

**BUSINESS MATHEMATICS / BUS 115**  
**CRN 41059**  
**COURSE SYLLABUS – Spring 2012**  
**COLLEGE OF SAN MATEO**

**Instructor:** Darrel Dorsett

**Phone:** 650 574-6439

**Faculty Website:** [www.smccd.edu/accounts/dorsett](http://www.smccd.edu/accounts/dorsett)

**E-mail:** [dorsett@smccd.edu](mailto:dorsett@smccd.edu)

**Office:** 14-103 or 17-101

**Office Hours:** see my website

**Text:** Deitz & Southam; CONTEMPORARY BUSINESS MATHEMATICS FOR COLLEGES, 15th edition only, (with CD), ISBN: 9780324663167, (South-Western/CENGAGE Learning, 2008).

**Overview:** This is a basic course designed to provide an understanding of typical word problems and calculations performed in the business world. Emphasis is upon understanding why the calculations are made, performing the calculations, and recognizing how the results of the calculations are helpful in reaching business decisions. Areas covered include percentages, interest, discounts, markup, annuities, insurance, taxes, financial statement analysis, *business statistics, inventory control, and amortization.*

#### Learning

**Outcomes:** Develop speed and accuracy in fundamental processes  
Demonstrate ability in business problem solving  
Apply learning of business math to the areas of accounting, investments, business operations, and other life situations

#### Formula

**for Success:** 1. Read the chapter, do practice example problems, The Bottom Line, Self-Check problems, and Assignment problems at end of each chapter (**there are answers to odd-numbered problems in the back of the textbook**).

2. If you cannot do the work in #1 above quickly and accurately, review the chapter and redo the problems until you can do them quickly and accurately.

**Make use of companion Web site:** [Textbook companion website](#)

**Make use of Student Resource CD, which accompanies text**

3. Make notes regarding what you don't understand.
4. Consider working with a partner, but not a "copy buddy".
5. Remember that reading and doing problems in each chapter once is a *minimal* effort.
6. Email me about concepts with which you have difficulty.
7. Make an appointment with your instructor if you experience difficulty with the class or textbook, remembering that this is difficult material and you cannot expect it to happen without putting in more than minimal effort.

**Grades:** The course grade will be based on the following Grading Scale:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

59 - 0 = F

**Special Note:** *No late exams will be accepted unless there are extreme circumstances and your instructor has been notified before the exam.*

<b>WEEK OF</b>	<b>READ AND DO ALL ACTIVITIES, PROBLEMS AND ASSIGNMENTS IN CHAPTER</b>
1/17	CHAPTER 1
1/24	CHAPTERS 2 and 3
1/31	<b>EXAM #1: Chapters 1, 2 and 3</b> (will be emailed to your CSM email no later than 1/31; due back to me on <u>2/6</u> )
2/7	CHAPTER 4 (Learning Objectives 1 to 3)
2/14	CHAPTER 4 (Learning Objectives 4, 5), CHAP 5 (Learning Objectives 1 to 3)
2/21	CHAPTER 5 (Learning Objectives 4, 5)
2/28	CHAPTERS 6, 7 and 8
3/6	<b>EXAM #2: Chapters 4, 5, 6, 7, 8</b> (will be emailed to your CSM email no later than 3/6; due back to me on <u>3/12</u> )
3/13	CHAPTERS 13
3/20	CHAPTERS 14
3/27	CHAPTERS 15
<b>4/2 - 4/8</b>	<b>SPRING BREAK! NO CLASSES -- CAMPUS CLOSED</b>
4/10	CHAPTERS 16
4/17	<b>EXAM #3: Chapters 13, 14, 15, 16</b> (will be emailed to your CSM email no later than 4/17; due back to me on <u>4/23</u> )
4/24	CHAPTER 17 (Learning Objectives 1, 2, 3 only) CHAPTER 18 (Learning Objectives 1 to 5 only)
5/1	CHAPTER 19
5/8	CHAPTER 23 (all), CHAPTER 24 (Learning Objectives 1 to-3 only)
5/15	<b>EXAM #4: Chapters 17, 18, 19, 23, 24</b> (will be emailed to your CSM email no later than 5/15; due back to me on <u>5/21</u> )

**Homework:** There is no homework to submit. The information under Formula for Success on first page of this syllabus is just that – what you need to do in order to do well on the exams.

**Exams:** Exams will be sent only to your CSM email account. They will be emailed to you as indicated on the calendar above so check your CSM email account on the days listed for the exams. Instructions for how to submit the completed exam will be included in that email.

**Emails to Instructor:** Always include **your last name and BUS 115** in the Subject line of emails to me to make sure they don't end up in my junk mail folder.

## Student Conduct

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens, and in a manner compatible with the District and College function as an educational institution.

Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District.

For more information on prohibited actions, please refer to the Student Conduct section in College of San Mateo's Academic Catalog.

Disrespectful, disruptive and/or dishonest behavior will not be tolerated, will result in removal from one or more class sessions and may result in disciplinary action.

### Immediate Disciplinary Actions:

1. Warning – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
2. Temporary Exclusion – a faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the next class session.

If you are removed from a class session, it will count as an absence for that class session.

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## Plagiarism

Plagiarism occurs when a student misrepresents the work of another as his or her own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgement, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own.

Any assignment found to be plagiarized will be given an "F" grade. **There is Zero Tolerance for plagiarism and cheating.** All instances of plagiarism will be reported for possible further discipline.

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## Smoking Policy

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking will be limited to parking lots only. There is no smoking on the campus itself.

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## Repeatability Policy

A student who has received a grade of D, F or NC/NP in a course taken in the San Mateo County Community College District may repeat the course up to **two times** for purposes of grade alleviation. If the student receives a grade of D, F or NC/NP after the third try, they will not be allowed to retake the course without special permission.

Repeating a course for grade alleviation will not erase the original grade(s) from your transcript.

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## Sexual Harassment Policy

It is the policy of the San Mateo County Community College District and the College of San Mateo to provide an educational and work environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications

constituting sexual harassment. **The District promotes zero tolerance for behaviors which constitute sexual harassment in its educational and workplace environment for both employees and non-employees.**

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice President of Student Services in the Administration Building, Room 275; (650) 574-6118.

For more information, please refer to the College Policies section in College of San Mateo's Academic Catalog.

## **Disabled Students Programs & Services (DSPS)**

### **Contact Us**

**Location:** College Center Building 10, Room 120 **Telephone:** Laura Skaff: (650) 574-6438 **Email:** skaffl@smccd.edu **Fax:** (650) 574-6434

## **EOPS & CARE**

### **Contact Us**

**Please feel free to visit us at College of San Mateo, College Center Building 10, Room 110.** Office hours are Wednesday, Thursday, & Friday, 8 am to 4:30 pm, and Monday & Tuesday, 8 am to 6:30 pm. Evening hours available by arrangement. Summer hours may vary.

**EOPS/CARE** College of San Mateo 1700 W. Hillsdale Blvd. College Center Building 10, Room 110 San Mateo, CA 94402

**For an appointment, or to learn more about EOPS/CARE services, please call or fax us at:**  
(650) 574-6154  
(650) 574-6157 Fax

**You may email us:** Tami Hom, Program Services Coordinator [homt@smccd.edu](mailto:homt@smccd.edu) John Vehikite, Program Services Coordinator [vehikitej@smccd.edu](mailto:vehikitej@smccd.edu)

## **Counseling Services**

### **Contact Us**

**eAdvising** eAdvising is available to answer very basic questions regarding enrollment and attendance at College of San Mateo. We do not provide in-depth advising or degree evaluations or career counseling in the "eAdvising" format. For in-depth issues please schedule an appointment to meet with a counselor.

**Counseling Appointments** College Center Building 10, Room 340 (650) 574-6400

For general questions, please contact the following staff according to relevance:

### **Counseling/Matriculation**

**Marsha Ramezane**  
Dean of Counseling  
(650) 574-6413

**Mike Mitchell**  
Transfer Services  
(650) 358-6839  
[mitchellm@smccd.edu](mailto:mitchellm@smccd.edu)