MASTER SYLLABUS  
(Generic Outline)

Administrative Unit: Business Administration Department

Course Prefix and Number: MGMT 152

Course Title: Business Mathematics

DIGITAL DESCRIPTIONS

STUDENT DESCRIPTION: PAY-HOUR DESCRIPTION:

<table>
<thead>
<tr>
<th># Cr Hrs</th>
<th># Lec Hrs</th>
<th># Lab Hrs</th>
<th>Total # = Lec Hrs + Lab Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
<td>0</td>
<td>3 = 3 + 0 \times \frac{2}{3}</td>
</tr>
</tbody>
</table>

Catalog Description: Development of an understanding of and skill in using arithmetic calculations in business-oriented problems. Offered Fall and Spring.

Additional Information: Every Business Administration course includes a written and oral presentation component.

Prerequisites/Corequisites: None

Text: Many suitable textbooks are available from various publishers. Most are written for a one-semester course, and the text chosen should be of that type.


Course Objectives: Successful completion of this course will enable the student to compute answers and understand the concepts in the following areas of basic business math: basic math skills, reconciliation of bank statements, payroll, percentage, discounts, commission sales, markup/selling, markdown, inventory turnover, depreciation, simple interest, promissory notes, compound interest, annuities and sinking funds, installment buying and credit card purchases, financial reports, insurance, stocks and bonds.

Topical Outline:

I. Whole Numbers and Fractions
II. Decimals
III. Checking Accounts & Bank Reconciliation
IV. Solving for the Unknown
V. Percent
VI. Financial Reports
VII. Depreciation
VIII. Inventory
IX. Life, Fire, and Auto Insurance
X. Stocks and Bonds
XI. The Cost of Home Ownership
XII. Discounts: Trade and Cash
XIII. Markups and Markdowns
XIV. Payroll
XV. Simple Interest
XVI. Promissory Notes, Simple Discount Notes, and Discounting Notes
XVII. Compound Interest and Present Value
XVIII. Annuities and Sinking Funds
XIX. Installment Buying and Revolving Charge/Credit Card Accounts
XX. Business Statistics

Recommended maximum class size for this course: 35

Prepared by: Timothy Ireland
Name Signature

Date: January 24, 2000

NOTE: The intention of this master course syllabus is to provide a general outline of the contents of this course, as specified by the faculty of Columbia College, regardless of who teaches the course, when it is taught, or where it is taught. This generic outline is not intended to restrict the way any individual faculty member teaches the course. The master syllabus, therefore, should be general enough to allow for a diversity of individual approaches to teaching the course, while at the same time it provides guidance on what the course should cover.