



Course Syllabus

**Business Math
POFT 1321**

Course Description: Fundamentals of business mathematics including analytical and critical thinking skills.

Semester Hours Credit: 3

Lecture/Lab Hours: 2/4 (2 lecture hours, 4 lab hours)

Prerequisite: None

Textbook(s): *Practical Business Math Procedures*. McGraw-Hill Irwin **ISBN:** 9780077533953

Course Outcomes:

Upon successful completion of this course the student will understand:

1. Whole Numbers: How to Dissect and Solve Word Problems
 - a. Reading, Writing, and Rounding Whole Numbers
 - b. Adding and Subtracting Whole Numbers
 - c. Multiplying and Dividing Whole Numbers
2. Fractions
 - a. Types of Fractions and Conversion Procedures
 - b. Adding and Subtracting Whole Numbers
 - c. Multiplying and Dividing Fractions
3. Decimals
 - a. Rounding Decimals; Fraction and Decimal Conversions
 - b. Adding, Subtracting, Multiplying, and Dividing Decimals
4. Banking
 - a. The Checking Account
 - b. Bank Statement and Reconciliation Process; Latest Trends in Mobile Banking
5. Solving for the Unknown: A How-To Approach for Solving Equations
 - a. Solving Equations for the Unknown
 - b. Solving Word Problems for the Unknown

6. Percentages and Their Applications
 - a. Conversions
 - b. Application of Percentages—Portion Formula
7. Discounts: Trade and Cash
 - a. Trade Discounts—Single and Chain
8. Markups and Markdowns
 - a. Markups Based on Cost
 - b. Markups Based on Selling Price
 - c. Markdowns
9. Payroll
 - a. Calculating Various Types of Employee's Gross pay
 - b. Computing Payroll Deductions for Employees' Pay; Employers' Responsibilities
10. Simple Interest
 - a. Calculation of Simple Interest and Maturity Value
 - b. Finding Unknown in Simple Interest Formula
 - c. U.S. Rule—Making Partial Note Payments before Due Date
11. Promissory Notes, Simple Discount Notes, and the Discount Process
 - a. Structure of Promissory Notes; the Simple Discount Note
 - b. Discounting and Interest-Bearing Note before Maturity
12. Compound Interest and Present Value
 - a. Compound Interest (Future Value)
 - b. Present Value

Evaluation Methods:

1. End-Of-Chapter-Problems
2. Tests
3. On-Line Quizzes
4. Final

Student Learning Outcome:

- Critical Thinking: Students will utilize critical thinking skills to solve math/word problems. Assessment for this SLO will be conducted with an online Quiz for Chapter 2. The target for this SLO 90% of the class will pass Chapter 2 Quiz with a 70% or better.

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See at: [GL \(Legal\)](#)

Special Needs Services: Students with special needs, including physical and learning disabilities, who wish to request accommodations in this course should contact the Student Development Office as soon as possible to make arrangements; this should occur no later than the second week of class or as soon as the student has the documentation on the disability and requested accommodation per a certified medical or psychological professional. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Student Development Advisor.

For more information, contact: in Alice at sdalice@coastalbend.edu; Beeville at sdbeeville@coastalbend.edu; Kingsville at sdkingsville@coastalbend.edu; and Pleasanton at sdpleasanton@coastalbend.edu.

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See at: [FLB \(Local\)](#) and [FM \(Local\)](#).

See the [Student Handbook](#) for further explanation of Scholastic Dishonesty.

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