Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student’s preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the classroom to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend seventeen-twenty hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:

1. Participate in and complete the online orientation prior to your first online course.
2. Obtain the required course materials prior to the course start date.
3. Login and participate in your course a minimum of three times per week.
4. Complete all assignments to the best of your ability.
5. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
6. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

If you cannot perform these six expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.
Course No. & Title: PRST202 DL1 Business Mathematics
Instructor & Contact Information: Dr. Danielle Rivard
Email: drivard@bridgeport.edu and please cc drivard824@gmail.com as a backup.
Cell (203)577-8098 (please text 1st before calling) **preferred method of initial communication
Semester and Term: FALL 2015 August 24 – October 17, 2015
Day and Dates: Online
Time: Asynchronous
Campus Location: University of Bridgeport, Online.

Course Description:
This course develops a strong mathematics foundation focusing on many topics found in business and the real world. Students will learn and apply the following skills to a variety of business-related and everyday real-world tasks: thinking critically, approaches to problem solving, numbers in the real world, managing money, statistical reasoning, modeling with geometry, mathematics and the arts, and mathematics and politics.
Prerequisite Course: None
Course Code: PRST, BC

Required Materials:
Bennett & Briggs
©2015 | Pearson | Cloth Bound with Access Card; 768 pp | Available
(Includes Hard Copy of the text)

Or

Bennett & Briggs
(No Hardcopy of the text – less expensive option)

1) **Access to a computer** for all HW and Quizzes (FireFox is the recommended browser).
2) **MyMathLab online program:** This is where all your homework assignments and quizzes will be completed. The purchase of a textbook is **not required** as the online supplement already contains the textbook in the “Multimedia Library” link.
3) **Regular 2-subject notebook or 3-ring binder with paper for notes/classwork/homework.**

**Recommended Materials:** Scientific calculator
Learning Outcomes: The outcomes of this course are consistent with UB’s mission and the Program’s mission to provide students with technical skills, business knowledge, and personal and professional development skills that prepare students for careers, life and leadership.

Upon completion of this course the student will be able to:

• Develop and use critical and analytical thinking to describe or interpret quantitative data from real world situations.
• Draw logical conclusions from given facts and ideas.
• Apply arithmetic and basic algebra to problem-solving.
• Interpret numerical information presented in charts and graphs.
• Integrate facts, skills, procedural knowledge, conceptual understanding, problem solving, applications, reasoning, and mathematical communication in practical situations.

Evaluation and Grading Criteria:
Course Grades will be calculated based on the following percentages:

• 30% MML Homework
  o All HW can be done repeatedly until the student earns the highest grade possible.
  o Initial attempts at HW must be complete before taking the respective Quiz.
• 60% MML Quizzes/Tests
• 10% Discussion/Class Participation

**Instructor reserves the right to alter the above criteria with advance notice to all students.

There is no “extra credit” given in this course.

<table>
<thead>
<tr>
<th>% of Points Earned</th>
<th>Letter Grade</th>
<th>% of Points Earned</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>100-94</td>
<td>A</td>
<td>76-74</td>
<td>C</td>
</tr>
<tr>
<td>93-90</td>
<td>A-</td>
<td>73-70</td>
<td>C-</td>
</tr>
<tr>
<td>89-87</td>
<td>B+</td>
<td>69-67</td>
<td>D+</td>
</tr>
<tr>
<td>86-84</td>
<td>B</td>
<td>66-64</td>
<td>D</td>
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<tr>
<td>83-80</td>
<td>B-</td>
<td>63-60</td>
<td>D-</td>
</tr>
<tr>
<td>79-77</td>
<td>C+</td>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

Register for your course on My Math Lab

NOTE: If you are retaking this course and you used the same edition textbook/mymathlab in your previous course you may be able to enroll into the new section without paying for a new set of MML materials. Contact your instructor for further instructions.

*To register for MyLab and Mastering for the 1st time: (return users, see next page)
1. Watch the Video located in Canvas course resources.
2. Click on the MyLab and Mastering link in Canvas.
3. On the MyLab and Mastering website, Hit Create an account.
4. **Use a Credit Card or PayPal** to Purchase the product (*or scroll to the bottom for a 2 week temporary free access code, as needed*).
5. A Confirmation page appears where you can go to your course.

**If you already have a Pearson MyLab and Mastering account:**

1. Watch the Video located in Canvas course resources.
2. Click on the MyLab and Mastering link in Canvas.
3. On the MyLab and Mastering website, Click **Sign In**.
   - To retrieve forgotten account information, click **Forgot your username and password**.
4. **Use a Credit Card or PayPal** to Purchase the product (*or scroll to the bottom for a 2 week temporary free access code, as needed*).
5. A Confirmation page appears where you can go to your course.

Note: On the Sign In page, check that the course details are correct.

**Please refer to Pacing Guide on Page 8 for course work outline.**

**ACADEMIC POLICIES**

**Attendance Policy**
Course attendance via online participation is an integral part of the online academic experience; therefore, students are expected to be participative in all course activities and discussions. If an absence is unavoidable, the student should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments.

**IMPORTANT:**
- An absence (lack of participation) in any week of the course, will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- An absence of two or more weeks will be cause for a failing grade.

**Drop Procedures**
To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage: http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/.
Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

Academic Dishonesty
The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His co-worker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.

Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for
the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site:
http://www.indiana.edu/~istd/plagiarism_test.html

Ethics Statement of Confidentiality
An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://www.bridgeport.edu/pages/2209.asp The Center is located on the 5th Floor of the Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290.

Online Tutoring is available at: www.etutoring.org. To use this free service you must have a UBNet account.

Obtaining a UBNet Account
Every registered student should obtain a UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: http://www.bridgeport.edu/ubnet - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: http://www.bridgeport.edu/email and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

Learning Management System (LMS) - Canvas
For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents.

Canvas Tutorial For Students: https://bridgeport.instructure.com/courses/985903
For assistance contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu https://bridgeport.instructure.com/courses/829447/
Accessing Your Grades & Schedule Online
The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

Using the Library
Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:
  - Search for books held at the library.
  - Search the online databases for your academic field; business, counseling, human services, psychology, etc.
  - Send questions to the Reference Librarian for assistance in research topics and searching strategy.

Using Computers
Open access computer labs are available at three locations:
  - Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at: http://www.bridgeport.edu/library.
  - Stamford – Room D; Check open hours at: http://www.bridgeport.edu/stamford
  - Waterbury – Computer Lab; Check open hours at: http://www.bridgeport.edu/waterbury

Course Cancellations
Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, (www.bridgeport.edu). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

IMPORTANT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgeport Campus Security</td>
<td>(203) 576-4911</td>
<td><a href="mailto:ubsecurity@bridgeport.edu">ubsecurity@bridgeport.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>(203) 576-4692</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(203) 576-4682</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(203) 576-4568</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
</tbody>
</table>
CAMPUS CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgeport</td>
<td>126 Park Avenue</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
<tr>
<td></td>
<td>Bridgeport, CT 06604</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stamford</td>
<td>5 Riverbend Drive</td>
<td>(203) 358-0700</td>
<td><a href="mailto:ubstamford@bridgeport.edu">ubstamford@bridgeport.edu</a></td>
</tr>
<tr>
<td></td>
<td>Stamford, CT 06750</td>
<td></td>
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</tr>
<tr>
<td>Waterbury</td>
<td>84 Progress Lane</td>
<td>(203) 573-8501</td>
<td><a href="mailto:ubwaterbury@bridgeport.edu">ubwaterbury@bridgeport.edu</a></td>
</tr>
<tr>
<td></td>
<td>Waterbury, CT 06705</td>
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Directions to IDEAL Campus locations [http://www.bridgeport.edu/pages/2260.asp](http://www.bridgeport.edu/pages/2260.asp)

To fill out your financial aid report to the Federal Government, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is 001416. Federal Student Aid Information: 1-800-433-3243.
<table>
<thead>
<tr>
<th>Unit 1</th>
<th>Thinking Critically</th>
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<tbody>
<tr>
<td>CH 1</td>
<td>1A Living in the Media Age</td>
</tr>
<tr>
<td></td>
<td>1C Sets and Venn Diagrams</td>
</tr>
<tr>
<td></td>
<td>1D Analyzing Arguments</td>
</tr>
<tr>
<td></td>
<td>1E Critical Thinking in Everyday Life</td>
</tr>
<tr>
<td></td>
<td>• Explore common fallacies, or deceptive arguments, and learn how to avoid them.</td>
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<tr>
<td></td>
<td>• Understand sets, and use Venn diagrams to visualize relationships among sets.</td>
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<tr>
<td></td>
<td>• Learn to distinguish and evaluate basic inductive and deductive arguments.</td>
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<td></td>
<td>• Apply logic to common situations in everyday life.</td>
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<table>
<thead>
<tr>
<th>Unit 2</th>
<th>Approaches to Problem Solving</th>
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<tbody>
<tr>
<td>CH 2</td>
<td>2A Working with Units</td>
</tr>
<tr>
<td></td>
<td>2B Problem-Solving with Units</td>
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<tr>
<td></td>
<td>• Learn the basic principles of unit analysis, and review standardized units.</td>
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<tr>
<td></td>
<td>• Develop experience with unit analysis as a problem-solving technique, including problems involving energy, density, and concentration.</td>
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<table>
<thead>
<tr>
<th>Unit 3</th>
<th>Numbers in the Real World</th>
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<tbody>
<tr>
<td>CH 3</td>
<td>3A Uses and Abuses of Percentages</td>
</tr>
<tr>
<td></td>
<td>3C Dealing with Uncertainty</td>
</tr>
<tr>
<td></td>
<td>3E How Numbers Can Deceive: Polygraphs, Mammograms, and More</td>
</tr>
<tr>
<td></td>
<td>• Become familiar with subtle uses and abuses of percentages.</td>
</tr>
<tr>
<td></td>
<td>• Understand the types of errors that affect measured numbers and ways of dealing with the inevitable uncertainty of numbers in the daily news.</td>
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<td></td>
<td>• Explore how numbers can be deceiving unless we interpret them carefully.</td>
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<table>
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<tr>
<th>Unit 4</th>
<th>Managing Money</th>
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</thead>
<tbody>
<tr>
<td>CH 4</td>
<td>4A Taking Control of Your Finances</td>
</tr>
<tr>
<td></td>
<td>4B The Power of Compounding</td>
</tr>
<tr>
<td></td>
<td>4D Loan Payments, Credit Cards, and Mortgages</td>
</tr>
<tr>
<td></td>
<td>8A Growth: Linear versus Exponential</td>
</tr>
<tr>
<td></td>
<td>• Review the basics of personal budgeting.</td>
</tr>
<tr>
<td></td>
<td>• Explore the basic principles of compound interest.</td>
</tr>
<tr>
<td></td>
<td>• Understand the mathematics of loan payments, including those for student loans, credit cards, and mortgages.</td>
</tr>
</tbody>
</table>
- Distinguish between linear growth and exponential growth, and explore the remarkable effects of the repeated doublings that characterize exponential growth.

**Unit 5**

**CH 5. Statistical Reasoning**
- 5A Fundamentals of Statistics
- 5B Should You Believe a Statistical Study?
- 5D Graphics in the Media

- Understand how statistical studies are conducted, with emphasis on the importance of sampling.
- Be familiar with eight useful guidelines for evaluating statistical claims.
- Interpret and explore common types of media graphics.

**Unit 6**

**CH 10. Modeling with Geometry**
- 10A Fundamentals of Geometry
- 10B Problem Solving with Geometry

- Study fundamentals ideas of geometry, including formulas for finding the perimeter, area, and volume of common objects.
- Investigate examples that use geometry to solve problems that arise in everyday life.

**Unit 7**

**CH 7 & 12. Probability, Mathematics, and Politics**
- 7A Fundamentals of Probability
- 12A Voting: Does the Majority Always Rule?
- 12C Apportionment: The House of Representatives and Beyond

- Explore basic concepts of probability and three methods for determining probabilities: theoretical, relative frequency, and subjective.
- Investigate methods for choosing a winner in elections with more than two candidates and why different methods can lead to different winners.
- Study several acceptable ways to apportion seats in the House of Representatives, and again see that no single method is always fair.

**Unit 8**

**Chapter 13. Mathematics and Business (The text for Chapter 13 is located Online in MML)**
- 13A Network Analysis
- 13B The Traveling Salesman
- 13C Scheduling Problems

- Explore various networking tools and famous problems such as Bridges of Konigsberg, an Office Intranet, Euler circuits, burning bridges, minimal cost spanning networks, and Kruskal’s Algorithm for Minimal Cost Networks
- Explore Hamiltonian circuits, The
Traveling Salesman Problem and the Nearest Neighborhood method

- Discover how to solve various scheduling problems such as a house building project, limiting tasks and critical paths, and finding the earliest and latest start and finish times

**Subject to change with prior notification to all students. Each unit will have at least one assessment (Quiz/Test in MML) and Discussion piece (in Canvas) in addition to the required HW(found in MML).**