

**COLUMBUS STATE COMMUNITY COLLEGE MATHEMATICS DEPARTMENT  
COURSE SYLLABUS**

COURSE NUMBER: MATH 101 COURSE NAME: BUSINESS MATHEMATICS  
PREREQUISITE: DEV031 with a grade of "C" or higher or placement by COMPASS  
INSTRUCTOR: \_\_\_\_\_ OFFICE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**COURSE DESCRIPTION** Percents and the percent formula; gross earnings; FICA and withholding; trade discounts; markup and markdown; simple and compound interest; simple discount notes; annuities and loan amortization; depreciation schedules, inventory valuation methods. An introduction to descriptive statistics: mean, median, mode and graphs. Application labs using Excel.

**GOALS AND/OR OBJECTIVES** To provide students with the mathematics skills necessary for modern business operations and transactions. Students must already understand the basic arithmetic properties and operations as a foundation for the mathematics introduced in this course.

**TEXTBOOK: SPECIAL COURSE REQUIREMENTS**

Business Mathematics, seventh edition, Cheryl Cleaves, Margie Hobbs, Prentice-Hall, 2005.

Business Math Excel Applications 1<sup>st</sup> Edition, Laughbaum & Seidel, Prentice-Hall, 2005.

A scientific calculator is required.

**INSTRUCTIONAL METHODS** Classroom lecture, discussion and recitation supplemented by visual and computer aids. 10 hours is to be dedicated to preparation and implementation of lab work.

**STATEMENT FOR ACADEMIC ASSESSMENT**

Columbus State Community College is committed to assessment (measurement) of student achievement of academic outcomes. This process addresses the issues of what you need to learn in your program of study and if you are learning what you need to learn. The assessment program at Columbus State has four specific and interrelated purposes:

- to improve student academic achievement;
- to improve teaching strategies;
- to document successes and identify opportunities for program improvement;
- to provide evidence for institutional effectiveness.

In class you are assessed and graded on your achievement of the outcomes for this course. You may also be required to participate in broader assessment activities.

**STANDARDS AND METHODS OF EVALUATION**

Letter grades for the course will be awarded using a 90% - 80% - 70% - 60% scale.

Grades will NOT be “curved”, “skewed”, or otherwise “inflated” and no retests are to be given.

The final exam is a comprehensive departmental exam and must count 30% of the overall course grade.

**UNITS OF INSTRUCTION**

Chapter 5	5.1-5.2	Chapter 6	6.1-6.3	Chapter 7	7.1-7.3
Chapter 8	8.1-8.3	Chapter 9	9.1-9.3	Chapter 10	10.1-10.2
Chapter 11	11.1-11.3	Chapter 12	12.1-12.2	Chapter 13	13.1-13.2
Chapter 14	14.1-14.2	Chapter 15	15.1-15.2	Chapter 16	16.1-16.2
Chapter 17	17.1-17.2	Chapter 19	19.1-19.2		

## **STUDENT CODE OF CONDUCT**

As an enrolled student at Columbus State Community College, you have agreed to abide by the Student Code of Conduct as outlined in the Student Handbook. You should familiarize yourself with the student code. The faculty at Columbus State expects you to exhibit high standards of academic integrity. Any confirmed incidence of Academic Misconduct, including plagiarism and other forms of cheating will be treated seriously and in accordance with College Policy and Procedure.

The use of a graphing calculator to store notes and/or formulas without the instructor's permission is considered academic misconduct and is subject to disciplinary action according to college policy.

## **DISABILITY SERVICES**

It is Columbus State policy to provide reasonable accommodations to students with disabilities. If you would like to request such accommodations because of a physical, mental, or learning disability, please contact the Department of Disability Services, 228 Franklin Hall, as soon as possible.

## **LAST DAY TO WITHDRAW FROM COURSE**

If you should decide to drop this course, but do not officially do so through Records & Registration, a failing grade will be recorded on your transcript. **The last day to drop this course is XXXXXX.** No drops will be allowed after that date. Drop forms are available from the Counseling/Advising Center and from Records and Registration.

## **FINANCIAL AID RECIPIENTS**

If you are receiving financial aid, your attendance will be closely monitored and reported by me three times during the quarter. Failure to attend class may result in your being academically withdrawn from this class. Please refer to the "*Standards of Satisfactory Progress*" or call the Financial Aid Office at 287-2648 if you have any questions.

## **ELECTRONIC DEVICES IN THE CLASSROOM**

As a courtesy to your fellow classmates and instructor, please turn off your cell phone, beeper, or anything else that might cause a disturbance during class.