

## WEST LOS ANGELES COLLEGE

### Business Computations- Business 38

### Section 8034 SYLLABUS Rev. 1.00

Dr. Jan Pittman Vanderpool, Instructor  
Office Phone: **(Emergency only)**  
Office Fax:  
E-Mail: **Only from within Etudes-NG PM Discussion** (*response within 24-48 hours*)  
Office hours: On-line Live Audio Video session Thursdays 7:00 PM <http://www.cccconfer.org>

Fall Semester 2015  
310.305.1100 x Students  
310.338.1100

#### COLLEGE SLO

Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to identify specific solutions to business problems.

Quantitative Reasoning: Identify, analyze, and solve problems that are quantitative in nature.

#### PROGRAM SLO

Develop written communication skills in the construction and presentation of business computational analysis.

Apply an understanding of business computational processes to develop multiple perspectives on business and personal financial issues and their impact on business decisions.

#### COURSE SLO

Upon successful completion of Business Computations, the student will be able to:

Understand and be able to competently perform basic arithmetic operations

Have a working understanding of fractions as used in common business applications

Use decimal numbers in basic business computations including converting fractions to decimals

Fully understand and use basic algebraic equations in the solution of business word and number problems

Be able to understand and perform simple business statistical calculations such as mean, mode, and median

Perform basic business checking account maintenance including account reconciliation

Develop a practical working understanding of percents and their application in performance of common business operations

Apply gained skills in computing invoices, trade discounts and cash discounts

Understand the retail concept of markup and markdowns with practical real world examples

Compute the components of a typical business payroll with hourly and salaried employees  
Use gained skills to understand and compute simple interest rate computations and understand the concept and value of promissory notes

Calculate compound interest, future value and net present value using tables and formulas

Understand the concept of an annuity and its application in business and personal financial planning

Characterize different types of consumer and business credit including credit cards, revolving accounts, installment accounts and mortgages

Have basic understanding of the major components of business and personal financial statements and be able to prepare a personal statement of net worth

Understand the concept of depreciation and its application business financial transactions

Discuss the basic business principles covered during the course in a personal business context

Analyze business performance with charts and graphs

#### **REQUIRED MATERIALS:**

Contemporary Mathematics for Business and Consumers, Brief Edition, 6th Edition,  
Robert Brechner

ISBN-13: 9781111529376 | 528 Pages |

Paperbound | (c) 2012 | Publisher: Cengage Learning

Web access: [Companion Site](#)

Basic function calculator

#### **GRADE COMPOSITION:**

Module quizzes	600 points
Reflections	200 points
Paper	200 points
<b>TOTAL</b>	<b>1000 points</b>

#### **Letter Grade**

**A = 1000-900 points**  
**B = 899-800 points**  
**C = 799-700 points**  
**D = 699-600 points**  
**F = >600 points**

#### **Quizzes**

There will be module quizzes that will contain questions derived from the readings for each

module. Those questions will consist primarily of materials contained within the text. The quizzes should take no longer than thirty minutes to complete. These will be multiple choice or fill-in questions for which grades will be available upon completion of the exam. Each module quiz will be open for a specific period of time. You will have approximately five days to complete the module quiz. **After the closing date, no further submissions for that module will be allowed.** You will be allowed to take each exam one time and the exam must be completed during the open period. Failure to complete the exam within the time frame allotted will result in no credit for that exam.

## Reflections

Reflection questions will be posted for ten (10) modules. Reflections are due at the end of each module before the close of that module. Reflections are your synthesis of the material covered in the module with real world examples. In order to receive the full amount of credit for each **Reflection question student responses should consist of at least one response to the basic question and another response to a fellow classmates answer.** Extremely brief answers such as "I agree" or "Right" are not acceptable and will earn no credit. Failure to submit a reflection before the close of the module will result in no credit for that module.

## CLASS PARTICIPATION:

Class participation will be the final component used to further gauge your understanding of the general material and ability to converse on topics contained therein. A measure of class participation will be the level of on-line participation in discussion groups and informed debate.

Your grade starts with the assumption of full credit for reflections and discussions. Failure to fully participate will result in loss of points for these sections. You are expected to make a substantive contribution in at least ten (10) modules. Substantive contribution involves more than just agreeing with a fellow students post. You must contribute something original either as a response to the reflection question or to another student's response.

You are starting with zero points for quizzes. You earn points as you successfully complete the chapter assessments.

## ATTENDANCE:

Regular on-line sign on is a requirement for successful completion of this course as modules must be completed when due. Modules, quizzes and reflections will open sequentially during the course period and close approximately one week later.

Office hours are on-line on Thursdays at 7:00 PM. Detailed instructions for login are contained in a class announcement. Attendance, while not mandatory, is strongly recommended. Students whose performance is below a passing level, must attend Office Hours or make other arrangements to develop a corrective action plan. **Extra credit points may be earned through attendance at Office Hours.** This will be the only opportunity to earn extra credit in the course.

## ASSIGNMENTS:

All assignments have a posted opening date and due date. Assignments include quizzes, reflections and any other assignment type that may be posted. Quizzes are posted in the Task, Tests and Surveys section in E-tudes. There are 12 separate and combined module quizzes. You will generally have at least five days to submit your quiz. Reflections are posted in the Discussions and Private Messages section. There are 10 Reflection topics, each worth 20 points, posted with the topic question appearing beneath. You are to respond to the topic question or respond to an entry by one of your classmates. Other assignments may be posted through Announcements. Late assignments will not be accepted or graded. A missed assignment earns zero points.

## **FINAL PAPER:**

There will be a final paper for this class which will be due by the last day of class, 3 June 2013 at 23:59 (11:59 PM). Available topics for the paper will be posted by the 8<sup>th</sup> week of class and you will be expected to make and notify me of your selection by the following week. The paper will be at least five (5) pages in length, double spaced, one inch margins all around and in Courier or Time Roman font. Neither the cover page nor the reference page is counted as a page. **Failure to follow these requirements exactly will result in significant points being deducted from your paper's score.** Additional details pertaining to the paper along with a scoring rubric will be posted by the 8<sup>th</sup> week of class.

## **HOMEWORK:**

Each module for the course will be tied to specific chapters within the text. There are review questions contained within the chapter as well as an on-line review quiz available at the web support site for the text. An effective study strategy would involve a review of questions in the text and completion of the practice questions for that chapter. These are not required homework assignments but assigned chapter readings should be completed to assist in your studies. **You should expect to devote between TWO and FOUR hours per week on home study for this class.** If your schedule does not permit you to invest this amount of time for this class you should not take the class.

## **STUDENT CONDUCT:**

Please refer to the following link excerpted from the West Los Angeles College catalog regarding student conduct:

[http://www.wlac.edu/academics/pdf/WLAC\\_12-14Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf)

## **STUDENTS WITH DISABILITIES:**

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students Programs and Services located in HRLC 119, phone number 310-287-4450 as soon as possible to better ensure such accommodations are implemented in a timely fashion.

## CLASS SCHEDULE

WEEK	SUBJECT & READING	MODULE	LEARNING OBJECTIVE
Aug 31	Whole Numbers <b>(Chap 1)</b>	4	Introduction of class and instructor, materials, syllabus, class procedures and expectations. Basic math review and assessment
Sep 7	Fractions <b>(Chap 2)</b>	5	Refresh students understanding of basic math operations of addition, subtraction, multiplication and division. Review of powers of ten. Review of conversion of fractions to decimals and decimals to fractions. Review estimating. Multiplication and division of fractions
Sep 14	Decimals <b>(Chap 3)</b>	6	Review of the composition of decimals and the placement of the decimal point in powers of ten computations.
Sep 21	Percents & Business Applications <b>(Chap 6)</b>	7	Calculations of percents and review of decimal equivalents and percentages of commonly encountered fractions
Sep 28	Using Equations to Solve Business Problems <b>(Chap 5)</b>	8	Develop a working understanding of procedures used in finding an unknown in an equation. Converting word problems into workable formulas for solution. Using percents to solve business problems
Oct 5	Checking Accounts <b>(Chap 4)</b>	9	Review of previously learned algebraic principles and practices. Practice in problem solving. Understand the procedure used in balancing a checkbook. Learn about account reconciliation
Oct 12	Invoices & Trade Discounts <b>(Chap 7)</b>	10	Understand the composition of an invoice and the meaning and derivation of trade and cash discounts. Learn how to prepare and pay an invoice that includes a cash discount. Learn to calculate and analyze best values among series discounts
Oct 19	Markup & Markdowns-The Finance of Retail Sales <b>(Chap 8)</b>	11	Brief introduction to real world retail applications of markup and mark downs. Calculating multiple operations, markup and then markdowns, final selling price, retail sales equation
Oct 26	Payroll <b>(Chap 9)</b>	12	Prepare basic payroll including both hourly and salaried employees with tax deductions
Nov 2	Simple Interest & Promissory Notes <b>(Chap 10)</b>	13	Begin the process of understanding to calculation of simple interest and promissory notes. Initiate a discussion of compound interest as they relate to savings accounts. Understand process of discounting promissory notes, learn terminology
Nov 9	Simple Interest & Promissory Notes Introduction to Compound Interest <b>(Chap 10 &amp; 11)</b>	13	Further explore simple interest, yield, calculations, discounted promissory notes, proceeds, discount period, maturity values. Introduction to concept of compounding
Nov 16	Compound Interest and Present Value <b>(Chap 11)</b>	14	Understand and practice concept of compound interest. Differentiate compound interest from simple interest. Manually calculate compound interest using tables and formulae. Understand present and future value of money
Nov 30	Annuities <b>(Chap 12)</b>	15	Understand the definition of an annuity and basic computation of future values using present value tables.

Dec 7	Consumer and Business Credit <b>(Chap 13)</b>	16	Calculating finance charges on installment loans and revolving accounts, Rule of 78, payments and balance due. Calculate various mortgage programs and options including balloon payment, negative amortization and variable rates
Dec 14	Mortgages, Buying & Paying For Your Home <b>(Chap 14)</b>	17	Brief discussion of various mortgage programs and calculations, monthly payment calculation, points, fees, principal amortization, closing costs, adjustable & fixed rate mortgage calculations
Dec 20	Final Paper Due		

**SCHEDULE SUBJECT TO CHANGE THROUGHOUT THE SEMESTER**