

**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/Lab Schedule:**

Online

**Textbook:**

Business Mathematics 10<sup>th</sup> 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.

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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:**

- |                                                  |                                    |
|--------------------------------------------------|------------------------------------|
| 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 Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):**

Outcome 6: Employ Sound Problem Solving techniques

**Relationship to Campus Theme:**

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.

