Text

**Business Mathematics, 11th edition**, by Miller, Salzman, and Clendenen *with MathXL*

Catalog Description

Prerequisite: grade of C or higher in Math 085 OR appropriate placement test scores

Examines the mathematics of business ownership and exposes the mathematical needs of business decisions. Techniques include marketing, payroll, cash flow, simple and compound interest, credit, promissory notes, insurance financial statements, ratio analysis, depreciation, annuities, and inventory valuation.

Calculator

A calculator is required for this course. Either a business calculator (ten-key) or a scientific calculator is appropriate. I will use the TI-30X IIS in my examples. *I suggest it but do not require it. You can purchase this calculator at the book store for $17. You should have a calculator that has two lines though. So you can see what you keyed in and the answer.*

Accommodations

***Disability Support Services (DSS)**

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disability Support Services (DSS) as soon as possible to ensure that such accommodations are implemented in a timely fashion. Please meet with DSS staff to verify your eligibility for any classroom accommodations and for academic assistance related to your disability. Disability Support Services is located in the Tech Building at COT, 247-3029 (voice/tty/video phone) 8:30am - 3:00pm

Main Campus, 657-2283 (voice/tty) and 657-2159 (voice/tty/video phone) 8:00am – 5:00pm.

Helpful resources

- **Academic Support Center (ASC)**
  Free tutoring services for students are available in the Academic Support Center at the COT, A035, Monday through Thursday, 8 a.m.-6 p.m. and Friday, 8 a.m.-5 p.m. The Academic Support Center on the senior campus is open from 8 a.m.-7 p.m. Monday through Thursday, 8 a.m. -5 p.m. Friday, and 9 a.m. – noon Saturday. Tutors are available to assist students with math, writing, reading, anatomy and physiology, and other specialty areas for specific majors. See [http://www.msubillings.edu/asc/](http://www.msubillings.edu/asc/) for more information or call 247-3022 (COT) or 657-1641 (senior campus).

- Your classmates would make a great study group. Get to know each other and ask for each other’s help.

- Your instructor has office hours. These hours are dedicated to students and their questions.
### Grading Policies

- **Chapter Exams**
  There will be six exams throughout the semester. Online exams are in D2L (the online component of the class) and worth 40 points while in class exams are worth 100 points and are traditional pencil paper exams. It is possible that one of the exams may be a take home or have a take home part. **NO** make-up exams will be given unless the student receives permission to take an exam prior to exam day. I will do my best to keep the classroom quiet and beneficial to your testing. I can not control a student that may have a cold or loud students in the hall. This is part of taking a test or any working environment you will be part of in the future. For this reason, all students are required to take all tests in the classroom unless they have a DSS card.

- **Graded Assignments**
  There will be specific homework assignments given, collected, and graded throughout the term. Homework assignments are due at the date stated on the assignment. You will be working out of MathXL with the class. This is an online program that assists you with your homework. **No late homework will be accepted for a grade from the computer or written assignments.** Assessment will be based on points earned from a combination of assignments, attendance, quizzes, and exams.

- **Final Exam**
  A cumulative final exam will be given at the end of the semester. The final is worth 200 points. Each student must take the final.

- **Allowance**
  In the event of a missed exam, you will be able to substitute your final exam percentage for one of the exam grades. If more than one exam is missed, the score for that exam will be recorded as a “0”.

- **Attendance**
  Success in this course depends highly upon student participation and attendance. If a class is missed, it is the responsibility of the student to obtain class notes and suggested homework problems from another student. Students may miss up to five class periods with no impact to their grade. For each absence, in excess of the five allowed, one percentage point will be deducted from the course grade.

- **Grade assignments**
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
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<tr>
<td>B</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
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<tr>
<td>D</td>
<td>60 – 69%</td>
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<tr>
<td>F</td>
<td>59% and below</td>
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### Safety tips

If there is an emergency, information will be run across the clock’s screen. If you notice it flashing a bright color, please inform me.

### Cheating

Your student handbook ([http://www.msubillings.edu/studenthandbook/](http://www.msubillings.edu/studenthandbook/)) clarifies what happens when you cheat. Note that cheating falls under the heading Academic Misconduct, which includes all acts of dishonesty. When academic dishonesty occurs or is alleged to have occurred, the instructor has the right and obligation to take appropriate action which may include a verbal or written reprimand or warning, a grade of “F” for the assignment or test involved or a grade of “F” for the course. I take this very seriously. Please do not cheat.

### Course Goals

Upon completion of the course, the student will have competency in the following objectives:

- Calculate payroll
- Determine markups and markdowns
- Understand the structure of promissory notes, simple discount notes, and simple interest
- Prepare business statistical information
<table>
<thead>
<tr>
<th>Course Outcomes</th>
<th>Students successfully completing Business Mathematics will be able to use the material learned to:</th>
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<tbody>
<tr>
<td></td>
<td>• Utilize basic business mathematics applications for personal, academic, and career purposes</td>
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<td></td>
<td>• Research and computer a business problem with the appropriate technology</td>
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<td></td>
<td>• Use of business mathematics terminology in an academic or workplace setting</td>
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<td>• Perform mathematical calculations as encountered in business technology program courses</td>
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