

COURSE: **BUSINESS MATHEMATICS (MATH-1600)**

TEXTBOOK: Mathematics for Business Careers (5th Ed.) -- by Cain and Carman

COMPUTER

GUIDE: This computerized study guide accompanies the textbook and contains chapter summaries, vocabulary terms, practice tests, a glossary, a note taking feature, and more.

****NOTE(1):** Step-by-step solutions to **all** required **highlighted** Self-Tests, as indicated below, **must** be kept in a notebook. **YOUR NOTEBOOK SHALL BE AVAILABLE FOR REVIEW BY YOUR INSTRUCTOR BEFORE AND AFTER EACH TEST. You must bring this with you when you take a test.** Do **not** take a test until you **are** able to at least do the Chapter-Self-Test Exercises (as indicated below) without relying on sample problems and/or answers in the back of the book.

NOTE(2): EACH TEST WILL INCLUDE SOME PROBLEMS BASED ON PREVIOUS CHAPTERS STUDIED.

NOTE(3): Do only the odd-numbered exercises, as needed, in the Section Tests.

NOTE(4): Answers to the **odd**-numbered exercises are found at the back of the book; answers to the **even**-numbered self-test exercises are available, in a handout, upon request.

NOTE(5): Several chapters, pages and problems have been omitted; therefore, follow closely the page numbers and comments indicated below.

NOTE(6): TO BE ABLE TO FINISH YOUR COURSE ON TIME, YOU SHOULD COMPLETE THE REQUIRED MATERIAL FOR A TEST AND PASS EACH TEST BEFORE EACH GUIDELINE (NOT DEADLINE) DATE INDICATED.

NOTE(7): The **case** studies may be omitted.

NOTE(8): It is your responsibility to check the Math Lab bulletin board and hand in an attendance slip each time you attend the Lab (including testing).

2010	TITLE	CHAPT.	READ	DO
			PAGES	HOMEWORK EXERCISES/COMMENTS
TEST 1 Should be taken before or during the week of Sep. 20	NOTE(9): A Calculator is <u>not</u> allowed for test 1 and test 2. Whole Numbers **Self-Test	1	1-51 53,54	See NOTE (3). All -- See NOTE (4).
	Fractions **Self-Test	2	55-102 103,104	See NOTE (3). All
TEST 2 Should be taken before or during the week of Oct. 4	NOTE (10): A Calculator is <u>not</u> allowed for this test. Decimal Numbers **Self-Test	3	105-137 139,140	See NOTE (3). All
	Percent **Self-Test NOTE (11): A non-graphing, non-programmable scientific calculator supplied by the Math Lab may be used for the remaining 4 tests. You may do Appendix A, Pages A1-A13, if you wish to learn more about using a calculator. You will not be tested on Appendix A.	4	141-167 179,180	See NOTE (3). All
TEST 3 Should be taken before or during the week of Oct 18	Payroll **Self-Test	6	[Skip pgs. 181-216.] 217-254 255 256-260 261-264	See NOTE (3). Part A: #1,3 and Part B: #1,3 See NOTE(3) All
	Mathematics of Buying **Self-Test	7	265-296 297-299	See NOTE (3). All
	Mathematics of Selling **Self-Test	8	301-332 333,334	See NOTE (3). Omit #17. All
				See NOTE (2).

2010	TITLE	CHAPT.	PAGES	HOMEWORK EXERCISES/COMMENTS
TEST 4 Should be taken before or during the week of Nov. 1	NOTE (12): For tests 4,5, and 6 a table is NOT provided to calculate exact time. You must either memorize the chart on page 337 or use a memory aid such as the knuckle method from page 281.			
	Simple Interest **Self-Test	9	335-374 375,376	See NOTE (3). All
	Bank Discount Loans **Self-Test	10	377-398 399,400 See NOTE (2).	See NOTE (3). All
TEST 5 Should be taken before or during the week of Nov. 15	Bank Records **Self-Test	5	181-209 211-214	See NOTE (3). All
	More Complex Loans NOTE (13): The APR formula on page 404 is provided on the test.	11	[Skip pgs. 215-400.] 401-405 [Skip pgs. 405-408.] 409,410 [Skip pgs. 411-415.] 417-423 [Skip pgs. 425-428.] 429,430	See NOTE (3). Omit APR by Table. See NOTE (3). See NOTE (3). Do 1-4, 9,10
	**Self-Test Stocks and Bonds **Self-Test	13	[Skip pgs. 431-472.] 473-486 [Skip pgs. 487-491.] 492 See NOTE (2).	See NOTE (3). Do 15-24
TEST 6 Should be taken before or during the week of Nov. 29	Compound Interest and Present Value	12	432-436 [Skip pgs. 437-439.] 440-442 [Skip pg. 443.] 445-454 455-456	Omit Daily Compounding: Omit B, C and 5-7 in D. See NOTE (3). See NOTE (3). Do 1-5, 16-20
	**Self -Test Real Estate Mathematics **Self-Test	14	[Skip pgs. 457-492.] 493-512 513,514	See NOTE (3). All
	Sales and Excise Tax	4	167-169 [Skip pg. 170.] 171 See NOTE (2).	See Note (3) Table for tax and price only. See Note (3).