

COURSE OUTLINE

Revision: Marla Lockhart Date: April, 2009

DEPARTMENT: Business (BUS)  
CURRICULUM: Business Information Technology  
COURSE TITLE: Business Math/Spreadsheets  
COURSE NUMBER: BUS 116  
TYPE OF COURSE: Vocational Preparatory  
COURSE LENGTH: 1 quarter  
CREDIT HOURS: 5  
LECTURE HOURS: 55  
LAB HOURS: 0  
CLASS SIZE: 30  
PREREQUISITES: None

COURSE DESCRIPTION:

The course is designed to give a review of basic math skills with particular emphasis on percentages, interest, discounts, arithmetic of payroll, taxes, bank statements, reconciliation, trade and cash discounts, establishing retail prices, consumer credit, simple interest, compound interest, annuities, business and consumer loans. Spreadsheet and word processing skills introduced.

STUDENT LEARNING OUTCOMES ADDRESSED:

1. Computation - Use basic mathematical operations.
2. Critical Thinking and Problem Solving – Evaluate information and solve problems.
3. Human Relations – Recognize the diversity of cultures.
4. Personal Responsibility – Recognize the diversity of cultures.
5. Personal Responsibility – Value one’s own skills.

PROGRAM OUTCOMES ADDRESSED:

2. Apply mathematical skill to business and banking situations.
7. Demonstrate time management and organization skills.
8. Identify and use appropriate resources for problem solving.
9. Receive, interpret, and follow both written and verbal instructions.
12. Demonstrate flexibility, motivation when faced with change.
14. Create and manage physical and electronic data systems in business applications.
15. Adapt to workplace practices and practice appropriate professional conduct.
18. Interpret business data.
21. Create effective spreadsheets that communicate financial and other business information.

GENERAL COURSE OBJECTIVES:

At the end of the course the student will:

1. Apply mathematical skill to business applications.
2. Apply mathematical skill to banking situations.
3. Calculate percentages, discounts, taxes and loans
4. Demonstrate proficiency in use of the calculator

TOPICAL OUTLINE:

APPROX. HOURS

I. The basic skills	11
II. The mathematics of trading	8
III. The mathematics of operating costs	8
IV. The mathematics of finance	5
V. Spread sheets and word processing	23
Total	<u>55</u>

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