

### OA 107 A – Business Math and Microsoft Excel Specialist

*2 Credits, 16 weeks, 4 hours per week*

Students will complete practical mathematical application problems on topics such as percentages, invoices, merchandising, and interest calculations. Through hands-on exercises, students are introduced to basic features and application of the EXCEL spreadsheet program. Using some of the more common worksheet and range commands, students will develop and format worksheets containing various cell entries, formulas, and several built-in functions.

*Prerequisites: OA 110*

#### Instructor

Cristina Fuentes

Office location: Syncrude Technology Centre Office S111B

Phone number: 780-791-8939

[cristina.fuentes@keyano.ca](mailto:cristina.fuentes@keyano.ca)

#### Office Hours

Monday and Tuesday	1:00 p.m. – 1:50 p.m.
Wednesday and Thursday	5:00 p.m. – 5:50 p.m.
Friday	11:00 a.m. – 11:50 a.m.

#### Hours of Instruction

Tuesday	11:00 a.m. – 12:50 p.m.	Computer lab S105
Thursday	3:00 p.m. – 4:50 p.m.	Computer lab S105

#### Required Resources

**Microsoft® Excel 2013: Introductory, 1st Edition**, Freund, Steven; Jones, Mali; Starks, Joy L; 1<sup>st</sup> edition, ISBN 9781285168562

**SAM (Skills Assessment Manager)**

**OA107 Business Mathematics**, Keyano Bookstore

#### Course Outcomes

Students will be able to:

1. Demonstrate basic knowledge of spreadsheet concepts and Microsoft Excel terminology.
2. Create, modify and enhance worksheets.
3. Apply commonly used worksheet commands to efficiently produce professional documents.
4. Use worksheets to create charts.
5. Use formulas and functions in worksheets.

6. Apply the following mathematical concepts and perform the required calculations:
  - a. Fractions
  - b. Portion, Rate and Base
  - c. Discounts and Invoices
  - d. Markup and Markdown
  - e. Simple Interest
7. Modify basic formulas as they relate to business applications.
8. Apply concepts learned in mathematics to business situations using spreadsheets.
9. Follow instructions and produce required output within a given time period.

**Evaluation**

Attendance.....	5%
Participation.....	10%
Assignments .....	25%
Tests.....	30%
Final Exam .....	30%
<b>Total .....</b>	<b>100%</b>

*A grade of C- is required for progression or transfer.*

**Grading System**

Descriptor	Alpha Grade	4.0 Scale	OA %
<i>Excellent (90% - 100%)</i>	A+	4.0	99 - 100
	A	4.0	95 - 98
	A-	3.7	90 - 94
<i>Good (75% - 89%)</i>	B+	3.3	85 - 89
	B	3.0	80 - 84
	B-	2.7	75 - 79
<i>Satisfactory (60% - 74%)</i>	C+	2.3	70 - 74
	C	2.0	65 - 69
<i>Progression/ Minimum Pass</i>	C-	1.7	60 - 64
	D+	1.3	55 - 59
	D	1.0	50 - 54
	F	0.0	0 - 49

**Important note:** *This course outline may be modified at the instructor’s discretion to facilitate unforeseen circumstances.*

## Performance Requirements

### Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and/or notes that may be due.

### Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

## Specialized Supports

### Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

### SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.

**Important dates to remember**

January 1	Friday	College closed (New Year's Day)
January 5	Tuesday	Winter semester begins for academic programs
January 11	Monday	Last day to add for academic programs
January 12	Tuesday	Winter semester fees due for regular term programs
January 18	Monday	Winter late fee applied
January 18	Monday	Last day to drop for academic programs
January 18	Monday	Last day to waive Health & Dental for regular term programs (new students only)
February 12	Friday	Last day to withdraw with a refund (50%)
February 15	Monday	College closed (Family day)
February 22-26	Monday-Friday	Reading week, no classes for academic programs
March 26	Friday	College closed (Good Friday)
March 28	Monday	College Closed (Easter Monday)
March 29	Tuesday	Last day to withdraw from Winter term for regular term courses
April 15	Friday	Last day of classes for Certificate, Diploma, and University programs
April 18-22	Monday-Friday	Final exams for Certificate, Diploma, and University programs
April 29	Friday	End of Winter semester for academic programs

**Authorization**

This course outline has been reviewed and approved by the Program Chair.

---

Cristina Fuentes, Instructor

---

Gina Jackson, Chair

Date Authorized

---

Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor  
Registrar's Office