Passaic County Community College
ACADEMIC YEAR: 2023 - 2024
Standard Syllabus

Department Chair: Professor Thomas Cox
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Course Code: BU 102   **Course Title:** Business Mathematics

Department/Program: Business Administration   **Semesters Offered**: Fall

Course Description: This course explores the basic skills in arithmetic computation necessary for business operations. It also reviews fundamentals of arithmetic processes, fractions, decimals, percentages, problem solving, trade and cash discounts, borrowing and lending money, and determining markup. The material covered offers a basis for subsequent courses in accounting, merchandising, and related business subjects.

Prerequisites: *MA 025A*

Credits: 3   **Lecture Hours:** 3   **Lab/Studio Hours:** 0   **Clinical/Fieldwork Hours:** 0
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Required Textbook/Materials: Business Math, Cleaves, Hobbs

Additional Time and Supplemental Requirements: Based on a 15 week semester, students are expected to complete approximately 6 hours per week of assigned work outside of class.

Course Learning Outcomes: Upon successful completion of this course, students will be able to:

- Solve basic math word problems involving whole numbers, fractions, decimals, and percentages.
- Understand some basic statistical processes such as measures of central tendency and dispersion.
- Solve business problems involving Trade & Cash discounts, markup & markdown.
- Understand payable including the calculation of gross pay, payroll deductions and the employer's payroll taxes.
- Calculate simple & compound interest
- Understand consumer credit including installment loans, paying a loan before it is due and open- end credit.
- Understand future & present value, annuities and sinking funds.

General Education Outcomes: This is not a general education course.

Grading Standard:
   Tests (3) . . . .   60 % (20% each)
   Comprehensive Final . . . .   40 %

Course Content: Schedule and suggested topics, readings, and assignments subject to change based on instructor and instructional resources.

- Solve basic math processes (Chap. 1, 2, & 3)
- Solve equations (chap. 5)
- Percentages (chap. 6)
- Business statistics (chap. 7)
- Trade & cash discounts (chap. 8)
- Markup & markdown (chap. 9)
- Payroll (chap. 10)
- Simple interest & Simple discount (chap. 11)
- Consumer credit (chap. 12)
- Compound interest, future value, present value (chap. 13)
- Annuities & sinking funds (chap. 14)

College policies: For Information regarding:
- PCCC's Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the PCCC Student Handbook and PCCC Catalog.

Panther Alert: The college will announce delayed openings, closings, and other emergency situations through the Panther Alert System. Students are encouraged to sign up for Panther Alert Notifications by logging into their student accounts through the PCCC website at www.pccc.edu and following Panther Alert System instructions.

Notification for Students with Learnings Disabilities: If you have a disability, and believe you need accommodations in this class, please contact the Office of Accessibility (formerly Disability) Services at 973-684-6395, or email ods@pccc.edu. You should do so as soon as possible at the start of each semester. If you require testing accommodations, you must remind me (the instructor) one week in advance of each test.