#### **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	<b>Course Hours Total</b>	
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: Area Effective: Inactive: CSU GE: Transfer Area Effective: Inactive:

**IGETC:** Transfer Area Effective: Inactive:

**CSU Transfer:** Transferable Effective: Fall 1998 Inactive: Spring 2011

**UC Transfer:** Effective: Inactive:

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