

Getting Started, Fall 2018
BUS 120 – Mathematical Analysis for Business
CRN: 80179 Section: AA 3 units
Room: 8306



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Welcome

Welcome to Mathematical Analysis for Business, BUS 120. The goal of this document is to help you get started with the course and the websites you will be working in.

Hours Required

This is a 16-week, 3-unit course. Course completion, which includes class time, readings, online discussions, and assignments, will take approximately 9 hours per week.

Computer Requirements

You must have regular access to a computer with reliable Internet connection in order to keep up with this class and will be required to perform basic tasks, like:

- use email,
- download and open PDF files,
- view video files,
- use word processing and spreadsheet applications,
- perform routine file management tasks,
- use a browser,
- perform Internet searches,
- upload and download files,
- and post text and images to discussion boards.

How to Log In to Canvas

1. In order to access the course materials you will first need to log in to Canvas.
2. Canvas is the new portal for courses at Cañada College, College of San Mateo, and Skyline College. It provides a set of tools that facilitate both classroom and online learning.
3. To go to Canvas type <http://smccd.instructure.com/> in your browser address field. To log in use your student email without the 'my.smccd.edu' and your Canvas password.
4. On the page that follows, click on the “*Dashboard*” icon at the left margin to see the course(s) you are enrolled in. Click the link for **BUS-120-AA-Math Analysis for Business-CRN 80179, Fall 2018**.
5. Note that in order to access the site you must be registered in the course. Students on the waiting list will not have access until a few hours after successfully adding the class.

Main Course Section

Once you are at the main course site:

1. Click on **Start Here** to view a welcome video, the **Course Q&A Discussion Board**, the **Frequently Asked Questions and Answers** page, and the **Discussion Board Tips**. Note: You must click on each link sequentially or the system will not allow you to proceed.
2. Proceed to the **Course Materials** module where:
 - you can download the Syllabus and
 - get information on how to register for MyLab
3. Make sure that you regularly check your My.SMCCD email or you have it forwarded to your favorite email service.
4. All course communications will be made via Canvas **Announcements and Discussion Board** posts. You need to make sure you are subscribed to all discussion boards and that your Canvas notification settings have been properly configured. Failure to do this will cause you miss important class messages. See the course **FAQ** page for instructions on how to do this.

Textbook

We will be using *Mathematics with Applications in the Management, Natural, and Social Sciences*, 11th ed, by Lial, Hungerford, Holcomb, and Mullins, Pearson. Buy the book as soon as possible. Don't try to save money by buying the book from a friend or the internet. If you buy it at the Skyline bookstore it comes bundled with the MyStatLab license, which you will need to do the homework, quizzes, and exams.

How to Succeed in this Course

You have everything you need to get started. Now comes the hard part: you need to come up with a study method and follow it rigorously so that you don't fall behind. I will discuss some ideas about this in class. For now, follow these rules.

- Don't miss class
- Use your @my.smccd.edu email. All course emails and posts will be sent there.
- Block out time in your schedule to do the work, and follow the schedule.
- Check in on online class discussions daily.
- Treat your fellow course participants with respect.
- Have patience and a sense of humor with technology.
- Ask for help when you need it, and assist others when you can.
- Post to discussion forums whenever you have a question.

I look forward to a great teaching and learning experience with you! If you have any questions, please feel free to contact me at <mailto:ortiz@smccd.edu>. See you in class.

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