

## 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 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

### Phone:

(701)-228-5474

### Email:

scott.johnson@dakotacollege.edu

### Lecture:

Online

**Textbook:**

Business Mathematics 10<sup>th</sup> edition by Cleaves and Hobbs using My Math Lab

**Class Policies:**

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

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Grades will be based on homework and quizzes.

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

All assignments and quizzes are to be completed by 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.

**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 |

**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.