

SYLLABUS MATH 100

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Course Title: Math 100 Business Math (8 Weeks)

Credit Hours: 3

Course Description

This class is fully online. However, proctored exams are required to be taken at a testing center or with an approved proctor.

Application of Arithmetic and Mathematical processes to the solution of practical problems in general business, retailing, accounting, consumer credit and personal finance.

Prerequisite

MATH 20 or 20L, or a satisfactory score on the math placement test.

Textbook Information

1. Required E-textbook Bundled With Access Code:

There are several textbook options for this class.

1) Slater/ Practical Business Math Procedures/12e- Connect Plus Access code (e-book included) OR

2) Slater/ Practical Business Math Procedures/12e- Hard book, DVD and WSJ with Connect Plus Access code (hard hand book, DVD etc. are optional not required) Connect Plus provides access to the e-book if you don't wish to purchase a print version of the book. The access card and textbook is available at the MCC-BTC Bookstore. OR

3) You can also purchase Connect Plus from the McGrawHill site when you first time log in to the course and follow instructions under "Connect Plus - Info" course menu to create your Connect Plus account at the Cheaper price with a credit card.

2. Other Required Materials:

- **Online Learning System.** Our homework, LearnSmart assignments, chapter quizzes, and proctored unit tests, along with videos and other

resources including an ebook, are at Learning Units. These assignments in blackboard are links to take you to connect plus site, and you need Connect Plus Course Code Connect Plus course code is provided in Blackboard in the section called " Connect Plus Info". A financial aid code is available if you need a few days to purchase the online access. More information is under ConnectPlus Info..

- **Calculator.** You will need a scientific calculator (TI-30X IIS recommended) for the homework, quizzes, and tests. Graphing calculators and calculator functions on cell phones or laptops cannot be used on exams.
- **Computer.** Computer access is required for the course. You don't have to have your own computer, but you need reliable access to someone else's computer or a computer on an MCC campus. You also need a good updated web browser.

3. Optional:

You can purchase a loose leaf copy of the book for \$25 at the connect Plus site as well if you want a print copy of the textbook. After you registered your Connect Plus account, you can access Connect Plus site by going to "Connect Plus - Paired Link", and then click on "Go to My Connect Session".

Course Objectives

Upon Completion of this course, you will be able to:

- Perform basic operations with whole numbers, decimals and fractions.
- Apply their knowledge of percent problems to everyday life and careers.
- Calculate wages, commissions, taxes, percent mark-ups and discounts.
- Calculate finance charges on the cost of using credit cards and borrowing money.
- Identify the differences between simple interest and compound interest and apply the correct formulas to compute interest.
- Calculate mortgage payments and amortization.

Communication and Turnaround Time

1. Communication Types:

- Announcements will be posted by the instructor in the Announcement Page.
- Course Messages:
 - If you have specific, personal questions for the instructor, please send a message through Blackboard using the Course Messages link on the

left.

- Discussion Boards: Questions and answers will be posted in the discussion board forums that you will want to read. Weekly discussion questions are posted for class interaction.
 - General Question Forum: If you have a general question regarding the course policies and procedures that have not been answered in the syllabus or getting started and key info materials, there is a discussion board forum labeled General Questions. Your question and the instructor's response will be available there to help others who may have had the same question.
 - Homework Forum: If you have a specific homework question, there is a discussion board forum labeled Homework Questions. Be specific in your request for help. If you are asking about an example in the book, clearly state which one that is and at which step did you have difficulty following their example. If you are asking about an exercise within Connect Plus, copy the problem in its entirety into the message

2. Communication Turnaround Time:

You can expect all correspondence via discussion board or messaging to be responded to within 24 hours Monday through Friday. The instructor will notify the class if there will be longer periods of time where responses may be delayed.

Grades and Feedback Turnaround time

It is imperative in an online class that you are aware of your grade status in the class at all times.

Please refer to the link below to see how to check your grades and feedback:

- [How to check my grades written tutorial](#)
[How to check my grades video tutorial](#)

Here are the expected turnaround times for each assignment type.

1. Discussion forums will be graded within 3 days after the due date.
2. Section homework, chapter quizzes, LearnSmart assignments, and Test grades are automatically posted within Connect and automatically copied to Blackboard.

Grades

Points Grade:

Blackboard discussions= 7@10 points each = 70 points = 4%

Connect homework= 31@10 points each = 310 points = 20%

Connect Learn Smart Assignments= 14@10 points each = 140 points = 9%

Connect Chapter Quizzes= 13@20 Points each = 260 points = 16%

Connect Unit Exams= 4@200 each = 800 points = 51%

Total: 1580 points

Letter Grades

The grading scale is as follows:

A= 90-100% = 1422 points - 1580 points

B= 80 - 89% = 1264 points - 1421 points

C= 70 - 79% = 1106 points - 1263 points

D= 60 - 69% = 1105 points – 948 points

F= Below 60% = Below 947 points

Here is a list of all the assignments:

- **Blackboard Discussions (Discussion 1-7)**

Unit 1: Discussion 1, 2, 3, 4

Unit 2: Discussion 5

Unit 3: Discussion 6

Unit 4: Discussion 7

- **Homework:**

Unit 1: 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2,

Unit 2: 6.1, 6.2, 4.1, 4.2, 9.1, 9.2, 7.1, 7.2

Unit 3: 8.1, 8.2, 8.3, 10.1, 10.2, 10.3, 11.1, 11.2

Unit 4: 12.1, 12.2, 13.1, 13.2, 13.3, 15.1, 15.2 & 19.2

- **Learn Smart Assignments:**

Unit 1: Ch1, 2, 3

Unit 2: Ch6, 4, 9, 7

Unit 3: Ch8, 10, 11

Unit 4: Ch12, 13, 15, 19

- **Chapter Quizzes:**

Unit 1: Ch1, 3

Unit 2: Ch6, 4, 9, 7

Unit 3: Ch8, 10, 11

Unit 4: Ch12, 13, 15&19.2 (Chapter 15&19.2 is one Quiz)

- **Unit Exam 1, 2, 3 & 4.**

Assignment Types and Grading Policy (Including Proctored Exams)

This course is comprised of 4 units. Each Unit is shown as a separate tab in Blackboard. Each unit is comprised of multiple chapters. For each chapter within each unit you will be asked to complete a LearnSmart module, a homework assignment, and a quiz. At the conclusion of Units 1, 2, 3 and 4 you will take an examination. The breakdown of each Unit is as follows:

Unit 1: Week 1- Week 2

Chapters 1, 2, and 3 in your textbook.

Unit 2: Week 3 – Week 4

Chapters 4, 6, 7 and 9 in your textbook.

Unit 3: Week 5 – Week 6

Chapters 8, 10 and 11 in your textbook.

Unit 4: Week 7 – Week 8

Chapters 12, 13, 15 and 19 in your textbook.

Please note the following for all required coursework:

- I do **NOT** offer resets on LearnSmart modules, homework, quizzes, or exams for technological problems including loss of internet connectivity, freeze-ups of your computer, or accidental closing of the assignment, quiz or exam by the user. I'm sorry if your laptop happens to blow up or melt down when you are completing your required course work; although that makes for a great story it will not result in me allowing you to complete the module,

assignment, quiz, or exam again. The only time a reset is given is if there is a system-wide Blackboard or Connect outage.

- No handwritten LearnSmart module, homework, quiz, or online exam will be accepted.
- No late LearnSmart module, homework, quiz or online exam will be accepted.
- Chapter quizzes and exams are designed to be completed individually. If you choose not to complete your quiz or exam on an individual basis you are considered to be in violation of the rules regarding academic dishonesty and you will be awarded zero points for that item.
- This is not a self-pace course, each week there is something due. Print out master schedule and always keep it hand to track due dates

The required section homework, LearnSmart assignments, chapter quizzes, and unit tests are listed in the schedule in the course menu to the left in the Blackboard window. You will find all assignments under the "**Learning Units**" course menu, in each unit on the left. All assignments are computer based. A scientific calculator is needed. No graphing calculators are allowed.

For each chapter within each unit, you will be asked to complete a LearnSmart module, a homework assignment, and a quiz. At the conclusion of each unit, you will take an examination. You will take at least 2 tests proctored in a testing center.

The assignments have specific due dates within each unit, and the assignments will become unavailable after the due date, without exception. This homework may be taken repeatedly before the due date with the best score recorded.

1. LearnSmart Modules

For every chapter you are required to complete the LearnSmart module assigned in Connect. Each chapter LearnSmart module is worth 10 points. LearnSmart is an interactive tool that reviews the concepts covered in the chapter by asking you a series of questions. Based upon whether you answer a question correctly LearnSmart determines which core concepts you have not yet learned or do not fully understand, and continues to provide you additional questions and directs you to where you need to go in the book for information regarding the concept you are struggling with. To earn the 5 points you must complete and master the LearnSmart module.

2. Chapter Homework

Chapter homework problems will be assigned for every chapter. In total 30 homework assignments will be completed. All homework assignments are to be

completed using Connect. The following are the parameters for the chapter homework assignments:

- Each homework assignment will be worth 10 points.
- You have **unlimited** attempts on each homework assignment.
- You have an unlimited amount of time to complete your homework.
- Homework problems are algorithmically generated which means that if you choose to use your second homework attempt the inputs and variables within the problem will be different.
- On each homework problem you are allowed to **check your work three times**.
- Once the due date for the assignment has been reached you can still do your homework with 10 % penalty per day. If you do not complete an assignment you still have the opportunity to practice the material prior to the unit exam. A practice homework assignment for each chapter is available in Connect. The practice homework is similar to the actual homework assignment except the problems are not algorithmic. The practice homework is NOT required and NO points will be awarded for completing it.

3. Chapter Quizzes

A quiz will be assigned for every chapter. In total 13 chapter quizzes will be completed. All quizzes are to be completed using Connect. The following are the parameters for the chapter quizzes:

- Each quiz will be worth 20 points.
- You will be given 60 minutes, unless otherwise indicated, for each quiz.
- You will have **two** attempts to complete each quiz. Please note the multiple choice questions are randomly generated for each quiz.
- Quiz problems are algorithmically generated which means that if you choose to use your second quiz attempt the inputs and variables within the problem will be different.
- Once the due date is passed, There are some limitations in McGrawhill system and usually it is not possible to open the quizzes and exam for the students. So please follow the good pace and take assignments on schedule. **If you have missed the exam or quiz and need to make it up. If you want me to extend the date on it. Do not click on the assignment until I extend the date.**

4. Multi-Chapter Exams

This course will consist of 4 multi-chapter exams. **NO MAKE-UP EXAMS WITHOUT PRIOR INSTRUCTOR CONSENT WILL BE ALLOWED.**

There are four unit tests. At least two of the four tests are proctored. The proctored test is administered at an MCC testing center or other approved college testing center within a one week period. The testing periods are listed now so that you can make arrangements for the proctored tests.

The exams are conducted online you will have one attempt and 2 hours to complete the exam. Each exam is worth 200 points

- Unit 1 Exam: Chapters 1, 2, and 3 (Proctored)
- Unit 2 Exam: Chapters 4, 6, 7 and 9 (Proctored)
- Unit 3 Exam: Chapters 8, 10 & 11 (Unproctored)
- Unit 4 Exam: Chapters 12, 13, 15 and 19 (Proctored)

The unit 4 test is scheduled to be proctored. However, if your proctored test average for units 1 & 2 is 70% or higher, then you may take the unit 4 test unproctored.

5. Discussion Board

The required Discussions are listed in the Schedule. Discussion Board will be completed in Blackboard course site.

To complete the discussion board assignment, please click on "Discussion Board" on the left-hand side menu. You will respond to the discussion questions by "Create a new Thread". Read your classmates' posts, and reply your classmate by clicking the "Reply" button.

Discussions will be graded according to discussion rubrics stated in this link: [Math class discussion grading rubrics](#)

Proctored Exams

MCC Online students use SmarterProctoring to sign up for a time to take a proctored exam. Students may sign up to take the exam in one of the MCC testing centers or with another approved proctor. If SmarterProctoring does not offer a pre-approved proctor in the student's area, the student may find another proctor with the approval of the instructor. Instructions on how to use SmarterProctoring are provided within the course itself.

Please note that if you are testing at one of the MCC locations you will be required to sign up for an available time slot at that testing center before arriving at the site. Even if you are a "walk-in" you will need to access SmarterProctoring to sign up prior to being allowed to take the test.

Course Policies

1. Non-graded and Required Assignments in Blackboard

The Message and Register Connect Plus Account in Pre-Assignment.

2. Non-graded and Optional Helpful Learning Helps in Connect Plus

Prior to starting the homework assignments in Connect, you will need to learn the necessary concepts and skills. There are a number of learning helps you can use in addition to our textbook.

Connect provides a number of learning aids to help you prepare for doing the homework. Working through these videos and tutorials provide the lecture portion of our class. The helps for the first section are required as homework so that you get an idea of the different types available. These helps are available under the Resources tab in Connect. The first section's helps are linked through the homework. After the first section, click on the particular section and choose the aids you find most helpful.

The **Lecture videos** provide lectures on the concepts covered in this section. These videos provide learning similar to lecture in the classroom.

The **Exercise videos** provide step-by-step solutions to key problems found in the end of section exercise sets. These videos provide learning similar to working with a tutor.

The **e-Professor files** are step-by-step solutions to problems found in your book. The e-Professor will step you through the solution of an exercise from the book in an organized fashion. Use the VCR-like controls to move forward or backwards through the steps or pause on a step of particular interest. Each e-Professor is subtitled and spoken.

The **Connect2 Algebra videos** bring essential algebra concepts to life! The videos take the concepts and place them in a real world setting so that you can make the connection from what they learn in the classroom to real world experiences outside the classroom. This video series answer the age old questions "Why is this important?" and "When will I ever use it?"

The ***Dynamic Math Animation videos*** illustrate difficult concepts where static images and text fall short. The animations leverage the use of on-screen movement and morphing shapes to enhance conceptual learning.

There are other online helps, outside of the Connect Plus site, as well: Click on a link and browse the site for the topic. If you find another good online resource, let me know and I will add it to the list.

<http://www.purplemath.com/modules/index.htm>

<http://www.analyzemath.com>

<http://www.khanacademy.org>

3. Extra Credit

There is no extra credit in this course.

4. Expectations

It is expected that you will access this blackboard site at least three times per week. Daily access is encouraged.

This course has been designed to be delivered in as flexible a manner as possible, but this does not mean that you will be able to leave it alone for more than a day. This is a 3-credit-hour class taught in 8 weeks, which would meet for 6 hours a week and have approximately 12-18 hours of outside work and study. You should plan on spending about 18– 24 hours a week on this course with the online time, reading materials, and study time.

As this is an Internet course, you are expected to obtain necessary online access to a computer with the minimal requirements stated under Getting Started and Key Info. I encourage you to identify several alternatives for computer access prior to the start of class so that you will not be in limbo if you lose your primary source of access.

It is best practice to submit assignments well in advance of the due dates to eliminate any possibility of technology issues preventing you from submitting your work. We open the homework for the unit all at once to allow you to work ahead within a unit if/when you can. The individual homework assignments will be due at regular intervals.

There are multiple dates for each proctored test. Be sure to schedule testing as early in the testing timeframe as possible.

5. Attendance Policy

Since this course is online, your “attendance” in class is based on meeting assignment deadlines. You must submit work for the class to be considered attending the class. Federal Guidelines require you to login, participate, and submit assignments to be considered attending.

MCC regulations state that an instructor may withdraw a student from class after a consecutive absence equating to 15% of the total class time, or after total absences equating to 33% of the total class time. If you fail to submit any work for one week of an 8-week course or two weeks of a 16-week course, you may be withdrawn. If you fail to turn in 33% of your work in the course, you may be withdrawn from the course. An instructor may choose to enforce a stricter attendance policy.

Simply logging in to Blackboard does not count as attendance.

6. Late Work

Due dates for assignments, exams, discussions and other work are posted on the course schedule or calendar. Late assignments will not be accepted.

7. Drop Policy

It is your responsibility to withdraw from the course if you decide to stop attending. If you choose to drop the course you must complete a drop form and submit it to the campus records office. Check myMCCCKC > Student Center for the specific dates, including the last date to drop your course without assessment (or grade posted) for the course.

Before withdrawing, please contact an advisor to determine what if any impact this drop will have on your financial aid.

8. Code of Conduct

Students are required to follow the [Metropolitan Community College's Student Code of Conduct](#).

9. Student Support

If you need technical support for Blackboard, MCC student email, tutoring services, Library services, advising or counselling services, please click on the “Student Resources” tab on top of blackboard after you logged in to Blackboard.

Netiquette

Netiquette: Information on appropriate online conduct can be found in [The Core Rules of Netiquette](#). You are expected to follow these rules and any other specific rules your instructor may require for interacting in the class.

Satisfactory Academic Progress

In order to continue your eligibility for financial aid, you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC, and completing your educational plan within a reasonable time. Your progress will be reviewed at the end of each semester. More information is available at [Satisfactory Academic Progress web site](#).

ADA

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of your online coursework, please contact the campus Disability Support Services (DSS) Coordinator or your choice. Phone numbers are listed at mcckc.edu/disability. The DSS Coordinator will work with you to determine what disability documentation/information is needed in order to provide accommodations. Accommodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. Students can identify themselves to DSS as a student with a disability and request accommodations anytime during their education. Please note that accommodations are not retroactive and may vary based on the nature and requirements of the class. More information is available at mcckc.edu/disability.

- [Blackboard Accessibility Information](#)
- [Smart Proctoring Accessibility Information](#)
- McGraw-Hill
 - [McGraw-Hill Education Connect Accessibility Information](#)
 - [MCGraw-Hill Education Accessibility Policy](#)
 - [MCGraw-Hill Accessibility Information and hand-waving excuse](#)

Academic Integrity

The Metropolitan Community College, as an academic community, expects all administrators, faculty, staff, and students to behave as responsible members of the college community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and the values of the Academy.

The Metropolitan Community College expects all students to act according to the rules of academic honesty as outlined in the [Student Handbook](#). What this really means is that you are expected to turn in only your own work and that you will complete all quizzes and examinations unassisted. If you should violate this trust, then you will be treated the same as any traditional student that cheats.

Academic Dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for those students suspected of academic dishonesty. At no point in this course is it acceptable for students to submit someone else's work as their own, or use the ideas of someone else as their own. It is also unacceptable for students to share their own work with another student.

Unilateral Instructor Action – If objective evidence exists indicating that a student has practiced academic dishonesty, the instructor may assign a grade of "F" on the paper, examination, or assignment or assign a grade of "F" for the course.

If the instructor feels that a more severe action is appropriate, the complaint may be referred to the division chair and the dean of instruction. The dean has the authority to recommend an action to the president, or the student may request a hearing.

Grievance

Questions or concerns about any aspect of this course should be directed to the instructor so the student and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for the student to make contact the MCC Online Enrollment Manager at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior, whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or

communication of a sexual nature are prohibited. To file a complaint, contact the MCC Online Enrollment Manager at 816 604 4487.