

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title:

BOTE 108 Business Mathematics, 3 credits

Course Description:

This course provides an increased competence in the fundamentals of arithmetic skills and an understanding of the application of mathematical concepts to occupational activities. Emphasis is placed on business applications and problem solving.

Course Objectives:

1. To develop an understanding of numbers.
2. Demonstrate appropriate uses for calculators.
3. Demonstrate appropriate pricing methods.
4. Demonstrate methods and procedures for effective control and utilization of interest and credit charges.
5. Explain and calculate taxes.
6. Identify factors to be considered in business finance.

Instructor:

Scott Johnson

Office:

Nelson Science Center 110

Office Hours:

MWF 1:00-2:00

Phone:

(701)-228-5474

Email:

scott.johnson@dakotacollege.edu

Lecture:

TR 12:30-1:45

Nelson Science Center 105/Administration 362

Textbook:

Business Mathematics 10th edition by Cleaves and Hobbs

Course Requirements:

Attendance is expected of all students. Grades will be based on performance on assigned work including classroom participation. There will be many in-class assignments worth 10 to 25 points. **These assignments cannot be made up.** If you are unable to attend class you should notify the instructor in advance. Failure to attend class is likely to result in a lower grade for the course.

Grades will be based on exams, and various assignments both in-class and take home, and a final project.

A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = below 60%

All assignments are to be turned in on their due dates. Assignments turned in late will not be accepted unless the instructor has been notified in advance and has agreed to accept it at a later date. Exams missed without notifying the instructor in advance will result in 1 letter grade dropped per day until taken.

Tentative Course Outline:

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| 1. Fundamentals | 10. Markup |
| 2. Weights, measurements, and numerical averages | 11. Simple interest |
| 3. Fractions | 12. Notes and interest variables |
| 4. Decimals | 13. Borrowing by business |
| 5. Bank reports | 14. Charges for credit |
| 6. Business applications of percentages | 15. Sales and federal income tax |
| 7. Payroll records | 16. Inventories and turnover |
| 8. Commissions | 17. Corporate stocks |
| 9. Cash and trade discounts | 18. Corporate and Government bonds |

General Education Goals/Objectives:

NA

Relationship to Campus Theme:

Mathematics 108 emphasizes technology through the use of graphic calculators and nature through population modeling.

Classroom Policies:

Please refrain from any behavior that would disrupt the class. Cell phones can only be used in emergency situations and they must be turned to vibrate. The academic environment is an open and harassment free environment. Participation is encouraged.

Academic Integrity:

If there is evidence of cheating the student will receive an F on the respective exam or assignment.

Disabilities and Special Needs:

If you have a disability for which you will need accommodation, contact the Learning Center to request disability support services.

Thatcher Hall 1104; phone 701-228-5477 or toll free 1-888-918-5623.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.