

Glen Oaks Community College – Business Services

Basic Math

Course Competencies

By the completion of this course, successful students will:

1. Develop skills using whole numbers.
2. Break down numbers using fractions.
3. Study the decimal number system.
4. Calculations using ratio and proportion and percent.
5. Working with Measurement numbers.

Course Outline

1. Arithmetic of Whole Numbers
 - a. Working with whole numbers
 - b. Subtraction of whole numbers
 - c. Multiplication of whole numbers
 - d. Division of whole numbers
 - e. Addition of whole numbers
 - f. Order of operation
 - g. Shop math applications
2. Fractions
 - a. Working with fractions
 - b. Subtraction of fractions
 - c. Multiplication of fractions
 - d. Division of fractions
 - e. Addition of fractions
 - f. Using a calculator with fractions
 - g. Shop math applications

3. Decimal Numbers
 - a. Addition, Subtraction, Multiplication and Division of decimal numbers
 - b. Decimal fractions
 - c. Using a calculator with decimal numbers
 - d. Shop math applications
4. Ratio, Proportion and Percent
 - a. Ratio and Proportion
 - b. Percent
 - c. Percent problems
 - d. Percent calculations
 - e. Shop math applications
5. Measurement Applications
 - a. Working with Measurement Numbers
 - b. Units
 - c. Significant Digits
 - d. Precision and Accuracy
 - e. Rounding Numbers

Course Length

This course is approximately 16-hours.

Course Materials

Presentation handouts will be included with the course. Additional materials (textbooks, resources, etc.) can also be provided.

Contact

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