

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE: BUS	PREFIX 140	NO. 	EFFECTIVE DATE January 2010	NEXT REVIEW DATE January 2011
TITLE: Business Mathematics			CREDITS 3	CONTACTS CLASS - LAB - TOTAL 3 0 3

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

DESCRIPTION: 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: Canon P23-DH V mini desktop printing calculator - can be purchased in Book Nook - \$25.00 plus tax)

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 2010-2012 College Catalog, "Academic Dishonesty" section, pp. 47.

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.

Makeup Tests: Makeup tests 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 may be dropped a letter grade.

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.

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.

Student ID: It is **Mandatory** for students to wear his/her ID badge at all times on the Cheraw campus. You may get a temporary ID in the Student Services Office.

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 2010-2012 *Catalog*, Page 23).

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.
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	660

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.