

Common Course Outline
OFAD 151
Electronic Printing Calculator
1 Credit

The Community College of Baltimore County

Description

Electric Printing Calculator

Develops skill in operating electronic display calculators to solve everyday business and consumer problems; improves understanding of business transactions through use of real-life business applications.

Prerequisite: (MATH 081 or LVM 1)

Overall Course Objectives

Upon completion of this course, students will be able to use the 10-key touch method to solve problems in the following areas:

- ∃ addition and subtraction
- ∃ multiplication and division
- ∃ percents and discounts
- ∃ retail calculations and payroll
- ∃ stocks and bonds
- ∃ interest and the Metric System

Major Topics

- A. Basic Calculator Operation
- B. 10-Key Touch Method
- C. Multiplication and Division on the Calculator
- D. Percents and Discounts
- E. Retail Calculations and Payroll
- F. Interest Calculations
- G. Metric System Conversions

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all material covered in the learning activities packet. The final grade will be determined by instructor evaluation of daily work and by the average of the scores earned on tests and the final examination. The percentages for calculating your final grade are as follows:

Daily Work	30%
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Tests	50%
Final Exam	20%

Other Course Information

This is a self-paced course where consistent attendance is mandatory to complete it within a semester=s time frame. You are expected to attend class at the times selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.