

Why Study Accounting?



Accounting 158 - Business Math
Delores Loedel, Professor

ACCT 158: Business Math

Course Description

This course is designed to meet the needs of business students who wish to gain proficiency in mathematical applications in the business world. Many concepts taught will prepare you for the study of accounting and pre-employment mathematics tests common to office employment. This course focuses on solving problems in an accounting and business context.

Course Details

ACCT158, Section 1015 (3 units)

August 22 – December 15

This class is taught entirely on the Internet

Link to Blackboard (Course Management System):

<http://blackboard.miracosta.edu/>

Technical Support: Email: studenthelp@miracosta.edu
Phone: (760) 795-6655

Course Objectives & SLO's

Student Learning Outcomes:

1. Utilize whole numbers, fractions, decimals, algebraic expressions and percentages to solve applicable business problems.

Instructor Information

Delores A. Loedel, CMA

Office Hours: Mon/Wed 12 to 1 OC T111, and Thurs SEC 407

Contact Information: (I will get back to you no later than 24-36 hours; typically sooner).

dloedel@miracosta.edu (best way to reach me)

760-757-2121 x6366

Contacting the Instructor

When emailing, put the following in your subject line: *ACCT158/1015 first initial and last name* (example: **ACCT158/1015 dloedel).** Please do not contact me with technical difficulties related to your computer hardware or software. Please **DO** contact the student help desk with these types of questions. Please refer to the Frequently Asked Questions FAQs and also thoroughly review this syllabus for answers to your questions prior to emailing me.

See Homepage link for more information on my background:

<http://www.miracosta.edu/home/dloedel/>

Course Materials

You have two options:

1. Purchase the bundled textbook at the MiraCosta bookstore. This will include the *MyMathLab* program that is required with this course. MiraCosta Bookstore prices have been negotiated to give you the best price on this textbook.

Author:	Cleaves, Hobbs & Noble	Title:	Business Math
Publisher:	Pearson	Edition:	10th edition
Miracosta ISBN:	9780321924001	Cost:	\$128.06
Regular ISBN:	9780133011203		

2. Purchase the E-book option online which includes the *MyMathLab* program. (Please note: if you purchase the E-book option, you will NOT receive a hard-bound textbook). This option will be provided via a link on Blackboard when your Blackboard course becomes available to you. Cost- \$103.95

Course Content

Course Philosophy and General Conduct

This online course provides you, the student, with a unique opportunity to self-direct your learning. Together with your fellow students, we will establish a learning community. We will work together to assure a mutually conducive learning atmosphere. Students are expected to complete the assigned materials by the due dates. Students are expected to post meaningful posts to the discussion board (see more details in the assignment area). With the proper attitude and enough effort devoted to the coursework, all students enrolled have the opportunity to complete this course with the desired learning outcomes. Online learning is not for everyone however. Please take the following quiz to determine if online learning is appropriate for you.

<http://www.miracosta.edu/Instruction/DistanceEducation/quiz.aspx>

Instructor Conduct: As your instructor, I am committed to each student's success in this course. I will respond promptly to your emails (within 24-36 hours). I will be prepared. I will post responses and grades promptly to your assignments. I will be available during posted office hours and by appointment. I look forward to working with you and getting to know you!

Online Requirements

You should familiarize yourself with the MiraCosta College Distance Education website. This site contains valuable information for the online student including an online guide to determine your readiness for an online course.

Link to MiraCosta Distance Education Website:

<http://www.miracosta.edu/instruction/distanceeducation/index.html>

Link to MiraCosta Student Help Desk:

<http://www.miracosta.edu/apps/StudentHelp/>

Course Geography

ACCT 158 online will use course software called Blackboard. Blackboard is an e-learning platform that organizes and manages the online information flow (readings, exercises and problems, tests, questions, discussions, etc.) between students and between students and the instructor. It is installed on the MiraCosta College server. When you log in with your user name and password you must then select ACCT 158 as the course you are participating in. After you make that selection, you will get a screen with these Tool Buttons on the left side. Each button accesses a module, and in each module you can find specific information. Explore the following modules.

- **Announcements:** Check this regularly for timely instructor communication and direction.
- **Syllabus/Misc Info:** Syllabus you can print out and refer to as well as other important docs.
- **Assignments:** Specific assignments to be completed at a specific time. Assignments include chapters to be read, exercises and problems to be completed; self-study test questions to answer, chapter online homework exercises via **MyMathLab** and instructions for your group assignment.
- **MyMathLab Info/Help:** Information regarding MyMathLab.
- **MyMathLab:** Direct link to **MyMathLab** (your online homework management system)
- **FAQs:** Frequently Asked Questions
- **Discussion Board:** Post for participation to Discussion Boards for each assigned chapter and for group assignment.
- **Exams:** Your online exams will be posted here.
- **Faculty Information:** Bio, background and contact information. Campus office hours.
- **My Grades:** Track your grades here
- **Student Tools:** Personal information, grade check, etc
- **Student Help:** Link to MiraCosta help
- **News:** News that I find of interest (including Scholarship information)

Course Grading

Evaluation Criteria

Please see the *Assignments Section* for more details on the following assignments and exams as well as due dates. **PLEASE NOTE: This is NOT a self-paced course.** Each of the following items has a specific due date. Late assignments will **not** be accepted. If you experience a technical difficulty, please contact the student help desk at the contact information listed above. Technical difficulties are not an excuse for a late assignment. Allow yourself plenty of time for any problems that you may encounter. **If you have a family/personal emergency, please email me.**

Points (1,000 possible)

Homework Assignments	260 (13 chapters @ 20 each)
Chapter Quizzes	130 (13 chapters @ 10 each)
❖ Participation	140 (13 chapters + intro @ 10 each)
Project I	85
Exam #1	100
Exam #2	100
Project II	85
Final Exam	100 (comprehensive exam)

- ❖ **Participation** (see **Assignments and Discussion board for further details**). **Your first participation assignment is due by Tuesday, 8/30/16.** You must post your introduction to the appropriate discussion board by this date. In addition, each student must post at least one meaningful original question or discussion topic **AND** reply to another student's question for each assigned chapter discussion.

Homework: Homework will be due on the date posted on the schedule. Any late homework will be marked down by 25% and due no later than exam day (see schedule). Beginning with chapter 9, the homework includes a required media assignment (watching the PowerPoint and videos for the chapter). Please note that I'm aware that some students may put more effort into these media assignments. I assign these as students who utilize multiple methods of learning the materials (reading, viewing media, practicing problems) will perform better on exams so make sure to take the time to thoroughly view these media assignments.

Quizzes: Every chapter there will be a quiz due. These will be timed and you will have two opportunities for each quiz. *Please note the schedule for due dates. Late work will not be accepted.*

Exams: There are 3 exams in this class worth a total of 300 points. All exams are on-line in MyMathLab and include multiple choice and essays/problems. The results will be released after all students have taken the exam and all exams are graded.

Project Assignments: You will have two project assignments (each worth 85 points) that will test your knowledge and learning of the Student Learning Objectives for the semester.

Make-Up Work Opportunity: I will provide an opportunity to make-up one quiz, one exam and one discussion board assignment during the final weeks of the semester. More information will be provided at that time. Please note that the makeup quiz and exam will be cumulative.

You will receive a letter grade based on the following scale.

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

59% or less = F

Course Rules & Expectations

STUDENT'S RESPONSIBILITY TO DROP CLASSES:

- It is the student's responsibility to drop all classes in which he/she is no longer attending.
- Online students must drop themselves but the instructor reserves the right to drop students who have not logged in or shown work in MAL or Bb after required due dates.
- It is the instructor's discretion to withdraw a student after the add/drop deadline.
- Students who remain enrolled in a class beyond the published withdrawal deadline as stated in the class schedule will receive an evaluative letter grade in this class.

PLAGIARISM AND ETHICS POLICY:

Each student agrees to the following statements of student behavior:

- I agree that I, and only I, will be the one completing and submitting class materials (homework, quizzes, exams, written projects, etc.) in my name.
- I agree that I will not directly copy or plagiarize material from books, publications, the Internet, other students' work, or any other source. I am familiar with, and I agree not to violate, copyright laws. If small amounts of material from other sources are used as part of any class assignment, I agree to clearly indicate such and properly cite the source.

- I agree that any projects submitted for this class have been prepared for this class only and have not been, and never will be, submitted for any other class at MiraCosta or any other school.
- I agree that, unless approved by the instructor, I will not share answers to homework assignments, quizzes, exams, or any other course material with fellow classmates.
- I acknowledge that failure to comply with any of the above statements may result in failure of an assignment, removal from the course, failure in the course, and discipline action deemed appropriate by the instructor in his sole discretion and/or policies and procedures set forth by the Board of Trustees of the MiraCosta Community College District, fully described in the College Catalog.

College Policies & Services

IMPORTANT DATES:

- **August 22:** (Monday): First day of classes.
- **September 2:** Last day to DROP classes with no grade and no "W".
- **September 4:** Labor Day Holiday
- **September 23:** Last day to file Petition for Degree/Certificate and to file for Pass/No Pass. Consider this option if you do not need a letter grade.
- **November 11:** Veterans Day Holiday
- **November 18:** Last day to Drop class with "W" grade; Drops after that receive a letter grade. If you discover this course is not for you, or your class performance is not satisfactory, make sure to drop by this date.
- **November 24-25:** Thanksgiving Holiday
- **December 12-15:** – Final Exams

INCOMPLETE GRADE:

Students seeking an "Incomplete" grade must consult with me in person no later than the week prior to finals. Incompletes will only be considered for emergency or other unforeseeable justifiable reasons at the end of the term, and only upon agreement of clear conditions for completing coursework. Incompletes are rarely granted and only if the emergency or other unforeseeable justifiable reason occurs after the date for dropping the class. Work, vacation, family concerns, class schedules, time management problems, and other normal issues all students deal with do not qualify.

PASS/NO PASS GRADING OPTION (for graded classes):

You have the option to choose Pass/No Pass grading for this class. If you choose this option, you must submit a Petition for Pass/No Pass to Admissions & Records before 30% of the class has elapsed. This option for grading is nonreversible once selected. The petition form is available online, or from Admissions & Records. Students planning to transfer should consult with a counselor before opting for Pass/No Pass to ensure this option is accepted by their intended transfer institutions. Check the MiraCosta College catalog or schedule for more detailed information.

DISABILITY ACCOMMODATIONS:

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact Disabled Students Programs & Services as soon as possible to ensure that such accommodations are implemented in a timely manner. Their phone number is (760) 795-6658 and they are located on the Oceanside campus in Building 3000-Student Services, Room 3009, adjacent to Parking lot 3C.

LIBRARY RESOURCES:

The MiraCosta College faculty librarians assist students with their research questions, whether academic or personal. Students may obtain assistance from librarians either one-on-one at the reference desk, through class orientations, group workshops, individual appointments, or online. I strongly encourage you to take advantage of library resources.

COLLEGE SUPPORT SERVICES:

The Tutoring and Academic Support Center (TASC) and the Writing Center (WC) assist students by providing individual and group tutoring, WC drop-ins, learning communities, self-help materials, and student success workshops. Services are free and available to all students during day and evening hours at all MiraCosta College campuses. Take advantage of these academic support services. For more specific information, please call (760) 795-6682.

Weekly Schedule

IMPORTANT NOTICE: This syllabus is subject to change at any time at the discretion of the instructor; notice will be given to the students through an announcement on the class Blackboard site.

Assignment	Due Date
Email to Instructor	8/22
Into to Class	8/30
Chapter 2 Initial post to Discussion Board	8/30
Chapter 2 Homework	9/1
Chapter 2 All replies to Discussion Board	9/1
Chapter 2 Quiz	9/4
Chapter 3 Initial post to Discussion Board	8/30
Chapter 3 Homework	9/1
Chapter 3 All replies to Discussion Board	9/1
Chapter 3 Quiz	9/4
Chapter 5 Initial post to Discussion Board	9/6
Chapter 5 Homework	9/8
Chapter 5 All replies to Discussion Board	9/8
Chapter 5 Quiz	9/11
Chapter 6 Initial post to Discussion Board	9/13
Chapter 6 Homework	9/15
Chapter 6 All replies to Discussion Board	9/15
Chapter 6 Quiz	9/18
Chapter 8 Initial post to Discussion Board	9/20
Chapter 8 Homework	9/22
Chapter 8 All replies to Discussion Board	9/22
Chapter 8 Quiz	9/25
Late Homework for Ch 2,3,5,6,8 (25% penalty)	9/29
Exam 1	9/29

Assignment	Due Date
Chapter 9 Initial post to Discussion Board	10/4
Chapter 9 Homework	10/6
Chapter 9 All replies to Discussion Board	10/6
Chapter 9 Quiz	10/9
Chapter 11 Initial post to Discussion Board	10/11
Chapter 11 Homework	10/13
Chapter 11 All replies to Discussion Board	10/13
Chapter 11 Quiz	10/16
Chapter 12 Initial post to Discussion Board	10/18
Chapter 12 Homework	10/20
Chapter 12 All replies to Discussion Board	10/20
Chapter 12 Quiz	10/23
Project I Due	10/25
Chapter 13 Initial post to Discussion Board	10/25
Chapter 13 Homework	10/27
Chapter 13 All replies to Discussion Board	10/27
Chapter 13 Quiz	10/30
Chapter 14 Initial post to Discussion Board	11/1
Chapter 14 Homework	11/3
Chapter 14 All replies to Discussion Board	11/3
Chapter 14 Quiz	11/6
Late Homework for Ch 9,11,12,13,14 (25% penalty)	11/10
Exam 2	11/10

Assignment		Due Date
Chapter 15	Initial post to Discussion Board	11/15
Chapter 15	Homework	11/17
	All replies to Discussion Board	11/17
Chapter 15	Quiz	11/20
Chapter 16	Initial post to Discussion Board	11/29
Chapter 16	Homework	12/1
	All replies to Discussion Board	12/1
Chapter 16	Quiz	12/4
Chapter 19	Initial post to Discussion Board	12/6
Chapter 19	Homework	12/8
	All replies to Discussion Board	12/8
Chapter 19	Quiz	12/11
Makeup Exam & Discussion Board		12/13
Project II Due		12/13
Late Homework for Ch 15, 17, 18 (25% penalty)		12/15
Final Exam		12/15

Please note : You must review each discussion board for requirements and due dates.

Get started with a Pearson MyLab or Modified Mastering product and your institution's Blackboard Learning Management System

First, make sure you have these 2 things...

Email address: You'll get some important emails from your instructor at this address.

Access code or credit card: The required access code comes either with your book or by itself at your bookstore. Alternatively, you can buy instant access with a credit card or PayPal account during registration.

Next, register!

1. Log in to your campus's Blackboard Learn **Management System**. From here, look for a link to the **Pearson Tools** page in your course, and then click on the link to your **MyLab or Modified Mastering product** to begin the registration process. **For this course, there is a link labeled "Link to MyMathLab"**
2. Sign in with your Pearson account:
 - a. If this is the first time you have taken a Pearson MyLab or Mastering course linked to your learning management system, you will be prompted to login with your Pearson account. If you have a Pearson account, enter the username and password. If you don't have a Pearson account, select the option to Create a new Pearson account. Once complete, move to step #4.
 - b. If you have previously taken a Pearson MyLab or Mastering course linked to your learning management system you will not be prompted to login and you will be asked to enter your access code (see step #4)
3. When prompted for access, click the **Access Code** button if you purchased a package with an access code from the bookstore, OR purchase instant access now by clicking on the purchase options under the **Use a Credit Card or PayPal** section. You may also select Temporary Access without payment for 14 days.
4. You are now registered! Click on the "Go to your course" button to access your MyLab or Modified Mastering product.

Need help?

Read this helpful article about Learning Management Systems:

http://247pearsoned.custhelp.com/app/answers/detail/a_id/11853

Or visit our 24/7 Technical Support site at <http://247pearsoned.custhelp.com>

DISCUSSION BOARD GRADING RUBRIC

CRITERIA	Full Points	Most Points	Partial Points	No Points
Timeliness and Frequency of Posts	Student posts within the deadline.			Student does not post within the section deadline.
Relevancy and Completeness	Student's initial post thoroughly addresses all aspects of the question(s), and responses to other students directly address their initial postings with augmentation, correction, challenges, and insightful questions.	Student's initial post addresses most aspects of the question(s), and responses to other students address their initial postings.	Student's initial post addresses some aspects or questions, but is incomplete or off-topic, and responses to other students are mostly unsupported agreement, disagreement, or encouragement.	Student's initial post is off-topic and doesn't address questions, and responses are "me toos" or discouragement.
Knowledge of Class Materials	Student's postings show thorough knowledge of the section's textbook reading and websites, including relevant quotations and other references.	Student's postings show general knowledge of readings and websites.	Student's postings show vague knowledge of topic.	Student's postings show no knowledge of topic or convey serious misunderstandings about the topic that should have been corrected by doing the reading.
Contribution to Learning Community	Student's postings support the creation of knowledge by going beyond what was in the readings to add insights taken from personal experience, other classes, outside readings, and research. Student's responses to other students support their pursuit of greater knowledge, and are respectful, helpful and encouraging, even when providing correction or raising objections.	Student's postings ask and answer insightful questions and add to the course knowledge base through information taken from personal experience and understanding of the class readings. Student responses to students are polite.	Student's postings answer questions and do not intentionally insult classmates or their opinions	Student's postings deliberately show disrespect for other class members.