

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

 X Transfer course X A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: BUS 110 Business Mathematics

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None.

COREQUISITE: None.

RECOMMENDED PREPARATION: None.

SCOPE OF COURSE:

Theory and practical application to business situations of computing trade and cash discounts, commissions, payrolls, property taxes, interests, bank discounts, compound interest, present value, annuities, sinking funds, insurance, consumer credit, and depreciation.

SPECIFIC COURSE OBJECTIVES: Successful students will

1. demonstrate knowledge of the fundamental arithmetic functions of adding, subtracting, multiplying, and dividing;
2. show proficiency in using fractions, decimals, and percentages;
3. solve business-related arithmetic equations;
4. identify various computational business situations;
5. analyze and evaluate a variety of business situations in order to correctly identify the computations that are needed to arrive at valid conclusions;
6. apply the appropriate arithmetic computations to solve various business situations.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Arithmetic Review
 - a. fundamental computation
 - b. fractions
 - c. decimals
 - d. percent
 - e. base, percentage, and rate
2. Bank Reconciliation
3. Solving Equations
4. Trade and Cash Discounts
5. Merchandising
 - a. markup based on cost

- b. markup based on selling price
 - c. markdown
 - d. sales tax
 - e. exercise tax
 - f. freight charges
6. Payroll
- a. methods of computing gross pay
 - b. payroll deductions
 - c. employer payroll taxes
7. Depreciation
- a. straight line method
 - b. units of production method
 - c. sum-of-the-years'-digits method
 - d. declining balance method
 - e. additional 1st year depreciation (State)
 - f. accelerated cost recovery system
 - g. modified accelerated cost recovery system
8. Depreciation
- a. in United States (general)
 - b. in California (Prop. 13)
9. Insurance
- a. fire insurance
 - annual premiums
 - multi-year rates
 - shortrate premiums
 - multiple carriers
 - coinsurance clauses
 - b. life insurance
 - types
 - annual premiums
 - cancellation options
 - net cost of insurance
 - c. automobile insurance
 - public liability coverage
 - other coverage
 - rates and premiums
10. Simple Interest and Discounting
- a. calculating interest
 - b. calculating principal, rate, and time
 - c. calculating discounts
11. Promissory Notes
12. Compound Interest
- a. regular compound interest
 - b. present value
 - c. annuities
 - d. present value of an annuity
 - e. sinking funds
13. Consumer Credit
- a. revolving charge accounts
 - b. retail installment contracts
 - c. interest on amount financed
 - d. interest on amount paid back

- e. Rule of 78
- f. interest on the declining balance
- g. annual percentage rate
- 14. Analyzing and Interpreting Financial Reports
- 15. Inventory and Overhead Allocation
- 16. Stocks and Bonds
- 17. Cost of Home Ownership
- 18. Business Statistics
 - a. mean, median, and mode
 - b. frequency distribution and graphs

REQUIRED READING:

Slater, Jeffrey. Practical Business Math Procedures. 7 edition. Homewood, IL: Irwin McGraw-Hill Publisher, 2002.

SUGGESTED READING:

Trade magazines and newspapers, including the business section of local daily newspapers, Wall Street Journal, and Investor's Business Daily.

REQUIRED WRITING:

Assignments are made each class period from the problems and exercises contained in the text. Students are assigned approximately 700 problems, excluding test problems, during the semester. Although it is strongly recommended that they use a pocket calculator for computations, each student is required to show longhand written methodology to support their answers. Computational problem solving situations are more appropriate to this course than the standard sentence-structured type of writings, although the latter type are used occasionally to substantiate a particular methodology.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Activities include study of textbook chapters and assignments, review of lecture notes, and completion of applied problems.

INSTRUCTIONAL METHODOLOGY:

This course is taught primarily on a lecture/chalkboard-demonstration basis.

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

This course is taught by several instructors. Individual instructors are free to use an equitable grading method that adequately measures student achievement over the semester. The following is offered as a fairly typical grading policy for this course.

Five (5) unit tests are administered during the semester. Questions are of the computational/word-problem type:

Homework	20%
Unit Tests	50%
Final Exam	30%

Numerical scores are converted into semester letter grades on the following basis:

90+	=	A
80-89	=	B
69-79	=	C
59-68	=	D

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Sherry Gordon, ext. 2492.

SIGNATURES ON FILE
