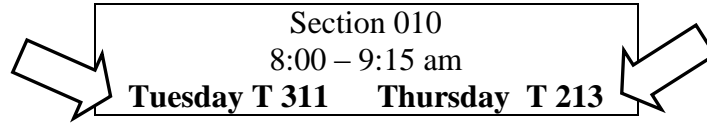


DUTCHESS COMMUNITY COLLEGE
Business Mathematics
BUS 101
Fall 2010



Instructor: Peter Rivera

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Phone: 1-845-431-8381

Office Hours:

Taconic 210A

(Check *Announcements* on
Angel for most current schedule)

Monday 3:00 - 3:50
Tuesday 10:00 - 10:50
Wednesday 11:00 - 11:50
Thursday 10:00 - 10:50
Other times by appointment

COURSE DESCRIPTION

This course focuses on the application of fundamental arithmetical computations to practical business problems. Topics studied include: percentages, purchase discounts, interest calculations, mark-up and mark-down, taxes and payroll.

TEXT

Practical Business Math Procedures, 10th Edition; Jeffrey Slater, published by McGraw Hill + Business Math Handbook and Study Guide + ConnectPlus website.

Note that use of this website is required.

FINAL GRADE COMPOSITION: Final grades will be calculated as follows:

Class Participation	10
Homework Assignments	10
Team Assignments	10
Quizzes	45
Comprehensive Final Exam	25
Adjustments	+ / -
Total	100 points

Final Point Range	Final Grade
93 – 100	A
90 – 92.99	A-
87 – 89.99	B+
83 – 86.99	B
80 – 82.99	B-

Final Point Range	Final Grade
77 – 79.99	C+
70 – 76.99	C
60 – 69.99	D
0 – 59.99	F

Class Participation: You will be awarded up to 10 points toward your final grade for your participation in class. You are expected to:

- come to every class (see *Absence Penalty* in the *Adjustments* section)
- be prepared to discuss assigned material
- contribute in a positive manner to the intellectual growth of the class

Homework Assignments: Your final grade can consist of up to 10 points for *Homework Assignments*. There will be a total of 11 points worth of homework assignments during the semester to accumulate the maximum 10 points toward your final grade.

Homework on Connect Plus

McGraw Hill, the publisher of the textbook, provides an on-line learning supplement called *Connect Plus*, which is where you must complete most of your homework assignments.

In order to use this tool you must register on-line at the following log-in page (Note that each section of a class has a unique URL):

Section 010 http://connect.mcgraw-hill.com/class/fall_10_bus101-010_rivera

To register you will need a registration code, which either should have been included in the purchase of a new text book or can be bought separately at this website.

Team Assignments: Your final grade can consist of up to 10 points for the *Team Assignments*. Everyone will be assigned to a team of 4 – 5 students. These teams will work on the Team Assignments as separately outlined.

Quizzes: Your final grade can consist of up to 45 points for Quizzes. There will be a quiz approximately every other week. Point values will vary for each quiz. There will be a total of 50 points worth of Quizzes during the semester to accumulate the maximum 45 points toward your final grade.

Quizzes will be **semi-cumulative**; i.e., each quiz will primarily cover the most current material but will also contain questions from previously covered material.

There will be no make-up quizzes. Missed quizzes forfeit the potential points.

Comprehensive Final Exam: There will be a standardized final exam for all sections of Business 101. This will be a comprehensive exam covering all the concepts covered during the semester and will be 25% of your final grade.

Adjustments: Your final grade will be subject to the following adjustments:

Absence Penalty

You are expected to come to every class:

- You are allowed 2 absences (for any reason or no reason at all) without penalty.
- Thereafter, every class missed (regardless of reason) will result in a 1 point deduction from your final grade.

Bonus Points

Bonus points *may* be awarded on an individual and/or team basis throughout the semester.

ANGEL

The *Angel* web-site will include:

- Announcements including up-to-date office hours
- Course Syllabus
- Other miscellaneous class materials

CIVILITY IN THE CLASSROOM

The Department of Business endorses the following guidelines of civility in each class:

1. The student will respect the rights of others by not causing disruptions through his/her behavior.
2. The student will respect classroom etiquette by turning off cell phones.
3. The student will respect the integrity of the classroom by not causing the instructor to suspect dishonesty when taking examinations and completing required coursework.
4. The student will respect class procedure by being on time for the beginning of each class.

ACADEMIC HONESTY

Students should read the Department of Business statement regarding *Civility In The Classroom* above and the section on *Academic Dishonesty* as outlined in the *DCC Rights and Responsibilities Handbook*. **Academic dishonesty in my class will not be tolerated and will likely result in a failing grade for the class.**