SOUTHEAST COMMUNITY COLLEGE
DIVISION OF ARTS AND SCIENCES
Mathematics
Revision Date: 07-01-19
Syllabus Statements

I. CATALOG DESCRIPTION

Course Number:	MATH1040
Course Title:	Business Math
Prerequisite(s):	A grade of “C” or higher in MATH0950 or a grade of "B" or higher in MATH0953 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 #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*, 14th Ed. New York, NY: Pearson, 2018. ISBN: 0134693329; Loose-leaf ISBN: 0134697227.

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.