

**Course Outline**

**COURSE:** BOT 212                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Spring 2019    **CURRICULUM APPROVAL DATE:** 12/11/2018

**SHORT TITLE:** BUS COMP/MACHINES

**LONG TITLE:**

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
.5	18	Lecture:	0	Lecture:	0
		Lab:	1.5	Lab:	27
		Other:	0	Other:	0
		Total:	1.5	Total:	27

**COURSE DESCRIPTION:**

Self-paced course in the operation of the electronic printing calculator. This course provides theory and practice in business applications with emphasis on mathematical problem solving. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for Mathematics 402.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** C - Credit - Degree Non Applicable

**GRADING MODES**

- P - Pass/No Pass
- S - Satisfactory Progress

**REPEATABILITY:** N - Course may not be repeated

**SCHEDULE TYPES:**

- 04 - Laboratory/Studio/Activity
- 047 - Laboratory - LEH 0.7
- 05 - Hybrid
- 737 - Dist. Ed Internet LAB-LEH 0.7

## **STUDENT LEARNING OUTCOMES:**

1. Add a column of multi-digit figures with accuracy while operating the calculator by the "touch" method.

Measure of assessment: performance, demonstration, exam

Year assessed, or planned year of assessment: 2015

Semester: Fall

2. Compute business application problems such as taking discounts, calculating commissions, figuring sales tax, making extensions, figuring merchandise mark-ups and mark-downs, calculating the mean, and figuring percent of increase and decrease; using the total, clear entry, subtotal, add, subtract, multiply, divide, memory, and percent keys.

Measure of assessment: performance, demonstration, exam

Year assessed, or planned year of assessment: 2015

## **CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Curriculum Approval Date: 12/11/2018

4.5 - 9 HOURS

Content:

Using the calculator by "touch" method.

Using + key and 4, 5, 6.

Using 1, 2, 3, keys

Using 7, 8, 9 keys.

Using the 0 key.

Student Performance Objectives: Demonstrate use of touch method with number keys. Complete book exercises with touch method.

4 - 8 HOURS

Content:

Using the plus and minus key.

Add columns of multi-digit numbers.

Student Performance Objectives: Demonstrate proficiency and accuracy processing columns of numbers. Complete book exercises processing columns of numbers.

4.5 - 9 HOURS

Content:

Process numbers with multiplication and division.

Student Performance Objectives: Demonstrate proficiency with a variety of problems using +, -, \*, and /. Complete book exercises processing multi-digit numbers with arithmetic operations.

Mid-class quiz.

4.5 - 9 HOURS

Content:

Use special keys, such as memory, percentage, and subtotal.

Student Performance Objectives: Demonstrate proficiency processing percentages, and producing totals and subtotals. Demonstrate proficiency using memory functions. Complete book exercises that use memory, percentage and subtotal keys.

4.5 - 9 HOURS

Content:

Doing business problems, such as discounts, commissions, sales tax.

Student Performance Objectives: Demonstrate ability to calculate items needed for business problems. Complete book exercises on business problems such as discounts, commissions, sales tax.

3 - 6 HOURS

Content:

Doing arithmetic operations such as mean, mark-ups, mark-downs, and percentage changes.

Student Performance Objectives: Demonstrate ability to solve arithmetic problems used in business such as mean, mark-ups, mark-downs, and percentage changes. Complete book exercise on arithmetic operations.

2 HOURS

Final exam.

**METHODS OF INSTRUCTION:**

Demonstration, Guided Practice

**OUT OF CLASS ASSIGNMENTS:**

Required Outside Hours: 0

Assignment Description: As this is a lab course, no out-of-class-assignments are required.

**METHODS OF EVALUATION:**

Problem-solving assignments

Percent of total grade: 40.00 %

Problem-solving demonstrations: 40% - 80% Homework problems, Lab reports, Quizzes, Exams

Skill demonstrations

Percent of total grade: 40.00 %

**REPRESENTATIVE TEXTBOOKS:**

Prescott, Susan L. and Henry, Barbara J.. Computer Calculator for the Ten-Key Pad. Boston, MA: Thomson Learning College: Cengage Learning, 2011.

Text, Grade: 10th Verified by: E. Venable

**REQUIRED OTHER TEXTS AND MATERIALS:**

Workbook: Exercises for the Electronic Calculator developed by Gavilan College BOT instructors and printed by the college, updated 2017.

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education: N

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level:

Non Credit Enhanced Funding: N

Funding Agency Code:

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number:

Sports/Physical Education Course: N

Taxonomy of Program: 051400