

Business Math
Course Expectations 2015-2016

Mrs. Jackson
Room: 225

Office Hours: 1:40-2:15 or after school by appointment
Email: tjackson@unatego.stier.org (best way to contact me)

Course Description: Designed to develop a thorough understanding and mastery of the arithmetic processes of business, with an emphasis on the application of principles to typical business problems. Topics include percents, solving for unknowns, discounts, markups and markdowns, payroll, simple and compound interest, credit cards, home ownership, depreciation, inventory, stocks, bonds and mutual funds.

Course Objectives/Topics:

- Compute fundamental mathematical operations of addition, subtraction, multiplication and division quickly and accurately.
- Convert fractions to decimals, fractions to fractions, fractions to percents; and use these conversions in business situations.
- Compute trade discounts, series discounts, single discount equivalents and cash discounts with ordinary, end-of-month, and receipt-of-goods dating.
- Compute mark-up based on cost and selling price.
- Compute the value of ending inventory by weighted average, FIFO and LIFO methods.
- Compute simple interest and partial note payments using the US Rule.
- Compute discounted notes and drafts.
- Compute compound interest, carrying charges, and interest on loans.
- Compute employee compensation based on various pay plans.
- Compute depreciation based on straight line, sum-of-the-years digits, declining balance, units of production and MACRS methods.
- Construct a bank reconciliation statement, be able to balance a checkbook and correctly maintain a checking account.
- Use budgeting to complete and maintain a monthly budget.
- Utilize a calculator and spreadsheet for computing.
- Compute mortgage amortizations schedules and present and future values of set amounts.

Students are expected to:

1. Be to class ON TIME & be PREPARED. Students will need something to write with (no red/orange/pink ink), paper, folder/binder, & calculator.
2. **Hall passes**—emergency use only—**none the first 15 minutes or the last 5 minutes of class.**
3. Complete assignments BEFORE class. Completion of these assignments will aid in the understanding and mastery of the concepts discussed.

Text: *Practical Business Math Procedures* by John Slater. McGraw-Hill. Copyright 2009.

This is a Concurrent Enrollment course with college credit from TC3.

TC3 Grading Scale:

A: 93-100	B-: 80-82	D+: 67-69
A-: 90-92	C+: 77-79	D: 63-66
B+: 87-89	C: 73-76	D-: 60-62
B: 83-86	C-: 70-72	F: 0-59

Overall Grade:

- Tests & Quizzes (Summative) 45%
- Projects (Summative) 45%
- Homework (Formative) 10%
- Final Exam 20%

Attendance Policy:

Attendance will be taken in accordance with Unatego and TC3 policies. Students are expected to attend every class. If a student misses class for any reason, the student is responsible for any material, announcements, and assignments. Students will be allowed **one week** to make up late/missing assignments/tests and/or revisions. Assignments will be assessed a late penalty unless there is a legal excuse. Extenuating circumstances will receive additional consideration.

2015-2016 Business Math-Syllabus

- Following are the chapters and topics to be covered along with the weekly listing of reading assignments, tests, labs, & projects including due dates. (Note: Subject to change).

Week	Chapter & Topic to be Covered	Assignment	Test/Project/Lab
1-3	Ch. 6: Percents & their Applications	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
4-5	Banking Project	Handouts	Chapter Quiz & Test
6-7	Ch. 7: Discounts: Trade & Cash	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
8-11	Ch. 8: Markups & Markdowns	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
12-14	Ch. 9: Payroll	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
15-17	Taxes Project	Handouts	Chapter Quiz & Test
18-20	Ch. 10: Simple Interest	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
21-22	Ch. 11: Promissory Notes, etc.	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
23-25	Ch. 12: Compound Interest	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
26-27	Ch. 14: Installment Buying	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
28-30	Ch. 17: Depreciation	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
31-33	Ch. 18: Inventory & Overhead	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
34-35	Ch. 15: Cost of Home Ownership	Ch. Problems: Odd & Appendix	Chapter Quiz & Test
36-37	Make-up time		
38-40	Review & Final Exam	Final Exam 20%	Comprehensive Final Exam

Business Math-TC3 Concurrent Enrollment Course
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Please complete and return this page. Keep previous page for your reference.

I have read the attached expectations and I understand that if I fail to meet any of them, credit for this course may be in jeopardy.

Student Signature _____ Date _____ Book #: _____

Parent/Guardian
Signature _____ Date _____

Please indicate how you would like me to contact you should the need arise:

Parent/Guardian Name (Please Print): _____

_____ Phone #: _____ (Work / Home / Cell) Best time to call: _____

_____ Email Address: _____

Parent/Guardian Name (Please Print): _____

_____ Phone #: _____ (Work / Home / Cell) Best time to call: _____

_____ Email Address: _____

Student Email: _____