**Vocational Math**

2012-2013

**Instructor:** Brenda Siers

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**Phone:** (320) 252-2231 Ext. 3253

**Office Hours:** 8:00-8:30 am, Period 3, 5-6, 3:15-3:30 pm (There will be times when I will not be available during these times, so be sure to talk to me ahead of time if you need to come in for help or questions.)

**COURSE DESCRIPTION:**

The content of *Mathematics with Business Applications* (Vocational Math) teaches students how to get along in the world. At the heart of this course is the real-world application of computational skills to solve business and consumer problems. This course provides ample opportunities for review and reteaching of problems and computational skills. Topics discussed will include personal business mathematics and business mathematics. Within the personal business mathematics topic we will cover gross income, net income, checking accounts, savings accounts, cash purchases, charge accounts and credit cards, loans, automobile transportation, housing costs, insurance and investments, and recordkeeping. The business mathematics topic will cover personnel, production, purchasing, sales, marketing, warehousing and distribution, services, accounting, accounting records, financial management, and corporate planning.

**TEXTBOOK:**

*Mathematics with Business Applications* by Lange, Rousos, and Mason. Glencoe/McGraw-Hill 1998© ISBN#0-02-814730-8

**ATTENDANCE POLICY:**

Students are expected to attend all classes. Students are responsible for learning the material and handing in assignments on time. When students have an absence, the student has the number of days absent plus one to complete all work (if they were gone 2 days they would have 2 + 1 = 3 days to hand in assignments). The assignment which was due the day they were gone would need to be turned in the first day they are back. It is the student’s responsibility to get and complete any work they may have missed because of an absence. If you miss the test day, you will have to complete the test the first day you are back (unless missing several days in a row). You will have a maximum of 3 days to make up a test, if it is not made up within the allotted time the test grade will become a zero in the grade book. Unexcused absences (truants) will result in a 0 for all assignments/tests/quizzes done or due that day in class.

**COURSE EXPECTATIONS:**

**Be Responsible**

* Bring all supplies to class: notebook, textbook, **PENCIL**, calculator, and any other needed classroom supplies.
* Complete all assignments on time.
* Be to class on time. Excessive tardies and/or truancies will be reported to the office and may result in loss of points.
* Be in your seat, ready to learn when the bell rings.

**Be Respectful**

* When someone else is talking, be quiet and let them talk.
* Stay in your seats during class discussion (sharpen pencils, throw things away and get necessary supplies after discussions).
* Stay working in your seats until the bell rings.
* Keep your hands, feet, and all other body parts off other’s property.
* Only say positive things about others. Put-downs will not be allowed in the classroom.
* Appropriate questions, discussions, and comments are expected to maintain a learning environment.
* Cell phones, mp3 players, and any other electronic devices are not allowed in the classroom.

**Have Pride**

* Clean up after yourself before leaving the classroom.
* Strive to do your best while in class, completing homework, and taking tests.

**ASSIGNMENTS:**

* Daily assignments: Daily assignments could include problem sets, worksheets, and introductory exercises. All assignments will be announced in class. All assignments are **required**. A “no credit” could result if assignments are missing. All assignments will be worth 3 points. Assignments for a chapter will not be accepted after we have finished the chapter. Do not wait until the last minute to do assignments.
* Quizzes: Quizzes will be given between tests as a method of reviewing and summarizing material. Students should expect at least one quiz per chapter/unit. These quizzes may or may not be announced.
* Tests: Tests will be administered at the end of each chapter/unit. The tests are designed to assess students’ knowledge of concepts. Test dates will be announced in class a couple days prior to the test date; therefore students should be well prepared for the test.

General assignment policies:

* ALL work must be shown on your paper. Justify your answer!
* Problems should go down the page, not across.
* Name and assignment information MUST be on each paper.
* Pencils MUST be used on all assignments.
* Assignments are due at the beginning of class unless otherwise noted.
* Be an active participant in group work.
* Cheating will NOT be tolerated. The student(s) caught cheating will be given a zero for that assignment and a report will be filed and placed on record in the office.

**Tech Math Grading Scale:**

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| A+97.0-100 |
| A | 94.0-96.9 | C+ | 79.0-81.9 |
| A- | 91.0-93.9 | C | 76.0-78.9 |
| B+ | 88.0-90.9 | C- | 73.0-75.9 |
| B | 85.0-87.9 | D | 70.0-72.9 |
| B- | 82.0-84.9 | F | 0-69.9 |
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Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(After you have shown the teacher both signatures, you may keep this syllabus as a resource to class rules and policies.)