



OFAD-157 – Business Math and Calculators

Technology

Effective Term & Year: Fall 2023

Course Outline Review Date: 2028-03-01

Program Area: Office Administration

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.

Program Information:

This course is required for the Office Administration Certificate.

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

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 1.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	

Practicum/Field Experience

Co-op/Work Experience

Other

Total	45
-------	----

Course Requisites:

None

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook 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*, 6th edition, Belmont, CA: Star Publishing Company, Inc.

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

Learning Outcomes:

Upon the successful completion of this course, students will 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.

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.

Evaluation and Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Assignments	20%
Chapter Tests	40%
Final Test	40%

Total

100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

Pass requirements: None

Evaluation Notes: A grade of “C” grants credit, but may not be sufficient as a prerequisite for sequential courses.

Evaluation Notes Comments:

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.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Equivalent Course(s) and Course Code Changes

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.