## change of COURSE PROPOSAL FORM

**ACADEMIC AREA:** BUSINESS AND TECHNOLOGY

**PROGRAM:** AS BUSINESS ADMINISTRATION AND MANAGEMENT

**PROPOSEd by**: Dr. Douglas Nay

**PRESENTER:** Dr. douglas Nay

**SUBMISSION DATE:** 11/9/2011

**CURRENT COURSE PREFIX, NUMBER AND TITLE:**

### mtb 1103 business mathematics

### SECTION I

**TYPE(S) OF COURSE CHANGE: TYPE PROPOSED CHANGE HERE FOR EACH ITEM CHECKED:**

**** lecture/lab course must have “c” / lab course must have “l”

 type new COURSE TITLE HERE

**** TYPE IN DEPARTMENT

**** LIST WHAT ALL PREREQUISITES SHOULD BE IN SEQUENTIAL ORDER

**** sELECT MINIMUM GRADE. THE DEFAULT IS “D”

**** LIST ALL COREQUISITES IN SEQUENTIAL ORDER

**** Click here to ENTER THE NUMBER CREDITS OR CLOCK HOURS

**** SELECT A CREDIT TYPE

**** Click here to enter CONTACT HOURS

**** SELECT GRADE MODE

****

This basic business mathematics course involves the study of fractions, decimals, and percents and their business applications related to discounting, retail mathematics, and business statistics. Emphasis is also placed on simple interest and the time value of money using compound interest, annuities, and amortization.

This course does NOT count as a math course for general education.

**PREREQUISITES FOR THIS COURSE:**None

**CO-REQUISITES FOR THIS COURSE:**

Personal Finance: FIN2100

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* + - A review of fractions, decimals, and percents as used in business calculations
    - Retail business mathematics including discounting, markups, markdowns, break-even analysis, and gross profit calculations
    - Simple interest and discount notes
    - Time value of money involving compound interest, present value and future value
    - Annuities, sinking funds, and amortization
    - Basic business statistics

****

TYPE IN ALL OF THE LEARNING OUTCOMES, ASSESSMENTS AND GEN ED COMPETENCIES AS THEY SHOULD BE DISPLAYED IN THE SYLLABUS

|  |  |  |
| --- | --- | --- |
| LEARNING OUTCOMES | ASSESSMENTS | GENERAL EDUCATION COMPETENCIES |
| Compute basic arithmetic of whole numbers, decimals, fractions and percents. | Students will be assessed on these outcomes using  objective measurements such as quizzes and tests as well as regular homework assignments. Class assignments may also include case studies, a presentation using technology to research and prepare a project or report, or class demonstrations of problem solving techniques. Quizzes, tests, projects, class  assignments. | QR |
| Evaluate trade and cash discounts and calculate net amounts in both dollars and percents from both the buyer and seller perspectives in a given situation. |  | QR, CT |
| Formulate markup based on sale price and cost for a specific set of business parameters. |  | QR, CT |
| Manipulate the simple interest formula to calculate for principal, interest, time, rate, or the maturity value. |  | QR, CT |
| Complete the proper interest credits under the U.S. Rule regarding partial payments. |  | QR, CT |
| Apply the time value of money concepts to calculate compound interest, future values, and present values with lump sum amounts, annuities, and sinking funds.  Apply basic business statistics to  business applications. |  | QR, CT  QR, CT |

### SECTION II (must complete each item below)

**ICS CODE FOR THIS COURSE:** ADVANCED AND PROFESSIONAL - 1.15.05 - BUSINESS AND MANAGEMENT

**IF YOU INTEND TO RESTRICT STUDENT REGISTRATION BASED ON THE STUDENTS’ MAJOR(S), ENTER ALL APPLICABLE MAJOR RESTRICTION CODE(S)—Enter “NA” OR MAJOR code(S):**

Click here to enter text

**GRADE MODE:** STANDARD GRADING

**IS THIS AN “INTERNATIONAL OR DIVERSITY FOCUS” COURSE?** NO

**IS THIS A GENERAL EDUCATION COURSE?** NO

**IS THIS A WRITING INTENSIVE COURSE?** NO

**iS THIS AN HONORS COURSE?** NO

**IS THIS A REPEATABLE\* COURSE?** NO

(A repeatable course may be taken more than one time for additional credits. For example, MUT 2641, a 3-credit hour course, can be repeated 1 time and a student can earn a maximum of 6 credits.)

\*not the same as Multiple Attempts or Grade Forgiveness

**IF “YES”, WHAT IS THE MAXIMUM NUMBER OF CREDITS A STUDENT CAN EARN FOR THIS COURSE? if “NO”, ENTER “na” BELOW.**

na

**DO YOU EXPECT TO OFFER THIS COURSE THREE TIMES OR LESS?** NO

**WILL THESE CHANGES HAVE AN IMPACT ON OTHER COURSES, PROGRAMS OR DEPARTMENTS?** NO

**IF “YES,” please eXPLAIN or submit comments (ENTER “NA” or COMMENTS):**

CLICK HERE TO ENTER TEXT

**IF “YES,” HAVE YOU DISCUSSED THIS PROPOSAL WITH ANYONE (FROM OTHER DEPARTMENTS AND/OR PROGRAMS) REGARDING THE IMPACT? WERE ANY AGREEMENTS MADE (ENTER “NA” OR COMMENTS)?**

CLICK HERE TO ENTER TEXT

**DO YOU ANTICIPATE THAT STUDENTS WILL BE TAKING ANY OF THE PREREQUISITES LISTED FOR THIS COURSE IN DIFFERENT PARTS OF THE SAME TERM?** YES

**IS ANY COREQUISITE LISTED ON THIS COURSE LISTED AS A COREQUISITE ON ITS PAIRED COURSE?** NO

eXAMPLE: CHM 2032 IS A COREQUISITE FOR CHM 2032L AND CHM 2032L IS A COREQUISITE FOR CHM 2032.

### SECTION III (MUST COMPLETE EACH ITEM BELOW)

**PROVIDE JUSTIFICATION FOR EACH CHANGE ON THIS PROPOSED CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION)—ENTER “na” OR TEXT:**

MTB 1103 has been a core requirement in the AS for business administration and management. this change is to add a starter set of business statistic exercises and concepts in the bama program. business statistics are a vital part of new knowledge needed to be successful in the business world today.  
  
We are also modifying the learning outcomes modestly and adding personal finance, fin 2100, as a co-requisite based on class experience with students understanding concepts more readily.

**NOTE:**

CHANGES FOR THE UPCOMING FALL TERM MUST BE SUBMITTED AND APPROVED NO LATER THAN THE FEBRUARY CURRICULUM COMMITTEE MEETING PRIOR TO THE START OF THE NEXT ACADEMIC YEAR. CHANGES DURING MID-SCHOOL YEAR ARE NOT ALLOWED. EXTREME CIRCUMSTANCES WILL REQUIRE APPROVAL FROM THE DISTRICT DEAN OF INSTRUCTION AS WELL AS THE VICE PRESIDENT OF ACADEMIC AFFAIRS TO BEGIN IN EITHER THE SPRING OR SUMMER TERM.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2012 TYPE IN TERM IF “EXCEPTION” AND OBTAIN BOTH SIGNATURES BELOW OR TYPE “NA”

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:



SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:



**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA (,)



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 11/9/2011

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

 11/9/2011

**DEANS’ COUNCIL Review – verified by:**

 11/16/2011

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:**

 11/18/2011

**FOR CURRICULUM COMMITTEE MEETING DATE:**



AFTER REVIEWING AND SIGNING THIS PROPOSAL, THE DISTRICT DEAN WILL RETURN THE PROPOSAL TO THE DEPARTMENT CHAIR OR PROGRAM COORDINATOR WILL SUBMIT THE PROPOSAL TO THE VPAA OFFICE. THE DEPARTMENT CHAIR/PROGRAM COORDINATOR WILL SEND THIS PROPOSAL ALONG WITH ANY OTHER PROPOSALS FROM HIS/HER DEPARTMENT BEING SUBMITTED FOR REVIEW BY THE CURRICULUM COMMITTEE TO THE STUDENT ASSESSMENT COMMITTEE FOR REVIEW. ONCE APPROVED BY THE STUDENT ASSESSMENT COMMITTEE, SUBMIT THE PROPOSAL(S) TO DROPBOX BY THE MEETING DUE DATE. FOR MORE DETAILS, PLEASE REFER TO THE CURRICULUM COMMITTEE MANUAL: www.edison.edu/facultystaff/curriculum.php