

De Anza College

BUSINESS MATHEMATICS – BUS 10 – SYLLABUS -V1

Business Mathematics – Bus 54**Instructor:** Guillermo Hernandez**Cell Phone:** 408-313-5822**De Anza Email:** hernandezguillermo@fhda.edu**Personal Email:** ghernandez811@sbcglobal.net**Office Hours: Online Chat:** Fridays at 3:00 PM on Fridays**COURSE DESCRIPTION:**

Summer: 2020**Section: BUS -054-61Z****CRN: 12715****Start Date: June 29, 2020****End Date: August 7, 2020**

To provide students with a rapid review of basic mathematical operations and concepts in order to improve speed and accuracy, and to introduce and understand its use as a tool to aid in the business and personal finance decisions making process.

STUDENT LEARNING OUTCOME STATEMENTS (SLO):

- Demonstrate an understanding of the “Time Value of Money” concepts in business.
- Demonstrate a Basic Knowledge of the mathematics of pricing.
- Calculate performance measures for investments such as stocks, bonds or mutual funds.

COURSE MATERIALS:

McGraw-Hill-Connect Access to: Practical Business Math Procedures Slater, 12th

The Class does not require a textbook. Instead the class is integrated with McGraw-Connect service. The services provides an eBook and also all the class activities and assignments. You need to purchase an Access Code for the Bus 54 Course. You can obtain the code from the De Anza Bookstore or, if you cannot purchase from the Bookstore, you have to buy it from McGraw-Hill Connect directly.

<https://connect.mheducation.com/class/g-hernandez-bus-54-business-mathematics---crn-12715---summer-2020>

You can also use the MH-Connect button in the Canvas Class to access MH-Connect and pay for the MH-Connect class component.

Other Resources Needed:

- The class requires Internet Access using a computer such as a PC, MAC, tablet, or a Laptop with Chrome web browser (Firefox does not play mp4 videos). The class features an integrated **McGraw-Hill Connect** online component, rendered in Canvas. You need to buy the access code, with which gives you access to the eBook as well.
- I advise you to have a current browser ([Chrome](#) is required to view mp4 movies) and to ensure that [Flash](#) and [Java](#) plugins are installed on your computer (and enabled by your browser). If you use Firefox, you need to add the “Simple YouTube MP3/MP4 Converter” plug in to play MP3/MP4 movies. Use this Link: <https://addons.mozilla.org/en-US/firefox/tag/mp4>, try some of the add-ons to check.

- You also need the free [Acrobat Reader](#) to view PDF files provided in the online class.
- If you are using a tablet or phone at times to access Canvas, you will need an app that can take screenshots (.jpg or .png files), and review assorted file types (.pdf, .doc, .docx, .ppt, .pptx). If you are using Microsoft Windows OS in your PC, you can use the Snipping tool application. It is very easy to use and you can take snapshots of what you see in your screen and paste it in your document.
- You also need a **personal email address** in order to receive important course announcements. As soon as the course starts, you should receive an email welcome message from the instructor. If that does not occur, you may need to decrease the security on your email or empty your email account (if it is full). These proactive measures will ensure that you receive all important reminders from your instructor. If you don't have an email address, you may obtain a free one by following the instructions on my web site under [Tools, Tips and Resources](#).
- **OfficeLibre or OpenOffice:** You will need to write class project assignments and save the file in either doc, docx, or RTF file formats. OfficeLibre or OpenOffice provide a Microsoft Office equivalent set of applications *for free*. You can save your written files in the file formats required. If you have Microsoft Office you can use Microsoft Word to write your written assignments as required. Otherwise, you can download and install [OfficeLibre](#) which is a free Suite of software to create and edit MS Word and PowerPoint files. Download site:

<https://www.libreoffice.org/download/libreoffice-fresh/>

If you use Google Docs, you can save the file in doc, docx, or rtf file formats as well.

Need help? Meet with tutors and attend workshops in the Student Success Center: <http://www.deanza.edu/studentsuccess>.

ADVISORIES:

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Mathematics 200.

COURSE REQUIREMENTS:

Reading assignments: Completion of all reading assignments is essential for successful performance on the examinations. Students are strongly advised to complete all reading assignments BEFORE class on the day they are due in order to get the most out of the lectures. Not all chapters are assigned. Consult the class calendar below on a daily or weekly basis to make sure you are keeping up with the reading. You have to let the instructor know if you are going to miss an exam.

There are no prerequisites for the class.

Examinations:

The class requires one midterm exam, and one final exam, plus chapter quizzes.

All exams and quizzes will be taken online via the Connect Integration. Exams will open up on the designated days and will remain open until the Sunday of the assigned week at 11:59PM. The exams and

quizzes can be taken any time during the assigned week once they open. However, the exams and quizzes will be time bound since the moment you open the test or quiz. If you have problems while taking a test or quiz, you can contact me immediately at the moment you have the problem. Do not use email, you can call me at my cell phone or text me. I will reset your exam or quiz.

As stated, the exam and quizzes close at midnight at the end of the week. Hence, don't wait until 11:00 PM to take an exam or quiz; you may not have enough time to complete it. Please, do not procrastinate until the last moment. The latest I recommend to start the exam or quiz is 8:00 PM. Do not contact me if you have problems on the last day of the exam/quiz after 8:00 PM, you are on your own for procrastination, your worst enemy.

GRADES:

Each student's course grade will be calculated based on the total points for each quiz or exam. Quizzes and exams will consist of a combination of multiple choice, true/false questions, and interactive assignments.

Grades are assigned to students based on their total course points accumulated, which is calculated as a weighted average of the grading components based on the total accumulated points. The table below shows the grades scale.

Grading Scale:

Grade Scale Based on 600 Points	Letter grade
99% or above	A+
92%	A
90%	A-
88%	B+
82%	B
80%	B-
78%	C+
70%	C
67%	D+
58%	D
55%	D-

Below 55%	F
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Before I post the final grades, I will email them to the entire class. You have 24 hours to be sure your grades are correct. After that, your grade will be turned in and they will be final.

Academic Integrity Policy:

Students who cheat on an exam or a quiz, or help another person cheat on an exam or online quiz will be reported to Academic Affairs and the Dean of Instruction of De Anza College. The student will automatically receive an F for the Exam or Quiz grade.

De Anza College takes integrity violations seriously. Please, review De Anza Academic Integrity Code in this link:

<http://www.deanza.edu/studenthandbook/academic-integrity.html>

Special warning about failing to drop the class on a timely basis:

The instructor will drop students who have not logged on, or missed assignments during first three weeks, and those who have missed an exam deadline (and did not email regarding an emergency). After the first three weeks, students can drop themselves from the class during the first 8 weeks of the quarter. Students that fail to attend the class for 10 consecutive days in a row will be dropped from the class.

Additional Recommendations:

1. Read this course syllabus completely and make sure you understand it. Participate in the class discussion forums each week. Attendance and participation are measured by participating in the class discussion forums.
2. Attendance and participation is defined as substantive answers, to discussions questions, a student post each week in the Discussion Questions (DQs) forums.
3. Students that fail in the first week of the class to attend or participate, and have not informed the Instructor via email explaining their absence, will be dropped from the class for no show.
4. Students that fail to attend (no DQ answers) and participate in the class discussion forum in the following two weeks of the course will also be dropped by the end of the third week of the class.
5. Students that fail to attend/participate in the online class for 10 consecutive days will be dropped from the class.
6. Online classes are asynchronous. This means that you can do your class work requirements at any time during the day. It may require you to complete assignment work at some specific times. You need to understand and comply with the due dates.
7. This class is integrated with McGraw Hill – Connect. All your assignments have to be access via Canvas and not done directly in MH-Connect site. If you by mistake do the assignment directly in MH-Connect website, you need to access the assignment from

Canvas but exit and return back to Canvas. That should get your grade or score synced up with Canvas.

8. You can contact the facilitator using email, text messages or simply call.

Many students believe that distance learning courses are less demanding than on-campus courses. In reality, this is not the case. Distance learning courses are more challenging for most people, because they require that you organize your own time to keep up with assignments.

Since Business 54 is a 5-unit course, the expected level of effort required is 15 hours per week. I recommend that you block off 12-15 hours per week for this course in your calendar, just like any other appointment you might make.

This should provide you with adequate time to read the textbook, work on the assigned problems, participate in discussion group postings, and study for exams. (Naturally, you will also want to note other important milestones in your calendar, such as the due dates for exams and assignments!) *The Emerging Learner* is a video series which can help you to succeed as a distance learning student. You can get more information on this video series on the DLC Home Page under the "Services and Resources" link.

Course Schedule Table

Note: I recommend you print this section and refer to it on a regular basis. It is very important.

Course calendar (with reading assignments and activities):

All Chapters contain the following MH-Connect Activities:

Chapter Learning Smart (LS) Interactive Readings

Chapter Videos

Chapter Practice – Unlimited attempts

Chapter Assignment

Chapter Quiz

<i>Date</i>	<i>Activity</i>
Week 1	
6/29	Study The Course Syllabus in detail
	Chapter 1 LS – Whole Numbers: How to dissect and solve word problems.
	Chapter 2 LS - Fractions
	Chapter 3 LS - Decimals
	Chapters Assignments and Practice

Week 2	
7/6	Chapter 5 LS – Solving for the Unknown: A how to approach for solving equations
	Chapter 6 LS – Percentages and their Applications
	Chapter 7 LS – Discounts: Trade and Cash
	Chapters Assignments and Practice
	Chapters Quizzes
Week 3	
7/13	Chapter 8 LS – Markups and Markdowns: Perishables and Breaking Even Analysis
	Chapter 16 LS – How to Read, Analyze, and Interpret Financial Reports
	Chapter 9 LS - Payroll
	Chapters Assignments and Practice
	Chapters Quizzes
Week 4	
7/20	Chapter 10 LS – Simple Interest
	Chapter 17 LS - Depreciation
	Chapter 18 LS – Inventory and Overhead
	Chapters Assignments and Practice
	Chapters Quizzes
	Midterm Exam – Chapters 1-3, 5-9, 16
Week 5	
7/27	Chapter 12 LS – Compound Interest and Present Value
	Chapter 13 LS – Annuities and Sinking Funds

	Chapter 14 LS – Installment Buying
	Chapters Assignments and Practice
	Chapters Quizzes
Week 6	
8/3	Chapter 15 LS – The Cost of Home Ownership
	Chapter 21 LS – Stocks, Bonds, and Mutual Funds
	Chapter 22 LS – Business Statistics
	Chapters Assignments and Practice
	Chapters Quizzes
	Final Exam – Chapters 9, 10, 12, 13-15, 21-22 - Class Ends on this day. All Assignments, quizzes and exams should be completed by this day. No extensions provided.

Special Note: The professor reserves the right to modify, change, or waive any part of the syllabus or the evaluation criteria for this course. He will give prior notification when modifications, changes, or waivers are in order.

Support:

Help with Concepts	Email me Mondays through Fridays or stop by office hours. (24 hour turnaround is typical except over the weekend.)
Technical Support	De Anza Portal
Disabled Students	All of the video materials in this multimedia course have close captioning or written transcripts available. If you need a different type of accommodation, please let your instructor know at the start of the quarter. De Anza offers many support services to assist students with their needs. If you have a disability-related need for reasonable academic accommodations or services in this course, you must provide me with documented approval

	from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days notice of the need for accommodations. Students with disabilities can obtain approval from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).
Online Learning Center	Home Page: http://www.deanza.edu/online-ed/ Phone: (408) 864-8969. Hours of operation are posted on the page under the link "About Us."

Important Summer 2020 Dates:

February 1

Application for admission open May 1

May 18

Registration opens based on Priority Registration group

May 18

Group 1 registration opens

May 20

Group 2 registration opens

May 21

Group 3 registration opens

May 22

Group 4 registration opens

May 23

Group 5 registration opens

May 24

Group 6 registration opens

May 25

Group 7 registration opens

June 1

Group 8 registration opens

June 29

First day of Summer Session

July 3

Independence Day holiday: Campus closed

September 1

Last day to file for summer degree or certificate

September 7

Labor Day holiday: Campus closed

September 9

Last day to request "Pass/No Pass" for full-length classes