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		Effective:	Inactive:
CSU GE:	Transfer Area		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