

**OA 107 A - Business Math and Microsoft Excel Specialist**

*2 Credits, 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 Rensmaag-Izaguirre  
Office location: Syncrude Technology Centre Office S111B  
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**Office Hours**

Monday and Friday	12:00 p.m. – 12:50 p.m.
Tuesday and Thursday	2:00 p.m. – 2:50 p.m.
Wednesday	3:00 p.m. – 3:50 p.m.

**Hours of Instruction**

Wednesday and Friday 1:00 p.m. – 2:50 p.m. Computer lab CC282

**Required Resources**

**Microsoft® Excel 2013: Introductory, 1st Edition**, Freund, Steven; Jones, Mali; Starks, Joy L;  
ISBN 9781285168562.

**SAM (Skills Assessment Manager)**

**OA107 Business Mathematics**, Keyano Bookstore

**Important:** SAM and the math book are **mandatory** components of the course. Students are responsible to ensure access to SAM and a copy of the book **at the beginning** of the term to avoid the loss of marks.

Earbuds/headphones

Binder

**Course Outcomes**

Upon successful completion of the course, the student shall 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**

In-Class Projects.....	15%
Assignments.....	20%
Tests.....	30%
Final Exam.....	35%
<b>Total.....</b>	<b>100%</b>

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

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

**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

**Proposed Schedule of Topics**

Refer to *Tentative Weekly Schedule* for information on topic coverage.

**Please note:** Date and time allotted to each topic is subject to change.

**Performance Requirements****Student Responsibilities**

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

**Student Attendance**

Class attendance is useful for two reasons. First, class attendance maximizes a student's 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
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

**Specialized Supports****Counselling and Accessibility 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.