

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore, <http://www.labette.edu/bookstore>, for the required texts for this class.

<u>COURSE NUMBER:</u>	Otec 119
<u>COURSE TITLE:</u>	BUSINESS MATH
<u>SEMESTER CREDIT HOURS:</u>	3
<u>DEPARTMENT:</u>	Business Administrative Technology
<u>DIVISION:</u>	Career Technical Education
<u>PREREQUISITE:</u>	Placement Test Scores equivalent to MATH 106, Applied Mathematics
<u>REVISION DATE:</u>	11/2014

COURSE DESCRIPTION:

Business decision-making usually involves business math. Business Math provides a background of general and specific knowledge of business math concepts for those students who plan to enter business programs. Students will develop skill using a 10-key adding machine by touch and using the numeric keypad of a computer.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Use basic computational skills to solve business related mathematical problems.

- Read, write and round whole numbers.
- Learn types of fractions and conversion procedures.
- Learn the mathematics of decimals.
- Learn the basic procedures used to solve equations for the unknown.
- Connect decimals to percents to use in formulas.

2. Solve marketing mathematical problems.

- Learn about trade and cash discounts and when best to use them.
- Learn how to calculate different types of markups and markdowns.

3. Solve banking and financial mathematical problems.

- Learn banking definitions and apply them to transactions and reconciliation's.
- Calculate formulas and maturities based on simple interest.
- Learn the structure of different notes and calculate the effective rates of interest.
- Compare different interest calculations.

4. Solve accounting mathematical problems.

- Learn definitions and calculate different payroll procedures.
- Calculate inventories using several different acceptable methods.
- Study the concept of depreciation.

5. Solve consumer/personal mathematical problems.

- Learn the different types of mortgages and how to calculate and identify interest cost.
- Calculate sales, excise and property taxes.

6. Develop 10-key office machine skills needed for entry-level office positions.

- Keystroke at least 100 digits per minute with 0-3 error.
- Identify special use keys on a calculator.
- Determine speed and accuracy through timed drills and productivity drills.

7. Perform workplace competencies

III MATHEMATICS

1. Estimate, apply, and solve problems involving fractions, decimals, percentages, and real numbers.
2. Decide whether a problem situation is best solved using computer, calculator, paper and pencil, or metal arithmetic/estimation techniques.
3. Translate written and/or verbal statements into mathematical expressions.

IX RESOURCE MANAGEMENT

7. Explain the purpose and use of the following:
 - a Promissory note and bank draft
 - f Employee's withholding exemption form
 - g Payroll check