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.

COURSE NUMBER: OTEC 119
COURSE TITLE: BUSINESS MATH
SEMESTER CREDIT HOURS: 3
DEPARTMENT: Business Administrative Technology
DIVISION: Career Technical Education
PREREQUISITE: Placement Test Scores equivalent to MATH 106, Applied Mathematics
REVISION DATE: 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.

   - 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