

APPLIED BUSINESS MATHEMATICS

BUS103 SECTION 5778 ONLINE

Course dates:	February 26 to May 25, 2018
Location:	Canvas 24/7 help desk phone number: 1-844-303-5586
Username:	Your Webadvisor username
Password:	Your Webadvisor password
Book:	Business Math, 10 th edition; Cleaver/Hobbs & MyMathlab access , ISBN 0321923995, with access code
Meeting days:	Friday through Thursday
Last day to drop w/o W:	March 24, 2018
Last day to drop with W:	May 8, 2018 (only 3 repetitions with W allowed!)
Last day of class:	May 25, 2018
Division dean office:	MA 267, ext. 2273 Despina Prapavessi

Instructor reserves the right to make changes/updates to this syllabus.

Instructor information:

Claudia Eckelmann, office: BFL 219

call/text 925.232.1382 (1DVC)

Current students, please use CANVAS email to contact me; otherwise
ceckelmann@dvc.edu

Office hours (BFL 219):

T, Th: 7 – 8 am

W: 9.20 – 10.20 am; 12 – 12.30 pm in ET 114

F (online): 8 – 9 am

phone, email, text, chat, Zoom

Email/text me M-F, 8 am – 8 pm, and I will respond within 24 hours



I strongly believe that you can do this. Even that you will find pleasure, maybe even have fun learning about business math. And my goal is to help you succeed. I do not grade on a curve. I approach this class assuming every single one of you will earn an A grade – and we will have a good time working together cooperatively, kindly, courteously, and successfully!

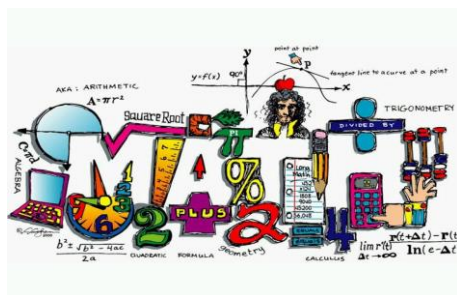
Catalog course description

Recommended – eligibility for English 122

This course provides an examination of mathematical key concepts and applications to solve business problems. Topics include banking, trade and cash discounting, markups and markdowns, simple and compound interest, payroll, consumer finance, and analysis of financial reports.

Student Learning Outcomes

Students successfully completing the course will be able to:



3. Analyze business documents and financial statements to detect business problems.
4. Apply mathematical tools to resolve business problems.
5. Apply business mathematics to international applications.

A. Lecture

1. Complete business-related mathematical problems with reasonable speed and accuracy: manually, using calculators, and using business software.
2. Calculate the following: commissions, trade and cash discounts, markups and markdowns, payroll, taxes, simple and compound interest, bank discounts, present values, periodic payments, and depreciation.

B. Laboratory

1. Interpret word and mathematical problems and solve using manual, calculator, business software, and online tool methods.
2. Apply mathematical calculations to a variety of case studies selected through online research of authoritative publications.

Required text:

Cleaves, C., & Hobbs, M. (2013). *Business math with access code to MyMathLab* (10th, brief edition). Pearson Education, ISBN 0321923995

Access to MyMathLab is required and is included in your new textbook package at the DVC Book Center. You can purchase it separately for \$100 through our Canvas login.



Remember, my goal is to help you succeed. One fundamental condition to your success is to obtain the text as early as possible in the semester and to actively read and study the book. I do reserve the right to drop a student who does not satisfactorily demonstrate the ownership/use of the required text.

Accommodations/Accessibility

Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. To coordinate reasonable accommodations for students with documented disabilities, call 925-969-2182 (voice); deaf/hard of hearing only: Sorenson V.R.S 925-270-1660; or go to the Student Services Center, room 202.

Any student who needs a religious accommodation should inform me as early as possible, but no later than two weeks before the date.

Wellness service on campus

Personal counseling sessions for help with depression, anxiety, dealing with loss/grief, substance use/abuse, personal crisis/trauma, and behavioral issues are available. I can email wellnessDVC@eamil.4cd.edu or call 925.969.2148 to set up an appointment.

Pass/NoPass option

This course is labeled "SC," which means that before the deadline, students can decide to take the course for a letter grade or for a P/NP grade. Students must complete a form in the admissions and records office to take the course for a P/NP grade. If students do not choose the P/NP option before the deadline, they will be issued a letter grade for the course. It is often best to discuss this choice with a counselor.

“A piece of information is like a brick. It is excellent material for future building, but it only clutters up your yard unless you understand how to make use of it.” - Madeline Hunter

Dropping the class

If you decide you no longer want to be part of this class, it is your responsibility to initiate the drop procedure through Webadvisor or visiting

A&R. According to DVC policy, I have the right to drop students from the class if the absence from our CANVAS classroom adds to two weeks – these do not need to be two weeks in a row. However, ensuring that a class has been dropped lies with you, the student.

Participation

Online classes differ significantly from face-to-face classes, and the most important difference is your role as student participant online. Therefore, your participation on the online discussion board, also called forum, plays a significant role. This course is in a 12-week format, so please plan to devote at least $4.5 \times 2 = 9$ hours per week (a 54-hour class requires an additional 54 hours of homework per state educational requirements) to read lecture notes, participate in class discussions, complete homework assignments, review, and study for and take tests.



It is important to visit the course web page several times each week and to stay up with the dates listed on the syllabus. From my experience, students who log in and participate at least every other day will do well. Written lectures, discussion topics, exercises, and other class activities extend your understanding and application of your new skills and knowledge.

It is also very important to note that all tests and discussions have specific deadlines. You must meet these deadlines to get credit for these assignments. **NO MAKEUP TESTS WILL BE GIVEN OR LATE WORK ACCEPTED FOR ANY REASON.**

“Learning is a treasure that will follow its owner everywhere.”

- Chinese proverb

Discussion assignments

We will be learning together. We will exchange ideas, challenge each other, guide our thoughts and reasoning. The clue here is to interact. Isolated forum contributions (posts that do not generate further discussion, or posts that get no replies) are frustrating to the writer when they post questions that go unanswered. On the other hand, high student-to-student interaction is dynamic and energizing which encourages further postings and responses – and increases learning and student success. About every other week, I will post either a question, a link to an

article or YouTube video, a link to a podcast, etc., for your thoughtful consideration. Your task is to read, listen to, or watch what I have posted, and then to post your thoughtful – and carefully proofread for spelling and grammar - response to the piece before the end of Tuesday. After you have posted your response, you are then encouraged to respond to as many of your classmates' postings as you want, but a minimum of two responses following these guidelines are required for full credit, due before the end of Thursday. More detail regarding the discussion assignments is in learning module 1.

The following is required for each discussion topic. To earn full discussion points, please:

Discussion Board Requirement
<p>Answer the main question by posting your original post by Tuesday.</p> <p>You must post this before you can respond to classmates. Your post must be proofread for grammar and spelling. Your post must be between 350 – 500 words. Post the word count at the bottom of your text.</p>
<p>Respond to at least two (2) others for each discussion by Thursday. Your responses must be between 150 – 250 words.</p>
<p>Monitor your personal posted topic and reply to posts.</p>
<p>Post on at least two (2) different days in the discussion area.</p>
<p>Quote and cite sources, as needed. *</p>

***All words should be your own unless you place the text in quotes and cite the source.**

So, **your learning (and grade) is dependent on responding to your classmates, what you say, and how you say it** - not how many postings you throw out into the discussion forum.

Projects

We will complete three project papers in lieu of exams (50, 80, 120). The projects will increase in complexity and difficulty so that you can show your increasing understanding and learning of business math concepts.

The assignments must be typed using 11 or 12-point font, single spaced, and in **doc, docx, or pdf** format. These papers are expected to be proofread and checked for grammar and spelling. Assignments are due in the dropbox on Canvas. **No late work accepted for any reason. Plan your time carefully!**

Grading information

Discussion assignments	300
Post-tests (lowest post-test score will be dropped)	300
Homework	200
Projects	<u>250</u>
	1000

Class grades:

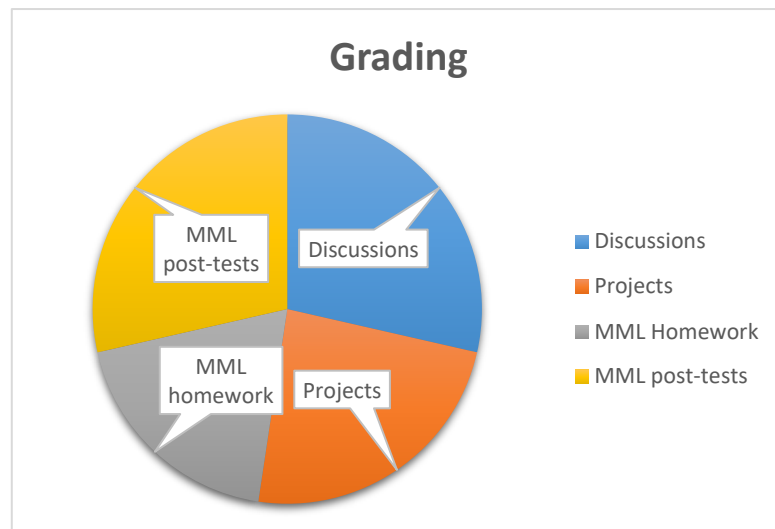
A = 900 and above

B = 800 – 899

C = 700 – 799

D = 600 – 699

F = 599 or below



Cheating



DON'T.

Cheating will not be tolerated. Academic honesty is highly valued at Diablo Valley College. You must always submit work that represents your own efforts, original words, and ideas. If any words or ideas used in a class assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic

publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. **If you fail to adhere by these standards - in other words, if you choose to cheat, plagiarize, fabricate, or assist another student in doing so - you will receive an "F" for that assignment and I will report your action to the Dean of Student Services.** If you use Office 2007 or later, there is a built-in citation tool, too.

Acts of academic dishonesty include the following:

Plagiarism: Representing someone else's words, ideas, artistry, or data as one's own, including copying another person's work (including published and unpublished material, and material from the Internet) without appropriate referencing,

presenting someone's else's opinions and theories as one's own, or working jointly on a project, then submitting it as one's own;

Cheating: Unauthorized copying or collaboration on a test or assignment, or the use or attempted use of unauthorized materials;



Tampering: Altering or interfering with evaluation instruments and documents;

Fabrication: Falsifying experimental data or results, inventing research or laboratory data or results for work not done, or falsely claiming sources not used; fabricating or falsifying documentation to try to change a course grade;

Assisting: Assisting another student in an act of academic dishonesty, such as taking a test or doing an assignment for someone else, changing someone's grades or academic records, or inappropriately distributing exams to other students.

The catalog contains a copy of DVC's academic integrity procedure. For additional resources, I can check

<http://www.dvc.edu/communication/policies/studentrights/academic-integrity.html>

Successful students:

- ✦ Take responsibility for studying, recognizing what you do and don't know, and knowing how to get your instructor to help you with what you don't know.
- ✦ Log into the class every day and take complete notes
- ✦ Be an active participant on the class discussion boards.
- ✦ Ask questions! There are usually other students wanting to know the answers to the same question.
- ✦ Take responsibility for keeping up with the homework. Make sure you find out how to do it.
- ✦ Take as much time as you need to do all the homework and to get a complete understanding of the material.
- ✦ Form a study group. Meet using chat, the phone, and CANVAS discussion boards. Go over problems you've had trouble with. Either someone else in the group will help you, or you will discover you're all stuck on the same problems. Then it's time to get help from your instructor.

- ✦ A word of warning: Each module builds on the previous ones, all semester long. Log into the class, read the discussion boards, post, and do homework every day. Falling a day behind puts you at a disadvantage. Falling two days behind puts you in deep trouble.
- ✦ A word of encouragement: Each module builds on the previous ones, all semester long. You're always reviewing previous material as you learn new material. Many of the ideas hang together.

My pledge to you:

- ✦ I will trust you until you give me a reason to do otherwise.
- ✦ I will respect you and work with you to solve problems.
- ✦ I will promptly correct and offer feedback on your work.
- ✦ I will work with you to meet learning goals.
- ✦ I will offer extra help and alternative assessments should you require them. Please talk to me as soon as possible so we can accommodate any special needs. There are many resources available, and I will be happy to facilitate those.

Course at a glance:

Month	Date	Week/ learning module	Read chapters	Discussions/ activities	Chapter HW and post - tests	Projects
February	02.26 – 03.08	1	1, 2, 15	Discussion LM 1 Ice breaker Treasure hunt	Ch. 1 quiz - ungraded Ch. 2, 15 quizzes graded	
March	03.09 – 03.15	2	4		4	
	03.16 - 03.22	3	5	Discussion wk 3	5	Start project 1
Includes spring break	03.23 – 04.05	4	6		6	
April	04.06 – 04.12	5	7	Discussion wk 5	7	Project 1 due
	04.13 – 04.19	6	8,9		8,9	Start project 2
	04.20 – 04.26	7	10	Discussion wk 7	10	
	04.27 – 05.03	8	11		11	Project 2 due
May	05.04 – 05.10	9	12	Discussion wk 9	12	Start project 3
	05.1 – 05.17	10	13		13	
	05.18 – 05.25	11	14		14	Project 3 due