

MATHEMATICS OF BUSINESS

2007-2008

Instructor: Mrs. Patti Vandebroek
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Course Description

The Mathematics of Business course covers the mathematical processes and techniques currently used in the fields of business and finance. It includes basic business math skills with particular emphasis on percentages, interest, discounts, arithmetic of payroll, taxes, bank statements, reconciliation, trade and cash discounts, establishing retail prices, consumer credit, simple interest, compound interest, annuities, business and consumer loans.

Course Textbooks

Lange, Walter, H. and Rousos, Temoleon G. 2007. *Mathematics with Business Applications*. Glencoe/McGraw Hill.

Lange, Walter, H. and Rousos, Temoleon G. 2007. *Mathematics with Business Applications, Student Activity Workbook*. Glencoe/McGraw Hill.

Personal Calculator

Course Policies

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor. Missed or late quizzes can not be made up under any circumstances.

Exams and Quizzes: Occasional unannounced quizzes will be given to help ensure students stay up with assigned material. Exams will be closed book/notes and will test assigned readings and material discussed in class.

Homework Assignments: Homework is due at the beginning of class. Due dates for all assignments will be posted on the board. **No late work is accepted unless for excused absences.**

Student Conduct in Class: Any acts of classroom disruption that goes beyond the normal rights of students to question and discuss the educational process relative to the subject content will not be tolerated, in accordance with the school's policy as outlined in the Student Handbook.

Electronic Devices Policy: Cellular phones, pagers, CD players, radios, and similar devices are prohibited in the classroom. Calculators will be allowed during tests and quizzes, unless otherwise specified by the instructor.

Cheating Policy: Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating this policy if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.

3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Sharing one's work (either classwork and/or homework) with others.

Each student must develop his/her own solutions to all of the assignments. In other words, students may not "work together" on graded assignments. Such collaboration constitutes cheating. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

The penalty for cheating, as described above, will be **NO** credit for the assignment or test and will be referred to the vice principal's office for disciplining according to the school's discipline policy. If a student is unclear about whether a particular situation may constitute a cheating violation, the student should meet with the instructor to discuss the situation.

Class Evaluation

The students grade will be based on total points. Points will comprise of the following:

1. Class Participation/Class Material*
2. Homework assignments
3. Tests and quizzes
4. Cooperative learning activities

*Each day the instructor will record the names of students who have all the necessary class supplies with them at the beginning of the class period. One point will be given each day to students who have their textbook, workbook, sharpened pencils, and their own personal calculator in class.

Students will also receive class participation through good class attendance (being in the classroom on time is an important part of this grade and both excused and unexcused absences will negatively affect the student's class participation grade), staying on task, following directions, leaving work area clean, not talking during inappropriate times, being respectful to everyone in the classroom, having a good business-like attitude, and being cooperative

Grading Scale

The grading scale is based on the school's established scale as outlined in the Student Handbook.

We have read this syllabus for Mathematics of Business and understand its contents. We will do all we can to make this a successful school year. We understand that if we need to contact Mrs. Vandebroek, we can reach her at the school during school hours at 978-368-8544, ext. 161 or by email at patti@sla-browning.org.

Student's Name ***(Please print clearly)***

Parent's Name ***(Please print clearly)***

Student's Signature

Parent's Signature