

Tamalpais Union High School District

Larkspur, California

Course of Study

Business Mathematics 1-2

I. INTRODUCTION

Business Mathematics is a sequence of two independent semesters for junior and senior students who have met the Tamalpais Union High School District Hart Act requirement in mathematics. It is an elective that will fulfill part of the three-year mathematics requirement for graduation.

This course is included in the Business Education Career Path that can lead to a student's receiving credit at the College of Marin under our 2+2 Agreement with them. After completing a year of Business Mathematics, students will have the opportunity to earn Three College of Marin Credits when college-level standards have been met.

II. EXPECTATIONS

Objectives

At the completion of Business Mathematics 5 and 6 a student should have a mastery of basic mathematical skills and be able to apply these skills in realistic business situation, to personal situations as a consumer, and to be familiar with the operations of various types of business activity.

Central Content and Concepts

Business Mathematics 5

1. Money Records
 - Keeping cash receipts and payment records
 - Proving check register balance and reconciling bank statement
2. Payroll Records
 - Finding regular and overtime pay (using fractions)
 - Finding net pay, fringe benefits and commission (using decimals and percents)
3. Metric Measurement

- Length
 - Area
 - Capacity and weight
4. Budgeting and buying
 - Planning a budget
 - Checking sales slips
 - Figuring extensions and unit prices
 - Buying wisely
 - Checking and reducing energy, water and telephone costs
 5. Borrowing Money
 - Interest, due dates and times, discounted notes
 - Installment loans and buying
 - Credit cards
 6. Saving Money
 - Saving accounts
 - Compound interest
 - Special savings plans

Business Mathematics 6

1. Investing Money
 - Buying bonds, stocks, and mutual funds
 - Buying real estate
2. Home and Transportation Expenses
 - Buying and owning a home
 - Depreciation and other costs of operating a car or truck
3. Taxes
 - Property taxes and tax rates
 - Sales and excise taxes
 - Payroll taxes
4. Insurance
 - Life, health, accident, property insurance
 - Automobile insurance
5. Finding and Distributing Business Income and Loss
 - Balance sheet and income statement
 - Distributing partnership and corporate income
 - Bankruptcy
6. Purchasing for a Business

- Purchasing merchandise
 - Trade, series and cash discounts
7. Selling for a Business
 - Cash and charge sales
 - Figuring discounts and prices
 - Pricing goods, finding profit, and special pricing problems
 8. Manufacturing and Office Costs
 - Factory and depreciation costs
 - Break-even point
 - Office, payroll, shipping and computer costs
 9. Business Statistics and Graphs
 - Measures of central tendency and probability
 - Bar, line, rectangle and circle graphs
 - Economic statistics

III. MAJOR ACTIVITIES

Business Mathematics provides an ideal opportunity for the teacher to approach each topic using authentic materials. For example, the Internal Revenue Service provides instructional units using actual tax forms. Employment tests, advertising brochures, credit applications, insurance forms, and other similar items can be utilized. Guest speakers can talk about career opportunities and/or the subject areas being covered. There are many possibilities for project-based instruction; i.e., Junior Achievement will provide materials that can be adapted for use in class; students can invest in the stock market and the commodities market.

Evaluation

Student performance and participation in completing assignments, projects, and simulations will be evaluated. Teacher and publisher-designed tests will also be used.

IV. GENERAL INFORMATION

Each semester fulfills 5 units of the district's graduation requirement in mathematics. These courses do not satisfy University of California entrance requirements. However, after completing one year of Business Mathematics with a grade of "B" or better, a student may receive 3 credits (the equivalent of a one-semester course) at College of Marin under our 2+2 Agreement.

Adopted: 5/3/94