

---

Practical Business Calculations

---

**Brief Course Description**

*The 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 the business environment.*
- *Demonstrate business writing and presentation skills.*

**Required course materials\***

*Textbook: Comtemporary 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. **It is strongly recommended that students purchase***

Practical Business Calculations

the Texas Instrument BAii Plus Calculator before starting the course. As an alternative, students can also purchase the BA Finance Plus app on Andriod or Apple smartphones.

**Course Duration**

- Length of course 80 hours (20 x 4 weeks)

**Homework Hours**

- Students can expect 40-50 hours of self study

**Delivery Methods**

Indicate how the course is delivered:

- In-class instruction
- Online Self Learning
- Supervised Group work

**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

**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