

Elmira Business Institute

Student Syllabus: Math Essentials (BUS002)

Prerequisite: NONE

Course Credits/Clock Hours: 0/2

Course Delivery Mode: Residential

Course Description

This course is designed to provide the most fundamental background needed for college-level mathematics and skills required for many business applications of mathematics. Topics covered include basic computation with fractions, decimals, percentages, measurement in both metric and English units, elementary geometry, graphs, and basic algebra. Students that score less than 70 on the Accuplacer will be placed in Math Essentials, a non-credit bearing course. Students that score a 70 or higher will be placed in Business math, a credit-bearing course.
(Lec/Lab/Ext/Total) (0 credit/ 30 hours).

Student Learning Outcomes

Upon completion of this course, students will be able to:

- Demonstrate a knowledge of whole numbers in words and standard form
 - Distinguish the knowledge of adding, subtracting, multiplying, and dividing whole numbers, integers, fractions, and mixed numbers
 - Describe and perform the order of operations and estimation
 - Identify the place value of a digit in decimal form
 - Demonstrate how to write ratios in fraction form
 - Define and understand American units of length
 - Explain the meaning of percent
 - Demonstrate how to write percentages as fractions and decimals
 - Develop knowledge of translating percent sentences to percent equations
 - Demonstrate the applications of percent in real-world applications
 - Practice utilizing variables to state properties of addition, multiplication, and division
 - Solve basic algebraic equations
 - Identify points, lines, and planes
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Required Course Texts & Course Materials

Slater, Jeffrey and Wittry, Sharon *Practical Business Math Procedures with Connect*. 13th Ed. McGraw-Hill, 2020. Print. (ISBN: 9781260878189)

Basic Calculator

Supplemental educational learning materials may include and are not limited to

Supplemental problems assigned by the instructor

Potter, Lawrence. *Mathematics Minus Fear: How to Make Math Fun and Beneficial to Your Everyday Life*. New York, NY: Pegasus Books, 2012. Print. (ISBN: 9781605983769)

Assessment

This course is graded on a Pass/Fail grading scale. Attendance is mandatory and must remain above 68 percent. Students who actively participate in the course and complete all activities, assignments, and quizzes while maintaining an attendance record of 68 percent or higher will earn a grade of “Pass” for the course. Students who fail to meet these requirements will receive a grade of “Fail” and will repeat the course.

Calculation of a Semester Credit Hour

All coursework at Elmira Business Institute is measured in semester credit hours.

- One Semester Credit Hour is equivalent to fifteen (15) clock (contact) hours of Lecture.
- One Semester Credit Hour is equivalent to thirty (30) clock (contact) hours of Laboratory training.
- One Semester Credit Hour is equivalent to forty-five (45) clock (contact) hours of Externship.

Definition of a Contact Hour

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is required to devote appropriate time to preparation and study outside the classroom.

Evaluation

Pass (attendance/professionalism average) 100%	P= 68% or higher
Fail	F=repeat BUS 002

Course Policies

Behavioral Standards

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. Respect for others in terms of language, demeanor, and attention to others while they are speaking is expected.

The College reserves the right to dismiss or suspend students for conduct which impedes, disrupts, or interferes with the orderly and continuous administration and operation of the College or any unit of the College. Attending EBI is not a right; it is a privilege.

As a part of its mission to prepare students for careers in the business and healthcare world, EBI requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students in College externships are required to follow the participating organization’s dress code.

No cell phone use or Internet access is allowed in the classroom unless permission is granted by the instructor and usage is course appropriate.

No eating or drinking in EBI’s classroom laboratories (medical, business, or technology) or Library.

Attendance Policy

Attendance is mandatory and will be used when calculating participation/attendance. Class will begin promptly. Students who are late or absent are responsible to obtain lecture notes, assignments, and announcements after class, so as not to interfere with class time, or the work of fellow students. One of the first questions a potential employer will ask the Career Services representative about is student attendance. Your attendance in the classroom directly represents your quality of potential work.

Students who do not attend classes after missing 14 consecutive calendar days or who fail to attend classes on a regular basis will be administratively dropped by the College. Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid eligibility (student loans) and federal and state grants.

Make-Up Policy

When a student is absent, that student is responsible for making up missed class work. Make-ups may be offered at the *instructor's discretion*, and it is the student's responsibility to arrange a time with the instructor. Make-ups must be taken within one week of the date of absence; failure to make up work in a timely manner may result in a 0 grade. There is no charge for make-up work.

Academic Integrity/Plagiarism Rules

Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty will not be tolerated. Academic Dishonesty “is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.” All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

Please keep in mind that plagiarism includes:

- Copying another person's work and claiming credit for it
- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

Students will be given a complete policy the first day of class to review and sign.

For questions about plagiarism or assistance at any part of the writing process, please visit the Academic Achievement Center or Library.

Academic Support

Private Instruction

Elmira Business Institute promotes student and faculty private instruction. This student service is provided at no charge for students enrolled in a program. Private Instruction is accomplished in the following way:

- Students should contact faculty members for scheduling private instruction.
- Mandatory private instruction scheduled by an Administrator when necessary.

Faculty Office Hours

The Faculty Office Hours are posted outside the classroom door. This the first stop for help for assignments, study skills, or writing for any course.

Academic Advising/Mentoring

Academic Advising/Mentoring is provided to each student throughout the semester. Staff or Faculty Mentors can facilitate student access to learning resources and answer basic questions regarding EBI academic programs and policies.

The Library

The Library supports the academic programs of the College and offers technology to assist student research in databases and on the Internet. A Librarian is available to assist in research and navigating our resources. Use the Library catalog (<http://ebi.scoolaid.net/bin/home>) to search for a book in the library, access databases and e-books, and find reference tools.

Information is also available about community resources, including scholarships, part-time employment, child care, and transportation. Elmira Business Institute maintains a library of hundreds of volumes of reference materials and manuals for the students' use. This facility is used both for independent reading and for study. The Institution also provides its students with access to an e-library containing over 80,000 volumes and reference materials. The e-library is available to the students 24-7 by remote access. Available for students' use is a wide range of resource materials that include encyclopedias, unabridged dictionaries, almanacs, atlases, and many volumes directly related to subjects studied at Elmira Business Institute. Books for general reading are also included. The library is available to students during normal school hours.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program. The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

Course Schedule

<i>Lesson #</i>	<i>Topics</i>
<i>1</i>	Whole Numbers <ul style="list-style-type: none"> • Understanding, Adding, Subtracting, Multiplying, and Dividing Whole Numbers • Exponents and the Order of Operations • Rounding and Estimating • Solving Applied Problems Involving Whole Numbers
<i>2</i>	Fractions <ul style="list-style-type: none"> • Understanding, Simplifying, Converting, Multiplying, Dividing, Adding, Subtracting Fractions • Finding the Least Common Denominator and Creating Equivalent Fractions • Solving Applied Problems Involving Fractions
<i>3</i>	Decimals <ul style="list-style-type: none"> • Using Decimal Notation • Comparing, Ordering, and Rounding, Adding, Subtracting, Multiplying, and Dividing Decimals • Converting Fractions to Decimals and the Order of Operations • Estimating and Solving Applied Problems Involving Decimals
<i>4</i>	Ratio and Proportion Rates, Solving Proportions, Solving Applied Problems
<i>5</i>	Percent <ul style="list-style-type: none"> • Understanding Percent • Changing Between Percentages, Decimals, and Fractions • Solving Percent Problems Using Proportions • Solving Applied Percent Problems • Solving Commission, Percent of Increase or Decrease, and Interest Problems.

6	Measurement <ul style="list-style-type: none"> • American and Metric Units of Length, Volume, and Weight • Converting Units • Solving Applied Measurement Problems
7	Signed Numbers <ul style="list-style-type: none"> • Adding, Subtracting, Multiplying, and Dividing Signed Numbers • Order of Operations • Scientific Notation
8	Practice Problems to assess understanding
9	Introduction to Algebra <ul style="list-style-type: none"> • Variables and Like Terms • The Distributive Property • Solving Equations Using the Addition, Division, or Multiplication Property • Solving Equations Using Two Properties • Translating English to Algebra • Solving applied Problems
10	Statistics <ul style="list-style-type: none"> • Circle Graphs • Bar and Line Graphs • Histograms • Mean, Median, and Mode
11	Geometry <ul style="list-style-type: none"> • Angles, Rectangles, Squares, Parallelograms, Trapezoids, Rhombuses, Triangles, Square Roots, Pythagorean Theorem, Circles, Volume, Similar Geometric Figures, Solving Applied Problems
12	Practice to assess understanding of concepts.
13	Review and Extra Practice with Corresponding Business Mathematics Concepts
14	Review and Extra Practice with Corresponding Business Mathematics Concepts
15	Review and Extra Practice with Corresponding Business Mathematics Concepts
16	Review and Extra Practice with Corresponding Business Mathematics Concepts

Please note: Changes to the lessons may be made at the discretion of the instructor throughout the semester.

Revised February 2016 mzt, Revised July 2017 klp, Revised 11/27/17 js, Revised August 2018 klp, Revised August 2019 em, Revised December 2019 drg

Career Readiness Assessment “CRA” ☐Midterm ☐Final

Student Name: _____ Course ID: _____ Instructor: _____

	Total Points	Excellent (16-20 points)	Good (11-15 points)	Fair (6-10 points)	Poor (0-5 points)
Attendance		The student arrives on time for the course, and stays for the duration of the class. Attends at least 90% of the class.	The student arrives on time for the course and stays for the duration of the course. Attends at least 85% of the class.	The student arrives late or does not stay for the duration of the class. Attends at least 75% of the class.	The student generally arrives late for the course, or stays for fewer than 65% of the class.
Class Engagement (Initiative)		Proactively contributes to class by regularly offering ideas and asking questions.	Proactively contributes to class periodically offering ideas and asking questions	Rarely contributes to class by offering ideas and asking questions.	Never contributes to class by offering ideas and asking questions.
Listening Skills		Actively listens when others speak during in-class activities. Incorporates the ideas of others in questions/comments.	Listens when others speak both in groups and lecture.	Does not listen in groups or lecture and is not engaged during class	Does not listen in groups and lecture. Interrupts or talks in class.
Behavior		Never displays disruptive behavior, respectful of others in actions and language, and cooperates in a classroom environment.	Rarely disruptive, partial participation in group activities	Occasionally disruptive, rarely participates in group activities.	Very disruptive with actions and language or never participates in group activities.
Professionalism		Always prepared for class, hands in work at beginning of class, and follows appropriate dress code. The student does not use electronic devices inappropriately.	Usually prepared for class, often hands in work at beginning of the class, and mostly follows appropriate dress code. The student rarely uses electronic devices inappropriately.	Rarely prepared for class, rarely hands in work at the beginning of the class, and rarely follows dress code. The student often uses electronic devices inappropriately.	Almost never prepared for class, excessively hands in work late, and does not follow dress code. The student excessively uses electronic devices inappropriately in the classroom.

Total Points: _____/100

Professionalism Grade
15%