

**OBT 205 - 501**  
**PRACTICAL BUSINESS MATH**  
**FALL 2015**  
**SYLLABUS**

Instructor:	Rich Palmer, CPA
Phone:	925-8730 (Valencia Campus)      E-Mail: rpalmer@unm.edu Web Page: <a href="http://www.unm.edu/~rpalmer">www.unm.edu/~rpalmer</a>
Class Format:	Tuesday & Thursday: 3:00 – 4:15 p.m.    Room B127
Office Hours:	Posted on office door and by appointment
Course Description:	This course covers the use of electronic calculators, payroll, banking, simple and compound interest, installment buying, home ownership, how to interpret financial statements, insurance, and stocks & bonds.
Textbook:	<u>Practical Business Math procedures 2011</u> , Tenth Edition - 2011 Jeffrey Slater; McGraw-Hill Publishing Website: <a href="http://www.mhhe.com/slater10e">www.mhhe.com/slater10e</a>
Supplies Needed:	Notebook, pencil and . Always bring your textbook and supplies to class.
Attendance:	Please follow the attendance policy as stated in the current catalog. You may be dropped when your absences total <b>15%</b> and your grade average is <b>below 60%</b> .  If you are unable to attend class, it is <b>your responsibility</b> to withdraw before any deadlines. See the current catalog for information on dropping or withdrawing from class.
Grading:	91%-100%      = A 81%-90%       = B 71%-80%       = C 61%-70%       = D Below 60%      = F

A grade of “D” or “F” is not acceptable for courses required for graduation.

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Grade Weighting:	Homework	= 40%
	Exams	= 35%
	Final Exam	= 20%
	Class Participation	= 5%

You must attend at least 80% of the classes to receive the entire 5% Class Participation .

Your final grade is the weighted average of all the above.

Exams: All exams will consist of a combination of calculated and word problems and matching questions.

**No** make-up or retests are permitted.

Homework: Homework will consist of exercises and problems from your textbook covering each chapter. Homework assignments will be due at the end of each chapter. Late homework will receive only partial credit.

Planning: Plan and use your time wisely! Study and review your notes, textbook and study aids. Read each chapter **before** it is covered in class; and most importantly, ask questions!

Snow Days: If the weather becomes bad and you are uncertain if your class will meet, call 925-SNOW for information.

Students with Disabilities: If you have a disability, please inform me of your special needs as soon as possible to ensure that those needs are met in a timely manner.

Course Objective: To learn how to use a 10 key calculator, understand loan interest applications, as well as sales and property taxes. Prepare a bank reconciliation, be familiar with payroll and installment sales procedures and practices; plus read, analyze and interpret Financial reports.

This syllabus is subject to change.

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Week 1

Tuesday, Aug. 18  
Thursday, Aug. 20

Calculators  
Calculators

Week 2

Tuesday, Aug. 25  
Thursday, Aug. 27

Chapter 4-Banking  
Chapter 4-Banking

Week 3

Tuesday, Sept. 1  
Thursday, Sept. 3

Chapter 9-Payroll  
Chapter 9-Payroll

Week 4

Tuesday, Sept. 8  
Thursday, Sept. 10

Chapter 10-Simple Interest  
Chapter 10-Simple Interest

Week 5

Tuesday, Sept. 15  
Thursday, Sept. 17

Chapter 12-Compound Interest  
Chapter 12-Compound Interest

Week 6

Tuesday, Sept. 22  
Thursday, Sept. 24

Exam One – Ch. 4,9,10 & 12  
Chapter 14-Installment Buying

Week 7

Tuesday, Sept. 29  
Thursday, Oct. 1

Chapter 14-Installment Buying  
Chapter 15-Cost of Home Ownership

Week 8

Tuesday, Oct. 6  
Thursday, Oct. 8

Chapter 15-Cost of Home Ownership  
Fall Break

Week 9

Tuesday, Oct. 13  
Thursday, Oct. 15

Chapter 16- Financial Statements  
Chapter 16- Financial Statements

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Week 10

Tuesday, Oct. 20  
Thursday, Oct. 22

Chapter 16- Financial Statements  
Exam Two – Ch. 14, 15 & 16

Week 11

Tuesday, Oct. 27  
Thursday, Oct. 29

Chapter 19 - Taxes  
Chapter 19 - Taxes

Week 12

Tuesday, Nov. 3  
Thursday, Nov. 5

Chapter 20-Insurance  
Chapter 20-Insurance

Week 13

Tuesday, Nov. 10  
Thursday, Nov. 12

Chapter 20-Insurance  
Chapter 21-Stock & Bonds

Week 14

Tuesday, Nov. 17  
Thursday, Nov. 19

Chapter 21-Stock & Bonds  
Holiday-Thanksgiving

Week 15

Tuesday, Nov. 24  
Thursday, Nov. 26

Chapter 21-Stock & Mutual Funds  
Holiday-Thanksgiving

Week 16

Tuesday, Dec. 1  
Thursday, Dec. 3

Exam Three – Ch. 19, 20 & 21  
Final Exam Review

Week 17

Tuesday, Dec. 8

Final Exam