

BUSINESS MATH

Course Outline

- I. Basic Math Skills Workshops to Review Fundamentals
 - A. Writing Numbers as Words and Rounding Numbers
 - B. Comparing Numbers
 - C. Adding, Subtracting, Multiplying, and Dividing Decimals
 - D. Fraction to Decimal, Decimal to Fraction
 - E. Percent to Decimal, Decimal to Percent
 - F. Finding a Percentage
 - G. Average (Mean)
 - H. Elapsed Time
 - I. Reading Tables and Charts
 - J. Constructing Graphs
 - K. Units of Measure
 - L. Estimation: Rounding, Front End, Compatible Numbers, and Clustering
 - M. Problem Solving: Using the Four-Step Method
 - N. Problem Solving: Identifying Information
 - O. Problem Solving: Using More Than One Operation
 - P. Problem Solving: Using Estimation
 - Q. Problem Solving: Constructing a Table

- II. Gross Income
 - A. Hourly and Overtime Pay
 - B. Time Cards
 - C. Piecework
 - D. Salary vs. Hourly
 - E. Commission

- III. Net Income
 - A. Federal and State Income Taxes
 - B. Graduated State Income Tax
 - C. Social Security & Medicare Taxes
 - D. Group Health Insurance
 - E. Statement of Earnings

- IV. Recordkeeping
 - A. Average Monthly Expenditures
 - B. Preparing a Budget Sheet/Spending Plan
 - C. Using a Budget

- V. Checking Accounts
 - A. Deposits
 - B. Writing Checks
 - C. Check Registers
 - D. Bank Statements
 - E. Reconciling the Bank Statement
 - F. Online Banking

- VI. Cash Purchases
 - A. Sales Tax
 - B. Total Purchase Price
 - C. Unit Pricing
 - D. Comparison Shopping
 - E. Coupons and Rebates
 - F. Markdown
 - G. Sale Price

VII. Charge Accounts and Credit Cards

- A. Account Statements
- B. Finance Charge: Unpaid-Balance Method
- D. Unpaid-Balance Method
- E. Finance Charge: Average-Daily Balance (No New Purchases Included)
- F. Finance Charge: Average-Daily Balance (New Purchases Included)

VIII. Loans

- A. Single-Payment Loans
- B. Installment Loans
- C. Simple Interest Installment Loans
- D. Installment Loans—Allocation of Monthly Payment
- E. Paying Off Simple Interest Installment Loans
- F. Determining the APR

IX. Personnel

- A. Hiring New Employees
- B. Administering Wages and Salaries
- C. Employee Benefits
- D. Disability Insurance
- E. Workers Compensation and Unemployment Insurance
- F. Travel Expenses
- G. Employee Training

X. Production

- A. Manufacturing
- B. Break-Even Analysis
- C. Quality Control
- D. Time Study—Number of Units
- E. Time Study—Percent of Time
- F. Packaging

XI. Purchasing

- A. Trade Discounts
- B. Trade Discount—Complement Method
- C. Trade Discount Rate
- D. Chain Discounts
- E. Chain Discounts—Complement Method
- F. Cash Discounts—Ordinary Dating
- G. Cash Discounts—EOM Dating

XII. Sales

- A. Markup
- B. Markup Rate
- C. Net Profit
- D. Net Profit Rate
- E. Determining Selling Price—Markup Based on Selling Price
- F. Markup Rate Based on Cost
- G. Determining Selling Price—Markup Based on Cost
- H. Markdown

XIII. Marketing

- A. Opinion Surveys
- B. Sales Potential
- C. Market Share
- D. Sales Projections
- E. Sales Projections—Factor Method
- F. Newspaper Advertising Costs
- G. Television Advertising Costs
- H. Pricing

- XIV. Accounting
 - A. Payroll Register
 - B. Business Expenses
 - C. Apportioning Expenses
 - D. Depreciation—Straight Line Method
 - E. Depreciation—Book Value
 - F. Modified Accelerated Cost Recovery System (MACRS)

- XV. Accounting Records
 - A. Assets, Liabilities and Equity
 - B. Balance Sheet
 - C. Cost of Goods Sold
 - D. Income Statement
 - E. Vertical Analysis
 - F. Horizontal Analysis

- XVI. Financial Management
 - A. Corporate Income Taxes
 - B. Issuing Stocks and Bonds
 - C. Borrowing
 - D. Investments—Treasury Bills
 - E. Investments—Commercial Paper
 - F. Growth Expenses

- XVII. Corporate Planning
 - A. Inflation
 - B. Gross Domestic Product
 - C. Consumer Price Index
 - D. Budget