



ALBERS
SCHOOL OF BUSINESS
AND ECONOMICS

Quantitative Skills & Methods

MBA 5000 | 3 credit hours

Summer 2021

Instructors:

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COURSE DESCRIPTION

This course provides MBA students with the basic quantitative skills in math, statistics, and accounting that are necessary and foundational for courses later in the MBA program. The course consists of two main parts: (A) Math and Statistical Tools and (B) Accounting Tools. Upon completion of the course, you will have the skills needed to engage in your subsequent coursework.

LEARNING OUTCOMES

On successful completion of this course (i.e. by passing this course), you will be able to

Math and Statistics Section

1. Solve a variety of equations algebraically and interpret the results in real world contexts
2. Solve basic time value money problems both with formulas and with Excel/Spreadsheets
3. Find and evaluate simple marginal functions and interpret their meaning in real world contexts
4. Compute, describe, and explain measures of spread and measures of central tendency
5. Identify and describe the different kinds of variables used in basic statistics
6. Compute basic and conditional probabilities using summary data, data in tables, or with the General Probability Formula
7. Compute probabilities on the normal distribution curve using the empirical rule, tables, and Excel/technology

Accounting Section

1. Determine the financial status and operating performance of a firm based on its financial report
2. Construct a balance sheet and income statement in good form in accordance with U.S. GAAP using the basic accounting model
3. Analyze the accounting information cycle and its various components and phases from source documentation through the adjusted trial balance based on sample business transactions
4. Record various types of business transactions in the books of account applying the accrual basis of accounting pursuant to U.S. GAAP
5. Match revenues and expenses and value economic resources and obligations based on generally accepted accounting concepts, principles, and techniques
6. Explain the meaning of certain accounting terms and expressions necessary for effective communication in the business environment

TEXTS AND MATERIALS

Math and Statistics Section:

- o No textbook is required; all reading materials will be provided inside the Canvas course and will be free to students.
- o No subscriptions to publisher homework sets or sites is required; all assessments and assignments will be free and custom built by one of the instructors.

Accounting Section:

- o Textbook: Hanlon, Michelle L. et al. Financial Accounting. 6th Ed. Cambridge Bus. Publishers. ISBN 978-1-61853-311-1

COURSE OUTLINE

WEEK	TOPICS
1	Linear and Polynomial Functions (Revenue, Cost, Profit, etc)
2	Exponential Models and Time Value Money Problems
3	Basic Statistics Tools
4	Probability and the Normal Curve
5	Review and Math Final Exam – Math portion of the course ENDS
6	Introduction to Financial Accounting, Financial Statements and the Accounting Information Cycle
7	Accounting Information Cycle, continued Statement of Cash Flows
8	Reporting Revenues and Receivables Reporting Expenses and Inventory
9	Reporting Long-Term Tangible and Intangible Assets, Current Liabilities and Long-Term Liabilities
10	Reporting Stockholders' Equity

EVALUATION AND GRADING

Assignment	Points
Homework	200
Quizzes	200
Final Assessment	200
TOTAL	600

Point scale

94.0% and higher
90.0% - 93.9%
87.0% - 89.9%
84.0% - 86.9%
80.0% - 83.9%

Letter grade

A
A-
B+
B
B-

Point scale

77.0% - 79.9%
74.0% - 76.9%
70.0% - 73.9%

Letter grade

C+
C
C-

COURSE POLICIES

ATTENDANCE

Attendance in an online course is evidenced by logging into, and being an active participant, in our online course site. Active participation is an essential and intrinsic element of the education process. Absence affects the learning experience and erodes the program's norms for quality. Inactivity in the course may result in a grade reduction at the discretion of the instructor(s).

When you are planning an absence, it is your responsibility to notify the instructors via e-mail to arrange any necessary make-up assignments. In addition, you will need to collaborate with cohort members or study teams to cover any missed group work. Please contact your instructor(s) to discuss concerns.

INTERNET ACCESS

We will use a variety of online applications to communicate and collaborate. As such, you will need a reliable, high-speed Internet connection for the duration of this course. If you are traveling to countries such as China, Vietnam, Saudi Arabia, Iran, Burma, and others, some content in this course may be blocked. Please contact me immediately if you will be traveling to a country that may block Internet access during any portion of this class.

LATE AND MAKE-UP WORK

Late work can be accepted but may carry a 10%/day grade reduction (including weekends). The deduction will be taken from the maximum number of points available on the assignment. Exceptions or extensions or modifications to these penalties may be made only in the event of rare and extenuating circumstances.

THE INCOMPLETE GRADE

Incomplete grades are intended for a specific situation. According to the university, "The Incomplete (I) grade is a temporary grade indicating that work in the course was acceptable, although a required portion of it was not completed because of illness or other serious circumstances beyond the student's control. The I grade may not be used for the convenience of the faculty member or student. If a student has quit attending without withdrawing from the course or contacting the instructor in writing, the appropriate final grade is an F." Generally speaking, we will only consider giving incomplete grades in situations where students have completed a majority of the course work and are on track to pass the course. Both instructors need to approve any request for an incomplete, so please direct any requests for this grade to both instructors.

LINK: <https://www.seattleu.edu/media/redhawk-service-center/registrar/registrar-policies/Incomplete-Grades-97-03.pdf>

UNIVERSITY RESOURCES & POLICIES

ACADEMIC RESOURCES

- [Library and Learning Commons](#) - Research Services, Learning Assistance, Writing Center, Math Lab, Media Production Center
- [Academic Integrity](#)

ACADEMIC POLICIES

- [Academic Integrity](#)
- [Academic Grading Grievance Policy](#)
- **Support for Students with Disabilities**

If you have, or think you may have, a disability (including an “invisible disability” such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to arrange support services and/or accommodations through Disabilities Services staff located in Loyola 100, (206) 296-5740. Disability-based adjustments to course expectations can be arranged only through this process.

- **Notice Regarding Religious Accommodations**

It is the policy of Seattle University to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of their academic course or program. Please see, [Policy on Religious Accommodations for Students](#).

- **Office of Institutional Equity**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in educational programs or activities that receive Federal financial assistance. This prohibition includes sexual misconduct, which encompasses sexual harassment and sexual violence. Seattle U remains committed to providing a safe and equitable learning, living, and working environment. Seattle U offers emergency, medical, and other support resources, as well as assistance with safety and support measures, to community members who have experienced or been impacted by sexual misconduct.

Seattle U requires all faculty and staff to notify the University's Title IX Coordinator if they become aware of any incident of sexual misconduct experienced by a student.

For more information, please visit <https://www.seattleu.edu/equity/>. If you have any questions or concerns, you may also directly contact the Title IX Coordinator in the Office of Institutional Equity by email: oiie@seattleu.edu or phone: (206) 296-2824.