Yukon University

COURSE OUTLINE

BUSM 100
BUSINESS MATH

1.5 CREDITS

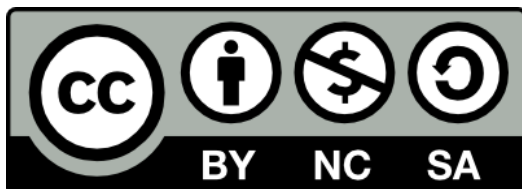PREPARED BY: Jennifer Smith, Instructor
DATE: August 26, 2020

APPROVED BY: Ernie Prokopchuk, Dean
DATE: August 27, 2020

APPROVED BY SENATE: Click or tap to enter a date
RENEWED BY SENATE: Click or tap to enter a date

BUSINESS MATH

INSTRUCTOR: Jennifer Smith	**OFFICE HOURS: Fri. 10am – 12pm** (by Zoom)
OFFICE LOCATION: N/A	**CLASSROOM:** N/A
E-MAIL: jsmith@yukonu.ca	**TIME:** Online course
TELEPHONE: N/A	**DATES:** September 1 – September 29

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

RELATED COURSE REQUIREMENTS

This course will be delivered online in Fall 2020. A computer and physical calculator are required. All course materials are posted on Moodle.

EQUIVALENCY OR TRANSFERABILITY

ABTO104

LEARNING OUTCOMES

Upon successful completion of the course, students will have demonstrated the ability to:

- Apply the ten-key touch method to solve mathematical problems on the electronic calculator
- Compute mathematical problems using the special functions found on the

electronic calculator
- Evaluate mathematical problems dealing with fractions, percentages, discounts, markups, margins, and interest
- Independently solve business mathematical problems applying computational skills and assessing the results

COURSE FORMAT

All 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 on Wednesday September 30th from 1 – 4pm. 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 (3 x 20%)	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 MATERIAL

All content material will be provided in digital form for you to print yourself on Moodle. You may also want pens, pencils, eraser, ruler, basic calculator, binder, and file folders

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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 University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University 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 University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.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 University Academic Regulations (available on the

Yukon University 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@yukonu.ca.

TOPIC OUTLINE

Week #	Topic	Assignment Due
1	Intro to the Electronic Calculator (Adding Machine)	Assignment # 1 **Due Sept 6th**
2	Decimals, Percentages, Rates & Proportions and Practice Questions	Assignment # 2 **Due September 13th**
3	Discounts and Markups & Markdowns and Practice Questions	
4	Margins, Interest and Practice Questions	Assignment # 3 **Due September 27th**
5	Practice Questions, Practice Final & Final Exam	**Final Exam September 30th 1 – 4pm**