

Course & Section: OA 33 Electronic Calculator – **Section** 0572
Dates & Times February 24 – March 12, 2009 - Tuesday & Thursday – 4:30 – 5:45 p.m.
Location: Weed Campus, Temp Lab 102
Text: Calculators Printing & Display – 4th Edition – By: William R. Pasewark – Publisher: Thomson, Southwestern
Course Type: AA, CSU
Credits: 1 Unit, 18 Hours
Prerequisites: None
Advisory: None
Instructor: Sandee Dillon

Office Hours - I am an adjunct instructor and do not have official office hours; but if you need to meet with me in person, I will be glad to schedule an appointment for you. If you need to reach me, you may call me at home at 530-402-7831 (you must dial the 530), or my cell at 530-774-7598, or email me at dillon@siskiyous.edu.

Course Description - This course is designed to acquaint students with the use of electronic display and tape machines using applied business-related problems. Use of memory banks, constant features and grand total keys are included.

Expected Student Outcomes:

1. Index four digit numbers using the touch method.
2. Analyze business math problems, set up the calculator and perform the calculations using the most efficient method with 70% accuracy.
3. Explain the use and function of the features on the electronic calculator.

Outside Preparation – Students are expected to spend a minimum of 3 additional hours per week, per unit of credit on out of class assignments, reading, research, homework, etc... Reading text, preparing for exams, and in skill practice are required.

Attendance & Late Work Policy – Students are expected to attend class, be on time, and be courteous and polite. Work should be submitted on time. I reserve the right to refuse to accept late work. I reserve the right to drop any student that has missed two or more class meetings. If you have an emergency, please notify me in person, by phone, or via email. It is your responsibility to understand and follow these guidelines, they are not negotiable! If you cannot take a scheduled exam on the assigned date, you must make arrangements with me prior to the exam.

Note: Please check the COS website for cancellations due to weather conditions.

Course Requirements – To attain the most benefit from the course, each student should attend class, complete readings and practical exercises and actively participate in class discussions.

Evaluation and Grading - Assignments = 75% Final Exam = 25%

Honesty - Integrity and honesty in all of our communications and transactions is expected. I reserve the right to drop anyone that I feel violates this trust in any way, including but not limited to, cheating and or plagiarizing.

Student Sensitivity Issues - Students, staff and Faculty at the College of the Siskiyous may have allergies, environmental illnesses, multiple chemical sensitivity, or related disabilities. Please keep this in mind when deciding to smoke or in selecting and applying personal care products.

Special Assistance - College of the Siskiyous has many excellent services available to students needing special assistance (see the College Catalog for a complete description of these services). If you need any special assistance in this class, please bring it to my attention within the first two days of class so that I can try to accommodate your needs.

Academic Accommodations - Students have the right to request reasonable modifications to college requirements, services, facilities or programs if their documented disability imposes an educational limitation or impedes access to requirements, services, facilities or programs. A student with a disability who requests a modification, accommodation, or adjustment is responsible for requesting necessary accommodations by identifying himself/herself to the instructor and, if desired, to the Disabled Student Programs and Services(DSPS) office Eddy Hall 1.

Students with a print disability--a visual limitation or reading difficulty that limits access to traditional print materials--may request printed materials in alternate media. Examples of alternate media formats include electronic format (e.g., text on CD), Braille, tactile graphics, audiotape, and/or large print. Students can make alternate media requests through the Disabled Student Programs and Services (DSP&S) Eddy Hall 1, 938-5297.

Students who consult or request assistance from DSPS regarding specific modifications, accommodations, adjustments, alternate text or use of auxiliary aids will be required to meet timelines and procedural requirements established by the DSPS office.

Smoking - Smoking is permitted in “designated areas only”, COS Board Policy 1.9/CA AB 846. Please use the provided ashtrays.

Course Calendar (Tentative)

Class	Date	Description	Assignments Due
1	02-24-09	Intro, Calc Parts, Touch Method, Finger Positions, SAM, EAM	
2	02-26-09	Add, Non-Add Key, Subtract, Decimals, Subtotals, & Timings	Jobs 1-6 Answer Sheets & Tapes
3	03-03-09	Multiplication, Rounding, Estimating, Division, Averages, Memory, Grand Totals, & Timings	Jobs 7-13 Answer Sheets & Tapes
4	03-05-09	Deposit Slips, Converting Factors, Percentages, Multiple Operations, Negative Multiplication, Interest, Various Discounts, Metric Measurements & Conversion, & Timings	Jobs 14-19 Answer Sheets & Tapes
5	03-10-09	Income & Tax Calculations, Salaries & Commissions, Borrowing & Saving Money, Bank Reconciliations, Personal Budgeting & Finance & Timings	Jobs 20-26 Answer Sheets & Tapes
6	03-12-09	Calculating Profit & Loss on Stock Sales, Casualty Losses, School Related Math, Review, Timings & Final Exam	Jobs 27-30 Answer Sheets & Tapes

Calendar is subject to change without notice.

Note: Please make sure you identify all of your work including your tapes so you receive assignment credit.