University of Hawaii
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 (Course Description)

2. New Alpha, Number and Title
3. Credits

4. Old Alpha, Number and Title
   BUSN 121 Introduction to Word Processing
5. Credits
   3 credits

6. New Catalog Description
   The course covers proper keyboarding techniques; word processing concepts (Microsoft® Word); and document formatting of letters, memos, tables, reports, and e-mail. Basic file management and operating system functions are included. Keyboarding speed and accuracy are emphasized.

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

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

9. Proposed Date of First Offering
   - Semester: Fall
   - Year: 2009

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>BUSN 121 Intro. to Word Processing</td>
<td>LeewardCC</td>
<td>BUSN 121 Intro. to Word Processing</td>
</tr>
<tr>
<td>KauaiCC</td>
<td>BUSN 121 Intro. to Word Processing</td>
<td>MauiCC</td>
<td>BUSN 121 Intro. to Word Processing</td>
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</tbody>
</table>

13. This course is (check one and click in appropriate textbox and provide details):
   - Already articulated with University of Hawai'i System Articulation Agreement Business Technology Program dated August 2008.
   - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
     Go to http://www.hawaii.edu/vpaa/system_aa/articulation/articulation.html and click on Business Technology link. Agreement was signed in August 2008.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   This modification will allow Windward Community College to comply with the University of Hawai'i System Articulation Agreement (in) Business Technology Program dated August 2008.

Requested by: [Signature]
Approved by: [Signature]
SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street
Revised 1/19/01
University of Hawaii
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

   11 - 14 - 08

   11 - 14 - 08

   11 - 21 - 08

   11 - 12 - 08

2. Department

   [Signature]

   Department Chairperson

   Dates

   11/14/08

   10/17/08

3. Division

   [Signature]

   Dates

   11/24/08

4. Curriculum Committee Review

   Approved ☑

   Disapproved ☐

   Reason:

   [Signature]

   Curriculum Committee Chairperson

   Dates

   01/13/09

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street

Revised 1/19/01
BUSN 121 Introduction to Word Processing
3 credits

INSTRUCTOR:
OFFICE:
OFFICE HOURS:
TELEPHONE:
EFFECTIVE DATE: Fall 2009

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

The course covers proper keyboarding techniques; word processing concepts (Microsoft® Word); and document formatting of letters, memos, tables, reports, and e-mail. Basic file management and operating system functions are included. Keyboarding speed and accuracy are emphasized.

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIMES

While some time will be devoted to keyboarding drills, it is expected that students will work on keyboarding drills at times other than class times.

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 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.
ASSESSMENT TASKS AND 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%

LEARNING RESOURCES

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%

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale 'Akoakoa 213 for more information.

Revised May 10, 2007