Navajo Technical University	http://www.navajotech.edu
PO Box 849, Crownpoint, NM 87313	Tel: (505) 387-7401

Course Title:Business Math/Calculators
Course #: ADM 114
Credit Hours: 3 Credits

Faculty: Phillip Quink   **E-mail:** pquink08@navajotech.edu
Office: Room 306   **Office Phone:** 505-387-7397 Extension 1041
Office Hours - 2-3 - (Monday through Thursday)
Preferred Communication (email and/or text; will respond within 24 hours):
Modality (face-to-face,):
Class Location and Meeting Times Room 316 - Tech Building
Meeting Hours and Online Hours -12:30-1:50 - Monday and Wednesday

**Required Materials and Tools:Contemporary Math Text for Business., Consumers, Brief Ed.,
Computer Calculator for the 10 key pad (Calculator Simulation - issued by instructor.**

Mission, Vision, and Philosophy
Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íína (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description
Description : This course will introduce the student to working with computer and 10 key calculators to do mathematical problems. Using the reach process, they will attain speed and accuracy. This will help them excel in any office environment.

Course Outcomes	Course Assessments
A strong understanding of Business Math and proper use of calculators and computers.	Complete reading assignments, homework, assignments, exams, projects, and quizzes.
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The ability to follow directions and complete assignments in a timely manner	
Strong knowledge of mathematical processes.	
Communication with professor	

Connections to Program Assessment (Course-Embedded Measures)

Course Activities   2022

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1			TBD	
	1/21	Last day to add/drop		
2			TBD	
3			TBD	
4			TBD	
5				
	2/25	Graduation Petition due		
			Midterm	
	3/11	Midterm grades due		
6				
7				
	3/31	Last day to withdraw with "W"		
8			TBD	
9			TBD	
10			TBD	
11			TBD	
12			TBD	Quiz #4

13			TBD	
14				
15				
16		Project Presentation		
17			Finals	
	5/12	Grades due to the Registrar		
	5/13	Graduation		

Grading Plan
Homework:
Class Participation:
Project(s):
Quizzes:
Mid-term:
Final Exam:
Portfolio:

A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59% or less

Grading Policy
Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

Participation
Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

Cell phone and headphone use
Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

Attendance Policy
Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the

Counseling Department for investigation and potential intervention. Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.

Study Time Outside of Class for Face-to-Face Courses
For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.

Study Time for Hybrid or Blended Courses
For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses
For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

Academic Integrity
Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.

Diné Philosophy of Education
The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íína and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwi Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwi core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumoła:wa (honesty and trustworthiness), and hon kohoł lewuna:wediyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

Students with Disabilities
Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office

(http://www.navajotech.edu/student-services#accomodations-services) in accordance with the university's Disability Accommodations Policy (see http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf).

Email Address

Students are required to use NTU's email address for all communications with faculty and staff.

Final Exam Date: