Proposal to Initiate, Modify or Delete a Course

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

2. New Alpha, Number and Title
   BUSN 123 Word Processing for Business

3. Credits
   3 credits

4. Old Alpha, Number and Title
   OAT 23 Document Formatting

5. Credits
   3 credits

6. New Catalog Description
   Uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Integrates knowledge of the Internet and the computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments.

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or Recommended Preparation
   - 35 gwam; or C or better in OAT 21BCD, OAT 121, BCIS 20; BUSN 121, BUSN 121BCD; or instructor approval.

8. Student Contact Hours Per Week
   - Lecture 3
   - Lecture/Lab
   - Other

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

10. This course
    - is proposed for the * Program.
    - can fulfill AA Elective
    - If Other, specify

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 23</td>
<td>LeewardCC</td>
<td>BUS 127</td>
</tr>
<tr>
<td>KauaiCC</td>
<td>OAT 123</td>
<td>MauiCC</td>
<td>BCIS 127</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
   - Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
   - Not yet appropriate for Articulation.

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

Requested by: [Signature] 12-16-05

Approved by: [Signature] Date

Dean of Instruction [Signature] Date

Provost [Signature] Date

CCC #6100 (Amended for WCC use October 2002)
Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: BUSN 123 Word Processing for Business

Signatures

1. Department Area (more than one departmental instructor's signature required)

   [Signatures]

   [Dates: 12/16/05, 12/16/05, 12/16/05]

2. Department

   [Signature]

   Department Chairperson

   Was this course discussed in a department meeting? Yes [ ] No [ ]

   [Date: 12/16/05]

3. Division

   [Signature]

   [Date: 1/22/06]

4. Curriculum Committee Review

   Approved [ ]
   Disapproved [ ]

   Reason:

   [Signature]

   Curriculum Committee Chairperson

   [Date: January 24, 2006]
Course: Word Processing for Business
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. The number has changed from 23 to 123. 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.

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 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 3

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 Name: Word Processing for Business

Course Number: BUSN 123

Credit Hours: 3

Catalog Description:

Uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Integrates knowledge of the Internet and the computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments.

Prerequisites:

Recommended Preparation: 35 or better in OAT 21 BCD, OAT 121, BCIS 20; BUSN 121, BUSN 121 BCD; or instructor approval.

Textbook


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. Apply advanced features of current word processing software to produce mailable documents which facilitate timely internal and external business communication.

2. Apply ethical and professional practices to perform business tasks, e.g.:
   a. Compliance with copyright laws
   b. Meet deadlines
   c. Adhere to codes of conduct

3. Use electronic operating system software to organize and maintain folders/files.

4. Key information accurately and efficiently to meet business standards.
Course Content

Concepts

1. Apply advanced features of current word processing software to produce mailable documents which facilitate timely internal and external business communication.
   a. Advanced word processing functions
      1) Styles
      2) Merge
      3) Breaks—page, column, and section
      4) Embedding
      5) References
      6) Headers/Footers
      7) Table formatting—formulas, sorting, tabs and alignment
      8) Format background
      9) Comments and Tracking
     10) Macros
     11) Editing AutoCorrect and Options
     12) Customizing toolbars
   b. Internal and external business documents
      1) Correspondence: Business letters (block, modified block, open and closed punctuation, special features, multi-page), memorandums, email, mailing labels
      2) Tables: Boxed or open statistical and text tables with formulas
      3) Reports: Business vs. educational (academic) multi-page reports in various formats and with footnotes and/or endnotes; reference, bibliography, works cited, title page, and Table of Contents
      4) Administrative Documents: Such as agendas, minutes, news releases, résumés, letterhead, mail merge, and other miscellaneous applications
   c. Business standards and rules of mailability
      1) Format of document (including margins)
      2) Hanging indents
      3) Paginate
      4) Punctuation
      5) Grammar
      6) Word usage
      7) Spelling
      8) Spacing (line spacing and horizontal spacing)
      9) Capitalization
     10) Number use
     11) Abbreviations
     12) Required document parts
     13) Alignment
14) Multi-page documents
d. Proofreading

2. Apply ethical and professional practices to perform business tasks in industry
   a. Following codes of conduct including work ethics
      1) No copying of software or work of others
      2) Timeliness and accountability
      3) Confidentiality
      4) Honesty
      5) Following policies and procedures
   b. Quality of work
   c. Office support management (e.g. time management, workflow)
   d. Professional/personal development (e.g. career paths)
   e. Diversity in workplace (e.g. gender, ability, skill level, disabilities)
   f. Email or Netiquette

3. Use electronic operating system software to organize and maintain folders/files.
   a. Creation and management
   b. Effective electronic management

4. Key information accurately and efficiently to meet business standards.
   a. Following directions
   b. Proofreading proficiency
   c. Proper fingering
   d. Typing by touch
   e. Calculate gross and net words a minute
   f. Proofreaders’ marks
   g. Skill building for keyboarding speed and accuracy

Skills
1. Apply advanced features of current word processing software to produce mailable documents which facilitate timely internal and external business communication.
   a. Keyboard accurately
   b. Format documents accurately
      1) Bold
      2) Italicize
      3) Underline
      4) Shadowing
      5) Shading
      6) Font/background color
      7) Font style
      8) Font size
      9) Pictures/graphics (may include drawing, auto shapes)
   c. Create, revise, edit, save, and print mailable documents from handwritten, rough draft,
d. Create tables
e. Format correspondence/documents
f. Follow rules of proper formatting
g. Insure quality of work through proofreading
h. Produce business letters and memos
i. Revise and edit basic documents
   1) Memos
   2) Reports
   3) Resumes
   4) Tables
   5) Letters (block, modified block, open and closed punctuation, special features)
   6) Headers/Footers
   7) Works cited
   8) Hanging indents
   9) Same files in other formats
j. Paginate documents
k. Apply word processing features as needed
   1) Headers/Footers
   2) Save files in other formats (PDF, rich text)
   3) Find and replace
   4) Merge documents
   5) Create, remove, open, edit, or select hyperlink
   6) Widow/Orphan
   7) Breaks (section, column, page)
l. Use e-mail
   1) Attach files/documents to e-mail
m. Create, use, and/or save templates

2. Apply ethical and professional practices to perform business tasks.
a. Develop code of conduct during the first day

3. Use electronic operating system software to organize and maintain folders/files.
a. Create electronic folders/files
b. Manage electronic folders/files
   1) Copy
   2) Delete
   3) Move
   4) Rename
   5) Organize
   7) Transfer/Move
   8) Search
   9) Backup
c. Format diskette or other storage media
d. Copy diskette or other storage media

4. Key information accurately and efficiently to meet business standards.
   a. Type by touch at a rate of 40 nwam for a “C” (two word deduction for each error from
gross words a minute) with a maximum of five errors if no backspacing allowed; three
errors if backspacing allowed.
   50 nwam = A
   45 nwam = B
   40 nwam = C
   35 nwam = D
   b. Edit documents for accuracy, completeness, and proper format.
   c. Key accurately from handwritten, rough draft, and printed copy.

Learning Assessment Tasks

1. Learning Outcome #1: Apply advanced features of current word processing software to
   produce mailable documents which facilitate timely internal and external business
   communication.
   a. Produce a mailable document using advanced word processing features within a given
time limit.

2. Learning Outcome #2: Apply ethical and professional practices to perform business tasks.
   a. Complete projects on time complying with ethical and professional practices established
   in the Codes of Conduct.

3. Learning Outcome #3: Use electronic operating system software to organize and maintain
   folders/files.
   a. Perform folder and file management functions.

4. Learning Outcome #4: Key information accurately and efficiently to meet business
   standards.
   a. Pass the net words a minute five-minute keyboarding timed writing.

Methods of Instruction

Lecture, demonstration, computer activities, and assignments.

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