

Bergen Community College
Division of Business, Arts and Social Sciences
Department of Business/Hotel Restaurant Management
Departmental Policy Syllabus

BUS 103: Business Mathematics

Course Description	BUS 103 Business Mathematics provides a background in the principles and problems related to banking, interest, depreciation, and the pricing of merchandise. Attention is also given to commercial paper, consumer credit and various taxes.
Credits/Hours	3 lecture, 0 lab, 3 credits
Prerequisites	MAT 011 or equivalent by placement
Required Textbook	TEXTBOOK: Practical Business Math Procedures with Business Math Handbook, 11th Full Edition by Jeffrey Slater and Sharon M. Wittry, 2014, Published by McGraw-Hill/Irwin, a business unit of The McGraw-Hill Companies, Inc., 1221 Avenue of the Americas, New York, NY. ISBN 978-0-07-337754-4 (Required)
Other Instructional Materials	Publisher's website: http://www.mhhe.com/slater8e provides supplemental materials and activities to accompany the textbook. The Sidney Silverman Library has extensive resources, both print and electronic, which support Business. There is also virtually unlimited relevant business information available on a variety of websites.
Student Resources	In addition to the resources mentioned above students should be encouraged to make full use of the Sidney Silverman Library (in person and online at http://www.bergen.edu/library/), the Tutoring Center (available in person room S-118 and online at http://www.bergen.edu/library/learning/tutor/) , the Writing Center (available in person room C-110 and online at http://www.bergen.edu/library/learning/write/)
Student Learning Outcomes	After successfully completing all course activities, the student will be able to: <ol style="list-style-type: none"> 1. prepare all documents relating to checking accounts including merchant credit card transactions, successfully reconcile a checking account, and explain trends in online banking; 2. apply percentages to solve retail and wholesale sales problems including discounts, markup and markdown and identify the differences among these transactions; 3. calculate all components of a payroll and identify and describe the various types of earnings and deductions; 4. apply the various formulas for interest to solve problems involving simple and compound interest, partial payments, promissory and discounted notes, present/future value, annuities and sinking funds, installment buying and credit cards and identify and describe consumer issues regarding use of credit; 5. describe the various types of mortgage loans, use amortization schedules and calculate the various components of a mortgage payment;

	<ol style="list-style-type: none"> 6. read, analyze and interpret a balance sheet and income statement, explain and calculate key financial ratios, and explain and calculate the key variables in inventory and depreciation; 7. explain and calculate sales, excise and property taxes; 8. explain stock, bond and mutual fund quotations, calculate dividends, bond yields, net asset value, and commissions.
Means of Assessment	<ol style="list-style-type: none"> 1. Homework 2. Projects 3. Testing
Projects	<p>Project #1, page 173. Project #2 , page 237 Project #3, page 342</p>
Course Content	<p>Each topic is expected to be covered in approximately 3 hours of instructional time.</p> <ol style="list-style-type: none"> 1. Banking: checking accounts, credit card transactions, reconciliation 2. Percents and their applications 3. Trade and cash discounts 4. Markups and markdowns 5. Payroll 6. Simple Interest 7. Promissory notes, simple discount notes, and the discount process 8. Compound interest and present value 9. Annuities and sinking funds 10. Installment buying, rule of 78 and revolving charge credit cards 11. Mortgages (cost of home ownership) 12. reading, analyzing, and interpreting financial reports 13. Depreciation 14. Inventory and overhead 15. Sales, excise, and property taxes 16. Stocks, bonds, and mutual funds
Course Activities	<p>Faculty are encouraged to use a variety of instructional techniques to encourage student learning. Research on learning shows that the straight lecture technique is not particularly effective, especially for a Math course. Lectures should focus on the basic business concepts underlying the mathematical process. Lectures should be interspersed with demonstrating the problem solving techniques, question and answer, and student problem solving. In order to meet the needs of diverse learners faculty should use transparencies and the board extensively. Students can be sent to the board to solve problems or demonstrate homework solutions.</p> <p>Faculty are encouraged to incorporate use of the Internet in their assignments and projects and draw on the resources of the publisher's web site. Students have ample access to the Internet in college labs.</p> <p>There are many types of projects that are excellent learning activities for BUS 103 students. Some examples of projects that can be assigned to individuals or</p>

	<p>groups are:</p> <ul style="list-style-type: none"> analyze a corporation's annual report; compare various credit card terms and conditions; compare financing plans for making a major purchase; compare the net costs of various purchases based on different discounts; explore the IRS website and explain different types of income and deductions. 															
Writing and Critical Thinking Requirement(s):	<ul style="list-style-type: none"> Word Problems Projects and Research reports as assigned by instructor Students solving problems at white board for class 															
BCC Attendance Policy	<p>All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.</p>															
Attendance Policy for this Course	None															
Special Services	<p>Office of Special Services Special Note:</p> <ul style="list-style-type: none"> Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit them at: 201-612-5270 or http://www.bergen.edu/pages/676.asp. This statement is required in all Course Outlines 															
Course Policies	There are current no department course polices for BUS 103															
Final Grade Calculation	<table border="1"> <tr> <td>Business Math</td> <td>Tests</td> <td>70 points</td> </tr> <tr> <td rowspan="4">Evaluation and Grading</td> <td>Video Cases</td> <td>15 points</td> </tr> <tr> <td>Projects</td> <td>15 points</td> </tr> <tr> <td>TOTAL</td> <td>100 points</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td>A</td> <td>90+</td> </tr> </table>	Business Math	Tests	70 points	Evaluation and Grading	Video Cases	15 points	Projects	15 points	TOTAL	100 points				A	90+
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Evaluation and Grading	Video Cases	15 points														
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	B+	88-89
	B	80-87
	C+	78-79
	C	70-77
	D	60-69
	F	below 60

Course Calendar

Note to Students: The following Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.

January 21	Orientation, Chapter 4, Banking, Complete 4-1 to 4-13
January 26	Chapter 4 Homework Due Chapter 6, Percents Plus Applications, Complete set 1 in class.
January 28	Chapter 6, Percents Plus Applications, Complete sets 2, &3 word problems, even only for homework
February 2	Chapter 6, Homework Due Chapter 7, Discounts Complete, 7-21 to 7-35 for homework
February 4	Chapter 7, Homework Due Chapter 8, Markups and Markdowns, Complete 8-17 to 8-37 for homework Start working on Project #1, page 173.
February 9	Chapter 8, Homework Due, Review for Test Chapter 9, Payroll, Complete 9-21 to 9-312 for homework
February 11	Test 1, Chapters 4, 6, 7, 8
February 16	Chapter 9 Homework Due Chapter 10 Simple Interest, Complete 10-14 to 10-23
February 18	Chapter 10 Homework due, Chapter 11 Discounting, Complete 11-8 to 11-17
February 23	Chapter 11 Homework due, Review for Test 2 Project #1 Due
February 25	Test 2, Chapters 9, 10, 11
March 2	Chapter 12, Compounding and PV Complete 12-12 to 12-29 Start working on Project #2 , page 237
March 4	Chapter 13, Annuities, Complete 13-11 to 13-29
March 9	Chapter 13, Homework Due, Chapter 14, Installments, Complete 14-10 to 14-19

March 11	Chapter 14, Homework Due, Review for Test 3
March 16-21	Spring Break
March 23	Test 3, Chapters 12,13,and 14
March 25	Chapter 15, Home Ownership, Complete 15-9 to 15-16
March 30	Chapter 15 Homework due, Start Chapter 16, Financial Reports, Complete 16-8 to 16-19 for Homework Project #2 Due.
April 1	Chapter 16, Review Homework and Start Chapter 17, Depreciation
April 6	Start working on Project #3, page 342 No Class
April 8	Chapter 17, Depreciation, Complete 17-23 to 17-30
April 13	Chapter 17, Review Homework, Review for Test 4
April 15	Test 4, Chapters 15, 16, 17 Income Tax Day
April 20	Chapter 18, Inventory & Overhead, Complete 18-21 to 18-27
April 22	Chapter 18, Review Homework, Chapter 19, Sales and Property Taxes, Complete 19-14 to 25
April 27	Chapter 21, Stocks and Bonds, Complete 21-16 to 21-29
April 29	Chapter 21, Review Homework. Review for Test 5 Project #3 Due.
May 4	Test 5, Chapters 18, 19, 21
May 6	Final Exam---Any student that missed a unit exam will complete a final exam
May 11	Optional Students Conferences