| | **School of Business and Leadership** |
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| Yukon University | **BUSM 100 (BZ)** |
| | **Business Math** |
| | **Term: Fall 2021** |
| | **Number of Credits: 1.5** |

# Course Outline

**INSTRUCTOR:** Philip Mullin, B.Ed., B.A.

**OFFICE HOURS:** Mon 10:00-11:30am;
Fri 10:00-11:30am

**OFFICE LOCATION:** N/A

**CLASSROOM:** Online (Zoom classroom)

**E-MAIL:** pmullin@yukonu.ca

**TIME:** Asynchronous with a weekly tutorial
Monday 1:00 – 2:30pm (recommended)

**TELEPHONE:** please email for phone number

**DATES:** September 7 – October 8, 2021

## 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.

## COURSE REQUIREMENTS

Prerequisite(s): None

## RELATED COURSE REQUIREMENTS

This course will be delivered online in Fall 2021. A computer and physical calculator (adding machine) are required. All course materials are posted on Moodle.

## EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:
https://www.yukonu.ca/admissions/transfer-credit

ABTO104

## LEARNING OUTCOMES

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

1. Apply the ten-key touch method to solve mathematical problems on the electronic calculator

2. Compute mathematical problems using the special functions found on the electronic calculator
3. Evaluate mathematical problems dealing with fractions, percentages, discounts, markups, margins, and interest
4. Independently solve business mathematical problems applying computational skills and assessing the results

**COURSE FORMAT**

**Weekly breakdown of instructional hours**

This course is offered through 3 hours of mandatory online class sessions. It is expected that this course will require 5 hours/week of homework and additional reading. It is important to note that the time required will vary by individual.

**Delivery 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 session to answer any questions students may have. These sessions will take place on Wednesday from 10am to noon. Instructions on how to access these sessions will be on the course Moodle site.

**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).

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.

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**Late assignments will lose 10% per day penalty for each of the first three days. 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.

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Tests

The final exam must be written and completed on Friday, October 8th 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.

**COURSE WITHDRAWAL INFORMATION**

Refer to the YukonU website for important dates.


**TEXTBOOKS & LEARNING MATERIALS**

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 (2).


**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 INTEGRITY**

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

**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 by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

**TOPIC OUTLINE**

| Week # | Topic | Assignment Due |
|--------|-------|----------------|
| 1 | Intro to the Electronic Calculator (Adding Machine) | Assignment # 1 **Due Sept 12th** |
| 2 | Decimals, Percentages, Rates & Proportions and Practice Questions | Assignment # 2 **Due September 19th** |
| 3 | Discounts and Markups & Markdowns and Practice Questions | |
| 4 | Margins, Interest and Practice Questions | Assignment # 3 **Due October 3rd** |
| 5 | Practice Questions, Practice Final & Final Exam | **Final Exam October 8th 1 – 4pm** |