Degree Applicable

Glendale Community College
October 2010

COURSE OUTLINE

Computer Applications & Business Office Technologies 110
Collegiate Business Mathematics

I. Catalog Statement

Computer Applications and Business Office Technologies 110 is a course in applied routine mathematical tasks typically performed by entry-level clerical employees in today's business offices. Students will learn to select and apply appropriate procedures to solve problems arising in various business situations. Emphasis is on real-world business math applications in such areas as payroll, cash and trade discounting, and both simple and compound interest. This course offers students a solid preparation for entering courses in accounting, retailing, banking, and marketing, and is a core requirement for most CABOT certificate programs. Completion of this course is intended to increase students' success on pre-employment exams for entry-level civil-service-type office positions (e.g. county, city, state, and school district) as well as for an array of private industry office positions.

Units – 3.0

Lecture hours – 3.0

Prerequisite – None

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 3; Listening/Speaking 5; Math 3.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. develop a technical vocabulary of mathematical and business terms;
2. demonstrate the ability to solve word problems pertaining to complex business situations;
3. generate appropriate algebraic equations and find solutions to solve business problems;
4. select appropriate mathematical procedures to solve problems in business application areas.

IV. Course Content — Total Contact Hours = 48

A. Review of Computational Skills Used in Business — 5 hours
   1. Fractions
   2. Decimals

B. Business-Related Fundamental Algebraic Solutions — 7 hours
   1. Basic equations for business applications
   2. Word problems applied to various business situations

C. Financial Applications — 8 hours
   1. Bank reconciliations
   2. Simple interest
   3. Compound interest

D. Percentage Applications — 8 hours
   1. Conversion – decimal, fraction, percents

2. Markups and markdowns
3. Calculating base rate and portion formula

E. Payroll 12 hours
1. Gross pay
2. Hourly
3. Commission
4. Overtime
5. Unit Pay
6. Differential
7. Rate base and portion formula

F. Discounts 8 hours
1. Trade
2. Cash
3. Chain

V. Methods of Presentation

The following instructional methodologies may be used in the course:
1. lecture-demonstration;
2. multimedia;
3. online.

VI. Assignments and Method of Evaluation

1. Group projects (e.g. handling cash transactions in various business environments).
2. Midterm examination.
3. Final examination.

VII. Textbook

Slater, Jeffrey, Practical Business Math Procedures, Current ed.
Danvers, MA: Irwin Publishing, 2011.
12th Grade Textbook Reading Level. ISBN: 0-07-744353-5

VIII. Student Learning Outcome

Upon successful completion, the student will be able to:

1. recognize technical vocabulary of mathematical and business terms;
2. demonstrate the ability to solve word problems pertaining to complex business situations;
3. select the appropriate mathematical procedures to solve problems in business application areas.