



BMN141—MATH REVIEW

CLASS NUMBER & NAME:

TOTAL HOURS/UNITS: 24 HOURS/1 UNIT

PREREQUISITE: NONE

TEXT AND MATERIALS: *Business Math, Empire College* (Pearson custom business skills) (ISBN 9781269679008) or *Business Math, Empire College* (Pearson custom business skills with MyMathLab code) (ISBN 9781269678162).

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

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

NO CALCULATORS will be used in this course

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: Testing out may be done at the beginning of the course. Please see the instructor.

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	Whole Numbers Place Value and Our Number System HW: 30 minutes 1 Section Exercises	Whole Numbers Operations with Whole Numbers HW: 30 minutes 2 Section Exercises Skill Builders	Whole Numbers Word Problems HW: 30 minutes 2 Section Exercises Applications	Whole Numbers Review for test HW: 30 minutes Review for test HW: Extra Credit: Exercises Set A
2	Whole Numbers Test HM: 30 minutes Read Fractions Chapter	Fractions Converting Fractions HW: 30 minutes 1 Section Exercises 30 minutes	Fractions Adding and Subtracting Fractions HW: 30 minutes 2 Section Exercises Skill Builders	Fractions Adding and Subtracting Fractions HW: 30 minutes 2 Section Exercises Applications
3	Fractions Multiplying and Dividing Fractions HW: 30 minutes 3 Section Exercises Skill Builders	Fractions Multiplying and Dividing Fractions HW: 30 minutes 3 Section Exercises Applications	Fractions Review of Fractions HW: 30 minutes Review for test HW: Extra Credit: Exercises Set A	Fractions Test HW: 30 minutes Read Decimal Chapter
4	Decimals Decimals and the Place-Value System HW: 30 minutes 1 Section Exercises	Decimals Operations using Decimals HW: 30 minutes 2 Section Exercises Skill Builders	Decimals Operations using Decimals HW: 30 minutes 2 Section Exercises Applications	Decimals Converting Fractions and Decimals HW: 30 minutes 3 Section Exercises
5	Decimals Review of Decimals HW: 30 minutes Review for test HW: Extra Credit: Exercises Set A	Decimals Test HW: 30 minutes Read Percent Chapter	Percents Percent Equivalents HW: 30 minutes 1 Section Exercises 1-19 only	Percents Percent Equivalents HW: 30 minutes 1 Section Exercises 20-35
6	Equations Ratios HW: 1 hour 1 Section Exercises 33-36 only 2 Section Exercises 7-15 only	Ratios & Percents Review HW: 1 hour Study for final HW: Extra Credit: Handout	Ratios & Percents Test	Course Evaluations Finalizing Grades

HW: indicates the amount of homework for each assignment.

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