

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

|                      |               |            |                       |                            |   |   |
|----------------------|---------------|------------|-----------------------|----------------------------|---|---|
| <b>COURSE:</b>       | <b>PREFIX</b> | <b>NO.</b> | <b>EFFECTIVE DATE</b> | <b>NEXT REVIEW DATE</b>    |   |   |
|                      | BUS           | 140        | January 2009          | January 2010               |   |   |
| <b>TITLE:</b>        |               |            | <b>CREDITS</b>        | <b>CONTACTS</b>            |   |   |
|                      |               |            |                       | <b>CLASS - LAB - TOTAL</b> |   |   |
| Business Mathematics |               |            | 3                     | 3                          | 0 | 3 |

**PREREQUISITES:** MAT 150 with a grade of "C" or better or equivalent placement score.

**DESCRIPTION:** This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds and other accepted business practices.

This course is meant to help you develop two essential skills: (1) the ability to solve business problems involving mathematics and (2) the ability to use electronic calculators efficiently. This textbook uses an integrated approach to solve these problems.

**TEXTBOOK(S) OR ALTERNATIVE:** Basic Business Math and Electronic Calculators, by Ronald Merchant, Renee C. Goffinet, & Virginia E. Koehler; Star Publishing Company, 2005.

**MATERIALS (specifying those to be purchased by student):** Textbook and 12-digit Printing Calculator. (Preferred: Casio HR-8TM Plus-W)

**COLLATERAL READING:** None

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**Academic Honesty:** During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else's work will be given a grade of zero on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work offered for credit, will also be subject to a grade of zero on the work and further disciplinary action. Please refer to the Student Code Book, "Academic Dishonesty" section, pp. 9-10.

**Absences:** Twenty percent of total class hours will be the maximum amount allowed. There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted.

Tardies: A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent for that class. Any student who is tardy more than eight times will be dropped from the class.

Makeup Tests: Makeup test will be given at the discretion of the instructor. This will require the student to give a valid reason for missing the test and must be requested in advance. Any missed test will be put in the Success Center to be made up. The test should be made up within one week or it will be dropped a letter grade.

Assigned Work: If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class.

Classroom Etiquette: An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate. Remember no food or drinks are allowed in classrooms. Cell phones should not be on during class.

Disabilities Statement: Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See *College Catalog*)

Student ID: It is mandatory that every student wear his or her student ID at all times when on the Cheraw campus.

During the first week of classes, the instructor will issue a reminder to wear the ID. This reminder is a warning.

After the first week of classes, instructors are required to dismiss students without ID from class. The student may get his/her ID (or a new one in Student Services for \$3.00) and return to class before the midpoint of the class. If the student cannot get an ID and return to class by the midpoint, the instructor will record the absence.

**RESOURCES (A-V, persons, tools/equipment):**

Chalkboard  
Electronic Printing Calculators  
Workbooks  
Handouts

**COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and calendar or approximate length of time devoted to topic.**

Tentatively, we will cover the chapters listed below at the approximate rate of one to two per week.

**PART I**

**FUNDAMENTAL OPERATIONS**

- |   |  |
|---|--|
| 1 | Fundamental Operations: Numbers, Addition, and Subtraction     |
| 2 | Multiplication and Division                                    |
| 3 | Estimating   |
| 4 | Special Functions and Operations with an Electronic Calculator |
| 5 | Introducing the Metric System                                  |

**PART II**

**CALCULATOR APPLICATIONS:**

- |    |  |
|----|--|
| 6  | Essential Applications                         |
| 7  | Simple Interest                                |
| 8  | Consumer Economics                             |
| 9  | Business Operations                            |
| 10 | Business Analysis                              |
| 11 | Calculator Skill Development for Touch Control |

**OBJECTIVES OF COURSE:** Students should become efficient with:

1. Basic Number Skills.
2. Ten-key Touch Control.
3. Estimating.
4. Fractions, Decimals, and Percents.

**OBJECTIVES OF COURSE:** (Continued)

5. Special Calculator Functions.
6. Word Problems.
7. Using Simple Business Formulas.
8. Applying Number and Calculator Skills.
9. The Metric System.

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:**

Lecture/discussion  
Classwork assignments  
Handouts  
Homework assignments

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:**

Tests will be given after each chapter and will represent 100% of the final grade.

**GRADING SCALE:** The following grading scale will be used.

93 - 100 = A  
85 - 92 = B  
77 - 84 = C  
70 - 76 = D  
Below 70 = F

Grades are earned as outlined below:

|                     |  |            |
|---------------------|--|------------|
| TEST IA             | Numbers without a Calculator                     | 50         |
| TEST IB             | Addition and Subtraction with a Calculator       | 50         |
| TEST IIA            | Multiplication and Division without a Calculator | 50         |
| TEST IIB            | Multiplication and Division with a Calculator    | 50         |
| TEST III            | Estimating without a Calculator                  | 50         |
| TEST IV             | Special Functions                                | 50         |
| TEST V              | The Metric System                                | 50         |
| TEST VI             | Essential Applications                           | 100        |
| TEST VII            | Buying and Selling Goods                         | 100        |
| EVALUATION          |  | 10         |
| COMPREHENSIVE FINAL |  | <u>100</u> |
|                     | Total Points                                     | <u>660</u> |

Grades will be determined by dividing your total points by 660.

\*If necessary, total points will be adjusted to correspond to content covered.

\*\*Adjustments may be made as deemed necessary.