Saddleback College
Business Science Division
Acct 214: Business Analysis and Calculations
Distance Education Syllabus

Instructor: Barbara Cox, Ph.D.
USE EMAIL! bcox@saddleback.edu
Office: BGS, Room 210
Live Office Hours Tuesday 3:00PM to 7:00PM

Ticket # 19960
Semester: FALL 2013
9/16/2013 to 12/20/2013

REQUIRED ORIENTATION
Friday, 9/20 from 7:30 pm- 8:30pm in BGS 232
DO NOT MISS ORIENTATION!

COURSE DESCRIPTION

Reviews mathematics to solve typical business problems including simple interest, compound interest, installment sales, trade and cash discounts, markup percents, pricing, discounting notes and drafts, depreciation, taxes, insurance, statistics, stocks and bonds, and distribution of ownership and profits.

LEARNING OBJECTIVES

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

- Calculate the principal, interest, maturity value, interest rate or time of a simple interest loan.
- Calculate the principal, interest, maturity value, interest rate or time of a compound interest loan.
- Calculate trade and cash discounts.
- Calculate the net cost of an invoice.
- Calculate the true interest rate on an installment purchase of a loan.
- Calculate the monthly payment required on a loan.
- Calculate the average daily balance and service charge on an open-end account.
- Calculate components of an income statement and balance sheet.
- Calculate the amount and rate of depreciation of an asset.
- Calculate the interest earned on a savings account.
- Calculate cost and return on investments in stocks and bonds.
- Calculate the proceeds of a discounted note.
- Calculate the unearned interest when a contract is paid off before maturity.
- Calculate the amount and percent of markup on merchandise.
- Calculate the present value of ordinary annuities and of annuities due.
You need a reliable Internet connection for email and for using the Blackboard and CONNECT course systems. Firefox is the recommended browser.

**BOOKS REQUIRED:**

**PRACTICAL BUSINESS MATH PROCEDURES**
**EDITION: 11**
**AUTHOR: JEFFREY SLATER**

**Option 1:** Bundle with printed book, eBook, and CONNECT access from our bookstore. Price: $213.00. (To reach the Saddleback College Bookstore call 949-582-4715 or go online to www.saddleback.bkstr.com.)

**Option 2:** CONNECT access plus eBook price: $115.00 (If you purchase this option, you do not need to purchase the printed book.) You can purchase this through your Blackboard classroom.

**Option 3:** CONNECT access alone price: $40.00 You can purchase this through your Blackboard classroom. (If you purchase this option, you will still need to purchase or rent the printed book. Short on funds? Be creative. $86 at http://www.textbookw.com/, for example. Or try the College Books shop on Marguerite. ISBN for book only: 9780077780647)

You do not need both the eBook and the paper book, but you must have at least one or the other.

You MUST have CONNECT access to do the course.

*Again, the bundle at the bookstore has the looseleaf textbook AND the Access Code for Connect with eBook. You need the access code and either the printed book or the eBook to complete this online course.*

*International edition is okay. You do NOT need the WSJ insert, the DVD, etc.*

**HOW TO COMPLETE THIS COURSE**

Before getting started, find out if you need to review fractions, decimals and percentages. Check your skills in Blackboard: Click on CONNECT, then EXAMS, then Pre-Course Assessments.

If your scores on the Pre-Course Assessments are not in the 90s, you should review these skills. The first six chapters of your textbook review these skills. You may also access a wonderful Saddleback website to review those skills. This award-winning site, built by Saddleback College Math Professor Perez, is located at http://www.saddleback.edu/faculty/lperez/algebra2go/ The material you need to review is in the prealgebra section.
Get started. See the Course Checklist at the end of this syllabus. As assigned and by the indicated deadline do the following:

1. READ YOUR TEXT by the due date as assigned.

2. By the due dates shown on the Course Checklist, complete the online instruction, exercises or assignments, including any discussion board topics, instructional videos, etc., in Blackboard and CONNECT.

3. Complete the four tests and the Final Exam. All tests are open book.

EXAM MAKE-UP POLICY

It is your responsibility to take the exams at the times they are scheduled! All exams are online, in the Blackboard course. IF YOU MISS AN EXAM, contact your instructor immediately!

BLACKBOARD INFORMATION

Blackboard is an online learning system that we use for some distance education and "hybrid" courses. Here’s a link to Blackboard: http://socccd.blackboard.com. (A link will also appear on your personal Saddleback “MySite” page.)

Blackboard Username and Password

To access Blackboard:

- In the blank space next to "user name," type the first part of your Saddleback email user name (e.g., jdoe0). If your Saddleback email address is hgoff04@saddleback.edu then your username would be hgoff04.

- Your password is your SADDLEBACK email password (default is your student PIN or the last four digits of your social security number + two zeros). IF YOU CHANGED YOUR EMAIL PASSWORD, IT WILL BE THAT PASSWORD.

- Click the LOGIN button

If you need assistance, go to this web page: http://www.socccd.edu/help/login.htm
CONNECT

Most of your online work will be part of the “CONNECT” learning system. You access the CONNECT work through Blackboard. Click on the CONNECT button in the main menu inside your Blackboard course.

The first time you attempt to access CONNECT, you will be asked to register. Use the access code that you purchased with the bundle. After the first time, you will not have to enter the CONNECT access information again.

If you do not have an access code, you can purchase access online when you first attempt to access CONNECT through Blackboard.

GRADING SCALE AND RELATED INFORMATION

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%

The four tests combined are worth 40% of your grade. The Final Exam is worth 20% of your grade. The CONNECT chapter assignment problems are worth 40% of your grade.

IMPORTANT GRADE INFORMATION

The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please DO NOT CALL OR EMAIL FOR GRADE INFORMATION. You will receive an email when your grade can be viewed on your MySite page.

IF YOU DECIDE TO DROP THIS COURSE . . .

Go to the Office of Admissions and Records in the Student Services building or drop through your MySite page online. Your instructor cannot do this for you. If you fail to drop officially and do not complete the course, you will receive an “F” on your permanent record.
ACADEMIC DISHONESTY

Any acts of academic dishonesty will be subject to the terms specified in the Saddleback College Course Catalog and the Saddleback College Student Handbook. All terms specified in those documents apply to this course and are hereby incorporated in this syllabus.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities.

This is a portrait of your professor, Dr. Barbara Cox., as created by one of her students.

Dr. Cox knows a lot about teaching and learning. She is very dedicated to helping you learn! If you need help, send her email at bcox@saddleback.edu and she will answer you right away and try to help.

For more about Dr. Cox, see http://www1.socccd.cc.ca.us/eservices/Profile.asp?siteid=A&id=bcox

And remember, her web page has syllabi for her courses:
http://www.saddleback.edu/faculty/bcox/

BE SURE TO CONTINUE TO THE NEXT PAGE FOR YOUR COURSE CHECKLIST!
YOUR WEEKLY CHECKLIST

Keep track of your work! Print this page and keep it handy.

When you complete an assignment, check it off below.

**Orientation:** Friday, 9-20, 7:30pm to 8:30pm in BGS 232, required. (Official start of course is 9-16.)

<table>
<thead>
<tr>
<th>WEEK: DUE DATES</th>
<th>TEXTBOOK Chapter &amp; Blackboard</th>
<th>HOMEWORK END-OF-CHAPTER PROBLEMS</th>
<th>CONNECT ASSIGNMENTS</th>
<th>ASSESSMENTS</th>
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</thead>
<tbody>
<tr>
<td>1: Sept. 22</td>
<td>1 through 6</td>
<td></td>
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<td>Pre-Course Quizzes Review Algebra2go.com</td>
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<td>2: Sept. 29</td>
<td>7</td>
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<td>3: Oct. 6</td>
<td>8</td>
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<td>4: Oct. 13</td>
<td>9 and 10</td>
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<td></td>
<td>Test: Ch. 7 - 9</td>
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<td>5: Oct. 20</td>
<td>11</td>
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<td>6: Oct. 27</td>
<td>12</td>
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<td>7: Nov. 3</td>
<td>13</td>
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<td>Test: Ch. 10 - 12</td>
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<td>8: Nov. 10</td>
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<td>9: Nov. 17</td>
<td>15</td>
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<td>Test: Ch. 13 - 15</td>
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<td>10: Nov. 24</td>
<td>16 and 17</td>
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<td>11: Dec. 8*</td>
<td>19 &amp; 22</td>
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<td>Test: Ch. 16, 17, 19, 22</td>
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<td>12: Dec. 15</td>
<td>Review</td>
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<td></td>
<td>Final Exam (All assigned chapters)</td>
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*Deadline adjusted for Thanksgiving break.