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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 1<sup>st</sup> 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-Feb. 8, 2008)	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-March 7, 2008)	
Assignment	27 _____	(WEEK 3-Feb. 15, 2008)	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-Feb. 1, 2008)		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-March 14, 2008)	
Assignment	37 _____	(WEEK 4-Feb. 22, 2008)	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-Feb. 29, 2008)		(WEEK 8-March 28, 2008)	

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 \_\_\_\_\_

**1<sup>st</sup> UNIT FUNCTION TEST**

(WEEK 9-Apr. 4, 2008)

Assignment 123 \_\_\_\_\_

Assignment 124 \_\_\_\_\_

Assignment 125 \_\_\_\_\_

Assignment 126 \_\_\_\_\_

Performance 127 \_\_\_\_\_

Assignment 128 \_\_\_\_\_

Assignment 129 \_\_\_\_\_

Assignment 130 \_\_\_\_\_

(WEEK 10-Apr. 11, 2008)

Assignment 131 \_\_\_\_\_

Assignment 132 \_\_\_\_\_

Assignment 133 \_\_\_\_\_

Assignment 134 \_\_\_\_\_

Assignment 136 \_\_\_\_\_

Assignment 137 \_\_\_\_\_

Assignment 138 \_\_\_\_\_

Assignment 139 \_\_\_\_\_

Assignment 140 \_\_\_\_\_

(WEEK 11-Apr. 18, 2008)

Assignment 142 \_\_\_\_\_

Assignment 144 \_\_\_\_\_

Assignment 146 \_\_\_\_\_

Assignment 147 \_\_\_\_\_

Assignment 148 \_\_\_\_\_

Assignment 149 \_\_\_\_\_

Assignment 150 \_\_\_\_\_

(WEEK 12-Apr. 25, 2008)

Assignment 151 \_\_\_\_\_

Assignment 152 \_\_\_\_\_

Assignment 154 \_\_\_\_\_

Assignment 155 \_\_\_\_\_

Assignment 156 \_\_\_\_\_

Assignment 157 \_\_\_\_\_

Assignment 158 \_\_\_\_\_

Assignment 159 \_\_\_\_\_

(WEEK 13-May 2, 2008)

Assignment 161 \_\_\_\_\_

Assignment 163 \_\_\_\_\_

Assignment 165 \_\_\_\_\_

Assignment 166 \_\_\_\_\_

Assignment 167 \_\_\_\_\_

Assignment 168 \_\_\_\_\_

Assignment 169 \_\_\_\_\_

Assignment 170 \_\_\_\_\_

(WEEK 14-May 9, 2008)

Assignment 171 \_\_\_\_\_

Assignment 173 \_\_\_\_\_

Assignment 174 \_\_\_\_\_

Assignment 175 \_\_\_\_\_

Assignment 176 \_\_\_\_\_

Assignment 177 \_\_\_\_\_

Assignment 178 \_\_\_\_\_

**2<sup>nd</sup> UNIT FUNCTION TEST**

(WEEK 15-May 16, 2008)

SUPPLEMENTARY PROBLEMS

**(Optional – Extra Credit)**

Assignment +180 \_\_\_\_\_

Assignment +181 \_\_\_\_\_

Assignment +182 \_\_\_\_\_

Assignment +183 \_\_\_\_\_

Assignment +184 \_\_\_\_\_

Assignment +185 \_\_\_\_\_

Assignment +187 \_\_\_\_\_

**UNIT FINAL EXAM**

(WEEK 16-May 23, 2008)