

CONTENTS

Preface vii

PART ONE

Basic Mathematical Skills in Business 2

Chapter 1	Computers in the Business World	4
	1.1 Reading and Writing Flowcharts	5
	1.2 The Binary Number System	15
	1.3 Using Computers in Business	23
Chapter 2	Whole Numbers, Decimals, and Fractions	28
	2.1 Rounding Whole Numbers and Decimals	29
	2.2 Adding and Subtracting Whole Numbers and Decimals	33
	2.3 Multiplying and Dividing Whole Numbers and Decimals	42
	2.4 Working with Fractions and Decimals	53
	2.5 Adding and Subtracting Fractions and Mixed Numbers	61
	2.6 Multiplying and Dividing Fractions and Mixed Numbers	69
	2.7 Comparing Fractions and Decimals	75
Chapter 3	Ratio, Proportion, and Percentage	82
	3.1 Ratio and Proportion	83
	3.2 Percentage	91
	3.3 Solving Problems with Percentage	96
	3.4 Percentage of Increase and Decrease	103
Chapter 4	Graphs and Statistics	109
	4.1 Frequency Tables	110
	4.2 Statistics: Mean, Mode, Median, and Range	116
	4.3 Bar Graphs and Line Graphs	123
	4.4 Pictographs and Circle Graphs	130
Chapter 5	Measurement	142
	5.1 The English System of Weights and Measures	143
	5.2 The Metric System of Weights and Measures	149
	5.3 Area	155
	5.4 Volume	161

Chapter 6	Using Banking Services	174	
	6.1 Using a Checking Account	175	
	6.2 Simple and Compound Interest	183	
	6.3 Borrowing Money	191	
	6.4 Applications to Your Personal Business Life		197
Chapter 7	Buying Goods and Services	208	
	7.1 Purchase Orders and Invoices	209	
	7.2 Trade and Chain Discounts	217	
	7.3 Quantity and Cash Discounts	226	
	7.4 Calculating Payment Dates	236	
	7.5 Applications to Your Personal Business Life		239
Chapter 8	Pricing and Selling Goods and Services	250	
	8.1 Profits, Pricing, and Markup on Cost	251	
	8.2 Markup Based on the Selling Price	266	
	8.3 Relating the Two Forms of Markup	273	
	8.4 Markdowns	277	
	8.5 Selling and Sales Tax	281	
	8.6 Applications to Your Personal Business Life		290
Cumulative Test II: Chapters 6–8		302	
Chapter 9	Payrolls	306	
	9.1 Wages, Salaries, and Commissions	307	
	9.2 Payroll Deductions and Fringe Benefits	314	
	9.3 Figuring Payrolls	323	
	9.4 Applications to Your Personal Business Life		329
Chapter 10	Building and Equipment Costs	338	
	10.1 Renting Business Space	339	
	10.2 Renting Equipment	344	
	10.3 Utilities	349	
	10.4 Applications to Your Personal Business Life		359
Chapter 11	Inventories	368	
	11.1 Unit Inventory Cards and Physical Inventories		369
	11.2 The FIFO and Average-Cost Methods	378	
	11.3 The Perpetual Inventory System	385	
	11.4 Applications to Your Personal Business Life		394

Chapter 12	Income Taxes	405	
	12.1 Business Expenses	406	
	12.2 Federal Income Tax and Businesses	414	
	12.3 Filing a Tax Return	421	
	12.4 Applications to Your Personal Business Life	432	
Cumulative Test III: Chapters 9–12		440	

PART THREE

***Mathematics for a Growing Business* 444**

Chapter 13	Using and Extending Credit	446	
	13.1 Regular and Revolving Charge Accounts	447	
	13.2 Installment Credit	455	
	13.3 Credit Cards	461	
	13.4 Computing the Annual Percentage Rate	467	
	13.5 Applications to Your Personal Business Life	475	

Chapter 14	Business Financing and Investing	491	
	14.1 Issuing and Investing in Stock	492	
	14.2 Issuing and Buying Bonds	502	
	14.3 Life Insurance	512	
	14.4 Applications to Your Personal Business Life	519	

Chapter 15	Transportation and Shipping	532	
	15.1 Buying or Leasing an Automobile	533	
	15.2 Maintaining an Automobile	542	
	15.3 Shipping and Mailing	549	
	15.4 Applications to Your Personal Business Life	556	

Chapter 16	Production and Business Expansion	567	
	16.1 Buying a Building and Equipment	568	
	16.2 Depreciation	576	
	16.3 Franchising	581	
	16.4 Figuring the Cost of Production	587	
	16.5 Property Insurance and Property Taxes	596	
	16.6 Applications to Your Personal Business Life	605	

Chapter 17	Financial Statements	619	
	17.1 The Income Statement	620	
	17.2 The Balance Sheet	628	
	17.3 Analyzing Income Statements	635	
	17.4 Applications to Your Personal Business Life	643	

Cumulative Test IV: Chapters 13–17	654
Appendix 1 Using a Calculator	657
Appendix 2 Units of Measurement	659
Appendix 3 Table of Geometric Formulas	661
Glossary	662
Answers to Two for You to Try	669
Answers to Odd-Numbered Exercises	673
Index	681