

OA109-2 BUSINESS MATH USING EXCEL

Yvonne C. Flores, Assistant Professor
Computer Science Department
Tuesday/Thursday 2:00-3:30 p.m.
Room A-27
Spring 2010

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Office Hours:
Mon. 10:00–12:00 p.m. (Room D8b)
Tue. 4:00– 6:00 p.m. (Room D8b)
Wed. 11:00–12:00 p.m. (Room D8b)
& by Appointment

Course Description

This course provides students with basic business math skills and the use of Excel software needed in today's jobs. Topics to be discussed are basic math functions, fractions, percent, bank services, payroll, purchasing merchandise, markup & markdown, interest, consumer credit & mortgages, annuities, stocks & bonds, and depreciation.

Student Learning Outcomes (Course Level)

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

1. Perform computations involving whole numbers, decimals, fractions, and percents.
2. Prepare bank statement reconciliations.
3. Calculate the components of payroll.
4. Solve simple interest and compound interest problems.
5. Use Excel to solve business problems.

Evaluation and Course Requirements

Attendance/Course Preparation:

Each student is expected to:

1. Attend class regularly and promptly.
2. Read material and be prepared to participate in class discussions.
3. Inform instructor of any anticipated absence via e-mail or by telephone.
4. Be responsible for finding out what they had missed in class when absent.

Assignments: (***NO*** late assignments will be accepted unless other arrangements are communicated with instructor **prior** to the absence. **Send me an Email if you need more time to complete.**)

Each student is expected to:

1. Complete class work Steps exercises as assigned.
2. Complete class work Section Exercises as assigned.
3. Complete end-of-chapter Exercises and Projects as assigned.
4. Upload all assignments to a designated server and place in the student's folder by the due date.

Chapter Tests: (***NO*** make-up tests will be allowed unless other arrangements are communicated with instructor **prior** to the absence. **If you need to reschedule, send me an Email**)

Each student is expected to:

1. Complete the Chapter Tests as scheduled.

Performance Assessment:

Each student is responsible for reviewing their progress periodically on **Gradesource**. Any errors should be brought to my attention immediately by sending an email with the error in question.

Chapter Tests, Class work, Homework, Projects, Participation are assigned points and will be counted towards the final grade and distributed as follows:

Assessment:		Grading Scale:	Letter Grade
Chapter Tests	60%	90-100%	A
		80-89%	B
		70-79%	C
		60-69%	D
Class Work / Homework / Projects	20%	Below 60%	F
Participation	20%		
TOTAL	100%		

Textbook and Supplies

Textbook: Burton & Shelton, (2005). Business Math Using Excel. Thomson/South-Western.

Supplies: Flash storage device and a Folder.

Policies & Additional Information:

- **Reasonable Accommodations:** In compliance with Section 504 of the Rehabilitative Act of 1973 and the Americans with Disabilities Act (ADA), a student who wishes to receive instructional accommodations, because of a documented sensory and/or learning disability, should meet with the instructor to discuss these accommodations. In addition, the student must be identified as an individual with special needs, as set forth by the college. The Accommodative Services Coordinator will provide a letter to the course instructor outlining such services needed. Individuals with special needs can contact the Accommodative Services Coordinator at 735-5597 Student Services & Admin. Bldg., Rm 2139.
- **Emergency Policy:** In the event classes are canceled as a result of a power outage, water outage, bomb scare, typhoon, or other natural disaster, all classes missed will be made up by: (1) extending the class meeting time an additional 15-20 minutes until the contact hours missed are met or (2) scheduling the class on another day such as a Friday or Saturday until the contact hours are met.
- **Classroom Etiquette/Policy:** No food or drinks in the classroom. Cell phones and pagers must be turned off or in silent mode. Do not answer your cell phone in the classroom, please leave the room and then answer the call. NO viewing of inappropriate Internet material, excessive electronic socializing or downloading large files.
- GCC has zero tolerance for harassment and violence in the workplace and will not ignore, condone or tolerate disruptive, threatening or violent behavior by any member of the GCC community or by visitors.
- **Disclaimer:** The instructor reserves the right to make changes in the syllabus and the course outline

Link to MyGCC Course Web Page:

- Login via the MyGCC portal at: <http://mygcc.guamcc.edu>
- Click on the **My Courses** tab.
- In the My Courses channel (left-side), click on the **Click here to:** link.
- Under the courses you are registered for, click on the **Business Math Using Excel** link.
- On the Course Tools menu on the (left-side), click on **Links**.
- Links to: **Course Syllabus**, **Course Schedule**, **Gradesource** and other class instructions.