BGN 85 Course Outline as of Fall 1998

CATALOG INFORMATION

Dept and Nbr: BGN 85 Title: ELECT CALCULATOR Full Title: Electronic Calculator Last Reviewed: 3/28/2016

Units		Course Hours per Week	ľ	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:	

Catalog Description:

Training in the use of the electronic printing calculator.

Prerequisites/Corequisites:

Recommended Preparation: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:

Description: Training in the use of the electronic printing calculator. (Grade or P/NP) Prerequisites/Corequisites: Recommended: Eligibility for ENGL 100 or ESL 100 Limits on Enrollment: Transfer Credit: CSU; Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: CSU GE:	Area Transfer Area	Effective: Effective:	Inactive: Inactive:		
IGETC:	Transfer Area	l		Effective:	Inactive:
CSU Transfer	:Transferable	Effective:	Fall 1998	Inactive:	Spring 2011
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable: Certificate Applicable Course

II III

COURSE CONTENT

Outcomes and Objectives:

The students will:

- 1. Locate and identify the operating controls of the electronic printing calculator.
- 2. Accurately operate the 0-9 keys by touch.
- 3. Identify the function keys.
- 4. Operate the function keys by touch.
- 5. Arrange work area for efficient machine manipulation.
- 6. Demonstrate and maintain proper operating position while keystroking.

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 with 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. Lessons.
- 2. Problem-solving tests.
- 3. Keystroking measurement test correct keystrokes per minute.

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.

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

Exams

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

KEYSTROKES PER MINUTE EXAM

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

None

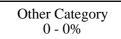
Other: Includes any assessment tools that do not logically fit into the above categories.

None

0 - 0%	

Exams

 $\Omega 0/$



Representative Textbooks and Materials:

SOLVING BUSINESS PROBLEMS ON THE ELECTRONIC CALCULATOR, 4th ed., Mildred K. Polisky, Macmillian/McGraw-Hill, 1993

Writing 0 - 0%

Problem solving 20 - 80%

Skill Demonstrations 20 - 40%