Chaminade University
MBA Program

Analytical Skills for Managers, MBA 520

Course Schedule

Quarter:	Summer 2018
Meeting days and times:	Thursday at 5:45PM; Henry Hall - 109

Instructor Contact Information

Course Instructor:	Gholam Khaleghi, PhD
Office:	(Online)
Phone:	808-348-4008
E-Mail:	gkhaleghi@gmail.com
Administrative Assistant Phone:	808-440-4280

Course Description

This course provides the background in quantitative methods required for advanced coursework in the MBA program. Focus is given to the use of mathematical and statistical reasoning and computation in solving organizational problems. Topics include basic arithmetic principles, application of arithmetic operations to business forms and to analysis and solution of problems of percentage, markup, and markdown, discounts, the time value of money, present value, data organization, descriptive statistics, hypothesis testing, and regression analysis, various types of forecasting, optimization techniques, model building, and inventory control.

Prerequisite: None.

Course Learning Outcomes:

At the conclusion of this course, successful students will have demonstrated

1. Organize raw data in frequency tables, understand equations and be able to draw and read their graphs and calculate slope.
2. Understand variables, constants, and their relationships.
3. Find the appropriate value in central location, including mean, median, mode, fractals, and weighted mean.
4. Measure the variation and standard deviation in data.
5. Use the basic concepts of probability theory, to calculate probability including methods of counting, properties of probability such as addition and multiplication principles, and the differences between odds and probability.
6. Apply different forecasting techniques: weighted, smoothing, trending, regression

7. Use various inventory management techniques
8. Have a thorough understanding of optimization techniques and choose the best element from some set of available alternatives.
9. Calculate the minimum/maximum and incremental costs,
10. Calculate the present value of a future payment.
12. Discount a single investment under the operation of simple (commercial) discount at a constant rate of discount.
13. Describe how a compound interest model can be used to represent the effect of investing a sum of money over a period.
14. Derive the relationship between the rates of interest and discount.
15. Calculate the accumulated value of a stream of equal or unequal payments using specified rates of interest and the net present value.

Course Schedule and Topics*

Week 01 Jul. 09 – Jul. 12	Review of the Syllabus and Intro to Everyday use of Math Chapter 01: Whole Numbers Online Discussion: Self Introduction (Autobiography)
Week 02 Jul. 13 – Jul. 19	Chapter 02: Fractions Chapter 03: Decimals
Week 03 Jul. 20 – Jul. 26	Exam I: Chapters.01, 02, & 03 Online Discussion: Demand and Supply Analysis
Week 04 Jul. 26 – Aug. 02	Chapter 05: Algebra Refresher: Equations Online Discussion: Elasticities
Week 05 Aug. 03– Aug. 09	Chapter 07: Percent & Business Statistics Online Discussion: Macroeconomic Relationship
Week 06 Aug. 10– Aug. 16	Exam II: Chapters 05 & 07 Online Discussion: Probability Theory and Its Applications
Week 07 Aug. 17– Aug. 23	Handout: Simple Regression Handout: Multiple Regression Online Discussion: Foundations of Marketing Research
Week 08 Aug. 24– Aug. 30	Exam III: Regression Analysis and Business Forecasting Online Discussion: What is Strategy?
Week 09 Aug. 30– Sept. 06	Chapter 11: Simple Interest and Quantitative Modeling Chapter 13: Compound Interest and Financial Forecasting
Week 10 Sept. 07– Sept. 13	Exam IV: Chapters 11, 13, & Handouts Online Discussion: Time Value of Money

*Subject to change.

Homework:

The main reason for the weekly homework sets is to prepare you for the actual chapter quizzes and exams.

There are 8 homework assignments but students will be graded based on the 7 homework assignments with the highest scores. Each homework set worth 10 points: a total of 70 points.

A homework set score > 89%, the student will earn 10 points.

A homework set score > 79%, the student will earn 8 points.

A homework set score > 69%, the student will earn 7 points.

A homework set score > 59%, the student will earn 6 points.

A homework set score > 49%, the student will earn 5 points.

The correct answers to your homework will be posted within 24 hours after the due date of each assignment. Each quiz is will be due on Friday at 11:30pm (Hawaii Standard Time).

Quizzes:

Every week, students are required to study and prepare the assigned chapter/s, complete homework, take the weekly quizzes/exams, and post discussions.

There are 8 quizzes and you have 30 minutes to complete each quiz containing 15 questions (one point each). Only 7 quizzes with the highest scores will be counted, a total possible point of 90. Thus, if you run to any problem with one of the chapter quizzes, you can consider it as your lowest quiz score which have no effect in your final grade. The correct answers to the quizzes will appear on the test page of the eCollege within 48 hours after the due date of any of the quizzes.

Each quiz is available on Monday at 12:30am through the following Sunday, 11:00pm (Hawaii Standard Time).

Exams:

There are 4 exams and you have 75 minutes to complete each exam containing 40 questions (one point each): a total of 160 points for 4 exams. Each exam is available Monday at 12:30am through the following Sunday at 11:30pm (Hawaii Standard Time).

Online Discussion:

The very first message from your instructor posted on the weekly Discussion Board will list all the online activities required for that week along with the deadlines. Usually, you'll have reading assignments, a set of homework to complete, and one 20-question quiz to take, one discussion article with questions to answer and/or comments to post on Canvas.

There are 9 weekly discussion book chapters, articles, or videos, but you will be graded based on only 08 of them. Each discussion assignment is worth 10 points: a total possible point of 80. Each homework set is available Monday, 12:30am through the following Sunday, 11:00pm (Hawaii Standard Time).

I will facilitate the course discussion every week by posting articles and/or video links. You will be graded based on your weekly comments/ answers. The purpose of the discussion is to promote and encourage the exchange of ideas among students. Each article is available Monday, 12:30am through the following Sunday, 11:30am (Hawaii Standard Time). You will be receiving feedback within 48 hours after the due date.

Make sure that your comments contribute to the class discussion. (You can use Private Mail for your personal conversations/social chat with classmates). Your comment or response to your classmates will be evaluated based on the quality of arguments used in it. "I agree", "Cool stuff!" remarks are not considered valuable contribution to the discussion and will not be graded. You can certainly cheer your classmates but do not expect to receive any points for participation based solely on those "Way to go!" type postings.

When you post messages online, follow the basic principles of netiquette - rules for communicating online. Click on this link to read more about those.

Readings and Materials

A. Txtbooks:
    a) Business Math & Study Guide Package,11th Edition, by Cleaves & Hobbs, 2017, Published Pearson.
    b) Statistics, Data Analysis, and Decision Modeling by James R. Evans, 5th Edition. 2014. Publisher Pearson,

B. Handouts

C. Lecture notes.

Assessment and Grading

Makeup exams will be permitted only in case of extenuating circumstances. Quizzes and exams will be problems, multiple choice, and/or short essay.

Grading System

Activities		Total Possible Points
Weekly Discussion	(8 Discussion)(10)	80
Homework	(7 Homework)(10)	70
Quizzes	(7 Quizzes)(20)	140
Exams	(4 Exams)(40)	160
Total Possible Points for All Activities		450

Final grades will be based on the total points accumulated.

405≥A; 360≥B; 315≥C; 270≥D; 270< F.

Academic Honesty

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism. Questions of academic dishonesty in a particular class are first reviewed by the instructor who must make a report with recommendations to the Business School Dean. Consequences for academic dishonesty may range from an "F" grade for the work in question to an "F" grade for the course to suspension or dismissal from the University.

Students with Disabilities

Chaminade University provides reasonable accommodations for individuals with a disability in compliance with the Americans with Disabilities Act (ADA) of 1990. If you would like to know if you qualify for ADA accommodations, please contact our Counseling Center at 808-735-4845. Current appropriate documentation will be required for determination of accommodation eligibility.

Characteristics of a Marianist Education

The following are characteristics of the approach to education engaged at Marianist schools, including Chaminade University:

• Educate for formation in faith

• Provide an integral quality education

• Educate in family spirit

• Educate for service, justice and peace

• Educate for adaptation and change

Instructor Background Information

My name is Gholam Khaleghi. I earned my undergraduate degree in Economics and Mathematics from Worcester State University in Massachusetts and graduate degree in Applied Economics from the University of Hawaii-Manoa. Then, I moved back to Massachusetts to continue my education and research at Harvard University where I eared my post graduate degree while working on quantitative financial forecasting. For many years, I have worked as a business, economic, & financial consultant and lecturer in the areas of business, economic, financial, and leadership in 8 countries in the Asia/Pacific region and Europe.

Syllabus Modification

This syllabus is only a plan. The instructor may modify the plan during the course. The requirements of the course may be altered from those appearing in the syllabus. Further, the plan contains criteria by which the student's progress and performance in the course will be measured. These criteria may also be changed.

Guidelines for Communication

All required communications for this online course are asynchronous. Please email me if you need help with any of the assigned chapters. I am available 24/7 in the four following ways to help you with this course:

A) You can email me (gkhaleghi@gmail.com) your questions and I will provide answers to them.

B) You can come to chat session via Internet. We will discuss your questions, clarify issues, and provide answers to your questions.

C) You can ask for a conference call via phone. I will call you to discuss problems you have with any of the assigned chapters.

D) You can make an appointment to meet with me at the Chaminade Campus. Email: gkhaleghi@gmail.com. always include MBA 520 in the subject line.

o   Remember that without others being able to see your facial expressions or hear your tone, some comments may be taken in a way you didn't intend. So be careful in wording your emails. Use of emoticons may be helpful in some cases.

o   Use standard fonts.

- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

Discussion Groups

- Review discussion threads thoroughly before entering the discussion. Be respectful of others' ideas.

- Read the comments of others thoroughly before entering your remarks. Cooperate with group leaders in completing assigned tasks.

- Be positive and constructive in group discussions. Respond in a thoughtful and timely manner.

Library

Provide a link to the Chaminade library (www.chaminade.edu/library)

Technical Support

For Canvas account support email helpdesk@chaminade.edu or call (808)735-4855.

Course Website Address

https://chaminade.instructure.com