

Basic Course Information

Semester:	Fall 2018	Instructor Name:	Alison Jill Brock
Course Title & #:	BUS 105, Business Office Math	Email:	alison.brock@imperial.edu
CRN #:	10862	Webpage (optional):	Canvas
Classroom:	3109	Office #:	3113B
Class Dates:	August 13 to December 8	Office Hours:	M/W: 11:05 a.m. to 12:05 p.m. T/R: 8:40 a.m. to 9:40 a.m.
Class Days:	Tuesdays AND Thursdays	Office Phone #:	760-355-6485
Class Times:	9:40 a.m. to 11:05 a.m.	Emergency Contact:	Tisha Nelson
Units:	3		

Course Description

This course provides practice with a wide range of mathematical procedures used in various business applications. Students use a combination of estimation, ten-key calculators, and computers. Topics include a review of basic math skills, banking, invoices, markup and markdown, discounts, interest, promissory notes, and credit.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to (1) set up and solve business-related problems using equations to solve for an unknown quantity, (2) calculate the parts of an invoice, including discounts and a series of discounts, and (3) calculate markups and markdowns. (ILO2, ILO4)

Course Objectives

Upon satisfactory completion of the course, students will be able to: (1) add, subtract, multiply, and divide whole numbers, (2) add, subtract, multiply and divide fractions and convert fractions to decimals, (3) add, subtract, multiply, and divide decimals and convert decimals to fractions, (4) prepare a bank reconciliation and understand the difference between blank, restrictive, and full endorsements, (5) set up and solve business-related problems using equations to solve for an unknown quantity, (6) solve percentage problems involving portion, rate, and base and find the percent increase or decrease, (7) calculate the parts of an invoice, including single discounts and a series of discounts, (8) calculate markups and markdowns and calculate prices when markups and markdowns are known, (9) calculate simple interest for loans, (10) calculate finance charges and new balance of business lines of credit, (11) use estimation to evaluate the reasonableness of an answer, and (12) use a ten-key calculator, (13) use a computer spreadsheet to perform business calculations.

Textbooks & Other Resources or Links

Required: Brechner, Robert. Contemporary Mathematics for Business and Consumers, Cengage, brief edition, 7th edition. Also, bring pencils and an eraser to each class session. A ruler is helpful but not required. Complete all work in pencil. (ISBN: 1285448596)

Course Requirements and Instructional Methods

This course will review basic math concepts and apply those concepts to common business math problems with an emphasis on critical thinking. Along the way you will learn how to use a 10-key calculator and a computer spreadsheet.

Exams: Most of each exam will include new material covered since the last exam. A portion will be comprehensive. **Exams are completed in class without make-ups.** (I suggest you put the dates on your calendar now.)

Homework: It is imperative that you keep up with assignments because the material will build throughout the semester. I will collect all assignments at the beginning of class, and **no late work is accepted.** To earn points on the homework, **you must show all your work.**

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Grade	Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

Grades are posted regularly on **Canvas**. You may earn up to 1,000 points, as follows:

Points possible	Assignment/Assessment	Details
300	Homework	25 points each X 12 assignments
700	Exams	175 points each X 4 exams

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette:
 1. Identify yourself
 2. Include a subject line
 3. Avoid sarcasm
 4. Respect others' opinions and privacy
 5. Acknowledge and return messages promptly
 6. Copy with caution
 7. Do not spam or junk mail
 8. Be concise
 9. Use appropriate language
 10. Use appropriate emoticons (emotional icons) to help convey meaning
 11. Use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)]

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar			
Week	Topic	In-Class Exercises	Assignment
NO CALCULATOR			
1	Pretest, Whole Numbers (Ch. 1)	Chapter 1 exercises	Read Ch 1, take assessment test
2	Fractions (Ch. 2)	Chapter 2 exercises	Read Ch 2, take assessment test
3	Decimals (Ch. 3)	Chapter 3 exercises	Read Ch 3, take assessment test Prepare for exam
4	Exam 1 Banking (Ch. 4)	Chapter 4 exercises	Read Ch. 4, take assessment test
USING A 10-KEY CALCULATOR			
5	Continue Ch. 4 Equations (Ch. 5)	Chapter 5 exercises	Read Ch 5, take assessment test
6	Continue Ch. 5 Percents (Ch. 6)	Chapter 6 exercises	Read Ch 6, take assessment test, odd-numbered exercises only
7	Continue Ch. 6 Review		Prepare for exam
8	Exam 2 Turn in 10-key packet Introduction to Excel	Excel exercises	Bring USB to class next week
USING A COMPUTER SPREADSHEET			
9	Continue Excel Invoices & Discounts (Ch. 7)	Chapter 7 exercises	Complete Excel exercises Read Ch 7, take assessment test, do #22 using Excel template and turn in on Canvas
10	Continue Ch. 7 Markup/Markdown (Ch. 8)	Chapter 8 exercises	Read Ch 8, take assessment test, skip #s 8 and 14
11	Continue Ch. 8 Review		Prepare for exam
12	Exam 3 Turn in Excel project Payroll (Ch. 9)	Chapter 9 exercises	Read Ch. 9, take assessment test
13	Continue Ch. 9 Simple Interest (Ch. 10)	Chapter 10 exercises	Read Ch 10, take assessment test, odd-numbered exercises only, use Excel template to check #35
14	Continue Ch. 10 Review		Prepare for exam
15	Cushion (up to 3 classes, can add a calculators class)		
16	Exam 4		Congratulations, you did it! :)

*****Tentative, subject to change without prior notice*****