

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	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

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