

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