



**COURSE OUTLINE**

**BUSM 100**

**BUSINESS MATH**

**21 HOURS  
1.5 CREDITS**

PREPARED BY: \_\_\_\_\_  
Alissa Hosein-Jacob, Instructor

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Shelagh Rowles, Dean

DATE: \_\_\_\_\_

**YUKON COLLEGE**

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Course Outline prepared by Alissa Hosein-Jacob, 4 May 2011.

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Y1A 5K4

**BUSINESS MATH**  
**(BUSM 100)**

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**INSTRUCTOR:** Alissa Hosein-Jacob

**OFFICE HOURS:** By Appointment  
**OFFICE LOCATION:** A2431

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**COURSE DATES:** September 9, 2011 – October 4, 2011  
**COURSE DAYS:** Tuesday, Thursday, Friday  
**COURSE TIMES:** 10:30 am – 12:00 pm (consult timetable)

**COURSE ROOM:** A2406

**COURSE LENGTH:** 21 hours

**COURSE CREDITS:** 1.5

**PREREQUISITES:** None

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**COURSE DESCRIPTION**

This course is designed to help students develop the skills needed to perform basic mathematical operations quickly and accurately with the use of a calculator. A variety of topics will be covered, with emphasis on whole numbers, decimals, fractions, and percent calculations and their applications in margins, markups, and cash discounts.

Students who believe they possess these skills can write an assessment. Students attaining an acceptable mark on the assessment will automatically pass this course. Students who do not meet that standard will be required to complete the course.

**LEARNING OUTCOMES**

Upon completion of the course, students will have developed the skills needed to perform basic mathematical operations quickly and accurately with the use of a calculator using the ten-key touch method. Students will also learn to apply theory to practical business problems involving margins, markups, and cash discounts.

Upon completion of the course, students will be able to

1. Use the ten-key touch method to solve mathematical problems on the electronic calculator.
2. Solve complicated mathematical problems using the special functions found on the electronic calculator.
3. Solve mathematical problems dealing with fractions, percentages, discounts, markups, margins, and averaging.
4. Independently solve business mathematical problems applying computational skills and assessing the results.

**DELIVERY FORMAT**

The format of the course will include lectures and individual work. The hand-in assignments will be provided as handouts from the instructor.

There are 14 hours of scheduled class time, with the remaining 7 hours allocated to the daily 3:00 p.m. to 4:00 p.m. self-directed study period.

In addition to the assigned work, there will be one final exam.

**COURSE LENGTH**

BUSM 100 is a 21-hour course. Students are expected to spend additional time as required to reinforce the course content.

**COURSE REQUIREMENTS / EVALUATION****Attendance**

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class will put a student at a serious disadvantage. A large number of skills must be mastered, and specific information must be understood.

If you do miss a class, please let the instructor know, in advance if possible, and the instructor can then tell you how to make up for the missed class. Upon returning to class after any absence, students are responsible for checking with the instructor for work or handouts missed during their absence.

### Assignments

Each assignment must be presented in a separate file folder with the student's name clearly printed on the tab. All assignments must be handed in *before the beginning of class* on the day requested unless previous arrangements have been made *in writing* with the instructor.

**Late assignments will lose 10% per day penalty for each of the first three days. The due date is considered Day 1. No assignment will be marked after the three-day penalty period.**

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

### Final Exam

The final exam must be written and completed within the scheduled class time. A two page formula sheet may be used during the exam.

If you are unable to write the final exam because of illness, you must provide a doctor's note to be allowed to write at a different time. The exam must be written within a week of your return.

### Evaluation and Final Determination of Mark

A final mark of **Pass** or **Fail** for the course will be determined based on:

	Percentage
Assignments	60
Final Exam	40
<b>Total</b>	<b>100</b>

The passing criteria is a final percentage of **60%** or greater.

### GRADES ON TRANSCRIPT

For transcript purposes, your grade will appear as a P (Pass) or an F (Fail).

### STUDENTS WITH DISABILITIES OR CHRONIC CONDITIONS

Reasonable accommodations are available for students with a documented disability or chronic condition. It is the student's responsibility to seek these accommodations. If a student has a disability or chronic condition and may need accommodation to fully participate in this class, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or [lassist@yukoncollege.yk.ca](mailto:lassist@yukoncollege.yk.ca).

### REQUIRED TEXTBOOKS AND MATERIALS

1. Jones-Adair & Young, *Touch Operation of the Electronic Calculator: A Brief Course*, Thompson, 2005.
2. Pens, pencils, eraser, ruler, standard handheld calculator, and 2 file folders.

### FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. Specific withdrawal dates vary.

The last day that a student may formally withdraw from the course without academic penalty is **September 16, 2011**.

**In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.**

**SYLLABUS (subject to revision)**

<b>Day</b>	<b>Topic</b>	<b>Due</b>
September 9	Introduction to the Electronic Calculator	
September 12	Decimals, Percents, Ratios, & Proportions	
September 15		
September 16		Practice Questions & Assignment #1
September 20	Discounts, Markups, Margins, & Markdown	Assn #1, 10:30am
September 22		
September 27		Practice Questions & Assignment #2
September 29		Assn #2, 8:30am
October 4	<b>Final (8:30 – 12:00)</b>	