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

1. Type of Action
   ○ A. Addition  □ Regular or□ Experimental or □ Other  (click and type to specify)
   ○ 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 188 Business Calculations  3. Credits  3
4. Old Alpha, Number and Title  BUS 55 Business Math  5. Credits  3
6. New Catalog Description
Introduces various quantitative computational procedures used in accounting and finance such as present and future value concepts, payroll, inventory, and international currency exchange rates. Utilization of the electronic 10-key pad as a tool for calculating will be stressed.

7. Select box and type specific information in text box.
   □ Prerequisites  □ Corequisites or
   □ Recommended Preparation
   Recommended Preparations: Placement into Math 22 and completion of or concurrent enrollment in ENG 21 or ENG 22 or equivalent.

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

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>BUS 55C Business Math Concepts</td>
<td>LeewardCC</td>
<td>BUS 155 Business Calculations</td>
</tr>
<tr>
<td></td>
<td>BUS 55D Business Mathematics of Accounting</td>
<td></td>
<td>BUS 55E Business Mathematics of Merchandising</td>
</tr>
<tr>
<td>KauaiCC</td>
<td>BUS 155 Business Math</td>
<td>MauiCC</td>
<td>BUS 155 Computational Problems in Business</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, 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:  

Approved by:  

Date

Date

Date

Date

Date

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 188 Business Calculations

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles K. Hachibi</td>
<td>12/16/05</td>
</tr>
<tr>
<td>Peggy Reynolds</td>
<td>12/16/05</td>
</tr>
<tr>
<td>Mary Jean Thompson</td>
<td>12/16/05</td>
</tr>
<tr>
<td>Eni Moga</td>
<td>12/16/05</td>
</tr>
</tbody>
</table>

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

   - **Department Chairperson**: [Signature]

   - Was this course discussed in a department meeting? ☑ Yes □ No

   - Date: 12/16/05

2. **Department**

   - **Department Chairperson**: [Signature]

   - Date: 12/16/05

3. **Division**

   - **Division Chairperson**: [Signature]

   - Date: 1/13/06

4. **Curriculum Committee Review**

   - Approved ☑
   - Disapproved □

   - Reason:

   - **Curriculum Committee Chairperson**: [Signature]

   - Date: February 14, 2006

---

CCCM #6100 (Amended for WCC use October 2002)
Course: BUSN 188 Business Calculations
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 55 to 188. The title has changed from Business Math to Business Calculations. 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 currently assigned 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
Course Alpha and Number BUSN 188

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 and 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.

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

Revised 1/19/01
COURSE NAME: Business Calculations

COURSE NUMBER: BUSN 188

DESCRIPTION:

Introduces various quantitative computational procedures used in accounting and finance such as present and future value concepts, payroll, inventory, and international currency exchange rates. Utilization of the electronic 10-key pad as a tool for calculating will be stressed.

RECOMMENDED SKILLS LEVEL: Placement into Math 22 and ENG 21 or ENG 22 or equivalent.

INSTRUCTOR: O'LINK

OFFICE: O’LINK

OFFICE PHONE: (514) 567-8901

EFFECTIVE DATE: Fall 2006

TEXTBOOK:


INTENDED STUDENT LEARNING OUTCOMES

1. Apply mathematical functions to arrive at calculations to be used in business decisions.
2. Interpret how calculations are used in making business decisions.
3. Operate ten-key by touch at a minimum rate of 100 ndpm.

COURSE CONTENT

Concepts

1. Use basic math operations of adding, subtracting, multiplying, dividing on the following numeration systems:
   a. whole numbers
   b. fractions
   c. decimals
   d. percents

2. Accounting and finance terms and concepts:
   a. simple and compound interest
   b. bank reconciliation
   c. inventory
   d. depreciation
   e. pricing and invoicing
   f. cash and trade discounts
   g. markup/markdown
   h. payroll
   i. future/present value
   j. loans and mortgages
   k. statistical measures (central tendencies; frequency distributions and graphs)

3. Estimating

3. Estimating

   a. Solving equations for the unknown.

5. Problem solving.
   a. Strategies for solving word problems using logical structure.

6. International currency exchange rates

7. Calculate gross depressions per minute and net depressions per minute.

**Skills**
1. Apply math concepts to solve business problems.
2. Use calculator as a tool in solving business problems.
3. Use critical thinking and problem solving strategies to solve word problems.
4. Judge reasonableness of computational results through estimating.
5. Operate ten-key by touch at a minimum rate of 100 ndpm on addition problems.
   - 140+ ndpm A 1 error max
   - 120-139 ndpm B 1 error max
   - 100-119 ndpm C 1 error max
   - 75-99 ndpm D 0 errors allowed

**LEARNING ASSESSMENT TASKS**
1. Complete mathematical exercises and projects as used in business using the calculator as a tool.
2. Solve word problems as they relate to business
3. Pass the net depressions per minute five-minute addition ten-key timed writing.

**METHODS OF INSTRUCTION**
   Lecture, demonstration, individual and group projects.

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Orientation; pretest; whole numbers</td>
</tr>
<tr>
<td>2</td>
<td>10-key pad and techniques; fractions</td>
</tr>
<tr>
<td>3</td>
<td>Decimals</td>
</tr>
<tr>
<td>4</td>
<td>Powers and Roots</td>
</tr>
<tr>
<td>5</td>
<td>Solving for the Unknown</td>
</tr>
<tr>
<td>6</td>
<td>Percents and their applications</td>
</tr>
<tr>
<td>7</td>
<td>Percentages; discounts</td>
</tr>
<tr>
<td>8</td>
<td>Percentage; application problems</td>
</tr>
<tr>
<td>9</td>
<td>Ratios and proportions</td>
</tr>
<tr>
<td>10</td>
<td>Speed building; discounts</td>
</tr>
<tr>
<td>11</td>
<td>Simple Interest</td>
</tr>
<tr>
<td>12</td>
<td>Compound Interest; present and future value</td>
</tr>
<tr>
<td>13</td>
<td>Mark up and mark down; international currency exchange</td>
</tr>
<tr>
<td>14</td>
<td>Payroll; banking</td>
</tr>
<tr>
<td>15</td>
<td>Business statistics; practice exams</td>
</tr>
<tr>
<td>16</td>
<td>Speed tests; final exam</td>
</tr>
</tbody>
</table>