

Course Information

Course Title	Business Math
Course Prefix, Num. and Title	POFT 1321 Business Math
Division	Technology & 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
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

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 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