

CLASS NUMBER & NAME:	BM141—MATH REVIEW
TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	NONE
TEXT AND MATERIALS:	<p><u><i>Business Math, Empire College</i></u> (Pearson custom business Skills) Each student should have a supply of 8 ½ x 11 inch, straight edged paper, a pencil, and an eraser. Graph paper is optional.</p> <p>We suggest that you do your work in pencil on standard size paper.</p> <p><u>NO CALCULATORS</u> will be used in this course!</p>
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.
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. Makeup tests may be given upon a showing of good cause and in the sole discretion of the instructor.
TESTING OUT:	May be done during the first few days of the course. A grade of 90% is required to test out.
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	Attendance is a graded event. Excessive absences or tardiness will result in a lowered grade.

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.

ANTICIPATED LEARNING
OUTCOMES:

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.

BM141 - Math Review 5 Week Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
1	Whole Numbers Place Value and Our Number System HW: 1 Section Exercises	Whole Numbers Operations with Whole Numbers HW: 2 Section Exercises Skill Builders	Whole Numbers Word Problems HW: 2 Section Exercises Applications	Whole Numbers Review Extra Credit: Exercises Set A	Whole Numbers Test
2	Fractions Converting Fractions HW: 1 Section Exercises	Fractions Adding and Subtracting Fractions HW: 2 Section Exercises Skill Builders	Fractions Adding and Subtracting Fractions HW: 2 Section Exercises Applications	Fractions Multiplying and Dividing Fractions HW: 3 Section Exercises Skill Builders	Fractions Multiplying and Dividing Fractions HW: 3 Section Exercises Applications
3	Fractions Review of Fractions Extra Credit: Exercises Set A	Fractions Test	Decimals Decimals and the Place-Value System HW: 1 Sections Exercises	Decimals Operations using Decimals HW: 2 Sections Exercises Skill Builders	Decimals Operations using Decimals HW: 2 Sections Exercises Applications
4	Decimals Converting Fractions and Decimals HW: 3 Sections Exercises	Decimals Review of Decimals Extra Credit: Exercises Set A	Decimals Test	Percents Percent Equivalents HW: 1 Sections Exercises 1-15 only	Percents Percent Equivalents HW: 1 Sections Exercises 16-27
5	Equations Ratios HW: 1 Section Exercises 33-36 only 2 Section Exercises 7-15 only	Ratios & Percents Review Extra Credit: Handout	Ratios & Percents Test	Make up testing & course evaluations	Finalizing Grades

Business Math 141 - Math Review – Evening Schedule

6 Week	Mon. or Tue. (for 6 week schedule)	Wed. or Thu. (for 6 week schedule)	3 Week
	6:00 - 8:00 (for 3 week schedule)	8:00 - 10:00 (for 3 week schedule)	
1	Whole Numbers Place Value and Our Number System Operations With Whole Numbers HW: 1 Section Exercises 2 Section Exercises (Skill Builders)	Whole Numbers Word Problems and Review HW: 2 Section Exercises (Applications) Extra Credit: Exercises Set A	Week 1 Mon. or Tue.
2	Whole Numbers Test 1	Fractions Converting Fractions HW: 1 Section Exercises	Week 1 Wed. or Thu.
3	Fractions Adding and Subtracting Fractions 2 Section Exercises (all)	Chapter 2 Multiplying and Dividing Fractions 3 Section Exercises (All) Extra Credit: Exercises Set A	Week 2 Mon. or Tue.
4	Fractions Test 2	Decimals Decimals and the Place-Value System & Operations Using Decimals 1 Section Exercises 2 Section Exercises	Week 2 Wed. or Thu.
5	Decimals Converting Fractions and Decimals 3 Section Exercises Extra Credit: Exercises Set A	Decimals Test 3	Week 3 Mon. or Tue.
6	Percents and Ratios Percents: 1 Section Exercises Ratios: 1 Section Exercises #33-36 only 2 Section Exercises #7-15 only Extra Credit: Handout	Percents and Ratios Test 4	Week 3 Wed. or Thu.