

**BUS 110A - Business Mathematics***3 credits, 3 hours*

Students will cover (a) a review of basic algebra, ratio and proportion, and linear systems; (b) the mathematics of Business Management including the calculation of depreciation, discounts, simple interest and mark-ups; and (c) the mathematics of finance which includes compound interest, future value, present value, annuities, amortization, bond valuation, sinking funds, and discounted cash flows. It is expected that two-thirds of the course will focus on item (c). 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:** *Math 30-1/Math 30 Pure or Math 30-2/Math 30 Applied*

**Instructor Information**

**Instructor name:** Joshua Gogo  
**Office location:** TBA  
**Phone number:** 780-607-3968  
**Instructor email:** Joshua.gogo@keyano.ca

**Office Hours**

<b>Day</b>	<b>Time</b>	<b>Location</b>
Tuesday:	1:00 pm – 3:00 pm	Online- Zoom/MS Meeting
Thursday	1:00pm – 3:00pm	Online- Zoom/MS Meeting

**Hours of Instruction**

<b>Days</b>	<b>Time</b>	<b>Location</b>
Tuesdays:	9:00am – 10:20 am	Online- Zoom/MS Meeting
Thursdays:	9:00am – 10:20 am	Online- Zoom/MS Meeting

**Required Resources**

**Text:** **Business Mathematics in Canada**, F. Ernest Jerome, Tracy Worsick, tenth edition, (Incl. Connect)

**ISBN:** 978-1-26-006599-2.

**URL:** <https://www.mheducation.ca/business-mathematics-in-canada-9781260065992-can-group>

**Other Tools and Supplies**

- McGraw-Hill Connect (Please confirm that your textbook includes this access code)
- Non-programmable financial calculator (Texas BA II Plus – Without this calculator you’ll have a difficult time doing any time value of money calculations)

**Course Outcomes**

Upon successful completion of the course, the student shall be able to:

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

**Evaluation**

<b>Component</b>	<b>Updated online teaching weights</b>
Quizzes, presentations & participation in online activities*	15%
Assignments & Homework	30%
Midterm Exam	30%
Final Exam	25%
<b>Total</b>	<b>100%</b>

***A grade of C- is required for progression***

***The minimum standard for passing this course is a grade of D (50%).***

***Students must achieve an average of 50% on the midterm and the final exam in order to pass the course and an overall average in the course of 50% (D).***

\*In this assessment category, only students who fulfil the following criteria can obtain full or partial credit. Students must be:

- present in the class during the time of the quiz or activity;
- contribute in an active and significant way to ongoing class discussions; and
- prepared, demonstrating that they can relate concepts to book chapters, readings and cases.

**Grading System**

<b>Descriptor</b>	<b>Alpha Grade</b>	<b>4.0 Scale</b>	<b>Percent</b>
Excellent	A+	4.0	> 93.9

Descriptor	Alpha Grade	4.0 Scale	Percent
	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 Progression	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
	C-	1.7	60 – 63.9
Poor Minimum Pass	D+	1.3	57 – 59.9
	D	1.0	50 – 56.9
Failure	F	0.0	< 50

**Proposed Schedule of Topics**

<b>BUS 110A – Business Mathematics</b>	
<b>Tentative Schedule</b>	
<b>Date (Tuesdays and Thursdays)</b>	<b>Topic</b>
<b>Week 1</b> Sept 1 – Sept 4	Chapter 1: Review and Applications of Basic Mathematics
<b>Week 2</b> Sept 7 – Sept 11	Chapter 2: Review and Applications of Algebra Chapter 3: Ratios and Proportions
<b>Week 3</b> Sept 14– Sept 18	Chapter 4: Mathematics of Merchandising Chapter 5: Applications of Linear Equations
<b>Week 4</b> Sept 21 – Sept 25	Chapter 6: Simple Interest Chapter 7: Applications of Simple Interest
<b>Week 5</b> Sept 28– Oct 2	Chapter 8: Compound Interest: Future Value and Present Value
<b>Week 6</b> Oct 5 – Oct 9	Chapter 9: Compound Interest: Further Topics and Applications
<b>Week 7</b> Oct 12 – Oct 16	Chapter 10: Ordinary Annuities: Future Value and Present Value
<b>Week 8</b> Oct 19 – Oct 23	Midterm (Chapters 1 – 9)
<b>Week 9</b> Oct 26 – Oct 30	Chapter 11: Ordinary Annuities: Periodic payment, Number of Payments and Interest Rate
<b>Week 10</b> Nov 2 – Nov 6	Chapter 12: Annuities Due
<b>Week 11</b> Nov 9 – Nov 13	<b>READING WEEK</b>
<b>Week 12</b> Nov 16 – Nov 20	Chapter 13: Annuities: Special Situations
<b>Week 13</b> Nov 23 – Nov 27	Chapter 14: Loan Amortization: Mortgages

<b>Week 14</b> Nov 30 – Dec 4	Chapter 15: Bonds and Sinking Funds Chapter 16: Business Investment Decisions
<b>Week 15: Exam Week</b>	<b>Final Exams will be scheduled by the College</b>

**Please Note:**

Date and time allotted to each topic is subject to change.

**If you have any problems and questions, please  
do not hesitate to ask me for help !**

**IF I DON'T KNOW THAT YOU HAVE PROBLEMS, I CAN'T HELP FIX THEM!**

**Performance Requirements****Student Responsibilities**

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](#). The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

**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 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; and
- 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 Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work may not be graded until you show this signed certificate.

**Specialized Supports**

The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30. The Library has evening and weekend hours. Please check [keyano.ca/library](https://www.keyano.ca/library) for current hours.

**Accessibility Services:** provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility services supports and to book a virtual appointment, please contact [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca).

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca)

**Academic Success Coaching:** offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. [Academic.success@keyano.ca](mailto:Academic.success@keyano.ca) is the best way to access resources during virtual service delivery.

**Wellness Services:** offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. All individual appointments will continue virtually.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing [wellness.services@keyano.ca](mailto:wellness.services@keyano.ca).

**Library Services:** provides students with research and information supports as they engage in their studies. Library staff are available to support you both virtually and in person during the fall semester. For library service supports and inquiries, please email [askthelibrary@keyano.ca](mailto:askthelibrary@keyano.ca).

Individual support with the Information Librarian will be provided virtually. Appointments can be requested by email or by placing a [Book a Librarian](#) request using the online form found [here](#).

Research and Subject Guides are helpful resources when conducting research or addressing your information needs. To view a subject or course specific guide, use the following [Subject Guides link](#). To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

**Skill Centre:** provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, writing support groups, facilitated study groups, workshops and study

space. Tutoring services are **free** to Keyano students. Tutoring is available for Math, Writing, English, and Science subject areas.

While most courses are being offered online, the Skill Center will be offering mostly virtual tutoring services and in-person sessions as requested. Please email [Skill.centre@keyano.ca](mailto:Skill.centre@keyano.ca) to get in contact with our tutoring staff.

For the most up to date information on how to book a tutoring session, please view the [Keyano Skill Centre homepage](#).

**E-Learning**

Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements for Fall 2020.

**Internet Speed**

Minimum Internet speeds of 5 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home). Check your internet speed with [Fast.com](#).

**System requirements:**

Microsoft Windows	Apple
<p><b>Minimum Requirements:</b>                      A Windows 10 <b>computer/laptop</b></p> <ul style="list-style-type: none"> <li>· Minimum 4GB of RAM.</li> <li>· 10GB+ available hard drive storage.</li> <li>· Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <a href="#">Microsoft Office</a> software is free to all Keyano students and employees.</li> <li>· Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>· System updates must be regularly installed.</li> <li>· Anti-Virus / Anti-Malware software</li> </ul>	<p><b>Minimum Requirements:</b>                      A Macintosh (V10.14 and above) <b>computer/laptop</b></p> <ul style="list-style-type: none"> <li>· Minimum 4GB of RAM.</li> <li>· 10GB+ available hard drive storage.</li> <li>· Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <a href="#">Microsoft Office</a> software is free to all Keyano students and employees.</li> <li>· Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>· System updates must be regularly installed.</li> <li>· Anti-Virus / Anti-Malware software.</li> </ul>
<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>· 8GB of RAM</li> <li>· A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.</li> </ul>	<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>· 8GB of RAM</li> <li>· A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.</li> </ul>

Chromebooks are **not** recommended as they are not compatible with testing lockdown browsers. A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.

**Specific department requirements:**

Business and OA programs require Windows 10.  
Other programs may utilize Windows based tools as well.

**Computer Software**

Students will be able to get access to Microsoft Office 365 for Free using Keyano Credentials by [clicking here](#).

**Recording of lectures and Intellectual Property**

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to publish or sell instructor notes without formal written permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property.

**ITS Helpdesk**

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing [its.helpdesk@keyano.ca](mailto:its.helpdesk@keyano.ca) or calling 780-791-4965.

**Authorization**

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

Joshua Gogo, Instructor	Date
Nermin Zukic, Business Chair	Date Authorized
Vincella Thompson, Dean	Date Authorized

**Signed copies to be delivered to:**

- Instructor
- Registrar's Office