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		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:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

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.	Writing 0 - 0%

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

Exams	Problem solving 20 - 80%

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

KEYSTROKES PER MINUTE EXAM	Skill Demonstrations 20 - 40%

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

None	Exams 0 - 0%

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, 4th ed.,
Mildred K. Polisky, Macmillian/McGraw-Hill, 1993