



EFFECTIVE: SEPTEMBER 2007
CURRICULUM GUIDELINES

A. Division: **Education** Effective Date: **September, 2007**

Department / **Commerce & Business Admin.** Revision New Course
 Program Area: **Office Administration**

If Revision, Section(s) Revised:
 Date of Previous Revision:
 Date of Current Revision:

C: **OADM 1222** D: **Spreadsheets and Business Calculations** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: <p>This course will introduce students to a variety of business problems requiring mathematical solutions. The solutions to these problems will be accomplished by using a calculator and/or a spreadsheet program. These business problems will involve basic arithmetic, fractions, percents, discounts, simple interest, prorating and markup/markdown. The student will also create spreadsheets using financial functions and work with multiple worksheets and workbooks.</p>		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lectures and Seminars Number of Contact Hours: (per week / semester for each descriptor) Lecture: 3 Hours Seminar: 1 Hour Total: 4 Hours Number of Weeks per Semester: 15 Weeks x 4 Hours per Week = 60 Hours	H: Course Prerequisites: DVST 0210, or placement at DVST 0310 or OADM Readiness Test	
	I: Course Corequisites: OADM 1256	
	J: Course for which this Course is a Prerequisite OADM 1401	
	K: Maximum Class Size: 30	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)		

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. perform arithmetic calculations manually;
2. solve a variety of business problems using a 10-key calculator;
3. solve a variety of business problems using spreadsheet software;
4. exhibit a high standard of behaviour with respect to attendance, punctuality, positive attitude and respect for others.

N: Course Content:**Module 1 – Review of Basic Arithmetic and Introduction to a 10-key Calculator**

- 1.1 Review addition and subtraction
- 1.2 Estimate answers in addition/subtraction
- 1.3 Perform addition and subtraction using a 10-key calculator

Module 2 – Multiplication and Division

- 2.1 Solve multiplication and division problems without a calculator
- 2.2 Solve multiplication and division problems with a 10-key calculator
- 2.3 Estimate answers in multiplication and division

Module 3 – Special Functions – 10 key Calculator

- 3.1 Solve problems involving accumulative multiplication and division
- 3.2 Convert fractions to decimals
- 3.3 Convert percents to decimals and fractions
- 3.4 Calculate the percentage, rate and base
- 3.5 Solve problems involving percent of increase or decrease
- 3.6 Solve problems involving constants

Module 4 – Essential Business Applications

- 4.1 Calculate commissions
- 4.2 Calculate simple interest
- 4.3 Calculate cash and trade discounts
- 4.4 Calculate markon and markdown
- 4.5 Prorate expenses
- 4.6 Calculate ratios and proportions

Module 5 – Spreadsheets

- 5.1 Solve problems involving the PMT, FV, AVERAGE, MAX, MIN, IF and VLOOPUP functions
- 5.2 Work with large spreadsheets--freeze panes, hide rows/columns
- 5.3 Use the AutoFilter command
- 5.4 Link cells in multiple worksheets
- 5.5 Link workbooks
- 5.6 Use conditional formatting
- 5.7 Create amortization schedules

O: Methods of Instruction

Following a lecture format, part of the course content will be presented by way of explanation, demonstration and guided practice. Following a seminar format, some content will be presented as situational problems that require individual and group consideration, discussion and resolution.

P:	Textbooks and Materials to be Purchased by Students Merchant, Ronald. <u>Basic Business Math and Electronic Calculators</u> . Latest Edition. Star Publishing Inc. Grauer, Robert and Maryann Barber. <u>Excel 2003</u> . Latest Edition. Pearson Education												
Q:	Means of Assessment <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Assignments</td> <td style="text-align: right; padding-left: 20px;">15%</td> </tr> <tr> <td style="padding-left: 20px;">Employability Skills</td> <td style="text-align: right; padding-left: 20px;">10%</td> </tr> <tr> <td style="padding-left: 20px;">Test - 1</td> <td style="text-align: right; padding-left: 20px;">20%</td> </tr> <tr> <td style="padding-left: 20px;">Test – 2</td> <td style="text-align: right; padding-left: 20px;">25%</td> </tr> <tr> <td style="padding-left: 20px;">Test – 3</td> <td style="text-align: right; padding-left: 20px;"><u>30%</u></td> </tr> <tr> <td></td> <td style="text-align: right; padding-left: 20px;"><u>100%</u></td> </tr> </table>	Assignments	15%	Employability Skills	10%	Test - 1	20%	Test – 2	25%	Test – 3	<u>30%</u>		<u>100%</u>
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	<u>100%</u>												
R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR Yes												

Course Designer(s) **Neil Gillis**

Education Council / Curriculum Committee Representative

Dean / Director **Rosilyn G. Coulson**

Registrar **Trish Angus**