



Course Specification

(Bachelor)

Course Title: **Business Mathematics**

Course Code: **APFT1503**

Program: **Diploma in Fintech**

Department: **Diplomas**

College: **Applied College**

Institution: **Umm Al-Qura University**

Version: **1**

Last Revision Date: **Apr- 2025**



Table of Contents

<u>A. General information about the course:</u>	3
<u>B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods</u>	4
<u>C. Course Content</u>	4
<u>D. Students Assessment Activities</u>	5
<u>E. Learning Resources and Facilities</u>	5
<u>F. Assessment of Course Quality</u>	5
<u>G. Specification Approval</u>	6





A. General information about the course:

1. Course Identification

1. Credit hours: (3 hours)

2. Course type

- A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others
- B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (Level 1 – Year 1)

4. Course general Description:

This course covers the mathematical processes and techniques currently used in the fields of business and finance. It includes a review of basic business math skills with particular emphasis on percentages, discounts, basic financial equations, basic statistics, trade and cash discounts, simple return, compound return, annuities, etc. This course is designed to prepare students for the mathematical and analytical applications required in subsequent business courses

5. Pre-requirements for this course (if any):

6. Co-requirements for this course (if any):

NA

7. Course Main Objective(s):

At the end of the course the student will be able to:

1. Apply mathematical skill to business applications
2. Solve business problems stated in words that involve simple algebra
3. Calculate percentages, discounts, taxes and loans
4. Identify, graph and interpret linear relationships
5. Select and use appropriate formulae to solve problems involving simple/compound return.
6. Demonstrate proficiency in use of the calculator

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	E-learning		
3	Hybrid		





No	Mode of Instruction	Contact Hours	Percentage
	<ul style="list-style-type: none"> Traditional classroom E-learning 		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	40
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	3
5.	Others (Mid-Term)	2
Total		45

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Students will be able to understand Financial operations and identify organization functions	K1	Lectures and case studies	Exams, continuous assessment (short quizzes) and class engagement.
2.0	Skills			
2.1	Apply mathematical skill to business applications.	S1	Lectures and case studies	Exams, continuous assessment (short quizzes) and class engagement.
2.2	Solve business problems, analyze market trends and decide on pricing	S2	Lectures and case studies	Exams, continuous assessment (short quizzes)





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	strategy, forecast future trends and budget allocation.			and class engagement.
2.3	Establish proficiency in use of the calculator	S1	Lectures and case studies	Exams, continuous assessment (short quizzes) and class engagement.
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate effective written, verbal and nonverbal communication skills	V1	Lectures and case studies	Exams, Assignments, and class engagement
3.2	<ul style="list-style-type: none"> - Follow ethical principles, such as acknowledging sources in written assignments. - Self-evaluation and accept criticism from others 	V3	Lectures and case studies	Exams, Assignments, and class engagement

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Business Math	3
2.	Review of Whole Numbers and Integers	3
3.	Review of Fractions	3
4.	Decimals	3
5.	Equations	3
6.	Percent	6
7.	Trade and Cash Discounts	6
8.	Markup and Markdown	6
9.	Payroll	6
10.	Business Statistics	6
Total		45



D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Homework	Each week	20%
2.	Quiz 1	Week 3	5%
3.	Mid term	Week 8	30%
4.	Quiz 2	Week 10	5%
5.	Final exam	Week 12	40%

*Assessment Activities (i.e., Written test, oral test).

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Cleaves, C., Hobbs, M., & Noble, J. (2012). Business maths (9th ed.). Pearson Prentice Hall ISBN-13: 978-0-13-510817-8
Supportive References	<ul style="list-style-type: none"> Olivier, J.-P. (2023). Business mathematics: A step-by-step handbook. Open Textbook Library. ISBN-13: 978-1-712-82157-7 Marimuthu, A., & Bose, D. (2024). An introduction to business mathematics. Himalaya Publishing House. ISBN-13: 978-93-5840-777-8
Electronic Materials	<ul style="list-style-type: none"> Khan Academy – www.khanacademy.org (Topics: Percentages, interest, linear equations, statistics) www.investopedia.com (Use it for: Understanding financial concepts like interest, ROI, annuities, and amortization) www.wolframalpha.com (Use it for: Solving math problems, interest formulas, statistical data)



Other Learning Materials

Practice Platforms & Worksheets

- IXL Business Math – www.ixl.com
- Math is Fun – Business Math Section – www.mathsisfun.com
- Quizlet Flashcards – Search: *Business Math Terms*
- BBC Bitesize Business Math – Short interactive lessons

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms, laboratories, demonstration rooms/labs About a range from 25-30 students per classroom
Technology equipment (projector, smart board, software)	Lecture room equipped with whiteboard, data show projector, computer, and internet connection
Other equipment (depending on the nature of the specialty)	MS Excel, PPT presentation used in class in teaching was provided, YouTube, etc.

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Chair, Students, External Stakeholders Department and quality committee	Open discussions with the students Anonymous surveys
Effectiveness of students assessment	Chair, Students, External Stakeholders Department and quality committee	Checking marking by the students themselves if it's possible Using the help of other members in reviewing the assignments/exams
Quality of learning resources	Chair, Students, External Stakeholders Department and quality committee	Review of course portfolios Instructor assessment by students
The extent to which CLOs have been achieved	Chair, Students, External Stakeholders Department and quality committee	Course specifications are periodically reviewed at the departmental level.



Assessment Areas/Issues	Assessor	Assessment Methods
		Courses are updated periodically and compared to the benchmark standards.

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	Umm Al-Qura University Council
REFERENCE NO.	851281214463/194460
DATE	1447/01/20

