

## **Syllabus – BOTE 108**

### **Business Mathematics**

**Spring 2013**

**Instructor:** Dr. Louella Aronson, PhD

**Office:** Online

**Office Hours:** Use the eMail tool within the online course to communicate with the instructor. Course eMail messages will be checked daily. If you have a technical problem, contact the Distance Education office by calling 1-701-228-5479 or 1-888-918-5623 (toll-free).

**Email:** Use online course eMail tool.

**Class Schedule:** Online

#### **Course Objectives:**

It is expected that students will be able to

1. Solve algebraic equations using positive and negative numbers, fractions, and decimals.
2. Demonstrate an understanding of everyday business transactions.
3. Utilize the math needed to manage personal finances and establish and run a small business.

**Textbooks:** Cleaves and Hobbs, *Business Math 8th Ed*, Prentice Hall

#### **Course Requirements:**

**Independent Practice:** It is strongly encouraged to work all section reviews and chapter reviews to make sure that you understand the information in the assigned chapters. If you have questions about any topics or need help, please contact me. This practice work is not graded

**Assignments/Quizzes:** Each chapter will have a graded assignment in the form of the open book quiz. This should be completed before you start the next chapter.. All assignments will have an individual score and at the end of the course will be worth part of the total grade. **Vocabulary words are part of the weekly quizzes along with word problems.**

**Tests:** Four tests are spaced out over the course of the term. Students need to take the test on the assigned test dates. Scores on your tests will be combined with scores on your assignments to make up your total grade. **Vocabulary words will not be part of the tests.**

#### **Tentative Course Outline:**

Week 1: Review - Chapters 1, 2, and 3

Week 2: Review - Chapters 4, 5, and 6

Week 3: Chapter 8

Week 4: Test 1 (5, 6, 8)  
Week 5: Chapter 9  
Week 6: Chapter 10  
Week 7: Chapters 11  
Week 8: Chapter 12  
Week 9: Test 2 (9-12)  
Week 10: Spring Break  
Week 11: Chapter 13  
Week 12: Chapter 15  
Week 13: Chapter 16  
Week 14: Test 3 (13,15,16)  
Week 15: Chapter 17  
Week 16: Chapter 18  
Week 17: Chapters 19  
Week 18: Final Week - Test 4 (17,18,19)

### **General Education Goals/Objectives:**

Goal 2: Demonstrates knowledge and application of technology

Objective 2: Uses electronic resources for course related assignments and information

Skill 1: Selects appropriate program on the calculator and computer to solve problems

Goal 3: Demonstrates the ability to convert, calculate, and analyze a variety of mathematical problems

Objective 1: Utilizes mathematical equations to solve problems

Skill1: Solves equations and problems using the appropriate method

Objective 2: Applies practical application of mathematics to everyday life

Skill3: Solves word problems for business and daily life experiences.

### **Relationship to Campus Theme:**

This course develops mathematical skills that are used to solve problems in business and social science with the use of technology.

### **Classroom Policies:**

- Regular participation is expected.
- The student is expected to complete all assignments and tests in a timely manner; assignments and tests must be completed in the order that they are presented.
- The student is encouraged to complete all section and chapter reviews, even though these reviews will not be graded.

- The student will complete each assignment before taking the related test.
- Each test will be completed online.
- Each test has a set time limit.
- Once a test is opened, it must be completed. It is up to students to be sure they are ready to take a test before entering it.

### **Evaluation:**

Grades will be calculated by dividing total points earned by total points available from assignments and tests. A passing grade will be 60% or higher.

A--90-100%

B--80-89%

C--70-79%

D--60-69%

F--59% or lower

**Academic Integrity:** The academic community is operated on the basis of honesty, integrity and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- Students are responsible for submitting their own work. Student work must not be plagiarized.
- Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.

To learn how to avoid plagiarism in your work, review the website from Purdue University, *Is It Plagiarism Yet?*.

Violations of academic principles such as cheating, plagiarism or other academic improprieties will be handled using the guidelines outlined in the Student Handbook on pages 18, 19, and 37.

### **Disabilities and Special Needs:**

If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone 701-228-5477 or toll-free 1-888-918-5623.