

**AUSTIN COMMUNITY COLLEGE
BUSINESS MATH
POFT 1321
SYLLABUS**

Instructor: Phillip Jordan
Phone #: 406-6104

Office Location: Room 3207
Office Hours: 5:00-5:40 or by appointment
E-mail: phillip.jordan@asaustin.org

I: Course Description:

In the business world, everyone-employees and managers alike-needs knowledge of and skill in business mathematics. While computers and calculators are used for many calculations, it is important to understand the concepts behind mechanical computations. The purpose of this business mathematics course is to increase your math knowledge and skill as it applies to many aspects of business and to help make you a more valuable player in the business arena.

II: Semester Credit Hours: Three (3)

III: Textbook and Materials:

Textbook: *Contemporary Business Mathematics for Colleges*, James E. Deitz and James L. Southam, 14th Edition, ISBN 0324318030.
Calculator

IV: Course Objectives:

- A. To provide college students with reinforcement of mathematical computations.
- B. Challenge the student to understand how to process and interpret information to arrive at logical conclusions to common business math applications.
- C. Develop proficiency in the application of procedures to solve business math problems.
- D. Understand the important role math plays in all facets of the business world.

V. Requirements for the Course:

- A. Attend class at the scheduled time each week. (No excused absences unless prior approval is obtained from your instructor.) More than three (3) absences during the session may result in withdrawal from the class.
- B. Read each chapter assigned.
- C. Complete required assignments.

VI. Grading

Your grade will be determined by a weighted average of the following:

- | | |
|---------------|-----|
| A. Exercises | 30% |
| B. Unit Tests | 70% |

*It is important that assignments be ready on the day assigned. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.** Chapter assignments are designed to reinforce concepts and insure student success.

THERE WILL BE NO MAKEUP OR REPEATS ON TESTS!

It is the student's responsibility to drop this course if they feel they are not making satisfactory progress. Your instructor will not drop you. If you do not drop and do not meet the requirements of the course, you will be given an F.

GOOD LUCK THIS SEMESTER!