

CLASS NUMBER & NAME:

TOTAL HOURS/UNITS: 24 HOURS/1 UNIT

PREREQUISITE: NONE

TEXT AND MATERIALS: **BUSINESS MATH** (Pearson custom business skills)
(ISBN 9781323896648)
or **Math Review** (Pearson custom business skills)
(ISBN: 9781323896600)

Each student should have a supply of 8 ½ x 11 inch, straight edged paper, a pencil, an eraser, and a four-function calculator. Graph paper is optional.

We suggest that you do your work in pencil on standard size paper.

CLASS DESCRIPTION: A comprehensive review of basic math skills needed in business situations. Includes practice with fractions, decimals, word problems, and problem solving skills.

COURSE OBJECTIVES: This class will prepare the student for basic mathematical skills that apply to the business world. The student will develop critical thinking and decision making skills especially in solving word problems.

CLASS FORMAT OVERVIEW: This class will be taught in lecture and practice format. The teacher will present and explain concepts from the text. Students may participate by asking and answering questions. Homework assigned will be due at the beginning of the next class.

REQUIREMENTS: Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

METHOD OF INSTRUCTION: This class is a lecture and lab class. It is important for students to attend every day.

TESTING: Tests must be taken on test days.

TESTING OUT: Must be done by the end of the first week, with a score of 80% or higher.

LATE TESTING AND ASSIGNMENTS:

The score for any late assignment will be reduced by 10 percent. All work must be turned in at the end of each chapter, no exceptions.

ATTENDANCE:

A minimum of 80 percent attendance must be maintained to successfully complete the class.

GRADING POLICIES:

Breakdown of class grade is as follows:

Tests – 70%
Homework – 30%

The following scale will be used:

90 – 100% A
80 – 89 B
70 – 79 C
60 – 69 D
0 – 59 F

CLASS SCHEDULE:

Topics covered include reviews of the following:

Whole numbers
Fractions
Decimals
Solving equations
Percentages & ratios

LEARNING OBJECTIVES:

Upon completing this course the student will be able to:

1. Practice manual calculations in the solution of mathematical problems
2. Apply math skills to the business world.
3. Demonstrate basic computational skills necessary in business situations.
4. Develop critical thinking and decision-making skills, especially in solving word problems.

BMN141: Math Review – Weekly Schedule

Week 1	<p>Writing and Rounding Whole Numbers</p> <p>HW: 30 minutes Whole Numbers and Decimals Section 1</p>	<p>Writing and Rounding Decimal Numbers</p> <p>HW: 30 minutes Whole Numbers and Decimals Section 3</p>	<p>Whole Number Calculations</p> <p>HW: 30 minutes Whole Numbers and Decimals Section 1</p>	<p>Decimal Calculations</p> <p>HW: 30 minutes Whole Numbers and Decimals Sections 4, 5</p>
Week 2	<p>Applications</p> <p>HW: 30 minutes Whole Numbers and Decimals Section 2</p>	<p>Applications</p> <p>HW: 30 minutes Whole Numbers and Decimals Sections 1, 5</p>	<p>Review of Whole Numbers and Decimals</p> <p>HW: 30 minutes Review for test</p>	<p>Test on Whole Numbers and Decimals</p> <p>HW: 30 minutes Read Fractions Chapter</p>
Week 3	<p>Converting Fractions</p> <p>HW: 30 minutes Fractions Section 1</p>	<p>Adding and Subtracting Fractions</p> <p>HW: 30 minutes Fractions Section 2</p>	<p>Adding and Subtracting Whole Numbers</p> <p>HW: 30 minutes Fractions Section 3</p>	<p>Multiplying and Dividing Fractions</p> <p>HW: 30 minutes Fractions Section 4</p>
Week 4	<p>Multiplying and Dividing Fractions</p> <p>HW: 30 minutes Fractions Section 4</p>	<p>Converting Fractions to and from Decimals</p> <p>HW: 30 minutes Fractions Section 5</p>	<p>Review of Fractions</p> <p>HW: 30 minutes Review for test</p>	<p>Test on Fractions</p> <p>HW: 30 minutes Read first section of Percents Chapter</p>
Week 5	<p>Writing Decimals and Fractions as Percents</p> <p>HW: 30 minutes Percents Section 1</p>	<p>Writing Percents as Decimals and Fractions</p> <p>HW: 30 minutes Percents Section 1</p>	<p>Ratio and Proportion</p> <p>HW: 30 minutes Equations and Formulas Section 4</p>	<p>Ratio and Proportion Applications</p> <p>HW: 30 minutes Equations and Formulas Section 4</p>
Week 6	<p>Exponents and Order of Operations</p> <p>HW: 30 minutes Appendix: Exponents and the Order of Operations</p>	<p>Evaluating Formulas by Substitution</p> <p>HW: 30 minutes Equations and Formulas Section 3</p>	<p>Review of Percents, Ratios, and Formulas</p> <p>HW: 30 minutes Review for test</p>	<p>Test on Percents, Ratios, and Formulas</p>

HW: indicates the amount of homework for each assignment.

Different parts of a single section are sometimes covered on different days. See instructor for details.

This schedule is subject to change at the discretion of the instructor to meet the learning objectives of the course.