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Date Reviewed: Fall 2020
C &GE Approved: November 19, 2020
Board Approved: January 13, 2021
Semester Effective:

Business (BUSN) 1059 Electronic Machine Calculations (1 Unit)
[formerly Business 59; Business 72; Business 22]

Advisory: Eligibility for Mathematics 1050 strongly recommended

Hours and Unit Calculations:

48 hours lab. (48 Total Student Learning Hours) 1 Units

Catalog Description: This course provides instruction on the ten-key numeric touch method. This method is the universal means of entering numeric data into a wide variety of office machines such as calculators and the numeric keypad of computers. Assignments are based on typical business situations and problems. Instruction is on an individual progress basis.

Type of Class/Course: Degree Credit

Text: Pasework, W. *Calculators: Printing and Display*. 5th ed. Mason: Cengage, 2013.

Additional Instructional Materials: 12 Digit Desktop Calculator

Course Objectives:

By the end of the course, a successful student will be able to:

1. develop workplace competence using the ten-key numeric touch method.
2. solve common business and personal math problems using a calculator.
3. understand the value and importance of calculators in business.
4. Improve basic arithmetic skills.

Course Scope and Content:

Unit I Developing Ten-Key Touch Method Techniques using Arithmetic processes and applications.

1. Addition
2. Subtraction
3. Function Keys, including non-add key, decimals, subtotal and grand total keys
4. Multiplication
5. Division

Unit II Skill Development

1. Decimals; Fractions: Percent's

2. Multiple Operations
3. Multifactor and Negative Multiplication
4. Interest and Trade Discounts
5. Cash and Chain Discounts
6. Metrics and International Trade

Unit III Application and Personal Calculation

1. Wage Earnings and Other income
2. Banking Services
3. Using Credit Wisely
4. Stock Transactions
5. Controlling Household Expenses
6. Automobile Finances
7. Casualty Insurance
8. School-Related Mathematical Problems

Learning Activities Required Outside of Class:

Practice the Ten-Key Numeric Touch Method outside of class.

Methods of Instruction:

1. Demonstrations
2. Assigned practice and problems from text
3. Individual instruction in machine problem solving

Methods of Evaluation:

1. Computational problem-solving demonstrations
2. Noncomputational problem-solving demonstrations
3. Progressive skill demonstrations
4. Class performance assignments
5. Business scenarios
6. Quizzes

Supplemental Data:

TOP Code:	051400: Office Technology/Office Compu
SAM Priority Code:	D: Possibly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable

Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Business or Business Machine Technology