

Southeastern School
Business Management and Administration Department
Business Administrative Services Program
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Business & Consumer Mathematics

Course Description

Business & Consumer Mathematics is designed to build upon previous knowledge and skills to solve a variety of arithmetic problems that are commonly found in personal and business financial situations. Students develop the skills necessary to solve mathematical problems, analyze and interpret data, and use data to make sound decisions in business and personal financial situations. Topics include taxation, savings and investments, credit management, cash management, and financial statements. No prerequisite is required for this course.

Program/Instructional Delivery Plan

All course information and coursework are detailed in the Schoology Learning Management System which students can access once enrolled in the course. Other online applications will be utilized to ensure content delivery.

<p><u>Assessment Procedures</u></p> <p>Students will be assessed at the completion of each unit in one or more of the following ways:</p> <ul style="list-style-type: none"> • Teacher Observations • Performance Tasks • Objective Tests • Checklists • Rubrics • Online Activities • Scenarios/Case Studies • Oral Presentations • Research Reports/Projects • Portfolios • Certification Exams • Safety Tests • Simulations 	<p><u>Grading Scale</u></p> <p>A 90-100 B 80-89 C 70-79 D 60-69 F 59 or below</p> <p><u>Grading Policy</u></p> <p>Grades are based on a points system. Typically, assessments and projects will be worth up to 200 points; classwork, quizzes and homework will be worth up to 100 points.</p>
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Required Reading

Students will complete a book study of *“The 7 Habits of Highly Effective Teens”* by Sean Covey to enhance course content and instruction.

Course Goals

Each foundational and content standard completes the stem “Students will ...”

Foundational Standards Unit

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.
6. Discuss and demonstrate ways to value diversity.

Consumer Credit Unit

1. Assess the costs associated with making major purchases. Examples: automobile, appliance, house, furniture
2. Research terms and conditions for at least two major credit cards, compute the costs of financing a purchase over various time periods, and list and describe the advantages and disadvantages of using each card.
3. Determine the impact of credit ratings on the cost of goods and services purchased on credit.

Markup and Discounts Unit

4. Interpret different types of discounts and their effects on personal and business expenses.
5. Assess and calculate markup or markdown.

Data Analysis and Reporting Unit

6. Analyze business data to discover trends for strategic decision-making.
7. Display business data in tables, charts, graphs, and infographics.

Payroll Unit

8. Create an individual payroll and earnings record for a salaried and an hourly worker.
9. Describe and calculate federal and state taxes associated with employee payroll.

Interest Rates Unit

10. Examine rates, amount of interest, and proceeds of bank discounts for various loans and explain how variations in these factors impact financial outcomes and decisions.
11. Explain maturity value and find the maturity value of a loan.

Investments Unit

12. Explain investment terms including risk, yields, price to earnings (P/E) ratio, and rate of return.

Personal Taxes Unit

13. Describe and prepare federal tax documents for varying household types.
14. Discuss and calculate property taxes based on local percentages and guidelines including assessed values and homestead exemptions.

Bank Records Unit

15. Outline the historical progression of banking institutions and how changes affected customers' costs for services. Examples: traditional banks, online banks, credit unions
16. Complete routine banking procedures to manage finances efficiently.
17. Describe features, advantages, and disadvantages of mobile and online banking.

Insurance Unit

18. Identify and compare types of insurance and compute the costs and benefits of selected plans.

Ratios and Proportions Unit

19. Discuss the terms ratio and proportion and explain how they are used for calculations in different business situations.

Depreciation Unit

20. Compare and contrast the straight-line method, declining balance method, sum of the years digits method, and the modified accelerated cost recovery system (MACRS) method to calculate depreciation.

Inventory Unit

21. Tabulate costs associated with inventory to support business productivity.

Business Calculations Unit

22. Calculate and assess future costs of operation.

Career and Technical Student Organization Integration

Career and technical student organizations (CTSOs) are integral, cocurricular components of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth.

Future Business Leaders of America (FBLA) is the CTSO for this course.

FBLA dues are included in the \$25 Computer Lab Fee for the school year.

Embedded Numeracy/Literacy/Science Anchor Assignment

Students will complete an anchor assignment which demonstrates the integration of technical reading and writing, mathematics and mathematic vocabulary, and science concepts and science vocabulary appropriate to the program area.

BMA Anchor Assignment – 200 points

Students will **research** 3 specific STEM-related business careers (Accountants, Auditors, and Operations Research Analysts) to **compare and contrast** wages and employment trends. Students will prepare a formal **summary** of their research findings in an **MLA format essay** which includes **tables, charts, and graphs** to support their findings of the **median hourly wages** and **median annual wages**. Students will also compare and contrast the various knowledge, skills, abilities, personality, technology, and educational and credentialing requirements to be successful in those careers.

- **Numeracy** – integration of mathematics and mathematical vocabulary by utilizing critical thinking to make sense of problems and present median wages using tables and charts
- **Literacy** – integration of technical reading and writing skills by communicating clearly and effectively while presenting data in an MLA format essay
- **Science** – integration of science concepts and science vocabulary by employing valid and reliable research strategies while also using technology to enhance productivity

Available Industry Recognized Credentials Offered

Students will have the opportunity to demonstrate the skills needed to get the most out of Microsoft Office 2019 by earning a Microsoft Office Specialist certification in a specific Office program. MOS certification is offered for Word, Excel, PowerPoint, Access, and Outlook.