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

Advisory: Eligibility for Mathematics 1050 strongly recommended

Total Hours: 48 hours lab

Catalog Description: This course provides instruction on touch addition and solving business problems using the electronic calculator. 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*. 5<sup>th</sup> ed. Mason: Cengage, 2013.

Print.

Additional Instructional Materials: None

Course Objectives:

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

1. Develop a functional knowledge of electronic calculators,
2. develop competency in the touch system of addition,
3. demonstrate competency in the four arithmetic processes and applications through the use of the electronic calculator, and
4. develop effective work habits.

Course Scope and Content:

Unit I Introduction

- A. Arithmetic review
- B. Calculator overview
- C. General instructions
  - 1. How to use this book
  - 2. Developing skills

## Unit II The Touch System

- A. The ten-key keyboard
  - 1. Posture and position at the machine
  - 2. Keyboard arrangement
- B. Touch addition
  - 1. Keystroking
  - 2. Correcting an entry
  - 3. Decimal
  - 4. Keystroke Count

## Unit III Arithmetic Processes and Applications

- A. Addition and Subtraction
- B. Multiplication
  - 1. Basic multiplication
  - 2. Percentage
  - 3. Constant factor
  - 4. Multiple factors
  - 5. Accumulation of products
  - 6. Exponents
  - 7. Combined operations
- C. Division
  - 1. Basic division
  - 2. Percentage
  - 3. Amount and percentage of change
  - 4. Constant divisor
  - 5. Accumulation of quotients
  - 6. Chain division
  - 7. Combined operations

Learning Activities Required Outside of Class: None

Methods of Instruction:

- 1. Classroom 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. Portfolio