

**Business Department / Office Administration Certificate**

Winter Semester, 2014

**OA 107 A & B – Business Math and Microsoft Excel Specialist***2 Credits, 16 weeks, 4 hours per week***Course description**

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.

**Prerequisite:** 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	1:00pm – 1:50pm
Tuesday & Thursday	11:00am – 11:50am
Wednesday	7:00am – 7:50am

**Hours of Instruction****Section A**

Monday	2:00pm – 3:50pm
Wednesday	1:00pm – 2:50pm

**Section B**

Monday	11:00am – 12:50pm
Wednesday	8:00am – 9:50am

## Required Resources

### Textbooks:

1. Microsoft Office Excel 2010 – Comprehensive, Shelly Cashman Series ISBN 978-1-4390-7901-0
2. OA107 Business Mathematics from Keyano Bookstore

### Additional Resources:

USB

## 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

Assignments.....	25%
Tests.....	45%
Final Exam .....	30%
<b>Total.....</b>	<b>100%</b>

The minimum standard for passing this course is a grade of C- (60%).

## Office Administration Grading System

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

## Performance Requirements

**Assignments** – They are to be submitted to the instructor on the scheduled assignment due date. Five (5) percent will be deducted for each day the assignment is late to a maximum of three days (including weekends). Assignments more than three days late will automatically receive a zero.

**Quizzes and tests** – These are to be taken on the date specified by the instructor. Students who miss a quiz/test due to illness are required to notify the instructor **prior to the evaluation** whenever possible and to contact the Skill center to book accommodation to take the quiz/test **within 48 hours** of the original date, otherwise it is mandatory to

bring a doctor's note to be eligible to take it. Students who miss a quiz/test for circumstances other than illness are required to notify the instructor at least **72 hours before** the quiz/test to set an alternate date to take it. Alternate dates are approved at the instructor's discretion. Students who miss a quiz/test and do not notify the instructor prior to the evaluation **will automatically receive zero.**

**Attendance Policy** – It is the responsibility of each student to be prepared for and attend all classes. Students who miss class are responsible for the course content, assignments or tests missed for that class, and for ensuring that they are prepared for the next class.

**Academic Misconduct** - It is the students responsibility to familiarize and follow the Academic Misconduct policy as outlined in the Keyano College Calendar that states, “Students are considered to be responsible adults and should adhere to principles of intellectual integrity.” The calendar identifies forms of intellectual dishonesty to include:

- 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

College policy for penalties for intellectual dishonesty “may range from a verbal reprimand to dismissal from the College [...]”. Please refer to pages 36 -40 of the Keyano College Calendar for more details.

## Teaching and Learning Methodologies

All classes will be held in a Computer Lab environment. Concepts and terminology will be introduced and covered in class. Students are required to work both in class and outside of the classroom to reinforce the newly acquired knowledge. This is not an online course and Moodle is used only as a resource. Students are required to attend all classes.

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

**Tentative Schedule**

Week / Class Date	Monday Class	Wednesday Class
<b>1</b> Jan 6 – Jan 10 Jan 6 & 8	<b>Welcome, Course Outline &amp; Schedule</b> <b>Chapter 1 - Addition &amp; Subtraction</b>	<b>Chapter 2 - Multiplication &amp; Division</b>
<b>2</b> Jan 13 – Jan 17 Jan 13 & 15	<b>Chapter 3 - Fractions</b>	<b>Chapter 3 - Fractions</b>
<b>3</b> Jan 20 – Jan 24 Jan 20 & 22	<b>Chapter 3 - Fractions</b>	<b>Chapters 1,2&amp;3 Assignment due (Jan 22)</b> <b>Chapter 4 - Portion, Rate, &amp; Base</b>
<b>4</b> Jan 27 – Jan 31 Jan 27 & 29	<b>Chapters 1,2,3 Test</b> <b>Chapter 4 - Portion, Rate, &amp; Base</b>	<b>Chapter 4 Assignment due (Jan 29)</b> <b>Chapter 4 - Portion, Rate, &amp; Base</b>
<b>5</b> Feb 3 – Feb 7 Feb 3 & 5	<b>Chapter 4 Test</b> <b>Chapter 7 - Discounts &amp; Invoices</b>	<b>Chapter 7 - Discounts &amp; Invoices</b>
<b>6</b> Feb 10 – Feb 14 Feb 10 & 12	<b>Chapter 7 Assignment due (Feb 10)</b> <b>Chapter 8 - Markup &amp; Markdown</b>	<b>Chapter 7 Test</b> <b>Chapter 8 - Markup &amp; Markdown</b>
<b>7</b> Feb 17 – Feb 21 Feb 17 & 19	<b>February 17<sup>th</sup> – Family day</b> <b>No Classes</b>	<b>Chapter 8 Assignment due (Feb 19)</b> <b>Chapter 8 - Markup &amp; Markdown</b>
<b>8</b> Feb 24 – Feb 28 Feb 24 & 26	<b>READING WEEK – NO CLASSES</b>	<b>READING WEEK – NO CLASSES</b>
<b>9</b> Mar 3 – Mar 7 Mar 3 & 5	<b>Chapter 8 Test</b> <b>Chapter 9 - Simple Interest</b>	<b>Chapter 9 Assignment due (Mar 5)</b> <b>Chapter 9 - Simple Interest</b>
<b>10</b> Mar 10 – Mar 14 Mar 10 & 12	<b>Excel Chapter 1 - Creating a Worksheet and an Embedded Chart</b>	<b>Excel Chapter 1 - Creating a Worksheet and an Embedded Chart</b>
<b>11</b> Mar 17 – Mar 21 Mar 17 & 19	<b>Excel Chapter 1 Assignment due (Mar 17)</b> <b>Excel Chapter 2 - Formulas, Functions, and Formatting</b>	<b>Excel Chapter 1 Test</b> <b>Excel Chapter 2 - Formulas, Functions, and Formatting</b>
<b>12</b> Mar 24 – Mar 28 Mar 24 & 26	<b>Excel Chapter 2 - Formulas, Functions, and Formatting</b>	<b>Excel Chapter 2 Assignment due (Mar 26)</b> <b>Excel Chapter 3 - What-If Analysis, Charting, and Working with Large Worksheets</b>
<b>13</b> Mar 31 – Apr 4 Mar 31 & Apr 2	<b>Excel Chapter 2 Test</b> <b>Excel Chapter 3 - What-If Analysis, Charting, and Working with Large Worksheets</b>	<b>Excel Chapter 3 - What-If Analysis, Charting, and Working with Large Worksheets</b>
<b>14</b> Apr 7 – Apr 11 Apr 7 & 9	<b>Excel Chapter 3 - What-If Analysis, Charting, and Working with Large Worksheets</b>	<b>Excel Chapter 3 Assignment due (Apr 9)</b> <b>Excel Chapter 3 - What-If Analysis, Charting, and Working with Large Worksheets</b>
<b>15</b> Apr 14 – Apr 17 Apr 14 & 16	<b>Excel Chapter 3 Test</b> <b>Final Exam Review</b>	<b>Final Exam Review</b>
<b>16</b> Apr 21 – Apr 25 Apr 21 & 23	<b>FINAL EXAMS</b>	<b>FINAL EXAMS</b>

**Important:** This course outline may be modified at the instructor's discretion to facilitate unforeseen time constraints.