**My work week is Monday through Friday during the fall & spring and Monday through Thursday during the summer. Email responses will generally be within 24 hours. For email messages received on Fridays (Thursdays in the summer) or holidays, responses will be on the following day.**

INSTRUCTOR: Catherine Finley  
OFFICE: D209  
PHONE: 281.756.3811  
FAX: 281.756.3954  
E-MAIL: cfinley@alvincollege.edu  
OFFICE HOURS: ____________________

ADA STATEMENT:

“This college will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunities. It is the policy of Alvin Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student’s responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations.”

COURSE DESCRIPTION:

This course covers the fundamentals of business math. Teaching concepts include the traditional method of calculating and how to use spreadsheet software (Microsoft Excel) to create formulas and use functions to make the same calculations.

MATERIALS NEEDED:

Business Math Using Excel, Burton and Shelton  
USB/jump drive  
computer/copy paper

WEBCT:

We will use **WebCT** for classroom management (email, calendar, testing, etc.). All students will be able to access their WebCT account as of the first day of class at noon.
Every student who enrolls after this day will be added in by the next day by noon. If you have a problem accessing WebCT, please contact the Distance Education Department at 281-756-3728 or de@alvincollege.edu.

To access WebCT, log on to the college’s website http://www.alvincollege.edu
Click the “WebCT” icon
Click on “Log on to”
Key in your “username” and “password”

Your “username” will be the following: firstname.lastname (lowercase ex. catherine.finley). Don’t forget the period between the two words. If you have multiple last names (for example: De Los Santos) these will be combined into one word. Hyphens will be left in as they are. Please check your fee statement to see how our system spells your name as this is what these accounts will be set up from. Your initial “password” will be “alvincc” (lowercase). You can change your password once you have logged in.

COURSE COMPETENCIES:

1. Student will be provided a review of basic math concepts including addition, subtraction, multiplication, division, and percents. F1, F3
2. Student will develop skill utilizing spreadsheet software (Microsoft Excel). C19
3. Student will apply theory to solving practical business problems. F4, F7
4. Student will demonstrate time management by meeting due dates for assignments and tests and organizing work, family, and personal schedules. C1, F13, F16

COURSE COMPLETION REQUIREMENTS:

- Read the assigned chapters.
- Complete and submit in assignments on time.
- Complete all tests.

GENERAL INSTRUCTIONS:

1. Students are required to work on the class 6 hours a week during the fall and spring semesters and 8 hours a week during the summer.

Labs D-213 and D-235 close at 9 p.m. Monday –Thursday and at 5p.m. on Friday. The school is closed on Fridays in the summer.

*The labs are not automatically unlocked by Campus Police in the morning. If you
need in a lab before it has been opened, please go to Campus Police. After Hours Policy (D-235 only—see Campus Police form for rules.)

2. Students are encouraged to make every effort to complete exams by the deadline. If you are unable to complete an exam by the deadline, you must notify the instructor as soon as possible. Failure to do so will result in an automatic zero for the exam(s) missed. Exceptions will only be given in an emergency. You are limited to one emergency. If more than one test is missed, the others will receive a zero. EXAMS CANNOT BE RETAKEN.

3. Assignments will be submitted through the assignment link in our class web site in WebCT.

4. Incompletes will not be given unless a student has completed a minimum of 75% of all tests and assignments and has experienced a true emergency near the end of the semester. The student must request the incomplete.

5. A student wishing to withdraw from a course must submit a withdrawal form to the Records Office by April 10, 2007.

6. Only students registered for classes may attend class/lab. To avoid disruption of classroom instruction, children of enrolled students may not attend classes. Further, cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction should not be brought to class/lab. In emergencies, students may be contacted through the Campus Police Office, (281) 388-4800. (See ACC Catalog).

ASSIGNMENT POLICY/PRODUCTIVITY:

Time management is a necessary skill. The following policy has been implemented to stress the importance of planning and meeting due dates.

Assignments must be turned in by the due date. You are allowed two late assignments during a semester with a maximum grade of 80 (20 points deducted). After two late assignments, any additional late assignments will earn a grade of zero (0). Late assignments must be turned in no later than one week following the original due date. Assignments received later than one week following the due date will earn a grade of zero (0).

EVALUATION OF COURSE COMPETENCIES:
Chapter Tests                                           60%
Assignments/Projects                                   40%
100%

GRADING SCALE:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 or less

CLASS/LAB RULES:

1. Use only the equipment that has been designated for your class/lab.
2. No children or friends allowed in class/lab.
3. No food or drinks allowed in class/lab.
4. Do not unplug or move equipment
5. If you experience difficulty with any equipment, notify an instructor/lab assistant or leave a note explaining what is wrong with the equipment.

TEST DUE DATES

Test 1 Ch. 1, 3          02/02/07
Test 2 Ch. 4, 5          02/16/07
Test 3 Ch. 6, 7          03/09/07
Test 4 Ch. 8, 9          03/30/07
Test 5 Ch. 10, 12        04/13/07
Test 6 Ch. 13, 14        04/27/07

CAREER /SERVICES ON CAMPUS

Career Services consists of a career library, individual counseling, career workshops, job placement and job fairs. Career Services is linked to the college’s website..www.alvincollege.edu
Career Library Resources contains career books listing major employers, vocational biographies, job search information and videos. Student workstations consist of computer planning software, resume writing software and easy access to labor market information.

Individual Counseling will assist students by critiquing resumes and job search strategies.

Career Workshops offer workshops on job-search topics such as resume and cover letter writing, interview preparation and tapping the hidden job-market.

Job Placement Service receives weekly from local and national employer job vacancies. These job vacancies are posted on job boards on campus, on the college’s website (alvincollege.edu and click on job corner) and Office Administration’s bulletin board.

I have read and understand the Student Information Plan (SIP) for BUSINESS MATH POFT 1421

_________________________________________  ________________________________
Date                                                                Student Signature