

**SOUTH PLAINS COLLEGE**  
**COMMON COURSE SYLLABUS: POFT 1325– Business Math Using Technology – Classroom**

**DEPARTMENT:** Business Administration  
**DISCIPLINE:** Business  
**COURSE NUMBER:** POFT 1325.151  
**COURSE TITLE:** Business Math Using Technology  
**INSTRUCTOR:** Krishna Hoelscher, Instructor in Accounting – Business Admin. Dept.  
**OFFICE:** Levelland Campus, Technology Center #104-D  
**OFFICE HOURS:** M: 11:00-12:00, and 1:30-2:30; T: 8:00-9:00; W: 8:00-9:00, and 11:00-12:00; TH: 9:00-11:00; F: 8:30-9:30 and by appointment  
**TELEPHONE:** 806-716-2244  
**CLASS E-MAIL:** Please use the **Course Messages** option on the "Home Page" control panel within Blackboard for **all** correspondence with me for this course.  
**EMERGENCY E-MAIL:** khoelscher@southplainscollege.edu (**Use for after hours and weekends only**)

**It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.**

## **I. COURSE INFORMATION**

### **A. COURSE DESCRIPTION**

Skill development in business math problem-solving using technology.

### **B. LEARNING OUTCOMES:**

Solve business math application problems using technology.

### **C. STUDENT LEARNING OUTCOMES ASSESSMENT:** This will vary and is geared towards Task Stream and WECM standards. This course will be assessed on an annual basis.

### **D. ATTENDANCE POLICY:** Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. After 4 unexcused absences, students will be warned of excessive absences. **After 6 unexcused absences, students will be dropped from the course with an "X".**

**Any student not present at roll taking will be marked absent unless prior arrangements have been made. Class will begin PROMPTLY at the scheduled time.**

Accessing this course on a regular basis is extremely important in order to complete the required assignments. **Students that DO NOT log in to Blackboard each week will be dropped from this course with a grade of "F."** Students that log in to Blackboard but **DO NOT COMPLETE ASSIGNMENTS** will not be dropped, but will receive the grade they have earned for the assignments that have been completed.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor **may** permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by

the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

### **FINAL DROP DATE: Thursday - April 29, 2021**

- E. ACADEMIC INTEGRITY:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
- F. PLAGIARISM AND CHEATING:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.
- Plagiarism** violations include, but **are not** limited to, the following:
1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill;
  2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
  3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
  4. Missing in-text citations.
- Cheating** violations include, but **are not** limited to, the following:
1. Obtaining an examination by stealing or collusion;
  2. Discovering the content of an examination before it is given;
  3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
  4. Entering an office or building to obtain an unfair advantage;
  5. Taking an examination for another;
  6. Altering grade records;
  7. Copying another’s work during an examination or on a homework assignment;
  8. Rewriting another student’s work in Peer Editing so that the writing is no longer the original student’s;
  9. Taking pictures of a test, test answers, or someone else’s paper.
- G. STUDENT CODE OF CONDUCT POLICY:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts

the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

- H. **DIVERSITY STATEMENT:** In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is but also model society as it should and can be.
- I. **DISABILITY STATEMENT:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.
- J. **NONDISCRIMINATION POLICY:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.
- K. **TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, a notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.
- L. **CAMPUS CONCEALED CARRY:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at <http://www.southplainscollege.edu/campuscarry.php> . Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

## II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:

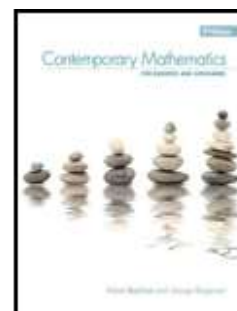
### A. Course materials:

#### 1. Cengage Unlimited Access Code

**Pricing:** Cengage Unlimited is \$119.99 for a 4-month subscription, \$179.99 for a 12-month subscription or \$239.99 for a 24-month subscription. This access code may be purchased at either SPC Bookstore or online through Cengage.

**Print:** You'll be eligible to upgrade to a print rental for the cost of \$7.99 when you activate **WebAssign** and subscribe to Cengage Unlimited. Shipping will be free for your print rental which includes the cost of shipping back to Cengage.

**Inclusive Access Textbook Program:** This course **DOES NOT** participate in the inclusive access textbook program. **All students enrolled in this course will**



**need to Opt-Out of the Inclusive Access textbook program if it has been added to your tuition statement and PURCHASE the Cengage Unlimited Access Code.**

To opt out of the Inclusive Access e-book/resources, students need to email [tfewell4texasbookcompany@gmail.com](mailto:tfewell4texasbookcompany@gmail.com) before the census date. Students must include their first name, last name, student ID number, and the course they are opting out of in the email. Once students have been opted out of Inclusive Access, they will receive a confirmation email. **The Inclusive Access fee will be refunded to students who opt out before the census date for their term of enrollment. The census date for the Spring 2021 semester is **Wednesday, February 3, 2021.****

*Please feel free to contact me if you have any questions or need assistance regarding inclusive access.*

**2. Basic four-function calculator**

**B. Grading Policy:** The student's final grade will be derived from the following point totals and scale:

Your Point Total	Course Grade
1078 or more	A
958-1077	B
837-957	C
717-836	D
Below 716	F

<b>Homework Assignments:</b> 25 points each	400
<b>Chapter Quizzes:</b> 10 points each	130
<b>Exams:</b> 200 points each	600
<b>Participation:</b> 5 points each	75
<b>TOTAL POSSIBLE POINTS</b>	<b>1205</b>

**Late Assignments:** Late assignments **WILL NOT** be accepted. Do not wait until the last minute to complete an assignment, you are given an entire week to complete the assigned work. **Computer failure is not an excuse for missing an assignment!!!**

**C. Extra Credit:**

There are two extra credit opportunities for a total of 3 points available for this class. Extra credit is offered to the entire class, **NOT** individual students. All extra credit points will be added to the **final** course average at the end of the semester.

- 1) Course Evaluation – 1 point** will be added to the final course average for completing the course evaluation for this course. The course evaluation will be available at the end of the semester.
- 2) Course Assignments – 2 points** will be added to the final course average for students that complete **EVERY** assignment throughout the **ENTIRE** semester by the required deadline. There are **NO** exceptions for this opportunity.

**D. Course Average:** Course averages will be maintained in **Blackboard**. Please notify the instructor if there are questions regarding any grading discrepancy.