COURSE: BUS 140  |  EFFECTIVE DATE: January 2014  |  NEXT REVIEW DATE: January 2015

TITLE: Business Mathematics  |  CREDITS: 3  |  CONTACTS: CLASS - LAB - TOTAL 3 0 3

PREREQUISITES: MAT 150 with a grade of "C" or better or equivalent placement score.

DESCRIPTION: This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payrolls and commission computations, introduction to stocks and bonds and other accepted business practices.

This course is meant to help you develop two essential skills: (1) the ability to solve business problems involving mathematics and (2) the ability to use electronic calculators efficiently. This textbook uses an integrated approach to solve these problems.


MATERIALS (specifying those to be purchased by student): Textbook and 12-digit Printing Calculator.

COLLATERAL READING: None

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Honesty: During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else's work will be given a grade of zero on that work and will face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work offered for credit, will also be subject to a grade of zero on the work and further disciplinary action. Please refer to the College Catalog on "Academic Discipline and Honesty".

Absences: Twenty percent of total class hours will be the maximum amount allowed. There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted.
Tardies: A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent for that class. Any student who is tardy more than eight times will be dropped from the class.

Makeup Tests: Makeup test will be given at the discretion of the instructor. This will require the student to give a valid reason for missing the test and must be requested in advance. Any missed test will be put in the Success Center to be made up. The test must be made up within one week of the original test date or a zero grade will be given.

Assigned Work: If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class. It is the student’s responsibility to retrieve all notes and assignments prior to the next scheduled class meeting.

Classroom Etiquette: An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate. Remember no food or drinks are allowed in classrooms. Cell phones should not be on during class.

Disabilities Statement: Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

Student ID: It is Mandatory for students to wear his/her ID badge at all times on the Cheraw campus. You may get a temporary ID in the Student Services Office.

RESOURCES (A-V, persons, tools/equipment):
Chalkboard
Electronic Printing Calculators
Handouts
**COURSE TOPICAL OUTLINE** (List topics and sub-topics of course) and calendar or approximate length of time devoted to topic.

Tentatively, we will cover the chapters listed below at the approximate rate of one to two per week.

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<td>Calculator Skill Development for Touch Control</td>
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**LEARNING OUTCOMES/OBJECTIVES OF COURSE:** Students should become efficient with:

1. Basic Number Skills.
2. Ten-key Touch Control.
5. Special Calculator Functions.
8. Applying Number and Calculator Skills.


**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:**
- Lecture/discussion
- Classwork assignments
- Handouts
- Homework assignments

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:**
Tests will be given after each chapter and will represent 100% of the final grade.

**GRADING SCALE:** The following grading scale will be used.

- 93 – 100 = A
- 85 – 92 = B
- 77 – 84 = C
- 70 – 76 = D
- Below 70 = F