Semester/Year: Spring 2015

Lecture Hours: 3        Lab Hours: 0        Credit Hours: 3

Class Time: 5:00 pm - 7:00 pm        Days: T-TH        Room: BU 216

Instructor’s Name: Stephen Dobby

Instructor’s Office: BU 206        Office Phone: (307) 268-2676        Email: sdobby@caspercollege.edu

Office Hours: 11 am – 12 pm (M-F); 12 pm – 1 pm (Tuesday); other times are available by appointment.

Outcomes for Casper College Graduates:
1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Appreciate aesthetic and creative activities
6. Use appropriate technology and information to conduct research
7. Describe the value of personal, civic, and social responsibilities
8. Use quantitative analytical skills to evaluate and process numerical data

Course Description: Designed to review basic mathematics skills and build a proficiency in the operation of electronic calculators. These skills are applied to practical business problems in bank services, payroll, taxes, risk management, markup, discount, depreciation, financial analysis, simple and compound interest.

Goal: Mastery of basic math skills applied to practical personal and business problems. The ability to apply those skills to specific personal and business situations.

Outcomes for this class: The desired outcomes of this course include but are not limited to:
- Whole numbers (chapter 1)
- Fractions (chapter 2)
- Decimals (chapter 3)
- Checking accounts (chapter 4)
- Percents and application to business (chapter 6)
- Invoices, trade discounts, and cash discounts (chapter 7)
- Markup and markdowns (chapter 8)
- Payroll (chapter 9)
- Simple interest and promissory notes (chapter 10)
- Compound interest and present value (chapter 11)
- Consumer and business credit (chapter 13)
- Depreciation (chapter 17)
- Taxes (chapter 18)
- Investments (chapter 20)
Methodology: The instructor will review each chapter in lecture form. The student is expected to use a variety of approaches to problems solving and learn as much as possible on their own. Answers to odd numbered problems are provided in the text. The student should repeat problems with incorrect answers. If you continue to have problems arriving at the correct solutions, consult with your instructor. The exact timetable for the course may vary slightly and the instructor reserves the right to make changes.

Evaluation Criteria: Following each chapter is an assessment test, which will be reviewed in class prior to the test. Chapter tests will be given approximately once per week. A final examination will also be given. Once you have begun a test, you may not leave the testing area.

Grading: Grades will be based on the chapter assessment tests, exams, and class participation. There will be no extra credit. Class participation will be based on attendance, preparedness for class discussions, and homework problems done on the board.

Chapter Tests: 60% of total grade
Final Exam: 30% of total grade
Class Participation: 10% of total grade

Grading scale:
A = 100 - 90
B = 89.99 - 80
C = 79.99 - 70
D = 69.99 - 60
F = 59.99 and below

Required Text, Readings, and Materials:

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:
Thursday, April 16th is the last day to withdraw from this class. It is strongly observed!

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.
**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.