DAKOTA COLLEGE AT BOTTINEAU

COURSE SYLLABUS

Course Prefix/Number/Title:

BOTE 108 Business Mathematics,

Number of Credits:

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.

Pre-/Co-requisites:

None

Course Objectives:

1. To develop an understanding of numbers.
2. Demonstrate uses for electronic 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:

Online

Phone:

(701)-228-5474

Email:

scott.allen.johnson@dakotacollege

.edu

Lecture/Lab Schedule:

Online

Textbook:

Business Mathematics 12th edition by Cleaves and Hobbs using My Math Lab

Course Requirements:

Regular participation is expected. Learning activities will occur in the My Math Lab learning system.

Grades will be based on homework and quizes.

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

All assignments and quizzes are to be completed and you can work beyond the due date, but must be submitted by the end date for the course.

Tentative Course Outline:

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

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

Outcome 6: Employ Sound Problem Solving techniques

Relationship to Campus Focus:

BOTE 108 emphasizes technology through the use of My Math Lab

Classroom Policies:

The sequential nature of mathematics deems it necessary for students to attend class on a regular basis, therefore one of the course requirements is regular attendance. Grades will be based on exams and selected homework assignments using the following scale. Exams and homework cannot be made up without special permission from the professor.

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.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

AI Student Policy:

Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	• Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. • Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. • In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	• Determine if the use of generative AI could enhance student learning in any assignment of project. • Clearly indicate in all course syllabi if generative AI is allowable for any academic work. • If allowable, give specific parameters for how and when generative AI may be used. • If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.