

Occupational Math - Business

Course Guide for Independent Study

GENERAL INFORMATION

Course Number: 31-804 –314 Credits: 1 Room: 107

Meeting Times:

Completion Date:

ASC Hours: Monday & Tuesday = 8:00 – 5:30
 Wednesday & Thursday = 8:00 – 4:00
 Friday = 8:00 – 3:30

Instructor: Pete Esser
Office: 107
Phone: (608) 822-2620
Email: pesser@swtc.edu

COURSE DESCRIPTION:

Students taking Occupational Math - Business organize data and represent data in graphical form. Students use graphs and statistical tools to represent and analyze data. They analyze various financial situations. Students also perform basic algebraic operations. They solve linear equations and rearrange algebraic formulas. In each topic area, students solve application problems.

COURSE COMPETENCIES:

1. Organize data.
2. Represent data in graphical form.
3. Analyze data using statistical tools.
4. Analyze purchasing situations.
5. Analyze saving situations.
6. Analyze loan situations.
7. Perform basic algebraic operations
8. Solve linear equations

TEXTBOOK & SUPPLIES:

Occupational Math - Business, Peter C. Esser, Lulu.com.

This book is available through the SWTC Bookstore and directly through Lulu.com

Scientific Calculator is required

Occupational Math – Business Online Web Site: <http://www.swtc.edu:8082/courses/occmathbus>

PROGRESSION THROUGH THE COURSE:

Students taking this course, work independently to master the topics in each chapter of the textbook.

To accomplish this they:

1. Read each Section in the chapter
2. Work the Practice Problems in each section and check answers in the book
3. Complete the Quizzes at the end of the Chapter and check answers in the key provided by the instructor
4. Take the Chapter Test (The Data Chapter has no test. You will instead submit the Data Project)

If you have any question about any part of this course PLEASE ASK!

INDEPENDENT STUDY General Policy

1. Open enrollment courses will last 16 "school weeks" beginning with the official registration date of the student. (Your instructor will inform you of the exact ending date for the course.)
2. If you register within the first two weeks of the Fall or Spring semester, the course will finish at the end of that semester. If you have not completed the course, you could get an incomplete (I) only if you have completed 80% of the course material and if you have put forth significant effort as determined by the instructor of record.
3. If you register more than two weeks into the semester, you will receive an in-progress (IP) and be given appropriate time in the following semester or summer session to finish the course. For example, if you register at the 8-week mark (halfway through the Fall semester), you would then be given 8 weeks in the Spring semester to complete the course. Late registration will mean a diminished or no refund period.
4. Registration for a given semester stops when the registration for the following semester begins. For example, if you enroll in a course on December 1st, you will be registered for the Spring semester. Your course officially begins on the first day of the Spring semester (early January) and ends at the time of the last class meeting in the Spring semester. (Your instructor will inform you of the exact ending date for the course.)

In a situation like this, you are free to get the course materials (textbook, etc) and begin to review them. However, your instructor will not begin grading tests or assignments until the semester officially begins.

For purposes of this open enrollment option the following applies:

Registration for Spring semester begins in early November

Registration for Summer session begins in early April

Registration for Fall semester begins the first day of Summer session (early June)

5. You can expect to have contact with your instructor during the official Fall and Spring semesters and during the 6-week Summer session. Do not expect to have contact with your instructor when SWTC is not in session.

TIPS AND POLICIES FOR SUCCESSFUL PERFORMANCE:

1. Get started immediately after making contact with your instructor. Procrastination is the single biggest reason for poor performance in independent study courses. Be aware of the deadline for completing the course.
2. Set a pace for yourself that will allow you to finish the course on time. You will be responsible for 4 chapters. I recommend completing 1 chapter per week. This is not an excessive amount of work and if you stick to this pace you finish with plenty of time to spare.
3. Ask questions when you don't understand. Take advantage of the communication resources: answer keys, instructor email and whiteboard contact, discussion with other students, ASC instructors.
4. Be honest with yourself. If you do a problem and check your answer and you find you got it right then you probably understand that problem. However, if you get a problem wrong, don't just say "Oh I know how to do it now." Find out why you got it wrong and make sure you can fix it.
5. Spend a reasonable amount of time on each question. Some problems will be easy for you and you will finish them quickly. Other problems may take a little more effort. Don't give up too soon. On the other hand, don't spend hours on a single question. If you have given it your best effort, move on to another problem and come back to it later or ask your instructor for help.

ADA STATEMENT:

Students with disabilities, who need accommodations, should contact...
Lisa Hebgen, Building 100, Room 108,
(800) 362-3322, Ext. 2464, or TTY/TDD (608) 822-2072.
Refer to the Student Handbook for further details.

EVALUATION:

Practice Problems – These problems will not figure directly into your grade. However it is essential that you do the work. Skipping the book work will negatively impact performance on the chapter tests.

Quizzes - Quizzes will not figure directly into your grade. They are very valuable in that they are your best source of information as to what will be on the test. Instructors may ask to see your quizzes or complete a test readiness activity before allowing you to take a test.

Tests - There will be 3 chapter tests and the Data Chapter Project. Your final score will be determined by the average of these four scores.

Final Score - Final Score is the average of the 4 Scores described above

Grading Scale	100% - 90%	=	A
	89% - 80%	=	B
	79% - 70%	=	C
	69% - 60%	=	D
	Below 60%	=	F

Grade Record

Chapter	Chapter Practice Problems	Quizzes	Chapter Test / Project
Data			
Statistics			
Finance			
Algebra			
Final Average			