

**HENRY FORD COMMUNITY COLLEGE**  
**Dearborn, Michigan**

**Business Math (BMA 110) ONLINE**  
**3 credit hours**  
**Winter 2011**

**Instructor:** Diana Baran, BS, MSA  
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Office: L-331

**Class Meeting** 100% Online Course ID: **Baran62586**

**Text and Materials:** *Business Mathematics w/ Mymathlab 11th Edition* by Miller  
ISBN 978-0-13-504505-3  
Computer with internet connection

**Catalog Description:**

The practical application of addition, subtraction, multiplication, division, decimals, fractions, percentage, discounts, proportions, short cuts, tables, charts, and schedule to the problems of everyday business and accounting.

**Major Course Objectives:**

1. Do basic addition calculations.
2. Do basic subtraction calculations
3. Do basic multiplication calculations
4. Do basic division calculations
5. Add, subtract, multiply, and divide fractions.
6. Add, subtract, multiply, and divide numbers with decimals.
7. Calculate percentages.
8. Explain the relationship between fractions, decimals and percentages.
9. Set up formulas to solve story problems.
10. Use addition, subtraction, multiplication, and division to solve story problems.
11. Solve story problems involving fractions, decimals, and percentages.
12. Solve story problems involving business scenarios.

## Course Policies:

**Student Conduct.** As described in the “Academic Code of Conduct” in the Student Handbook, any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated.

**Disabilities.** In compliance with the American with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Please notify the instructor during the first week of class of any accommodations needed for this course. Please notify the instructor of any health conditions that might create a classroom emergency (such as seizure disorders, diabetes, heart conditions, etc.).

**Drop.** HFCC’s drop policy will be followed. If a student stops attending a class without officially withdrawing by the official drop date, a grade of E or DR will be recorded at the discretion of the instructor. Refer to the college catalog for specific details.

**Success Policy.** On the last day of class, your *lowest quiz score and lowest test score* will be dropped. Your *lowest two homework scores* will be dropped.

**Tutoring in Learning Lab.** Did you know our learning lab on campus has a math tutor available (for free) on a regular basis. Contact the learning lab to find out the hours the tutor is available.

## Grading:

Your grade is based on the following evaluations:

* Quizzes:	260 Points (14 Quizzes worth 20 points each. Lowest dropped.)
* Homework:	190 Points (40 HW assignmts worth 5 points. Lowest two dropped.)
* Discussion Boards	30 Points (3 DB worth 10 points each) (Choose any three)
* Tests:	300 Points (4 Tests worth 100 points each. Lowest dropped.)
* Feedback Discussion	20 Points (Pros and Cons of the class)
* <b>Total Possible:</b>	<b>800 Points</b>

### Grading Scale:

☺	720-800 Points – A
☺	640-719 Points – B
☺	560-639 Points – C
☹	480-559 Points – D
☹	479 and below - Fail

## COURSE SCHEDULE

DATES	TEXTBOOK TOPIC	DO IN COURSECOMPASS			
		DO HOMEWORK	TAKE A TEST	DISCUSSION BOARD	DUE BY 11:55pm
	<b>(Read Chapter Complete problems in text)</b>	<b>(Graded)</b>	<b>CH Quizzes and Tests (Graded)</b>	<b>(Graded) Choose 3</b>	
Jan 10-18	Course Compass – Getting Started “MyMathLab Installation Wizard” Take a Tour: “How to Enter Answers Using the MathXL Player”			Welcome	
Jan 19-25	CH1 Whole Numbers and Decmls	Sec 1.1-1.5	CH 1 Quiz	CH 1	Tue 1/25
Jan 26-Feb1	CH2 Fractions	Sec 2.1-2.5	CH 2 Quiz	CH 2	Tue 2/1
Feb 2-8	CH3 Percent	Sec 3.1-3.3	CH 3 Quiz1		Tue 2/8
Feb 9-15	CH3 Percent CH 1-3 Test	Sec 3.4-3.5	CH 3b Quiz2 Test 1		Tue 2/15
Feb 16-22	CH4 Bank Services	Sec 4.1-4.3	CH 4 Quiz	CH 4	Tue 2/22
Feb 23-Mar 1	CH5 Payroll	Sec 5.1-5.4	CH 5 Quiz	CH 5	Tue 3/1
Mar 2-15	CH6 Mathematics of Buying CH 4-6 Test	Sec 6.1-6.3	CH 6 Quiz Test 2		Tue 3/15
Mar 16-22	CH7 Mathematics of Selling	Sec 7.1-7.3	CH 7 Quiz	CH 7	Tue 3/22
Mar 23-29	CH8 Simple Interest	Sec 8.1-8.2	CH 8 Quiz	CH 8	Tue 3/29
Mar 30-Apr 5	CH9 Compound Interest CH 7-9 Test	Sec 9.1,9.3 No 9.2	CH 9 Quiz Test 3		Tue 4/5
Apr 5-12	CH11 Business and Consr Loans	11.1-11.2	CH 11 Quiz1		Tue 4/12
Apr 13-19	CH11 Business and Consr con't	11.4-11.5	CH 11 Quiz2	CH 11	Tue 4/19
Apr 20-26	CH12 Taxes and Insurance	12.1-12.2	CH 12 Quiz		Tue 4/26
Apr 27-May 3	CH15 Business Statistics CH 11,12,15 Test	15.1-15.2	CH 15 Quiz Test 4	CH12	Tue, 5/3

## **Policy on Academic Dishonesty (Cheating)\***

Henry Ford Community College considers academic dishonesty to be a serious offense. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to and including failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses.

Academic dishonesty is any activity intended to improve a student's grade fraudulently.\* It includes, but is not limited to, the following:

1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books);
2. Unauthorized use of notes, books, or other prohibited materials during an examination;
3. Open cheating on an examination (such as copying from another student's paper);
4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received;
5. Providing unauthorized assistance with any work for which academic credit is received;
6. Revision of graded work in an attempt to receive additional credit fraudulently;
7. Plagiarism (using another person's work without acknowledgment);
8. Any other conduct intended to obtain academic credit fraudulently or dishonestly.

If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify in writing the student and the registrar of the infraction, retaining copies of both notifications.

The registrar maintains a record of all such violations. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the College for two academic years. In addition, a notation of the reason for academic dismissal is placed on the student's transcript. The notation may be expunged at the discretion of the appropriate vice president if the student petitions for its removal after at least two years have elapsed since the disciplinary action.

If a student believes that the accusation is false, he or she may appeal through the Student Complaint Procedure. If the appeal reaches the Student Complaint Board, the Board may consider only whether the charge is justified. The Board may not set aside or change the penalty given by the instructor unless the charge of academic dishonesty is set aside.

## Completing Assignments

\*\*\*\*Before completing assignments you must setup your **MyMathLab** account and complete the “**MyMathLab** installation wizard” and “How to enter Answers” tutorial.

Course ID: **Baran62586**\*\*\*\*

### Assignments:

Plan to spend at least 3 to 6 **hours each week working** on assignments.

READ the course schedule of assignments on the **syllabus**. For each chapter on the syllabus, complete the steps described in the table below for each SECTION.

Step		Located in	Explanation
1	Read the Section in the textbook.	Text	Explains the key concepts to be learned for the chapter.
2	Work the Exercises at the end of the section.	Text and <b>MyMathLab</b>	Reinforces the key concepts of the chapter. If you have a difficult time with the exercises, use the Study Plan in <b>MyMathLab</b> . The Study Plan has demonstrations and help for section exercises.
3	Complete the HW assignment.	<b>MyMathLab</b>	In <b>MyMathLab</b> , click on “BMA110 Winter 10).” Click on “Do Homework.”
4	Complete the - Chapter Quiz.	<b>MyMathLab</b>	In <b>MyMathLab</b> , click on “Take a test.” You can complete each quiz 3 times. Your highest grade will be entered in the gradebook.
5	Discussion Board	<b>MyMathLab</b>	In <b>MyMathLab</b> , click on “Communication” then “Discussion Board.” Complete the discussion. You only need to complete 3 DB during the semester. When you have completed three, email me with which topics you have chosen, and I will grade them. You must also complete the “Feedback Discussion” at the end of the semester.
6	Exam	<b>MyMathLab</b>	After every three chapters, you will take an exam. Each exam can be taken <b>one</b> time.

## Rules for the Effective Use of Email in BMA 110 Online

One of the requirements for a successful online class is to make the communication process as simple and clear as possible.

- 1) Print out the syllabus and all instructional emails that you receive and put them in a folder. You will save yourself time by referring to this folder when you have a question rather than emailing me and waiting for me to reply with the instructional email again.
- 2) Start all emails with a Subject of **BMA 110**.
- 3) Make the Subject very clear. For example, **Subject: BMA 110: Question on Chapter 1** as opposed to **Subject: Chapter 1**. The reason is that I attempt to answer **QUESTIONS** immediately.
- 4) Put your **NAME** in the **BODY** of the email. It is almost impossible to put an email with a name, so please put your name in the body of the email.
- 5) **NEVER** email me along with the rest of your address book when you want to share a funny joke or cute story. I receive enough email, and I do not want to open extra mail.
- 6) **ALWAYS** include previous correspondence when we are working on solving a problem. For example, if I have given you instructions or a strategy to solve an exercise, click on the reply (include previous message) when you respond. If I am corresponding with 15 students on 15 different problems, when I receive an email stating, "I can't get it to work," I have no idea what isn't working. **PLEASE** include previous correspondence so we can solve your problem quickly.