

SADDLEBACK COLLEGE  
BUSINESS SCIENCE DIVISION

**ACCOUNTING 214: BUSINESS ANALYSIS AND CALCULATIONS**

Delivery Mode: Video Streaming plus Blackboard Online

**COURSE SYLLABUS**

**Term: February 8 – May 20, 2010**

**ORIENTATION:** Friday, 2/5, 6-7:30pm in BGS 232, required. **DO NOT MISS ORIENTATION!**

Instructor: **Barbara Cox, Ph.D.**

**Office: BGS, Room 210**

**Office Hours: By Appointment**

**USE EMAIL! [bcox@saddleback.edu](mailto:bcox@saddleback.edu)**

Semester: **Spring 2010**

Ticket # 22595

No. of 60-minute Programs: 13

No. of 30-minute Lessons: 26

---

**ORIENTATION:** : Friday, 2/5, 6-7:30pm in BGS 232, required. **DO NOT MISS ORIENTATION!**

**BROADCASTS:** Airs Cox Cable Channel 39. Tuesdays, 3-4:30 am; repeats 10 to 11:30 am. Broadcasts begin February 9.

**ONLINE STREAMING:** Free Internet/online streaming is available for this course.

**Where is it?** Go to the Saddleback home page at: <http://www.saddleback.edu> and click on “Online Education” in the top menu bar.. In the column on the left, click on “Video” and then click on “Channel 39 Streaming Video Telecourses” in the middle of the page. Your course is waiting there for you about a week before class begins. IF you are asked for a password, enter “telecourse” (without the quotation marks).

**Can students watch any lesson at any time?** Yes, when you click on any show that’s listed it will play immediately.

**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:

1. Calculate the principal, interest, maturity value, interest rate or time of a simple interest loan.
2. Calculate the principal, interest, maturity value, interest rate or time of a compound interest loan.
3. Calculate trade and cash discounts.
4. Calculate the net cost of an invoice.
5. Calculate the true interest rate on an installment purchase of a loan.
6. Calculate the monthly payment required on a loan.
7. Calculate the average daily balance and service charge on an open-end account.
8. Calculate components of an income statement and balance sheet.
9. Calculate the amount and rate of depreciation of an asset.

10. Calculate the interest earned on a savings account.
11. Calculate cost and return on investments in stocks and bonds.
12. Calculate the proceeds of a discounted note.
13. Calculate the unearned interest when a contract is paid off before maturity.
14. Calculate the amount and percent of markup on merchandise.
15. Calculate the present value of ordinary annuities and of annuities due.

## **STUDENT RESOURCES**

### **REQUIRED:**

*Mathematics for Business*, by Miller, Salzman & Clendenen. Pearson Education, Publisher, 8th ed., 2007.

To reach the **Saddleback College Bookstore** telephone **949-582-4715**, or go online to [www.saddleback.bkstr.com](http://www.saddleback.bkstr.com).

### **BROADCAST OFFICE**

If you encounter **broadcast problems**, please call the **BROADCAST OFFICE** at **949-582-4502**.

### **LIBRARY RESOURCES**

Video tapes for this course may be viewed at the SADDLEBACK COLLEGE LIBRARY and are available at the **AUDIO-VISUAL DESK (949-582-4874)** located on the second floor. Due to budgetary constraints, we do not have tapes available for checkout and there are no facilities for duplicating.

#### **Saddleback College Library Hours**

Monday through Thursday:	8:00 am to 8:45 pm
Friday:	8:00 am to 4:00 pm
Saturday:	Closed

Library hours are subject to change; therefore, please call to verify hours.

### **VIDEO COURSE TAPE RENTAL**

RMI Media Productions, Inc. (an outside vendor) leases video tapes for a full semester. Information is available online: <http://www.rmimedia.com> or telephone 800-745-5480. Request: **By the Numbers**.

### ***IF YOU EXPERIENCE TECHNICAL DIFFICULTIES:***

Report the problem immediately to the **BROADCAST OFFICE** at **949-582-4502**; leave a message on the machine if it is after office hours.

Lessons may be viewed at the Saddleback College Library if desired. **Generally, if there is an equipment problem and a program is not aired, it will be shown at its normally scheduled time on Friday, Saturday and Sunday of the same week.**

## **HOW TO DO THIS COURSE**

### 1. BEFORE WATCHING A VIDEO SEGMENT:

**READ YOUR TEXT.** Blackboard will tell you what chapter in the text to read before you watch the video. **IMPORTANT:** The videos do NOT follow the same order as the chapters in your text. That's why you need to check the study guide to see which chapter to read.

### 2. Watch the BROADCAST or online streaming **VIDEO LESSON.**

3. Complete the **quiz**. You will have four quizzes. The schedule for the quizzes and the quizzes themselves are on Blackboard.

4. **Complete the Final Exam.** The Final Exam is on Blackboard.

5. Write the **essay** by the last day of the course. Information about the essay is in Blackboard. Click on "Assignments."

## **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>. (There should also be a link on your personal Saddleback "My Site" 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

**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!**

## **GRADING SCALE AND PERTINENT INFORMATION**

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

Check Blackboard to see how much each exam and the essay count in the computation of your grade. All quizzes and the Final Exam will be “open book.”

### **\* \* \* 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 FOR GRADE INFORMATION**. Your performance score/grade will be mailed to you if you provide your instructor with a self-addressed, stamped envelope or postcard at the Midterm and Final Exams and you can go online at <http://www.socccd.cc.ca.us/grades> approximately four weeks after the semester ends to check your final grade as posted by Admissions and Records.

### ***IF YOU DECIDE TO DROP THIS COURSE . . .***

**YOU MUST GO TO THE OFFICE OF ADMISSIONS & RECORDS** in the STUDENT SERVICES BUILDING. Your instructor cannot do this for you. **IF YOU FAIL TO OFFICIALLY DROP** 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.