BUS 161 – Business Calculators  2 Credits

At the completion of this course student will be able to demonstrate the ability to:

1. Operate a ten-key electronic display/printing calculator using the “touch” method
2. Demonstrate use of the following functions or keys:
   - Accumulative multiplication
   - Accumulative division
   - Constant function
   - Exchange key or storage/memory function
3. Solve the following types of problems using the electronic calculator
   - Simple addition, subtraction, multiplication and division
   - Problems dealing with decimals, mixed numbers, fractions and percentages
   - Simple interest, bank discount, maturity value and present value, and compounding interest
   - Compute trade discounts and cash discounts
   - Merchandising problems dealing with: selling price, cost price, percent of markup computed on sales, cost and markdown.
   - Raising a number to a power

These course competencies have been approved by:

Preston Wilks, BBCC Faculty