

**SYLLABUS**

**COURSE #** AOAP 115  
**COURSE TITLE** BUSINESS MATH USING CALCULATORS  
**# OF CREDITS** 3

**CATALOG DESCRIPTION:**

A practical business mathematics course to include the following: Whole Numbers, Decimals, Bank Records, Fractions, Percents, Payroll, Trade and Cash Discounts, Markup and Markdown, Simple Interest, Compound Interest, Future Value, Present Value, Consumer Credit, Depreciation, Financial Reports, Insurance, Taxes, Inventory, Overhead, Home Mortgages, Installment buying, 10-key calculator Operations and Special Key Functions, and Internet Projects. Semesters Offered: Fall/Spring/Interim.

**COURSE GOALS:**

Learn terminology common to basic math; learn to solve business math problems with and without the calculator; learn special feature keys found on most calculators; relate in-class activities with the business world; use the Internet; use basic business math formulas; learn how to estimate answers, improve accuracy and increase self-confidence; learn to perform the math skills necessary for entry-level jobs.

**LEARNING OUTCOMES:**

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

Perform and apply basic math skills in both personal and business applications, with or without the use of a calculator, and to perform the math skills necessary for entry-level jobs.

This syllabus developed by: Susan A. Pierce Date: 3/9/01

This syllabus reviewed by: Wilfred Beaupre Date: 5/04/01