# Course Specification

| | |
|---|---|
| **Course Title:** **Business Math** | |
| **Course Code:** **BA1101** | |
| **Program: BUSINESS ADMINISTRATION** | |
| **Department: BUSINESS ADMINISTRATION** | |
| **College: COLLEGE OF BUSINESS** | |
| **Institution: UMM AL-QURA UNIVERSITY** | |
| **Version: 2** | |
| **Last Revision Date:** 5/2/2023 | |

# Table of Contents:

| Assessment Areas/Issues | Assessor | Assessment Meth |
|---|---|---|
| Effectiveness of teaching | Chair, Students, External Stakeholders Department and quality committee | Open discussions with students Anonymous surveys |
| Effectiveness of students assessment | Chair, Students, External Stakeholders Department and quality committee | Checking marking by students themselves i possible |

| | | 3 | Using the help of other members in reviewing assignments/exams |
|---|---|---|---|
| Quality of learning resources | Chair, Students, External Stakeholders Department and quality committee | | Review of course portfolios Instructor assessment students |
| The extent to which CLOs have been achieved | Chair, Students, External Stakeholders Department and quality committee | | Course specifications periodically reviewed the departmental level Courses are updated periodically and compared to the benchmark standards |
| Other | | | |

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

# A. General information about the course:

| Course Identification | | | | | |
|---|---|---|---|---|---|
| 1. Credit hours: | 4 | | | | |
| 2. Course type | | | | | |
| a. | University ☐ | College ☐ | Department☒ | Track☐ | Others☐ |
| b. | Required ☒ | Elective☐ | | | |
| 3. Level/year at which this course is offered: level 1 | | | 2ND | | |

**4. Course general Description**
This course covers the mathematical processes and techniques currently used in the fields of business and finance. It includes a review of basic business math skills with particular emphasis on percentages, discounts, basic financial equations, basic statistics, trade and cash discounts, simple return, compound return, annuities, etc. This course is designed to prepare students for the mathematical and analytical applications required in subsequent business courses.

**5. Pre-requirements for this course (if any):**

**6. Co- requirements for this course (if any):**

**7. Course Main Objective(s)**

At the end of the course the student will be able to:

1. Apply mathematical skill to business applications

2. Solve business problems stated in words that involve simple algebra

3. Calculate percentages, discounts, taxes and loans

4. Identify, graph and interpret linear relationships

5. Select and use appropriate formulae to solve problems involving simple/compound return.

6. Demonstrate proficiency in use of the calculator

## 1. Teaching mode (mark all that apply)

| No | Mode of Instruction | Contact Hours | Percentage |
|---|---|---|---|
| 1. | Traditional classroom | 40 | 100% |
| 2. | E-learning | | |
| 3. | Hybrid<br>• Traditional classroom<br>• E-learning | | |
| 4. | Distance learning | | |

## 2. Contact Hours (based on the academic semester)

| No | Activity | Contact Hours |
|----|----------|---------------|
| 1. | Lectures | 40 |
| 2. | Laboratory/Studio | |
| 3. | Field | |
| 4. | Tutorial | |
| 5. | Others (specify) | |
| | Total | 40 |

# B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

| Code | Course Learning Outcomes | Code of CLOs aligned with program | Teaching Strategies | Assessment Methods |
|------|--------------------------|-----------------------------------|---------------------|--------------------|
| 1.0 | Knowledge and understanding | | | |
| 1.1 | Select appropriate formulae to solve problems involving simple/compound return | K2 | LECTURES, EXAMPLES, QUIZZES | QUIZZES, NUMERICALS AND EXAMS |
| 1.2 | **Identify, graph and interpret linear relationships** | K4 | LECTURES, EXAMPLES, QUIZZES | QUIZZES, NUMERICALS AND EXAMS |
| … | | | | |
| 2.0 | Skills | | | |
| 2.1 | **Apply mathematical skill to business applications** | S1 | LECTURES, EXAMPLES, QUIZZES | QUIZZES, NUMERICALS AND EXAMS |
| 2.2 | **Solve business problems stated in words that involve simple algebra** | S1 | LECTURES, EXAMPLES, QUIZZES | QUIZZES, NUMERICALS AND EXAMS |
| 2.3 | Demonstrate proficiency in use of the calculator | S5 | LECTURES, EXAMPLES, QUIZZES | QUIZZES, NUMERICALS AND EXAMS |
| 3.0 | Values, autonomy, and responsibility | | | |

| Code | Course Learning Outcomes | Code of CLOs aligned with program | Teaching Strategies | Assessment Methods |
|------|--------------------------|-----------------------------------|---------------------|--------------------|
| 3.1 | Demonstrate meaningful dialogues and the acceptance of others' opinions | V2 | Divide students in groups and change the leadership of groups each period | Assess each group achievements |
| 3.2 | Islamic values such as tolerance, cooperation, Self-evaluation and accept criticism from others | V3 | Divide students in groups and change the leadership of groups each period | Group members evaluate the group leader. |
| ... | | | | |

## C. Course Content

| No | List of Topics | Contact Hours |
|----|----------------|---------------|
| 1. | **Ice-breaking & Course Introduction** | 4 |
| 2. | Introduction, Course Overview, Introduction to Business Math | 4 |
| --- | Chapter 1: Review of Whole Numbers and Integers | 8 |
| | Chapter 2: Review of Fractions | 4 |
| | Chapter 3: Decimals | 4 |
| | Chapter 4: Equations I | 4 |
| | Chapter 5: Equations II | 4 |
| | Chapter 6: Percent | 8 |
| | Chapter 7: Trade and Cash Discounts | 8 |
| | Chapter 8Markup and Markdown | 8 |
| | Total | 60 |

## D. Students Assessment Activities

| NO | Assessment task* | Week Due | Percentage of Total Assessment Score |
|----|------------------|----------|--------------------------------------|
| 1 | Homework | Each week | 20% |
| 2 | Quiz 1 | Week 3 | 5% |
| 4 | Mid term | Week 8 | 25% |
| 5 | Quiz 2 | Week 10 | 5% |
| 7 | Final exam | Week 16 | 45% |

**Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

## E. Learning Resources and Facilities

### 1. References and Learning Resources

| | |
|---|---|
| **Essential References** | Business Maths" 9th Edition — C. Cleaves, M. Hobbs, J. Noble |
| Supportive References | |
| Electronic Materials | Blackboard |
| Other Learning Materials | |

### 2. Required Facilities and equipment

| Items | Resources |
|-------|-----------|
| facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.) | classroom has suitable number of seats |
| Technology equipment (projector, smart board, software) | Smart Board, LCD projector, Blackboard/LMS access, e-podium |
| Other equipment (depending on the nature of the specialty) | |

## F. Assessment of Course Quality

| Assessment Areas/Issues | Assessor | Assessment Methods |
|-------------------------|----------|--------------------|
| Effectiveness of teaching | Chair, Students, External Stakeholders | Open discussions with the students Anonymous surveys |

| Assessment Areas/Issues | Assessor | Assessment Methods |
|---|---|---|
| | Department and quality committee | |
| Effectiveness of students assessment | Chair, Students, External Stakeholders Department and quality committee | Checking marking by the students themselves if it's possible Using the help of other members in reviewing the assignments/exams |
| Quality of learning resources | Chair, Students, External Stakeholders Department and quality committee | Review of course portfolios Instructor assessment by students |
| The extent to which CLOs have been achieved | Chair, Students, External Stakeholders Department and quality committee | Course specifications are periodically reviewed at the departmental level. Courses are updated periodically and compared to the benchmark standards. |
| Other | | |

Assessor  (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

## G. Specification Approval Data

| COUNCIL /COMMITTEE | BA DEPARTMENT |
|---|---|
| REFERENCE NO. | |
| DATE | 28/01/2023 |