



## Business Math and Calculators - OFAD 157

### Office Administration Program

#### Course Outline

COURSE IMPLEMENTATION DATE:	June 2007
OUTLINE EFFECTIVE DATE:	May 2018
COURSE OUTLINE REVIEW DATE:	January 2023

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#### GENERAL COURSE DESCRIPTION:

OFAD 157 Business Math and Calculators covers the basic skill of using the 10-key touch keypad for numeric calculations. Students apply the use of memory functions to cross check totals and use the multiplication function to calculate percents, discounts, and taxable amounts. Frequent skill assessments promote accuracy and speed in the use of the desktop calculators. Students will learn basic business math skills including estimating, problem solving, and the metric system.

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**Program Information:** This course is required for the Office Administration Certificate.

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**Delivery:** This course is delivered online.

**College of the Rockies Credits:** 1.5

**Hours for this course:** 45 hours to be completed over 3 weeks.

#### Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	45
<b>Total</b>	45

#### Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
<b>Total</b>	

**Course Outline Author or Contact:**

Joan Kaun, BGS, Provincial Instructor's Diploma

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Signature**APPROVAL SIGNATURES:**

Department Head

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Dean of Trades and Technology

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Department Head Signature

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Dean Signature

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Valid from: May 2018 – January 2023

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Education Council Approval Date**COURSE PREREQUISITES AND TRANSFER CREDIT****Prerequisites:** None**Corequisites:** None**Flexible Assessment (FA):**

Credit can be awarded for this course through FA

 Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

**Transfer Credit:** For transfer information within British Columbia, Alberta, and other institutions, please visit <http://www.cotr.bc.ca/Transfer>

Students should also contact an academic advisor at the institution where they want transfer credit.

**Prior Course Number:** N/A

## Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Ronald Merchant, Renee Goffinet, and Virginia Koehler (2011), *Basic Business Math and Electronic Calculators*, 6<sup>th</sup> edition, Belmont, CA: Star Publishing Company, Inc.

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

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## LEARNING OUTCOMES:

Upon the successful completion of this course, students should be able to

- use the add and subtract functions;
  - add columns using the correct touch technique;
  - estimate answers in addition and subtraction;
  - cross-check numbers in sales reports, budgets, and payroll;
  - use the multiplication and division functions;
  - estimate answers in multiplication and division;
  - convert fractions to decimals;
  - solve problems involving percent of increase or decrease;
  - understand metric system;
  - calculate simple interest;
  - calculate discounts and commissions;
  - demonstrate touch technique on a business calculator;
  - apply critical thinking skills;
  - complete work in a timely manner and on schedule; and
  - take responsibility for attendance, absenteeism, and punctuality.
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## COURSE TOPICS:

- Number competencies
- Addition and subtraction
- Use touch techniques
- Multiplication and division
- Using memory bank
- Metric system
- Essential business applications
- Buying and selling goods

See instructor's handout for the detailed outline of weekly readings, activities, and assignments.

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## EVALUATION AND ASSESSMENT

Assignments	% Of total Grade
Assignments	20%
Chapter Tests	40%
Final Test	40%
Total	100%

*Please see the instructor's handout for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.*

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

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### EXAM POLICY

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

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### COURSE GRADE

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 98	97-94	93-90	89-86	85-82	81-79	78-75	74-70	< 70

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

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### ACADEMIC POLICIES

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating, and plagiarism.

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**COURSE CHANGES:**

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.