

# BOTE 108 Business Math

3 Credits

Online

**Course Description:** This course is designed to provide students with the tools needed to solve mathematical problems they will encounter in both their personal and business lives.

**Prerequisite:** None

## Course Objectives:

It is expected that students will be able to

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

**Instructor:** Tamara Wintermute

**Office:** Online

**Office Hours:** Use the eMail tool within the online course to communicate with the instructor. Course eMail messages will be checked daily, Monday through Friday. 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

## Textbooks:

Cleaves and Hobbs, *Business Math* 8<sup>th</sup> 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:** Each chapter will have a graded assignment that should be completed by the time of the chapter test. All assignments will have an individual score and at the end of the course will be worth part of the total grade. Each assignment can be taken multiple times to earn the best score. Only the highest score will be used for your grade.

**Tests:** Five 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.

### **Tentative Course Outline:**

Week 1: Chapters 1 & 2  
Week 2: Chapters 3 & 4  
Week 3: Test 1  
Week 4: Chapters 5 & 6  
Week 5: Chapters 7 & 8  
Week 6: Test 2  
Week 7: Chapters 9-12  
Week 8: Chapters 9-12  
Week 9: Chapters 9-12  
Week 10: Test 3  
Week 11: Chapters 13-16  
Week 12: Chapters 13-16  
Week 13: Chapters 13-16  
Week 14: Test 4  
Week 15: Chapters 17-21  
Week 16: Chapters 17-21  
Week 17: Chapters 17-21  
Week 18: Test 5

### **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.