

# North Central **Michigan College**

NCMC CURRICULUM/COURSE OUTLINE FOR YEARS: 2001-2003

DIVISION/AREA: Business and Technology

DEPARTMENT: Business

AREA DEAN: Timothy Dykstra, Ph.D.

ORIGINATOR: Rod Anderson

TOTAL HOURS OF INSTRUCTION: 3    Lecture:    Lab:    Total Contact Hours:

COURSE NUMBER: B 104

CREDIT HOURS: 3

COURSE TITLE: BUSINESS MATH

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: None.

CATALOG DESCRIPTION: A review and practice course in fundamental arithmetic processes. Emphasis is on the use of fractions, decimals, weights and measures, payroll deductions, record keeping, banking services, notes and interest, insurance, metric, depreciation methods, stocks and bonds, mark-ups and other typical business calculations. Students will use electronic calculators for applications processes.

---

#### GENERAL EDUCATION OUTCOMES OR OCCUPATIONAL PROGRAM OUTCOMES

Refer to College catalog or specific occupational program outcomes and describe how this course meets those outcomes.

---

COURSE OBJECTIVES & OUTCOMES: Upon successful completion of this course, the student will:

- Develop fundamental skills in problem solving situations by: organizing, analyzing, synthesizing, recording, and reporting business related problems.
- Integrate mathematical with computational skills while solving problems in a business environment.

METHODS OF INSTRUCTION: Lecture, Discussion, Workbook problems, Examinations.

---

**COURSE TITLE AND NUMBER: BUSINESS MATH B104**


---

**METHODS OF EVALUATION:** Grades will be based on examinations, application problems, ten-key workbook assignments, and attendance. Each of these components will be weighted as follows:

Exams	60%
Application problems	20%
Ten-key Workbook	15%
Attendance	5%

**REQUIRED TEXTS: (Representative List)**

Practical Business Math, An Application Approach, Brief, 8<sup>th</sup> Edition, Michael D. Tuttle, Wm. C. Brown Publishers, Copyright 2001.

The Ten-Key Touch System on Modern Calculators, A Step-by-Step Approach, Gilbert Eckern and Walter Hardin, Star Publishing Co.

**Optional supplementary Materials:**

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

---

**TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:**

Week 1	Working with Whole Numbers; Working with Fractions
Week 2	Working with Decimal Numbers; Banking Records
Week 3	Payroll
Week 4	Business Measurements
Week 5	Percent
Week 6	Insurance
Week 7	Simple Interest
Week 8	Promissory Notes
Week 9	Installment Loans
Week 10	Consumer Credit
Week 11	Compound Interest and present Value
Week 12	Discounts
Week 13	Mark-up
Week 14	Inventory and Turnover
Week 15	Depreciation
Week 16	Exam over Chapter 15

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_