD.

This is an 8-week course and will cover a lot of material. This is not a class to fall behind in and no late work will be accepted.

Communications: Please ask questions when unsure about something. Students may contact the instructor via email at kandrews@ntcc.edu, cell phone (903) 951-2180 (between the hours of 7:30 a.m. and 9:00 p.m.), or office phone (903) 434-8224. When calling please leave a message with your name and course ID. If texting, students should also identify themselves in each set of text messages. Please make text messages as specific as possible. Texting “I don’t understand anything about this assignment” does not provide your professor with enough to help you. Do not submit the assignment and ask questions in the comments area. The instructor's policy is to grade what is submitted, and rarely allows assignment resubmissions. The time to ask is BEFORE an assignment is submitted. If a student is repeating this class, please note that there are often assignment changes made. It is required that students re-create each assignment. Significant grade reductions will occur when a student submits a previous semester's work.

Institutional/Course Policy:

BlackBoard will be used for file submission, but you will need to keep a copy of all work in case of error or file corruption.

Students are expected to attend (log on) on a regular basis. Excessive absences (two consecutive weeks) may result in the student being dropped from class or having their grade average reduced. Attempt will be made to contact you before this happens but should an emergency arise, you need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations' page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Course Calendar: See next page.

| Chapter | Assignment | Due Date |
|-------------------------|--|-----------------|
| Chapter 1 | Exercise 1 – Even #'s Exercise 3 – Even #'s Exercise 5 – Even #'s | 1/26 |
| Chapter 2 | Exercise 1 – All | 1/26 |
| Chapter 3 | Exercise 1 – Even #'s Exercise 3 – Even #'s Exercise 4 – Even #'s Exercise 5 – Even #'s | 1/26 |
| Chapter 4 | Exercise 1 – Even #'s Exercise 2 – Even #'s Exercise 3 – Even #'s Exercise 5 – Even #'s | 2/2 |
| Chapter 5 | Exercise 1 – Even #'s Exercise 2 – Even #'s Exercise 4 – Even #'s Exercise 5 – Even #'s | 2/2 |
| Chapter 6 | Exercise 1 – Even #'s Exercise 3 – Even #'s | 2/2 |
| Exam 1 (Chapters 1-6) | | 2/9 |
| Chapter 7 | Exercise 1 – Even #'s Exercise 3 – Even #'s Exercise 5 – Even #'s | 2/9 |
| Chapter 8 | Exercise 1 – Even #'s Exercise 2 – Even #'s Exercise 5 – Even #'s | 2/9 |
| Chapter 9 | Exercise 1 – Even #'s Exercise 3 – Even #'s Exercise 5 – Even #'s | 2/9 |
| Exam 2 (Chapters 7-9) | | 2/16 |
| Chapter 10 | Exercise 1 – Even #'s Exercise 3 – Even #'s Exercise 5 – Even #'s | 2/16 |
| Chapter 11 | Exercise 1 – Even #'s Exercise 2 – Even #'s Exercise 5 – Even #'s | 2/16 |
| Chapter 12 | Exercise 1 – Even #'s Exercise 2 – All Exercise 3 - All | 2/16 |
| Chapter 13 | Exercise 1 – Even #'s Exercise 3 – Even #'s Exercise 5 – Even #'s | 2/16 |
| Exam 3 (Chapters 10-13) | | 2/23 |
| Chapter 14 | Exercise 1 – Every other one Exercise 3 – All Exercise 5 – Even #'s | 2/23 |
| Chapter 15 | Exercise 1 – Even #'s Exercise 3 – Even #'s Exercise 5 – Even #'s | 2/23 |
| Chapter 16 | Exercise 1 – Even #'s Exercise 3 – All Exercise 5 – Even #'s | 2/23 |

| | | |
|-----------------------------|---|------|
| Chapter 17 | Exercise 1 – Section A –Every other one, Section B – Even #'s Exercise 3 – All Exercise 5 – All | 2/23 |
| Chapter 18 | Exercise 1 – Even #'s Exercise 2 – Even #'s Exercise 3 – Every other one | 3/1 |
| Chapter 19 | Exercise 1 – All Exercise 2 - All Exercise 5 – Even #'s | 3/1 |
| Chapter 20 | Exercise 1 – All Exercise 2 – All Exercise 3 – All Exercise 5 – All | 3/1 |
| Chapter 21 | Exercise 1 – All Exercise 3 – All | 3/1 |
| Chapter 22 | Exercise 1 – All Exercise 3 – All | 3/8 |
| Chapter 23 | Exercise 1 – Even #'s Exercise 2 – Even #'s | 3/8 |
| Chapter 24 | Exercise 1 – Even #'s Exercise 4 – Even #'s | 3/8 |
| Final exam (Chapters 14-24) | | 3/15 |

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

| Program | Assignment | Assignment or Assessment Name in Blackboard | Description | Date Due |
|--------------|---------------|--|--|----------|
| | Syllabus Quiz | Syllabus and Honesty Quiz | Found under Start Here | 1/26 |
| WORD | Chapter 1 | Word Ch1: Creating and Modifying a Flyer | Wash Your Hands Flyer | 1/26 |
| | | Learn It Online - Word 2019 Chapter 1 | Chapter Reinforcement | 1/26 |
| | Chapter 2 | Word Ch2: Creating a Research Paper | Technology Health Concerns Paper | 2/2 |
| | | Learn It Online - Word 2019 Chapter 2 | Chapter Reinforcement | 2/2 |
| | Chapter 3 | Word Ch3: Creating a Business Letter | Sunset State College Thomas Welcome Letter | 2/9 |
| | | Learn It Online - Word 2019 Chapter 3 | Chapter Reinforcement | 2/9 |
| | Word Test 1 | Word Online Exam | Online Multiple Choice Assessment | 2/10 |
| | | Word Hands-On Exam | Online Hands-On Exam | 2/12 |
| EXCEL | Chapter 1 | Excel Chapter 1 - Creating a Worksheet and a Chart | Frangold Real Estate Budget | 2/23 |
| | | Learn It Online - Excel 2019 Chapter 1 | Chapter Reinforcement | 2/23 |
| | Chapter 2 | Excel Chapter 2: Formulas, Functions, and Formatting | Klapore Engineering Salary Report | 3/1 |
| | | Learn It Online - Excel 2019 Chapter 2 | Chapter Reinforcement | 3/1 |

| | | | | |
|-------------------|-----------------------|--|---|------|
| | Chapter 3 | Excel Ch3: Working with Large Worksheets, Charting, and What-if Analysis | Manola Department Stores Financial Projection Manola Department Stores Goal Seek | 3/8 |
| | | Learn It Online - Excel 2019 Chapter 3 | Chapter Reinforcement | 3/8 |
| | Excel Test 2 | Excel Online Exam | Online Multiple Choice Assessment | 3/9 |
| | | Excel Hands-On Exam | Online Hands-On Exam | 3/11 |
| ACCESS | Chapter 1 | Access Ch1: Databases and Database Objects: An Introduction | Chapter 1 CMF Vets | 3/29 |
| | | Learn it Online - Access 2019 Chapter 1 | Chapter Reinforcement | 3/29 |
| | Chapter 2 | Access Ch2: Querying a Database | Chapter 2 CMF Vets | 4/5 |
| | | Learn it Online - Access 2019 Chapter 2 | Chapter Reinforcement | 4/5 |
| | Access Test 3 | Access Online Exam | Online Multiple Choice Assessment | 4/6 |
| | | Access Hands-on Exam | Online Hands-On Exam | 4/8 |
| PowerPoint | Chapter 1 | PowerPoint Ch1: Creating and Editing a Presentation with Pictures | Pet Hospital | 4/19 |
| | | Learn It Online - PowerPoint 2019 Chapter 1 | Chapter Reinforcement | 4/19 |
| | Chapter 2 | PowerPoint Ch2: Enhancing a Presentation with Pictures, Shapes, and SmartArt | Energy | 4/26 |
| | | Learn It Online - PowerPoint 2019 Chapter 2 | Chapter Reinforcement | 4/26 |
| | Chapter 3 | PowerPoint Ch3: Inserting WordArt, Charts and Tables | Sleep | 5/3 |
| | | Learn It Online - PowerPoint 2019 Chapter 3 | Chapter Reinforcement | 5/3 |
| | Personal Presentation | PowerPoint Personal Presentation | How-To PPT | 5/10 |