



Your University of Choice

**Business Mathematics, cohort 158**

**Topic Course: Business Mathematics**

**Term: Spring 2016**

**Course Number: ORMN 431**

**Instructor: Dr. Roy Scheive**

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**Phone: 219-473-4228**

**Office Hours: Appointment upon request**

**Text: Clendenen, Salzman, Miller; Business Mathematics, 13<sup>th</sup> Edition**

**Course Time: 6:00 to 10:00 P.M., March 29, April 5, 12, 19, 26**

**Course Location: Merrillville Location, Geminus, 8400 Louisiana Street, Merrillville IN  
Lower Level**

**Please Note: Modifications to this syllabus may be made to meet the needs of this specific class.**

**Withdrawal from Class Policy:**

Please see the Degree Completion Program's Student Handbook for withdrawal policy. All withdrawals are completed through the Degree Completion Academic Advisor's office.

**Class Policy on Attendance:**

It is a serious matter when a student misses even one session due to the accelerated format of the program. If the student misses more than one session, the student is required to withdraw from the module by contacting the Academic Advisor and their instructor.

**Class Policy for Assignments:**

Because of the continuous flow of work between you and your instructor and because you will do better work if you stay on schedule, late work is not accepted for full credit. Late assignments should be given to the instructor before the next regular class session. The instructor will allow one week to make up the examinations missed during an excused absence. It is your responsibility to make arrangements for an appropriate time. Twenty

percent of the assignments points will be deducted for all late assignments. Assignments will not be accepted seven days after their original due date.

**Learning Objectives:**

Students in this course will:

- Review: whole numbers, decimals, fractions, and percents.
- Gain a working knowledge and be able to apply skills and solve real life problems pertaining to: bank services, payroll, buying, selling, simple interest, compound interest, annuities, consumer loans, taxes and insurance, and depreciation.

**Assignments: TURN IN ALL ASSIGNMENTS AT THE BEGINNING OF CLASS**

<u>Week</u>	<u>Readings</u>	<u>Other</u>
1	1,2,3,4	Turn in Cumulative Review Chapter 1-4, Pages 168 to 172; Problems 1 to 52 and 61 to 70 Problem 44 will be extra credit.
2	5,6,7	Turn in Chapter test 5, Pages 203 to 204, Chapter test 6, Pages 247 to 248 Use the bracket method on page 247 for Problems 13,15 <b>(Please skip problem 14)</b> <i>Your answers will differ slightly from the answers in the back of the book for problem 13 and 15.</i> Chapter 7, Pages 281 to 282
3	8,9	<b>TEST 1 ON CHAPTERS 1-7</b>  Turn in Chapter test 8, Pages 322 to 323 Chapter test 9 Page 374, <b>Problems 1 through 11 only</b>
4	10, 11, 12	Turn in Chapter test 10, (1 through 16 only) Pages 409 to 410 Turn in Chapter test 11, Pages 461 to 462 Turn in Chapter test 12, Pages 514 to 515
5	13, 16	Turn in Chapter 13, Pages 571 to 572 Turn in Chapter 16, Pages 677 to 679 <b>TEST 2 ON CHAPTERS 8-16</b>

**\*\*\*Assignment for Night One:\*\*\***

Turn in a photo copy of Cumulative Review, Chapter 1 to 4, Pages 168 to 172; Problems 1 to 52 and 61 to 70  
Problem 44 will be extra credit.

**Students should turn in legible photocopies of all assignments at the beginning of class. Keep one copy for yourself. Students must show all work to receive full credit.**

**Weekly Assignments:**

Each week we will review the exercises in the assigned chapters. Students should be prepared to discuss in class. It is the responsibility of the student to read each assigned chapter before the chapter questions are reviewed in class due to the accelerated nature of the course.

**Assessments:**

<b>Test 1</b>	<b>100 points</b>
<b>Test 2</b>	<b>100 points</b>
<b>Homework</b>	<b>100 points</b>
<b>Class Participation</b>	<b>25 points</b>

**Grading Scale:**

<b>93 to 100%</b>	<b>A</b>
<b>90 to 92 %</b>	<b>A-</b>
<b>88 to 89%</b>	<b>B +</b>
<b>83 to 88 %</b>	<b>B</b>
<b>80 to 82 %</b>	<b>B-</b>
<b>78 to 79 %</b>	<b>C+</b>
<b>73 to 77%</b>	<b>C</b>
<b>70 to 72 %</b>	<b>C-</b>
<b>60 to 69%</b>	<b>D</b>
<b>59% or less</b>	<b>F</b>

**Students should turn in legible photocopies of all assignments at the beginning of class. Keep one copy for yourself. Students must show all work to receive full credit.**

**Please bring any standard calculator to each class. Cell phone calculators will not be allowed during test.**

**Class Policy on Electronic Devices: (Cell phones, Beeper, Pagers... etc.)**

All personal electronic devices must be turned off during class except a calculator

**Student Success Center:**

The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. Students work with tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point

average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at the introductory and advanced levels. For assistance, please contact the Student Success Center at 219 473-4287 or stop by the first floor library.

The tutoring center has on-line tutoring available for OMRN students. Please contact Carlye Frank at [cfrank@ccsj.edu](mailto:cfrank@ccsj.edu) or at 219-473-4286 to make arrangements.

### **Statement of Plagiarism:**

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.

PLEASE NOTE: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.

### **Citation Guidelines:**

Calumet College of St. Joseph uses citation guidelines, generally MLA or APA format, to document sources quoted or paraphrased in student papers. Check the syllabus for each course to see what each instructor requires. The Library has reference copies of each manual; the Bookstore has copies for sale when required by the instructor. In addition, there are brief MLA and APA checklists in your spiral "Student Handbook and Planner" and on the Library website and literature rack. These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the "Works Cited" and "References" pages respectively. EBSCO and ProQuest articles provide both formats for you to copy and paste. Proper documentation avoids plagiarism.

### **Disability Services:**

Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Coordinator of Disability Services to complete an intake form in order to request an accommodation and/or an auxiliary *aid* (e.g., *additional time for tests, note taking assistance, special testing arrangements, etc.*). It is the student's responsibility to contact the Academic Support Programs Office to request an accommodation at least one month prior to enrollment for each academic term. Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. The cost of obtaining the professional verification is the responsibility of the student.

If a student believes that he or she needs a "reasonable accommodation" of some kind because of a physical, psychological, or mental condition, he or she should contact Disabilities

Services. The Coordinator will secure documentation pertinent to the disability and work with faculty and staff, if necessary, to address the matter. All questions and inquiries pertaining to disability services should be directed to the Disability Services Coordinator at 219-473-4349.

**CCSJ Alert:**

Calumet College of St. Joseph utilizes an emergency communications system that transmits messages via text, email, and voice platforms. In the event of an emergency, of weather related closings, or of other incidents, those students who are registered for the system shall receive incident specific message(s) notifying them of the situation. Please sign-up for this important service at any time on the College's website. Alternatively, you can register at the time you register for classes. This service requires each user to register once per academic year. Therefore, at the beginning of each academic year, please remember to re-register for the system. This can be done at: <http://www.ccsj.edu/alerts/index.html>.

**School Closing Information:**

**CCSJ Alerts:**

An emergency communications system that transmits messages via text, email, and voice platforms. Please sign-up for this important service at any time on the College's website. This can be done at: <http://www.ccsj.edu/alerts/index.html>.

**Internet:**

<http://www.ccsj.edu>

<http://www.EmergencyClosings.com>  
Facility: Calumet College of St. Joseph  
Phone: 219.473.4770

**Radio:**

WAKE – 1500 AM  
WGN - 720 AM  
WIJE – 105.5 FM  
WLS – 890 AM  
WZVN – 107.1 FM  
WBBM NEWS RADIO 78

**TV Channels:**

2, 5, 7, 9, 32