

SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION

BUSINESS MATHEMATICS
"BY THE NUMBERS"
ACCOUNTING 214
TELECOURSE
COURSE SYLLABUS

1/12/2009 to 5/21/2009

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

Ticket #22010

Semester: **Spring 09**

USE EMAIL! bcox@saddleback.edu

No. of 30-minute Lessons: 26

No. of 60-minute Programs: 13

Office Hours

Wednesday: 3:20 PM to 4:20 PM

Thursday, 2:00 PM to 5:00 PM

Office: BGS, Room 210

Virtual Office Hours on CCCConfer, to be announced.

ORIENTATION: Fri., 1/16, 6-7:30 pm, BGS 232. **DO NOT MISS ORIENTATION!**

BROADCASTS: Airs Cox Cable Channel 39. Schedule is posted in Blackboard.

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>. In the column of gold buttons on the left, click on "Distance Education" and look for the online streaming button in the upper left corner of the DE page. It says "Channel 39 Streaming Video Telecourses."

Can students watch any lesson at any time? Yes, when you click on any show that's listed it will play immediately. Also you are able to search for a by the course's video title and then select the lesson number you want to watch. For example, when you go into show search and type in the title of the telecourse you want, all of the lessons come up and you can pick which lesson you wish to view. Course titles are as follows

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:

1. *Business Mathematics*, by Miller, Salzman & Clendenen. Pearson Education, Publisher, 8th ed., 2007. ISBN: 0-321-35743-4
2. *By the Numbers* telecourse study guide.

To reach the **Saddleback College Bookstore** telephone **949-582-4715**, or go online to www.saddleback.bkstr.com.

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**.

BROADCAST INFORMATION

Airs Cox Cable. **Free online streaming** also available. If you use online streaming, the password you will need is "telecourse." Details at orientation.

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:
 - a. READ the **STUDY GUIDE** instructions. COMPLETE the **LESSON PREPARATION**.
 - b. **READ YOUR TEXT**. Your study guide 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. The Final Exam will be an open book test.

*** * * 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.