

RANGER COLLEGE
SYLLABUS
FALL & SPRING 2010-2011

COURSE NUMBER AND TITLE: POFT 1425 – BUSINESS MATH & MACHINE APPLICATIONS

CREDIT HOURS: 4 HRS / 3 LEC 3 HRS / WK LAB: 3 LEC/LAB COMB: 6

Name of Instructor (Title): Linda Gann, Associate Professor

Office Location: Business Building

Office Hours: 7:00-8:00 a.m. M & W 7:00-7:45 TU & TH 10:20-11:05 a.m. TU & TH, 2:30-3:00 p.m. M & W

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I. CATALOG DESCRIPTION

Skill building in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills.

II. COURSE GOAL

Student will utilize basic math skills, apply basic math skills to solve business application problems using an electronic business calculator/keyboard; and develop speed and accuracy using and electronic calculator/keyboard.

By the end of the semester the student will be able to satisfactorily complete all the listed learning objectives with a minimum of 60 percent competency level and the completion of a comprehensive post examination not to exceed two hours, administered under the supervision of the instructor.

III. REQUIRED BACKGROUND/PREREQUISITES

No prerequisites required. Basic SCANS skills in reading, writing, and math are needed.

IV. REQUIRED TEXTBOOK (S); READING; MATERIALS

ELECTRONIC BUSINESS MACHINES CALCULATIONS
BY DANIEL J. SCHNECK & ALBERT G. GIORDANO

V. METHODS OF INSTRUCTION

Primarily supervised learning experiences in the secretarial lab, supplemented by an electronic calculator and assisted instruction and tests.

VI. SCANS COMPETENCIES

READING

- 1.1 Locate, understand, and interpret written instructions to prepare documents.

MATHEMATICS

- 3.1 Perform Basic Calculations—Addition, subtraction, division, multiplication, constant grand total, decimal, percents, ect.
- 3.2 Approaches practical problems by choosing appropriately from a variety of math techniques.

RESOURCES

- 4.2 Money—Use or prepare invoices, markups, markdowns, payroll, notes, prorating, depreciation, and business statistics.

INFORMATION

- 6.3 Interprets and Communicates information.

TECHNOLOGY

- 8.2 Applies Technology to Task—Uses a calculator to perform mathematical operations for business documents.

THINKING SKILLS

- 9.3 Problem Solving—Recognizes problems and devises and implements plans of action.
- 9.6 Reasoning—Discover a rule or principle underlying the relationships between two or more objects and applies it when solving a problem.

VII. LEARNER OUTCOMES

Upon the completion of this course, the student will be able to:

1. Perform the four major processes, addition, subtraction, multiplication, and division, by the ten-key touch system. (SCANS 1.1, 3.1, 3.2, 6.3, 8.2, 9.3, 9.6)
2. Resolve multiplication and division problems using the constant key. (SCANS 1.1, 3.1, 3.2, 6.3, 8.2, 9.3, 9.6)
3. Resolve multiple, sequential, and business calculations using the grand total key. (SCAN 1.1, 3.1, 3.2, 4.2, 6.3, 8.2, 9.3, 9.6)
4. Resolve problems using fractions and percentages. (SCANS 1.1, 3.1, 3.2, 4.2, 6.3, 8.2, 9.3, 9.6)
5. Compute interest and discounts associated with notes. (SCANS 1.1, 3.1, 3.2, 4.2, 6.3, 8.2, 9.3, 9.6)
6. Compute markups and markdowns and invoicing. (SCANS 1.1, 3.1, 3.2, 4.2, 6.3, 8.2, 9.3, 9.6)
7. Compute payroll records. (SCANS 1.1, 3.1, 3.2, 4.2, 6.3, 8.2, 9.3, 9.6)

VIII. COURSE CALENDAR

<u>MEETING</u>	<u>CLASS WORK</u>	<u>LAB WORK</u>
1.	Intro. & Syllabus	---
2.	Lesson 1 & 2	Finish lessons
3.	Lesson 3-5	"
4.	Lesson 6-8	"
5.	Lesson 9 & 10	Study for test
6.	Test 1-10	Correct test
7.	Lesson 11-13	Finish lessons
8.	Lesson 14 & 15	"
9.	Lesson 16-18	"
10.	Lesson 19-20	Study for test
11.	Test 11-20	Correct test
12.	Lesson 21-23	Finish lessons
13.	Lesson 24 & 25	"
14.	Lesson 26-28	"
15.	Lesson 29-30	Study for test
16.	Test 21-30	Correct test
17.	Lesson 31-33	Finish lessons
18.	Lesson 35-37	"
19.	Lesson 39 & 40	Study for test
20.	Test 31-40	Correct test
21.	Lesson 41 & 42	Finish lessons

22.	Lesson 45 & 50	Study for test
23.	Test 41-50	Correct test
24.	Lesson 51, 53, 54	Finish lessons
25.	Lesson 55, 56, 58	"
26.	Lesson 59 & 60	Study for test
27.	Test 51-60	Correct test
28.	Lesson 61 & 62	Finish lessons
29.	Lesson 63 & 65	Study for test
30.	Test 61-65	Study / Final
Final	Comprehensive	

Daily assignments, as well as tests, will include a written component.

IX. COURSE/CLASSROOM POLICIES

1. Regular and punctual attendance in all classes and labs is required of all students. Attendance will be checked at the beginning of each class period. Students coming into class after the roll has been checked will be counted absent. Any exception will be determined by the instructor and will be based on the reason for being tardy.

Unexcused absences are counted from the first day of class as listed in the college calendar, regardless of the date of the student's registration. The only excused absence is an authorized college activity.

The absence policy found in the Ranger College catalog will be applied in this course. If the student has the equivalence of three weeks of unofficial absences in a course in which he or she is currently enrolled, the instructor may drop the student from a non-developmental course with a grade of F.

2. All students are encouraged to participate in class discussions and group projects.
3. Any work that is missed because of absence may be made up. All missed work (class work and lab work) will be due the next time you attend after your absence, at the beginning of the period. If work is not turned in at this time, your grade will be reduced by 10 points if turned in one class day late. No work will be accepted later than one day late. Exceptions for extended emergency situations and excused absences will be made with the instructor's approval only. It is the student's responsibility to find out what he/she missed.

4. While completing lab exercises, students would properly care for the lab equipment as explained in the text, by the instructor, or by the lab assistant. Severe mistreatment will result in removal from the course.
5. Any student caught cheating in this class will be dropped from the class and reported to the Dean of Students.
6. When the activities of a student disrupts the class in such a manner as to impede the learning process of other class members, the student will be dismissed from the class. Sleeping in class may be considered disruptive behavior.
7. Support Services: Library, and Secretarial Lab.
8. ADA STATEMENT: Ranger College provides a variety of services for students with learning and /or physical disabilities. The student is responsible for making it is advisable to make this contact before or immediately after the semester begins.

X. ASSESSMENT

1. Several lessons will be assigned each class period. (See Assignment Syllabus.) These lessons are to be done during class and finished in lab if necessary.
2. Each lesson will be checked off by the instructor for completeness and correctness. You will not receive a grade for your daily work; however, at the end of the semester you will have one point taken off of your final grade for each lesson that has not been completed.
3. There will be timed test of one hour given after each ten lessons.
4. All tests will be averaged, including the final, and the average, minus one point for each incomplete lesson, will be your final grade in the class.
5. If you are absent the day of the test you will take the test the next class meeting you attend or you will receive a zero. Exceptions for extended absences will be made with the teacher's approval only.
6. Anyone caught cheating on a test will be given a zero.
7. There is no extra credit work.

LEVELS OF ACHIEVEMENT FOR GRADING PUPOSES

1. "A" level will be assigned to students with an average of 90 - 100.
2. "B" level will be assigned to students with an average of 80 - 89.
3. "C" level will be assigned to students with an average of 70 - 79.
4. "D" level will be assigned to students with an average of 60 - 69.
5. "F" level will be assigned to students with an average below 60 or anyone caught cheating in this class.

METHODS OF EVALUATING ACHIEVEMENT OF STUDENTS:

The course textbook, contemporary practice, and lecture notes will be used as standards for evaluation of your work on exams.

Exams will consist of problems formatted the same as the textbook.

Exams will be the measurement used to determine the competence level of the student in the following areas:

COMPETENCE TESTED

Test 1 Lessons 1-10 (Learner Outcomes 1)

- A: Addition
- B: Subtraction—Debit and Credit Balance
- C: Subtotals
- D: Addition—Skill Building
- E: Addition—Irregular Digits
- F: Horizontal and Vertical Addition—Department Sales
- G: Addition and Subtraction Combined
- H: Skill Building

TEST 2 LESSONS 11-20 (Learner Outcomes 1, 2, 3)

- A: Addition and Subtraction of a Constant
- B: Multiplication of Whole Numbers and Decimals
- C: Multiplication of Constants
- D: Accumulative Multiplication with Individual Extensions
Automatic Totals
- E: Accumulative of Products
- F: Negative Multiplication
- G: Division—Whole Numbers and Decimals
- H: Division of Constants
- I: Multiplication and Division Combined
- J: Negative Division

TEST 3 LESSONS 21-30 (Learner Outcomes 1, 2, 3)

- A: Addition and Subtraction followed by Multiplication and Division
- B: Multiplication and Division followed by Addition and Subtraction
- C: Chain Discount
- D: Inventory Valuation
- E: Unit Cost Valuation
- F: Cubic Volume—Multiplication followed by Division
- G: Accumulative Division with and without Individual Extensions and Automatic Totals
- H: Average Unit Cost
- I: Daily Sales Averages
- J: Production Cost Analysis

TEST 4 LESSONS 31-40 (Learner Outcomes 1, & 4)

- A: Fraction Conversion—Division
- B: Fractions—Addition, Subtraction, Multiplication, and Division
- C: Percent and Percentage
- D: Percentages and Word Problems
- E: commissions—Calculation and Accumulation
- F: Discount Calculation
- G: Net Price Calculation
- H: Chain Discounts
- I: Partial Invoice Payments and Discounts
- J: Finding Percentage of Increase and Decrease

TEST 5 LESSONS 41-50 (Learning Outcomes 1, & 5)

- A: Interest Bearing Notes
- B: Calculating Interest and Maturity Value
- C: Banker's Discounting and Proceeds
- D: Discounting Interest Bearing Notes—Proceeds
- E: Compound Interest
- F: Computation of Compound Interest Savings Account
- G: Truth-in-Lending True Annual Interest Rate
- H: Cost of Bonds Purchased between Interest Dates
- I: Present Value of an Annuity
- J: Installment Buying

TEST 6 LESSONS 51-60 (Learner Outcomes 1, & 6)

- A: Markup based on Cost
- B: Calculating Selling price—Markup based on retail, or selling price
- C: Cash Discounts
- D: Retail Price and Markup
- E: Invoicing

F: Invoicing Lumber
G: Invoice—Partial Shipment
H: Wholesaling—Conversion
I : Invoices with Discounts and Sales Tax

TEST 7 LESSONS 61-70 (Learner Outcome 1, & 7)

A: Payroll records—Hourly register
B: Payroll records—Piecework
C: Payroll register—Overtime
D: Payroll—Combined Payment

Accuracy percentages will determined for each competence based on the number of errors made in relation to 100 percent. The student's minimum goal for each competence should be 60%.

XI. ADMISSIONS, EMPLOYMENT, AND PROGRAM POLICIES OF RANGER COLLEGE ARE NONDISCRIMINATORY IN REGARD TO RACE, CREED, COLOR, SEX, DISABILITY, AND NATIONAL ORIGIN.

XII. RECEIPT OF SYLLABUS
(Required of all students and filed by the instructor)

Legibly print the following information:

Name:_____ **Date:**_____

“I have received and understand the information in the syllabus for POFT 1425 and I agree to abide by the stated policies. “

Signature of the student:_____