

**BGN 204 Course Outline as of Fall 2021****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