

**Busn 135 Syllabus**  
**Business Math using Excel**  
**(Syllabus subject to change)**

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## To Get Started In This Class, Busn 135:

1. Read syllabus, schedule, watch the introductory video at this site:  
[http://people.highline.edu/mgirvin/AllClasses/135\\_2011/135/Busn135.htm](http://people.highline.edu/mgirvin/AllClasses/135_2011/135/Busn135.htm)
2. THE #1 FIRST THING YOU MUST DO IN THIS CLASS IS TO WATCH THE INTRODUCTORY VIDEO. DO THIS BEFORE ANYTHING ELSE!!!
3. SECOND: READ SYLLABUS.

## Computer Skill Requirements For This Class:

1. Type quickly and know where most of the keys are on the keyboard are located
2. Save files and then retrieve those files
3. Manage multiple files
4. Browse the internet easily
5. Navigate the Canvas web site quickly
6. Download files
7. Upload files
8. Install software if necessary

If you need to improve your computer skills before taking this class, you can take the class BTECH 100 or BTECH 101

## Computer Hardware & Software Requirements:

1. Must have daily access to a computer with:
  - 1) **Excel 2007 or 2010 or 2013 or 2016 for a PC computer. No Mac computers in this class** – Mac Excel is different than PC Excel and because most business use Mac Excel, the class teaches only PC Excel.
  - 2) Internet and computer access that allows you to watch videos
  - 3) In this online class, you **MUST** have daily access to a reliable computer with the hardware and software requirements. In addition, you must have plans for a backup computer in case your main computer goes down.
  - 4) Must have access to the web site YouTube because all lecture content are in the form of videos that stream through YouTube
  - 5) If you do not have daily access to a computer with the above requirements, you can use Highline's computer labs in buildings 29 or 30, or you can drop the class.
  - 6) Not having access to a computer is not an excuse to miss work, quizzes or tests.

## Items To Buy For The Class:

- 1) USB Jump Drive or online storage
- 2) Business Mathematics (13th Edition) by Gary Clendenen and Stanley A. Salzman, ISBN-13: 978-0-321-95505-0 or ISBN-10: 0-321-95505-6

## Unusual Aspects of this class:

1. Each day in this class, you will watch online videos as part of your homework. This is true whether you are taking the class online or in the classroom.
2. Each day you will be doing math both on paper, but also in Excel. Because Excel is the calculator used in the working world, this class teaches how to do math with Excel.

## Structure of class:

	In Class	Online
1	First Day: Study Syllabus and Watch Introductory Video. These two items layout how things work in this class. If you do not study and learn how things work in this class, it is not possible to pass this class.	First Day: Study Syllabus and Watch Introductory Video. These two items layout how things work in this class. If you do not study and learn how things work in this class, it is not possible to pass this class.
2	Come to Class	Follow daily schedule for videos and homework as listed later in this syllabus.
3	Follow Math Excel Lesson In Class, ask questions live in class, or at Discussions in Canvas.	Post all correspondences not related to tests and quizzes (penalties for posting questions about tests and quizzes listed in the test and quiz sections of this syllabus) to Discussions in Canvas.
4	At Home: Watch Videos Listed in Schedule and practice the Math Excel Projects as seen in Videos. The links to the videos and the Excel and PDF files to download are listed at our class web site: <a href="http://people.highline.edu/mgirvin">people.highline.edu/mgirvin</a> . Even though you are in the in-class class, you must watch the videos and complete projects as seen in the videos. In this class we use videos instead of reading a textbook to learn the topics. In a few of the chapters you will have to read the textbook and those special sections are listed in the homework schedule (later in this syllabus).	Watch Videos Listed in Schedule and practice the Math Excel Projects as seen in Videos. The links to the videos and the Excel and PDF files to download are listed at our class web site: <a href="http://people.highline.edu/mgirvin">people.highline.edu/mgirvin</a>
5	At Home: Do homework problems as listed in Homework Schedule in the syllabus. When you do Homework, you create a new Excel workbook file, save it, and complete your homework in that file.	Do homework problems as listed in Homework Schedule in the syllabus. When you do Homework, you create a new Excel workbook file, save it, and complete your homework in that file.
6	There are solutions to homework problems that Michael Girvn has prepared and they are on the last few sheets in each Excel workbook - video shows how to find these.	There are solutions to homework problems that Michael Girvn has prepared and they are on the last few sheets in each Excel workbook - video shows how to find these.
7	Points toward Grade come from quizzes and tests, not homework. Video projects and homework are done for practice so that you can do well on quizzes and tests. See sections later in syllabus about homework, quizzes and tests	Points toward Grade come from quizzes and tests, not homework. Video projects and homework are done for practice so that you can do well on quizzes and tests. See sections later in syllabus about homework, quizzes and tests

## We have Two Class web sites:

1. Use the people.highline web site to download files and watch videos:  
[http://people.highline.edu/mgirvin/AllClasses/135\\_2011/135/Busn135.htm](http://people.highline.edu/mgirvin/AllClasses/135_2011/135/Busn135.htm)

The people web site contains:

- 1) Introductory Video
- 2) Syllabus, which has details of class, daily schedule and homework schedule
- 3) Video lectures
- 4) Downloadable files for class
- 5) The people site with the videos and files is available at all times, even after the class ends.

2. For Canvas Quizzes, uploading Excel Tests and for posting questions in the Discussions area use the Canvas site  
<https://canvas.highline.edu>

The Canvas web site contains:

- 1) Announcements
- 2) Discussions area for asking questions
- 3) Quizzes
- 4) Test Upload Links
- 5) Grades
- 6) The Canvas site is only available during Fall quarter which starts at 12:00 AM, September 25, 2017 and ends at noon **Tuesday, Dec 12, 2017**. This means that the Canvas web site will not be available after the end of the class, **Tuesday, Dec 12, 2017, at noon.**

## Announcements & Discussions In Canvas

The teacher will communicate with you through Weekly Announcements in Canvas and by answering your questions in the Discussions area of Canvas.

When you post a question in Canvas:

- 1) Spell and grammar check your post.
- 2) Do not post questions about tests or quizzes in the Discussion area. The proper place to send questions about tests or quizzes is to send the teacher an e-mail.

## E-mail Rules:

1. Family Educational Rights and Privacy Act (FERPA) requires that all personal information be communicated by the educational e-mail assigned to you by the academic institution. For this reason, you **MUST** use your assigned "@students.highline.edu" e-mail when communicating with me by e-mail. Note: e-mails sent within Canvas are legal in regards to the FERPA Law.
2. You cannot e-mail the instructor except when you have a personal matter to discuss, you want to make an Office Hour Appointment or you have a question about a graded homework problem. All other questions about Busn 135 are done in the Discussions area of Canvas.
3. All e-mails with questions about graded homework problems or personal matters must:
  - a. **MUST** use your assigned "@students.highline.edu" or Canvas e-mail
  - b. Include a subject line that includes the text "Busn 135"
  - c. Must be spell and grammar checked
  - d. Must be signed with the student's name

## Student Outcomes:

### Purpose of Course:

Because the business world uses numbers and makes calculations with numbers, we need to be fluent with math. Because the business world uses the computer program Excel (spreadsheets) to make calculations and analyze data, we need to be fluent with the computer program Excel.

Gain fluency with math and Excel spreadsheets to solve business related problems.

### Student Outcomes:

In relation to math, we will learn:

Math operations: add, subtract, multiple, divide, exponents

Order of operations

Decimals, Fractions, Percents

Solving for unknowns

Application of math principals to solve business related problems (Word / Applications Problems)

Articulating calculation results effectively

In relation to math concepts, we will learn:

Solving Rate, Rate of Change, Increase, and Decrease problems

Banking Math

Payroll Math

Invoice, Trade Discounts and Cash Discounts

Markup On Sell Price and Markup on Cost

Finance: Simple Interest, Compound Interest, Future Value, Present Value, Annuities

Basics Statistics such as Frequency Distributions, Mean, Median, Mode, and Charts

In relation to Excel, we will learn:

Math operation symbols

Order of operations

Formulas and functions

Efficient spreadsheet construction theory

Cell references

Assumption Tables

Formatting

Building Templates to solve common business problems

In relation to Business Topics, we will learn:

Basic Math & Word Problems

Fractions

Percents

Banking

Payroll

Buying and Selling

Simple Interest

Compound Interest

Annuities

## Grading Score:

Item	# of Item	Points Each	Total
Quiz	9	30	270
Tests	3	110	330
Total			600

Points	% Grade	Decimal Grade	Points	% Grade	Decimal Grade
570	95.00%	4	462	77.00%	2.2
564	94.00%	3.9	456	76.00%	2.1
558	93.00%	3.8	450	75.00%	2
552	92.00%	3.7	444	74.00%	1.9
546	91.00%	3.6	438	73.00%	1.8
540	90.00%	3.5	432	72.00%	1.7
534	89.00%	3.4	426	71.00%	1.6
528	88.00%	3.3	420	70.00%	1.5
522	87.00%	3.2	414	69.00%	1.4
516	86.00%	3.1	408	68.00%	1.3
510	85.00%	3	402	67.00%	1.2
504	84.00%	2.9	396	66.00%	1.1
498	83.00%	2.8	390	65.00%	1
492	82.00%	2.7	384	64.00%	0.9
486	81.00%	2.6	378	63.00%	0.8
480	80.00%	2.5	372	62.00%	0.7
474	79.00%	2.4	366	61.00%	0
468	78.00%	2.3			

## Grading Method for this class:

1. Your grade is calculated by tallying your total points from tests and quizzes and dividing by the total points possible from tests and quizzes. That decimal or percentage can be looked up in the table on the right to determine your grade.
2. For example if you got 21 out of 30 in quiz 1 and 24 out of 30 on quiz 2 and 84 out of 100 on Test 1, your total points would equal 129 (21+24+84), the total possible would be 160, and your percentage of points earned would be:  $129/160 = 0.81$  or if you format it with a percentage: 81% and your Decimal Grade from the table on the right would be 2.7.

## Canvas Gradebook is NOT Correct

- 1) Do NOT use the percentage grades you see in canvas to calculate your grade.
- 2) The percentage grades you see in canvas indicate the percentage correct you got ONLY on assignments handed in.
- 3) The scores for each assignment in Canvas are correct. That is to say, the point you earned are correct.
- 4) All official grading for your grade will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

## Quizzes:

- 1) Quizzes will be at Canvas
- 2) They will be multiple choice and True False questions
- 3) There will be about 10 questions on each quiz
- 4) All quizzes are cumulative, which means if you are taking a quiz after studying chapter 3, the quiz will cover everything in the class up to chapter 3.
- 5) Quizzes are timed. You have 1 hour to complete quiz.
- 6) Quizzes will cover Business Math and Excel topics.
- 7) The Student Outcomes for math skills and concepts, as well as Excel knowledge will be accessed with quizzes.
- 8) Quizzes can be taken any time during the quarter.
- 9) All quizzes must be completed before the final tests date-time: **Noon on Tuesday, Dec 12, 2017.**
- 10) There is no backtracking in the quiz (once you move forward in the quiz, you cannot go back and change answers).
- 11) You cannot talk with others about quizzes or have others help you with quizzes or help other students with quizzes.
- 12) See section titled "The Policy For Cheating Is As Follows" for more about quizzes.

## Tests:

- 1) Look in schedule for test dates.
- 2) All tests are cumulative, which means if you are taking a test after studying chapter 6, the test will cover everything in the class up to chapter 6.
- 3) The tests will be in Excel.
- 4) You will receive an e-mail with an attached Excel workbook file.
- 5) You will have to download the file and save it with a specific file name.
- 6) You will open the Excel file and complete the test in Excel.
- 7) You will be graded on whether you got the correct answer and whether you used efficient Excel methods. For example, if you calculate your answer on a hand-held calculator and type it into Excel, you will earn no points. Another example, if you use  $=A1+A2+A3+A4$  instead of  $=SUM(A1:A4)$  as a formula to add the values in the range A1:A4, you will earn no points (Why  $=SUM(A1:A4)$  is better than  $=A1+A2+A3+A4$  is part of what you learn in the class). All Excel Efficiency concepts and skills will be taught in class. All Excel Efficiency concepts and skills will be demonstrated in class demonstrations and or in the videos.
- 8) The upload link for the test is in the Home area of Canvas.
- 9) You can make up a test date only if you have a documentable emergency. Examples of documentable emergencies are notes from doctor for hospital visit or a copy of death certificates for a relative. If you turn in a test late without a documentable emergency a penalty of 25% of your score will be added to your score.
- 10) Not having a reliable computer is not an excuse for handing in late tests (see Hardware & Software requirements for this class above).
- 11) The Student Outcomes for math skills and concepts, as well as Excel knowledge will be accessed with tests.
- 12) All tests must be completed before the final tests date-time: **Noon on Tuesday, Dec 12, 2017.**
- 13) You cannot talk with others about tests or have others help you with tests or help other students with tests.
- 14) See section titled "The Policy For Cheating Is As Follows" for more about tests.

## **The Policy For Cheating Is As Follows:**

1. Cheating will result in the student receiving a failing grade for the assignment.
2. Turning in an item you did not create is cheating.
3. Copying another person's digital item or work is cheating.
4. Allowing (intended or not intended) someone else to copy your work or digital item, is considered cheating and will result in a failing grade for the assignment. This means that you must safeguard your work and computer so that others do not have access to your work or files or computer.
5. During a test or quiz, do your own work, do not look at other's work, and do not talk with others (to do so is cheating).
6. Having someone take or help you with a Quiz is cheating.
7. Having someone take or help you with a Test is cheating.
8. Discussing quizzes and tests on Canvas or by e-mail or in any other way is cheating (EXCEPT TO E-MAIL THE INSTRUCTOR).
9. Discussing a test or quiz with others before, during or after a test is cheating.



## Homework is NOT handed in to teacher

- Homework is for you to do for practice for the tests and quizzes.
- Homework is not handed into the teacher.
- For each section, you can do the odd problems because there are check figures in the back of the book.
- When you do homework, open up a new Excel Workbook and save it with the chapter and section name. You can then read the textbook problems and complete the homework problems in your Excel workbook.
- For your Convenience, Michael Girvin has done a few of the homework problems in Excel so that you can see how they are done. These homework solutions are in the sheet tabs at the very end of each chapter's workbook. This workbook can be downloaded from our web site.
- The suggested homework problems to do from our textbook are shown here:

Section	Numbers
1.1	3,5,9,11,31,71
1.2	3,5,7,19
1.3	27-66
1.4	19,30,31,32
1.5	27,30
2.1	5,11,17,23,29,31,33
2.2	17,23,25,28,47
2.3	3,14,23
2.4	7,25,37,40
2.5	5,9,23,31,37
3.1	13, 15, 21, 29, 35, 37, 39
3.2	3, 11, 25, 31
3.3	11, 29, 31
3.4	13, 22, 25
3.5	3, 7, 13, 14, 17, 25, 26, 34
5.1	Read Textbook pages 182-188 Problems to do: 7, 9, 19
5.2	Read Textbook pages 193-195 Problems to do: 6-20
5.3	Read Textbook pages 199-202 Problems to do: 14
6.1	Read section 6.1 Special homework Problem in Excel workbook "Excel2010BusnMathCh06.xlsx" on sheets named "HW(1)part1" and "HW(1)part2". And 11-15, 28-34, 42, 44 (no word problem setup necessary for 42 and 44)
6.2	Read section 6.2 3, 7, 8, 13, 14, 15-18, 20-22, 24-26
6.3	Read section 6.3 4, 5, 9, 10, 13-18, 20, 25-28
6.4	Read section 6.4 3, 8, 10, 12, 19, 22, 26
7.1	37, 38, 39, 40, 41, 42, 51, 52, 53, 54
7.2	3, 4, 5, 6, 7, 8, 15, 16, 17, 18
7.3	3, 4, 5, 6, 7, 11, 12
7.4	8, 12, 13, 23, 29
8.1	3, 5, 9, 10, 11, 12, 23, 25
8.2	3, 4, 5, 6, 10, 11, 12, 20, 23
9.1	2, 3, 10, 11, 12, 22, 23, 24, 33, 34, 35
9.2	3, 4, 5, 6, 9, 10, 11, 12, 15, 16, 17, 18, 35, 36
9.3	2, 3, 4, 5, 8, 9, 10, 11, 12, 19, 20
10.1	6, 7, 8, 9, 10, 16, 17, 18, 24
10.2	3, 4, 5, 6, 8, 9, 10
10.3	3, 4, 5, 6, 9, 10
11.1	3, 4, 5, 6, 9, 10, 11, 12
11.2	1, 2, 3, 4, 5, 6

**Schedule:**

Week	Topic	Date	Videos to watch	Chapter in Textbook	Quiz & Test Dates
Week 1	Introduction To Excel	Mon, Sep 25, 2017	Introduction Video	None in textbook, problems in Excel Workbook for Chapter 00 - Intro To Excel	
		Tue, Sep 26, 2017	Video 1 & 2		
		Wed, Sep 27, 2017	Video 3 -5		
		Thu, Sep 28, 2017			
		Fri, Sep 29, 2017	Video 6 - 9		Canvas Quiz 1
Week 2	Basic Math & Word Problems	Mon, Oct 2, 2017	Video 10	Chapter 1 - all sections	
		Tue, Oct 3, 2017	Video 11		
		Wed, Oct 4, 2017	Video 12 - 14		
		Thu, Oct 5, 2017			
		Fri, Oct 6, 2017	Video 15, 16		Excel Math Test 1 e-mailed out
Week 3	Fractions	Mon, Oct 9, 2017	Video 17 & 18	Chapter 2 - all sections	Excel Math Test 1 uploaded to Canvas in Home area before noon.
		Tue, Oct 10, 2017	Video 19 & 19.5		
		Wed, Oct 11, 2017	Video 20 & 21		
		Thu, Oct 12, 2017			
		Fri, Oct 13, 2017	Video 22, 23, 24		Canvas Quiz 2
Week 4	Percents	Mon, Oct 16, 2017	Video 25, 26, 26.5	Chapter 3 - all sections	
		Tue, Oct 17, 2017			
		Wed, Oct 18, 2017	Video 30		
		Thu, Oct 19, 2017	Video 27, Video 36 (1st 3 examples)		
			Holiday		
Week 5	Continue Percents	Mon, Oct 23, 2017	Video 28 & 29	Continue Chapter3!!! WE DO NOT HAVE TO DO Chapter 4!!	
		Tue, Oct 24, 2017	Video 31		
		Wed, Oct 25, 2017	Video 32 &33		
		Thu, Oct 26, 2017	Video 34 & 35		
		Fri, Oct 27, 2017	Video 36 (Last example)		Excel Math Test 2
Week 6	Banking	Mon, Oct 30, 2017	Video 37	Chapter 5 - all sections (Yes, we skipped chapter 4)	Excel Math Test 2 uploaded to Canvas in Home area before noon.
		Tue, Oct 31, 2017	Video 38		
		Wed, Nov 1, 2017	Video 39		
		Thu, Nov 2, 2017	Video 40		
		Fri, Nov 3, 2017	Video 41 and 42		Canvas Quiz 3

Week	Topic	Date	Videos to watch	Chapter in Textbook	Quiz & Test Dates
Week 7	Payroll	Mon, Nov 6, 2017	Videos 43-44	Chapter 6 - all sections	
		Tue, Nov 7, 2017	Videos 45-46		
		Wed, Nov 8, 2017	Video 54		
		Thu, Nov 9, 2017	Video 55-56		
		Holiday			Canvas Quiz 4
Week 8	Buying	Mon, Nov 13, 2017	Videos 47-53, Videos 57-60	Chapter 7 - all sections	
		Tue, Nov 14, 2017			
		Wed, Nov 15, 2017	Video 61-62		
		Thu, Nov 16, 2017	Videos 63-64		
		Fri, Nov 17, 2017	Videos 65-66		Canvas Quiz 5
Week 9	Selling	Mon, Nov 20, 2017	Videos 67-68	Chapter 8 - Sections 8.1 and 8.2 Only	
		Tue, Nov 21, 2017	Video 69		
		Wed, Nov 22, 2017	Video 70		
		Holiday	Video 71		
		Holiday	Video 71.5		Canvas Quiz 6
Week 10	Simple Interest	Mon, Nov 27, 2017	Videos 72-75	Chapter 9 - Sections 9.1, 9.2, 9.3 Only	
		Tue, Nov 28, 2017	Videos 76-77		
		Wed, Nov 29, 2017	Videos 78-79		Canvas Quiz 7
		Thu, Nov 30, 2017			
		Fri, Dec 1, 2017			
Week 11	Compound Interest & Annuities	Mon, Dec 4, 2017	Video 80	Do Not Need To Read Textbook Chapter 10 - all sections and Ch 11 - Sections 11.1 & 11.2	
		Tue, Dec 5, 2017	Video 81		
		Wed, Dec 6, 2017	Video 82		
		Thu, Dec 7, 2017	Video 83		
		Fri, Dec 8, 2017	Video 84		Canvas Quiz 8
Week 12	Finals Week	Mon, Dec 11, 2017	Tuesday, Dec 12, 2017 BEFORE noon is the deadline for all work (quizzes and tests). No work can be handed in past this date-time. This is in accordance with our syllabus.		Monday: Comprehensive Canvas Quiz 9
		Tue, Dec 12, 2017			Monday: Excel Math Test 3 e-mailed out before noon. Tuesday: Excel Math Test 3 uploaded to Canvas in Home area before noon. All quizzes due before noon.

## Instructor Contact & Office Hours:

Fall 2017

Michael Girvin

Email: [mgirvin@highline.edu](mailto:mgirvin@highline.edu)

Class Web Site: <https://people.highline.edu/mgirvin/>

### Class Schedule

Item	Course No.	Days	Time	Location	End Of Class
2026	Busn 135	Online	Online	Online	Tue, Dec 12, 2017, noon
2063	Busn 216	Online	Online	Online	Wed, Dec 13, 2017, noon
2064	Busn 216	MTWTh	11:00 AM - 12:05 PM	29-308	Wed, Dec 13, 2017, noon
2066	Busn 218	MTWTh	12:15 PM - 1:20 PM	29-308	Thu, Dec 14, 2017, noon
	Office Hours	M, T	1:20 PM - 2:20 PM	29-307	
	Office Hours	W, Th	10:00 AM to 11:00 AM	29-307	

## Access Services

Highline Community College offers support services for students with disabilities to ensure access to programs and facilities. If you have questions or comments about Access Services, please contact us at 206-878-3710 x 3857 or [access@highline.edu](mailto:access@highline.edu). Access Services is located in Building 99 Rooms 150-185

## Incomplete Policy

1. In accordance with Highline policy, Incomplete Contacts are granted in the cases of documented emergencies. Examples of documentable emergencies are notes from doctor for hospital visit or a copy of death certificates for a relative.
2. Incompletes are considered only if 80% of the class work is done with a 2.0 grade or higher before the end of the ninth week.
3. The student must notify the instructor BEFORE the last day of the class in order to qualify for an incomplete.
4. If an incomplete is granted, a contract between the student and teacher will be created and the terms of the contact must be completed within four weeks of the last day of class.

## Last Day of Class:

Tuesday, Dec 12, 2017 BEFORE noon is the deadline for all work (quizzes and tests). No work can be handed in past this date-time. This is in accordance with our syllabus.

- All tests and quizzes must be completed before the final day of class: Wed, Aug 16, 2017 BEFORE noon.
- The Canvas web site will be shut off after the final day of class: Wed, Aug 16, 2017 noon.
- If you want to contact the instructor after the class is over you can e-mail Michael Girvin at: [mgirvin@highline.edu](mailto:mgirvin@highline.edu)

## Important dates:

### Fall 2017

Sep 19-22	Faculty orientation
Sep 25	Classes begin
Oct 16	Last day to withdraw, no W on transcript
Oct 20	Professional faculty day
Nov 10	Veteran's Day Holiday
Nov 17	Last day to withdraw officially
Nov 23-24	Thanksgiving Holiday
Dec 11	Last day of classroom instruction
Dec 12-15	Final exams
Dec 18	Faculty workshop