

# Course Syllabus- Spring 2008

Instructor: MR. HUBER - Phone: (559) 493-8263  
Email: nathan\_huber@hotmail.com Office Hours: \_\_\_\_\_

Course Title & Code #s:

**DS 117 – BUSINESS MATH**

Code # 51019 TTH 10 – 11:15am BUS 43

# 51092 T 6 – 8:50 pm BUS 43

**Course Description:** An introduction to business mathematics for non-transfer business program majors. Topics include mathematical operations, set operation, probability, descriptive statistics, linear equations, and finance (present and future value, simple and compound (interest). This course will emphasize the practical application of these topics to business problems.

**Prerequisites:** Advisories include: Eligibility for ENGL 125 & 126 and MATH 101

## Learning Objectives:

In the process of completing this course, students will:

- develop an appreciation and interest in studying and understanding the theory and application of mathematics in
- solving business problems.
- apply mathematical concepts to solve business related problems.
- apply the principles of basic probability theory to solve probability problems.
- use linear equations in business applications.
- apply simple descriptive statistics.
- use mathematics in finance (compute future and present value, simple and compound interest).
- use a hand-held calculator and explore the use of the computer to solve business related problems.

## Learning Outcomes:

Upon completion of this course, students will be able to:

- use a hand-held calculator and/or computer and various problem-solving techniques to solve assorted business related problems.
- critically examine business related problems, apply the proper mathematical concept and interpret the findings.
- evaluate and write formulas necessary to solve business applications.
- apply simple descriptive statistics to organize data into usable information such as tables and graphs and solve problems.
- use mathematics in finance to compute future and present value, simple and compound interest for debt and investment purposes for both business and personal benefit.
- create and use linear equations to calculate various business related operations, including payroll calculation, trade and cash discounts, as well as sales and income tax calculations.

## Learning Methods & Course Activities:

- Lectures based on textbook materials
- Problem solving
- Required readings and class discussions
- Internet Research

**Assessment:** Students completing all exams, assignments, and activities with a cumulative, average grade of "C" or better will be deemed as having achieved the course objectives previously stated.

**Textbooks:** Business Math – By Cleaves & Hobbs – ISBN 0-131-184415 – 7<sup>th</sup> Brief Edition  
**This textbook is required!**

**Finals:** Code # 51019 TTH 10 – 11:15am FINAL= THURSDAY – MAY 15 @ 10AM  
# 51092 T 6 – 8:50 pm FINAL= TUESDAY – MAY 13 @ 6PM

## Spring 2008 - Syllabus for DS 117 – BUSINESS MATH

### Email & Internet: An email address is required of all students:

If you do not already have one, please either obtain an email address through the RC Library – or any one of the many free email services out there (hotmail etc.). **Please note: Instructors teach multiple courses (and multiple sections of a couple of courses) with lots of students so there are some rather strict rules about email – and they are as follows:**

#### #1... Use the subject line correctly... each email you send to your instructor **MUST INCLUDE THE FOLLOWING IN THE SUBJECT LINE.....**

- Your first and last name, student id number, the course title & number and the subject you are writing about.
  - for example – if I was a student in BA 10 – Intro to Business... the subject line on my email would be as follows: *Anne Cremarosa, 1234567, BA 10 online, homework #2*

#### #2... Use the spell checker!!! And use proper grammar!!!

#### #3... DO NOT TYPE IN ALL CAPS!!! Because that is the same as yelling at me.

#### #4... Please remember that you are in training for your professional career... what ever that might be... So one of the best places to start practicing is in this class....

Please note: if your email does not have the required information in the subject line... your email will be automatically sorted into a file called “students who don’t listen” and it will not be read....

Access the course Blackboard page via the Reedley College Webpage – [www.reedleycollege.edu](http://www.reedleycollege.edu) and click on the Blackboard link. You will use your student ID number as your username and password.

If you don’t have DSL or Broadband high speed internet access at home (or work – or where ever you plan to do your schoolwork) you should probably plan on taking your online quizzes and tests (if there are any) somewhere that does have a good, non-dial up connection... like the college library. The reason for this warning is simple... dial-up connections tend to “accidentally” drop the connection... if that happens when you are taking a quiz or a test – you will be dropped out of the testing system in Blackboard.... Once you exit a quiz or test (either on purpose or accidentally) you cannot get back into it.....

Course Activities & Evaluations:		Earned Percentage of Possible Points - Grade:	
Participation/Discussions	10%	90 - 100%	A
Homework Assignments	21%	80 - 89%	B
Chapter Quizzes	19%	70 - 79%	C
Tests & Exams	30%	60 - 69%	D
Final	10%	< 60%	F
Semester Project	10%		

*(weights are approximate)*

Your course grade will be based on the percentage of points (total earned / total possible). You will have one (1) opportunity to earn extra credit. That opportunity must be exercised within the first week of class and it **WILL NOT** be repeated later in the term. **This “use it or lose it” extra credit opportunity is worth 25 points and it must meet the very specific guidelines that follow.**

#### Extra Credit BIO CARD guidelines are very specific and are as follows:

- NO LARGER THAN 4” by 6”
- Type written (no hand written work)
- A current picture of yourself
- Your correct, current email address
- Your major
- A brief bio (description) of yourself.

## Spring 2008 - Syllabus for DS 117 – BUSINESS MATH

The bio card project gives me a chance to get to know each of you better. I will keep the card in a course binder and use it to learn your name and face faster. ONLINE students may submit their bio cards via the link in Assignments (Blackboard site) or via mail to:

Your instructor's name - Reedley College - 995 North Reed Avenue - Reedley, CA 93654

**Attendance & Participation:** Your attendance and participation are important. Attendance will be taken at the beginning of each class period. ONLINE STUDENTS – your attendance is calculated based on your participation in the discussion board topics and participation in course activities. You will be given a “free ride” for up to three (3) class hours (50 minutes each); students **missing six (6) or more hours may be dropped from the course for non-attendance.**

Unless you regularly prepare for and attend class you can not participate fully in the course. Your success in this course depends on your active participation. In fact your participation is worth 15% of your grade. There will be **NO OPPORTUNITY to MAKE UP missed participation points.**

Participation points will be earned for activities such as:

- Participating in group discussions
- Participating in group projects
- Demonstration of skills at the board
- Oral presentations
- In class projects and work papers
- And many other activities

**Homework, Quizzes & Exams:** Homework assignments are a way for you to did deeper into the course materials and prepare for the tests and exams. Homework **WILL NOT BE ACCEPTED LATE.** You are welcome to turn in your homework early if you think you might miss class.

If you are participating in school-sanctioned activities (sports, field trips, etc.) and find it necessary to miss class, it is YOUR RESPONSIBILITY to make sure that all your work is turned in and tests/quizzes are taken PRIOR to your departure. **There will be no special dispensation for absences, homework & tests/quizzes missed.**

Exam dates and chapters to be covered are clearly identified in the Course Activities handout. Each test is worth approximately 100 points (depending on the number of chapters covered) and may consist of true/false, multiple choice, and completion questions, as well as problems and case study questions.

**Grades are final unless an error in math is found in the computation of your grade**

**Drop Policy:** If you decide to drop the course, and I hope you do not, please do not simply stop attending. In order to officially drop a class you must fill out a program change card, available in the admissions and records office. For more details on dropping a class, please read the Reedley College Catalog (2004-2006 catalog, page 18) or the Fall Class Schedule. Drop dates are listed in your Reedley College Class Schedule. If you simply stop attending you may be saddened by the grade that may be issued. The final drop date for the Fall (2007) semester – full term classes is Friday, October 12, 2007

**Student Conduct:** As stated in your schedule of courses (pg 134), students are expected to conduct themselves in a responsible manner whenever they are on campus or representing the college in any activity. Board Policy 5410 states the specific rules and regulations and a copy of the policy is available in the college library, the admissions office, Dean of Students & Dean of Instruction offices as well as the student activities office.

## Spring 2008 - Syllabus for DS 117 – BUSINESS MATH

Conduct standards are designed to perpetuate the college's educational purposes, allowing students to enjoy the right of freedom to learn. To that end, students who fail to meet the conduct standards, or who interfere with the rights of freedom to learn of others will be removed from class.

Conduct standards are applicable to online courses as well. Postings to discussion topics are to be well written, spell checked, and suitable for a professional learning institution. The use of "chat room" grammar or offensive language is strictly forbidden.

### Important Dates for Spring Semester 2008:

January 7	(M)	Spring 2008 instruction begins
January 18	(F)	Last day to drop full length class(es) for refund eligibility
January 21	(M)	Martin Luther King Jr. holiday (no classes held, campus closed)
January 25	(F)	Last day to register for full-term Spring 2008 classes
January 25	(F)	Last day to drop a Spring 2008 class(es) to avoid a 'W'
February 8	(F)	Last day to change a Spring 2008 class to/from P/NP (CR/NC) grading basis
February 15	(F)	Lincoln Day holiday (no classes held, campus closed)
February 18	(M)	Washington Day holiday (no classes held, campus closed)
March 7	(F)	Last day to drop a Spring 2008 class (letter grades assigned after this date)
March 14	(M)	Summer/Fall 2008 continuation student registration begins
March 17-22	(M-S)	Spring recess (no classes held, classes reconvene March 24, campus closed on March 21-22)
April 7	(M)	Summer 2008 registration begins for new, transfer, and former students
May 10	(S)	Spring 2008 Saturday class final exams
May 12	(M)	Fall 2008 registration begins for new, transfer and former students
May 12-16	(M-F)	Finals Week
May 16	(F)	Spring 2008 semester ends
May 16	(F)	Commencement

\* **Ethics in the classroom (even the "virtual classroom"):** You will notice that we will often discuss ethical issues, as such you should understand that cheating and plagiarism is not acceptable in this class (or any other).

\* **Accommodations for students with disabilities:** If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me, or the **DSPS office - ext 3332** as soon as possible

\* Please see the Reedley College catalog for clarification of issues and additional guidelines.

THIS SYLLABUS AND THE COURSE ACTIVITIES SCHEDULE ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE INSTRUCTOR.

Spring 2008 - Syllabus for DS 117 – BUSINESS MATH

**DS 117 – BUSINESS MATH – COURSE SCHEDULE  
Spring 2008**

Please note this schedule is meant to be a guide and is not set in stone. The activities identified in this course schedule are segmented into 3 blocks per week (since this course is a 3 unit course requiring a total of 3 hours of class time each week – our 3 hours will be spread over 2 days). Items may be added or removed and timings may be changed as deemed necessary by the instructor.

Please note: Assignments will not be accepted late – unless there is a truly compelling reason.

The MIDTERM for this class will be held at the ½ point of this course – somewhere around week 9.

The final is CUMULATIVE and will be available for you during finals week.

**Schedule of assignments, assessments and due dates.**

WEEK	CHAPTER	LECTURE TOPIC, CLASS ACTIVITY & DISCUSSION TOPIC	ASSIGNMENTS (assigned day 1 of week assigned and due day 1 of week due)		Additional QUIZZES & CHAPTER TESTS
			ASSIGNED	DUE	
1 JAN 8	Ch 1 Whole Numbers	Welcome, Orientation, Introductions	HW 1 (CH 1)		Quiz ch 1
		Ch 1 – Place value and number system			
		Ch 1 – Operations with whole numbers			
2 JAN 15	Ch 2 Fractions	Ch 2 – Types of fractions, adding and subtracting fractions	HW 2 (CH 2 & 3)	HW 1 (CH 1)	Quiz ch 2
	Ch 3 Decimals	Ch 2 Multiplying & dividing fractions			
		Ch 3 – Decimals & place value system			
3 JAN 22	Ch 3 Decimals	Ch 3 – Operations with decimals, including conversions	HW 3 (CH 4)	HW 2 (CH 2 & 3)	Quiz ch 3
	Ch 4 Banking	Ch 4 Checking accounts			
		Ch 4 bank statements			
4 JAN 29	Ch 4 Banking	Banking review			Quiz ch 4
		Prep for test			
		<b>TEST #1 Ch 1-4</b>			
5 FEB 5	Ch 5	Ch 5 – Solving equations	HW 4 (CH	HW 3 (CH	

Spring 2008 - Syllabus for DS 117 – BUSINESS MATH

FEB 5	Equations	Ch 5 Word Problems	5)	4)	
		Ch 5 Word Problems			Quiz ch 5
FEB 12	Ch 6 Percents	Ch 6 Percent Equivalents	HW 5 (CH6)	HW 4 (CH 5)	
		Ch 6 Solving percentage problems			
		Ch 6 Increases & decreases			Quiz ch 6
FEB 19	Ch 7 Statistics	Ch 7 – Measures of central tendency	HW 6 (CH 7)	HW 5 (CH6)	
		Ch 7 – Frequency distributions & graphs			
		Ch 7 – Measures of dispersion			Quiz ch 7
FEB 26	Ch 8 Trade & Cash Discounts	<b>TEST #2 Ch 5-7</b>	HW 7 (CH 8)	HW 6 (CH 7)	<b>TEST #2 Ch 5-7</b>
		Ch 8 – Net price and trade discounts			
		Ch 8 – Net amount & cash discount			Quiz ch 8
MARCH 4	Ch 9 Markup & Markdown	Ch 9- Markup based on cost & selling price	HW 8 (CH 9)	HW 7 (CH 8)	
		Ch 9 – Markdown, series of markdowns & perishables			
		Review for midterm			Quiz ch 9
MARCH 11	Ch 10 Payroll	<b>MIDTERM (ch 1-9)</b>	HW 9 (CH 10)	HW 8 (CH 9)	<b>MIDTERM (ch 1-9)</b>
		Ch 10 – Gross Pay			
		Ch 10 – Deductions & Employer's taxes			Quiz ch 10
MARCH 25	Ch 11 Simple Interest & Simple Discounts	Ch 11 – Simple Interest	HW 10 (CH 11)	HW 9 (CH 10)	
		Ordinary & exact time			
		Discounts			
APRIL 1	Ch 11 – review	Ch 11 – Promissory notes	HW 11 (CH 13)	HW 10 (CH 11)	Quiz ch 11
	Ch 13 - introduction	Ch 13 Intro to compounding			

Spring 2008 - Syllabus for DS 117 – BUSINESS MATH

13 APRIL 8	Ch 13 Compound Interest, Future Value, Present Value	Ch 13 – Compound interest			Quiz ch 13
		Ch 13 – Future value			
		Ch 13 – Present Value			
14 APRIL 15	Ch 14 Annuities & Sinking Funds	Ch 14 – Future value of annuities	HW 12 (CH 14)	HW 11 (CH 13)	TEST #3
		Ch 14 - Sinking funds			Ch, 10-13
		Flex time			
15 APRIL 22	Ch 14 Annuities & Sinking Funds (CONT)	Ch 14 – Present value of annuities			Quiz ch 14
		Practice problems			
		Flex time			
16 APRIL 29	Ch 15 Mortgages	Ch 15 – Mortgage payments	HW 13 (CH 15)	HW 12 (CH 14)	
		Flex time			
					Quiz ch 15
17 MAY 6		Flex time		HW 13 (CH 15)	
		REVIEW FOR FINAL			
		REVIEW FOR FINAL			
18 MAY 13	<b>FINALS WEEK</b> TUES. MAY 13 <sup>th</sup> 6:00 PM				

This schedule is simply a guide and it is subject to change as deemed necessary by the instructor.

1994  
2

1994

1994

1994  
3

1994  
4

1994  
5

1994  
6

1994 1994 1994

1994