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 prerequisites or co-requisites

2. New Alpha, Number and Title

3. Credits 1 credit

4. Old Alpha, Number and Title

5. Credits 1 credit

6. New Catalog Description

This course gives students practice with real world skills used in the modern business environment; emphasizes proper technique and speed with the ten-key pad found on calculators, computer keyboards, and cash registers; develops the ability to work with numbers and use of a calculator to perform business computations.

7. Select box and type specific information in text box.
   - Prerequisites □ Corequisites or
     □ Recommended Preparation
     None

8. Student Contact Hours Per Week
   - Lecture 1
   - 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 If Other, specify None

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 55B</td>
<td>Maui CC</td>
<td>BUS 19</td>
</tr>
<tr>
<td>KauaiCC</td>
<td>BMAC 20C</td>
<td></td>
<td></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:
   - □ 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]
Approved by: [Signature]

Date: 12/16/05
Date: February 14, 2006
Date: Feb. 21, 2006
Date: Jul. 27, 2006
Date: 2/24/2006

CCCM #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 89 Electronic Calculating

Signatures

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

   [Signatures]

   12-16-05
   12-16-05
   12-16-05
   12-16-05

2. Department

   [Signature]
   Department Chairperson

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

3. Division

   [Signature]

   1/13/06

4. Curriculum Committee Review

   Approved ☑
   Disapproved ☐

   Reason:

   [Signature]
   Curriculum Committee Chairperson

   February 14, 2006

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

WCC Form for Course Modifications

Course BUSN 89 Electronic Calculating
Submitted by Emi Troeger
Date: January 10, 2006

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 25B to 89. The course description has been changed to align with the agreement. 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 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.) No
WINDWARD COMMUNITY COLLEGE

Course Outline

COURSE NAME: Electronic Calculating
COURSE ALPHA: BUSN 89
CREDIT HOURS: 1

CATALOG DESCRIPTION:
This course gives students practice with real world skills used in the modern business environment; emphasizes proper technique and speed with the ten-key pad found on calculators, computer keyboards, and cash registers; develops the ability to work with numbers and use of a calculator to perform business computations.

PREREQUISITE: none

INSTRUCTOR:

OFFICE:

DATA COMMUNICATIONS:
Switchboard
Voice Mail
E-Mail:

EFFECTIVE DATE: Fall 2006

TEXT AND SUPPLIES: Seltzer, Ralph E., Using Electronic Calculators

INTENDED STUDENT LEARNING OUTCOMES
1. Demonstrate speed and accuracy on numeric keypad.
2. Demonstrate ability to use common calculator functions.

COURSE CONTENT

Concepts
1. Proper fingering for operation of ten-key.
2. Calculator functions:
   a. Decimal mode
   b. Memory
   c. Accumulate
   d. Cross footing and Grand total
   e. Constant
   f. Repeat
   g. Percent
   h. Non-add
3. Distinguish between add/subtract register and the multiply/divide register
4. Procedures to verify accuracy
5. Calculate gross depressions per minute and net depressions per minute

Skills

1. Operate ten-key by touch at a minimum rate of 100 ndpm.

<table>
<thead>
<tr>
<th>Rate</th>
<th>Category</th>
<th>Errors Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>140+ ndpm</td>
<td>A</td>
<td>1 error max</td>
</tr>
<tr>
<td>120-139 ndpm</td>
<td>B</td>
<td>1 error max</td>
</tr>
<tr>
<td>100-119 ndpm</td>
<td>C</td>
<td>1 error max</td>
</tr>
<tr>
<td>75-99 ndpm</td>
<td>D</td>
<td>0 errors allowed</td>
</tr>
</tbody>
</table>

2. Solve computational problems using the numeric keypad and calculator functions.

LEARNING ASSESSMENT TASKS

1. Complete three five-minute timings with a minimum of 100 net depressions per minute.
2. Demonstrate use of calculator functions to solve business problems.

METHODS OF INSTRUCTION

Lecture, demonstrations, individual and/or group projects, ten-key calculator computations and timings.

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 1</th>
<th>Posture, positioning, introduction to keys; basic functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Speed and accuracy drills; combining functions</td>
</tr>
<tr>
<td>Week 3</td>
<td>Speed and accuracy drills, business forms and applications</td>
</tr>
<tr>
<td>Week 4</td>
<td>Speed and accuracy drills, percentage problems</td>
</tr>
<tr>
<td>Week 5</td>
<td>Complete project; exam</td>
</tr>
</tbody>
</table>