EFFECTIVE: SEPTEMBER 2007
CURRICULUM GUIDELINES

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

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

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

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

Assignments	15%
Employability Skills	10%
Test - 1	20%

Test 5w18 0.02 108 56T2 4.02 d84d 6eTm( )TjE63ts6y4CID 13 B.8.02 d84d 6eTm(TTjE664BHb13Ds56TT2 1 f/P 1 1 T)s/P