

COURSE # ACCT 1150

Business Math

*2018-2019*

**Instructor**

**Instructor:**

**Phone:**

**Email:**

**Office Hours:**

**Course**

## Course Description

***This is a Concurrent Enrollment Course, offering both high school credit through \_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School and college credit through Utah Valley University. Credit from this course is transferable to all colleges and universities. Contact the receiving institution for how the credits will be applied.***

**Catalog Description**

Designed for the business student as a review of mathematical principles, techniques, computations, and their applications to business problems. Topics include: checking accounts and bank reconciliations, percent, solving for the "unknown," discounts, markups and markdowns, payroll, simple interest, discounting notes, present and future value, depreciation, inventory, taxes, insurance, stocks and bonds, annuities, sinking funds, and calculator procedures.

**Course Prerequisites**

This class is available to all high school students in good academic standing. High school prerequisites apply.

## Course Objectives or Learning Outcomes

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| STANDARD | The student will demonstrate knowledge of table’s graphic material. |
| OBJECTIVES0101 | Read and interpret tables and charts (such as mileage, tax and postage). |
| 0102 | Read and interpret graphs (such as bar, broken-line, circle, and pictograph). |
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| STANDARD | The student will demonstrate knowledge of ratio, proportion, and percentage. |
| OBJECTIVES0201 | Compute discounts and markups. |
| 0202 | Solve problems involving percentage of increase and decrease. |
| 0203 | Use simple formulas to solve practical problems. |
| 0204 | Use ratio and proportion to solve problems. |
| 0205 | Determine costs (such as unit costs, total costs for lists of materials, scaled costs for receipts, budgets, financing, credit costs compared to cash, etc.). |
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| STANDARD | The student will demonstrate problem solving by applying mathematical principals to problems related to transportation including personal transportation and movement of goods. |
| OBJECTIVES0301 | Compare the costs of various modes of transportation for short and long distances. |
| 0302 | Analyze the costs involved in automobile ownership. |
| 0303 | Determine the advantages and disadvantages of owning or leasing transportation. |
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| STANDARD | The student will demonstrate knowledge of income, employee benefits, required deductions, and optional deductions. |
| OBJECTIVES0401 | Calculate income from wages, salary, piecework, and commissions. |
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| STANDARD | The student will demonstrate knowledge of budget. |
| OBJECTIVES0501 | Develop charts to compare monthly income and expenses. |
| 0502 | Prepare a personal budget sheet. |
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| STANDARD | The student will compare various methods of financial investments. |
| OBJECTIVES0601 | Use charts to compare savings in passbooks, certificates, stocks, and bonds. |
| 0602 | Compare income from guaranteed yield investments and variable investments. |
| 0603 | Compare simple interest, compound interest, and annual percentage rates (APR). |
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| STANDARD | The student will demonstrate knowledge of financial transactions by comparing the use of checking accounts, credit cards, and charge accounts.  |
| OBJECTIVES0701 | Analyze finance charges. |
| 0702 | Compare the various types of finance and loan charges to each other. |
| 0703 | Maintain a check register. |
| 0704 | Reconcile a bank statement. |
| 0705 | Compare purchase costs using cash, check, credit card, and charge accounts. |
| 0706 | Determine money amounts in transactions (making change, totaling bills, calculating tips, using cash registers, etc.) |
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| STANDARD | The students will demonstrate knowledge of taxation by using mathematical principles to explain sales tax, utility tax, property tax, and miscellaneous taxes. |
| OBJECTIVES0801 | Determine the sales tax on selected purchases. |
| 0802 | Compare the property taxes in selected taxing units. |
| 0803 | Identify other miscellaneous taxes and their raes. |
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| STANDARD | The student will demonstrate knowledge of selected insurance programs through comparisons related to benefits. |
| OBJECTIVES0901 | Compare the costs and benefits of selected life insurances. |
| 0902 | Compare the costs and benefits of selected accident insurances. |
| 0903 | Compare the costs and benefits of selected automobile insurances. |
| 0904 | Compare the costs and benefits of selected homeowner insurances. |
| 0905 | Compare the costs and benefits of selected guaranteed income insurances. |
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| STANDARD | The student will demonstrate knowledge of costs of manufacturing, buying merchandise for resale, and measuring business performance. |
| OBJECTIVES1001 | Distribute overhead costs. |
| 1002 | Calculate a break-even analysis. |
| 1003 | Calculate purchase, trade, and series discounts. |
| 1004 | Compare costs with borrowing to obtain discounts. |
| 1005 | Compare financial data. |
| 1006 | Prepare performance reports. |

**Required Text and Materials**

Practical Business Math Procedures, 9e, Jeffrey Slater

**Department Policies**

**Assessment**

Student’s grades are composed of participation points earned in class, homework assignments and periodic exams.

Participation Points: Students will receive points for every day they are in class on time and fully participate in the class discussion.

Assignments: Each homework assignment will be assessed a point value and students will earn points for each correct answer. Textbooks should be used for all homework assignments.

Tests: A test will be given at the end of each section throughout the year. Each test will have a point value assessed and students will earn points for correct answers.

**Grading Scale**

 A = 100-95 B - = 83-80 D+ = 69-67

 A - = 94-90 C+ = 79-77 D = 66-64

 B+ = 89-87 C = 76-74 D - = 63-60

 B = 86-84 C - = 73-70 F = 59-0

**Grades and Credit**

Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect college acceptance and scholarship eligibility.

Grades are determined by instructors, based upon measures determined by the instructor and department and may include: evaluation of responses, written exercises and examinations, performance exercises and examinations, classroom/laboratory contributions, mastery of pertinent skills, etc. The letter grade “A” is an exceptional grade indicating superior achievement; “B” is a grade indicating commendable mastery; “C” indicates satisfactory mastery and is considered an average grade; “D” indicates substandard progress and insufficient evidence of ability to succeed in sequential courses; “E” (failing) indicates inadequate mastery of pertinent skills or repeated absences from class; “UW” indicates unofficial withdrawal from class.

**University Policies**

**Academic Integrity**

Utah Valley University expects all students to maintain integrity and high standards of individual honesty in academic work, to obey the law, and to show respect for others. Students of this class are expected to support an environment of academic integrity, have the right to such an environment, and should avoid all aspects of academic dishonesty. Examples of academic dishonesty include plagiarizing, faking of data, sharing information during an exam, discussing an exam with another student who has not taken the exam, consulting reference material during an exam, submitting a written assignment which was authored by someone other than you, and/or cheating in any form.

In keeping with UVU policy, evidence of academic dishonesty may result in a failing grade in the course and disciplinary review by the college.  Any student caught cheating will receive, at minimum, zero points on that particular assignment for the first offense.  A second offense can result in failing the course and will entail being reported to Student Advising.  Academic dishonesty includes, in part, using materials obtained from another student, published literature, and the Internet without proper acknowledgment of the source.   Additional information on this topic is published in the student handbook and is available on the UVU website.

**Student Code of Conduct**

All UVU students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning. All students are expected to **obey the law**, to **perform contracted obligations**, to **maintain absolute integrity and high standards** of individual honesty in academic work, and to observe a **high standard of conduct for the academic environment**.

The Student Rights and Responsibilities Code, or Code of Conduct, outlines for students what they can expect from the University and what the University expects of them.

Students should review their Rights and Responsibilities. The Code of Conduct also outlines the process for academic appeals, and appeals related to misconduct and sanctions. It can be found at <http://www.uvu.edu/studentconduct/students/>

**Student Responsibilities**

You are expected to take an active role in the learning process by meeting course requirements as specified in written syllabi. Faculty members have the right to establish classroom standards of behavior and attendance requirements. You are expected to meet these requirements and make contact with faculty members when unable to do so.

**Withdrawal Policy**

If you do not wish to take this course or find that you are unable to continue, you should officially withdraw by the deadline stated in the current semester UVU Student Timetable.

You can officially withdraw from a course by dropping it through the online registration system or the campus One Stop desk (BA 106) by the listed date. If you officially withdraw from a course by the "Last Day to Drop and Not Show on Transcript," the course will not appear on your academic transcripts. If you officially withdraw from a course by the "Last Day to Withdraw," a "W" will appear on your transcripts. Although your GPA will not be affected — a "W" will indicate that you chose to withdraw. If you fail to complete the course and do not drop it before the "Last Day to Withdraw," a "UW" or "E" (a failing grade) will appear on your transcripts.

Withdrawing from a course may impact your financial aid status. For more information, see: UVU Financial Aid.

**Cheating and Plagiarism Policy Procedures**

This document was taken from the Utah Valley University Policy 541, The Student Rights and Responsibilities Code

5.4.4 Each student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism as defined hereafter:

1) Cheating is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying another's academic work.

2) Plagiarism is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.

3) Fabrication is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:

a) Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.

b) Listing sources in a bibliography not used in the academic exercise.

c) Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

 d) Submitting as your own any academic exercise (written work, printing, sculpture, etc.) prepared totally or in part by another.

**Students with Disabilities**

**Students who need accommodations because of a disability** may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747. Deaf/Hard of Hearing individuals, email [nicole.hemmingsen@uvu.edu](https://owa.uvu.edu/owa/redir.aspx?C=r3xUa4y2bkalWljgIj1VXM3KzYlusNIIESMqIpkF5USfG-H3cUMstYl8DNScKc_quB49PvOQ-l0.&URL=mailto%3anicole.hemmingsen%40uvu.edu) or text 385-208-2677.

**Religious Accommodations**

At the beginning of each semester, you shall promptly review the course syllabus and class schedule and notify faculty to request an accommodation for sincerely held religious beliefs and practices using the *Religious Accommodation Request Form*.

**Dangerous Behavior**

The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Rights and Responsibilities Code*.

**Discriminatory, Exclusionary, or Disruptive Behavior**

Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in UVU Policy 541 *Student Rights and Responsibilities Code.* 5.6

**Attendance**

Attendance in this class is not mandatory due to the different learning preferences with each student. However, class will be held according to the schedule on the top of this syllabus. Chapters will be covered in class as listed in the semester schedule below. Class will consist of chapter reviews, discussion and group activities.

**Policies/References**

1. Policy 541: Student Rights and Responsibilities Code <https://www.uvu.edu/catalog/current/policies-requirements/student-rights-and-responsibilities.html>
2. Policy 601: Classroom Instruction and Management. <https://policy.uvu.edu/getDisplayFile/5750ed2697e4c89872d95664>
3. Policy 635: Faculty Rights and Professional Responsibilities. <https://policy.uvu.edu/getDisplayFile/563a40bc65db23201153c27d>

**Definitions**

* 1. Syllabus: An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

**Dropping the Class**

\_\_\_\_\_\_\_\_\_ is the last day to drop the course without it showing on your transcript.

\_\_\_\_\_\_\_\_\_ is the last day to withdraw from the class.
If you drop the high school class, you must also withdraw from the UVU class to avoid receiving a failing grade.

**Due dates and this syllabus may change at the instructor’s discretion due to the needs of the class members.**