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

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
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%
Total .................. 100%

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

Grading System

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

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

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