

BGN 204 Course Outline as of Summer 2018**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	17.5	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	1.50	4	Lab Scheduled	26.25
		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

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Operate 0-9 and function keys on electronic calculator by touch
2. Use operating controls on an electronic calculator

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:

I. Equipment Operation:

- A. Operating controls
- B. 0 to 9 keys
- C. Function keys

II. Techniques:

- A. Touch method for stroking keys
- B. Proper posture
- C. Work area arrangement

III. Computing and Recording Correct Answers:

- A. Determine and set decimal key
- B. Correctly label answers
 1. Dollar sign (\$)
 2. Credit (- or CR)
 3. Commas (,)

IV. 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
- E. Complements and chain discount equivalent
- F. Simple interest

Assignment:

Completion of:

1. 15 textbook lessons
2. 4 problem-solving tests

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.

15 text book lessons

Problem solving
55 - 65%

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

None

Skill Demonstrations
0 - 0%

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

4 problem-solving tests

Exams
35 - 45%

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 Classic in field