

# **BUS 167 MACHINE CALCULATIONS (1 Unit)**

**Instructor: Vicki Vioria 760-791-1849**

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**Office: 1713**

**Course # 10720**

**Monday and Wednesday 12:05 - 01:10 am**

**TERM HOURS: 18 Lecture, 18 Lab**

**LETTER GRADE or PASS/NO PASS**

## **COURSE DESCRIPTION:**

Recommended Preparation: MATH 070 or MATH 071 Basic Mathematics.

This course develops skills required for rapid and accurate operation of calculating machines and expands and refines business math skills. (CSU)

## **Institutional Student Learning Objectives:**

Students who complete a degree or certificate at Imperial Valley College will demonstrate competency in these five areas: Communication Skills, Critical Thinking Skills, Personal Responsibility, Information Literacy and Global Awareness.

## **Student Learning Outcomes**

1. Demonstrate knowledge of basic math skills using the 10-key.

## **COURSE OBJECTIVES:**

1. Demonstrate knowledge and proficient skill on the 10-key pad.
2. Demonstrate knowledge of basic mathematical skills on the calculator.
3. Demonstrate knowledge of selected business operations on the calculator
4. Demonstrate knowledge of budget, payroll, invoicing, and banking calculations

## **TEXTBOOKS:**

Calculators Printing & Display, 5e Pasewark

CALCULATOR Simulation, Short Course, 2nd Edition, Pasewark

## **GRADING:**

Timed Performance Drills	30%
Final Exam	20%
Workbook / Simulation Projects	50%

Grading Scale is as follows:

90 - 100% **A**                      80 - 89% **B**                      70 - 79% **C**                      60 - 69% **D**

## **ATTENDANCE/TARDY POLICY**

Your presence in class is very important. Absences hurt your progress.

## **OTHER POLICIES**

Work only on assignments for BUS 167 during class time.

Eat or drink before you come to class to keep our equipment in good operating condition.

Be courteous to your fellow classmates. Keep the noise down.

All work submitted for grading must be your own. Cheating will result in a "F" for the assignment and/or an "F" for the course at the Instructor's discretion. (See IVC Catalog for policy.)

*Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services office as soon as possible.  
Room 2117, Health Sciences Bldg, 760 355-6312.*

**BUS 167 MACHINE CALCULATIONS**  
**Instructor: Vicki Vloria**  
**FALL 2012 TIMELINE (Subject to Change)**

Week	Dates	CALCULATORS Printing & Display	Simulation	Timed
1	20-Aug 22-Aug	Orientation / Pre Test Introduction, Parts, Job 1 & 2 Touch Method		
2	27-Aug 29-Aug	Job 3 Speed & Errors Job 4 Subtraction Job 5 Review Touch Method		
3	3-Sep 5-Sep	<b>NO CLASS: LABOR DAY</b> Job 6 Decimal Point Job 7 Multiplication	Job 1	
4	10-Sep 12-Sep	Job 8 Division Job 9 Memory, Grand Total Key	Job 2 Job 3	
5	17-Sep 19-Sep	Job 10 Review, Analyzing Progress Job 11 Decimals, Fractions, Percents	Job 4 Job 5	<b>Timed Drill</b>
6	24-Sep 26-Sep	Job 12 Multiple Operations Job 13 Multifactor and Negative Multiplication	Job 6 Job 7	
7	1-Oct 3-Oct	Job 14 Production Drill Job 15 Review	Job 8 Job 9	
8	8-Oct 10-Oct	Job 16 Interest and Trade Discounts Job 17 Cash and Chain Discounts	Job 10 Job 11	
9	15-Oct 17-Oct	Job 18 Metrics and international Trade Job 19 Production Drill	Job 12 Job 13	
10	22-Oct 24-Oct	Job 20 Review Job 21 Wage Earnings and Other Income	Job 14 Job 15	<b>Timed Drill</b>
11	29-Oct 31-Oct	Job 22 Banking Services Job 23 Using Credit Wisely	Job 16 Job 17	Job 18
12	5-Nov 7-Nov	<b>NO CLASS: VETERN'S DAY</b> Job 24 Stock Transfer	Job 19 & 21	
13	12-Nov 14-Nov	Job 25 Review Job 26 Controlling Household Expenses	Job 22 Job 23	Job 20
14	19-Nov 21-Nov	Job 27 Automobile Finances Job 28 Casualty Insurance	Job 24 Job 26	Job 25
15	26-Nov 28-Nov	Job 29 School-Related Mathematical Problems Job 30 Review	Job 27 Job 28	Job 29
16	3-Dec	<b>FINAL</b>		<b>Timed Drill</b>