

**Department:**

Business

**Course Description:**

This course is designed to reinforce an understanding of business math/finance that provides the necessary foundation for students interested in business careers. Business math/finance concepts included are: fractions, percentages, bank services, payroll, taxes, insurance, purchasing merchandise, markup and markdown, interest, consumer credit and mortgages, metrics and currency, invoicing, depreciation, amortization and present value/future value. Students will develop a working knowledge of the 10-key desk calculator using the touch system to solve mathematical problems related to business situations.

**Course Competencies:**

Upon completion of the course, the student should be able to:

1. Perform basic math functions
2. Identify each position of the decimal number system
3. Demonstrate calculating percentages including percent of increase and decrease
4. Demonstrate how to reconcile a bank statement
5. Demonstrate the computation of payroll
6. Calculate state and federal unemployment tax
7. Identify federal income tax forms
8. Identify terminology associated with health, life, auto, and property insurance.
9. Describe the purchasing cycle and use the related terms
10. Calculate cash discounts, trade discounts and series discounts
11. Calculate markup and markdown
12. Calculate simple and compound interest
13. Describe open-end and closed-end credit
14. Prepare an amortization schedule

**Course Content:**

- A. Gross Pay
- B. Net Pay
- C. Banking
- D. Credit Cards
- E. Loans
- F. Own a Home or a Car
- G. Insurance and Investments
- H. Budgets
- I. Business Cost
- J. Sales and Marketing
- K. Managing People and Inventory
- L. Business Profit and Loss

## Learning Assessments:

Competencies may be evaluated by multiple measures, including exams, papers, article reviews, research, experiments, and projects.

## Instructional Materials:

Textbook: Hansen, M. (2010) *Business Math* (17<sup>th</sup> ed.). Cengage. ISBN-13: 978-0-538-44873-4.

### **Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

### **A Note on Harassment, Discrimination and Sexual Misconduct**

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).