

Department : Office Systems Technology
Course Title : Business Math and Machine Applications
Section Name : POFT 1425
Start Date : 08/27/2012
End Date : 12/08/2012
Modality : Face to Face
Credits : 4

Instructor Information

Name : Sharman Adkins
OC Email : sadkins@odessa.edu
OC Phone # : 432-335-6468

Office Hours: MW 8:30-10:00 am, 11:20-12:50
TTH 8:00-9:30 am, 12:20-12:50 pm
Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC. Online tutoring is available through Smartthinking in Blackboard.

Course Description

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.

Prerequisites/Corequisites

Prerequisite: Math 0371 or consent of department chairperson.

ICO's

1,2,3

Course Objectives

1. *Create documents following directions in manuals.
2. Demonstrate use of correct language art skills, grammar, and punctuation.
3. *Proofread documents.
4. Verify calculations made by others.
5. *Interpret written information in prose-word problems.
6. Perform basic calculation with and without a calculator.
7. Approach practical problems by choosing appropriately from a variety of math techniques.
8. Figure, discounts, commissions, profits.
9. Reconcile a bank statement.
10. *Organize and maintain financial information.
11. Apply technology to problem solving, simple 10 key applications, and input numerical data into a computer.
12. *Use efficient learning techniques to acquire and apply new knowledge and skills.

13. Apply rules or principles of mathematics to problem solving by performance on the calculator.
14. Be able to key information into a computer with the speed and accuracy necessary to skillfully apply this knowledge to a variety of data entry situations.
15. Develop the skill to easily transfer data entry knowledge to the electronic calculator for those applications in which speed and accuracy on a calculator is necessary.
16. Approach practical problems by choosing appropriately from a variety of math techniques.
17. Complete simulation problems applying the calculation skills learned.
18. *Use reference materials for problem solving, text and operator's manual.
19. Change ribbon and tape on calculator.
20. Demonstrate ability to add, subtract, multiply, divide fractions and decimal fractions.
21. Calculate percentage, base, and rate.
22. Calculate percent of increase/decrease.
23. Calculate taxes and insurance.
24. Calculate payroll, gross earnings, and payroll deductions.
25. Calculate income statement, balance sheet, depreciation, and other business expenses.
26. Calculate interest: simple and compound.
27. Calculate financial charges, installment, buying and loans.
28. Calculate investments.
29. *Enter data into a computer with a minimum of 8000 keystrokes per hour with 98 percent accuracy.
30. *Enter data on a electronic calculator at a minimum of 200 keystrokes a minute with 100 percent accuracy.

*INDICATES INTEGRATED, CORE CURRICULUM SKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Materials

Practical Business Math Procedures, 10th Edition, by Jeffery Slater.

McGraw Hill Irwin Publisher Bundled with text Electronic Calculator Guide and W/CONNECT access card

Internet Connection and e-mail

Assignments

All homework is due BEFORE class starts on the due date.

<i>Due Date</i>	<i>Assignment</i>	<i>Description</i>
Sept. 12	Ch. 1, 2, 3 Homework CONNECT Calculator Drills—Read p. 1-6, Drills p. 7-21 as needed to learn keys by touch	Whole numbers, Fractions, Decimals, Calculator Operations
Sept. 12	TEST 1 (Ch. 1-3)	
Sept. 26	Ch. 4, 5, 6 Hmwk CONNECT Calculator Drills p. 22-29 as needed to learn keys and functions	Banking, Equations, Percents
Sept. 26	TEST 2 (Ch. 4-6)	
Oct. 10	Ch. 7, 8, 9, Hmwk CONNECT Calculator Drills p. 30-35 as needed to learn functions and speed by touch	Trade and Cash Discounts, Markups and Markdowns, Payroll
Oct. 10	TEST 3 (Ch. 7-9)	
Oct. 24	Ch. 10,11,12 Hmwk CONNECT Continue to work on speed drills in textbook several times weekly.	Simple Interest, Compound Interest, Promissory Notes, Simple Discount Notes, Present Value, Compound Interest
Oct. 24	TEST 4 (Ch. 10-12)	
Nov. 7	Ch. 14, 15, 16 Hmwk CONNECT Continue working on speed drills in textbook several times weekly.	Installment Buying, Rule of 78, Revolving credit Cards
Nov. 7	TEST 5 (Ch. 14, 15, 16)	
Nov. 26	Ch. 17, 18, 19 Hmwk CONNECT	Depreciation, Inventory, Overhead, Sales, Taxes
Nov. 26	TEST 6 (Ch. 14-16)	
Dec 7	Ch. 20, 21, 22 Hmwk CONNECT	Insurance, Stocks, bonds, Mutual Funds, Business Statistics
TBA	FINAL EXAM	

Grading Policy

No Late Work is accepted. No Makeup tests will be given.

40%--Homework

60%--Tests (will drop one lowest test grade, EXCLUDING the final exam)

Homework and tests are graded automatically when submitted, but check Blackboard for the entered grades since sometimes they are curved up to compensate for a poor question.

DEPARTMENTAL POLICY:

NO LATE WORK ACCEPTED OR MAKE UP TESTS GIVEN.

ATTENDANCE POLICY: Class attendance and preparation are essential in order to gain a full understanding of this course. Student attendance at EVERY class is expected. More than **five**

absences will jeopardize your grade. Your final grade average will drop one point for every absence over five.

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#) " service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Expectations for Engagement – Face to Face Learning

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will provide my contact information at the beginning of the syllabus; respond to all messages in a timely manner through telephone, email, or next classroom contact; and, notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will provide clear information about grading policies and assignment requirements in the course syllabus, and communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will return classroom activities and homework within one week of the due date and provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable; recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and, understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to, missing class when a major test is planned or a major assignment is due; having trouble submitting assignments; dealing with a traumatic personal event; and, having my work or childcare schedule changed so that my classroom attendance is affected.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will seek out help from my instructor and/or from tutors; ask questions if I don't understand; and, attend class regularly to keep up with assignments and announcements.

Disclaimer

*Students are responsible for checking for changes frequently as this syllabus may be updated often, as needed. If you have any complaints about this course and do not feel comfortable discussing the issues with me, please contact my Department Chair, Nancy Stewart at 432-335-6486 or at nstewart@odessa.edu.

This course (Business Math/ POFT 1425/ Fall) has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the Office Systems program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.