# Santa Rosa Junior College
**BGN 81 · Business Math · fall 2020**
**Section 1290 & 1293 · online**
Instructor: Katie Seder

kseder@santarosa.edu or Canvas message
Office hours: M, T and TH 9:00a.m.-12:p.m. via email or by appointment via Zoom
**Optional:** Live office hour/tutorial session: TH 10:00a.m.-11:30a.m., via TechConnect Zoom in Canvas
Zoom meeting room: 321 624 5125

Welcome to Business Math! *This course will be held entirely online- on the Canvas portal.* **There will not be any mandatory class meetings.**

## Course Description
This course focuses on the development of basic workplace business math competencies and foundation skills in order to perform simple analysis to improve organizational performance, operations, and presentation of data in a managerial context. For complete course outline information:
https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx?CVID=26016&Semester=20157

## Student Learning Outcomes
Upon completion of this course, you should be able to:
1. Complete workplace business math computational skills.
2. Perform quantitative operations essential for improving planning, decision making, and organizational performance.
3. Analyze and compare financial statistical data.

## Course Communications
Throughout the semester I will be communicating with you through various formats. Every Thursday from 10:00a.m.-11:30a.m., you have the option to meet with me live via Zoom in Canvas. This is a live office hour where you can ask questions about the course or coursework. I will post weekly announcements that contain important information about the current module, assignments, updates and so forth. Be sure to read all announcements. And, there is a module titled "Course Resources/Information" that contains a Q and A discussion for any course questions or comments that you may have. I will be responding to your Canvas messages and emails throughout the semester.

## Textbook
Practical Business Math Procedures, 13ed., Slater and Wittry (With CONNECT)
ISBN: 9781260239485

**Course Materials**
1. Calculator (e.g. TI-30 or any basic calculator, smart phone is okay)
2. Reliable internet connection via computer, tablet or smart phone

**Assignments**
There will be weekly assignments: chapter problems and practical application summaries (see Canvas for due dates). I do not accept late assignments, however, you can take 1 homework "late pass" during the semester. This means you may turn in 1 weekly homework assignment up to one week late. You may opt to use the pass at any time, just be sure to communicate with me when you are using it.

**Tests**
There will be four tests given during the course, plus a comprehensive final. I will throw out your lowest test grade. If you need to make-up a test, let me know as soon as possible.

**Student Conduct**
Respectful and courteous behavior is expected of all students. You are to abide by the SRJC polices for conduct and ethical student behavior. You are also expected to maintain academic honesty and integrity while in this course and throughout your SRJC career. You are responsible for the authenticity and content of the work that you submit.

**Accommodations**
If you have an accommodation, send me your letter as soon as possible. Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278).

**Grading structure**

| Course Work | Percentage |
|---|---|
| Assignments: weekly problems (14 assignments, approx.) | 25 |
| Practical Application Summaries (3 papers) | 10 |
| 4 tests (3 grades retained) | 50 |
| Comprehensive Final Exam | 15 |
| Total | 100 |

# Course Schedule

*Note:* **Schedule is tentative and may be changed. Refer to Canvas for assignment due dates.**

| Week of | Topic | Assignments |
|---|---|---|
| August 17 | Course Orientation | Review: syllabus, schedule and practical application summary assignment<br>Get textbook |
| August 24 | Review: Whole numbers<br><br>Fractions | Read: Ch. 1 and Ch. 2<br>Complete: Ch. 1 and Ch. 2 assigned problems in Connect (30-40) problems<br>DUE: 8/31 |
| August 31 | Review:<br>Decimals<br><br>Equations | Read:  Ch. 3 and Ch. 5<br>Complete: Ch.  3 and 5 assigned problems in Connect (30-40) problems<br> DUE: 9/7 |
| September 7-14 | Percents | Read:  Ch. 6<br>Complete: Ch. 6 assigned problems in Connect (20-30) problems<br>DUE: 9/21 |
| September 21-October 5 | Discounts | **Test 1 DUE: September 14**<br>Read: Ch. 7<br>Complete:  Ch. 7 assigned problems in Connect (20-30) problems<br>DUE: 10/5 |
| October 12 | Markup<br>Markdown | Read:  Ch. 8<br>Complete:  Ch. 8 assigned problems in Connect (20-30) problems<br>DUE: 10/12<br>**Test 2 DUE: October 13** |
| October 19 | Simple Interest | Read: Ch. 10<br>Complete : Ch. 10 assigned problems in Connect (20-30) problems<br>DUE: 10/20 |
| October 26 | Compound Interest | Read: Ch. 12<br>Complete: Ch. 12 assigned problems in Connect (20-30) problems<br>DUE: 10/26 |
| November 2 | Financial Statements | Read: Ch. 16<br>Complete: Ch. 16 assigned problems in Connect (20-30) problems<br>DUE: 11/2 |

| November 9 | Depreciation | Read: Ch. 17<br>Complete: Ch. 17 assigned problems in Connect (20-30) problems<br>DUE: 11/9 |
|---|---|---|
| November 16 | Inventory<br>Overhead | **Test 3 (chapters 10, 12, 16)  DUE: November 10**<br>Read: Ch. 18<br>Complete: Ch. 18 assigned problems in Connect (20-30) problems<br>DUE: 11/16 |
| November 23 | Thanksgiving-Break! | |
| November 30 | Business Statistics | Read: Ch. 22<br>Complete: Ch. 22 assigned problems in Connect (20-30) problems<br>DUE: 12/1<br>**Test 4  (chapters 17, 18, 22) DUE: December 1**<br>Practical Application Summaries DUE: December 7 |
| December 7 | Course Review | Optional: complete study guide for comprehensive final, excluding chapters 17, 18 and 22 |
| December 14 | Final Exam | Final exam due: Wednesday, December 16 |