Jim Henderson, Instructor  
Spring 2013  
Section 24620, T and Th: 10:55 AM - 12:25 PM, Room Fox 104  
E-mail: jim.henderson@wvm.edu Phone: 408-741-4609  
Office Hours: TTh 7-8AM, 12:30-1PM, room "D" in the Business Division

DESCRIPTION:

This course provides a study of basic mathematics used in business and accounting. Areas to be covered are: whole numbers and decimals, fractions, percent, bank services, payroll, mathematics of buying and selling, simple interest, compound interest and annuities, cost of borrowing, taxes and insurance, and depreciation.

OBJECTIVE:

To provide the student with a background of business mathematics and also provide experience in the use of calculators and computers in solving mathematical problems in everyday business application.

STUDENT LEARNING OUTCOMES:

The student will explain and apply mathematical concepts and principles for federal income tax withholding and computation, merchandise markups and markdowns, simple interest, and the time value of money. The student will also evaluate and apply math principles for credit cards, installment loans, mortgage interest, insurance, and depreciation.

TEXT:

Business Mathematics, 12th edition, Miller, Salzman & Clendenen (with MyMathLab) or on-line text (purchase instructions will be handed out the first day of class)

EQUIPMENT:

Students should purchase of a hand-held or desk top calculator. A $10-$14 calculator with large number display, 8-digit is recommended.

Access to the internet to do homework problems assigned.
CLASS WORK:

Lecture/dialogue of the chapters assigned in the text. There will be time in class to give individual help to students with their questions about mathematics and calculator use.

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HOMEWORK:

Students are to read the chapters assigned and work the problems as assigned on MyMathLab. Calculator usage will be required on a daily basis. Assigned homework for given chapters will be due on the date of the exam for those chapters at the beginning of class. As an example, the homework for chapters 3 and 5 is due on 02/14/13 because that is the date the chapters 3 and 5 exam will be given in class. While students are taking the exam in class, I will be recording the grades for the homework. Late homework will be assessed a 50% penalty. MyMathLab will show a different date due for the homework. It will show 05/31/13. THIS IS AN ADMINISTRATIVE DATE ONLY AND IS THERE SO THE HOMEWORK ASSIGNMENT REMAINS AVAILABLE FOR STUDENTS TO DO LATE SHOULD THEY NOT TURN IT IN ON TIME. You may occasionally be puzzled by MyMathLab when it marks a particular homework incorrect when you know it is correct. This no doubt will have something to do with rounding. I will make an adjustment when tabulating grades at the end of the semester for this "flaw".

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CHEATING:

DON’T. During exams, you may have only pencils, erasers, calculator, blank paper on your desk. Everything else, purses, backpacks, books, etc. must be safely tucked away and out of your sight. Wandering eyes will get 1 warning. 2nd offense warrants an “F" FOR THE COURSE AND BEING TURNED IN TO THE DEAN OF STUDENT SERVICES.

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DROPPING THE COURSE:

IF YOU DECIDE TO DROP THIS COURSE, YOU MUST TURN IN A DROP SLIP TO ADMISSIONS AND RECORDS TO AVOID A GRADE. I DROP NO ONE. LAST DAY TO DROP WITH A “W” IS 04/26/13.

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GRADING:

Your grade will consist of the following:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Exams, 6 @ 100</td>
<td>600 points</td>
</tr>
<tr>
<td>Homework Problems</td>
<td>250 points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000 points</strong></td>
</tr>
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</table>
90% earns an A
80% a B
70% a C
and 60% a D

CREDIT (AT LEAST 70%)/NO-CREDIT OPTION AVAILABLE AT STUDENT REQUEST AT THE BEGINNING OF THE SEMESTER (02/14/13).

Final Examination: Tuesday, 05/21/13, 9:40-11:40AM

I will be most pleased to review your cumulative point totals with you any time you wish.

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**EXAM DATES:**

<table>
<thead>
<tr>
<th>Chapter Range</th>
<th>Date</th>
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<tbody>
<tr>
<td>Chapter 3 and 5</td>
<td>02/13/13</td>
</tr>
<tr>
<td>Chapter 6 and 7</td>
<td>03/05/13</td>
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<tr>
<td>Chapter 8 and 9</td>
<td>03/21/13</td>
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<tr>
<td>Chapter 10 and 11</td>
<td>04/16/13</td>
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<tr>
<td>Chapter 12 and 13</td>
<td>05/02/13</td>
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<tr>
<td>Chapter 14 and 15</td>
<td>05/14/13</td>
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**ADDITIONAL INFORMATION:**

1. The instructor may make changes to the syllabus during the semester. It is the student’s responsibility to stay informed of these changes. Students may contact the instructor during office hours and before/after class, time permitting. Students may also wish to have a study partner whom they can contact if they miss class.

2. Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific
needs. DESP (Disability & Educational Support Program) located in the Learning Services building (408-741-2010) may be contacted to coordinate reasonable accommodations for students with verifiable documentation.

3. If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human Resources at West Valley-Mission community College District, Human Resources Department, 408-741-2060. If the Associate Vice Chancellor of Human Resources is not available, contact the President of the college, Mr. Brad Davis at 408-741-2097.

Updated 1/17/13