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:

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5</td>
<td>18</td>
<td>Lecture: 0</td>
<td>Lecture: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab: 1.5</td>
<td>Lab: 27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other: 0</td>
<td>Other: 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total: 1.5</td>
<td>Total: 27</td>
</tr>
</tbody>
</table>

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.

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:
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