

## Business Department / Office Administration Certificate

Winter Semester, 2013

### 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	1:00pm – 1:50pm
Wednesday	10:00am – 10:50am
Thursday	10:00am – 11:50pm

#### Hours of Instruction

##### Section A

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

##### Section B

Monday	2:00pm – 3:50pm
Thursday	12:00pm – 1:50pm

## 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%
Total.....	100%

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** are to be submitted to the instructor at the beginning of the class 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** are to be taken on the date specified on the course schedule. Students who miss a quiz/test due to illness are required to notify the instructor **prior to the evaluation** and 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 any reason 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.

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

**Academic Misconduct** - It is the student's 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, the use of unauthorized aids in assignments or exams, and the unauthorized collaboration with others in preparing work. 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 classroom to reinforce the newly acquired knowledge. This is not an online course and material displayed on iLearn is used only as a resource. Students are required to attend all classes.

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

*Refer to pages 8-9 of the Keyano College calendar for academic schedule dates. Students should check with Students Services about Adding/Dropping course dates and notify them about any decision they make.*

**Tentative Schedule**

Week	First Class of the Week	Second Class of the Week
One Jan 7 - 11	Course Outline <b>Pre-Quiz</b> Chapters 1 & 2	Chapter 2 Chapter 3 – Fractions
Two Jan 14 - 18	Chapter 3	Chapter 3 January 17 <sup>th</sup> – Student Success Day
Three Jan 21 - 25	Chapter 3	<b>Chapters 1,2&amp;3 Assignment due</b> Chapter 4 - PRB
Four Jan 28 – Feb 1	<b>Chapters 1,2,3 Test</b> Chapter 4	<b>Chapters 3&amp;4 Assignment due</b>
Five Feb 4 - 8	Chapter 7 – Discounts & Invoices <b>Chapter 4 Quiz</b>	Chapter 7
Six Feb 11 - 15	<b>Chapter 7 Assignment due</b> Chapter 8 – Markup Markdown	Chapter 8 <b>Chapter 7 Quiz</b>
Seven Feb 18 - 22	Chapter 8 February 18 <sup>th</sup> – Family day	<b>Chapter 8 Assignment due</b> Chapter 8
Eight Feb 25 - Mar 1	<b>READING WEEK – NO CLASSES</b>	<b>READING WEEK – NO CLASSES</b>
Nine Mar 4 - 8	<b>Chapter 8 Quiz</b> Chapter 9	<b>Chapter 9 Assignment due</b>
Ten Mar 11 - 15	Excel Chapter 1	Excel Chapter 1
Eleven Mar 18 - 22	<b>Excel Chapter 1 Assignment due</b> Excel Chapter 2	<b>Excel Chapter 1 Test</b> Excel Chapter 2
Twelve Mar 25 – 29	Excel Chapter 2	<b>Excel Chapter 2 Assignment due</b>
Thirteen Apr 1 - 5	<b>Excel Chapter 2 Test</b> Excel Chapter 3 April 1 <sup>st</sup> – Easter Monday	Excel Chapter 3
Fourteen Apr 8 - 12	Excel Chapter 3	<b>Excel Chapter 3 Assignment due</b>
Fifteen Apr 15 – 19	<b>Excel Chapter 3 Test</b> Final Exam Review	Final Exam Review
Sixteen Apr 22 - 26	<b>FINAL EXAMS</b>	<b>FINAL EXAMS</b>