

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

**SUBJECT AREA AND COURSE NUMBER**

OFSY 501

**COURSE TITLE**

BASIC BUSINESS MATH 2

**TYPE COURSE**

NON-FEE

VOCATIONAL

**CATALOG COURSE DESCRIPTION**

This course reviews mathematics used in business transactions; interest, discount, depreciation, payroll, taxes, mark-up, and other business 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**

Successful completion of OFSY 500, Basic Business Math 1 or equivalent.

**RECOMMENDED SKILL LEVEL**

NONE

**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 enable the student to acquire the necessary skills to master basic principles of mathematics used in today's business world, including general business transactions, such as interest, discount, depreciation, payroll, taxes, and mark-up.

COURSE OBJECTIVES

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

1. Proofread numbers.
2. Reconcile bank statements.
3. Change numbers from fractions to decimals to percents.
4. Calculate percentages, giving increases and decreases.
5. Handle cash and trade discounts.
6. Calculate mark-up and mark-down.
7. Work simple interest problems and compute promissory notes.
8. Determine depreciation using four different methods.
9. Find the current yield on stock and bonds.
10. Handle payroll problems using a variety of payment plans and deductions.

**SECTION II**

COURSE CONTENT AND SCOPE

1. Basic Operations
  - 1.1. Adding and subtracting fractions
  - 1.2. Multiplying and dividing fractions
  - 1.3. Decimals
  - 1.4. Percent
  - 1.5. Finding percents
  - 1.6. Trade and cash discounts
  - 1.7. Mark-up and mark-down
  - 1.8. Interest
  - 1.9. Money
  - 1.10. Payroll
  - 1.11. Insurance problems
2. Applied Applications

### APPROPRIATE READINGS

*Marketing Math*, William A. Stull, Southwestern Publishing, latest edition

*Calculator Math*, William R. Pasewark, Southwestern Publishing, latest edition

*Math Competencies for Everyday Living*, Jeanette Powell and Barbara Hartley Scott, 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

Evaluation will be based on performance in a variety of activities and assignments, such as in class projects and writing assignments, out-of-class projects and writing assignments, quizzes, objective and essay examinations, and class participation.

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

Methods of instruction, as determined by each instructor, may include lecture, discussion, computer assisted instruction, lab, audio-visual, modules, field trips and any other unique instructional strategies as determined by each instructor.

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

TEXTS AND SUPPLIES

Texts:

*Business Math*, Cleaves, Hobbs, and Dudenhefer, Prentice Hall Publishing Programmed  
Business Math, Huffman, Glencoe Publishing, latest edition  
*Basic Business Math: A Life-Skills Approach (A Fifty-Minute Series Book)*, Richard Truchon,  
Crisp Publications, 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>January 21, 2015</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  
Continuing Education Catalog