

Saddleback College
Business Science Division

Acct 214: Business Analysis and Calculations
Distance Education Syllabus

Instructor: Barbara Cox, Ph.D.	Ticket # 13835
USE EMAIL! bcox@saddleback.edu	Semester: SPRING 2012
Office: BGS, Room 210	
Live Office Hours Wednesdays 11:00am to 3:00pm	

ORIENTATION

Friday, 1/13, 6-7:30pm in BGS 232, required

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.

STUDENT RESOURCES

You need a *reliable Internet connection* for email and for using the Blackboard and CONNECT course systems. Firefox is the recommended browser.

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

- TITLE: Practical Business Math Procedures
Gen cmb loose leaf pbmp mp Cnct+
- AUTHOR:Slater
- EDITION:10th
- COPYRIGHT YEAR:2011
- PUBLISHER:McGraw-Hill Higher Education
- ISBN:9780077957100
- Bundled at the bookstore NEW \$135.80; USED \$101.50. Bundle includes text plus CONNECT access plus eBook.

You may purchase components separately if you wish.

CONNECT access *plus eBook* price: \$79.50

CONNECT access alone price: \$45

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

You **MUST** purchase 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 book and the access code to complete this online course.

HOW TO COMPLETE THIS COURSE

Do you need to review fractions, decimals and percentages? The first six chapters of your textbook review these skills. Check your skills in Blackboard. Click on CONNECT, then EXAMS, then Pre-Course Assessments.

You may also access a wonderful Saddleback web site and review those skills there. The 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 the *prealgebra*.

See Course Checklist at the end of this syllabus. *As assigned and by the indicated deadline* do the following:

1. READ YOUR TEXT as assigned.
2. Complete the online exercises or assignments, including any discussion board topics, instructional videos, etc., in Blackboard and CONNECT.
3. Complete the four tests. The schedule for the tests is in CONNECT. All tests are open book.

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

CONNECT INFORMATION

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.

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%

The four tests combined are worth 60% of your grade. The CONNECT chapter assignments 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 . . .

You must 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. If you have questions on how to make accommodations please contact Special Services-Mike Sauter

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

YOUR WEEKLY CHECKLIST

Keep track of your work!

When you complete an assignment, check it off below.

WEEK/DUE DATES	TEXTBOOK Chapter	HOMEWORK	ASSIGNMENT	ASSESSMENT
1: Orientation Friday, 1/13, 6-7:30pm in BGS 232, required				
2: Jan. 20	1 – 6		Pre-Algebra Review Algebra2go.com	
	READING AND Videos	END-OF-CHAPTER PROBLEMS	CONNECT Assignment	
3: Jan. 27	7			
4: Feb. 3	8			
5: Feb. 10	9			
6.: Feb. 16*	10			Test: Ch. 7 - 9
7: Feb. 24	11			
8. Mar. 2	12			
9. Mar. 9	13			Test: Ch. 10 - 12
10: Mar. 23**	14			
11: Mar. 30	15			
12: Apr. 6	16			Test: Ch. 13 - 15
13: Apr. 13	17			
14: Apr. 20	19			
15: Apr. 27	22			
16: May 4	Review			Test: Ch. 16, 17, 19, 22

*Due Thursday due to Friday holiday.

**No March 16 deadline due to Spring break.