

Course Name	Acct 1109, Business Math
CRN	CRN: 90976, Section 22
Description	<p>This course provides instruction in basic arithmetic operations related to business and accounting applications. Students solve problems manually and mechanically using electronic calculators.</p> <p>This course is not a correspondence course, but a distance learning course. This means that there is a schedule of requirements and due dates that must be met which are designed to not only ensure individual learning, but also to create a learning community.</p>
Prerequisites	Math 0930 or Accuplacer Algebra score of 72 or equivalent. This course is a prerequisite for Acct 1112
Start and End Dates	5/18/09 – 8/9/09
Instructor Name	Carol Rogers
Phone	Desk: 224-3821 Voicemail: 224-3900 x 0541
Email	crogers25@cnm.edu
Required face-to-face meetings including but not limited to: Proctored exams, on campus presentations; orientations; midterm exams; final exams, etc.	<p>Final Exam – date(s) to be determined.</p> <p>Students are required to take a 2 hour paper & pencil, closed book Final Exam at the Academic Distance Learning and Make-up Testing Center (ADLMT) located on the Main Campus, S-21, during the business hours of the Testing Center. The Final Exam is a comprehensive exam and covers all chapters. The Final Exam will be problem based. Specific days and times will be listed on the Class Schedule which will be available the first day of class.</p> <p>If you are an out-of-area student who cannot come to the CNM Main Campus location for the Final Exam, you must notify me in writing within the first two weeks of the semester. It is your responsibility to make other arrangements, approved by me, to take the proctored Final. “Approved” arrangements include taking the proctored Final at another educational institution. Any cost of these arrangements is the responsibility of the student.</p>

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Required Texts	<p>Practical Business Math Procedures (9th edition) with DVD, Business Math Handbook/Study Guide, Wall Street Journal Insert, <u>and Homework Manager User Guide & Access Code.</u></p> <p>Author: Jeffrey Slater Publisher: McGraw-Hill Irwin</p> <p><i>Be sure that you purchase the <u>9th edition</u> of this textbook.</i></p> <p><i>These specific distance learning Business Math, 9th edition textbooks with the Homework Manager User Guide and Access Code are sold at CNM's Main Campus and Montoya Campus bookstores.</i></p> <p><i>Students can purchase the Homework Manager Access Code online directly from the textbook publisher for a cost of \$20 - \$25.</i></p>
Software Requirements: software student must purchase for this course.	<p>Since this is an online course, there are some hardware and software requirements to access and complete this course. See the Black Board guidelines for these minimum requirements.</p> <p>In addition, students will need access to Microsoft Word, Excel and Power Point. Adobe Acrobat Reader, which can be downloaded for free from the internet, may also be needed.</p>
Recommended connection speed (Dial up, DSL, or High speed)	A DSL or High speed connection is recommended, but a dial-up connection is acceptable.
Additional requirements for this course	N/A
Online Information and time commitment	Students should expect to spend at least 10 – 15 hours per week on this course.

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	This includes reading the textbook, viewing course content in Black Board, using the author's DVD, completing and checking homework & quizzes and posting/reading the discussion board postings
Additional instructions for registered students	<p>On the first day of class, students should follow the directions on <i>my</i> CNM listed in the Announcements section for this course to get registered in Blackboard.</p> <p>Failure to meet all of the orientation requirements by the first Thursday of class by the 11pm will result in the student being dropped from the course for "nonattendance".</p> <p>By the first day of class, students are required to have both the Acct 1109 textbook and the Homework Manager Access Code.</p>
DL Tutorials	http://www.cnm.edu/depts/dl/StudentTutorials.php