



## **Course Name: Basic Business Math**

Module CA6 Computerized Accounting

### **Course Description:**

The Purpose of Basic Business Mathematics is to develop students Mathematical skills to work in Office Administration and/or the Accounting sector.

**Course Length: 21 Hours**

### **Text Book:**

Handouts and exercises prepared by Instructor

### **Method of Evaluation**

- Participation 30%
- Final Exam 70%
- You must achieve 65% on the final exam

### **Course Objectives: Knowledge**

1. Know about Long and short hand writing
2. Know about Adding and Subtracting Whole Numbers
3. Know about Multiplying and Dividing Whole Numbers
4. Know the Algebra Topics: Writing and Solving Equations
5. Know the Solving Word Problems
6. Know the Data Analysis: Finding Averages
7. Know the Measurement and Geometry

### **Course Objectives: Skills**

1. Able to perform calculations independently
2. Able to read graph and charts.
3. Able to perform data analysis
4. Able to solve word problems
5. Able to work with fractions

## Curriculum Outline

<b>Week 1</b> 3 hours	Long and short hand number writing
<b>Week 2</b> 3 hours	Adding and subtracting whole numbers Multiplying and Dividing whole numbers
<b>Week 3</b> 3 hours	Solving word problems and data analysis: Finding Averages
<b>Week 4</b> 3 hours	Measurement and Geometry and math at work
<b>Week 5</b> 4.5 hours	Fractions Algebra Topics: Writing and solving equations
<b>Week 6</b> 1.5 hours	Final Exam

### Instructor Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_