

ADMINISTRATIVE ASSISTANT/3: BUSINESS MATH (90 Hours)

Course No.: 75-35-70

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. INTRODUCTION AND SAFETY (3 hrs)

- _____ 1. Scope and purpose of course
- _____ 2. Classroom policies and procedures
- _____ 3. Importance of prioritizing work
- _____ 4. First aid/emergency procedures
- _____ 5. Occupations in Finance and Business
- _____ 6. OSHA laws governing computer operators
- _____ 7. Copyright laws pertaining to computers
- _____ 8. Define ergonomics
- _____ 9. Ergonomic practices
- _____ 10. Causes/preventing repetitive strain injuries
- _____ 11. Correct typing technique and posture
- _____ 12. Proper keyboard and monitor angle
- _____ 13. Benefits of breaks to stretch/relax
- _____ 14. Stretches for wrists/neck/shoulders
- _____ 15. Proper use of the mouse
- _____ 16. Equivalent keyboard commands
- _____ 17. Safety test

B. ADDITION AND SUBTRACTION (5 hrs)

- _____ 1. Math terms relating addition/subtraction
- _____ 2. Demonstrate use of adding/subtracting
- _____ 3. Use numeric keyboard (+/-)
- _____ 4. Money and word problems (+/-)

C. MULTIPLICATION AND DIVISION (10 hrs)

- _____ 1. Terms relating to multiplication/division
- _____ 2. Demonstrate use of multiplying/dividing
- _____ 3. Use numeric keyboard for problems
- _____ 4. Money and word problems

D. FRACTIONS (15 hrs)

- _____ 1. Parts of a fraction
- _____ 2. Types of fractions
- _____ 3. Converting fractions

_____ 4. Money and word problems using fractions

E. PERCENTAGE, BASE, AND RATE (13 hrs)

- _____ 1. Terms related to percent/base/rate
- _____ 2. Demonstrate use of percent/base/rate
- _____ 3. Related money and word problems

F. DISCOUNTS AND INTEREST RATES (15 hrs)

- _____ 1. Markup/discount/interest table/net cost
- _____ 2. Related money and word problems
- _____ 3. Identify different types of endorsements
- _____ 4. Deposit slips/checks/checkbook register

G. MEASUREMENTS, TABLES, AND GRAPHS (10 hrs)

- _____ 1. Identify kinds of tables and graphs
- _____ 2. Estimation
- _____ 3. Converting measurements on tables/graphs
- _____ 4. Identify/use Mean, Median, Mode
- _____ 5. Related money and word problems

H. ELECTRONIC CALCULATOR OPERATION (15 hrs)

- _____ 1. Touch system operation of numeric keypad
- _____ 2. Add and subtract decimals
- _____ 3. Subtotal key
- _____ 4. Total key
- _____ 5. Correct problems using +/- key
- _____ 6. Proper correcting techniques
- _____ 7. Verifying answers
- _____ 8. Decimal selector and decimal key
- _____ 9. Touch system to multiply numbers/decimals
- _____ 10. Touch system to divide numbers/decimals
- _____ 11. Equal key
- _____ 12. Add-mode setting/clear/non-add key
- _____ 13. Constant function
- _____ 14. Memory key to +/- and recall

- ___ 15. Decimal settings
- ___ 16. Percent key
- ___ 17. Square balance problems
- ___ 18. Problem solving steps
- ___ 19. Related word problems

I. EMPLOYABILITY SKILLS (3 hrs)

- ___ 1. Employer requirements
- ___ 2. Identify potential employers
- ___ 3. Finalize resumes
- ___ 4. Filling out job application
- ___ 5. Sample job application
- ___ 6. Enthusiasm on job
- ___ 7. Appropriate appearance on job
- ___ 8. Upgrading job skills
- ___ 9. Customer service

J. ENTREPRENEURIAL SKILLS (1 hr)

- ___ 1. Define Entrepreneurship
- ___ 2. Characteristics of successful entrepreneurs
- ___ 3. Contributions of entrepreneurs
- ___ 4. Components of a business plan
- ___ 5. Personal goals
- ___ 6. Sources of monetary investment
- ___ 7. Licensing requirements
- ___ 8. Student as an owner of a business