

CLASS NUMBER & NAME:	BM141—MATH REVIEW
TOTAL HOURS/UNITS:	25 HOURS/1 UNIT
PREREQUISITE:	NONE
TEXT AND MATERIALS:	<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. We suggest that you do your work in pencil on standard size paper. <u>NO CALCULATORS</u> 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.
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.