

BGN 81 Business Math 4219 * Spring 2024

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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.

Dates: January 16 to May 17 (17 weeks)

Units: 3

Grade Code: Grade only

Transferability: CSU

Prerequisites: None

Course Dates

Instructor Contact

Dolores Peña

E-mail: dpena@santarosa.edu

My online hours are Tuesdays and Thursdays from 6:00 to 7:00. You may also go to the Inbox (e-mail) for your class and send me a message.

Course Content and Objectives

Upon completion of this course, students will be able to:

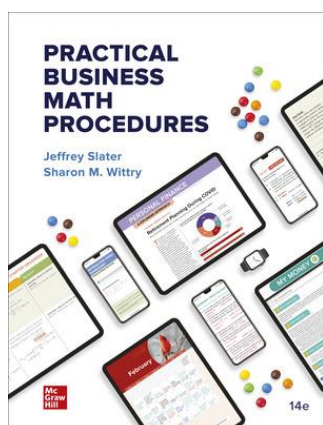
1. Calculate and convert fundamental math operations in a variety of common modes.
2. Design, manipulate, and solve basic equations.
3. Formulate and solve quantitative operations in the areas of purchasing, pricing, depreciation, and inventory management
4. Analyze data, including financial statements.
5. Calculate and compare loans and investments.
6. Assemble, arrange, and calculate statistical data.

Student Outcomes

Upon completion of the course, students will 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 and statistical data.

Read more detail from [Complete Course Outline of Record](#) at the college website.



Textbook and Materials

Practical Business Math Procedures, 14 Ed. Jeffrey Slater and Sharon M. Wittry McGraw-Hill. You must have a copy of the textbook, either loose-leaf or digital, plus an Access Code for Connect.

Hardcopy:

Loose-leaf:

Connect _+ eBook:

[McGraw-Hill website](#)

Hardware and Software

Be sure you have a CANVAS account. When you register, you will have a Canvas account; and you must have a McGraw Hill Connect Access.

Grading Policy

- Homework assignments from CONNECT 20%
- Chapter quizzes (11) 40%
- Discussion Assignments 10%
- Three Unit Tests plus Comprehensive Final Exam 30%

Total: 100%

All students are expected to do their own work and complete assignments, quizzes, and tests on time.

Percentages:

A = 90% - 100%

B = 80% – 89%

C = 70% - 79%

D = 60% - 69%

F = 00% - 59%

Attendance

Although this is an online course, your “attendance” in class is required. The factors that make up “attendance” include submitting your assignments on time, participating in online class discussions, and completing quizzes by the due dates as stated in the Class Schedule.

Dropping the Class

It is the student’s responsibility to drop this course by the drop date listed in this syllabus. Students who have not checked in, contacted the instructor, or posted to the Message Board by August 20 will be dropped by the instructor as “No Shows.”

Instructor Announcements and Q & A Forum

The instructor will post announcements on the “Announcements” page in Canvas throughout the semester. Canvas notified students according to their preferred Notification Preferences. A Q & A forum is also available as a pinned Discussion to ask for assistance of your classmates or of the instructor.

Late Policy

All quizzes and tests are due at midnight on the due date. No retakes.

Additional Resources

Free Download of [Office 365](#) for students

Free WIFI in Santa Rosa – or enter “our city” to check availabilities on map.

Free download for [Acrobat Reader](#)