

I. COURSE DESCRIPTION:

Students will study business math concepts such as statistics, graphing, percentage applications, currency exchange, simple and compound interest, annuities, income/expense statements, balance sheets, and cash flows. Students will use these concepts in applications using spreadsheet software.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Convert numbers between word and numerical formats
2. Perform calculations involving fractions and decimals
3. Determine percentages using a formula
4. Apply fractions, decimals, and percents to problems involving sales tax, currency conversions, commissions, increase and decrease, cash discounts, and trade discounts
5. Calculate and interpret simple descriptive statistics including mean, median, mode, and standard deviation
6. Interpret and construct line graphs, bar graphs, and pie charts using Excel
7. Solve problems involving simple interest calculations, including finding interest, principal, or time, future values, and present values
8. Calculate loan repayment schedules
9. Determine future values and present values with compound interest
10. Determine future value, present value, periodic rent (payment), and term of a simple annuity
11. Calculate an amortization schedule for a simple annuity

III. TOPICS:

1. Introduction to Excel Spreadsheet Program
2. Basic Concepts
3. Percent
4. Statistics and Graphing
5. Simple Interest
6. Compound Interest
7. Annuities

IV. REQUIRED RESOURCES/TEXTS/MATERIALS: personal diskette , Sharp EL 531 W Calculator

V. EVALUATION PROCESS/GRADING SYSTEM:

Two tests each with a value of 20% of the final grade. There will be 10 computer based assignments, each worth 6% of final grade. Assignments will not be accepted late

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

<include any other special notes appropriate to your course>

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.