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BUSINESS 59 ELECTRONIC MACHINE CALCULATIONS (1 Unit)

Prerequisite: Eligibility for Math 50 strongly recommended

Total Hours per Unit: 48 total hours are needed to complete 1 Unit, although, some students may need more and some may complete the work in less.

You must turn in your work regularly. If we do not have work turned in for two weeks, you will be dropped. The due dates for assignments are stated on the Check Sheet on the back page of this Syllabus. If there is a reason you cannot come in to the lab or you cannot turn in work for more than two weeks, speak with the instructor.

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. Students who have completed Business 22 are not eligible for enrollment in this course.

Text: Carter and Young, Electronic Calculators: A Mastery Approach, Third Edition, Houghton Mifflin Co., 1990

Course Objectives:

1. To develop a functional knowledge of electronic calculators.
2. To develop competency in the touch system of addition.
3. To demonstrate competency in the four arithmetic processes and applications through the use of the electronic calculator.

Means of Achieving Course Objectives:

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

Course Outline:

Unit I Introduction

 A. Arithmetic Review
 B. Calculator Overview
 C. General Instructions

Unit II The Touch System

- A. The Ten-key Board
- B. Touch Addition
- C. Performance Drill - See Instructor

Unit III Arithmetic Processes and Applications

- A. Addition and Subtraction
- B. Multiplication
 - 1. Basic Multiplication
 - 2. Performance Drill - See Instructor
 - 3. Percentage
 - 4. Constant Factor
 - 5. Multiple Factors
 - 6. Accumulation of Products
 - 7. Exponents
 - 8. Combined Operations
 - 9. 1 Unit Function Test - See Instructor
- C. Division
 - 1. Basic Division
 - 2. Performance Drill - See Instructor
 - 3. Percentage
 - 4. Amount and Percent of Change
 - 5. Constant Divisor
 - 6. Accumulations of Quotients
 - 7. Chain division
 - 8. Combines Operations
 - 9. 1 Unit Function Test – See Instructor
- D. Final Exam—See Instructor.

Measurement and Evaluation:

- | | |
|------------------------|-----|
| 1. Touch Addition Rate | 1/3 |
| 2. Function Tests | 1/3 |
| 3. Final Examination | 1/3 |

Business 59
General Directions and Instructions
for Completing the Syllabus Off line Course

1. Please check in during the first week of class, either by email or phone. (both are located on the 1st page of this syllabus.)
2. There are 48 hrs. required to complete this course for a 16-week semester, which calculates to 3 hours per week. (I would suggest 5 or 6 hours per week)
3. Work at your own pace, but turn in something every Friday or let us know why you can't. If no work is turned in for 2 consecutive weeks, you will be dropped from the course.
4. You will need to have a calculator that has receipt tape, at least 4 (preferably 6) decimal settings available, constant multiplication, and memory keys.
5. **Read Directions!!!** The most common reason for wrong answers is caused by not following directions. There are samples of problems in the beginning of each section – do them (it will make things easier to understand).
6. There are 3 performance drills, 2 function tests, and a final exam in this course. The performance drills do not need to be timed, but they should be accurate. The scores of your 3 performance drills count as 1/3 of your grade. There is one test after the multiplication section and one after the division section. Those two combined scores count as 1/3 of your grade. The final exam also counts as 1/3 of your grade.
7. There are practice tests for the first two tests on page 119 and 175/176. Make sure you are comfortable with the process for completing the problems on these two practice tests as the actual tests are just like them.
8. Check off each assignment on your check sheet to keep track of where you are. The assignment sheet is the last page of this packet. For one unit of Business 59 (which is what you are enrolled in) you must complete pages 3-178. Pages 180-187 are extra credit.
8. The check sheet has the deadlines to turn in assignments. Please be sure to meet the deadlines.
9. When turning in assignments, please attach the calculator receipt tapes to them. Please keep the receipt tape as a long running strip and make sure they are folded and attached neatly to your answer strips.
10. Your work will only be returned to you if you have missed more than 30% of the answers. This will let you know if you are doing the work correctly.
11. There is a typographical error on page 140 of the textbook. All numbers in the first problem should have commas instead of decimals (844,000 – 624,450 - 219,550).

CHECK SHEET

BUSINESS 59 – Electronic Math Calculations

Name _____

<u>UNIT I</u>	Assignment	48 _____	Assignment	80 _____	
Assignment	3 _____	(WEEK 2-September 4, 2009)	Assignment	81 _____	
<u>UNIT II</u>	Assignment	49 _____	Assignment	83 _____	
Assignment	17 _____	Assignment	51 _____	Assignment	84 _____
Assignment	18 _____	Assignment	52 _____	Assignment	85 _____
Assignment	19 _____	Assignment	53 _____	Assignment	86 _____
Assignment	20 _____	Assignment	54 _____	Assignment	89 _____
Assignment	21 _____	Assignment	56 _____	Assignment	90 _____
Assignment	22 _____	Assignment	57 _____	Assignment	91 _____
Assignment	23 _____	Assignment	58 _____	Assignment	92 _____
Assignment	25 _____	Assignment	59 _____	Assignment	93 _____
Assignment	26 _____	Assignment	60 _____	(WEEK 6-October 2, 2009)	
Assignment	27 _____	(WEEK 3-September 11, 2009)	Assignment	95 _____	
Assignment	28 _____	Assignment	62 _____	Assignment	96 _____
Assignment	29 _____	Assignment	63 _____	Assignment	98 _____
<u>Performance</u>	31 _____	Assignment	64 _____	Assignment	99 _____
Assignment	32 _____	Assignment	65 _____	Assignment	101 _____
(WEEK 1-August 28, 2009)		Assignment	67 _____	Assignment	104 _____
<u>UNIT III</u>	Assignment	68 _____	Assignment	105 _____	
Assignment	35 _____	Assignment	69 _____	Assignment	106 _____
Assignment	36 _____	<u>Performance</u>	70 _____	(WEEK 7-October 9, 2009)	
Assignment	37 _____	(WEEK 4-September 18, 2009)	Assignment	107 _____	
Assignment	38 _____	Assignment	71 _____	Assignment	109 _____
Assignment	39 _____	Assignment	72 _____	Assignment	110 _____
Assignment	40 _____	Assignment	73 _____	Assignment	111 _____
Assignment	41 _____	Assignment	74 _____	Assignment	113 _____
Assignment	42 _____	Assignment	75 _____	Assignment	115 _____
Assignment	43 _____	Assignment	77 _____	Assignment	116 _____
Assignment	45 _____	Assignment	78 _____	Assignment	117 _____
Assignment	46 _____	Assignment	79 _____	Assignment	118 _____
Assignment	47 _____	(WEEK 5-September 25, 2009)		(WEEK 8-October 16, 2009)	

PERFORMANCE DRILL 31 _____ 1 UNIT FUNCTION TEST _____ 1 UNIT FINAL EXAM _____

PERFORMANCE DRILL 70 _____ 1 UNIT FUNCTION TEST _____

PERFORMANCE DRILL 127 _____ TOTAL % _____ TOTAL % _____

TOTAL % _____

CHECK SHEET

BUSINESS 59 – Electronic Math Calculations

Name _____

Assignment 119____
 Assignment 120____
 Assignment 121____

1st UNIT FUNCTION TEST

(WEEK 9-October 23, 2009)

Assignment 123____

Assignment 124____

Assignment 125____

Assignment 126____

Performance 127____

Assignment 128____

Assignment 129____

Assignment 130____

(WEEK 10-October 30, 2009)

Assignment 131____

Assignment 132____

Assignment 133____

Assignment 134____

Assignment 136____

Assignment 137____

Assignment 138____

Assignment 139____

Assignment 140____

(WEEK 11-November 6, 2009)

Assignment 142____

Assignment 144____

Assignment 146____

Assignment 147____

Assignment 148____

Assignment 149____

Assignment 150____

(WEEK 12-November 13, 2009)

Assignment 151____

Assignment 152____

Assignment 154____

Assignment 155____

Assignment 156____

Assignment 157____

Assignment 158____

Assignment 159____

(WEEK 13-November 20, 2009)

Assignment 161____

Assignment 163____

Assignment 165____

Assignment 166____

Assignment 167____

Assignment 168____

Assignment 169____

Assignment 170____

(WEEK 14-December 4, 2009)

Assignment 171____

Assignment 173____

Assignment 174____

Assignment 175____

Assignment 176____

Assignment 177____

Assignment 178____

2nd UNIT FUNCTION TEST

(WEEK 15-December 10, 2009)

SUPPLEMENTARY PROBLEMS

(Optional – Extra Credit)

Assignment +180____

Assignment +181____

Assignment +182____

Assignment +183____

Assignment +184____

Assignment +185____

Assignment +187____

UNIT FINAL EXAM

(WEEK 16-December 15, 2009)