COURSE DISCIPLINE :   CABOT

COURSE NUMBER :   110

COURSE TITLE (FULL) :   Collegiate Business Mathematics

COURSE TITLE (SHORT) :   Collegiate Business Math

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID : BSOT 115 X - Practical Math for Business and Consumers

CATALOG DESCRIPTION

CABOT110 is a course in applied routine mathematical tasks typically performed by entry-level clerical employees in today's business offices. Students will learn to select and apply appropriate procedures to solve problems arising in various business situations. Emphasis is on real-world business math applications in such areas as payroll, cash and trade discounting, and both simple and compound interest. This course offers students a solid preparation for entering courses in accounting, retailing, banking, and marketing, and is a core requirement for most CABOT certificate programs. Completion of this course is intended to increase students' success on pre-employment exams for entry-level civil-service-type office positions (e.g. county, city, state, and school district) as well as for an array of private industry office positions.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Prerequisite: None.

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1				None	No

EXIT STANDARDS

1. Perform mathematical tasks used by entry-level clerical employees in a business office;
2. generate appropriate algebraic equations and find solutions to solve business problems;
3. demonstrate the ability to add, subtract, multiply, divide whole numbers and fractions
4. demonstrate the ability to use percent's and decimals to solve mathematical problems

STUDENT LEARNING OUTCOMES

1. recognize technical vocabulary of mathematical and business terms
2. select the appropriate mathematical procedures to solve problems in business application areas
3. Apply real-world business math applications in such areas as payroll, cash and trade discounting, and both simple and compound interest.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Review of Computational Skills Used in Business • Fractions • Decimals	7	0	7
2	Business-Related Fundamental Algebraic Solution • Basic equations for business applications • Word problems applied to various business situations.	8	0	8
3	Financial Applications • Bank reconciliations • Simple interest • Compound interest	10	0	10
4	Percentage Applications • Conversion – decimal, fraction, percent's • Markups and markdowns; • Calculating base rate and portion formula	8	0	8
5	Payroll • Gross pay • Hourly • Commission • Overtime • Unit Pay • Differential • Rate base and portion formula	12	0	12

6	Discounts • Trade • Cash • Chain	9	0	9
				54

OUT OF CLASS ASSIGNMENTS

1   group projects (e.g. handling cash transactions in various business environments).

METHODS OF EVALUATION

1   midterm examination;
2   final examination

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Studio

☐ Discussion
☑ Multimedia

☐ Tutorial

☐ Independent Study

☐ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☐ Guest Speakers

☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Practical Business Math Procedures	Required	New York: McGraw-Hill	13		Slater, Jeffrey	9781260703856	2020