

**Department Master Syllabus
Camden County College
Blackwood, New Jersey**

Course Title: Business Math I

Course Number: BMT-101

Department/Program Affiliation: Business Management

Date of Review: 11/2017

(This Department Master Syllabus has been examined by the program/department faculty members and it is decided that no revision is necessary at this time.)

Date of Last Revision: 6/2002

12/2009; 03/2011

(This Department Master Syllabus has been examined by the program/department faculty members and it is decided a change requiring a revision is necessary at this time.)

N.B. A change to the course materials alone (textbooks and/or supplementary materials) may not constitute a revision. Any other change to the items listed below on this form is considered a revision and requires approval by the program faculty at a Program/Department Meeting and by the division at a Chairs and Coordinator Meeting.

Credits: 3

Contact Hours: Lecture 3 Lab 0 Other

Prerequisites: None

Co-requisites: None

Course Description: Business Mathematics I is the study of mathematics using linear equations as a basis for solving business problems in retail management, finance and accounting. This course may not be accepted for transfer purposes at four-year institutions.

Course Student Learning Outcomes: Cognitive, Psychomotor, Affective Domains)

Upon completion of this course, the student will be able to:

- Apply fractions, decimals and whole numbers to business applications as assessed by tests, quizzes, class participation, projects, homework assignments and a comprehensive final exam.
- Reconcile a bank statement with a checkbook as assessed by tests, quizzes, class participation, projects, homework assignments and a comprehensive final exam.
- Apply percents in business applications as assessed by tests, quizzes, class participation, projects, homework assignments and a comprehensive final exam.
- Calculate trade and cash discounts as assessed by tests, quizzes, class participation, projects, homework assignments and a comprehensive final exam.
- Calculate markups and markdowns as assessed by tests, quizzes, class, participation, projects, homework assignments and a comprehensive final exam.

- Calculate employee's gross pay and payroll deductions as assessed by tests, quizzes, class participation, projects, homework assignments and a comprehensive final exam.
- Calculate simple interest as assessed by tests, quizzes, class participation, projects, homework assignments and a comprehensive final exam.
- Be able to calculate problems using the US Rule vs. the Merchants Rule in making partial note payments and calculating simple discounts on notes as assessed by tests, quizzes, class participation, projects, homework assignments and a comprehensive final exam.

Course Outline:

- I Whole Numbers: How to Dissect and Solve Word Problems.
 - Reading, Writing and Rounding Whole Numbers.
 - Adding and Subtracting Whole Numbers.
 - Multiplying and Dividing Whole Numbers.
- II Fractions.
 - Types of Fractions and conversion Procedures.
 - Adding and Subtracting Fractions
 - Multiplying and dividing Fractions
- III Decimals.
 - Rounding Decimals; Fraction and Decimal Conversions.
 - Adding, Subtracting, Multiplying and Dividing Decimals
- IV Banking.
 - The Checking Account
 - Bank Statement and Reconciliation Process; Trends in Online Banking
- V Solving for the Unknown: A How-to Approach for Solving Equations.
 - Solving Equations for the Unknown
 - Solving Word Problems for the Unknown
- VI Percents and Their Applications.
 - Conversions
 - Applications of Percents-Portion Formula
- VII Discounts: Trade and Cash
 - Trade Discounts-Single and Chain (Includes Discussion of Freight)
 - Cash Discounts, Credit Terms, and Partial Payments
- VIII Markups and Markdowns.
 - Markups Based on Cost (100%)
 - Markups Based on Selling Price (100%)
 - Markdowns
- IX Payroll
 - Calculating Various Types of Employees' Gross Pay.

- Employers' Responsibilities
- X Simple Interest.
- Calculation of Simple Interest and Maturity Values.
 - Finding Unknown in Simple Interest Formula
 - U.S. Rule-Making Partial Note Payments before Due Dates

Course Activities:

I. Attendance:

Students are expected to meet attendance requirements as designated by the college for day and evening classes.

II. Assignments:

Students will have the opportunity to reach course requirements through tests, projects, research papers, oral reports and other such activities.

Assessment of Student Learning Outcomes:

- A. Periodic quizzes
- B. Major tests
- C. Final examination
- D. Class participation
- E. Projects
- F. Homework Assignments

Course Materials:

Textbook(s): Practical Business Mathematics, **current edition**
 Author – Slater, Publisher – McGraw Hill

Supplemental Materials: