

CATALOG INFORMATION

Dept and Nbr: BGN 81

Title: BUS MATH SKILLS

Full Title: Business Math Skills

Last Reviewed: 2/28/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:
Starting with a review of basic arithmetic and fractions, the course progresses to more advanced topics such as percents, payroll, selling and buying, and borrowing and lending. The course offers preparation for accounting, management, retailing, marketing, and office technology.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: Starting with a review of basic arithmetic and fractions, the course progresses to more advanced topics such as percents, payroll, selling and buying, and borrowing and lending. The course offers preparation for accounting, management, retailing, marketing, and office technology. (Grade Only)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1998	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Students will be able to:

- A. Calculate solutions to typical business math problems.
- B. Analyze and solve word problems involving business math.
- C. Compare alternatives for financing purchases.
- D. Compute payroll.

Topics and Scope:

- 1. Review of Arithmetic Principles (addition, subtraction, multiplication and division) applied to:
 - A. Whole numbers
 - B. Decimals
 - C. Fractions
- 2. Percent
 - A. Conversion of percentages to decimals and decimals to percentages
 - B. Identify and solve for rate, part, and base
- 3. Money Management Tools
 - A. Checking Accounts
 - B. Credit Cards
 - C. Savings Accounts
 - D. Reconciliation
- 4. Calculation of Payroll
 - A. Gross Earnings
 - B. Net Earnings
 - C. Payroll Reporting
- 5. Mathematics of Buying
 - A. Invoicing
 - B. Discounts

6. Mathematics of Selling
 - A. Markup
 - B. Markdown
 - C. Inventory Management
7. Calculation of Simple Interest
 - A. Finding principal, rate, and time
 - B. Interest notes
 - C. Discount notes
8. Taxes
 - A. Property
 - B. Income
 - C. Sales

Assignment:

1. Unit Quizzes
2. Complete chapter problems/exercises
3. Complete mathematically related activities/projects

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments are more appropriate for this course.

Writing
0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Quizzes, Exams, Activities

Problem solving
20 - 90%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations
0 - 0%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance

Other Category
10 - 25%

Representative Textbooks and Materials:

Miller, Salzman, Clenden, BUSINESS MATHEMATICS, 7th ed., Addison Wesley, 1997