

BUS 167, Machine Calculation
Fall 2013: Monday 12:10 to 1:00 p.m., Wednesday 12:10 to 1:15 p.m.
Syllabus

INSTRUCTOR:	Alison Jill Brock, CPA (inactive), MSAcc. Office: 1713 Email: alison.brock@imperial.edu Phone: 760-355-6485
COURSE OBJECTIVE:	Develop skills required for rapid and accurate operation of calculating machines and expand and refine business math skills. (CSU)
STUDENT LEARNING OUTCOMES:	Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes by being able to demonstrate knowledge of basic math skills using the 10-key (ILO1, ILO2, ILO3, ILO4, ILO5).
RECOMMENDED:	MATH 071 or MATH 070
REQUIRED MATERIALS:	Calculators Printing and Display, 5e, Pasework, William R., Cengage Calculator Simulation Short Course, 2e, Pasework, William R., Cengage (A ruler is helpful but not required.)
GRADING SCALE:	A 90% -100% B 80% - 89% C 70% - 79% D 60% - 69% F 0% - 59%
GRADING:	Grades will be posted regularly on Blackboard. You may earn up to 1,375 points, as follows: 550 points on textbook and simulation jobs (10 points per job, 55 jobs) 600 points on timed drills (100 points each, 6 drills) 225 points on the final timed drill Therefore, to earn an A, you must earn at least (1,375 X 90%) 1,238 points. To earn a B, you must earn at least (1,375 X 80%) 1,100 points. And so forth.... We will follow IVC's cheating policy. No points are awarded for attendance. However, exercises and timed drills are completed in class without makeups. If you are absent, you are unable to earn points. Also, I will not drop students for failing to attend.
NEED FOR ASSISTANCE:	If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as possible so that appropriate accommodations are made. You should also meet with the DSP&S support staff and counselors.

SCHEDULE:	
Week 1	Chapter 1, 2: Addition, Touch Method
Week 2	Chapter 3: Ten-Key Numeric Drill; Chapter 4: Subtraction; Chapter 5: Review, Analyzing Progress, Setting Goals
Week 3	Monday holiday Chapter 6: Non-Add Key, Decimal Point Key, Add Mode, Alignment of Decimals, Subtotal Key; Chapter 7: Multiplication Simulation: Job 1
Week 4	Chapter 8: Division; Chapter 9: Memory, Grand Total Key Simulation: Job 2, 3
Week 5	Chapter 10: Review, Analyzing Progress; Chapter 11: Decimals, Fractions, Percents Simulation: Job 4, 5 Timed drill
Week 6	Chapter 12: Multiple Operations; Chapter 13: Multifactor, and Negative Multiplication Simulation: Job 6, 7
Week 7	Chapter 14: Production Drill: Auto Repair Orders; Chapter 15: Review Simulation: Job 8, 9
Week 8	Chapter 16: Interest and Trade Discounts; Chapter 17: Cash and Chain Discounts Simulation: Job 10, 11
Week 9	Chapter 18: Metrics and International Trade; Chapter 19: Production Drill: Auto Repair Orders Simulation: Job 12, 13
Week 10	Chapter 20: Review; Chapter 21: Wage Earnings and Other Income Simulation: Job 14, 15 Timed drill
Week 11	Chapter 22: Banking Services; Chapter 23: Using Credit Wisely Simulation: Job 16, 17 Timed drill: Simulation Job 18
Week 12	Chapter 24: Stock Transactions; Chapter 25: Review Simulation: Job 19, 21 Timed drill: Simulation Job 20
Week 13	Monday holiday Chapter 26: Controlling Household Expenses Simulation: Job 22, 23
Week 14	Chapter 27: Automobile Finances; Chapter 28: Casualty Insurance Simulation: Job 24, 26 Timed drill: Simulation Job 25
Week 15	Chapter 29: School-Related Mathematical Problems; Chapter 30: Review Simulation: Job 27, 28 Timed drill: Simulation job 29
Week 16	Final timed drill E.C. Simulation job 30; Congratulations, you did it! :)

Tentative, subject to change without prior notice