

Simply a Better Way to Learn!



S K I L L S U P G R A D I N G

Business Math

Course Introduction

The Business Math course is designed to introduce students to helpful tools that will enable them to perform quick, easy, and accurate basic math functions such as addition, subtraction, multiplication, and division. They will also learn to round numbers, calculate percentages, fractions, and decimals, as well as calculate interest, payments on loans, net present values, and returns on investments. Finally, students will compare leasing and purchasing options, look at break-even points, explore statistical terminology, and calculate and display various statistics.

Course Prerequisite(s)

None

Course Aim

To assist students in performing basic business mathematics calculations.

Of Interest to

Business people who wish to either learn or refresh their knowledge of basic business mathematics.

Course Breakdown

Lesson 1:

Helpful Tools; Addition; Subtraction; Multiplication; Division

Lesson 2:

Percentages; Fractions; Decimals; Business Math Applications

Lesson 3:

Interest; Simple Interest; Compound Interest; Loans

Lesson 4:

Mortgage and Investment Terminology; Calculating Mortgage Information, Calculating Investment Information

Lesson 5:

Leasing; Break-Even Points

Lesson 6:

Basic Statistical Terminology; Basic Statistics; Displaying Statistical Data

Course Notes

Course manual provided for on-going reference. There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

