

BUSINESS MATH



Course Description: This course is design for individuals that have basic math skills. This course will provide learners with the tools necessary to review mathematical concepts and how to apply concepts to the business environment, examine the following: how to use decimals, including addition, subtraction, multiplication, and division; how to solve problems involving percentages to determine portions, a rate, a whole unit, and increases and decreases and how to apply these operations in business settings, explore the concepts of ratio, proportion, and how to compare different kinds of numbers, discusses simple, weighted, and moving averages, using real-world scenarios.

Using Whole Numbers	<ul style="list-style-type: none"> Recognize the value of using and rounding whole numbers to estimate in business applications. Match whole numbers, fractions, and mixed numbers to examples. Round numbers to specified place values. Round whole numbers to a given place value and use those numbers to make an estimate in business scenario.
Using Fractions	<ul style="list-style-type: none"> Recognize the benefits of using fractions in the workplace. Convert the improper fractions to mixed numbers. Solve an addition or subtraction problem using fractions. Multiply fractions. Solve a multiplication problem using fractions. Divide fractions. Solve a division problem using fractions. Choose the necessary operation to solve a problem using fractions, and solve the problem, in a given workplace situation.
Solving Equations	<ul style="list-style-type: none"> Recognize the benefits of knowing how to solve equations in a workplace environment. Convert a business problem into an equation. Convert a problem into an equation and solve that equation in a given workplace scenario. Sequence the rules of order of operations. Apply the order of operations to solve an equation in a hypothetical workplace scenario.
Using Decimals	<ul style="list-style-type: none"> Recognize the importance of understanding decimals in the workplace. Match various digits in a decimal number with their appropriate place values. Add and subtract decimals. Add or subtract decimals to solve a problem in a hypothetical business situation. Multiply decimals. Multiply decimals to solve a problem in a given business scenario. Divide decimals. Divide decimals to solve a problem in a hypothetical business situation.
Using Percentages	<ul style="list-style-type: none"> Recognize the benefit of knowing how to work with percent. Compare partial quantities of a whole unit using simple percentages. Calculate portion, given rate and base. Calculate portion in a hypothetical business scenario. Calculate rate, given portion and base. Calculate the percent of one number compared to another in a given business situation. Calculate base, given portion and rate. Calculate the base in a hypothetical business scenario, given portion and rate.
Using Ratios	<ul style="list-style-type: none"> Recognize the benefits of using ratios in the workplace. Reduce ratios to their simplest forms. Express ratios as decimal numbers and percentages. Determine the correct ratio in a given scenario and convert it to a decimal or percentage. Solve for the missing variable in a pure math problem. Solve for an unknown quantity in two business scenarios given an equality between two ratios. Solve rate problems using the appropriate method. Solve for the missing variable in rate problems, given hypothetical business situations.
Using Averages	<ul style="list-style-type: none"> Recognize the value of using averages in the workplace. Solve a problem determining a simple average. Determine a weighted average in a pure math problem. Solve a problem to determine a weighted average in a hypothetical scenario. Calculate a moving average in a pure math problem. Solve a problem to determine a continuing simple moving average in a business scenario.

What is Included

We are committed to providing quality training and support. Our training includes the following:

- One Year Access-** All trainees will have 1year 24/7 access to training portal
- Textbook(s) and authors:** Access to the online certification reference manuals
- E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.
 - Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
 - Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
 - Chat:** clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.
 - Monday-Thursday 8am-11pm
 - Friday 8am-6pm
 - Saturday 11am-6pm
 - E-Mail:** During those hours when online support is not available, instructional support will contact you within 24 business hours.

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