

**Course Objectives/Course Outline**  
**Spokane Community College**

---

---

**Course Title:** Basic Business Math and Electronic Calculators

**Prefix and Course Number:** BUS 103

---

**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Review business math concepts needed for daily living and in various business environments
- Operate efficiently desk-top calculators
- Transfer concepts learned on one calculator to any other calculator used in the classroom as well as to 10-key computer pads
- Demonstrate marketable 10-key skills
- Complete a mock employment test in preparation for future job interviews

**Course Outline:**

- I. Basic Business Math and Electronic Calculators
  - A. Numbers
  - B. Problems
  - C. 10-Key pad
  - D. Special features
  - E. Calculators
  - F. Formulas