



Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title – Business Math

Course Prefix and Number – POFT 1321

Department – Business and Office Administration

Division – Technology & Business

Course Type: (check one)

Academic General Education Course (from ACGM – but not in WCJC Core)

Academic WCJC Core Course

WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours # : Lecture hours# : Lab/other hours # 3:3:0

Equated Pay hours for course - 3

Course Catalog Description – Fundamentals of business mathematics including analytical and critical thinking skills.

Prerequisites/Corequisites - None

Approvals – the contents of this document have been reviewed and are found to be accurate.

List Lab/ Other Hours
Lab Hours 0
Clinical Hours
Practicum Hours
Other (list)

Prepared by Mary L. McClelland	Signature <i>Mary L. McClelland</i>	Date 9/09
Program Director Mary Wilson	Signature <i>Mary Wilson</i>	Date 9/09
Division Chair Stephanie Dees	Signature <i>Stephanie Dees</i>	Date 9/09
Dean of Vocational Instruction	Signature <i>LAC</i>	Date 9-24-09



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

1. Review of the fundamentals of mathematics.
2. Provide students with a good basis for elementary accounting concepts, business machines, and computer technology.

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
The student will demonstrate the ability to solve fundamental business mathematics including analytical and problem-solving skills in business applications.	At least 90% of students will correctly answer at least 70% of the questions on a comprehensive written exam.

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

Required Text: *Practical Business Math Procedures*, 9th Edition, Jeffrey Slater, ISBN #978-0-078-163-258. The textbook is packaged with the Homework Manager system. Students will need a pocket calculator, #2 pencil, and about five Scantron forms for completing the tests.

IV. Suggested Course Maximum - 35

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

None

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

4 Exams	30%
Homework	30%
Quizzes	20%
Final Exam	20%

Reading assignments

Ch 1 Whole numbers; How to dissect and solve word problems

Ch 2 Fractions

Ch 3 Decimals

Test 1

Ch 4 Banking

Ch 5 Solving for the unknown: A how-to-approach for solving equations

Ch 6 Percents and their applications

Test 2

Ch 7 Discounts: trade and cash

Ch 8 Markups and markdowns: insight into perishables

Ch 9 Payroll

Test 3

Ch 10 Simple interest

Ch 11 Promissory notes, simple discount notes, and the discount process

Ch 12 Compound interest and present value

Test 4**Comprehensive final exam****VII. Curriculum Checklist**

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed

- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:

- Basic Intellectual Competencies
- Perspectives
- Exemplary Educational Objectives

- **WECM Courses**
Attach the following:

- Program SCANS Matrix
- Course SCANS Competencies Checklist