

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**BUSINESS MATH  
(Special Topics in Applied Mathematics, General)**

(16 hours)

**TECM 1091**

**COURSE SYLLABUS**

**Course Description:** Instruction in analytical and problem-solving skills for business applications. Includes typical business scenarios and case studies for “real life” experience for the students. **Prerequisites:** High school or equivalent instruction in basic arithmetic – addition, subtraction, multiplication and division.

**Objectives:** Every student will be able to:

- Apply basic math skills in office applications
- Follow and analytical process in problem solving
- Demonstrate problem-solving skills
- Recognize the value of mathematical; analysis in presentations and reports
- Demonstrate the ability to display results in a graphical or meaningful way

**Rationale:** Basic math skills are required in the business community. This course will enable students to efficiently apply the learned skills in daily office duties.

**Required Material:** Basic Business Math: A Life-Skills Approach, Richard P. Truchon, ISBN 1-56052-448-0

**Type of Course:** Short Course

**Evaluation:** Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant’s achievement of the course objectives by signing and awarding individual certificates of completion.

**Course Outline:**

- |    |   |        |
|----|---|--------|
| I. | Working with whole numbers                          | 1 hour |
|    | 1. Rounding   |        |
|    | 2. Addition, subtraction, multiplications, division |        |

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II.	Working with fractions	1 hour
	1. Addition, subtraction, multiplication, division	
III.	Working with decimals	1 ½ hour
	1. Converting fraction to decimals	
	2. Converting decimals to fractions	
	3. Addition, subtraction, multiplication, division	
	4. Rounding	
IV.	Calculating percentages	1 hour
V.	Using equations	1 hour
VI.	Understanding formulas	1 hour
VII.	Using statistics and analysis	2 hours
VIII.	Applying math skills to business applications	3 ½ hours
	1. Commissions	
	2. Mark ups	
	3. Mark downs	
	4. Discounts	
	5. Taxes	
	6. Interest	
	7. Installments	
IX.	Presenting results in graphs and charts	2 hours
X.	Introduction to algebra	1 hour
XI.	Metric system	1 hour