ADLTED 724 Course Outline as of Fall 2024

CATALOG INFORMATION

Dept and Nbr: ADLTED 724   Title: BUSINESS MATH EXCEL
Full Title: Business Mathematics Using Excel
Last Reviewed: 3/13/2017

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total		
Maximum	0	Lecture Scheduled	0	6	Lecture Scheduled		0
Minimum	0	Lab Scheduled	3.00	3	Lab Scheduled		18.00
		Contact DHR	0		Contact DHR		0
		Contact Total	3.00		Contact Total		18.00
		Non-contact DHR	0		Non-contact DHR		0

Total Out of Class Hours: 0.00   Total Student Learning Hours: 18.00

Title 5 Category: Non-Credit
Grading: Non-Credit Course
Repeatability: 27 - Exempt From Repeat Provisions
Also Listed As:
Formerly:

Catalog Description:
This course presents basic math as applied to business solutions using Excel including: banking, pricing, cash and trade discounts, payroll, and calculating interest and depreciation.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course presents basic math as applied to business solutions using Excel including: banking, pricing, cash and trade discounts, payroll, and calculating interest and depreciation. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:
Transfer Credit:

Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: **Area**   Effective: Inactive:
CSU GE: **Transfer Area**   Effective: Inactive:

IGETC: **Transfer Area**   Effective: Inactive:

CSU Transfer: Effective: Inactive:

UC Transfer: Effective: Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Student Learning Outcomes:
At the conclusion of this course, the student should be able to:
1.
   Apply basic principles of mathemathics in calculations for checking account debit/credit transactions, cash and trade discounts, payroll applications, product pricing for profitability, simple interest and depreciation using Excel as a tool.

Objectives:
At the conclusion of this course, the student should be able to effectively use Excel to make a variety of business calculations:
1. Fraction and decimal problems
2. Equivalents and conversion
3. Percentages as they relate to discounts
4. Checking account transactions
5. Payroll transactions
6. Cash and trade discounts
7. Pricing products for profitability
8. Simple Interest
9. Depreciation

Topics and Scope:

I. Overview of Excel for Business Applications
II. Calculating Equivalencies and Percentages
   A. Fractions
   B. Equivalents and Conversions
   C. Percentages
III. Calculating Payroll Problems
   A. Time-basis payment and payroll deductions
   B. Piecework and commission methods of payment
IV. Calculating Cash and Trade Discounts
   A. Purchase orders and invoices

B. Cash discounts
C. Trade discounts
V. Calculating Pricing
   A. Retail price, cost, and markup
   B. Profit and loss
VI. Calculating Depreciation
VII. Calculating Simple Interest

Assignment:

1. Calculate number/factor problems as they relate to specific business topics such as payroll, discounts, and depreciation using Excel (15 - 20 exercises)
2. Calculate word problems as related to specific business topics such as payroll, discounts, and depreciation using Excel (15 - 20 exercises)
3. In-class activities applying mathematical calculations to everyday business situations using Excel (8 - 10)
4. Group problem-solving exercises (4 - 6)

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	Writing 0 - 0%

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

In-class computational analysis as related to business situations: computation and word problem exercises	Problem solving 70 - 80%

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 and participation; group problem-solving	Other Category 20 - 30%

Representative Textbooks and Materials:
Instructor prepared materials