

# COURSE OUTLINE

## OFFI-100 Office Machines 1 Semester Hour

### HOWARD COMMUNITY COLLEGE

#### Description

After successful completion of this course, the student will be able to use a business calculator with proficiency. The student will be able to add, subtract, multiply, divide, use whole numbers and fractions, do accumulative and constant multiplication and division, percentages, complements and chain discounts, gross and net profit, mark up, proration and interest problems. Emphasis is placed on the ability to take basic machine operations and apply them to practical business math problems. This course may be completed in fewer than 14 weeks and may be started at any time during the school year.

#### Overall Course Objectives

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

1. Recognize, identify and use the features of a business calculator.
2. Operate the calculator by the touch method.
3. Solve business math problems using addition, subtraction, multiplication, division, fractions, and percentages.

#### Major Topics

- I. Parts of the Calculator; The Touch Method
- II. Basic Math Principles: addition, subtraction, division, fractions, percents and decimals, multiplication – accumulative and constant
- III. Business Math Problems:
  - A. Discounts, Markups, and Markdowns
  - B. Interest
  - C. Bank Reconciliation
  - D. Payroll and Commissions
  - E. Invoices and Installment Buying

#### Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:

1. Calculator tests

#### Other Course Information

*Call 410-772-4876 between 9 a.m. and 3 p.m. for more information about this course.*  
This course is a business elective.