

## Administrative Master Syllabus

### Course Information

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

### Semester Credit Hours

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

### Approval Signatures

<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>Department Head:</b>	Celine Siewert, Business Office Technology Program Director	06/01/2025
<b>Division Chair:</b>	David Kucera, Technology & Business Division Chair	06/01/2025
<b>VPI:</b>		



## **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/Discussions
- 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%



## **Wharton County Junior College**

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 below .....F

### **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