

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

OFSY 500

**COURSE TITLE**

BASIC BUSINESS MATH 1

**TYPE COURSE**

NON-FEE

VOCATIONAL

**CATALOG COURSE DESCRIPTION**

This course is designed to enable the student to master mathematical concepts and skills needed in the business world. Topics covered include addition, subtraction, multiplication, division, whole numbers, common and decimal fractions, percentage, interest and practical applications. (FT)

**LECTURE/LABORATORY HOURS**

54

NOTE: In order to earn one (1) unit of high school credit, students will be required to complete an additional 16 hours of work in an open lab for a total of 70 hours.

**ADVISORIES**

NONE

**RECOMMENDED SKILL LEVEL**

Eighth grade reading level, ability to communicate effectively in the English language.

**INSTITUTIONAL STUDENT LEARNING OUTCOMES**

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication  
SDCE students demonstrate effective communication skills.

### INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development  
SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

### COURSE GOALS

The instructional goals of this course are to give the students a broad general theory of Mathematics and establish/enhance the students' skills related to basic mathematic principles. Those goals are to demonstrate basic mathematical concepts, such as addition, subtraction, multiplication, division, fractions, percentages, and interest. The focus of the course is to relate general and/or specialized mathematical practices relevant to a specific problem, including word problems, and to implement a practical solution.

### COURSE OBJECTIVES

Upon successful completion of the course the student will be able to:

1. Add, subtract, multiply, and divide correctly.
2. Find a common denominator for addition and subtraction of fractions.
3. Borrow, when needed, in subtraction of fractions.
4. Reduce fractions to the lowest terms.
5. Convert fractions to decimals.
6. Convert decimals to percents and percents to decimals.
7. Calculate percentage problems accurately.
8. Calculate simple interest.
9. Apply basic skills to practical problems.

## **SECTION II**

### COURSE CONTENT AND SCOPE

1. Basic Mathematical Operations
  - 1.1. Addition
  - 1.2. Subtraction
  - 1.3. Multiplication
  - 1.4. Division
  - 1.5. Whole numbers
  - 1.6. Fractions
  - 1.7. Decimals
  - 1.8. Percent
  - 1.9. Interest

### COURSE CONTENT AND SCOPE (CONTINUED)

- 1.10. Word problems
2. Practical Applications

### APPROPRIATE READINGS

*Basic Math for Job and Personal Use*, Merle Wood, Southwestern Publishers, latest edition  
*Decimals, Fractions, and Percentages for Job and Personal Use*, Merle Wood and Jeanette Powell, Southwestern Publishers, latest edition  
*Basic Math Review*, Loyce C. Gossage, Southwestern Publishers, latest edition

### WRITING ASSIGNMENTS

Typical writing assignments will include:

1. Completing assigned reports such as payroll.
2. Providing written answers to assigned questions.
3. Performing arithmetic calculations as assigned.

### OUTSIDE ASSIGNMENTS

Students are expected to spend a minimum of 2 hours per day outside of class in practice and preparation for each day in class. Assignments may include, but not be limited to:

1. Related readings.
2. Preparing research reports.
3. Preparing writing assignments.
4. Studying as needed to perform successfully in class.

### APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Students will perform analysis and evaluation of reading and/or classroom materials and utilize this analysis in classroom discussions, writing assignments, and in performing laboratory activities. Students must select and use appropriate methods and materials needed to complete laboratory assignments.

### EVALUATION

A student's grade will be based on multiple measures of performance. The assessment will measure development of independent critical thinking skills and will include evaluation of the student's ability to:

1. Apply theory to laboratory assignments.
2. Perform on written, oral, or practical examinations.
3. Contribute to class discussions.
4. Maintain attendance per current policy.

EVALUATION (CONTINUED)

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Lectures, demonstrations, laboratory, audio-visual presentations and computer assisted instruction. Group and individual instruction. Field trips, job shadowing and internships may be utilized.

This course, or sections of this course, may be offered through distance education.

TEXTS AND SUPPLIES

Texts:

- Number Power One*, Jerry Howett, Contemporary Books, latest edition
- Number Power Two*, Jerry Howett, Contemporary Books, latest edition
- Programmed Business Math*, Huffman, Glencoe Publishing, latest edition
- Basic Business Math, A Life-Skills Approach*, Richard Truchon, Crisp Publishing, latest edition

PREPARED BY	<u>Office Systems Professors</u>	DATE	<u>April 21, 1987</u>
REVISED BY	<u>Marcy Schroeder</u>	DATE	<u>September 15, 1989</u>
REVISED BY	<u>Office Systems Professors</u>	DATE	<u>November 22, 1995</u>
REVISED BY	<u>Carol Everette</u>	DATE	<u>January 24, 1996</u>
REVISED BY	<u>Sharian Lott</u>	DATE	<u>February 22, 2007</u>
REVISED BY	<u>Instructional Services/SLO's Added</u>	DATE	<u>April 25, 2013</u>
REVISED BY	<u>Sharian Lott</u>	DATE	<u>May 6, 2020</u>

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

- San Diego Community College District Policy 3100
- California Community Colleges, Title 5, Section 55002

