

CATALOG INFORMATION

Dept and Nbr: BGN 81

Title: PRACTICAL BUSINESS MATH

Full Title: Practical 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:**  
This course focuses on the development of basic workplace business math competencies and foundation skills in order to perform simple analysis to improve organizational performance, operations, and presentation of data in a managerial context.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: This course focuses on the development of basic workplace business math competencies and foundation skills in order to perform simple analysis to improve organizational performance, operations, and presentation of data in a managerial context. (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:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1998	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

### **CID:**

#### **Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Complete workplace business math computational skills.
2. Perform quantitative operations essential for improving planning, decision-making, and organizational performance.
3. Analyze and compare financial and statistical data.

### **Objectives:**

Upon completion of this course, students will be able to:

1. Calculate and convert fundamental math operations in a variety of common modes.
2. Design, manipulate, and solve basic equations.
3. Formulate and solve quantitative operations in the areas of purchasing, pricing, depreciation, and inventory management.
4. Analyze data, including financial statements.
5. Calculate and compare loans and investments.
6. Assemble, arrange, and calculate statistical data.

### **Topics and Scope:**

- A. Business mathematical operations
  1. Numerical operations
  2. Solving basic financial equations and algorithms
  3. Simple vs. compound interest
- B. Mathematics for business
  1. Purchasing/ payment discounts
  2. Pricing, markups/markdown
  3. Inventory, overhead and depreciation
  4. Allocating costs and distribution of profits
  5. Financial statement analysis

6. Calculating and amortizing debt payments
7. Comparing investments
- C. Mathematics for presentation and analysis of business information
  1. Financial statements/ reports
  2. Elementary statistics
  3. Basic graphical analysis of information
- D. (Optional) Stocks and bonds
  1. Yield, earnings per share, price/earnings ratio, dividends
  2. Bond yield and net asset value
- E. (Optional) Payroll
  1. Gross/ net earnings
  2. Deductions and reporting

### Assignment:

1. Problem solving exercises in content areas.
2. Math related activities and projects.
3. 20-30 pages of reading per week.
4. 2 - 6 Quizzes/Tests and Final Exam.

### 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.

Problem solving exercises and math activities and projects

Problem solving  
10 - 40%

**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.

Quizzes/ Tests, Final Exam

Exams  
50 - 80%

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

Attendance and participation

Other Category  
5 - 15%

**Representative Textbooks and Materials:**

Contemporary Mathematics for Business and Consumers, 7th Ed., Brechner, Cengage 2014, or  
Practical Business Math Procedures, 11th Ed., Slater, McGraw-Hill-Irwin, 2013, or  
Business Math, 13th Ed., Gary Clendenen, Pearson, 2015