



Division of Business and Computer Information Systems

Business Mathematics—Bus 151 F  
Online, Spring Semester, 2023  
Course Syllabus

CRN: 21350

Textbook: Practical Business Math Procedures, 13th Edition, by Slater and Wittry  
(You will need The Math Handbook because it has the interest tables you will be using in the later chapters. It is available on the professor's webpage and on the class Canvas page.)

Units: 3

Instructor: Professor Troop, M.A.

Office

Telephone: 714-992-7206 (Since I am seldom in my office outside of my on-campus office hours, you are better off contacting me via email.)

Web Page: [staffwww.fullcoll.edu/jtroop](http://staffwww.fullcoll.edu/jtroop) (contains a copy of this syllabus and directions for taking online quizzes, information, etc.)

E-mail: [jtrop@fullcoll.edu](mailto:jtrop@fullcoll.edu)

Materials Needed Textbook and accompanying Math Handbook, a computer that accesses the Internet. Again, the math handbook is available on the professor's webpage.

Course

Description

& Objectives: See Fullerton College Catalog.

Online Office Hours: The professor monitors her email during the following days and hours: Tuesday and Thursday, from 7 p.m. to 8 p.m.; Friday, from 7 p.m. to 8:30 p.m. She also checks it periodically during the day in the morning and afternoon.

On-campus

Office Hours: Monday and Wednesday from 11:30 a.m. to 12:30 p.m.

Office

Location: 524-02

No Shows: *If the syllabus quiz is not taken and passed with a score of 80% by Saturday, August 27, the student will most likely be dropped as a no show.*

Note: Do not attempt to take this course on a phone or a tablet. If you need a laptop, borrow one from the college. There is no charge. Go to the following web address to find out how.

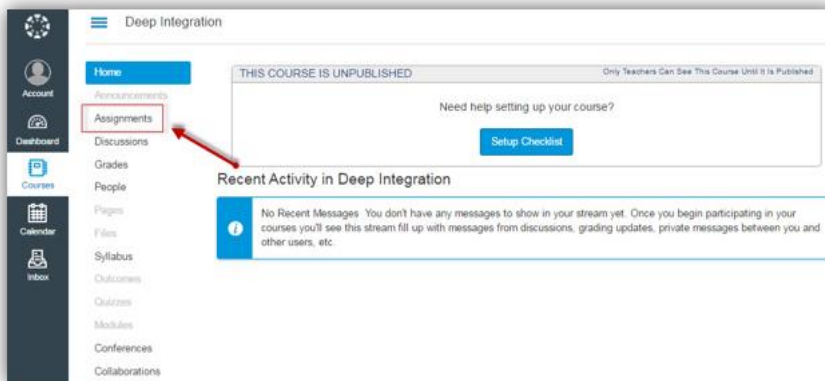
<https://coronavirus.fullcoll.edu/2020/04/14/laptops-available-to-students/>

Checking

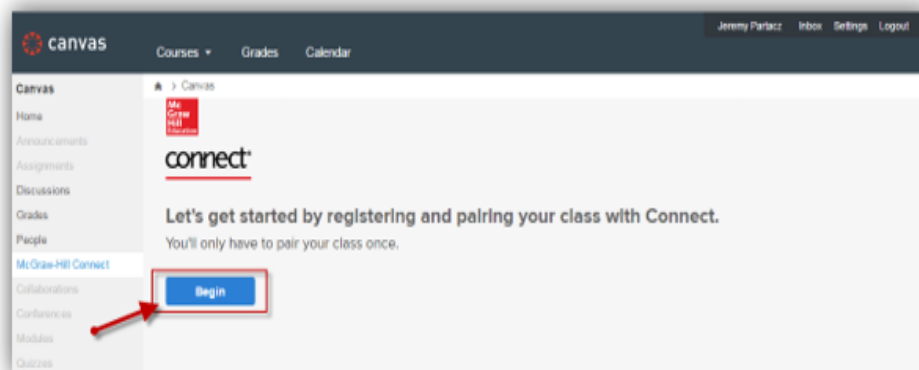
Canvas: Not only should you check your syllabus every week to make sure that you are on schedule and have not missed anything, but you should check Canvas once a day. Any changes to the class or messages from the professor will appear as announcements.

### Getting Online Class Textbook

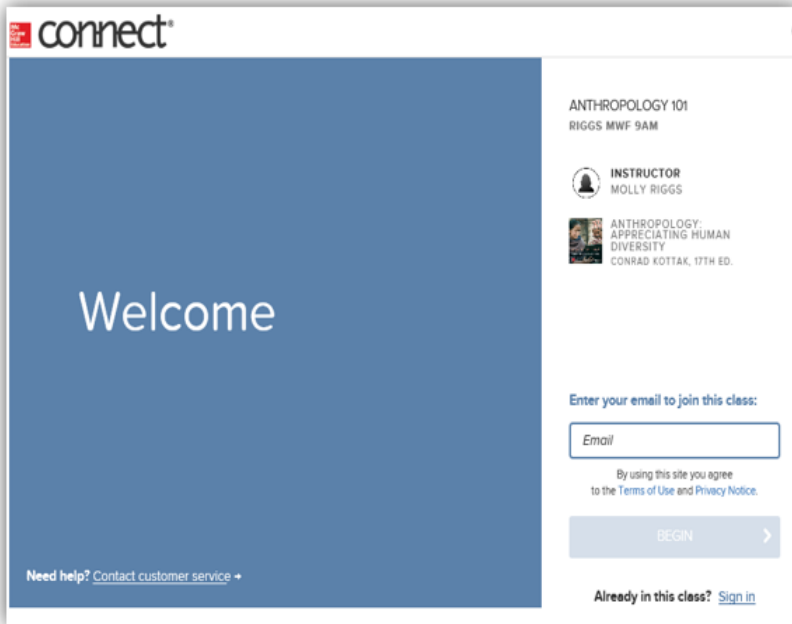
1. Go to the Canvas Page for this class.
2. Click a link to one of the McGraw Hill assignments.



3. After clicking the assignment link you see a message with a Begin button.





4. Enter your email address and click **Begin**. If you receive the message, **You have a Connect Account** but have forgotten your password, click **Forgot Password**. \*Depending on your school, you might skip this step. That's ok! Just continue the process from that step to the end.



5. Create your account: Enter email, First and Last Name, create a password, and select a security question. We recommend using your school email address when creating an account. To receive text alerts, enter your mobile number. Agree to the Terms and Conditions and then click **Continue**.

Create your McGraw-Hill account.

<p>Email Address  <input type="text" value="student2@school.com"/></p> <p>Confirm Email Address  <input type="text" value="student2@school.com"/></p>	 <p>Instructor: Courtney Tucker</p>
<p>Password  <input type="password"/></p> <p>Confirm Password  <input type="password"/></p> <p><small>Passwords are case sensitive and must contain 8-20 characters including: 1 uppercase character, 1 lowercase character and 1 number. (No spaces)</small></p>	 <p>Garrison: Managerial Accounting 16TH EDITION Ray Garrison</p>
<p>First Name  <input type="text" value="First Name"/></p> <p>Last Name  <input type="text" value="Last Name"/></p>	
<p>Security Question  <input type="text" value="Select a Question"/></p> <p><small>We'll ask you this question to retrieve your password.</small></p>	<p>Security Answer  <input type="text" value="Security Answer"/></p>
<p>Mobile Number  <small>(optional, get important text alerts)</small>  <input type="text" value="Mobile Number"/></p> <p><input type="checkbox"/> I agree to the terms of the McGraw-Hill Terms of Use and Privacy Notice.</p> <p><b>CONTINUE</b></p>	

6. You have three registration options.  
**Connect Code:** Enter a Connect access code and click **Redeem**.  
**Purchase Online:** Click **Buy It** to use a credit card or PayPal.  
**Temporary Access:** Click **Access Now** for two-week temporary access.

Your Instructor has chosen:

**Mader: Biology 13th Edition**  
 ISBN: 126016778x  
 Sylvia Mader  
 © 2019

**What you get with Connect:**

- Digital access to the textbook
- Interactive tools and resources to help focus your study time
- Online homework and quizzes
- Exclusive discounts on a loose leaf copy of the textbook

**How to get a printed text:**

- After registering in Connect, select "Loose leaf option"

How to access your course materials:

**Use Connect Code**

To access Connect, first enter your 20 digit access code.

Access Code

What is this?

**REDEEM**

**Connect**

Full digital experience with discounted loose leaf textbook available after registration.

Price: \$ 125.00  
 Access until 07/11/2019

**BUY IT**

**BUY IT \$**

**Temporary Access**

Get started now with two weeks free of access to Connect. Your work will be saved and available to you and your instructor once you purchase.

**ACCESS NOW**

[Have a question?](#)

7. Click **Confirm**. You are now registered

**Digital Access to: Connect**

**Garland: Criminal Law for the Criminal Justice Professional**  
 4TH EDITION, © 2015  
 By Norman Garland  
 ISBN:125989441x

Component Products: LearnSmart

Access: Your access to this product will expire in 23 months 2 weeks and 6 days from today on Jul 30th

**CONFIRM** **CANCEL**

For questions:

**TECH SUPPORT & FAQ:**

CALL: (800) 331-5094

EMAIL & CHAT: [WWW.MHHE.COM/SUPPORT](http://WWW.MHHE.COM/SUPPORT)

**MONDAY-THURSDAY:** 24 hours

**FRIDAY:** 12 AM - 9 PM EST

**SATURDAY:** 10 AM - 8 PM EST

**SUNDAY:** 12 PM – 12 AM EST

**FIND MORE TIPS:**

[WWW.SUPPORTATEVERYSTEP.COM](http://WWW.SUPPORTATEVERYSTEP.COM)

The ASC (Academic Support Center) is made up of the **Writing Center, Skills Center, and Tutoring Center, and they are all in the Library/Learning Resource Center on the first floor).**

#### The Writing Center Services, Phone Number, and Location

The Writing Center offers one-on-one tutoring helping with the writing process (prewriting, drafting, revising, and editing). It is located in Room 808 in the Library/Learning Resource Center. Enter on the West side of the building. Call to make an appointment at 714-992-7153. For ASC online tutoring, go to [asc.fullcoll.edu](http://asc.fullcoll.edu). The Center is available through Canvas. The email address is [writingcenter@fullcoll.edu](mailto:writingcenter@fullcoll.edu). You may get help through in-person, live Zoom tutoring or submit a writing assignment for feedback (four-hour turnaround time service).

Online tutoring and ASC live chat are available at <http://academicsupport.fullcoll.edu/>. Chat is available Mon. – Thurs., 9 a.m. – 5 p.m. Visit the [website](http://asc.fullcoll.edu) ([asc.fullcoll.edu](http://asc.fullcoll.edu)) for more information.

Students can use computers for Zoom classes during the in-person hours. You can use this number to schedule tutoring appointments or for submitting papers for feedback. You can do live chat at <http://academicsupport.fullcoll.edu>

The hours for the Writing Center are:

In-person: Mon. – Thurs., 9 a.m. – 5 p.m. The tutors do occasionally take walk-ins.

Online hours: Mon. – Thurs., 9 a.m. – 5 p.m.; Friday, 9 a.m. - 2 p.m., and Sat., 10 a.m. – 2 p.m.

Again, Chat is available Mon. – Thurs., 9 a.m. – 5 p.m.

You can schedule an appointment as far ahead of time as ten days. You may schedule a 30-minute or one hour-appointment. The name of the Admin. For the Writing Center is Sara Camacho.

#### The Tutoring Center

The Tutoring Center offers one-on-one or group tutoring helping with *writing with a special emphasis on editing and helping ESL learners*.

### **Computer Help Below**

#### **Academic Computing Technologies Help Desk**

Monday – Friday, 7:30 a.m. – 5 p.m.

The phone number for the help desk is 714-992-7111.

You can also reach them at [helpdesk@fullcoll.edu](mailto:helpdesk@fullcoll.edu).

They are located in Room 517 (first floor of the 500 Building)

This is where you can go to borrow a computer or change a password. If you need other computer help, call to see if they offer the service you need or if they can direct you to the correct place. The staff there will do initial trouble shooting to see if they can help.

#### The 511 Computer Lab

In case you need to come to campus to use a computer or would like to work where there is a lab tech to help you with computer programs, the hours for the Room 511 computer lab are: Monday to Friday, from 7:30 a.m. to 4:00 p.m., but are subject to change. No tutors for English are available there, but the lab tech can help you with Word and Excel, among other programs. She can also help you search the Internet. The lab tech's name is Regina and her service dog is named Gypsy.

### Student Learning Outcomes Statement

Outcome: Upon successful completion of BUS 151 F, Business Mathematics, the student will be able to compute the amount of a trade discount.

Assessment: Common math problems

Outcome: Upon successful completion of BUS 151 F, Business Mathematics, the student will be able to calculate the value of a sinking fund.

Assessment: Common math problems

Outcome: Upon successful completion of BUS 151 F, Business Mathematics, the student will be able to calculate the present value of a savings account.

Assessment: Common math problems

*The above are certainly not the only things you will learn from this class.*

### Student Responsibility to Drop Classes (from our college Schedule)

“If you decide not to attend classes for which you have registered, it is your responsibility to officially drop within published deadlines. If fees have not been paid, students who drop classes after the refund deadline will incur a financial obligation to the college and an administrative hold will be placed on their student records until fees are paid.”

### Emergency Response Statement (when on campus) Statement

Take note of the safety information posted near the door in the room. Study the posted evacuation route. The most direct route of egress may not be the safest because of the existence of roofing tiles or other potential hazards. Similarly, running out of the building can also be dangerous during severe earthquakes. During strong quakes the recommended response is to duck, cover, and hold until shaking stops. Follow the guidance of your instructor. You are asked to go to the designated assembly area. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

### Student Conduct Statement

Students have an obligation to become familiar with the colleges policies, rules, and regulations and to conduct themselves in a reasonable, respectful, manner conducive to attaining their educational goals. The students should refer to the college catalog under the heading *Student Conduct* for additional information.

### ADA Statement

Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request of the student (in a timely fashion) and upon verification of disability.

### Grade Appeal Procedure Statement

Please see the Fullerton College Catalog for final version of this procedure.

### Tests

Although occasionally students opt to take the tests without a calculator, if you decide to use a calculator, you should use one *with a memory*. This ensures that you do not miss final answers due to using rounded

numbers from *intermediate parts* of problems that would be displayed on your calculator screen in rounded form. When dealing with large amounts (especially over many years), rounding can be dangerous.

**For example**, let's say that you calculate the monthly payment for a house and the payment is rounded to the nearest cent on your calculator's display. Assume that you write down the amount of the monthly payment shown on your calculator. Then you are asked for the total amount that the buyer paid over 30 years. If you multiply the monthly payment that you wrote down by 360 months, your answer can be off by as much as \$3.60 because your calculator rounded the amount it showed you on its display. If you had stored the monthly payment in memory, the calculator would have used an unrounded number to come up with the total amount paid over 30 years. *Make sure you know how to use the memory before you start a test.* Students may not use a cell phone for a calculator. *You can do the math by hand if you wish.*

Since this is an online class and you are tested on each chapter, there will be no midterm or final per se. The Chapter 19 test will serve as the final.

#### How Grades are Calculated

- At the end of the semester, each student's points are added up. The highest number of points will constitute the top of the A grade range.
- Students who have total points equal to 90% and above the highest number of accumulated points will receive an A.
- Students who have total points below 90% but at least 80% of the highest number of accumulated points will receive a B.
- Students who have total points below 80% but at least 70% of the highest number of accumulated points will receive a C.
- Students who have total points below 70% but at least 60% of the highest number of accumulated points will receive a D.
- Students who have total points below 60% of the highest number of accumulated points will receive an F.
- Generally speaking, only those who stop doing the assignments without officially dropping receive a failing grade.

*Per our Division policy, if you do not take the final exam, you cannot pass an online class. If you do not pass the final exam, you cannot pass the class.*

**Note:** Remember, your grade is not based on the total number of points available.

### Example Only of How Grades Are Determined

Example: Assume that 1,500 points are possible and the highest number of accumulated points by any student is 1,000. This means that the person with 1,000 points gets an A. Those with 999 to 900 points receive an A also. Those with 899 to 800 points receive a B. Those with 799 to 700 points receive a C. Those with 699 to 600 points receive a D. Those with below 600 points receive an F.

#### What You Need to do for Each Chapter

1. Check the syllabus to make sure you are doing the work for the current week.
2. Read the material in the assigned chapter and look at the PowerPoint slides on the professor's web site.
3. Take the chapter *online* quiz.
4. Participate in the online class discussion.

#### Guidelines for Online Discussions

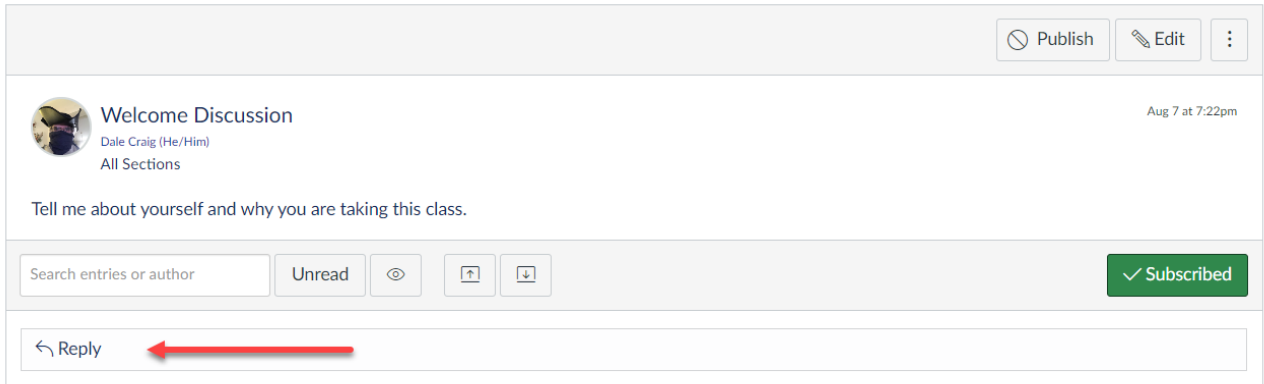
First, read the directions for using the Canvas Discussion Board feature. They are posted on the class Canvas page.

- You must prepare a comment for each module (chapter). The professor will provide the initial statement or question.
- Each comment you make must be 100-150 words. It must be thoughtful and well organized.
- You may give your thoughts on the topic or comment on another student's comment.
- Students are to be respectful of one another. "Flaming" or other rudeness will earn no credit. Any criticism you offer must be positive.
- Profanity will result in no credit. This is academic work, not Twitter.
- Comments must be written in correct English. Proofread your work before submitting it.
- Be sure to prepare and post your comments before the deadline.
- Your comments must be more than a mere "I agree," "I do not agree," or "My turtle wears pink tennis shoes." Your turtle already knows that it is much more fashion-forward than the rest of us.
- Your remarks must be original, not just a rephrasing of what another student has written.

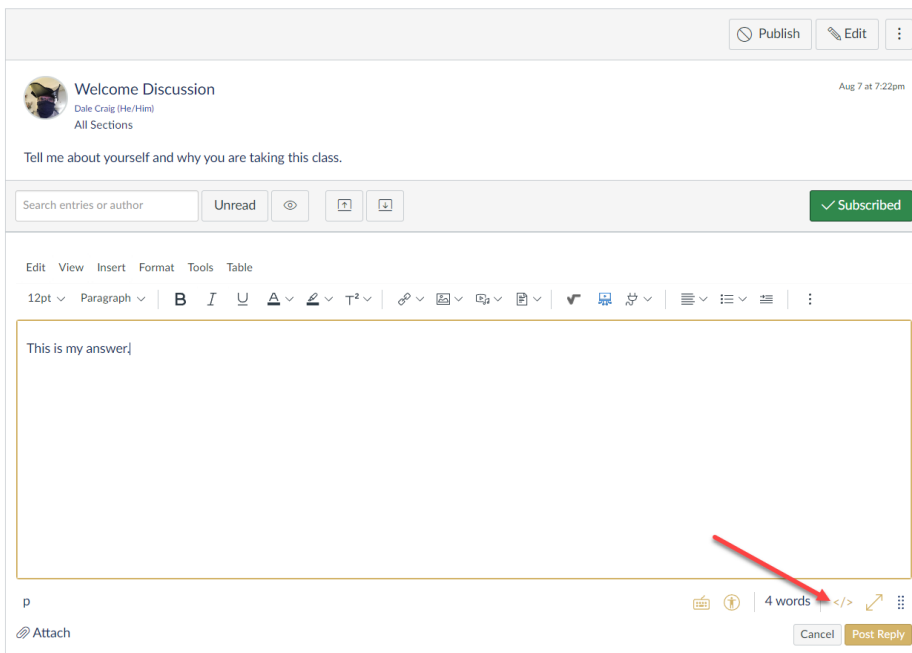


To participate in a Canvas Discussion:

1. Click the Discussion link. You see the discussion topic and a reply button.

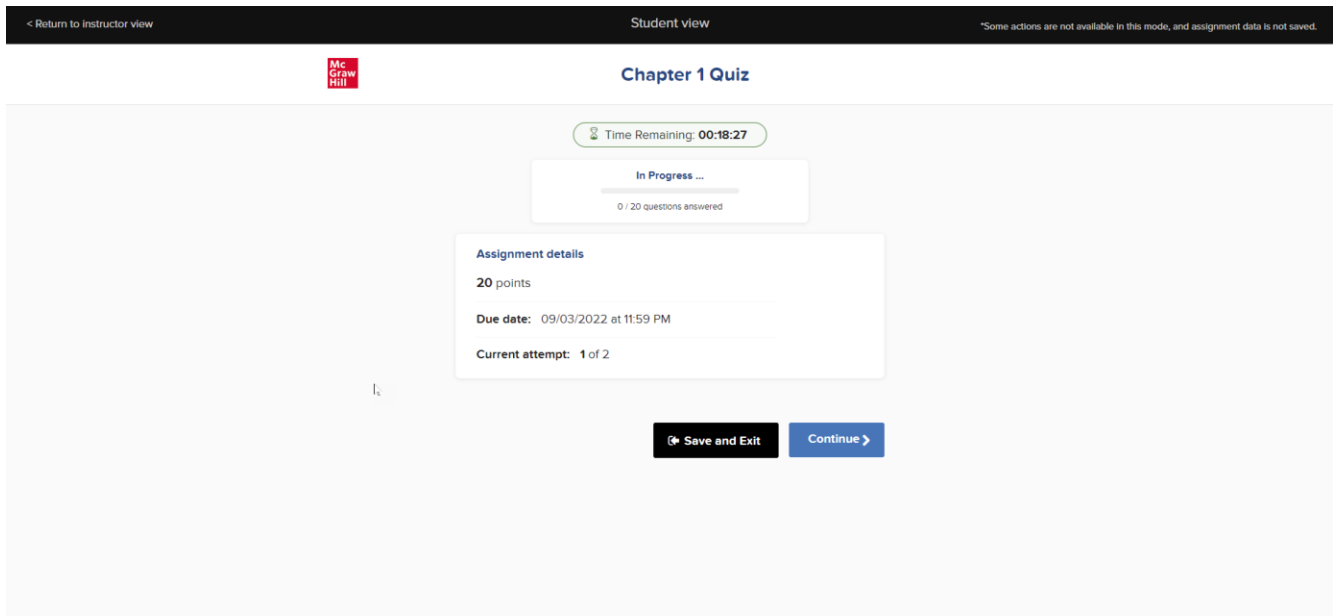


2. Click the Reply button and enter your reply to the discussion. You have a textbox where you can enter your reply.
3. After entering your replay click the Post Reply button.

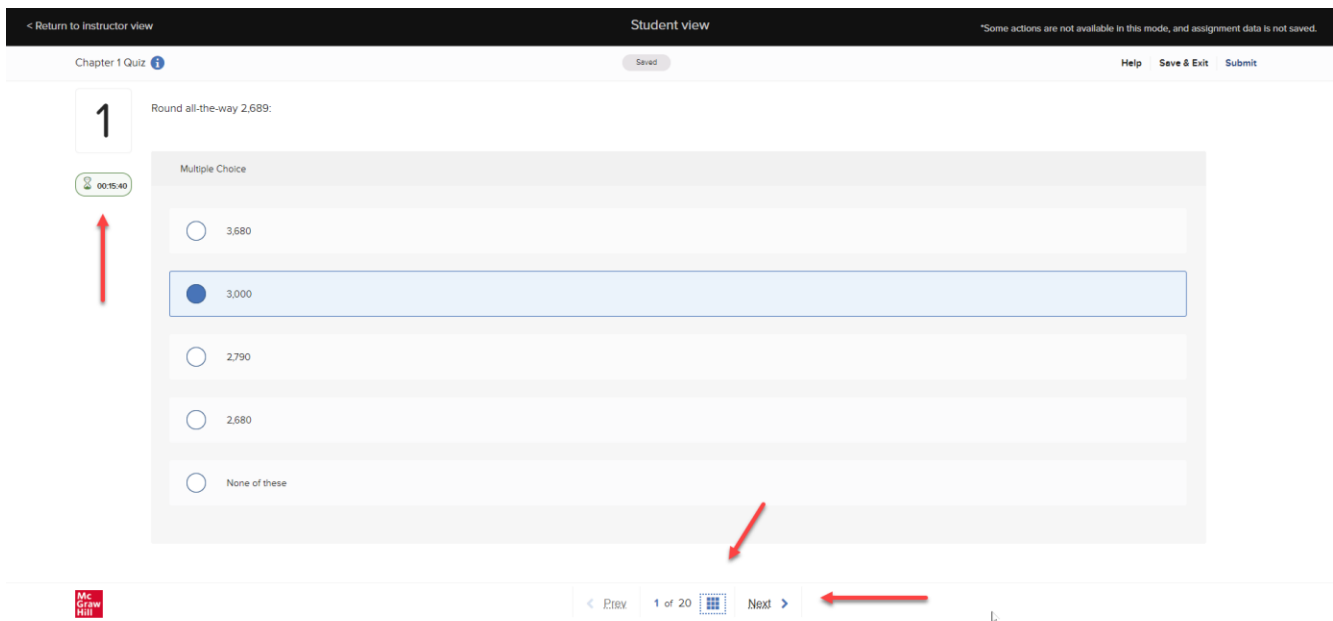


## Taking a Quiz

1. Click the Assignment link in Canvas to start the chapter quiz. You see a starting screen indicating the amount of time you have.



2. Click Continue to start the quiz. Each question will be worth 1 point and there are 20 questions drawn from the test bank for this chapter.
3. Choose the right answer to the question. The quiz timer is in the left margin. Click Next to move to the next question. The Grid icon is used to display a list of all questions in the quiz.



You can move back to a previous question and change your answer. The quiz will not lock in your answers until you click the Submit button.

Assignments and Due Dates  
for the Spring Semester, 2023

**Syllabus Quiz**-After reading the syllabus all the way through, take the syllabus quiz online. **This must be passed with 80% accuracy by midnight, Monday, January 30 in order to avoid being dropped from the class. You can take it more than once.**

*Visit the professor's webpage for information on taking quizzes. Read the page carefully. Helpful math videos are also available on this page.*

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Chapter 1

Get the textbook and read Chapter 1 (Whole Numbers; How to Dissect and Solve Word Problems)  
Do the class discussion on Canvas and take the online quiz for Chapter 1 by midnight, **Saturday, February 4.**

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Chapter 2

Read Chapter 2 (Fractions)  
Do the class discussion on Canvas and take the online quiz for Chapter 2 by midnight, **Saturday, February 11.**

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Chapter 3

Read Chapter 3 (Decimals)  
Do the class discussion on Canvas and take the online quiz for Chapter 3 by midnight, **Saturday, February 18.**

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Chapter 4

Read Chapter 4 (Banking)  
Do the class discussion on Canvas and take the online quiz for Chapter 4 by midnight, **Saturday, February 25.**

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Chapter 5

Read Chapter 5 (Solving for the Unknown: A How-to Approach for Solving Equations)  
Do the class discussion on Canvas and take the online quiz for Chapter 5 by midnight, **Saturday, March 4.**

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Chapter 6

Read Chapters 6 (Percents and Their Applications)  
Do the class discussion on Canvas and take the online quiz for Chapter 6 by midnight, **Saturday, March 11.**

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### Chapter 7

Read Chapter 7 (Discounts: Trade and Cash)

Do the class discussion on Canvas and take the online quiz for Chapter 7 by midnight, **Saturday, March 18.**

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Spring Break – March 20 to March 26

**THERE IS NO MIDTERM FOR THIS CLASS.**

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### Chapter 8

Read Chapter 8 (Markups and Markdowns; Perishables and Breakeven Analysis)

Do the class discussion on Canvas and take the online quiz for Chapter 8 by midnight, **Saturday, April 1.**

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### Chapter 10

Read Chapter 10 (Simple Interest)

Do the class discussion on Canvas and take the online quiz for Chapter 10 by midnight, **Saturday, April 8.**

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### Chapter 11

Read Chapter 11 (Promissory Notes, Simple Discount Notes, and the Discount Process)

Do the class discussion on Canvas and take the online quiz for Chapter 11 by midnight, **Saturday, April 15.**

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### Chapter 12

Read Chapter 12 (Compound Interest and Present Value)

Do the class discussion on Canvas and take the online quiz for Chapter 12 by midnight, **Saturday, April 22.**

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### Chapter 13

Read Chapter 13 (Annuities and Sinking Funds)

Do the class discussion on Canvas and take the online quiz for Chapter 13 by midnight, **Saturday, April 29.**

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### Chapter 15

Read Chapter 15 (The Cost of Home Ownership)

Do the class discussion on Canvas and take the online quiz for Chapter 15 by midnight, **Saturday, May 6.**

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## Chapter 19

Read Chapter 19 (Sales, Excise, and Property Taxes)

Do the class discussion on Canvas and take the online quiz for Chapter 19 by midnight, **Saturday, May 20**.

**REMEMBER, THE ONLINE QUIZ FOR CHAPTER 19 SERVES AS THE FINAL EXAM.**

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### FULLERTON COLLEGE ACADEMIC HONESTY POLICY

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as:

stealing or passing off as one's own the ideas or words of another,  
using a creative production without crediting the source.

The following cases constitute plagiarism:

- \* paraphrasing published material without acknowledging the source,
- \* making significant use of an idea or a particular arrangement of ideas, e.g., outlines;
- \* writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment,
- \* submitting under one's own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as:

- \* using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor;
- \* misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

- \* Assign an appropriate academic penalty such as an oral reprimand (as in cases where there is reasonable doubt that the student knew that the action violated the standards of honesty); assign an "F" on all or part of a particular paper, project, or exam (for example, where it was felt that it was a one-time occurrence); or assigning an "F" in the course as in cases where the dishonesty was serious, premeditated, or part of an ongoing scheme).
- \* Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

FULLERTON COLLEGE  
INSTRUCTIONAL COMPUTING  
ACCEPTABLE USE POLICY

Fullerton College reserves the right to limit, restrict, or extend computing privileges and access to its information resources. All campus computing facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Fullerton College. Failure to adhere to the Acceptable Use Policy may result in suspension or revocation of the offender's privilege of access.

The person in whose name the account is issued is responsible for its proper use. Acceptable uses of the computing resources are activities which support learning and teaching at Fullerton College. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. All data may be viewed by the system administrator in the course of managing the system.

Unacceptable uses of the computer resources include but are not limited to:

- Violating individuals' right to privacy.
- Using profanity, obscenity, or language offensive to another user.
- Reposting personal communications without the author's prior consent.
- Copying copyright protected material in violation of copyright law.
- Playing games.
- Using the network for financial gain, commercial, or illegal activity.
- Using the network to access material or make individual contacts or communications which are without educational value in the context of the mission of the college.
- The network management accepts no responsibility for harm caused by system use.
- Logging in now acknowledges that you have read this screen, are familiar with its contents, and agree to act in accordance with the above.
- If you will be using the computer labs in rooms 511 and 2200 to do your quizzes, make sure your login and password work.

## HOW IS COLLEGE DIFFERENT FROM HIGH SCHOOL? (Taken from Class Schedule)

### PERSONAL FREEDOM IN HIGH SCHOOL

- Your time is structured by others.
- You can count on your parents and teachers to remind you of your responsibilities and to guide you in setting priorities.
- Guiding principles: You will usually be told what your responsibilities are and are corrected if your behavior is out of line.

### HIGH SCHOOL CLASSES

- You spend six hours each day— 30 hours per week— in class.
- Most of your classes are arranged for you.
- You are not responsible for knowing what it takes to graduate.

### HIGH SCHOOL TEACHERS

- Teachers approach you if they believe you need assistance.
- Teachers have been trained in teaching methods to assist in imparting knowledge to you, the student.
- Teachers present materials to help you understand the material in the textbook.
- Teachers often take time to remind you of assignments and due dates.

### PERSONAL FREEDOM IN COLLEGE

- You manage your own time
- You will be faced with a large number of moral and ethical decisions you have not had to face previously. You must balance your responsibilities and set priorities.
- Guiding principle: You are old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.

### COLLEGE CLASSES

- You spend 12— 16 hours each week in class. More time will be spent studying, usually two hours for every one hour of time spent in class; if you take 12 units, you will need 24 hours of studying, or 36 hours a week for class activities
- You arrange your own schedule in consultation with a counselor during orientation (new FC students). Schedules tend to look lighter than they really are.
- Graduation requirements are complex and differ for different majors and sometimes for different years. You are expected to know which requirements apply to you.

### COLLEGE PROFESSORS

- Professors are usually open and helpful; most expect you to initiate contact if you need help or assistance.
- Professors have been trained as experts in their particular areas of research.
- Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you're studying. They may expect you to relate to the textbook readings.
- Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due, and how it will be graded.

### Summary of Due Dates and Points

Chapter Quizzes	Points	Due Dates
Syllabus Quiz	20	Midnight, Monday, 1/30
Chapter 1	20	Midnight, Saturday, 2/4
Chapter 2	20	Midnight, Saturday, 2/11
Chapter 3	20	Midnight, Saturday, 2/18
Chapter 4	20	Midnight, Saturday, 2/25
Chapter 5	20	Midnight, Saturday, 3/4
Chapter 6	20	Midnight, Saturday, 3/11
Chapter 7	20	Midnight, Saturday, 3/18
Chapter 8	20	Midnight, Saturday, 4/1
Chapter 10	20	Midnight, Saturday, 4/8
Chapter 11	20	Midnight, Saturday, 4/15
Chapter 12	20	Midnight, Saturday, 4/22
Chapter 13	20	Midnight, Saturday, 4/29
Chapter 15	20	Midnight, Saturday, 5/6
Final Exam on Chapter 19	20	Open all day Saturday, 5/20 until Midnight

Remember, your grade is **not based on the total points possible**; but on the most points accumulated by any student.