

CLASS NUMBER & NAME:	BM142—BUSINESS MATH
TOTAL HOURS/UNITS:	25 HOURS/2.5 UNITS
PREREQUISITES:	BM141—Math Review
TEXT AND MATERIALS:	<p><i>Business Math, Empire College</i> (Pearson custom business skills). Students will need an account or access code for PearsonMyLabAndMastering.com to use My Math Lab.</p> <p>Each student should have a supply of 8 ½ x 11-inch, straight edged paper, a pencil, eraser and calculator.</p>
CLASS DESCRIPTION:	Mathematics as used in business situations. This course will cover applications of percents, invoices, discounts, simple interest, and mortgage loans. The use of the calculator as a tool for solving problems more easily is emphasized.
COURSE OBJECTIVES:	<p>To develop skills in the use of percents in business and in the mathematics of purchasing.</p> <p>To introduce the theory and applications of simple and compound interest in business.</p> <p>To develop the student’s skills using an electronic calculator to quickly solve mathematical business problems.</p> <p>To practice the critical thinking skills necessary to make business decisions based on mathematical calculations.</p>
CLASS FORMAT OVERVIEW:	This class will be taught in lecture format. The teacher will present and explain problems from the text. Students will participate in asking and answering questions.
METHODS OF INSTRUCTION:	The teacher will present and explain problems from the text and a variety of handouts. Students will participate in asking and answering questions. Homework will be given.
TESTING AND LATE TESTING:	<p>Tests will be open book, open note, and open calculator. Therefore, no re-tests will be given.</p> <p>Tests must be taken on test days. Advance tests or makeup tests may be given upon request, reasonable notice and good cause. Otherwise, late testing (and late assignments) will be assessed a 10% late penalty.</p>

TESTING OUT: May be done at the beginning of the course. Please see an instructor.

ATTENDANCE: Attendance is a gradable event. Excessive absences or tardiness may result in a lower grade.

GRADING POLICIES: The following scale will be used:

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

FINAL GRADE: Breakdown of class grade is as follows:

Tests	– 70%
Homework	– 30%

TOPICS COVERED: Topics covered include the following: Using percentages, trade discounts, sales terms and partial payments, simple, ordinary and exact interest, promissory notes, mortgage payments, amortization schedules, and qualifying ratios.

ANTICIPATED LEARNING OUTCOMES: Upon completing this course, the student will be able to:

1. Analyze business problems using percents.
2. Apply percentage calculations in the computation of dollar amounts of discounts and interest.
3. Analyze algebraic procedures in the solution of business problems.
4. Develop skills in finding computational factors in tables.

BM142: Business Math—Day 5 Week Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
1	Percents Percent Equivalents	Percents Solving Percentage Problems	Percents Increases and Decreases	Percents Practice	Percents Review
2	Percentages Test	Trade and Cash Discounts Trade Discounts	Trade and Cash Discounts Multiple Trade Discounts	Trade and Cash Discounts Sales Terms and Partial Payments	Trade and Cash Discounts Review
3	Trade and Cash Discounts Test	Simple Interest and Simple Discount Simple Interest	Simple Interest and Simple Discount Ordinary and Exact Interest	Simple Interest and Simple Discount Promissory Notes	Simple Interest and Simple Discount Review
4	Simple Interest and Simple Discount Test	Mortgages Mortgage Payments	Mortgages Amortization Schedules	Mortgages Qualifying Ratios	Mortgages Review
5	Mortgages Test	Final Review	Final Exam	Course Evaluations	Finalizing Grades

BM142 : Business Math—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	Percents Percent Equivalents & Solving Percentage Problems	Percents Increases and Decreases	Week 1 Mon. or Tue.
2	Percents Test Trade and Cash Discounts Trade Discounts	Trade and Cash Discounts Multiple Trade Discounts & Sales Terms and Partial Payments	Week 1 Wed. or Thu.
3	Trade and Cash Discounts Test Simple Interest and Simple Discount Simple Interest	Simple Interest and Simple Discount Ordinary and Exact Interest	Week 2 Mon. or Tue.
4	Simple Interest and Simple Discount Promissory Notes	Simple Interest and Simple Discount Test Mortgages Down Payments, Monthly Payments, & Total Interest	Week 2 Wed. or Thu.
5	Mortgages Amortization Schedules and Qualifying Ratios	Mortgages Test	Week 3 Mon. or Tue.
6	All Topics Review	All Topics Final Exam (on paper)	Week 3 Wed. or Thu.