

**MARTIN COMMUNITY COLLEGE**

**Martin Community College**

**COURSE SYLLABUS**

**SPRING 2011**

**Course Number: BUS 121 (01)**

**Instructor: David Steffes**

**Course Title: Business Math**

**Office No. N/A**

**Credit Hours: 3**

**Office Hours: N/A**

**Contact Hours: 4**

**Phone No. 252-378-7632**

**Prerequisites: Math 060**

**Fax: 252-792-0826**

**Co requisites: None**

**E-mail: [dsteffes@mcc.martincc.edu](mailto:dsteffes@mcc.martincc.edu)**

**Course Description: This course covers fundamental mathematics operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission and taxes and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.**

**Program Learning Outcomes:**

- 1. Demonstrate an understanding the management process and functions and how these influence effective business practices.**
- 2. Identify appropriate technology, techniques and practices to collect and interpret information for decision making.**
- 3. Demonstrate professional communication skills to process, manage and communicate information.**

**Course Learning Outcomes:**

- 1. Apply the accounting applications to business math.**
- 2. Calculate the various interest applications.**
- 3. Explain the corporate applications of business math.**

**Required Text Books:**

Slater, Jeffery (2010) Practical business math, 10th Edition ISBN 0-07-736235-7 New York: McGraw-Hill Irwin

**Supplemental Resources: None**

**Learning Methods:**

1. Lecture.
2. Practice Problems.
3. Outside reading assignment.

**Assessments/Methods of Evaluation:**

1. Tests 60%
2. Homework 30%
3. Outside Reading Assignment 10%

**Grading Policy:**

- A 100-93%
- B 92-85%
- C 84-77%
- D 76-70%
- F Below 70%

**Course Outline:**

- Chapter 4 Banking Week 1
- Chapter 6 Percents Week2
- Chapter 7 Cash & Trade Discounts Week3
- Chapter 8 Markups Week 4
- Chapter 9 Payroll Week5
- Chapter 10 Simple Interest Week6
- Chapter11 Promissory Notes Week7
- Chapter 12 Compound Interest Week8
- Chapter 13 Annuities Week9
- Chapter 14 Installment Buying Week10
- Chapter 15 The Cost of Home Ownership Week 11

**Chapter 16 Analyzing Financial Statements Week 12**

**Chapter 17 Depreciation Week 13**

**Chapter 18 Inventory Week14**

**Chapter 19 Taxes Week15**

**Chapter 20 Insurance Week 16**

**Student Attendance Policy:**

This is a four hour class and the maximum number of classes you can miss is 12. If you arrive after the roll is called you will be given a T for tardy. Three T's equal 1 absence. Late work can only be submitted after an excused absence. You are allowed to apply for two (2) excused absences per school year for Religious observances. These must be applied for in advance of the absence and the form can be picked up at student services.

Contact your instructor immediately if an emergency arises and you are unable to submit your work or attend class. If you find that you cannot complete the class, notify your instructor and refer to your college catalog for withdrawal procedures.

After you have missed 6 consecutive classes or if you have exceeded your 12 missed classes, you will be Administratively Withdrawn by your instructor. You will receive a grade of "WF" which will become an F for the final grade unless you officially withdraw from the class before the last day to officially withdraw. Officially withdrawing from a class can have an effect on you financial aid.

**REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES\***

\*In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The ***Request for Excused Absences for Religious Observances*** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

**Course Policies:**

Note that in addition to good academic performance, students are expected to exhibit the qualities of honesty and integrity. If there is any question that these qualities have not been honored, students may be asked to redo assignments in the presence of an instructor selected monitor. Any proof of dishonesty

**including plagiarism will result in disciplinary action. Please consult your college catalog for more information.**

**If you cannot reach your instructor, you may contact Dr. Phyllis Broughton of Academic Affairs and Student Services at (252) 789-0246 or (252) 789-0247 by phone, pbroughtin@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.**

**To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to [www.martincc.edu](http://www.martincc.edu).**

**If you have need for a disability related service, please notify a Student Services Counselor at (252) 789-0293.**