

# Business 54

## *Business Mathematics*

Course Overview and Syllabus  
Section 62Z / Call Number 0314  
Fall 2004 / 5 Units

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De Anza College Distance Learning Center, 21250 Stevens Creek Boulevard, Cupertino, CA 95014  
DLC Phone: (408) 864-8969 ~ DLC FAX: (408) 864-5546 ~ DLC Email: [Information@dadistance.fhda.edu](mailto:Information@dadistance.fhda.edu)  
DLC Home Page: <http://distance.deanza.fhda.edu> ~ DLC Hours: Mon-Thurs 10 AM - 7 PM ~ DLC Office Location: LCW-102

<b>Instructor:</b>	Michele Fritz
<b>Office Hours:</b>	Mondays & Wednesdays from 11:15 AM -12:15 PM, Tuesdays & Thursdays from 2-3 PM
<b>Office Location:</b>	F-51J. (Building F-5 is near the Forum.)
<b>Email Address:</b>	FritzMichele at deanza.edu <i>Also, note that my name is spelled with only one "L".</i>
<b>Telephone:</b>	(408) 864-8615 (Please use email for urgent messages.)
<b>Instructor's Web Site:</b>	<a href="http://www.deanza.edu/faculty/fritz/">http://www.deanza.edu/faculty/fritz/</a> My web site contains course documents, a frequently updated list of homework assignments, and many tools and resources for students.

### ***Course Objectives:***

This course provides students with knowledge of basic mathematical operations and how they are applied to the field of business. Topics include arithmetic (with whole numbers, fractions, and decimals), percentages, loan and interest calculations, securities transactions, pricing calculations, inventory valuation, depreciation methods, payroll calculations, basic financial statement analysis, and basic business statistics.

### ***Advisories:***

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

### ***Required Materials:***

All of the required materials for this course may be purchased at the De Anza Bookstore. The phone numbers for the bookstore are (408) 864-8907 or (408) 864-8949. Online ordering is available via the [Bookstore Home Page](#).

- **Textbook:** Slater, Jeffrey, *Practical Business Math Procedures*, 7th ed., Irwin McGraw-Hill, 2003.

- **Solutions Manual:** Slater, Jeffrey, *Student Solutions Manual for Use with Practical Business Math Procedures*, 7th ed., Irwin McGraw-Hill, 2003.
- **Technology:** You will need a computer with access to the Internet at a speed of 28.8K or greater. Remember, if you are on campus you are welcome to use the Open Media Lab which is in the basement of the Learning Center West building. In addition, you need to have one of the following browsers in order to view the web-based course materials: Internet Explorer 5.0 or higher or Netscape 4.0 or higher. You will also need a personal email address in order to receive important course announcements. 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](#).
- **ParScore Form:** You will need one of these purple 8.5 x 11" answer forms in order to take the final exam.
- **Optional:** Slater, Jeffrey, *Business Math Handbook and Study Guide to accompany Practical Business Math Procedures*, 7th ed., Irwin McGraw-Hill, 2003.

### ***Succeeding in Distance Learning Courses:***

Many students expect that distance learning courses will be less demanding than on-campus courses. Unfortunately, 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 Requirements:***

The schedule for completion of all course assignments is located in the [Weekly Homework Assignments](#) file on the instructor web site. Remember, it is most crucial that you keep up with these assignments in order to successfully complete the course! ***In order to encourage students to complete work on time, I will be offering 3 "anti procrastination bonuses" to students who complete all of the quizzes, exams, and discussion group postings on or ahead of the established schedule. These three bonuses correspond to the three major sections of the course. If you get behind at one point, you should work very hard to get back on schedule as quickly as possible so you can remain eligible for the other bonuses.*** These bonuses will simply be added into the calculation of your final grade, and can be very helpful in boosting you to a higher level.

- **Orientation:** You may complete the online orientation by **noon on Tuesday 09/21** on the DLC Home Page, or attend the campus orientation on **Tuesday, 09/21 from 6:00-7:00 PM in LCW-26**. Students who have not completed the online **or** on-campus orientation will be dropped from the class to make room for others.
- **Reading and Homework Problems:** Each week you have several chapters to master. You should read the assigned text chapter and then work on the odd numbered problems at the end of the chapter. You can check your answers in the *Student Solutions Manual*. (It is absolutely essential for you to do these homework problems, because they will be similar to the problems that you encounter on quizzes and exams.)

- **Additional Practice:** The Textbook Web Site contains many additional resources for you to use to ensure that you get great grades on quizzes and exams. When you link to the web page, you can click on the options in the list on the left in order to view the questions in the main window.
  - ***Multiple Choice Quiz:*** This is a practice multiple choice quiz that you can do online. When you click on submit for grading, the web page will tell you how many questions you got wrong and provide the correct answers. You do not need to email the results to the instructor, unless you have a specific question.
  - ***Calculations and Applications:*** This area provides addition problems for practice, and the step-by-step solutions are provided online so that you may check your work.
  - ***Fill in the Blanks:*** This is a practice fill in the blank quiz that you can do online. If you have trouble remembering math rules or terminology, this may be helpful for you to use prior to the quizzes. When you click on "submit for grading", the web page will grade your answers and provide the correct answers.
  - ***Crossword Puzzles:*** This is a fun way to review math terminology. Although I will emphasize problem solving on the quizzes and exams, you can expect to be tested occasionally on commonly used terms. If you have trouble with terms, then use this to review!
  - ***Word Problems:*** The textbook web site has additional word problems for those of you who need it, but the solutions are not provided online. In general, they will use the same methodology as the assigned end-of-chapter homework problems. You are welcome to come to my office hours to review any problems which you found difficult.
  - ***Powerpoint Presentation:*** The textbook web site contains Powerpoint presentations associated with each chapter, which you should use to review the major concepts.
  
- **Quizzes:** Each week you will also have an online quiz to complete to test your comprehension of that week's lessons. The quiz questions will generally be in true-false, and multiple choice format. The quizzes are timed, so you should not begin one if you are likely to be interrupted. Your grade will be posted to your grade record, which you may view online immediately after taking the quiz. The quizzes will be available one week past the scheduled due date, in order to accommodate those who are lagging behind. After the one-week grace period, students who have not taken the quiz will receive a zero in the grade book. The answers to the quiz questions which you got wrong will be available to you once the grace period has ended, so that you may make notes on areas to review for the midterm and final exams.
  
- **Class Discussion Group:** Each week you will also be expected to contribute to a class discussion group. This discussion group allows you to help and challenge your classmates online, and demonstrate your understanding of course concepts. The schedule of weekly assignments will provide you with a choice of topics, which may involve interacting with a useful web site or reading a business article. After you have completed the assigned questions, you should go to the discussion group area and review the postings made by your classmates on your chosen topic. Your job will be to contribute additional, new information to the discussion under the appropriate topic posting. In your posting, you will also need to provide a math calculation using the principles you have learned in the prior lesson(s). Postings will be graded for their helpfulness, originality, and ability to apply math concepts learned in the course. Students who go first, assist other students, or identify mistakes (tactfully and constructively) can expect to receive high participation grades. You are also encouraged to check back to earlier postings for opportunities to improve your participation grade. New postings from other students and/or the instructor can be a valuable source of points.
  
- **Examinations:** There will be 2 exams which also test you on the material you have learned. The problems and questions that you can expect to see on exams will be very similar to those given for homework and in the quizzes. Again, these tests will be timed, so you need to be competent in completion of the homework problems.

- **Midterm** (40 points) covers textbook chapters 1,2,3,5,6,7,8,9,16, and 19. It is due to be completed by **Sunday, 10/31 by midnight Pacific Time**. This timed test will be given online.
- **Final Exam** (60 points) covers textbook chapters 10,11,12,13,14,15,17,18, 21, and 22. This test will not be available online. In order to make it as convenient as possible for students with varied schedules you may select from the following scheduling options. All students must complete the final by **Tuesday 12/07**, or you can expect to receive an incomplete for the class.
  - **Instructor proctored exam:** Come to campus room G-5 on **Tuesday, 12/07 from 6:00-7:50 PM**. This should be your preferred option, because you may come up to ask me questions during the exam. Don't forget to bring your photo ID, a # 2 pencil, and your ParScore form.
  - **Learning Center alternative exam:** If you notify me by email 2 days in advance, you may take the final exam in the Instructional Testing Office (LC-123) **between 12/01 and 12/06**, the week prior to the scheduled exam date. Check with the Instructional Testing Office at (408) 864-5426 to verify their hours. Make certain to bring a photo ID, a #2 pencil, and your ParScore form. Prepare your ParScore by writing and bubbling in your name, your Student ID Number (you should change the last 4 digits to protect yourself, and leave the 10th space on the right blank) and Test Form "A". You may leave everything else on the ParScore form blank. Ask for Michele Fritz's exam for Business 54.
  - **Distant option:** Roughly 3 weeks prior to the final exam, you must make arrangements with your local community college test proctoring center to take the exam. (There will normally be a fee for this option -- please check with that college.) Email me with the name of the responsible individual and address of the college you will be using, and the web site URL of the college. You will need to take the test **at the latest by 12/01**. When you go to take your test, make certain to bring a photo ID, a #2 pencil, and your ParScore Answer form. Prepare your ParScore by writing and bubbling in your name, your Student ID Number (you should change the last 4 digits to protect yourself, and leave the 10th space on the right blank) and Test Form "A". You may leave everything else on the ParScore form blank.

***Dropping the Course:***

Students are responsible for submitting the appropriate form to drop the course. Courses may be dropped by using the Star system or on the De Anza web site. It is very difficult to tell in a distance learning course whether or not a student is still attending, so all students who do not drop the course on their own will receive the letter grade they earned.

***Academic Integrity:***

Students who plagiarize, submit the work of others as their own, or cheat on exams will receive an F in the course and will be reported to college authorities.

***Grading Policy:***

Your evaluation in this course will be divided as follows:		
<b>Course Requirement</b>	<b>Point Value</b>	<b>Percentage</b>
10 Weekly Quizzes	100	40%

Midterm and Final Exam	100	40%
Participation in the Discussion Group	50	20%
<i>Total</i>	250	100%

### *Assignment of Grades:*

Grades will be assigned to students based on the total points earned in the course. You may access your final grades on the web at <http://www.deanza.edu/my> or through the Star System (408)-777-9394 or (650) 917-0509.

<b><i>If Your Total Points Are</i></b>	<b><i>Resulting Grade</i></b>
224-250	A
199-223	B
174-198	C
149-173	D
Less than 149	F

### *Syllabus:*

Please refer to the [weekly homework assignments](#) posted on the instructor web site for detailed homework instructions.

<b>Dates</b>	<b>Topics</b>
Week 1: Basic Skills	Course Orientation and Arithmetic with Whole Numbers.
Week 2: Basic Skills	Fractions and Decimals [Quiz 1]
Week 3: Basic Skills	Solving Equations, Using Percentages, and Tax Calculations [Quiz 2]
Week 4: Math throughout the Enterprise	Pricing Calculations: Discounts, Markups, and Markdowns [Quiz 3]
Week 5: Math throughout the Enterprise	Understanding Financial Reports and Calculating Payroll [Quiz 4]
Week 6: Math throughout the Enterprise	Depreciation Methods [Midterm Exam; Quiz 5]
Week 7: Math throughout the Enterprise	Inventory Valuation and Securities Transactions [Quiz 6]
Week 8: The Time Value of Money	Simple Interest and Notes [Quiz 7]
Week 9: The Time Value of Money	Compound Interest, Annuities and Sinking Funds [Quiz 8]
Week 10: The Time Value of Money	Annuity Applications: Installment Buying and Mortgages [Quiz 9]
Week 11: Course Wrap-Up	Business Statistics [Quiz 10]
Week 12: Course Wrap-Up	[Final Exam]