

POFT 1321 Business Math

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Office Hours: 30 minutes before/after class or by appt.
Office Location: Eastview, Room 8323 (or Room 8321)

Course Prerequisite

Successful completion of MATD 0330 or score of 33 on ACC Compass Math.

ACC Course Description

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications

Course Objectives

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

Texts/Materials

- Dietz, James E. and James L. Southam. *Contemporary Business Mathematics*. 15e (annotated). South-Western: Cengage Learning, 2009. ISBN: 9780324595475.
- Calculator

Textbook available only at Eastview Campus Bookstore (512) 927-1619. Reserve online at <http://austincc.bkstore.com>.

Course Requirements

All students are expected to read chapters and complete assignments **BEFORE** class. Students are also expected to stay on schedule. It is very important to be in class on time every day as attendance is part of your final grade. All students will get one free absence and lose five points per absence thereafter.

Chapter Assignments

Chapter assignments will be collected at the start of each class. No assignments will be accepted more than one day late; a penalty (10 points) will be applied to any late work received.

Grading

All assignments will be graded based on your final problem answers. If an assignment is submitted late, the total deductions will be taken from the maximum score allowed (90). See the Chapter Assignments Schedule for a list of assignments.

Chapter Tests

No make-up tests will be given. All students **MUST** attend class on the evenings a test is scheduled. Make-up tests will only be given due to unforeseen circumstances or an emergency (documentation of circumstances or emergency will be requested). See test schedule below. If a make-up test is given, it must be completed before the next class meeting.

TEST SCHEDULE		
Test One	Week 4	Chapters 2-4
Test Two	Week 8	Chapters 5-8
Test Three	Week 11	Chapters 9-12
Test Four	Week 14	Chapters 13-15

Course Evaluation/Grading

In order to successfully complete this course, students must complete all chapter assignments and take five tests.

Chapter Assignments	40%
Tests	50%
Attendance	10%
Total	100%