

ROADMAP TO SUCCESS

How to use this book and the Total Slater Learning System.

Step 1: Each chapter broken down into Learning Units. You should read one learning unit at a time.

How do I know if I understand it?

- Try the practice quiz. All the worked out solutions are provided. If you still have questions, watch the author on your DVD (comes with your text) and work each problem out.
- Need more practice? Try the extra practice quiz provided. Check figures are at the end of the chapter. Your instructor has worked out solutions if needed.
- Go on to next Learning Unit in chapter.

Step 2: Review the “Chapter Organizer” at the end of the chapter.

How do I know if I understand it?

- Cover over the second or third column and see if you can explain the key points or the examples.

Step 3: Do assigned problems at the end of the chapter (or Appendix A). These may include discussion questions, drill, word problems, challenge problems, video cases, as well as projects from the Business Math Scrapbook and Kiplinger’s magazine.

Can I check my homework?

- Appendix B has check figures for all the odd-numbered problems.

Step 4: Take the Summary Practice Test.

Can I check my progress?

- Appendix B has check figures for all problems.

What do I do if I do not match check figures?

- Review the video tutorial on the student DVD—the author works out each problem.

To aid you in studying the book, I have developed the following color code:



Blue: Movement, cancellations, steps to solve, arrows, blueprints



Gold: Formulas and steps



Green: Tables and forms



Red: Key items we are solving for

If you have difficulty with any text examples, pay special attention to the red and the blue. These will help remind you what you are looking for as well as what the procedures are.

FEATURES

Features students have told me have helped them the most.

Blueprint Aid Boxes

For the first eight chapters (not in Chapter 4), blueprint aid boxes are available to help you map out a plan to solve a word problem. I know that often the hardest thing to do in solving word problems is where to start. Use the blueprint as a model to get started.

Business Math Handbook

This reference guide contains all the tables found in the text. It makes homework, exams, etc. easier to deal with than flipping back and forth through the text. Also included is calculator reference guides with advice on how to use different calculators.

Chapter Organizer

At the end of each chapter is a quick reference guide called the Chapter Organizer and Study Guide. Key points, formulas, and examples are provided. A list of vocabulary terms is also included, as well as Check Figures for Extra Practice Quizzes. All have page references. (A complete glossary is found at the end of the text.) Think of the chapter organizer as your set of notes and use it as a reference when doing homework problems, and to review before exams.

DVD-ROM



The DVD packaged with the text includes practice quizzes, links to Web sites listed in the Business Math Internet Resource Guide, the Excel[®] templates, PowerPoint, videocases, and tutorial videos—which cover all the Learning Unit Practice Quizzes and Summary Practice Tests.

The Business Math Web site

Visit the site at www.mhhe.com/slater9e and find the Internet Resource Guide with hot links, tutorials, practice quizzes, and other study materials useful for the course.

Video Cases

There are seven video cases applying business math concepts to real companies such as Hotel Monaco, Louisville Slugger, American President Lines, Washburn Guitars, Online Banking, Buycostume.com, and Federal Signal Corporation. Video clips are included on the student DVD. Some background case information and assignment problems incorporating information on the companies are included at the end of Chapters 6, 7, 8, 9, 11, 16, and 21.

Compounding/Present Value Overlays

A set of color overlays are inserted in Chapter 13. These color graphics are intended to demonstrate for students the concepts of present value and future value and, even more important, the basic relationship between the two.

Business Math Scrapbook

At the end of each chapter you will find clippings from *The Wall Street Journal* and various other publications. These articles will give you a chance to use the theory provided in the chapter to apply to the real world. It allows you to put your math skills to work.

Group activity: Personal Finance, a Kiplinger Approach

In each chapter you can debate a business math issue based on a *Kiplinger's Personal Finance* magazine article that is presented. This is great for critical thinking, as well as improving your writing skills.

Spreadsheet Templates

Excel[®] templates are available for selected end-of-chapter problems. You can run these templates as is or enter your own data. The templates also include an interest table feature that enables you to input any percentage rate and any terms. The program will then generate table values for you.

Cumulative Reviews

At the end of Chapters 8 and 13 are word problems that test your retention of business math concepts and procedures. Check figures for *all* cumulative review problems are in Appendix B.