



Business Mathematics: Busn 135 Syllabus (Hybrid)(subject to change)

Fall 2024
Highline College
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Getting Started in this Class:

- 1) The first thing you must do is watch the Class Introductory Video and read the Syllabus at this website (you are reading the syllabus now, please read through the end):
<https://people.highline.edu/mgirvin/AllClasses/135NoTextBook/135/135NoTextBookClass.htm>
- 2) The video and written syllabus show how this “No Textbook”-YouTube class will be conducted.
A big Thank You to Mr. Michael Girvin for recording this for us and saving us money to buy the textbook!!!

Instructor Information:

Instructor’s Name: Mary Kajoka
Instructor’s Office Phone: (206) 592-3146
Instructor’s Email address: mkajoka@highline.edu
Instructor’s Office: 29-340

Office/Student Hours:

Office hours are times when you can meet with your instructor to discuss course-related or to discuss advising. Please note that you are not limited to these hours, you are welcome to reach out to me and we can work around your schedule if you would like to meet with me.

Tuesdays and Thursdays:	9:00 AM – 10:00 AM Building 29 Room 340
Tuesdays and Thursdays:	12:15 PM – 1:15 PM Building 29 – 308 or 340
Wednesdays: Zoom Hours:	8:30 PM – 9:30 AM
Fridays:	By Appointment Only
	Zoom Lobby: Link https://highline.zoom.us/my/marykajoka
	Zoom: Schedule a Virtual Appointment

The best way to contact me is by email and I will respond within 24 hours on weekdays and within 48 hours on weekends. You are welcome to email me at any time and I will do my best to answer your questions as soon as I can.

Course Information

Department: Business
Course Name: BUSN 135 – Business Mathematics
Item (Section): 29740 - Hybrid
Day and Time: Meets on Tue/Thur: 11:00 AM – 12:05 PM
Location: Building 29 Room 308

Busn 135 Class Description (As Listed in Highline Catalog)

Teaches practical mathematical applications in business, with emphasis on percentages, cash and trade discounts, markup and markdowns, depreciation, interest, present values, annuities, and consumer credit. Learn how to make business math calculations by hand on paper and by using the spreadsheet program Excel. Deals with the theory and application to case situations. Extensive practice with the problem analysis, problem setup, making necessary calculations and making conclusions based on the calculations.

Course Overview

This course introduces students to Business Mathematics applications using paper and Excel formulas. Students will learn how to make Business Mathematics calculations using Excel effectively and efficiently. We will use Excel as it is a powerful tool that has become well established by different employers in their business process, in everyday accounting and financial calculations. You will leave the class well-versed in business calculation and basic and intermediate Excel formulas.

Busn 135 Course Outline

- 1) Introduction To Excel
 - i. Why we use Excel for Business Math
 - ii. What is Excel?
 - iii. Formulas
 - iv. Number Formatting
 - v. Cell References & Copying Formulas
 - vi. Keyboards
 - vii. Style Number Formatting
- 2) Math Basics & Word Problems
 - i. Whole Numbers & Decimals
 - ii. Order of Operations
 - iii. Rounding
 - iv. Add & Subtract
 - v. Multiply & Divide
 - vi. Exponents
 - vii. Word Problems
- 3) Fractions, Decimals, Percentages
 - i. Fractions & Division
 - ii. Fractions, Decimals and Percentages are interchangeable.
 - iii. Converting a Fraction or Decimal to a Percent is FORMATTING!!!
 - iv. Prime Numbers
 - v. Reduce Fractions
 - vi. Change Improper Fraction to Mixed Numbers
 - vii. Change Mixed Number to Improper Fraction
 - viii. Multiply Fractions
 - ix. Divide Fractions
 - x. Add and Subtract Fractions
- 4) More About Percentages
 - i. Converting any number to a Percentage and Back Again
 - ii. Percent Formula
 - iii. Base
 - iv. Rate
 - v. Part
 - vi. Increase Decrease Problems
 - vii. Markdown
- 5) Banking & Payroll
 - i. Banking
 1. Checks
 2. Check Register
 3. Bank Reconciliation
 4. Credit Card Reconciliation
 - ii. Payroll
 1. Gross Earnings, Like: Wage, Salary, Piecework, Commission
 2. Deductions, Like: Social Security and Income Tax
- 6) Buying & Selling
 - i. Buying
 1. Invoices

2. Trade Discounts
 3. Cash Discounts
 4. Partial Payment of Invoice
- ii. Selling
1. Markup on Cost
 2. Markup on Sell Price
 3. Selling Price of Perishables
 4. Markdown

Busn 135 Student Learning Outcomes (As Listed in Highline Catalog)

- Analyze business problems and make conclusions based on the calculations performed. Explain conclusions in words.
- Perform arithmetic with the math operations: add, subtract, multiply, divide, exponents, parenthesis and the order of operations.
- Use Excel to perform business math calculations with an emphasis on data type, Number Formatting and formulas.
- Develop abilities to use fractions, decimals, and percentages to help make business decisions by hand on paper and by using the spreadsheet program Excel.
- Calculate various types of Cash Discounts and Trade Discounts by hand on paper and by using the spreadsheet program Excel.
- Calculate various types of Depreciation by hand on paper and by using the spreadsheet program Excel.
- Make simple interest, compound interest, future value, and present value calculations by hand on paper and by using the spreadsheet program Excel.
- Use calculations and concepts to make business and personal decisions.

Additional Outcomes for this class:

1) Understand the definition of Effective and Efficient

1. Effective:
 - i. Accomplish the stated goal.
 - ii. In this class the goal is to create things like Payroll tables or calculate the correct invoice totals after a trade discount. For these calculations, effective means get the correct answer.
2. Efficient
 - i. Accomplish the goal with the minimum number of resources.
 - ii. In this class the resource is time. So "Efficient" means we will learn how to create Excel Solutions that make math calculations quickly in order to save time.
 - iii. Two examples of efficient are:
 1. Using the SUM Function like =SUM(B7:B11,B14:B20,B23:B25,E7:E17), rather than the much longer formula:
=B7+B8+B9+B10+B11+B14+B15+B16+B17+B18+B19+B20+B23+B24+B25+E7+E8+E9+E10+E11+E12+E13+E14+E15+E16+E17
 2. Relative and Absolute Cell References to quickly calculate a column of Payroll number, like: =ROUND(B9*\$E\$9,2), where \$E\$9 must be locked (Absolute).

Course Prerequisites

None

Requirements for class:

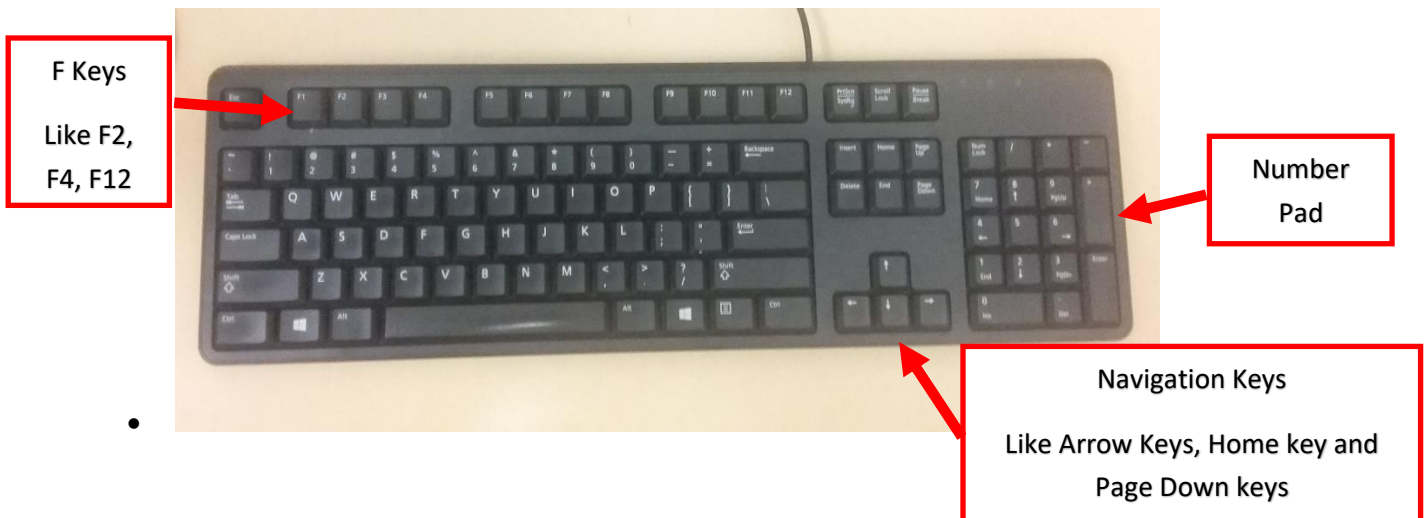
- 1) There is no textbook to buy for this class.
- 2) Must have daily access to a Windows based PC computer that fulfills these requirements:
 - The computer must be a Windows based PC computer.

- Computers must have an internet connection that allows you to watch video lectures from YouTube.
- The computer must have Excel 2013 or later for PC. Highline provides free Microsoft 365 Office with Excel to all students. See [Access to Computers](#) on how to obtain this.
- Computer can NOT be a MAC or a Chromebook.
 - i. Why are Macs and Chromebooks not allowed?
 1. Because the Mac and Chromebooks are different than Windows based computers.
 2. Because most employers require employees to use Windows based PC computers.
 3. The Business Department at Highline is required to teach you on a Windows-based PC computer to match employers demands.



- 3) Buy a USB Jump Drive so you can store our class Excel & PDF files.
- 4) A Standard Keyboard with the F Keys, Navigation keys and the Number Pad is strongly suggested because of the number crunching and data analysis we do and because it is more efficient for most business applications. If you don't have a Standard keyboard, you must have a keyboard with the F Keys and Navigation keys. For some laptop computers you may have to use the Fn button (Function key) to access the F keys.

- Standard Keyboard looks like this:



- Laptop computers have many different configurations. But if you have a laptop, you may have to access the F Keys using the Fn button (Function key). Here is a picture of a Surface Laptop Keyboard:



Access to Computers:

- 1) The Computer Lab, Building 30 is open to students, please use this link to view the computer lab hours <https://its.highline.edu/>
- 2) If you do not have access to a Windows-based PC computer with the Excel program installed, you will have to submit a request to the Highline helpdesk to borrow a computer for the quarter.
 1. Please complete the request to borrow a laptop online using this link <https://forms.office.com/Pages/ResponsePage.aspx?id=AzbjXcO4-06rg5AtOyQeHLOGPASG4rpPtmhuUP6HgPNUQ01FTk9TOENSQ0NMNkxVODMzOExKSzY1Ny4u>
 2. In the request you must ask for a Windows based PC computer with a full keyboard and the program Excel installed on it.
- 3) If you have your own computer and need Excel, here is the Highline website link for you to get information about downloading Office 365 for free: <https://its.highline.edu/free-office-365-for-students-and-staff/>

We have Two Class websites:

1. Use the people.highline website to download files and watch videos:
<https://people.highline.edu/mgirvin/AllClasses/135NoTextBook/135/135NoTextBookClass.htm>

The people site contains (This is also added to our class canvas):

- 1) Introductory Video
 - 2) Syllabus, which has details of the class and a daily schedule with details of video lectures, quizzes and test dates and times.
 - 3) All Video Lectures
 - 4) Downloadable files for class
2. Use Canvas to take quizzes, complete class discussions, upload tests and view your points for the class.
<https://canvas.highline.edu>
The Canvas site contains:
 - 1) Syllabus
 - 2) Announcements
 - 3) Quizzes
 - 4) Class Discussions
 - 5) Tests
 - 6) Grades section shows you your points earned for the quizzes and tests
 - 7) The Canvas site is only available during Fall quarter which starts at 12:00 AM, Monday, September 23rd, 2024, and ends on Thursday, December 12th, 2024. If you would like to contact me after the class is over, please e-mail mkajoka@highline.edu.

Structure of Class and How to Succeed in This Class:

- 1) There is no textbook in this class.
- 2) This class uses video lectures rather than expensive textbooks.
- 3) The weekly schedule of what to do is at our people web site. This weekly schedule tells you what videos you need to watch each week, what quiz you need to take or what Test you will need to submit.
- 4) For each video there is an Excel file and pdf notes.
- 5) Before you watch the video lecture, you download the Excel file and open it.
- 6) Then you watch the video to learn how to do math and Excel inside the downloaded Excel file.
- 7) You will go back and forth between the video and the Excel file. You can hit pause and rewind as many times as you need while you complete the video exercises in the Excel file.

- 8) When you are done with the video and you have completed all the video exercises in the Excel file, you can try the homework problems.
 1. These homework problems are at the end of the worksheets in the Excel files.
 2. There are answers to the homework problems directly next to the homework problems so you can check your work.
- 9) The video exercises and homework problems are NOT handed in to get points toward your grade. The video exercises and homework problems are done by you to practice for the quizzes and tests.
- 10) When you are done with a video, you read the pdf notes, which summarize in written and pictorial form everything that you learned from the video.
- 11) After you read the pdf notes, you move on to the next video.
- 12) When you are done with all the video projects, the Excel files and homework problems for the week, you look at the schedule to find the quiz or test that you should take.
- 13) When you are done with everything for the week, you move on to the next week.
- 14) The quizzes and test upload links are in the Home Area of Canvas.
- 15) Details about the tests and quizzes are in the next section.
- 16) To earn a grade in this class you watch the videos, complete the Excel file, do the homework, all for practice so that you can earn points toward a grade with the quizzes and tests. This means that the video Excel work and homework problems are NOT handed in for points toward your grade.
- 17) The instructor will communicate with you through Announcements on Canvas.
- 18) You are welcome to reach out to the instructor if you need more guidance, have any questions or concerns, please note you are not limited to my office hours.

Class Tests

- 1) There will be about 4 take home Excel & Math Tests that are in Canvas which you must complete and then upload to the Test Upload Link in the Home area of Canvas for points toward your grade.
- 2) These tests are not True/False or Multiple-Choice tests.
- 3) These tests will be like the Excel & Math exercises/homework that you complete while watching the Video Lectures. You must watch the videos and do the homework to do well in the tests.
- 4) The tests' due dates are listed in the schedule, which appears later in this syllabus. These dates are firm.
- 5) Late test uploads lose 20% of the test points unless you have made arrangements with me in advance. This means that you must upload the test before the date-time due date to avoid a 20% reduction in earned points.
- 6) Makeup tests can be taken if a documentable emergency occurs, like documented deaths or medical emergencies. To qualify for a documentable emergency, you will have to submit written proof (like a doctor's note or death certificate) to the instructor.
- 7) The test scores earned will count toward your grade for the class.
- 8) Test scores will be available on Canvas within 7 days after the due date or after you submit your test.
- 9) No Late tests can be handed in after the official end-of-class date-time: **Thursday, December 12th, 2024.**

Class Quizzes

- 1) There will be about 4 Canvas True/False or Multiple Choice.
- 2) These quizzes are listed in the Home area of Canvas.
- 3) You have two attempts on each quiz and the highest score will be kept.
- 4) The suggested dates for these quizzes are listed in the schedule, which appears later in this syllabus. These dates are not firm, which means you can take the quizzes at any time that you want throughout the quarter.
- 5) Although these quizzes can be taken anytime during the quarter, it is strongly suggested that you take them on the dates that are listed in the schedule. This will help you to have the freshly studied content of the class in your mind when you take the quiz.
- 6) Each quiz will be cumulative, which means it will test everything in the class up to that point in the class.
- 7) Any missed quiz at the end of this class will result in a 0.0 point.
- 8) The quiz scores earned will count toward your grade for the class.
- 9) No Late quizzes can be handed in after the official end of class date-time: **Thursday, December 12th, 2024...**

Class Discussions

- 1) There will be class discussions every week, these discussions are on Canvas.
- 2) To earn full points for the discussions, refer to the discussion rubric in the weekly discussions.
- 3) No points will be earned for late discussion submissions. You must complete the discussion by the due date to earn points for the weekly discussion.
- 4) No make-up for missed weekly discussions.

Canvas Gradebook

- 1) Do NOT use the percentage grades you see on canvas to calculate your grade.
- 2) The percentage grades you see in canvas indicate the percentage correct, ONLY on assignments handed in and graded, and completed quizzes.
- 3) Quizzes that are not completed do not count toward your grade. Quizzes not completed at the end of this class will result in a zero grade.
- 4) The scores for each assignment in Canvas are correct. That is to say, the points you earned are correct.
- 5) All official grading for your grade will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

Grading:

- 1) Your grade is calculated by tallying your total points from tests and quizzes and dividing by the total points possible from tests and quizzes. That decimal or percentage can be looked up in the table at the right to determine your grade.
- 2) For example if you got 23 out of 30 in quiz 1 and 25 out of 30 on quiz 2 and 92 out of 100 on Test 1, your total points would equal 140 (23+25+92), the total possible would be 160, and your percentage of points earned would be: $140/160 = 0.88$ or if you format it with a percentage: 88% and your decimal from the table on the right would be 3.4.

3) Grading Scale:

% Grade	Decimal Grade	% Grade	Decimal Grade
94.00%	4	76.00%	2.2
93.00%	3.9	75.00%	2.1
92.00%	3.8	74.00%	2
91.00%	3.7	73.00%	1.9
90.00%	3.6	72.00%	1.8
89.00%	3.5	71.00%	1.7
88.00%	3.4	70.00%	1.6
87.00%	3.3	69.00%	1.5
86.00%	3.2	68.00%	1.4
85.00%	3.1	67.00%	1.3
84.00%	3	66.00%	1.2
83.00%	2.9	65.00%	1.1
82.00%	2.8	64.00%	1
81.00%	2.7	63.00%	0.9
80.00%	2.6	62.00%	0.8
79.00%	2.5	61.00%	0.7
78.00%	2.4	0.00%	0
77.00%	2.3		

First Week Drop Policy

In accordance with the Highline College first week non-attendance drop policy, Students are responsible for dropping or withdrawing from this course as necessary. No official warnings will be given to students when excessive absences and or missing assignments jeopardize the successful completion of this course.

Academic Honesty:

Students are expected to maintain a high standard of honesty in their academic work. Cheating and plagiarism are specifically prohibited under the college's Student Rights and Responsibilities provisions. Acts of cheating may include:

- 1) Turning in an item you did not create is cheating. Copying another person's digital item or work is cheating.
- 2) Allowing (intended or not intended) someone else to copy your work or digital item, is considered cheating and will result in a failing grade (zero grade) for the assignment. This means that you must safeguard your work and computer so that others do not have access to your work or computer.
- 3) During a test or quiz, do your own work, do not look at other's work, and do not talk with others (to do so is cheating). Do not discuss your test or quiz with others before or after the test. Having someone take or help you with a test or quiz is cheating.

Academic dishonesty of any kind will result in a grade of 0.0 on the assignment and possible disciplinary action from the college.

If I have reason to believe that you engaged in academic dishonesty, I may make a report to the Office of Student Conduct after speaking with you about the situation. Students who have more than one report of alleged academic dishonesty during their time at Highline College may be required to meet with a Conduct Officer for a student conduct hearing and have sanctions imposed. It is both your right and responsibility to be familiar with the document entitled [Student Conduct Code WAC 1321-125](#).

Incomplete Policy

- 1) In accordance with Highline policy, Incomplete Contacts are granted in the case of documented emergencies. Examples of documentable emergencies are notes from the doctor for hospital visits or a copy of death certificates for a relative.
- 2) Incompletes are considered only if 80% of the total class work is done with a 2.0 grade or higher.
- 3) The student must notify the instructor two weeks BEFORE the last day of the class in order to qualify for an incomplete.
- 4) If an incomplete is granted, a contract between the student and teacher will be created and the terms of the contract must be completed and signed by the last day of class.

College Policies

Inclusive Statement

Highline College actively promotes and supports a learning environment which ensures social justice, mutual respect, understanding, civility and nonviolence.

I recognize and respect diversity knowing that we are all different, and we also learn in different ways. These differences provide us with opportunities to learn new things, compare experiences, test our assertions, understand ourselves better, and find common ground. In this class, I will uphold and promote an anti-discriminatory environment where everyone will belong and feel safe. I am committed to providing an equitable learning environment that will provide support to everyone in this class to ensure that we all learn and succeed.

Access Services Statement:

Your experience in this class is important to me. If you have already established accommodation with Access Services, please communicate your approved accommodation to me at your earliest convenience so we can discuss your needs in this course.

If you have not yet established services through Access Services, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact Access Services at 206-592-3857 or access.highline.edu. Access Services is located in the Library (building 25 suite 531.)

Grievance Procedures:

I hope that you will communicate with me if you experience anything in this course that does not support an inclusive environment. You can also report any incidents you may witness or experience on campus through the following procedures:

For instructional grievance process:

In the case of a complaint about a course, students are encouraged to speak with their instructor first, and if the matter is not resolved, students should then contact the division chair. The division chair is Oussama Alkhalili (Sam), oalkhalili@highline.edu or (206) 592-4317. For more detail, see the [Instructional Grievance Process](#) in the Highline catalog.

For Title IX (claims related to discrimination and sexual harassment)

It is the policy of Highline College to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, [RCW 49.60.030](#) and their implementing regulations. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

For more detail see [the Title IX page](#) on the Highline website.

Advising:

“Advising is a collaborative partnership between you and your advisor. Your advisor can teach you how to find information to make the most of your college experience. In your first advising meetings, you will create a plan together for courses and/or a degree based on your educational goals. Your advisor can connect you to a network of resources and support services whether you are facing obstacles or just need more information. It is suggested to meet with your advisor once per quarter. To request a Faculty Advisor: <https://bit.ly/3ciPEb9>”

All advising is done in AVISO. Please visit the Aviso [webpage](#) to learn more. If your advisor’s schedule is active, you will be able to schedule an appointment through Aviso.

Additional College Procedures & Policies

For information on college policies on diversity, classroom behavior, incompletes, absences for religious reasons, student grievances, withdrawals, and emergency procedures please visit [Highline College Procedures and Policies](#).

Student Resources:

The college offers many resources to support student achievement and success. These include Access Services, faculty advising, the Academic Success Centers (math, writing, and general tutoring), the college library, and technical support. For more information visit <http://tutoring.highline.edu/home2.htm>

Basic Needs Resources

If you are experiencing homelessness, food insecurity, financial hardship, or are in need of other basic needs support, please utilize the resources found on the Basic Needs Resources link on the Canvas course page.

Link to [Basic Needs Resources For Highline Students](#)

Important Dates:

- All tests and quizzes must be completed before the final day of class: **Thursday, December 12th, 2024.**
- The Canvas website will be shut off after the final day of class: **Thursday, December 12th, 2024.**
- Link to the Academic Calendar: <https://catalog.highline.edu/content.php?catoid=28&navoid=1879>
- If you want to contact the instructor after the class is over, you can e-mail me at: mkajoka@highline.edu

Schedule on 2 Next Pages:

Date	Week	Dates	Topic (section of Web Site)	Videos to watch at people web site	Earn Points for Grade with Quiz or Test
Mon, Sep 23, 2024	Week 1	Mon, Sep 23, 2024 to Sun, Sep 29, 2024	Introduction To Excel	Video 00 & 01	Complete Quiz before midnight Friday, 09/27/2024. Covers up through Video #7. Introduce Yourself: Short Bio and weekly discussion Due on Canvas before midnight Thursday, 09/26/2024 Discussion: Class Rules and Norms Due on Canvas before midnight Sunday, 09/29/2024
Tue, Sep 24, 2024				Video 02	
Wed, Sep 25, 2024				Video 03	
Thu, Sep 26, 2024				Video 04	
Fri, Sep 27, 2024				Video 05	
Sat, Sep 28, 2024				Video 06	
Sun, Sep 29, 2024				Video 07	
Mon, Sep 30, 2024	Week 2	Mon, Sep 30, 2024 to Sun, Oct 06, 2024	Math Basics & Word Problems	Video 08	Discussion: Week 1 & 2 In Review Due on Canvas before midnight Thursday, 10/03/2024 Excel Math Test 1 MUST be uploaded to Canvas before midnight Sunday, 10/06/2024
Tue, Oct 1, 2024				Video 09	
Wed, Oct 2, 2024				Video 10	
Thu, Oct 3, 2024					
Fri, Oct 4, 2024					
Sat, Oct 5, 2024					
Sun, Oct 6, 2024					
Mon, Oct 7, 2024	Week 3	Mon, Oct 07, 2024 to Sun, Oct 13, 2024	Fractions, Decimals, Percentages	Video 11	Complete Quiz 2 before midnight Sunday, 10/13/2024.
Tue, Oct 8, 2024				Video 12	
Wed, Oct 9, 2024				Video 13, 14, 15	
Thu, Oct 10, 2024				Video 16	
Fri, Oct 11, 2024				Video 17	
Sat, Oct 12, 2024					
Sun, Oct 13, 2024					
Mon, Oct 14, 2024	Week 4	Mon, Oct 14, 2024 to Sun, Oct 20, 2024	Fractions, Decimals, Percentages	Video 18	
Tue, Oct 15, 2024				Video 19	
Wed, Oct 16, 2024				Video 20	
Thu, Oct 17, 2024				Video 21	
Fri, Oct 18, 2024				Video 22	
Sat, Oct 19, 2024					
Sun, Oct 20, 2024					
Mon, Oct 21, 2024	Week 5	Mon, Oct 21, 2024 to Sun, Oct 27, 2024	Fractions, Decimals, Percentages	Video 23	Discussion: Week 3, 4 & 5 In Review Due on Canvas before midnight Thursday, 10/24/2024 Excel Math Test 2 MUST be uploaded to Canvas before midnight Sunday, 10/27/2024
Tue, Oct 22, 2024				Video 24	
Wed, Oct 23, 2024				Video 25	
Thu, Oct 24, 2024				Video 26	
Fri, Oct 25, 2024					
Sat, Oct 26, 2024					
Sun, Oct 27, 2024					

Date	Week	Dates	Topic	Videos to watch at people web site	Earn Points for Grade with Quiz or Test
Mon, Oct 28, 2024	Week 6	Mon, Oct 28, 2024 to Sun, Nov 03, 2024	Banking & Payroll	Video 27	Complete Quiz 3 before midnight Tuesday, 10/29/2024. Covers up through Video #28
Tue, Oct 29, 2024				Video 28	
Wed, Oct 30, 2024				Video 29	
Thu, Oct 31, 2024				Video 30	
Fri, Nov 1, 2024				Video 31	
Sat, Nov 2, 2024				Video 32	
Sun, Nov 3, 2024					
Mon, Nov 4, 2024	Week 7	Mon, Nov 04, 2024 to Sun, Nov 10, 2024	Banking & Payroll	Video 33	Discussion: Week 6 & 7 In Review Due on Canvas before midnight Thursday, 11/07/2024 Excel Math Test 3 MUST be uploaded to Canvas before midnight Sunday, 11/10/2024
Tue, Nov 5, 2024				Video 34	
Wed, Nov 6, 2024				Video 35	
Thu, Nov 7, 2024				Video 36	
Fri, Nov 8, 2024					
Sat, Nov 9, 2024					
Sun, Nov 10, 2024					
Mon, Nov 11, 2024	Week 8	Mon, Nov 11, 2024 to Sun, Nov 17, 2024	Buying & Selling	Video 37	
Tue, Nov 12, 2024				Video 38	
Wed, Nov 13, 2024				Video 39	
Thu, Nov 14, 2024					
Fri, Nov 15, 2024					
Sat, Nov 16, 2024					
Sun, Nov 17, 2024					
Mon, Nov 18, 2024	Week 9	Mon, Nov 18, 2024 to Sun, Nov 24, 2024	Buying & Selling	Video 40	Complete Quiz 4 before midnight Wednesday, 11/20/2024. Discussion: Week 8 & 9 In Review Due on Canvas before midnight Thursday, 11/21/2024
Tue, Nov 19, 2024				Video 41	
Wed, Nov 20, 2024					
Thu, Nov 21, 2024					
Fri, Nov 22, 2024					
Sat, Nov 23, 2024					
Sun, Nov 24, 2024					
Mon, Nov 25, 2024	Week 10	Mon, Nov 25, 2024 to Sun, Dec 01, 2024	Finance	Video 42	
Tue, Nov 26, 2024				Video 43	
Wed, Nov 27, 2024					
Thu, Nov 28, 2024					
Fri, Nov 29, 2024					
Sat, Nov 30, 2024					
Sun, Dec 1, 2024					
Mon, Dec 2, 2024	Week 11	Mon, Dec 02, 2024 to Sun, Dec 08, 2024	Finance	Video 44	Discussion: Week 10 & 11 In Review Due on Canvas before midnight Thursday, 12/05/2024
Tue, Dec 3, 2024				Video 45	
Wed, Dec 4, 2024					
Thu, Dec 5, 2024					
Fri, Dec 6, 2024					
Sat, Dec 7, 2024					
Sun, Dec 8, 2024					
Thu, Dec 12, 2024	Week 12	Thu, Dec 12, 2024			Excel Math Test 4 MUST be uploaded to Canvas before midnight Thursday, 12/12/2024

END OF CLASS is before midnight Thursday, Dec 12, 2024. NO WORK CAN BE HANDED IN AFTER OFFICIAL END OF CLASS.