

Miami-Dade Community College

Wolfson Campus

MTB 1103 - Business Math

ROSENTHAL

Office 3704

(305) 237-3151

CATALOG DESCRIPTION: A review of mathematical applications in business including cash and trade discounts, commissions, markup and markdown, invoices, notes payables, inventory, depreciation, and bank reconciliations.

INSTRUCTIONAL STRATEGIES: Lecture, class discussions, hand-outs and student participation in problem-solving will be used extensively. A computerized program will be utilized which correlates to the textbook. The software is available on the machines in the Computer Courtyard (Building 2, floor 3) and may also be purchased in the school bookstore. A disk is also included in the shrink-wrapped version of the text.

REQUIRED TEXT: Contemporary Mathematics for Business & Consumers, Bob Brechner.

ATTENDANCE: Regular attendance is mandatory since the student is responsible for all material covered in the lecture, class discussions, hand-outs and text. There is typically a high correlation between good classroom attendance and satisfactory performance on exams and other assignments. The roll is taken at the beginning of the class; no late attendees will be marked in attendance. The instructor reserves the right to lower your semester grade for five absences without a verifiable work-related or medical excuse.

EXAMINATIONS: All examinations are math problems or fill-in the blank. The units are basically non-cumulative. The exam dates will be given with adequate notice but are generally every week. Students taking all exams will be able to drop their lowest grade. All others will use the exam missed as their one drop option. **THERE ARE NO MAKE-UP EXAMS.**

STUDENT DROP PROCEDURE: It is the responsibility of the student who is unable to complete the course to request a AW@ through the Registrar's office prior to the above date. Failure to comply with this procedure will result in the grade earned as of the date of last attendance.

COURSE COMPETENCY DISCLAIMER: Any deviation from the stated competencies is at the discretion of the instructor and is based on time and other restrictions.

CLASSROOM ETIQUETTE: No audible beepers or cellular phones will be allowed.

OFFICE HOURS: If you are unable to contact me during my posted hours, please leave a local phone number with the receptionist in 3704 or on my phone mail indicating where you can be reached before 3:00 p.m., Monday through Thursday. Beepers and long-distance numbers cannot be used for contact. I will return your call as promptly as possible, probably during my next day's office hours.

GRADING PROCEDURE:

5 exams (highest 5 grades)

500 points total (100 per exam)

The following scale will determine the final grade:

- A 440-500
- B 390-439
- C 340-389
- D 290-339
- F Below 290

INCOMPLETES: An INCOMPLETE (I) will only be considered for extraordinary circumstances and if 80% of the material is satisfactorily completed by the final drop date.