

Business Math 1

MTHH009058

Credits: 0.5 units / 5 hours

Course Description

In this course students will develop mathematical skills that apply to common business activities, operations and transactions. The topics include whole numbers, fractions, decimals, percentages, ratios, proportions, rounding, estimation and metric measurement. Business applications such as money records, wages and pay rates, job benefits, commissions, budgeting, and home and transportation costs are studied. Any basic-function or business calculator may be used with this course. Students will need access to a scanner to submit the projects for this course electronically.

NOTE: Schools may grant credit in either Mathematics or Business.

Graded Assessments

6 Unit Evaluations; 3 Projects; 3 Proctored Progress Tests

Course Objectives

When you have completed the materials in this course, you should be able to:

1. Fill out deposit slips, checks, and check registers.
2. Prepare bank reconciliation statements.
3. Increase your skills in the addition and subtraction of whole numbers and decimals.
4. Calculate gross and average pay.
5. Increase your skills in the multiplication and division of whole numbers and decimals, including rounding and estimation.
6. Calculate regular and overtime pay at time-and-a-half and double time rates.
7. Increase your skills doing calculations with fractions, mixed numbers, ratios, and proportions.
8. Calculate FICA taxes, withholding taxes, and net pay.
9. Calculate straight and graduated commissions.
10. Increase skills in solving percent problems.
11. Increase skills in using metric measurement.
12. Apply time, temperature, trade and exchange formulas to problems.
13. Arrange and organize a budget.
14. Calculate utility and phone bills.
15. Compare the prices and costs of renting or buying products.
16. Find the total costs of purchasing and owning a home.
17. Compare the costs of owning or renting a home.
18. Find the total costs of owning or operating a motor vehicle.
19. Compare the costs of owning or leasing a motor vehicle.

Course Outline

Unit 1: Money Records

Lesson 1 Cash and Payment Records
Lesson 2 Checks and Check Register Records
Unit 1 Evaluation
Project 1

Unit 2: Gross and Average Pay

Lesson 3 Gross Pay
Lesson 4 Average Pay
Unit 2 Evaluation
Progress Test 1

Unit 3: Regular and Overtime Pay

Lesson 5 Fractions, Ratios, and Proportions
Lesson 6 Wages and Pay Rates
Lesson 7 Mixed Numbers and Fractions
Unit 3 Evaluation
Project 2

Unit 4: Net Pay, Benefits, and Commissions

Lesson 8 Deductions
Lesson 9 Fringe Benefits, Job Expenses, and Percents
Lesson 10 Commissions
Unit 4 Evaluation
Review for Progress Test 2

Unit 5: Budgeting and Buying

Lesson 11 Metric Measurement
Lesson 12 Budgets and Sales
Lesson 13 Comparing Costs
Unit 5 Evaluation
Project 3

Unit 6: Home and Transportation Costs

Lesson 14 Utility Costs
Lesson 15 Home and Transportation Expenses
Unit 6 Evaluation
Progress Test 3

Required Textbook and Materials

(available through Follett virtual bookstore at <http://highschool.nebraska.bkstr.com>)

There is NO required textbook for this course

TI-30XA Calculator

Business Math 1 MTHH009058 (print course) is the print version of the online course content and is **optional** for this course.