



**Santa Rosa Junior College**  
**BGN 81 • Business Math • fall 2021**  
**Section 1293 • online**

Instructor: Katie Seder

[kseder@santarosa.edu](mailto:kseder@santarosa.edu) or Canvas message

Office hours: M and T 12:00p.m.-2:00p.m. via email or by appointment via Zoom

**Optional:** Live lecture/tutorial session: W, 12:00p.m.-1:30p.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. There will be an optional weekly live lecture, Wednesdays, 12:00p.m.-1:30p.m. via Zoom.***

### **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](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 Wednesday from 12:00p.m.-1:30p.m. I will offer a live lecture via Zoom in Canvas. This is also 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

To purchase textbook visit the publisher's site:

[https://www.mheducation.com/highered/product/9781260239485?cid=ppc%7CHE%7CPaid-G-Shop%7CLL\\_Y\\_R%7Cgoogle&gclid=CjwKCAjwmeilBhA6EiwA-uaeFezfSXWZDmKGQ7Xox4 - WP65tuyKh9D7z7gsBzO-6lxmyEdTxlALoBoCtKcQAvD\\_BwE#bundleCollapse](https://www.mheducation.com/highered/product/9781260239485?cid=ppc%7CHE%7CPaid-G-Shop%7CLL_Y_R%7Cgoogle&gclid=CjwKCAjwmeilBhA6EiwA-uaeFezfSXWZDmKGQ7Xox4-WP65tuyKh9D7z7gsBzO-6lxmyEdTxlALoBoCtKcQAvD_BwE#bundleCollapse)

or SRJC bookstore

**Note:** ISBN numbers may differ between book formats. The SRJC bookstore has ordered the loose-leaf pages, hard copy version of the text with CONNECT software. Order any format of the 13<sup>th</sup> edition with CONNECT that you prefer.

### Assignments

There will be weekly assignments: chapter problems, Smartbook chapter problems and optional chapter quizzes (for study/review). See course schedule below and refer to Canvas often for assignment 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 when calculating your final semester 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 policies 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.)	40
4 tests (3 grades retained)	50
Comprehensive Final Exam	10

Total	100
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## Course Schedule

**Note:** Schedule is tentative and may be changed. Refer to Canvas for current assignment due dates. Weekly assignments will be due on Mondays. Exams will be due on Wednesdays.

Week of	Topic	Assignments
August 16	Course Orientation	Review: syllabus, schedule Get textbook with CONNECT online software Create CONNECT account and watch CONNECT videos
August 23	Review: Whole numbers	Read: Ch. 1 Complete: Ch. 1 assignment and Smartbook assignment in Connect (20-30) problems DUE: 8/30
August 30-September 6	Review: Decimals  Equations	Read: Ch. 3 and Ch. 5 Complete: Ch. 3 and 5 assignment and Smartbook assignment in Connect (30-40) problems DUE: 9/13
September 13	Percents	Read: Ch. 6 Complete: Ch. 6 assignment and Smartbook assignment in Connect (20-30) problems DUE: 9/20 <b>Test 1 (chapters 1, 3, 5) DUE: September 15</b>
September 20-October 4	Discounts	Read: Ch. 7 Complete: Ch. 7 assignment and Smartbook assignment in Connect (20-30) problems DUE: 10/4
October 11	Markup Markdown	Read: Ch. 8 Complete: Ch. 8 assignment and Smartbook assignment in Connect (20-30) problems DUE: 10/18 <b>Test 2 (chapters 6, 7, 8) DUE: October 20</b>
October 18	Simple Interest	Read: Ch. 10

		Complete : Ch. 10 assignment and Smartbook assignment in Connect (20-30) problems DUE: 10/25
October 25	Compound Interest	Read: Ch. 12 Complete: Ch. 12 assignment and Smartbook assignment in Connect (20-30) problems DUE: 11/1
November 1	Financial Statements	Read: Ch. 16 Complete: Ch. 16 assignment and Smartbook assignment in Connect (20-30) problems DUE: 11/8
November 8-November 15	Depreciation	Read: Ch. 17 Complete: Ch. 17 assignment and Smartbook assignment in Connect (20-30) problems DUE: 11/15 <b>Test 3 (chapters 10, 12, 16) DUE: November 17</b>
November 23	Thanksgiving-Break!	
November 30	Business Statistics	Read: Ch. 22 Complete: Ch. 22 assignment and Smartbook assignment in Connect (20-30) problems DUE: 12/6 <b>Test 4 (chapters 17, 22) DUE: December 8</b>
December 6	Course Review	Optional: complete study guide for comprehensive final covering chapters: 1, 3, 5, 6, 7, 8, 10, 12, 16
December 13	Final Exam	Final exam (chapters: 1, 3, 5, 6, 7, 8, 10, 12, 16) due: Wednesday, December 15