

**SOUTHEAST COMMUNITY COLLEGE  
DIVISION OF ARTS AND SCIENCES**

**Mathematics**

**Revision Date: 07-01-24**

**I. CATALOG DESCRIPTION**

Course Number: MATH1040  
Course Title: Business Math  
Prerequisite(s): A grade of "C" or higher in MATH0900 or a grade of "B" or higher in MATH0903 or appropriate score on math placement test.  
Catalog Description: This course is for the student who needs specific skills in math to address business problems and/or applications. Students will learn mathematics as it relates to retail, payroll, financial analysis, interest earned, and money management. Students may use a calculator and computer to solve a variety of applications.  
Credit Hours: 3.0  
Class Hours: 45  
Lab Hours: 0  
Total Contact Hours: 45

**II. COURSE OBJECTIVES:** *Course will:*

- A. Provide a review of basic algebraic operations including order of operations and solving for the unknown using linear equations.
- B. Provide a review of basic mathematical operations involving ratios, proportions, and integers.
- C. Teach students to convert and calculate with physical quantities.
- D. Teach students to analyze word problems, organize the data, identify the desired solution, apply the appropriate mathematical operation, and evaluate the results.
- E. Teach students how to apply mathematics to payroll and retail situations.
- F. Teach students how to apply mathematics to banking and finance situations.
- G. Introduce students to the costs of home ownership and borrowing money.
- H. Teach students to calculate mortgages, mortgage interest, and property taxes.
- I. Teach students to apply statistics to financial situations.
- J. Introduce students to financial-related mathematical terms and to how to communicate those to other professionals.
- K. Introduce students to various types of insurance.
- L. Teach students to apply technology (calculators, software, and web) to solve finance-related math problems.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES**

- A. Student Learning Outcomes: *Student will be able to:*
  - 1. Perform basic algebraic operations including order of operations and solving for the unknown using linear equations. Perform basic mathematical operations involving ratios, proportions and integers.
  - 2. Convert and calculate with physical quantities.
  - 3. Analyze word problems, organize the data, identify the desired solution, apply the appropriate mathematical operation, and evaluate the results.
  - 4. Apply mathematics to payroll and retail situations.
  - 5. Apply mathematics to banking and finance situations.
  - 6. Understand the costs of home ownership and borrowing money.
  - 7. Calculate mortgages, mortgage interest, and property taxes.
  - 8. Apply statistics to financial situations.
  - 9. Understand financial-related mathematical terms and be able to communicate those to other professionals.

- 10. Understand various types of insurance.
- 11. Apply technology (calculators, software, and web) to solve finance-related math problems.
- B. General Education Learning Outcomes
  - 1. GELO #5: Analytical, Quantitative, and Scientific Reasoning  
Outcome: Apply mathematical and scientific methods to solve problems from an array of contexts and everyday situations.  
Outcome: Develop strategies, algorithms, or experiments (or perform experiments) to describe the systems or solve problems.
  - 2. GELO #6: Career and Life Skills  
Outcome: Demonstrate financial literacy.

**IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)**

- A. Review of Basic Mathematical Operations
- B. Equations
- C. Percents and Statistics
- D. Discounts: Trade and Cash; Sales and Excise Taxes
- E. Markups and Markdowns
- F. Payroll and Income Tax
- G. Simple Interest and Consumer Credit
- H. Compound Interest and Present Value
- I. Mortgages and Property Tax
- J. How to Read, Analyze and Interpret Financial Reports
- K. Life, Property and Motor Vehicle Insurance

**V. INSTRUCTIONAL MATERIALS**

- A. Required Text(s):
  - 1. Clendenen, Gary, Salzman, Stanley. *Business Math*, 15<sup>th</sup> Ed. New York, NY: Pearson, 2025. DDA - ISBN: 9780138306182 '15 edition Clendenen Business Math'.
- B. Optional Resources:
  - 1. Calculator

**VI. METHODS OF PRESENTATION/INSTRUCTION**

- A. Methods of presentation typically include a combination of the following:
  - 1. Lecture
  - 2. Demonstration and hands-on practice
  - 3. Discussion
  - 4. Application

**VII. METHODS OF EVALUATION**

A. SCC GRADING SCALE

A+	95-100	C+	75-79	F	59 or less
A	90-94	C	70-74		
B+	85-89	D+	65-69		
B	80-84	D	60-64		

**VIII. SPECIFIC COURSE REQUIREMENTS**

- A. Grade Requirement: Student must complete course with minimum course grade of D (60 percent). Must achieve a course grade of C (70 percent) if course is a prerequisite for OFFT2460 (Office Simulation).
- B. Student must satisfactorily complete all assignments.