BUS 112
Business Math

MTuWThF 10:30- 11:20am, Building D, Room 202

TEXT: Practical Business Math Procedures, 11th Edition (Brief) by Jeffrey Slater and Sharon M. Wittry


Credits: 5

INSTRUCTOR: Dr. Joe Cooke – joseph.cookejr@wwcc.edu

OFFICE #30: Phone: 527-4235. Office Hours: 12:30 – 1:30, M-F or by appointment

DELIVERY METHOD: Classroom lecture and projects, grades and optional supplementary materials on Canvas

Use the button on the WWCC home page (see below) or go to canvas.wwcc.edu OR http://wwcc.instructure.com

During this course we will study, discuss and learn common business calculations with an emphasis on solving word problems related to financial decision-making and the management of cash flow. We will calculate percentages, trade and cash discounts, markups and markdowns, simple and compound interest, bank discounts, present and future value of annuities and sinking funds, with a strong emphasis on real-life and practical applications.

Intended Learning Outcomes
- Solve word problems and integrated scenarios related to common business and personal situations through a process of calculations and decision making.
- Determine rate of percent increase/decrease.
- Convert percentages, decimals and fractions.
- Compute trade and cash discount.
- Determine Cost, Selling price or Markup of merchandise to make a profit and account for loss.
- Determine cost of borrowing using both simple and compound interest.
- Determine proceeds of discounting notes.
- Determine Present, Future or Sinking Fund Values of annuities.
- Create spreadsheet formulas based on applications learned.
Course objectives from the prerequisite, MATH 40 (you are expected to already know how to:

- organize numbers with regard to place values.
- perform basic computations including order of operations exercises on whole numbers, integers, fractions and decimals without the use of a calculator.
- be able to use a scientific calculator to perform basic computations including order of operations exercises on whole numbers, integers, fractions and decimals.
- be able to use online resources to supplement their learning.
- have good study skills and be college ready.

INSTRUCTION AND EVALUATION
You are responsible for studying each chapter, giving assigned problems and projects your best effort, and then coming to class prepared to discuss your discoveries. As a class we will solve the stickiest problems and you will have some time at the end of each class for questions and an opportunity to finish up your work before you turn it in.

You accumulate points during the term based on assigned work turned in. If you know you are going to be absent and/or miss a deadline, make arrangements ahead of time. Deadlines are of EXTREME IMPORTANCE in business and I treat them accordingly.

1. Tests and other assignments—I will assign problems, tests and exercises for each chapter the week before we study that chapter. I will announce them in class and post them on canvas. The right answer is not worth any points unless you show your work and I can read it.
2. Attendance –you earn points for attendance and participation in class. Sometimes absence is unavoidable (and I reserve the right to get sick or have a family emergency, too). If you have to miss a class, make arrangements and make sure you make up any assignments.
3. The final exam will be comprehensive. Open book, open notes, open Internet, use calculators, just no collaboration with your classmates, and you must show your work.

Students with Disabilities:
WWCC has support services for students with disabilities to ensure that our programs and facilities are accessible. Our campus provides reasonable accommodations to qualified students with disabilities. These services are provided through the Student Development Center. To learn about our services contact: Claudia Angus; Coordinator of Disability Support Services, Office 133D, Phone: (509) 527-4543, TDD: (509) 527-4412, E-mail: claudia.angus@wwcc.edu Or visit WWCC Website at http://wwcc.edu
Classroom Etiquette:
This course emphasizes active learning. For this to take place a few simple classroom procedures need to be followed:

- Everyone has something to add to the class and to the learning experiences, so treat your classmates and instructor with respect and courtesy.
- Complete all assigned tasks.
- Ask questions.
- Participate in classroom discussions.
- Have meaningful, well written discussion posts that are free of spelling errors.
- Understand the basic operating functions your Canvas classroom.
- Turn cell phones to silent mode.

Scholastic Dishonesty / Plagiarism:
Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to, cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework.

From the WWCC Student Handbook (http:www.wwcc.edu) definition and disciplinary action for Plagiarism are as follows:

(1) Plagiarism is defined as the buying, borrowing, or stealing of written material for the purpose of fulfilling or partially fulfilling any assignment or task required as part of the student’s program of instruction at the College. Any student who plagiarizes shall be subject to disciplinary action.

(2) Any student who aids or abets the accomplishment of such activity as defined in subsection above shall also be subject to disciplinary action.

(3) An instructor may take reasonable action against any student who is deemed to have been guilty of plagiarism or cheating. **Course of action** might include but not be limited to:
   (a) Student receives warning and lowered grade
   (b) Student receive failing grade for the course
   (c) Student dropped from course
   (d) Student be recommended for suspension or dismissal from the College
   (e) Case referred to civil action
Academic Freedom:
Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks.

Student Conduct and Responsibility:
Rules of Conduct and Procedures of Enforcement. Admission to Walla Walla Community College carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with established rules and regulations of the College, maintain high standards of honesty and integrity, and respect the rights, privileges, and property of other members of the college community. Walla Walla Community College expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the College.

Rules of Conduct including but not limited to, Plagiarism/Cheating, Abusive Language, Disorderly Conduct, Sexual Harassment, Malicious Harassment, Liquor, Drugs, and Computer Trespass.

Safety Policy Students Right To Know:
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Walla Walla Community College information concerning campus safety, campus crime statistics for the most recent three-year period, graduation and transfer statistics, and other right-to-know information can be found at http://wwcc.edu.

Student Rights and Responsibilities:
Each student has the right to expect a campus climate in which all students:
- Are given the opportunity and encouragement to succeed
- Are treated with dignity and respect
- Demonstrate good manners and courtesies
- Are safe from sexual harassment and discrimination
- Are free to ask for help, anytime

Each student has a responsibility to:
- Support a learning environment and opportunity for all students to succeed
- Prepare mentally and physically to be the best you can be
- Treat all students and staff with dignity and respect
- Exhibit good manners and common courtesies at all times
- Serve as a positive role model for less experienced students
- Respect the property and space of others
• Help keep the campus litter free
• Refrain from swearing and using any inappropriate communication
• Read and abide by the college rules in the Student Handbook
• Be accountable for your own actions

Taken from the WWCC Student Handbook found at: www.wwcc.edu

Dropping or Withdrawing from Class:
There are several options you can take if you need to drop a class or make changes in your class schedule, with little to zero adverse effects. However it’s extremely important you speak with me and your advisor for your best option and sooner is always better. You must formally drop or withdraw from a class. If you stop attending, even after the first day and do not formally drop or withdraw from the class I am required to submit a final class grade for you. The last day to drop a class during this quarter is May 15, 2015.

Other Issues:
Although the course is well outlined and will likely follow the dates and topics in the syllabus, some degree of flexibility is expected as some events require changes and/or amendments. I do reserve the right to modify the course content, expectations, and graded assignments during the quarter, as needed, or based on performance outcomes. Should changes occur, advanced notice and accommodations will be given.

Contacting Your Instructor after hours:
If you are presented with a problem or you are unclear on an assignment please contact me ASAP via Canvas. That is THE VERY BEST WAY to contact me. Canvas messages come to me immediately via e-mail on my phone, my iPad and my computer, one of which I have with me most of the time. I will get back to you within 24 hours in most cases.