



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):

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.

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: Most recent edition of *Practical Business Math Procedures*, by Jeffrey Slater, McGraw-Hill. The textbook is packaged with the Cengage online homework management 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**
If needed, revise the Program SCANS Matrix & Competencies Checklist.