

BUS 110A Business Mathematics

3 credits, 16 weeks, 5 hours lecture

Students will cover a review of basic algebra, ratio and proportion, and linear systems; the mathematics of Business Management including the calculation of depreciation, discounts, simple interest and mark-ups; and the mathematics of finance which includes compound interest, future value, present value, annuities, amortization, bond valuation, sinking funds, and discounted cash flows. An emphasis on the use of word problems and small case studies will be stressed to bring the real world usefulness of the material to light.

Prerequisites and/or co-requisites: Math 30/33 or Math 30-2

Instructor

Instructor Name: Sandra Efu
Office location: S111D
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Class Location and Time

Wednesday 10:00 am to 11:50 am, CC233
Friday 1:00 pm to 3:50 pm, CC215

Office hours

Tuesday 9:30 am to 11:30 am
Wednesday 2:00 pm to 3:00 pm, 6.30 pm to 7.30 pm
Thursday 9.30 am to 11.30 am
Friday 4:00 pm to 5:00 pm

Required Resources

Business Mathematics in Canada, F. Ernest Jerome/Worsick, Eighth edition, ISBN 1259456080. Textbook is available at the Keyano library.

TI BA II plus or TI BA II plus Professional Calculator

Note: these are the only calculators acceptable for use during exams.

Course Outcomes

The student will be able to:

1. Apply ratios, proportions and percents to solve a variety of business problems
2. Determine trade discounts, cash discounts, mark-up and mark-down
3. Solve problems involving simple interest and partial payments
4. Analyze and solve problems involving the time value of money and compound interest using formulae and financial calculator
5. Analyze and solve annuities and their applications to loans, bonds, investments and mortgages using formulae and financial calculator

Evaluation

Assignment	Percentage	Due Date
11 Assignments (lowest dropped)	50%	Take home assignments are due at the beginning of class
Midterm 1	10%	In Class
Midterm 2	10%	In Class
Final Examination	30%	TBA
<i>Total:</i>		100%

Note:

1. Assignments are a combination of *take homes, in-class and group work*. Your lowest assignment mark will be dropped in the calculation of your final grade. If you miss one, it will be considered a zero and qualify as the lowest.
2. All mid-terms are in-class and cannot be written late, unless in the case of an illness or emergency.
3. Assignments must be submitted in hard copy; assignments submitted electronically will not be accepted. All take home assignments must be handed in at the beginning of class. Take home assignments submitted 10 minutes after start of class will not be graded.

A grade of C- is required for progression. The minimum standard for passing this course is a grade of D (50%).

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
Good	B+	3.3	77 – 79.9
	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
Satisfactory	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
	Progression C-	1.7	60 – 63.9
Poor	D+	1.3	57 – 59.9
Minimum Pass	D	1.0	50 – 56.9
Failure	F	0.0	< 50

Proposed Schedule of Topics**Note:**

Date and time allotted to each topic is subject to change. It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College Credit Calendar.

WEEK OF	TOPIC	REQUIRED READING
2 Sep	Introduction to Course Review and Applications of Basic Mathematics	Course Outline Chapter 1
9 Sep	Review and Applications of Algebra Ratios and Proportions	Chapter 2 Chapter 3
16 Sep	Mathematics of Merchandising Applications of Linear Equations	Chapter 4 Chapter 5
23 Sep	Applications of Linear Equations Review	Chapter 5 Chapter 1-5
30 Sep	Midterm Exam 1	Chapter 1-5
7 Oct	Simple Interest	Chapter 6&7
14 Oct	Compound Interest: Future Value and Present Value	Chapter 8&9
21 Oct	Ordinary Annuities	Chapter 10&11
28 Oct	Annuities Due	Chapter 12&13
4 Nov	Review Midterm Exam 2	Chapter 6-13 Chapter 6-13
11 Nov	Statutory Holiday Reading Days	No class
18 Nov	Loan Amortization: Mortgages	Chapter 14
25 Nov	Bonds and Sinking Funds Business Investment Decisions	Chapter 15 Chapter 16
2 Dec	Review	Chapter 1 – 16
9 - 16 Dec	Final Exam Period	Comprehensive Exam (Chapter 1 – 16)

MOODLE

Go to <http://ilearn.keyano.ca>

Performance Requirements

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College 2015-2016 credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Sandra Efu, Instructor

Gina Jackson, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office