

**BGN 204 Course Outline as of Spring 2011****CATALOG INFORMATION**

Dept and Nbr: BGN 204 Title: ELECTRONIC CALCULATOR  
 Full Title: Electronic Calculator  
 Last Reviewed: 3/28/2016

Units	Course Hours per Week	Nbr of Weeks	Course Hours Total
Maximum	0.50	Lecture Scheduled 0	Lecture Scheduled 17.5
Minimum	0.50	Lab Scheduled 1.50	Lab Scheduled 4
		Contact DHR 0	Contact DHR 0
		Contact Total 1.50	Contact Total 26.25
		Non-contact DHR 0	Non-contact DHR 0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable  
 Grading: Grade or P/NP  
 Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP  
 Also Listed As:  
 Formerly: BGN 85

**Catalog Description:**

Training in the use of the electronic printing calculator.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: Training in the use of the electronic printing calculator. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

**ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

**AS Degree: Area**  
**CSU GE: Transfer Area**

Effective: Inactive:  
Effective: Inactive:

**IGETC: Transfer Area**

Effective: Inactive:

**CSU Transfer:** Effective:

Inactive:

**UC Transfer:** Effective:

Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

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

1. Locate and identify the operating controls of the electronic printing calculator
2. Accurately operate the 0-9 and function keys by touch
3. Perform business calculations on a calculator

### **Topics and Scope:**

1. Equipment Operation:
  - A. Operating controls
  - B. 0 to 9 keys
  - C. Function keys
2. Techniques:
  - A. Touch method for stroking keys
  - B. Proper posture
  - C. Work area arrangement
3. Computing and Recording Correct Answers:
  - A. Determine and set decimal key
  - B. Correctly label answers
    1. Dollar sign (\$)
    2. Credit ( - or CR)
    3. Commas (,)
4. Calculations and Formulas:
  - A. Touch addition
  - B. Subtraction
  - C. Multiplication with whole numbers and decimals, and whole numbers and fractions; multifactor multiplication, accumulative multiplication
  - D. Division with whole numbers and decimals and with whole numbers and fractions, accumulative division
  - E. Complements and chain discount equivalent
  - F. Markup and markdown based on cost price or selling price
  - G. Simple interest
5. Keystroking Development:
  - A. Accuracy
  - B. Speed

## Assignment:

Completion of:

1. 15 textbook lessons
2. 4 problem-solving tests
3. 4 keystroking measurement tests - correct key strokes per minute
4. 2-4 objective quizzes

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Problem-solving tests

Problem solving  
20 - 60%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Keystrokes per minute test

Skill Demonstrations  
20 - 40%

**Exams:** All forms of formal testing, other than skill performance exams.

True False, multiple choice, completion

Exams  
20 - 40%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

## Representative Textbooks and Materials:

Solving Business Problems On The Electronic Calculator, 6th ed., by Mildred K. Polisky  
Glencoe/McGraw-Hill 2003