

	<b>School of Business and Leadership</b>
	<b>BUSM 100</b>
	<b>Business Math</b>
	<b>Term: Fall 2023</b>
	<b>Number of Credits: 1.5</b>
<b>Course Outline</b>	

**INSTRUCTOR:** Ernie Prokopchuk, PhD  
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**OFFICE:** A2015  
**OFFICE HOURS:** Thurs/Fri 1:30 -3:30 pm  
or by appointment or any time my door is open

**CLASS:** Mon & Wed 2:30 am -3:50 pm  
**LOCATION:** Online (Zoom)

**DATES:** September 6 – October 5, 2023  
**EXAM:** Thursday October 5, 2023 1:00 – 4:00 pm

### **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

This course will be delivered online in Fall 2022. A computer and physical calculator or 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>

### **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 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, materials such as videos, PowerPoint presentations, and/or handouts will be posted to Moodle. Scheduled online class time will be used to go over the material for the week and to provide students an opportunity to practice and develop their math skills. A weekly set of exercises for the student to complete will also be posted to Moodle. In addition to the assigned work, there will be a final exam.

## **EVALUATION**

Assignments (3x20%)	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.

### Assignments

At the end of weeks one, two and four, there are graded assignments in this course. The assignment can be printed and completed directly on the question page, or completed electronically on the question page document. If done on a printed copy, the completed assignment must be scanned or

photographed and uploaded through the Moodle course page. If taking a picture of your work, please ensure it is well-lit, in-focus, and readable. Better images often result from using a scan-to-pdf app on your phone. All assignments must be submitted by the end of the week (11:59 pm Saturday night), unless otherwise specified or previous arrangements have been made with the instructor.

**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.

### Tests

The final exam must be written and completed on Thursday, October 5th from 1 – 4 pm. 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).

## 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.

## ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](mailto:access@yukonu.ca) for resources or to arrange academic accommodations: [access@yukonu.ca](mailto:access@yukonu.ca).

## TOPIC OUTLINE

Week	Topic	Assignment Due
1	Intro to the Electronic Calculator (Adding Machine)	Assignment #1 <b>Due September 9</b>
2	Decimals, Percentages, Rates & Proportions and Practice Questions	Assignment #2 <b>Due September 16</b>
3	Discounts and Markups & Markdowns and Practice Questions	
4	Margins, Interest and Practice Questions	Assignment #3 <b>Due September 30</b>
5	Practice Questions, Practice Final & Final Exam	Final Exam <b>Thursday October 5, 1 - 4 pm</b>