

Department : Office Systems Technology
Course Title : Business Math and Machine Applications
Section Name : POFT 1425
Start Date : 01/17/2012
End Date : 01/04/2012
Modality : ONLINE
Credits : 4

Instructor Information

Name : Sharman Adkins

OC Email : sadkins@odessa.edu

OC Phone # : 432-335-6468

Office Hours: MW 9:50-12:50
 TTH 9:20-11:20 am
 Friday by Appointment

Monitored and open labs available daily. Help from the instructor is available at your request (appointment can be setup or you may contact instructor during office hours). Tutoring is available through the LRC.

Course Description

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard.

Prerequisites/Corequisites

Prerequisite: Math 0371 or consent of department chairperson.

Scans

1, 3, 4, 8, 9

Course Objectives

1. *Create documents following directions in manuals. (4)
2. Demonstrate use of correct language art skills, grammar, and punctuation. (2)
3. *Proofread documents. (2)
4. Verify calculations made by others. (3)
5. *Interpret written information in prose-word problems. (1)
6. Perform basic calculation with and without a calculator. (3)
7. Approach practical problems by choosing appropriately from a variety of math techniques.(3)
8. Figure, discounts, commissions, profits. (3)
9. Reconcile a bank statement. (3)

10. *Organize and maintain financial information. (5)
11. Apply technology to problem solving, simple 10 key applications, and input numerical data into a computer. (8)
12. *Use efficient learning techniques to acquire and apply new knowledge and skills. (8)
13. Apply rules or principles of mathematics to problem solving by performance on the calculator. (9)
14. Be able to key information into a computer with the speed and accuracy necessary to skillfully apply this knowledge to a variety of data entry situations. (6)
15. Develop the skill to easily transfer data entry knowledge to the electronic calculator for those applications in which speed and accuracy on a calculator is necessary. (9)
16. Approach practical problems by choosing appropriately from a variety of math techniques.(3)
17. Complete simulation problems applying the calculation skills learned. (3)
18. *Use reference materials for problem solving, text and operator's manual. (9)
19. Change ribbon and tape on calculator. (6)
20. Demonstrate ability to add, subtract, multiply, divide fractions and decimal fractions. (3)
21. Calculate percentage, base, and rate. (3)
22. Calculate percent of increase/decrease. (3)
23. Calculate taxes and insurance. (3)
24. Calculate payroll, gross earnings, and payroll deductions. (3)
25. Calculate income statement, balance sheet, depreciation, and other business expenses. (3)
26. Calculate interest: simple and compound. (3)
27. Calculate financial charges, installment, buying and loans. (3)
28. Calculate investments. (3)
29. *Enter data into a computer with a minimum of 8000 keystrokes per hour with 98 percent accuracy. (6)
30. *Enter data on a electronic calculator at a minimum of 200 keystrokes a minute with 100 percent accuracy. (6)

*INDICATES INTEGRATED, CORE CURRICULUMSKILLS

(Math, Reading, Communication, Technological Literacy and/or Critical Thinking)

Required Materials

Practical Business Math Procedures, 10th Edition, by Jeffery Slater.
 McGraw Hill Irwin Publisher Bundled with text Electronic Calculator Guide and
 W/CONNECT access card
 Internet Connection and e-mail

Assignments—PLEASE CHECK BLACKBOARD AT LEAST A FEW TIMES EACH WEEK FOR ANY UPDATES OR CHANGES.

<i>Due Date</i>	<i>Assignment</i>	<i>Description</i>
Jan. 31	Ch. 1, 2, 3 Homework CONNECT Calculator Drills—Read p. 1-6, Drills p. 7-21 as needed to learn keys by touch	Whole numbers, Fractions, Decimals, Calculator Operations
Jan. 31-Feb 1, closes 11:55 pm on 1st	TEST 1 (Ch. 1-3)	
Feb. 14	Ch. 4, 5, 6 Hmwk CONNECT Calculator Drills p. 22-29 as needed to learn keys and functions	Banking, Equations, Percent
Feb. 14-15, closes 11:55 pm on 15th	TEST 2 (Ch. 4-6)	
March 1	Ch. 7, 8, 9	Trade and Cash Discounts, Markups and Markdowns, Payroll
March 1-2, closes 11:55 pm on 2nd	TEST 3 (Ch. 7-9)	
March 22	Ch. 10, 11, 12Hmwk CONNECT Calculator Drills p. 30-35 as needed to learn functions and speed by touch	Simple Interest, Compound Interest, Promissory Notes, Simple Discount Notes, Present Value, Compound Interest
March 22-23, closes 11:55 pm on 23rd	TEST 4 (Ch. 10-12)	
April 6	Ch. 14, 15, 16 Hmwk CONNECT Continue working on speed drills in textbook several times weekly.	Installment Buying, Rule of 78, Revolving credit Cards
April 6-7, closes 11:55 pm on 7th	TEST 5 (Ch. 14, 15, 16)	
April 20	Ch. 17, 18, 19 Hmwk CONNECT	Depreciation, Inventory, Overhead, Sales, Taxes
April 21-21, closes 11:55 pm on 21st	TEST 6	
	Ch. 20, 21, 22 Hmwk CONNECT	Insurance, Stocks, bonds, Mutual Funds, Business Statistics
TBA	FINAL EXAM	

Grading Policy

No Late Work is accepted. No Makeup tests will be given.

40%--Homework

60%--Tests (will drop one lowest test grade, EXCLUDING the final exam)

Special Needs

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Learning Resource Center (Library)

The Library, known as the [Learning Resources Center](#), provides research assistance via the [LRC's catalog \(print books, videos, e-books\)](#) and [databases \(journal and magazine articles\)](#). [Research guides](#) covering specific subject areas, [tutorials](#), and the "[Ask a Librarian](#)" service provide additional help.

Student E-mail

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Student Portal

Please access your [Odessa College Student E-mail](#), by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **All correspondence will be submitted using your Odessa College email.**

Technical Support

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Disclaimer

***Students are responsible for checking for changes frequently as this syllabus may be updated as needed.**