| | School of Business and Leadership |
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| **Yukon University** | **BUSM 100** |
| | **Business Math** |
| | **Term: Fall 2024** |
| | **Number of Credits: 1.5** |
| | **Course Outline** |

**INSTRUCTOR:** Ernie Prokopchuk, PhD     **OFFICE:** A2015
**E-MAIL:** eprokopchuk@yukonu.ca     **OFFICE HOURS:** Thurs 1:30 -3:30 pm
**PHONE:** 668-8865     or by appointment or any time my door is open

**CLASS:** Wed & Fri 2:30 am -3:50 pm     **DATES:** September 4 – October 11, 2024
**LOCATION:** Online (Zoom)     **EXAM:** Friday October 11, 2024 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 2024. 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

The course is five weeks long: the first four weeks cover course material and the last week is for preparing for the final exam, which will be written at the end of the final week.

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.

## EVALUATION

| Assignments (4x15%) | 60 % |
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| Final Exam | 40 % |
| Total | 100% |

The passing criteria is a total grade 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 unit will be cumulative and missing a unit 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, three, and four, there are graded assignments in this course. The assignment can be printed and completed directly on the question page, completed on a separate piece of paper, or completed as a digital document.   Completed assignments will be submitted by uploading through the Moodle course page.  Digital files can be uploaded directly (pdf format preferred).  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 11:59 pm on the specified due date, unless otherwise specified or previous arrangements have been made with the instructor.

**Late assignments will lose 10% per day. No assignment will be marked after marked assignments have been returned and taken up.**

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.  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.

Exam

The final exam must be written and completed on Friday, October 11 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 let the instructor know before the exam time in order to be allowed to write at a different time. The exam must be written within a week of your recovery.

**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](#) for resources or to arrange academic accommodations: access@yukonu.ca.

**TOPIC OUTLINE**

| Week | Topic | Assignment Due |
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| 1 | Foundational Math Skills and Calculator Use, Decimals | Assignment #1<br><br>**Due September 11** |
| 2 | Percentages, Rates & Proportions and Practice Questions | Assignment #2<br><br>**Due September 18** |
| 3 | Discounts and Markups & Markdowns and Practice Questions | Assignment #3<br><br>**Due September 25** |
| 4 | Margins, Interest and Practice Questions | Assignment #4<br><br>**Due October 2** |
| 5 | Practice Questions, Practice Final & Final Exam | |
| | Final Exam - **Friday October 11, 1 - 4 pm** | |