University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - A. Addition
   - B. Deletion
   - C. Modification:
     - in credits
     - in title
     - in number or alpha
     - in prerequisites or co-requisites
     - Other: Student Learning Outcomes (click to specify)

2. New Alpha, Number and Title
   - BUSN 121 Introduction to Word Processing

3. Credits
   - 3 credits

4. Old Alpha, Number and Title
   - OAT 21 B, C, D Keyboarding I, II, III

5. Credits
   - 1 each for OAT 21 B, C, D

6. New Catalog Description
   - Introduces computer terminology and proper keyboarding skills. Use of the Internet to access world-wide network searches for information will be included.

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or Recommended Preparation
   - ENG 21 or 22

8. Student Contact Hours Per Week
   - Lecture 3
   - Lecture/Lab
   - Lab
   - Other (click to specify)

9. Proposed Date of First Offering
   - Semester: Fall
   - Year: 2006

10. This course is proposed for the * Program.

11. This course makes no difference in the number of credits required for the program/core.

12. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HawaiiCC</td>
<td>OAT 21 B, C, D</td>
<td>LeewardCC</td>
<td>BUS 121</td>
</tr>
<tr>
<td>KauaiCC</td>
<td>OAT 121</td>
<td>MauiCC</td>
<td>BCIS 121</td>
</tr>
</tbody>
</table>

13. This course is (check one and click in appropriate textbox and provide details):
   - Already articulated with University of Hawai'i System Agreement Business Technology (BT) aka Office Administration and Technology (OAT)
   - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
     - Agreement was signed in September 2005.
       - Appropriate for Articulation with
       - Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.) in this space:

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   - The reason for this action is to align the student learning outcomes for this course throughout the University of Hawai'i System per the Articulation Agreement signed in September 2005.

Requested by: [Signature]
Department Chairperson

Approved by: [Signature]
Curriculum Committee Chairperson

Dean of Instruction

Provost

12-16-05
February 14, 2006
Feb 21, 2006
Feb 27, 2006
2/28/2006

CCCMM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: BUSN 121 Introduction to Word Processing

Signatures

1. Department Area (more than one departmental instructor's signature required)
   
   [Signatures]
   
   [Dates]

2. Department
   
   [Signature]
   Department Chairperson
   
   Was this course discussed in a department meeting? ☑ Yes ☐ No
   
   [Dates]

3. Division
   
   [Signature]
   
   [Dates]

4. Curriculum Committee Review
   
   Approved ☑
   Disapproved ☐
   
   Reason:
   
   [Signature]
   Curriculum Committee Chairperson
   
   [Date]

CCCM #6100 (Amended for WCC use October 2002)
Course Introduction to Word Processing
Submitted by Emi Troeger
Date December 16, 2005

1. What change is proposed in the course? Provide specific information comparing both the "new" and "old" course.

The alpha has been changed from OAT to BUSN. Three one-credit courses have been combined into one 3-credit course. The number has changed from 21B, C, D to 121. The objectives have been changed to student learning outcomes that were agreed upon in the University of Hawai‘i System-wide Agreement signed in September 2005.

2. What is the rationale for the change?

The reason for the change was to address the additional rigor of the content and to align the course with the other community colleges as per the articulation agreement signed in September 2005. All community colleges agreed to a standard set of student learning outcomes.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

Yes. See No. 1 above.

4. Is the course articulated with any 4-year program? No

If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

No additional costs or preparation is anticipated. A full-time faculty member is currently available to teach this course.

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? No If yes, provide details and justification for these alterations.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) Yes
WCC Form for Transfer Courses
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number BUSN 121

Submitted by Emi Troeger

Date December 16, 2005

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course any related baccalaureate program area.

NA

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

This course may be accepted as elective credit at four-year colleges.

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
COURSE OUTLINE

COURSE NAME: Introduction to Word Processing

COURSE ALPHA: BUSN 121

CREDIT HOUR(S): 3 credits

CATALOG DESCRIPTION

Introduces computer terminology and proper keyboarding skills. Use of the Internet to access world-wide network searches for information will be included.

REQUIREMENTS COURSE SATISFIES AT WCC:

This course provides skills needed for CAI English courses, as well as a tool in computing literacy.

PREREQUISITES: None

RECOMMENDED BASIC SKILLS:

ENG 21 or ENG 22

INSTRUCTOR:

OFFICE:

OFFICE HOURS:

DATA COMMUNICATIONS

Voice Mail:
Switchboard: 235-7400
E-mail:

EFFECTIVE DATE: Fall 2006

TEXT AND SUPPLIES


You may need to print up to 60 pages. Please be sure to deposit funds (approx. $5.40) at the WCC Library for this purpose.

INTENDED STUDENT LEARNING OUTCOMES

1. Keyboarding. Key by touch when inputting information (alphabetic, numeric, and symbolic), using proper techniques with accuracy.

2. Operating System. Use the computer's operating system to manage documents and folders.

3. Produce business documents using word processing software. Produce basic mailable business documents in a timely manner using word processing software.

COURSE CONTENT

Concepts

1. Key by touch when inputting information (alphabetic, numeric, and symbolic), using proper techniques with accuracy.
Accurate strokes improve productivity
Knowledge of keyboard parts: alphabetic, numeric, symbolic keys; home row keys, adjacent keys, special keys (shift, caps lock, ctrl, alt, Windows, esc), function keys, navigation keys (arrows, home, end, page up and page down), and numeric keypad.
Healthy keyboarding through correct posture, position, and reaches
Scoring procedures for timed writings (calculating a typing word, gross words a minute [gwam], net words a minute [nwam])

2. Use the computer’s operating system to manage documents and folders.

a. Turn on and shut down system unit and monitor
b. Use a mouse and keyboard to interact with Windows
c. Identify parts of the Window’s desktop
d. Start and close programs
e. Navigate through correct software
f. Interact with computer through dialog boxes: drop-down menus, menu, standard, and formatting toolbars, text boxes, scroll bars, options buttons, check boxes, spin arrows.
g. Navigate through the window
h. Use the Search/Find tool to locate documents
i. Use My Computer and/or Windows Explorer to copy and move documents to different
j. Change views in My Computer and/or Windows Explorer
k. Create new documents (.txt) and folders
l. Rename documents and folders
m. Format a disk
n. Shut down computer

3. Produce basic mailable business documents in a timely manner using word processing software.

a. Use word processing features at an introductory level to create, edit, open and save documents
b. Plan, prepare, and print documents
c. Distinguish between Save and Save as commands
d. Copy, cut, and paste text within and between documents
e. Format text at the text, paragraph, page, and multi-page levels, including font attributes; alignment, indentations, and line spacing; vertical centering and page borders; headers and footers, and pagination
f. Use Find and Find and Replace to edit documents
g. Insert pictures and files
h. Insert symbols and Hawaiian diacritical marks
i. Create tables
j. Format tables
k. Format graphics
l. Refer to personal resources such as handbooks to locate information
m. Use Research, Spelling and Grammar, and Language tools, as well as Print Preview, to aid in proofreading
n. Apply shortcuts to enhance productivity such as AutoText, AutoCorrect, Insert Date/Time
o. Use basic Internet and e-mail functions to create and transmit documents.
p. Exhibit proper work habits in the classroom, such as on-time attendance, courtesy and cooperation;
q. Communicate with instructor though e-mail and voicemail if unable to attend class;
r. Ask questions when in doubt about assignments or procedures;
s. Practice active listening skills;
t. Take notes in class
u. Respect property rights of others, including copyright, classmates’ work, and school equipment.
v. Complete and submit assignments as scheduled
w. Demonstrate personal responsibility by bringing required books and supplies, doing one’s share in group work;
x. Manage resources such as time and paper supplies
y. Conform to established computer use policies.

Issues
Key by touch when inputting information (alphabetic, numeric, and symbolic), using proper techniques with accuracy.
   a. Attention to detail
   b. Importance of practice
   c. Proofreading techniques

Skills
1. Key by touch when inputting information (alphabetic, numeric, and symbolic), using proper techniques with accuracy.
   a. Apply correct fingering techniques consistently in typing alphabetic, numeric, and symbolic keys in drills and timed writings
   b. Exhibit correct posture and position while typing
   c. Adjust seat and keyboard level as needed
   d. Identify parts and function of the computer
   e. Recognize the need to use different parts of the fingers, such as the pad, tip, and nail, to strike keys on the upper, home, and lower keys
   f. Analyze error patterns and self-correct as needed
   g. Apply spacing, number expression, punctuation, symbol, and word usage rules.

2. Type by touch at a minimum rate of 30 gwam on three-minute timings with a maximum of five errors.
   40 gwam = A
   35 gwam = B
   30 gwam = C
   25 gwam = D

3. Use the computer’s operating system to manage documents and folders.
   a. Turn on and shut down system unit and monitor
   b. Use a mouse and keyboard to interact with Windows
   c. Identify parts of the Window’s desktop
   d. Start and close programs
   e. Navigate within software
   f. Interact with computer through dialog boxes: drop-down menus, menu, standard, and formatting toolbars, text boxes, scroll bars, options buttons, check boxes, spin arrows.
   g. Navigate through the window
   h. Use the Search/Find tool to locate documents
   i. Use My Computer and/or Windows Explorer to copy and move documents to different drives
   j. Change views in My Computer and/or Windows Explorer
   k. Create new documents (.txt) and folders
   l. Rename documents and folders
   m. Format a disk
   n. Shut down computer

4. Produce basic mailable business documents in a timely manner using word processing software.
   a. Use word processing features at an introductory level to create, edit, open and save documents
   b. Plan, prepare, and print documents
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Windward Community College

d. Copy, cut, and paste text within and between documents
e. Format text at the text, paragraph, page, and multi-page levels, including font attributes; alignment, indentations, and line spacing; vertical centering and page borders; headers and footers, and pagination
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n. Apply shortcuts to enhance productivity such as AutoText, AutoCorrect, Insert Date/Time
o. Use basic Internet and e-mail functions to create and transmit documents.
p. Exhibit proper work habits in the classroom, such as on-time attendance, courtesy and cooperation;
q. Communicate with instructor through e-mail and voicemail if unable to attend class;
r. Ask questions when in doubt about assignments or procedures;
s. Practice active listening skills;
t. Take notes in class
u. Respect property rights of others, including copyright, classmates’ work, and school equipment.
v. Complete and submit assignments as scheduled
w. Demonstrate personal responsibility by bringing required books and supplies, doing one’s share in group work;
x. Manage resources such as time and paper supplies
y. Conform to established computer use policies.

LEARNING ASSESSMENT TASKS

1. Key by touch when inputting information (alphabetic, numeric, and symbolic), using proper techniques with accuracy.
   Using scoring guides, checklists, rubrics, and/or timed keyboarding writings to assess student’s ability to:
   a. Apply proper by touch techniques while keying alphabetic sentences with standard punctuation, numbers, and symbols.
   b. Pass the net words a minute three-minute timed writing.

2. Use the computer’s operating system to manage documents and folders.
   Assess student’s ability to manage files using objective tests, projects, scoring guides, checklists, and/or rubrics.

3. Produce basic mailable business documents in a timely manner using word processing software.
   Using objective tests, production tests scoring guides, checklists and rubrics:
   Produce a business document within a given time limit using word processing software.

Per Attachment V, CCCM #6100 (Revised August 28, 1991) and The Outcomes Primer by Ruth Stiehl, pp. 46-47, © 2002
METHODS OF INSTRUCTION

Lecture, demonstration, computer projects, individual and group projects.

GRADING

Your final grade will be an average of the following:

- Completed daily assignments 50%
- Written final exam covering concepts 10%
- Passing Timed Production tests 20%
- Demonstrating proper keyboarding techniques 20%

SCHEDULE

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<td>Week 3</td>
<td>Alphabet drills</td>
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<td>Week 4</td>
<td>Alphabet drills; alignment</td>
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<td>Week 5</td>
<td>Numbers and Symbols</td>
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<td>Week 6</td>
<td>Numbers and Symbols; indentations</td>
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<td>Week 7</td>
<td>Speed and accuracy; Internet searches</td>
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<td>Week 8</td>
<td>Speech and accuracy, Internet etiquette</td>
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<td>Speed building and assessment on Tables</td>
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<td>Week 12</td>
<td>Speed building and assessment on correspondence</td>
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<td>Speed building and Assessment—Reports</td>
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