

**OA109-01
BUSINESS MATH USING EXCEL**

Yvonne C. Flores, Assistant Professor
Tuesday / Thursday 2:00 - 3:30 p.m.
Room D3
Spring 2017

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Office Hours: (Room D8B)
Mon. 9:00 – 10:00 a.m.
Tue. 9:00 – 10:00 a.m.
3:30 – 4:30 p.m.
Wed. 9:00 – 10:00 a.m.
Thu. 9:00 – 10:00 a.m.

DESCRIPTION

This course provides students with basic business math skills and the use of Excel software needed in today's jobs. Topics to be discussed are basic math functions, fractions, percent, bank services, payroll, purchasing merchandise, markup and markdown, interest, credit and mortgages, and depreciation. Formerly OA104. Course Offering: As needed

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

1. Prepare bank statement reconciliations.
2. Calculate the components of payroll.
3. Solve simple interest and compound interest problems.
4. Use Excel to solve business problems.

PERFORMANCE CRITERIA AND EVALUATION

Attendance/Course Participation:

Each student is expected to:

1. Attend class regularly and promptly. Each class day, students earn 10 points for participation. Late arrival or early departure from class will result in 5 points deducted from participation.
2. Read material and be prepared to participate in class discussions.
3. If you miss a class, contact your instructor immediately via e-mail or by telephone. Because of the hands-on nature of the course, chronic lateness, excessive absences and lack of preparation can significantly affect your overall grade.

Assignments:

Each student is expected to:

1. Complete Section Exercises as assigned.
2. Complete end-of-chapter Review Exercises and Excel Projects as assigned.
3. Upload all assignments to a designated server and place in the student's folder by the due date.

Disclaimer: The instructor reserves the right to make changes as necessary to the syllabus and the course outline.

Chapter Tests / Quizzes:

1. **Complete** the Chapter Tests / Quizzes as scheduled.

Performance Assessment:

Each student is responsible for reviewing their progress periodically on **Gradesource**. Any errors should be brought to my attention immediately by sending an email with the error in question.

Chapter Tests, Quizzes, Class work, Homework, Chapter Exercises, Participation are assigned points and will be counted towards the final grade and distributed as follows:

Assessment:		Grading Scale:	Letter Grade
Chapter Tests	50%		
		90-100%	A
Quizzes	10%	80-89%	B
		70-79%	C
Class Work / Homework / Chapter Exercises	20%	60-69%	D
		Below 60%	F
Participation	20%		
TOTAL	100%		

MAKE-UP POLICY

- Late submission of assigned Class Work / Homework / Chapter Exercises is discouraged and a **10% penalty** will be deducted unless other arrangements are communicated with instructor **prior** to the due date. Students are allowed to make up missed assignments within two (2) class meeting days, otherwise no points will be awarded.
- **NO*** Make-Up Chapter Tests / Quizzes will be allowed unless other arrangements are communicated with instructor **prior** to the absence. **If you need to reschedule, send me an Email before class.** With prior notification, students are allowed to make up Chapter Tests / Quizzes missed within two (2) class meeting days, otherwise no points will be awarded.

TEXTBOOK AND SUPPLIES

Textbook: **Business Math Using Excel: Microsoft Office Excel 2010 2E by: Burton & Shelton. Thomson/South-Western. Copyright 2011.**

POLICIES & ADDITIONAL INFORMATION:

EMERGENCY & EVACUATION PROCEDURES

In case of any emergency, please contact Student Support Services Office at 735-5555/6/8 or call 688-1758 or 788-2223. **For life threatening emergency, please call 911, and then call Student Support Services Office.** During the phone call, please identify yourself, identify your location (room and building number), and describe the emergency. Student Support Services Office personnel will be at the emergency site immediately. The emergency contact numbers are located at the entrance/exit of each classroom.

If an emergency arises which requires evacuation, it is extremely important that you follow your instructor's directions for evacuating the building, including where to congregate. Although an evacuation plan is posted near the door of each classroom, circumstances could change the posted routes. A fire alarm or bell will be utilized to initiate an evacuation. If there is no electricity, a gong will sound three (3) times. Once the reason for evacuation is resolved, the school bell will ring eight (8) times to signal everyone to return to their assigned buildings. For more

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information, you may find the GCC Evacuation Procedure on the GCC website at www.guamcc.edu.

For any power or water outage on campus, students will be informed via the media (radio stations) and the Pacific Daily News (PDN) Mobile Alert. Make-up classes will be arranged by the instructor when classes resume.

In an effort to keep all GCC constituents current on campus happenings, students are encouraged to sign up for the PDN Mobile Alert System. Instructions to register are posted on MyGCC Campus Announcements or you may log on to www.guampdn.com/SMS, fill out the necessary information, scroll to the Guam Community College section and select emergency alerts and updates.

ACCOMMODATIVE SERVICES

The Office of Accommodative Services provides assistance to individuals with disabilities seeking educational opportunities with Guam Community College. GCC in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), encourages students with a documented disability, and who wish to receive instructional accommodations, to meet with the Office of Accommodative Services to secure accommodations. Our office is committed to ensuring that students with disabilities are afforded an equal opportunity to access the educational programs and services that GCC has to offer, and to providing reasonable accommodations, adequate to the needs of an individual's disability within a classroom setting, while maintaining the level of academic standards required in all courses and programs at Guam Community College. The office is located in the Student Services and Administration Building, Room 2139. The office telephone number is (671) 735-5597 and email is john.payne2@guamcc.edu

FERPA STATEMENT

Under the Family Educational Rights and Privacy Act (FERPA), your educational records are confidential and protected. Under most circumstances, your records will not be released without your written consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy at the GCC online college catalog in Appendix I (<http://catalog.guamcc.edu>), by visiting the U.S. Department of Education website (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), or accessing the FERPA Group on MyGCC which is open to all users. If you still have concerns, please email the Registrar's Office at gcc.registrar@guamcc.edu

ACADEMIC INTEGRITY

Academic integrity is fundamental to learning and is consistent with the Institutional Learning Outcomes (ILOs) espoused at Guam Community College. The concept of academic integrity lies at the very heart of any college, and learning and scholarship cannot thrive without this fundamental value. Therefore, academic dishonesty cannot be tolerated. Students who commit such acts expose themselves to sanctions as severe as expulsion from the College.

Academic dishonesty can take different forms, including, but not limited to cheating, plagiarism, and technology misuse and abuse. In any situation in which a student is unsure of what constitutes academic dishonesty, it is the student's responsibility to raise the question with the instructor. It is also the student's responsibility to be familiar with the student guidelines on academic integrity. Additional information and definitions may be found on pages 12 and 13 of the Student Handbook.

Title IX of the Education Amendments of 1972

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The Guam Community College strictly follows and enforces all federal laws and guidelines guaranteed under Title IX and enforced by the U.S. Department of Education's Office of Civil Rights in ensuring that all students are free of sexual discrimination in any form. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. For more information on Title IX contact the Title IX Coordinator, John Payne, in Room 2139, 1st Floor, Student Services & Administration Bldg. Contact information: Tel: 735-5597 Email: john.payne2@guamcc.edu Mailing Address: P.O. Box 23069 GMF, Barrigada, Guam 96921

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COMPUTER USE DISCLAIMER

The Guam Community College provides students with access to various technological tools to help them successfully achieve their educational goals. Although the college takes steps to ensure these tools are accessible and operational, it is the student's responsibility to safeguard and back-up working files at all times.

CLASSROOM ETIQUETTE/POLICY

No food or drinks in the classroom. Cell phones must be turned off or in silent mode. Do not answer your cell phone in the classroom, please leave the room and then answer the call. NO viewing of inappropriate Internet material, excessive electronic socializing or downloading large files.

Tentative COURSE SCHEDULE	
Disclaimer: <i>The instructor reserves the right to make changes as necessary to the course schedule. See the online Course Web Page for a detailed schedule.</i>	
Date	Chapters
Class Meeting 1	Overview, Expectations, Assessment / Participation Chapter 1 – Basic Math Functions
Class Meeting 2, 3, 4	Chapter 2 - Fractions
Class Meeting 5, 6, 7	Chapter 3 - Percent
Class Meeting 8, 9, 10	Chapter 4 – Bank Services
Class Meeting 11, 12, 13	Chapter 5 - Payroll
Class Meeting 14, 15, 16	Chapter 6 - Taxes
Class Meeting 17, 18, 19	Chapter 7 – Insurance
Class Meeting 20, 21, 22	Chapter 8 - Discounts
Class Meeting 23, 24, 25	Chapter 9 – Markup and Markdown
Class Meeting 26	Chapter 10 - Interest
Class Meeting 27-30	Class Projects

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