

Administrative Master Syllabus

Course Information

Course Title	Business Math
Course Prefix, Num. and Title	POFT 1321 Business Math
Division	Technology and Business
Department	Business Office Technology
Course Type	WECM Course
Course Catalog Description	Fundamentals of business mathematics including analytical and critical thinking skills.
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	3:3:0
Lab/Other Hours	
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	0
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Division Chair:	David Kucera, Technology & Business Division Chair	03-30-2023



Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

Review of the fundamentals of mathematics. Topics include Whole numbers; How to dissect and solve word problems; Fractions; Decimals; Banking; Solving for the unknown: A how-to-approach for solving equations; Percents and their applications; Discounts: trade and cash; Markups and markdowns: insight into perishables; Payroll; Simple interest; Promissory notes, simple discount notes, and the discount process; Compound interest and present value.

Provide students with a good basis for elementary accounting concepts, business machines, and computer technology.

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

Solve business math problems

Methods of Assessment:

Exams

Homework

Quizzes

Final Exam

Required text(s), optional text(s) and/or materials to be supplied by the student:

Required Text: Most recent edition of Practical Business Math Procedures, by Jeffrey Slater, McGraw-Hill. The textbook is packaged with the Cengage online homework management system.

Suggested Course Maximum:

35

List any specific or physical requirements beyond a typical classroom required to teach the course.

None

Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

Exams	30%
Homework.....	30%
Quizzes/Discussions	20%
Final Exam	20%



The following grading scale will be used to determine grades for the class.

If your score is Your grade is:

90% up to 100% ..A

80% up to 89%B

70% up to 79%C

60% up to 69%D

59% or belowF

Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
 - Critical Thinking
 - Communication
 - Empirical & Quantitative Skills
 - Teamwork
 - Social Responsibility
 - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist