

NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS

COURSE IDENTIFICATION

Course Code/Number: BUSI 106

Course Title: Business Math

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): Three (3)

Effective Date: Summer 2018

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This course is designed as a review of individual skills and knowledge in fundamental mathematical processes and the application of these processes to business procedures. Emphasis is placed upon topics necessary for an understanding of various business procedures.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

None

TEXTS

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,
 - identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

At the end of this course, the student should be able to:

Outcome 1: Demonstrate an understanding for knowledge base business math fundamentals.

Competencies:

1. The student will read, write, round, add, subtract, multiply, and divide whole numbers.
2. The student will read, write, round, add, subtract, multiply, and divide fractions.
3. The student will read, write, round, add, subtract, multiply, and divide decimals.
4. The student will apply percentage (portion formula) to solve business problems.
5. The student will use basic equations to solve business problems.

Outcome 2: Apply business math fundamentals to various business applications.

Competencies:

1. The student will determine trade and cash discounts.
2. The student will determine markups and markdowns.
3. The student will calculate various types of employees' gross pay.
4. The student will calculate various types of depreciation methods of plant assets.
5. The student will demonstrate an understanding of corporate stocks, bonds, and mutual funds.
6. The student will demonstrate an understanding of business statistics.

Outcome 3: Apply business math fundamentals to various personal applications.

Competencies:

1. The student will determine simple interest and maturity value.
2. The student will determine compound interest and present value.
3. The student will demonstrate an understanding of annuities and sinking funds.
4. The student will demonstrate an understanding of installment buying and revolving charge credit cards.
5. The student will determine the cost of life, fire, and auto insurance.
6. The student will demonstrate an understanding of sales, excise, and property taxes.
7. The student will demonstrate an understanding of the cost of owning a home.

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

- 1) Whole numbers; how to dissect and solve word problems
- 2) Fractions
- 3) Decimals
- 4) Solving for the unknown
- 5) Percents and their applications
- 6) Discounts: Trade and cash
- 7) Markups and markdowns
- 8) Payroll
- 9) Simple Interest
- 10) Promissory notes, simple discount notes, and the discount process
- 11) Compound interest and present value
- 12) Annuities and sinking funds
- 13) Installment buying, rule of 78, and revolving charge credit cards
- 14) The cost of home ownership
- 15) Depreciation
- 17) Sales, excise, and property taxes
- 18) Life, fire, and auto insurance
- 19) Stocks, bonds, and mutual funds
- 20) Business statistics

STUDENT REQUIREMENTS AND METHOD OF EVALUATION**INSTRUCTIONAL METHODS**

1. Illustration and demonstration of solutions to various problems.
2. Student participation through classroom or online discussions, board presentations, and drills.
3. Students will be assigned problems to complete from the textbook.
4. Students should have access either to a calculator or to a software package utilizing calculator functions.

STUDENT REQUIREMENTS

1. Attendance and class participation are essential to successfully complete the course.
2. Problems and exercises will be assigned frequently. Problems will be completed in class or outside either on paper or on course homework website.
3. Examinations: Examinations will be administered throughout the course.

GRADING SCALE

The grading scale is as follows:

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

Under 60% = F

ASSESSMENT OF STUDENT GAIN

Pre-assessment ideally begins during the advisement and enrollment process with the advisor and/or instructor interviewing the student to determine the proper level of placement. During the first two weeks of a normal semester, students are observed and/or interviewed and assignments are examined to determine needed competency development. Post-assessment to determine gain in competency will be measured at the end of each unit of study.

ATTENDANCE POLICY

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized

for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE:

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will

keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES

VOCATIONAL/CAREER COURSE DOCUMENTATION

This course is one course from the approved program in Career and Technical Education. It is taken by students preparing for accounting or bookkeeping positions, students in transfer programs as a business elective, small business owners, and other business students.

ADVISORY COUNCIL INVOLVEMENT

The Business program maintains an advisory board for this career component. The coordinator communicates with the Board on a regular basis concerning issues or problems that occur and meets with the group one or two times each year.