



Course Syllabus

Bethesda University of California

BETHESDA UNIVERSITY MISSION STATEMENT:

Bethesda University of California is a Christ-centered community of higher education preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the Church, community, and global society.

Course Number and Title: BA270 Business Math Using Excel

Semester: 2015 Spring Professor: Steven S. Kang

Office: # 212

E-mail address/Phone: BA270_BMath@Yahoo.com/ (562)860-3014

Office Hours: Students may make appointments with their professor or after class.

1. RELATIONSHIP OF COURSE TO BETHESDA UNIVERSITY'S MISSION:

Bethesda University of California is a Christ-centered community of higher education, preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the church, community, and global society. This course serves focuses on "Business Math Using Excel" as a component of the business education required to fulfill the broader mission of Bethesda University.

2. COURSE DESCRIPTION:

This course prepares our students to meet the demands of today's business world. The course equips readers to master the basic math concepts in contemporary business by first teaching students the traditional methods of calculating. The course emphasizes a second approach that teaches the same math concepts using the functions of Microsoft Excel 2010. Your future business professionals will learn to create formulas and master the functions of Microsoft Excel 2010 while developing high level math skills and refining other skills that will prepare them to succeed in the workplace, as well as in our homes. The text book, "Business Math Using Excel" by Burton and Shelton's new, full-color

design presents concepts in manageable sections to help build confidence for students at all levels of math proficiency. New profiles and new personal finance features emphasize the practicality of the book's content as they demonstrate how professionals use math daily and highlight common consumer issues. The terms and vocabularies used in this course is highly elementary, but practical in our daily lives, and students will benefit very much reading it every day. The terms used in this course are widely used in our industries, such as, bank service, insurance co, mortgages and finance statements.

3. COURSE OBJECTIVES (STUDENT LEARNING OUTCOMES)

After completing this course, students will have achieved the following:

Student Learning Outcomes	Assignments for Assessment
1) Define the basic terms and vocabularies of business math in business world.	Weekly reading; Class interactions; Quiz; Unit Exam
2) Growing demands of business math in current business world.	Weekly reading; Class interactions; Quiz; Unit Exam
3) The traditional method of calculating and applying it to business world.	Weekly reading; Class interactions; Quiz; Unit Exam
4) Microsoft Excel 2010 Spreadsheet key buttons, ribbons, tab, group commands	Weekly reading; Class Interactions, Quiz; Unit Exam
5) Microsoft Excel 2010 Spreadsheet Statistical functions, mean, median & more	Weekly reading; Class Interactions, Quiz; Unit Exam
6) Microsoft Excel 2010 Spreadsheet key math functions	Weekly reading; Class Interactions, Quiz; Unit Exam
7) Spreadsheet skills for calculating business applications, such as Payroll, Markup, Annuities, Depreciation & more	Weekly reading; Class interactions; Quiz; Unit Exam
8) Financial statement	Weekly reading; Class Interactions, Quiz; Unit Exam

4. Course Prerequisite:

BA-120, Introduction to Business Administration

5. Text books:

“Business Math Using Excel, Microsoft Office Excel 2010”, 2E

by Sharon Burton and Nelda Shelton

Publisher: Course Technology, 800-648-7450, Paperback: \$233.49, eBook: \$60

For purchasing and discount prices, contact library staff of BUC or Amazon.com.

The book does not provide Microsoft Excel 2010. Each student should have his or her own MS Excel 2010 with your Windows 7 or 8 notebook. MS Excel 2010 is a part of MS Office 2010. You may use software at BUC Computer room.

If you have an account with Microsoft, you may be able to download it for free.

6. Reference Books:

“Business Math”, 17E, by Mary Hanson

Publisher: Course Technology, 800-648-7450

Price: Hard Cover Paperback: \$108, eBook: \$26

Where to buy books: www.CengageBrain.com

7. COURSE REQUIREMENTS AND TIME ESTIMATES (at least 15 hours/credit):

Requirements	Time Estimate
Reading of Class Texts/ppt files	20 hours
Studying for Quizzes/Homework	20 hours (Quizzes/Homework)
Studying for 2 Exams	20 hours (Mid-term/Final)
Research / Planning	20 hours (Individual assignment)
Total Hours	80 hours

8. GRADING INFORMATION:

1) Grading Scale:

Letter Grade	Numerical Grade	Grade Points	Quality of Performance
A	95-100	4.0	Outstanding
A-	90-94	3.7	Excellent
B+	87-89	3.3	Good +
B	84-86	3.0	Good
B-	80-83	2.7	Good -
C+	77-79	2.3	Satisfactory +

C	74-76	2.0	Satisfactory
C-	70-73	1.7	Satisfactory -
D+	67-69	1.3	Poor
D	64-66	1.0	Very Poor
D-	60-63	0.7	Extremely Poor
F	59 or lower	0	Failure

2) Grading Rubric:

Requirements	Points
Attendance	5 pts – must not exceed 3 absences
Participation	5 pts
Homework Assignments	25 pts. (10 times)
Quizzes	10 pts. (2 times)
Mid-term Exam	10 pts.
Research Project	25 pts.
Final Exam	20 pts.
Total	100

Test policy: Tests must be taken on the assigned dates. Except in cases of medical emergency, make-up exams are not permitted without prior approval from the instructor.

9. INCOMPLETE POLICY:

All course work is due on the dates assigned. Students who fail to submit assignments on time will be subject to the course's late grading policy. In all other cases and unless otherwise stated by the instructor, all course work is due by 4:00 p.m. on the last day of the semester.

A grade of incomplete will only be awarded to students who cannot physically complete their course work by the last day of the semester due to an avoidable situation such as a serious illness. In such cases, students must provide valid evidence of their condition. After a semester has ended it is no longer possible to request an incomplete. Incompletes will not be granted simply because of poor time management. Students who assume that an incomplete will be issued because they failed to finish their course work by the end of the semester will automatically receive a grade of F.

Incompletes must first be approved by the Academic Affairs office. To apply for an incomplete, students must fill out an incomplete-grade-request form and submit it to the office by June 2, 2013. After receiving approval from the office, the student must then obtain approval from his or her instructor.

10. ATTENDANCE POLICY:

Regular and punctual attendance is expected of all students. Absences are counted from the first day of class. If absence is necessary, students should not be absent more than five times for a three-hour class meeting once a week. Absences include doctor visits, conferences, and all other “excused” absence. A student with excessive absences may be dropped from class with a grade of “F.” Three occurrences of tardiness is equivalent to one absence.

11. ACADEMIC INTEGRITY:

Plagiarism and cheating are unacceptable. Plagiarism is defined as the use of someone else’s ideas, arguments or other original material without acknowledging the source.

12. COURSE PRAYER SUBJECTS:

- 1) Personal prayer requests.
- 2) Group prayer requests

13. Research Project: Professor will assign students for research projects based on business math application area, such as, cases, exercises, Incidents and skill builders during the mid-phase of the term.

14. COURSE SCHEDULE:

Week	Date	Class Topic	Reading	Homework / Quiz
1	02/24	Basic Math Functions	Syllabus and Ch 1	
2	03/03	Continuation of Chapter 1, Basic Math Functions	Ch 1 Lecture Note	HW Assignment #1
3	03/10	Fractions	Ch 2 Lecture Note	HW Assignment #2

4	03/17	Percent	Ch 3 Lecture Note	Quiz 1
5	03/24	Bank Services	Ch 4 Lecture Note	HW Assignment #3
6	03/31	Payroll	Ch 5 Lecture Note	HW Assignment #4
	04/07	Spring Recess (No Class)		
7	04/14	Taxes	Ch 6 Lecture Note	HW Assignment #5
8	04/21	Insurance	Ch 7 Lecture Note	Mid-Term
9	04/28	Invoices and Discounts	Ch 8 Lecture Note	HW Assignment #6
10	05/05	Markup and Markdown	Ch 9 Lecture Note	HW Assignment #7
11	05/12	Interest	Ch 10 Lecture Note	HW Assignment #8
12	05/19	Consumer Credit and Mortgages	Ch 11 Lecture Note	Quiz 2
13	05/26	Depreciation	Ch 13 Lecture Note	HW Assignment #9
14	06/02	Financial Statement	Ch 14 Lecture Note	HW Assignment #10
15	06/09	Final Term Exam with Open Books and Notes		Final

Chapter 12 (Annuities, Stocks and Bonds) was skipped due to the schedule. You should read this subject by your own someday.

A brief powerpoint file will be attached with each homework assignment file to help students to understand the chapter concept.

This schedule may be modified in part or in whole as necessary.