BUS 140
BUSINESS MATH

COURSE DESCRIPTION
This course covers applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices.

3 Credits
Prerequisite: Mat 102

COURSE FOCUS
The focus of the course is to provide the student with the tools needed to solve mathematical problems that will be encountered in everyday business transactions and in personal life.

TEXT AND REFERENCES
ISBN: 9780132111744
COURSE GOALS
The following list of course goals will be addressed in the course.

1. read and write whole numbers
2. add, subtract, multiply and divide whole numbers
3. add, subtract, multiply and divide integers
4. round whole numbers and integers
5. apply the standard order of operations to a series of operations
6. identify types of fractions
7. convert an improper fraction to a whole or mixed number
8. convert a whole or mixed number to an improper fraction
9. reduce a fraction to lowest terms
10. find the least common denominator for two or more fractions
11. add, subtract, multiply, and divide fractions
12. add, subtract, multiply, and divide mixed numbers
13. read, write, and round decimals
14. convert a decimal to a fraction
15. convert a fraction to a decimal
16. record checking account transactions
17. make checking account transactions
18. reconcile a bank statement with an account register
19. solve equations using addition, subtraction, multiplication or division
20. solve equations containing multiple unknown terms
21. solve equations containing parentheses
22. solve equations that are proportions
23. use the problem-solving approach to analyze and solve word problems
24. evaluate a formula
25. find an equivalent formula by rearranging the formula
26. write a whole number, fraction, or decimal as a percent
27. write a percent as a whole number, fraction, or decimal
28. solve percentage problems
29. find the mean, medium and mode
30. find the range
31. calculate trade discounts
32. apply a trade discount series
33. compute a single discount equivalent
34. compute a cash discount
35. interpret and apply end-of-month terms
36. find the cost, markup and selling price
37. compute product markups and markdowns
38. calculate gross pay
39. calculate payroll deductions
40. determine employer’s payroll taxes
41. calculate simple interest
42. understand installment loans
43. determine finance charges for installment loans
44. use interest refund rule 78
45. calculate compound interest
46. find future and present value
47. determine monthly mortgage payments
48. compute the total interest on a mortgage

STUDENT CONTRIBUTION
Each student will spend at least 6 hours per week preparing for class. Students will complete all assignments, quizzes online with MyMathLab.

COURSE EVALUATION
All Chapter Quizzes will be averaged into a final grade. The quizzes will be available for multiple attempts and the best scores will be used.

The grade scale is as follows:

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
Below 60 = F

COURSE SCHEDULE
This class is a hybrid class, which meets in the classroom 1.25 hours weekly. Course content will be taught in the order that the content goals are presented in the syllabus. Students will complete all assignments, quizzes online with MyMathLab.

Approved by: Kenneth Flick
Developed/Revised: 1/7/2013
Ken Flick, Division Dean for Business/Industrial Division
ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLWH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

EMERGENCY TEXT MESSAGE ALERT
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancellations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp