YukonCollege

COURSE OUTLINE

BUSM 100

BUSINESS MATH

21 **HOURS**
3 **CREDITS**

PREPARED BY: Lisa Kanary, Instructor   DATE: September 3, 2018
APPROVED BY: Rodney Hulstein, Acting Dean   DATE: September 4, 2018

APPROVED BY ACADEMIC COUNCIL: Click or tap to enter a date

RENEWED BY ACADEMIC COUNCIL: Click or tap to enter a date
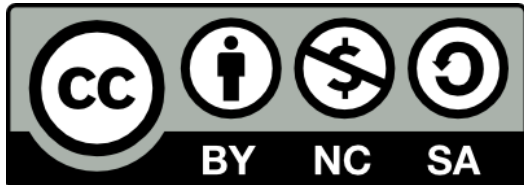
The Course Outline Template is approved by the Academic Council on June 20, 2018

BUSINESS MATH

INSTRUCTOR: Lisa Kanary, PhD	**OFFICE HOURS:** F 9:00 – 10:00am
OFFICE LOCATION: A2433	**CLASSROOM:** A2406
E-MAIL: lkanary@yukoncollege.yk.ca	**TIME:** M/W/F 2:30 – 4:00
TELEPHONE:	**DATES:** Sept. 7 – Oct. 3, 2017

COURSE DESCRIPTION

This course is designed to help students develop the skills needed to perform basic mathematical operations quickly and accurately with the use of a calculator. A variety of topics will be covered, with emphasis on whole numbers, decimals, fractions, and percent calculations and their applications in margins, markups, and cash discounts.

Students attaining an acceptable mark on the assessment will automatically pass this course. Students who do not meet that standard will be required to complete the course.

PREREQUISITES

None

EQUIVALENCY OR TRANSFERABILITY

ABTO104

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:
1. Apply the ten-key touch method to solve mathematical problems on the electronic calculator;
2. Compute mathematical problems using the special functions found on the electronic calculator;
3. Evaluate mathematical problems dealing with fractions, percentages, discounts, markups, margins, and interest; and
4. Independently solve business mathematical problems applying computational skills and assessing the results.

COURSE FORMAT

All of the course work can be found on the Moodle site. Each week, students log in at any time and complete the week's work by Sunday night.

The course is five weeks long: the first four weeks cover course material and the last week is for preparing for the final exam. Each week there will be a series of videos, Powerpoint presentations and/or handouts, as well as a set of exercises for the student to complete. In addition to the assigned work, there will be a final exam.

In each module, there is a "checklist" containing a list of tasks required for each week. As each task is completed, students will receive a check mark to help keep them organized and on schedule with the course. Also, there is a weekly, live online chat sessions to answer any questions students may have. These sessions will take place on Fridays from 10am to noon. Instructions on how to access these sessions will be on the course Moodle site.

ASSESSMENTS:

Attendance & Participation
Regular student adherence to the weekly scheduled tasks and assignment structure are essential. The material covered in each Moodle module will be cumulative and missing a module or assignment will put a student at a serious disadvantage. A large number of skills must be mastered, and specific information must be understood. The weekly, live online chat sessions are also an opportunity for the instructor to help the student determine how to make up for a missed section.

Assignments
At the end of weeks one, two and four, there are graded assignments in this course. The assignment is printed and completed directly on the question page. Then, the assignment is scanned or photographed, then uploaded through the Moodle course page. All assignments must be submitted by *the end of the week (Sunday at midnight)* unless previous arrangements have been made *in writing* with the instructor.

Late assignments will lose 10% per day penalty for each of the first three days. The due date is considered Day 1. No assignment will be marked after the three-day penalty period.

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

Tests
The final exam must be written and completed within the scheduled class time. A two-page formula sheet may be used during the exam.

If you are unable to write the final exam because of illness, you must provide a doctor's note to be allowed to write at a different time. The exam must be written within a week of your return.

EVALUATION:

A final mark of **Pass** or **Fail** for the course will be determined based on:

Assignments	60%
Final Exam	40%
Total	100%

The passing criteria is a final percentage of **60%** or greater.

For transcript purposes, your grade will appear as a P (Pass) or an F (Fail).

REQUIRED TEXTBOOKS AND MATERIALS

All content material will be provided in digital form for you to print yourself

Pens, pencils, eraser, ruler, basic calculator, binder, and file folders (2)

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

CHEATING

Cheating involves actual, intended, or attempted deception and/or dishonest action in relation to any academic work of Yukon College. The penalties for academic dishonesty are severe and are described in section 4.02 and 4.03 of Yukon College's Academic Regulations and Procedures.

Examples of cheating include the following:
Taking unauthorized material into an evaluation and/or talking or communicating with another student during an evaluation. Unauthorized material in an evaluation will be regarded as attempted deception. Unauthorized material includes any notes/documents on your person and non-permitted equipment/devices (e.g. a prohibited model of calculator or an iPhone). If after the evaluation has started it is discovered that you have unauthorized material in your possession, including any information written on a part of your body or on

clothing, it will automatically be assumed that cheating has taken place. The consequence will be the award of a mark of zero for the evaluation affected. Talking or communicating with another student during an evaluation is also considered cheating. You are not allowed to talk or communicate in any way with another student whilst you are in the evaluation room. Talking or communicating with another student during an evaluation may result in you receiving a mark of zero for the evaluation affected.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukoncollege.yk.ca.

FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. The last day that a student may formally withdraw from BUSM100 without academic penalty is **September 24, 2018.** Failure to complete the course from that date will result in an "F" indicating failure on your transcript.

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.

TOPIC OUTLINE (subject to revision)

Week	Topic	Assignments Due
1	Introduction to the Electronic Calculator (Adding Machine)	Assignment #1 (due Sept. 9th)
2	Decimals, Percentages, and Ratios & Proportions	Assignment #2 (due Sept. 16th)
3	Practice Questions, Discounts, and Markups, & Markdowns	
4	Margins, Interest, and Practice Questions	Assignment #3 (due Sept. 30th)
5	Practice Questions & Practice Final, and Final Exam (TBD)	