

Coffeyville Community College

COURSE SYLLABUS

FOR

**BUSN-133-OL
Business Math**

Mrs. Darla Thornburg

COURSE NUMBER:	BUSN-133-OL
COURSE TITLE:	BUSINESS MATH
CREDIT HOURS:	Three
INSTRUCTOR:	Mrs. Darla Thornburg
TELEPHONE:	620-251-7700, ext. 2122
E-MAIL:	WebCT Mail
PREREQUISITE(S):	None
REQUIRED TEXT:	<p><u>Business Math Essentials</u>, Robert L. Dansby, Prentice Hall 2000.</p> <p>This textbook can be purchased from the CCC College Bookstore. 620-252-7555.</p>
COURSE DESCRIPTION:	<p>This course is designed for all business students. The course will assist students in reaching a level of increased competence in mathematics and expanded understanding of the applications of mathematical concepts in business activities. Emphasis is placed upon learning mathematical concepts through practical application to common business problems.</p>
EXPECTED LEARNER OUTCOMES:	<p>Upon successful completion of Business Math, the student will be able to:</p> <ul style="list-style-type: none"> Review the fundamental operations of arithmetic: whole numbers (addition, subtraction, multiplication, and division), fractions, decimals, and percents. Solve common business problems involving discounts, payroll, interest, markup, depreciation, inventory, and banking.

**LEARNING TASKS AND
ACTIVITIES:**

Students are to work through chapter assignments, complete self-study test and complete chapter exams.

**ASSESSMENT OF
OUTCOMES:**

Evaluation:

The student's final grade will be based on the following:

Examinations 100%

Exams:

The course will consist of five exams and a comprehensive final examination.

The grading scale for this course will be:

A = 100 - 90

B = 89 - 80

C = 79 - 70

D = 69 - 60

F = 59 and Below

Academic Honesty:

Absolutely no tolerance!

Each student is expected to do his or her own work. Appropriate action will be taken on any student who is found borrowing another student's work; this may include receiving a failing grade, being dropped from the class or being placed on academic probation.

**THE SYLLABUS IS SUBJECT TO REVISION WITH PRIOR NOTICE
TO THE STUDENT BY THE INSTRUCTOR.**

Business Math

REVIEW THE FUNDAMENTAL OPERATIONS OF ARITHMETIC: WHOLE NUMBERS (ADDITION, SUBTRACTION, MULTIPLICATION, AND DIVISION), FRACTIONS, DECIMALS, AND PERCENTS.

1. Read and write whole numbers.
2. Add whole numbers.
3. Round off whole numbers and estimate sums.
4. Subtract whole numbers and estimate differences.
5. Multiply whole numbers.
6. Check multiplication and estimate answers.
7. Divide whole numbers.
8. Check division and estimate answers.
9. Find averages.
10. Define the meaning of fractions.
11. Equivalent fractions.
12. Add, subtract, multiply and divide fractions, and mixed numbers.
13. Define the meaning of decimals and reading decimals.
14. Round off decimals.
15. Compare decimals.
16. Add, subtract, multiply and divide decimals and mixed numbers.
17. Multiply and divide decimals using shortcuts.
18. Find equivalent decimal and common fractions.

SOLVE COMMON BUSINESS PROBLEMS INVOLVING DISCOUNTS, PAYROLL, INTEREST, MARKUP, DEPRECIATION, INVENTORY, AND BANKING.

19. Work with base, rate and amount.
20. Compute aliquot parts.
21. Compute markup and selling price.
22. Compute markdown and new selling price.
23. Compute ratios and proportions.
24. Maintain a check register.
25. Prepare a bank statement reconciliation.
26. Compute gross pay.
27. Compute payroll deductions and the payroll register.
28. Find commissions.
29. Compute business inventories.
30. Compute depreciation by straight-line and units of production methods.
31. Compute depreciation by declining-balance and sum-of-the year's digit methods.
32. Compute sales tax.
33. Compute banker's interest.
34. Compute exact interest and solving for unknowns.

35. Compute interest using tables.
36. Compute compound interest.
37. Compute the true rate of Interest.
38. Compute interest on unpaid balances.
39. Complete promissory notes.
40. Compute trade discounts.
41. Compute cash discounts.
42. Compute two or more trade discounts in a series.