

Brief Course Description

Student will learn about the business mathematics that are used in everyday business. The student will be refreshed on the basics of algebra followed by learning various day-to-day business calculations used in any retail business. The skills and practice will serve the student well in any business role as well as in their personal financial life.

Course Prerequisites

N/A.

Learning Objectives

Upon completion of this course the successful student will have reliably demonstrated the ability to:

- *Recall and demonstrate arithmetic expressions using BEDMAS.*
- *Recall and demonstrate the use of fractions, percentages and conversion between fractions and percents.*
- *Recall and demonstrate the use of weighted averages.*
- *Recall and demonstrate the use of gross earnings, hourly wages and commissions.*
- *Recall and demonstrate the use of Simple Interest.*
- *Recall and demonstrate the use of Compound Interest and FPV.*
- *Recall and demonstrate the use of amortization, mortgages and sinking funds.*
- *Recall and demonstrate how to use GST, HST, PST and other taxes in business environment.*
- *Demonstrate business writing and presentation skills.*

Required course materials

*Textbook: Contemporary Business Mathematics. 11/E – Hummelbrunner, Halliday, Hassanlou, Coombs
ISBN – 10: 0134568389
ISBN -13:9780134568386
Pearson*

Chapter 1 – Review of Arithmetic

Chapter 2 – Review of Algebra

Chapter 3 – Ratio, Proportion and Percent

Chapter 5 – Cost Volume Profit Analysis and Break Even

Chapter 6 – Discount, Markup and Mark Down

Chapter 7 – Simple Interest

Chapter 9 – Compound Interest, FPV

Chapter 11 – Simple Annuities

Chapter 14 – Amortization, Mortgages and Sinking Funds

Equipment: Laptop or Notebook, Microsoft Office 2013 (minimum), WiFi and Internet ready

- Course Duration** • *Length of course 80 hours (20 x 4 weeks)*
- Homework Hours** • *Students can expect 40-50 hours of self study*
- Delivery Methods** *In-class instruction*
- Teaching Methods**
- *Classroom Instructor Lead: 40 hours*
 - *Demonstration: 10 hours*
 - *Supervised Group Work/Project Work: 20 hours*
 - *Student Presentations: 10 hours*
 - *Self study (homework): 40-50 hours*
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- Method(s) of Student Evaluation**
- *Assignments (Case studies or Chapter Questions) 4 x 5% = 20%*
 - *Midterm Exam 1 x 15% = 15%*
 - *Final Exam 1 x 30% = 30%*
 - *Presentation and Written assignment 1 x 25% = 25%*
 - *Participation 1 x 10%*
 - *Total: 100%*
- Completion Requirements**
- *Student must achieve a final mark of 70% for student evaluation*
 - *Student must attend 80% of classroom hours.*

Week	Topics Covered
1	Review of Arithmetic, Review of Algebra
2	Ratios, Proportions, Percent, Cost Volume Profit Analysis, Breakeven, Discounts, Markup and Markdown
3	Simple Interest and Application, Compound Interest/FPV and Application
4	Amortization, Mortgages and Sinking Funds, Student Presentation