

Table of Contents

Business Mathematics, Eighth Edition

Miller/Salzman/Clendenen

Every textbook chapter contains a Quick Review, a list of Chapter Terms, a Summary Exercise, and a Chapter Test.

Chapter 1	WHOLE NUMBERS AND DECIMALS
1.1	Whole Numbers
1.2	Application Problems
1.3	Basics of Decimals
1.4	Addition and Subtraction of Decimals
1.5	Multiplication and Division of Decimals
Chapter 2	FRACTIONS
2.1	Basics of Fractions
2.2	Addition and Subtraction of Fractions
2.3	Addition and Subtraction of Mixed Numbers
2.4	Multiplication and Division of Fractions
2.5	Converting Decimals to Fractions and Fractions to Decimals
Chapter 3	PERCENT
3.1	Writing Decimals and Fractions as Percents
3.2	Finding Part
3.3	Finding Base
Supplementary Exercises on Base and Part	
3.4	Finding Rate
Supplementary Exercises on Base, Rate and Part	
3.5	Increase and Decrease Problems
Cumulative Review of Chapters 1-3	
Chapter 4	BANK SERVICES
4.1	Checking Accounts and Check Registers
4.2	Checking Services and Credit Card Transactions
4.3	Reconciliation
Chapter 5	PAYROLL
5.1	Gross Earnings (Wages and Salaries)
5.2	Gross Earnings: Piecework and Commissions
5.3	Social Security, Medicare, and Other Taxes
5.4	Income Tax Withholding

Chapter 6	MATHEMATICS OF BUYING
6.1	Invoices and Trade Discounts
6.2	Single Discount Equivalents
6.3	Cash Discounts: Ordinary Dating Method
6.4	Cash Discounts: Other Dating Methods
Chapter 7	MATHEMATICS OF SELLING
7.1	Markup on Cost
7.2	Markup on Selling Price
7.3	Markdown
7.4	Turnover and Valuation of Inventory
Cumulative Review of Chapters 4-7	
Chapter 8	SIMPLE INTEREST
8.1	Basics of Simple Interest
8.2	Finding Principal, Rate, and Time
8.3	Simple Discount Notes
8.4	Discounting a Note Before Maturity
Supplementary Exercises on Simple Interest and Simple Discount	
Chapter 9	COMPOUND INTEREST
9.1	Compound Interest
9.2	Savings Accounts and Inflation
9.3	Present Value
Chapter 10	ANNUITIES, STOCKS, AND BONDS
10.1	Annuities
10.2	Present Value of an Annuity
10.3	Sinking Funds (Find Annuity Payments)
10.4	Stocks
10.5	Bonds
Cumulative Review of Chapters 8-10	
Chapter 11	BUSINESS AND CONSUMER LOANS
11.1	Open-End Credit and Charge Cards
11.2	Installment Loans
11.3	Early Payoffs of Loans
11.4	Personal Property Loans
11.5	Real Estate Loans
Chapter 12	TAXES AND INSURANCE
12.1	Property Tax

12.2	Personal Income Tax
12.3	Fire Insurance
12.4	Motor-Vehicle Insurance
12.5	Life Insurance
Chapter 13	DEPRECIATION
13.1	Depreciation: Straight-Line Method
13.2	Depreciation: Declining-Balance Method
13.3	Depreciation: Sum-of-the-Years'-Digits Method
Supplementary Application Exercises on Depreciation	
13.4	Depreciation: Units-of-Production Method
13.5	Depreciation: Modified Accelerated Cost Recovery System
Chapter 14	FINANCIAL STATEMENTS AND RATIOS
14.1	The Income Statement
14.2	Analyzing the Income Statement
14.3	The Balance Sheet
14.4	Analyzing the Balance Sheet
Chapter 15	BUSINESS STATISTICS
15.1	Frequency Distributions and Graphs
15.2	Mean, Median, and Mode
Appendix A	EQUATIONS AND FORMULA REVIEW
A.1	Equations
A.2	Business Applications of Equations
A.3	Business Formulas
A.4	Ratio and Proportion
Appendix B	SCIENTIFIC CALCULATORS
Appendix C	FINANCIAL CALCULATORS
ANSWERS TO SELECTED EXERCISES	
GLOSSARY	
INDEX OF APPLICATIONS	
INDEX	