Department:

Business

Course Description:

This course will cover fundamental business mathematical operations and will emphasize development of speed and accuracy. The course will also include topics necessary for understanding business and consumer application and accounting techniques. Students will become familiar with using both mechanical and computerized 10-key calculators to complete basic math operations.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Define and explain basic bookkeeping terminology
2. Perform various bookkeeping transactions for entry level positions
3. Use basic business math to solve bookkeeping problems
4. Accurately operate a Ten-Key calculator
5. Accurately operate a computer calculator

Course Content:

A. Basic Record Keeping Skills
B. Budget Records
C. Credit Records
D. Cash Receipts Records
E. Checking Account Records
F. Petty Cash Records
G. Record Keeping for Sales Clerks
H. Record Keeping for Retail Charge Sales
I. Record Keeping for Accounts Receivable Clerks
J. Basic Ten-Key Operations
K. Memory and Special Operations
L. Basic Computer Keypad Operations

Learning Assessments:

Course competencies will be assessed by use of discussion questions, graded assignments, comprehensive assignments, projects, quizzes, and exams.
Instructional Materials:


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.