

BUSINESS MATH POFT 1321

Office Administration Department

Ms. Roni Cook, Instructor

Revised Fall 2008

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Class Hours Mondays, Wednesdays 12:35 p.m. - 1:50 p.m.

Office Hours: www.austincc.edu/ronicook/mysched

Prerequisite: Successful completion of MATD 0330 or score 33 on ACC Compass math.

Quizzes: **Given weekly, 20% of overall grade**

Quizzes cannot be made up. However, your lowest quiz score will be dropped.

Tests: **20% each, 60% of overall grade**

Tests administered by instructor: Note card and calculator allowed. If you have to make up a test in the flex lab (EVC room 8321), prior arrangements must be made and a late penalty will be assigned. It is much better to take the test at assigned times in class.

Final Exam: A final exam worth 20% of overall grade will be given over all chapters and concepts covered.

ACC Course Description from Catalog

POFT 1321 BUSINESS MATH (3-3-0). Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Skills: R Prerequisites: Students must have successfully completed MATD 0330 or score 33 on ACC Compass math. () Course Type: W

Course Description: Students will be instructed in the fundamentals of business math including analytical and problem-solving skills for critical thinking in business applications. Students will observe an introductory lecture over chapter problems and then work together with a partner in class or individually on these problems. Assignments will be completed before the next class session. Quizzes will be given to assess your knowledge so that you will know what additional practice you will need before test time.

Course Goals: See chapter performance goals on Business Math Assignment and Schedule

- 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 of procedures to solve business math problems.
- Understand the important role math plays in all facets of the business world.

Instructional Materials:

CONTEMPORARY BUSINESS MATHEMATICS FOR COLLEGES by Deitz and Southam, 14th edition

Your own personal calculator can be used to find solutions or you may use the Windows calculator accessory

Evaluation:

Chapter quizzes	20%
Unit Tests (3)	60%
Final Exam	20%

Grade Scale:

A	Excellent	90 - 100%
B	Above Average	80 - 89%
C	Satisfactory	70 - 79%
D	Passing	60 - 69%

Math Web Sites

Students may visit web sites for additional knowledge of business math applications. The chapter topics (and websites) include:

Weights and Measurements	Simple Interest
Decimals	Notes and Interest Variables
Fractions	Borrowing by Business
Banking	Charges for Credit
Payroll	Business and Personal Insurance
Federal Income Taxes	International Business
Sales and other taxes	Currency exchange
Percents in Business	Metric conversion
Commissions	Math in Employment Tests
Discounts	
Markup	

Why is knowledge of Business Math Important?

- Everyone in today's business world should have working knowledge and business math skills which include international business concepts
- Workers must know the concepts behind formulas used in spreadsheet programs in order to work productively
- Students with basic business math skills and knowledge are a valuable part of any office team as shown by the use of business math problems many employment tests

Good luck in the semester ahead. Be sure to maintain good communication with your fellow students and instructor. This will help you succeed in this class and in your present or future office environment.

What should I do if I need additional help?

The ACC Learning Lab at Eastview campus has a Business Math for Colleges, 13th edition, answer key. You may set up a time to work with a tutor with problems. You may ask for help in class or find a study buddy. You may also ask the instructor to work through problems on the board or individually.

How is the Book Organized?

The following features in the book are recommended:

- Internet chapter openers (related career info.)
- Learning objectives
- Concept Checks (self-check)
- Bottom Line Review (self-test)
- Self-check Review Problems (NEW)
- Step-by-Step format for solving WORD problems
- Illustrated step-by-step solutions (use for note cards)
- Directed Assignments (to work assignments in part, rather than whole chapter)
- End-of-chapter assignments (Be sure to read notes for omissions)
- Appendix A—answers to odd-numbered problems
- Appendix B—answers to self-check review problems
- Glossary of business terms used
- Student CD to accompany new textbooks

Business Math Student CD Overview

Topic Review Video

These short videos cover 12 major mathematics concepts (including fractions, percents, discounts and markups, and creating graphs) and apply them to a series of practical business problems. To view these videos, you will need QuickTime® Player.

- [Estimating Answers](#)
- [Word Problems](#)
- [Reducing and Raising Fractions](#)
- [Adding and Subtracting Fractions and Mixed Numbers](#)
- [Multiplication and Division of Mixed Numbers](#)
- [Base, Rate, Percentage](#)
- [Percent of Increase or Decrease](#)
- [Cash Discounts](#)
- [Markup Based on Cost/Selling Price](#)
- [Discounting Notes](#)
- [Annuities: Future Value/Present Value](#)
- [How to Create Bar Graphs/Line Graphs/Pie Charts](#)

Tutorial Software

Even more problems are available to help students master the mathematical skills they need. The software, prepared by Keith E. Weidkamp of Sierra College and Leland E. Mansuetti, provides students with an opportunity to work math problems on the computer, giving them mathematics and computer practice at the same time. The Tutorial Software is available for Windows only.

Interactive Study Center Features (optional)

Once you select a chapter, use the Interactive Study Center links to access the following features:

Chapter Opener: The chapter openers feature real companies along with links to their Internet addresses.

CyberConnections: These features enhance the text coverage with real-world math-related issues to show how mathematics is woven through our daily lives.

Internet Margin Notes: Web links are provided to sites that offer more help with chapter topics, or provide added information showing the relationships between business and mathematics.

Visit the Web: You may visit these listed sites for additional information about the topics covered in the chapter, for more depth, or simply to see how chapter topics are applied in the real world.

Interactive Quizzes: Test your understanding of a chapter's concepts by taking an interactive quiz. Each quiz contains multiple-choice and true-false questions like those found on a typical exam.