



Business Technology

POFT 1325-Bus. Math & Machine Applications
CRN 59913—Spring 2018
3 hour lecture course / 48 hours per semester/ 12 weeks
DISTANCE EDUCATION

SCANS Competencies Included

INSTRUCTOR: Rita Punch-Lagard, MBA, MOS

INSTRUCTOR CONTACT INFORMATION:

Phone: (713) 718-6034

E-mail: **Please use the eagle e-mail system. (Subject line: POFT 1325)**

Alternate e-mail: rita.punch-lagard@hccs.edu

(I will respond to voice and email messages within 24 hours)

OFFICE LOCATION AND HOURS

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. **Office hours are upon request.**

FINAL EXAM: TO BE ANNOUNCED

LAST DAY FOR ADMINISTRATIVE & STUDENT WITHDRAWALS: TBA- at 4:30 p.m.
ANY DROPS AFTER THIS DATE, YOU "WILL" RECEIVE AN "F" or "FX".

COURSE DESCRIPTION

POFT 1325: The primary purpose of this course is to survey the basic arithmetic functions (addition, subtraction, multiplication, division, fractions, percentages, and decimals) and relate these functions to actual business problems and situations; with emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.

PREREQUISITES

None

PROGRAM LEARNING OUTCOMES

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.
4. The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

STUDENT LEARNING OUTCOMES

The Student will be able to:

Students will identify vital questions, problems, or issues and evaluate the reasonableness of a solution.

2. Students will analyze, compose, and assess the validity of an argument.
3. Students will analyze multiple representations of quantitative information, including graphical, formulaic, numerical, and verbal.
4. Students will select and evaluate the accuracy, credibility, and relevance of information sources.

LEARNING OBJECTIVES

The student will:

- Have knowledge of basic mathematical and algebraic terms (1.1; 1.2).
2. Improve his or her knowledge and understanding of decimals, fractions, and percentages in order to handle his or her personal finances in the most profitable manner (1.1; 1.2; 1.3).
3. Obtain knowledge and understanding of payroll and deduction processes.
4. Increase his or her knowledge of the various taxes: payroll deduction, city and state sales taxes, etc (1.1; 1.3).
5. Become familiar with banking services and savings plans and become proficient at balancing a checkbook with a bank statement (1.1; 1.3; 1.4).
6. Become knowledgeable about consumer credit and the cost of using credit cards, charge cards, bank loans, etc (1.1; 1.2; 1.4).
7. Acquire an understanding of the metric system and be able to convert the basics of metric measurement into the standard American measuring system and vice-versa (1.1; 1.2; 1.3; 1.4).

SCANS

Manage Resources: Identifies, organizes, plans, and allocates resources

Students in POFT 1325—Business Math and Machine Calculations have to be able to appropriately allocate their time in order to complete class assignments in a timely fashion. They must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities as well as workbook activities related problem solving.

Interpersonal: Works with others

Students in POFT 1325— Business Math and Machine Calculations at times work together in groups. Many times these groups are randomly selected, thus giving the students an opportunity to interact with different types of students. Students must learn to use leadership skills, learning skills, negotiating skills, and evaluating skills as they work together to accomplish a common goal.

Information: Acquires and uses information

Students in POFT 1325— Business Math and Machine Calculations must acquire the proper information in order to successfully complete the course. Sources include classroom lectures, the text, the Internet, and reference books available in the classroom. Most importantly, students must use computers to process information and to perform various tasks.

Technology: Works with a variety of technologies

Students in POFT 1325— Business Math and Machine Calculations must work with spreadsheet technology specific to mathematical tasks.

Foundation Skills

Students in POFT1325— Business Math and Machine Calculations must demonstrate basic skills: read, write, listen and speak. The student must learn to locate, understand, and interpret written information from the textbook, workbook, and machine calculation applications.

Students in POFT 1325— Business Math and Machine Calculations must demonstrate thinking skills: think creatively, make decisions, solve problems, visualize, know how to learn, and reason in many activities regarding records management.

Students in POFT 1325— Business Math and Machine Calculations must also demonstrate personal qualities: display--responsibility, self-esteem, sociability, self-management, and integrity and honesty.

A THREE-PART FOUNDATION

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- A. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. Writing—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. Arithmetic/Mathematics—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. Listening—receives, attends to , interprets, and responds to verbal messages and other cues
- E. Speaking—organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- A. Creative Thinking—generates new ideas
- B. Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
- C. Problem Solving—Recognizes problems and devises and implements plan of action
- D. Seeing Things in the Mind’s Eye—organizes, and processes symbols, pictures, graphs, objects, and other information
- E. Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills
- F. Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

- A. Responsibility—exerts a high level of effort and perseveres towards goal attainment
- B. Self-Esteem—believes in own self-worth and maintains a positive view of self
- C. Sociability—demonstrates understanding, friendliness, and adaptability, empathy, and politeness in-group settings.
- D. Self-Management—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. Integrity/Honesty—chooses ethical courses of action

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The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course

information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>

COURSE CALENDAR
POFT 1325
Weekly Schedule of Assignments

WEEK ONE

BIO

Chapter 1: Fractions

WEEK TWO

Syllabus Quiz

Chapter 2: Decimals

WEEK THREE

Chapter 3: Word Problems and Equations

WEEK FOUR

Chapter 3: Word Problems and Equations

WEEK FIVE

Exam 1 Chapters 1-3

WEEK SIX

Chapter 5: Percents

WEEK SEVEN

Chapter 6: Commissions

WEEK EIGHT

Chapter 7: Discounts

WEEK NINE

Exam 2 Chapters 5-7

WEEK TEN

Chapter 9: Banking

WEEK ELEVEN

Chapter 9: Banking

WEEK TWELVE

Chapter 10: Payroll Records

WEEK THIRTEEN

Chapter 11: Taxes

WEEK FOURTEEN

Chapter 13: Simple Interest

WEEK FIFTEEN

Chapter 14: Installment Purchases

WEEK SIXTEEN

FINAL EXAM: Chapters 9-14

INSTRUCTIONAL MATERIALS TEXTBOOK:

Contemporary Business Mathematics for Colleges, Brief Course, 17th Edition

James E. Deitz Past President of Heald Colleges; James L. Southam, San Francisco State University;
Cengage; ISBN-13: 9781337492812

INSTRUCTIONAL METHODS

This is an DE course and students must read the textbook, submit assignments on the due dates, study for exams, participate in activities, and login to class on-line.

FACE-TO-FACE INSTRUCTIONAL METHOD-

I am always available during class to answer student's questions. I will demonstrate, using the Proxima, or data show, how to perform many calculations.

STUDENT ASSIGNMENTS

Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that students will need to remember for student success in student reaching student goals.

LATE ASSIGNMENTS

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Work submitted later than the due date will be lowered by **10 percent per day** (at the discretion of instructor). **No assignment will be accepted if more than 4 days late.** Place your **name and the assignment name** on all submitted assignments. **Assignments later than 4 days will not be accepted** without documented emergencies. If the student has exceeded six absences, no work will be accepted late and the excessive absences will result in the student being dropped.

MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of assignments and tests. **Make-Up Test at the discretion of Professor.**

INSTRUCTOR REQUIREMENTS

As an instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived:
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Describe any special project or assignment
- Inform students of policies such as attendance, withdrawal, tardiness and make up work and tests
- Provide the course outline and class calendar which will include a description of any special projects or assignments

- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class activities
- Read and comprehend the textbook
- Complete the required assignments and exams on time
- Ask for help when there is a question or problem

PROGRAM/DISCIPLINE REQUIREMENTS

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Spreadsheets must be able to budget their time and perform class-related activities as assigned on a weekly basis. Opportunities are provided for students to recognize the important role personal qualities play in the office environment and activities have been enhanced to help students develop the attitudes and interpersonal skills that are in demand by employers.

HCCS GRADING SYSTEM

The Houston Community College grading system will be used to evaluate students' performance in this course.

Grade	Points
A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour

DEPARTMENTAL GRADING SYSTEM

The following departmental grading system will be used to evaluate students' performance in this course:

Textbook Assignments/Projects	20%
Discussion Questions/Quizzes	10%

Production Tests	50%
Final Exam or Final Project	20%

***LOWEST ASSIGNMENT GRADE EARNED “WILL BE DROPPED”!**

“FINAL EXAM WILL NOT BE DROPPED.” You are required to take the final exam.

Extra credit will be given at the end of the semester.

HCC TITLE IX PREGNANCY POLICY

The Title IX statement has been change to the following (changes in red) to address student pregnancy concerns:

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

TEXTBOOKS AND MATERIALS

- **Microsoft Office Excel 2016: Comprehensive, Freund/Jones/Starks // Cengage Learning Publishing, ISBN: check with book store**
- Two 1.0 GB or greater memories USB Flash Drives, folders, writing pad, pens, pencils, highlighter, stapler and staples, paper clips, scissors, magnifying glass (if needed), etc.
- **(Optional)-Set-up additional storage memory in the cloud–www.skydrive.com or www.dropbox.com**

STUDENTS WITH DISABILITIES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner. Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:

DISABILITY SUPPORT SERVICES OFFICES:

System: 713.718.5165

Central: 713.718.6164—also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

ACCESS TUTORING AT THEIR WEB SITE

<http://www.hccs.edu/district/students/tutoring/>

ACCESS HCC ONLINE POLICIES AT THEIR WEB SITE

<http://www.hccs.edu/online/student-services/>

The HCC Online Student Handbook contains policies and procedures unique to the HCC Online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents.

HCC Policy Statement: Academic Honesty

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

HCC POLICY STATEMENT: STUDENT ATTENDANCE, 3-repeaters, withdrawal deadline

Attendance: Students are expected to attend all classes and labs regularly. Students are responsible for [any and all] materials covered during their absences, and it is the student's responsibility to consult with the professors for make-up assignments. A student may be dropped from a course for excessive absences in excess of 12.5% of the hours of instruction. For example: For a three-credit hour lecture, a student may be dropped after six hours of absence. HCCS professors cannot assign a "W" for any student after the official withdrawal date. "Administrative withdrawals are the discretion of the professor. If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of "F" in the course.

Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later: Under Section 51.907 of the Texas Education Code "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

Course Withdrawals: Be sure you understand HCC policies about dropping a course. It is the student's responsibility to withdraw officially from a course and prevent an "F" from appearing on the transcript. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript.

Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. **Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

EGLS3 – EVALUATION FOR GREATER LEARNING STUDENT SURVEY SYSTEM

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be

asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Early Alert Program:

HCC has instituted an Early Alert process by which your professor may alert you and campus Advisor that you might fail a class because of excessive absences and/or poor academic performance.

To help you avoid having to drop/withdraw from any class, contact your professor regarding your academic performance. You may also want to contact your campus Advisor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines.

If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Service Center:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Repeat Course Fee: The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

MENINGITIS IMMUNIZATION REQUIRED FOR SPRING REGISTRATION

Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis.

Beginning with spring registration, November 7, students will have to satisfy this requirement prior to enrollment. For more information and a list of exemptions please go to

<http://www.hccs.edu/hccs/admissions-registration-center/new-student-general-admissions-steps/submit-meningitis-documentation>

CAMPUS CARRY

“At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.”

NOTE TO STUDENT: If you have any questions or concerns about the course and/or course assignments, please come to me so that we can resolve any issues.

Help Desk phone number: **713-718-8800**

**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT**

Student Questionnaire

Name: Last Name First Name MI	Student ID#:
Address: Street Apt. #	Home Telephone
City State Zip Code	Cell Telephone #
E-mail address:	Instructor's Name:

Educational Plan

Have you determined your major? _____ Yes No _____
 (If no, please see your instructor or Business Technology Department Chair.)

Have you filed a degree plan? _____ Yes No _____

Graduation Target Date: _____

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ Yes No _____

Is your employment _____ Part-time? or _____ Full-time?

If you are employed, please complete the following:

Employer _____

Address _____

City _____ St _____ Zip _____ Phone# _____

Comments:

If you have any questions, please call 713-718-6490 between 8:00 a.m. – 5:00 p.m.
 HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
STUDENT QUESTIONNAIRE

Student Success
Organizational Stewardship
Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?

Yes No

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree? Yes No

Have you been given **job placement** information including:

➤ Job Placement Contact Person with

- E-mail address
- Telephone Number
- Location

➤ Website address

➤ Access instruction for website including directions on how to navigate the job placement website

Yes No

Name _____

Print "your" Name

I, _____, have been given

Student Signature

Information regarding the above listed items.

Date _____

Instructor Signature _____

This form will be returned to Rita Lagard office on date of completion.