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Calumet College

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of Saint Joseph

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**Business Mathematics, ORMN 43**

**Topic Course: Business Mathematics**

**Term: Fall 2017**

**Course Number: ORMN 431**

**Instructor: Dr. Roy Scheive**

**E-mail: [rscheive@ccsj.edu](mailto:rscheive@ccsj.edu)**

**Phone: 219-473-4228**

**Office Hours: Appointment upon request**

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

**Course Time:**

**6 P.M. to 10:00 P.M, Whiting, Room 300**

**Course Dates:** March 23, 30, April 6, 13, 20

**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.

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

**Course Description:**

This course reviews business mathematics and introduces methods, techniques and the applications of quantitative tools to logical decision making. The area of study includes: bank services, payroll, mathematics of buying and selling, statistics, discounting, and compound interest.

**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.

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

Turn in a photocopy of Cumulative Review, Chapter 1 to 4, at the beginning of class, Pages 168 to 172; Problems 1 to 52 and 61 to 70

**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.**

<b>Week</b>	<b>Readings</b>	<b>Other</b>
1	1,2,3,4	Turn in Cumulative Review Chapter 1-4, Pages 168 to 172; Problems 1 to 52 and 61 to 70 <b>Problem 44 will be extra credit.</b>
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> Chapter test 9 Page 374, <b>Problems 1 through 11 only</b>
4	10, 11, 12	Turn in Chapter test 10, <b>(1 through 16 only)</b> Pages 409 to 410 Turn in Chapter test 11, Pages 461 to 462 Turn in Chapter test 12, Pages 514 to 515 <b>Skip question # 6 and 7</b>
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>

**Assessments:**

Test 1	125 points
Test 2	125 points
Homework	125 points
Class Participation	375 points

**Grading Scale:**

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

**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

**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 be aware that your paper may be submitted for examination for plagiarism to**

**Safe Assign, a plagiarism-check Internet Company with which the college has contracted.**

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

Calumet College of St. Joseph adheres to citation guidelines as prescribed by the particular discipline (i.e., MLA, APA, Chicago Manual of Style or Turabian.). All of these guidelines are available in the Calumet College of St. Joseph library or bookstore. These texts outline how to cite references from a variety of sources, including electronic media.

**Withdrawal from Classes 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. Notice if a student misses one class the students will be forced to withdraw if he or she is late for any other class during the six-week duration of the course. No student can miss more that four hours of scheduled course time.

In addition, when a student misses one session of class they will not receive class participation for that session, and any assignment due that night will have the grade earned for that assignment lowered by ten percent. It will be nearly impossible for a student to earn a grade of "A" if they miss one class session.

*The Student Success Center is dedicated to supporting Calumet College of St. Joseph students. 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. Tutoring is open to all students at Calumet College of St. Joseph at no charge and is available to support most introductory courses. Tutoring in support of some other courses is available as well. The Tutoring Center is located on the first floor in the Library.. The telephone number is 219.473.4287 or 800.700.9100 ext. 287.*

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.

**Disability Services**

The Student Support Services Office is the primary office to guide, counsel and assist students with disabilities. If you have reasonable accommodation needs (e.g., extended time needed for tests, note taking assistance, special testing arrangements, etc.) because of a disability, contact the Student Support Services Office at 219-473-4388. Student Support Services staff will require documentation pertinent to your disability. If you already receive services through the Student Support Services Office and require accommodations for this class, make an appointment as soon as possible to discuss your needs. Calumet College of St. Joseph will hold any information you share in the strictest confidence unless you request that it be shared.

## Emergency Procedures

### MEDICAL EMERGENCY

#### EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

### FIRE

#### EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

### BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

***IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:***

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

#### HAZARDOUS MATERIAL SPILL/RELEASE

##### **EMERGENCY ACTION**

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

#### TORNADO

##### **EMERGENCY ACTION**

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

#### SHELTER IN PLACE

##### **EMERGENCY ACTION**

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

#### BOMB THREATS

##### **EMERGENCY ACTION**

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

#### TERRORISM AND ACTIVE SHOOTER SITUATIONS

##### **EMERGENCY ACTION**

1. Call 911 and report intruder.

## **RUN, HIDE OR FIGHT TIPS:**

- 1. Prepare** – frequent training drills to prepare the most effectively.
- 2. Run and take others with you** – learn to stay in groups if possible.
- 3. Leave the cellphone.**
- 4. Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
- 5. Silence your cellphone** -- use landline phone line.
- 6. Why the landline?** It allows emergency responders to know your physical location.
- 7. Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
- 8. Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
- 9. Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
- 10. Fight as a group** – the more people come together, the better the chance to take down the shooter.
- 11. Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.