UNIVERSITY OF HAWAI‘I

SYSTEM ARTICULATION AGREEMENT

Business Technology (BTEC) Program

August 2008
INTRODUCTION

The University of Hawai‘i is comprised of ten campuses located on six islands in the State of Hawai‘i. While each campus has a unique identity and mission, the ten campuses operate as one system.

Career Pathways
The State of Hawai‘i and its educational systems are participating in Career Pathways with an overall theme of “Six pathways, one system.” The six pathways are:

1. Arts and Communication
2. Business
3. Health Services
4. Industrial and Engineering Technology
5. Natural Resources
6. Public and Human Services

At the secondary and postsecondary levels, the goal of Career Pathways is to provide curriculum standards that meet business and industry requirements. Implementing these standards will ensure student attainment of a high level of academic and technical skills, a seamless transition from secondary to postsecondary educational programs and between postsecondary campuses, and a satisfying career for which the student is well prepared.

Hawai‘i P-20 Initiative
The overarching goal of the P-20 initiative is to improve student achievement at all levels of education. To this end, two of the goals of P-20 are:

1. To align standards, curricula, and assessments across all components of the state’s public education system.
2. To improve transition among the components of the education system, as well as from an educational setting to the workforce.

During the course of their education, students may decide to transfer from one campus to another in the University of Hawai‘i (UH) system. The development of an articulated program of study supports the transfer of earned academic credits within the UH system.

PURPOSE

The primary purpose of this articulation agreement is to facilitate the matriculation of students and the transfer of courses across the university system. Moreover, it is intended to inform students, whose program of study requires Business Technology (BUSN) courses as part of their degree requirements, of the program opportunities that are available to them throughout the UH system.
Students will have the opportunity to receive credit for equivalent courses taken elsewhere in the UH system, reducing the potential problems of having to retake a similar course or not being credited with work that has been completed.

AGREEMENTS AND PROCEDURES

1. **Scope of Agreement.** This Articulation Agreement applies among the University of Hawai‘i Community Colleges.

2. **Number of Credits to be Awarded.** Transfer credit among University of Hawai‘i campuses for the following courses:

   A. BUSN 121 Introduction to Word Processing (3 credits) at HawCC, KauCC, LeeCC, and WinCC
   B. BUSN 123 Word Processing for Business (3 credits) at HawCC, KauCC, LeeCC, MauCC, and WinCC
   C. BUSN 89 Electronic Calculating (1 credit) at HawCC, KauCC, MauCC, and WinCC
      - BUSN 189 Business Mathematics (3 credits) at HawCC, KauCC, and MauCC
      - BUSN 188 Business Calculations (3 credits) at LeeCC and WinCC
   D. BUSN 166 Professional Employment Preparation (1 credit) at HawCC, KauCC, LeeCC, Mau CC, and WinCC
   E. BUSN 170 Records and Information Management (3 credits) at HawCC, KauCC, LeeCC, and MauCC
   F. BUSN 193V Cooperative Education at HawCC, KauCC, LeeCC, MauCC, and WinCC.

   For BUSN 188 Business Calculations (3 credits) at Leeward CC and Windward CC, credits will be awarded to transferring students only if the students from Hawai‘i, Kaua‘i, and Maui Community Colleges satisfactorily completed both the business math and electronic calculations/numeric keypad courses at their campuses.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Course(s)</th>
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<tbody>
<tr>
<td>Hawai‘i Community College</td>
<td>BUSN 89 and BUSN 189</td>
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<tr>
<td>Kaua‘i Community College</td>
<td>BUSN 89 and BUSN 189</td>
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<tr>
<td>Maui Community College</td>
<td>BUSN 89 and BUSN 189</td>
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</table>

   Students who have satisfactorily completed Business Calculations (BUSN 188) from Leeward Community College or Windward Community College and are transferring to Hawai‘i, Kaua‘i, or Maui Community Colleges will be given credit for business math (BUSN 189) and will have electronic calculating (BUSN 89) waived. Total credits toward graduation must equal the requirements for the certificate or associate degree at the graduating community college.
3. **General Guidelines for the Application and Award of Transfer Credits**

A. **Student Eligibility**: Students must be currently enrolled at a participating UH campus to be eligible for the award of any transfer credit.

B. **Timeline for Application**: Students should apply for transfer credits during their first year of attendance at the receiving campus.

C. **Transferability**: Credits awarded within the guidelines established in this Agreement will transfer between and among designated University of Hawai‘i campuses. However, students should be informed by both "sending" and "receiving" campuses that transferred credits may **not** be applicable to programs outside of this Agreement.

D. **Campus Procedures**: Each UH campus which is a party to this Agreement will be responsible for establishing procedures which detail the timeline and deadlines for application, review of requests for award of transfer credit, and the appeals process for such credit.

**Award of Credit through Credit-By-Examination.** Currently enrolled students at each campus may take instructor-developed examinations covering the material in a specific course identified in this Agreement if the student feels he/she has learned the concepts and skills elsewhere. Students may contact instructors teaching the specific course they wish to challenge. Where common assessment tools for the exams are not established for courses identified in this Agreement, each campus will establish procedures and administer its own exam, which may include a written test, performance test, and/or oral interview. Once credits are awarded, they are transferable among campuses listed in this Agreement.

The table in this document lists equivalent 100-level BUSN courses within the University of Hawai‘i (UH) system covered in this Agreement. If a course is unique to a campus and, hence, does not have an equivalent course within the UH system, then it is not listed in the table. Also, the course outline(s) in this document have been approved by the faculty and administrations of all campuses represented in this signed Agreement. This Articulation Agreement will remain in effect until August 2013. It will be subject to review in August 2012, and may be continued, revised, or discontinued with the consent of all faculty and administration of all campuses represented in this Agreement.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hawai‘i CC</th>
<th>Kaua‘i CC</th>
<th>Leeward CC</th>
<th>Maui CC</th>
<th>Windward CC</th>
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<tr>
<td>Introduction to Word Processing</td>
<td>BUSN 121 (3)</td>
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<td>Word Processing for Business</td>
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<tr>
<td>Electronic Calculating</td>
<td>BUSN 89 (1)</td>
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<td>Business Mathematics</td>
<td>BUSN 189 (3)</td>
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<td>Business Calculations (includes Business Math + Electronic Calculating)</td>
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<td>BUSN 188 (3)</td>
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<td>BUSN 188 (3)</td>
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<td>Professional Employment Preparation</td>
<td>BUSN 166 (1)</td>
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<td>Records and Information Management</td>
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<tr>
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BUSN 121 Introduction to Word Processing

Course Outline

Revised 8/18/08

A. Course Description

HawCC: BUSN 121 (3 cr). Introduces proper keyboarding skills, computer terminology, and a widely used word processing software. Use of file management techniques and word processing software to produce mailable business documents are included.

KauCC: BUSN 121 (3 cr). The course covers touch operation of alphabetic, numeric, and symbol keys; application of basic word processing features to produce business documents including letters, memos, tables, and reports; e-mail; and skill development. Uses Microsoft Word.

LeeCC: BUSN 121 (3 cr). Introduces computer terminology and proper keyboarding skills. Use of the Internet to access world-wide network searches for information will be included. (formerly OAT 121)

MauCC: BUSN 121 (3 cr). Introduces the parts of a personal computer and how the computer keyboard and mouse are used. Develops the ability to key alphabetic, punctuation, number, symbol keys, and the ten-key pad by touch. Further develops speed, accuracy, and technique keying. Introduces document formatting. (Formerly BCIS 20.)

WinCC: BUSN 121 (3 cr). Introduces computer terminology and proper keyboarding skills. Use of the Internet to access world-wide network searches for information will be included.

Effective Fall 2009, each community college in this agreement agreed to submit to its campus Curriculum Committee:

Course 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.

B. Hours Per Week
Lecture: 3 hours
C. Prerequisites, or Required Preparation
   HawCC: None. Recommended: ENG 21 or ENG 22 or ESL 15 or placement in ENG 100 or placement in ENG 102.
   KauCC: None.
   LeeCC: None. Recommended Preparation: Completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent.
   MauCC: None.
   WinCC: None.

D. 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.

E. Course Content
   Concepts
   SLO #1: Key by touch when inputting information (alphabetic, numeric, and symbolic), using proper techniques with accuracy.
   1. Keyboarding techniques.
   2. 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.
   4. Scoring procedures for timed writings (calculating a typing word, gross words a minute [gwam], net words a minute [nwam]).

   SLO #2: Use the computer’s operating system to manage documents and folders.
   1. Parts of the computer.
   2. Types and functions of the operating system.
   3. User screen interfaces such as dialog boxes, drop-down menus, menu, toolbars, text boxes, scroll bars, option buttons, check boxes, spin arrows, command buttons.
   4. File management (disks, folders), including but not limited to:
      a. View.
      b. Search tool.
      c. Copy.
      d. Rename.
      e. Save.
      f. Save As.
      g. Delete files.
      h. Extensions (e.g. “.docx” or “.doc”).
      i. Paste.
      j. Attach file to an e-mail.
SLO #3: Produce basic mailable business documents in a timely manner using word processing software.
1. Save, Save As, Copy, Cut, Paste, and Select text.
2. Format text at the word, paragraph, page, and multi-page levels, including font attributes; alignment, indentations, and line spacing; vertical centering and page borders; headers and footers, and pagination.
3. Find and Find and Replace.
4. Symbols and Hawaiian diacritical marks.
5. Tables and formatting tables.
6. Research, Spelling and Grammar, and Language tools.
7. Print Preview, AutoText, AutoCorrect, Insert Date/Time.
8. Basic Internet and e-mail functions to create and transmit documents.

Issues
SLO #1: Key by touch when inputting information (alphabetic, numeric, and symbolic), using proper techniques with accuracy.
1. Attention to detail.
2. Proofreading techniques.

Skills
SLO #1: Key by touch when inputting information (alphabetic, numeric, and symbolic), using proper techniques with accuracy.
1. Apply correct fingering techniques consistently in typing alphabetic, numeric, and symbolic keys in drills and timed writings.
2. Exhibit correct posture and position while typing.
3. Adjust seat and keyboard level.
4. Identify parts and function of the computer.
5. Analyze error patterns and self-correct Apply spacing, number expression, punctuation, symbol, and word usage rules.
6. 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

SLO #2: Use the computer’s operating system to manage documents and folders.
1. Turn on system unit and monitor.
2. Use a mouse and keyboard to interact with Windows.
3. Identify parts of the Window’s desktop.
4. Start and close programs.
5. Navigate within software.
6. Interact with computer through dialog boxes: drop-down menus, menu, standard, and formatting toolbars, text boxes, scroll bars, options buttons, check boxes, spin arrows.
7. Navigate through the window.
8. Use the Search/Find tool to locate documents.
9. Use My Computer and/or Windows Explorer to copy and move documents to different drives.
10. Change views in My Computer and/or Windows Explorer.
11. Create new documents (.txt) and folders.
12. Rename documents and folders.
13. Format a disk.

SLO #3: Produce basic mailable business documents in a timely manner using word processing software.
1. Use word processing features at an introductory level to create, edit, open and save documents.
2. Plan, prepare, and print documents.
3. Distinguish between Save and Save as commands.
4. Copy, cut, and paste text within and between documents.
5. 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.
6. Use Find and Find and Replace to edit documents.
7. Insert symbols and Hawaiian diacritical marks.
8. Create tables.
10. Refer to personal resources such as handbooks to locate information.
11. Use Research, Spelling and Grammar, and Language tools, as well as Print Preview, to aid in proofreading.
12. Apply shortcuts to enhance productivity such as AutoText, AutoCorrect, Insert Date/Time.
13. Use basic Internet and e-mail functions to create and transmit documents.
14. Communicate with instructor through e-mail and voicemail.
15. Conform to established computer use policies.

F. Text and Materials
Varied, but may include:


G. Reference Materials
Varied, but may include:

Current newspaper or magazine articles, Internet source documents, and handouts prepared by the instructor.

H. Auxiliary Materials and Content
Varied, but may include:

Manila file folder for work.
1 GB flash or thumb drive.
8½" x 11" paper of at least 20-pound weight.
Appropriate films, videos, or Internet sites.
Television programs.
Guest speakers.
Other instructional aids.

I. 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.
   a. 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:
   a. Produce a business document within a given time limit using word processing software.

J. Methods of Instruction

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

Per Attachment V, CCCM #6100 (Revised August 28, 1991)
and The Outcomes Primer by Ruth Stiehl, pp. 46-47, © 2002
BUSN 123 Word Processing for Business

Course Outline

Revised 8/18/08

A. Course Description
HawCC, KauCC, MauCC, and WinCC: BUSN 123 (3 credits). 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.

LeeCC: BUSN 123 (3 credits). Application of MS® Word features for the creation of business documents with productivity emphasized. Integrates knowledge of the Internet and the computer. Emphasis is placed on refinement and improvement of computer keyboarding skills; creating, editing and sending electronic messages with attachments; and creating, editing, and producing business documents. (formerly BUS 127)

Effective Fall 2009, each community college in this agreement agreed to submit to its Curriculum Committee:

Course 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.

Prerequisite: 35 gwam; or C or better in OAT 21BCD, OAT 121, BCIS 20; BUSN 121, BUSN 121BCD; or instructor approval.

B. Hours Per Week
HawCC: Lecture: 3 hours
KauCC: Lecture: 3 lecture and independent open lab hours required
LeeCC: Lecture: 3 hours in a supervised computer classroom
MauCC: Lecture: 3 hours lecture/lab
WinCC: Lecture: 3 hours

C. Prerequisites, or Required Preparation
HawCC: None.

Recommended Preparation: OAT 21B-C-D or ability to keyboard 35 words per minute.

KauCC: 35 gwam, or “C” or higher in BUSN 121 (formerly OAT 121).

LeeCC: Thirty-five gross words a minute (GWAM); or C or better in BUSN 121/OAT 121, or equivalent; or instructor approval.

Recommended Preparation: ENG/ESL 21 or ENG/ESL 22 or equivalent.

MauCC: 35 gross words a minute (gwam) or BUSN 121 with grade C or better, or consent.
WinCC: None.
Recommended Preparation: 35 gwam; or grade of “C” or better in OAT 21B/C/D, OAT 121, BUSN 121, BUSN 121B/C/D; or instructor approval.

D. 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.

E. Course Content
Concepts
SLO #1: Apply advanced features of current word processing software to produce mailable documents which facilitate timely internal and external business communication.
1. Advanced word processing functions.
   a. Styles.
   b. Merge.
   c. Breaks—page, column, and section.
   d. Embedding.
   e. References.
   f. Headers/Footers.
   g. Table formatting—formulas, sorting, tabs and alignment.
   h. Format background.
   i. Comments and Tracking.
   j. Macros.
   k. Editing AutoCorrect and Options.
   l. Customizing toolbars.
   m. View and Print.
2. Internal and external business documents.
   a. Correspondence: Business letters (block, modified block, open and closed punctuation, special features, multi-page), memorandums, e-mail, mailing labels.
   b. Tables: Boxed or open statistical and text tables with formulas.
   c. 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.
   d. Administrative Documents: Such as agendas, minutes, news releases, résumés, letterhead, mail merge, and other miscellaneous applications.
   a. Format of document (including margins).
   b. Hanging indents.
   c. Paginate.
   d. Punctuation.
e. Spacing (line spacing and horizontal spacing).
f. Number use.
g. Abbreviations.
h. Required document parts.
i. Alignment.
j. Multi-page documents.

4. Knowledge of proofreading.
   a. Proofreader’s marks.
   b. Grammar.
   c. Word usage.
   d. Spelling.
   e. Capitalization.

SLO #2: Apply ethical and professional practices to perform business tasks in industry

1. Following codes of conduct including work ethics
   a. No copying of software or work of others
   b. Timeliness and accountability
   c. Confidentiality
   d. Honesty
   e. Understanding policies and procedures
   f. Quality of work

2. Office support management (e.g. time management, workflow)

3. Professional/personal development (e.g. career paths)

4. Diversity in workplace (e.g. gender, ability, skill level, disabilities)

5. E-mail or Netiquette

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

1. Knowledge of the creation and management of computer files

SLO #4: Key information accurately and efficiently to meet business standards.

1. Advanced formatting of business documents
   a. Reports
   b. Letters
   c. Memos
   d. E-mails
   e. Tables
   f. Résumés

2. International formatting

3. Medical document formatting

4. Legal document formatting

5. Proofreading

Skills
SLO #1: Apply advanced features of current word processing software to produce mailable documents which facilitate timely internal and external business communication.

1. Keyboard accurately

2. Format documents accurately
a. Bold facing
b. Italicizing
c. Underlining
d. Shadowing
e. Shading
f. Changing font/background color
g. Changing font style
h. Changing font size
i. Inserting pictures/graphics (may include drawing, auto shapes)

3. Create, revise, edit, save, and print mailable documents from handwritten, rough draft, and printed copy.

4. Create tables

5. Format correspondence/documents

6. Follow rules of proper formatting

7. Insure quality of work through proofreading

8. Produce business letters and memos

9. Revise and edit basic documents
   a. Memos
   b. Reports
   c. Resumes
d. Tables
e. Letters (block, modified block, open and closed punctuation, special features)
f. Headers/Footersg. Works cited
h. Hanging indents
i. Same files in other formats

10. Paginate documents

11. Apply word processing features as needed
    a. Headers/Footers
    b. Save files in other formats (PDF, rich text)
    c. Find and replace
d. Merge documents
e. Create, remove, open, edit, or select hyperlink
f. Widow/orphan
g. Breaks (section, column, page)

12. Use e-mail
    a. Attach files/documents to e-mail

13. Create, use, and/or save templates

SLO #2: Apply ethical and professional practices to perform business tasks. Demonstrate ethical conduct in the use of computers.

SLO #3: Use electronic operating system software to organize and maintain folders/files.
   1. Create electronic folders/files
   2. Manage electronic folders/files
      a. Copy
      b. Delete
c. Move
d. Rename  
e. Organize  
f. Transfer/Move  
g. Search  
h. Backup  
3. Format diskette or other storage media  
4. Copy diskette or other storage media  

SLO #4: Key information accurately and efficiently to meet business standards.  
1. 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  
2. Follow simulated workplace directions  
3. Proofread documents for accuracy  
4. Edit documents for accuracy, completeness, and proper format.  
5. Key accurately from handwritten, rough draft, and printed copy.  

F. **Text and Materials**  
Varied, but may include:  


G. **Reference Materials**  
Varied, but may include:  

Current newspaper or magazine articles, Internet source documents, and handouts prepared by the instructor.  

H. **Auxiliary Materials and Content**  
Varied, but may include:  

Manila file folder for work.  
1 GB flash or thumb drive.  
8½” x 11” paper of at least 20-pound weight.  
Appropriate films, videos, or Internet sites.  
Television programs.  
Guest speakers.  
Other instructional aids.  

I. **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.

J. *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
A. **Course Description**
HawCC, KauCC MauCC, and WinCC: BUSN 89 (1 credit). 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.

B. **Hours Per Week**
- HawCC: Lecture: 1 hour
- KauCC: Lecture/Lab: 2 hours
- MauCC: Lecture/Lab: 2½ hours Lab: 2 hours
- WinCC: Lecture: 1 hour

C. **Prerequisites, or required preparation**
- HawCC: None
- KauCC: None
- MauCC: None
- WinCC: None

D. **Intended Student Learning Outcomes**
- 1. Demonstrate speed and accuracy on numeric keypad.
- 2. Demonstrate ability to use common calculator functions.

E. **Course Content**

**Concepts**
1. Knowledge of ten-key calculator techniques
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
   i. Add/subtract register
   j. Multiply/divide register
3. Introduction of procedures to verify accuracy
Skills
1. Operate ten-key by touch at a minimum rate of 100 ndpm.
   - 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
2. Solve computational problems using the numeric keypad and calculator functions.
3. Use procedures to verify accuracy.

F. Text and Materials
   Varied, but may include:

G. Reference Materials
   Varied, but may include:
   Current newspaper or magazine articles, Internet source documents, and handouts prepared by the instructor.

H. Auxiliary Materials and Content
   Varied, but may include:
   Manila file folder for work.
   Appropriate films, videos, or Internet sites.
   Television programs.
   Guest speakers.
   Other instructional aids.

I. 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.

J. 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
BUSN 189 Business Mathematics (without 10-key speed)  
BUSN 188 Business Calculations (with 10-key speed)

Course Outline

Revised 8/18/08

A. Course Description
HawCC, KauCC, and MauCC: BUSN 189 (3 credits). Introduces various accounting and finance computational procedures utilizing the calculator as a tool. Surveys concepts in algebra, logical structure, numeration systems, and statistics. Develops critical thinking skills in making personal and business decisions.

LeeCC and WinCC: BUSN 188 (3 credits). 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. (formerly BUS 155)

Note: For BUS 188 Business Calculations (3 credits) at Leeward and Windward Community Colleges, credits will be awarded to transferring students only if the students from Hawai‘i, Kaua‘i, and Maui Community Colleges satisfactorily complete both Business Mathematics (BUSN 189) and Electronic Calculating (BUSN 89).

Students who have satisfactorily completed Business Calculations (BUSN 188) from Leeward or Windward Community Colleges and are transferring to Hawai‘i, Kaua‘i, or Maui Community Colleges will be given credit for Business Mathematics (BUSN 189) and will have Electronic Calculating (BUSN 89) waived. Total credits toward graduation must equal the requirements for the certificate or associate degree at the graduating community college.

B. Hours Per Week
HawCC: Lecture: 3 hours (BUSN 189)
KauCC: Lecture: 3 hours (BUSN 189)
LeeCC: Lecture: 3 hours (BUSN 188)
MauCC: Lecture/Lab: 3 hours (BUSN 189)
WinCC: Lecture: 3 hours (BUSN 188)

C. Prerequisites, or required preparation
HawCC: ENG 20r or ENG 51 or ESL 9 or ESL 9 or placement in ENG 21; and MATH 1D or placement in MATH 22.
KauCC: Qualified for ENG 21. “C” or higher in MATH 22 or qualified for MATH 24.
LeeCC: None.
Recommended Preparations: Completion of MATH 1 or MATH 1B with a CR grade or equivalent and completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent.
MauCC: MATH 20/22 or placement at MATH 23/24, or consent.
WinCC: None.
Recommended Preparation: Placement into MATH 22 and completion of/or enrollment in ENG 21 or ENG 22 or equivalent.

D. **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. Leeward CC only: Operate ten-key by touch at a minimum rate of 100 ndpm.

E. **Course Content**

Concepts
1. Basic mathematical operations:
   a. Adding.
   b. Subtracting.
   c. Multiplying.
   d. Dividing.
   e. Estimating on the following numeration systems:
      (1) Whole numbers.
      (2) Fractions.
      (3) Decimals.
      (4) 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).
5. Calculate gross depressions per minute and net depressions per minute. (For Leeward, Maui, and Windward Community Colleges only, BUSN 188).

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. (For Leeward, Maui, and Windward Community Colleges only, BUSN 188)

- 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
F. **Text and Materials**
   Varied, but may include:
   

G. **Reference Materials**
   Varied, but may include:
   
   Current newspaper or magazine articles, Internet source documents, and handouts prepared by the instructor.

H. **Auxiliary Materials and Content**
   Varied, but may include:
   
   Manila file folder for work.
   Appropriate films, videos, or Internet sites.
   Television programs.
   Guest speakers.
   Other instructional aids.

I. **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.
      (For Leeward, Maui, and Windward Community Colleges only, BUSN 188).

J. **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
A. **Course Description**
HawCC, KauCC, LeeCC, MauCC, and WinCC: BUSN 166 (1 credit). Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, résumés, cover letters, and employment interviews.

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Effective Fall 2009, each community college in this agreement agreed to submit to its Curriculum Committee:
Prerequisite: None. Recommended Preparation: Ability to keyboard and knowledge of word processing.
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B. **Hours Per Week**
- **HawCC:** Lecture: 1 hour
- **KauCC:** Lecture: 1 hour (15 weeks); 2 hours (8 weeks)
- **LeeCC:** Lecture: 3 hours for 5 weeks
- **MauCC:** Lecture: 2.5 hours
- **WinCC:** Lecture: 1 hour

C. **Prerequisites, or Required Preparation**
- **HawCC:** None. Recommended: ENG 21 or ENG 22 or ESL 15 or placement in ENG 100 or placement in ENG 102. Ability to keyboard and knowledge of word processing.
- **KauCC:** None. Recommended: Ability to keyboard and knowledge of word processing.
- **LeeCC:** None. Recommended Preparation: Ability to keyboard and knowledge of word processing.
- **MauCC:** None. Recommended: Ability to keyboard and knowledge of word processing.
- **WinCC:** None. Recommended: ENG 22, keyboarding skills, and knowledge of word processing.

D. **Intended Student Learning Outcomes**
1. Integrate career-searching techniques for successful employment.
2. Utilize resources needed to find a job.
3. Develop and assess a career portfolio for ongoing career development.

E. **Course Content**
- **Concepts**
  - **SLO #1:** Integrate career-searching techniques for successful employment.
  - 1. Career-seeking techniques.
b. Résumés.
c. Interviewing techniques.
d. Legal/illega l questions.
e. Application forms.
f. Letters.
   1) Cover.
   2) Thank you.

SLO #2: Utilize resources needed to find a job.
1. Networking.
2. Career searches.

SLO #3: Develop and assess a career portfolio for ongoing career development.
1. Career portfolio.
   a. Cover letter.
   b. Résumé.
   c. Completed sample application form.
   d. Sample interview questions and responses.
   e. Follow-up or thank you letter.
   f. Copies of performance evaluations and awards.
   g. Reference/recommendation letters and/or contact information of references.
   h. Copy of transcript(s), degrees, certificates, and diplomas.
   i. Work samples (projects, creative desktop publishing work, PowerPoint presentations, etc.).
   j. Samples of rejection, acceptance, and resignation letters.

Skills
SLO #1: Integrate career-searching techniques for successful employment
1. Compose and format a résumé.
2. Practice and exhibit proper interviewing skills.
   a. Dress appropriately or professionally.
   b. Distinguish between legal/illega l questions.
   c. Use proper verbal and non-verbal language.
3. Demonstrate ability to complete application forms.
4. Compose a résumé.
5. Format personal business letter.
   b. Compose and prepare thank you letter.

SLO #2: Utilize resources needed to find a job.
1. Identify resources.
   a. Campus.
   b. Private industry.
   c. Public.
   d. Internet.
2. Define networking.

SLO #3: Develop and assess a career portfolio for ongoing career development.
1. Create and update a career portfolio.
F. **Text and Materials**
   Varied, but may include:
   

G. **Reference Materials**
   Varied, but may include:
   
   Current newspaper or magazine articles, Internet source documents, and handouts prepared by the instructor.

H. **Auxiliary Materials and Content**
   Varied, but may include:
   
   Manila file folder for work.
   1GB flash or thumb drive.
   8½” x 11” paper of at least 20-pound weight.
   Appropriate films, videos, or Internet sites.
   Television programs.
   Guest speakers.
   Other instructional aids.

I. **Learning Assessment Tasks**
   1. Integrate career-searching techniques for successful employment
      a. Evaluate completed application forms.
      b. Evaluate completed résumés.
      c. Evaluate completed cover and thank you letters.
      d. Participate in mock interviews.
   2. Utilize resources needed to find a job.
      a. Create a list of resources.
   3. Develop and assess a career portfolio for ongoing career development.
      a. Develop a career portfolio with sample work.

J. **Methods of Instruction**
   Lecture, demonstration, assignments

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

HawCC, LeeCC, MauCC:  BUSN 170 (3 credits).  Studies principles and procedures for organizing and operating Records and Information Management (RIM) programs.  Topics include: Selection of filing systems, equipment, and supplies; procedures for storage, retrieval, transfer, retention, and disposal of records; records inventory and analysis; records protection and disposition; study and application of ARMA (Association of Records Managers and Administrators) rules for alphabetic, alphanumeric, geographic, numeric, and subject methods.  Helps a business or organization meet its fiscal, legal, governmental, requirements by managing its information systems (formerly BUS 140).

KauCC:  BUSN 170 (3 credits).  Studies principles of and procedures for organizing and operating Records and Information Management (RIM) programs.  Topics include selection of filing systems, equipment, and supplies; procedures for storage, retrieval, transfer, retention, and disposal of records; study and application of Association of Records Managers and Administrators (ARMA) rules for alphabetic, alphanumeric, geographic, numeric, and subject methods.

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Effective Fall 2009, Kaua‘i Community College has agreed to submit to its Curriculum Committee:

**Course description:**  Studies principles and procedures for organizing and operating Records and Information Management (RIM) programs.  Topics include: Selection of filing systems, equipment, and supplies; procedures for storage, retrieval, transfer, retention, and disposal of records; records inventory and analysis; records protection and disposition; study and application of ARMA (Association of Records Managers and Administrators) rules for alphabetic, alphanumeric, geographic, numeric, and subject methods.  Helps a business or organization meet its fiscal, legal, governmental, requirements by managing its information systems.

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B. **Hours Per Week**

HawCC:  Lecture:  3 hours  
KauCC:  Lecture:  3 hours  
LeeCC:  Lecture:  3 hours  
MauCC:  Lecture/Lab:  3 hours  

C. **Prerequisites, or Required Preparation**

HawCC:  ENG 20R or ENG 20W or ESL 9 or ESL 13 or placement in ENG 21 or placement in ENG 22 or placement in ESL 15.

KauCC:  None.

LeeCC:  None.  Recommended Preparation: ENG/ESL 21 or ENG/ESL 22.

MauCC:  ENG 100 (or concurrent), or consent.
D. **Intended Student Learning Outcomes**
   1. Integrate all phases of the records management cycle to accurately and efficiently manage records.
   2. Create and manage manual and electronic database systems according to professional standards.

E. **Course Content**

   **Concepts**
   1. Types of records
   2. Types of filing systems
      a. Subject
         1) Master Index
         2) Relative Index
      b. Geographic
         1) Alphabetic Index
         2) Master Index
      c. Numeric
         1) Accession Log
         2) Alphabetic Index
         3) Consecutive
         4) Middle-Digit
         5) Terminal-Digit
      d. Alphabetic
      e. Alphanumeric
   3. Advantages and disadvantages of the various filing systems
   4. Association of Records Managers and Administrators, Inc. (ARMA) rules
   5. Cycle of Record
      a. Creation
      b. Distribution
      c. Use
      d. Inspect
      e. Index
      f. Code
      g. Cross Reference
      h. Sort
      i. Store
      j. Retrieval
   6. Maintenance
      a. Transfer
      b. Backing Up
      c. Micrographics
      d. Records control
      e. Laws and regulations
      f. Records protection
   7. Disposal
   8. Use of database software

   **Skills**
   1. Arrange cards and correspondence in proper order
      a. Subject
      b. Geographic
      c. Numeric
      d. Alphabetic
      e. Alphanumeric
   2. Create appropriate filing systems using pre-printed or original materials
   3. Input and update electronic databases
   4. Design and apply queries (data sorting) to compile requested information
5. Review imaging technology
6. Analyze laws and regulations that affect records and information management

F. **Text and Materials**
   Varied, but may include:


G. **Reference Materials**
   Varied, but may include:

   Current newspaper or magazine articles, Internet source documents, and handouts prepared by the instructor.

H. **Auxiliary Materials and Content**
   Varied, but may include:

   Manila file folder for work.
   1 GB flash or thumb drive.
   8½” x 11” paper of at least 20-pound weight.
   Appropriate films, videos, or Internet sites.
   Television programs.
   Guest speakers.
   Other instructional aids.

I. **Learning Assessment Tasks**
   1. Retrieve filed documents accurately and efficiently in a timed situation.
   2. Index, code, and sort manual and electronic records according to the ten ARMA rules.
   3. Create appropriate filing systems based on record types.

J. **Methods of Instruction**
   1. Lecture
   2. Hands-on practical applications

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

HawCC: BUSN 193V (1-3 credits): Programs participating in Cooperative Vocational Education are identified by the course numbers ending in 93. CVE allows students to earn income and college credit while learning on the job. Training stations are selected according to the student’s career objectives. Seminars and experiences on the job are planned and supervised by the CVE Coordinator, program instructors, and the employer. The maximum number of credits that can be earned is 24. The maximum number of credits applicable to a degree is determined by each program. Grading for CVE courses is mandatory credit/no-credit (CR/NC).

KauCC, LeeCC, MauCC: BUSN 193V (1-4 credits; MauCC 1-3 credits). Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester.

LeeCC: BUSN 193B/C/D/E (1-4 credits). Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. (formerly BUS 193B/C/D/E).

WinCC: BUSN 193V (1-4 credits). Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. To receive credit for cooperative education, a student must complete a minimum of 60 work hours per credit and attend cooperative education seminars twice a month. Work must be supervised by an approved employer in the public or private sector.

| Effective Fall 2009, each community college in this agreement agreed to submit to its Curriculum Committee: |
| Course title: Cooperative Education |
Course description: Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester.

Prerequisite: Business major or Department/instructor approval. Additional prerequisites may be required by different campuses.

B. Hours Per Week

HawCC: 75 work hours for each credit; 75 hours = 1 credit; 150 hours = 2 credits; 225 hours = 3 credits.

KauCC: 1 hour per week with coordinator and 75 hours work experience for each credit.

LeeCC: To receive credit for cooperative education, a student must complete a minimum of 60 work hours per credit and attend cooperative education seminars twice a month. Work must be supervised by an approved employer in the public or private sector of the community. For example, a student registered in three credit hours will need to work a minimum of 180 hours during the semester and attend all cooperative education seminars.

MauCC: 225 hours minimum for 3 credits; 150 hours minimum for 2 credits; 75 hours minimum for 1 credit (may include verifiable hours worked outside of job to accomplish objectives).

WinCC: 60 hours of work per semester is required for each credit earned.

C. Prerequisites, or Required Preparation

HawCC: Consent of Cooperative Vocational Education (CVE) Coordinator and Program Advisor.

KauCC: Business major or Department/instructor approval. Additional prerequisites may be required by different campuses.

LeeCC: Business major or Department/instructor approval. Completion of, or concurrent enrollment in, ENG 100 or ENG 21 or ENG 22 or equivalent with a grade of C or better or equivalent and approval of the instructor. Additional requirements by the University of Hawai‘i, Leeward Community College) Business Technology Division: (1) completion of 12 or more credits in the LCC Business Technology Division in order to assess job skills, (2) enrolled in a Business Technology program of study, (3) full- or part-time student enrolled at Leeward CC, (4) a student in good academic standing with a minimum cumulative grade point average of 2.0, and (5) eligible for employment—U.S. citizen or have the legal right to work in the U.S.

MauCC: Business Major. Approval of Business Technology program coordinator and Cooperative Education coordinator.

WinCC: Department/instructor approval.
D. **Intended Students Learning Outcomes**
   1. Perform duties at a worksite according to industry standards.
   2. Evaluate career choice based on personal traits, industry expectations, and work experience.

E. **Course Content**

   **Concepts**
   SLO #1: Perform duties at a worksite according to industry standards.
   1. Workplace etiquette and work ethic
   2. Industry standards (soft skills, ethical, safety regulations) and performance expectations
   3. Professionalism
   4. Organizational structure and functions
   5. Concepts and theories from major coursework

   SLO #2: Evaluate career choice based on personal traits, industry expectations, and work experience.
   1. Job performance at the workplace
   2. Aptitudes and affinity for the job

   **Skills**
   1. Apply job readiness skills to obtain a cooperative education/internship position.
      a. Complete and submit a résumé and cover letter to a prospective employer.
      b. Interview for a co-op/internship placement.
      c. Clarify career goals and aspirations.
      d. Identify career options in the business field.
      e. Use appropriate industry jargon.

   2. Apply classroom knowledge and skills to perform duties at the worksite according to industry standards in a field relating to the student’s major.
      a. Demonstrate critical thinking and decision-making skills.
      b. Demonstrate team skills.
      c. Communicate thoughts clearly in verbal and written form.
      d. Demonstrate effective listening skills.
      e. Demonstrate positive non-verbal skills.
      f. Demonstrate a positive work ethic (pride in work, timeliness, good attitude, etc.).
      g. Discuss workplace ethics (e.g. confidentiality, harassment laws, stealing, workplace violence).
      h. Demonstrate reliability.
      i. Adhere to safety standards.
      j. Manage time and resources (including prioritizing work assignments).
      k. Accept direction with a positive attitude.
      l. Project willingness to learn new techniques and procedures.
      m. Maintain professional appearance in accordance with dress codes and grooming policies.
      n. Maintain positive relations with co-workers and customers.
      o. Understand and use relevant technology appropriately.
      p. Solve job-related problems.
q. Identify organizational structure of the workplace.

r. Explain where a position fits and how it interrelates within the organizational structure.

s. Validate career goals and aspirations as a result of the work experience.

F. **Text and Materials**

Varied.

G. **Reference Materials**

Varied, but may include:


Say, Rosa. *Managing With Aloha*

Magazine such as *Hawaii Business, Pacific Business News*, or newspaper articles and/or handouts prepared by the instructor.

H. **Auxiliary Materials and Content**

Varied, but may include:

Manila file folder for work.

1GB flash or thumb drive.

8½” x 11” paper of at least 20-pound weight.

Appropriate films, videos, or Internet sites.

Television programs.

Guest speakers.

Other instructional aids.

I. **Learning Assessment Tasks**

Through essays, writing assignments, presentations, journals, self-appraisals, appraisals by employers, and cooperative education instructor’s evaluations, and/or completed forms, the students are assessed on their abilities to:

1. Perform duties at a worksite according to industry standards.
   a. Apply classroom knowledge and skills in the workplace.
   b. Create learning objectives (training plan/agreement) collaboratively with the employer, student, and cooperative education instructor.
   c. Evaluate results from job performance as required on the work site.
2. Evaluate career choice based on personal traits, industry expectations, and work experience.
   a. Perform duties at the worksite according to industry standards in a field relating to the student’s major.
   b. Evaluate educational and work experience in relation to appropriate career field.

J. Methods of Instruction
   a. Seminar format
   b. On-the-job training

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

MICHAEL PECSOK, Vice Chancellor/Chief Academic Officer

MICHAEL TAGAWA, Asst. Dean of Career and Technical Education

DELLA KINIMUNE, Division Chair, Business Technology Division

KAY ONO, Program Coordinator and Assistant Professor

JEAN HARA, Professor

KU'UIPO LUM, Assistant Professor

FRANCES KWOCK, Lecturer

Date: 9/14/08

Date: 7/29/08

Date: SEP 23 2008

Date: 9/15/08

Date: 9/15/08

Date: 9/15/08

Date: 9/15/08
Maui Community College

Clyde Sakamoto, Chancellor

Suzette Robinson, Vice Chancellor for Academic Affairs

Cyrilla Pascual, Department Chair, Business and Hospitality Unit

4/10/09

Date

9/15/08

Date

9/12/08

Date
UNIVERSITY OF HAWAI'I SYSTEM ARTICULATION AGREEMENT
Business Technology (BTEC) Program

Windward Community College

Angela Meixell, Chancellor

Richard Fulton, Dean of Instruction

Margaret Coberly, Acting Assistant Dean, Unit II

Emi Troeger, Professor

Ellen Nagaue, Professor, Employment Training Center

9/4/08

Date

9/4/08

Date

9/4/08

Date

9/3/08

Date

9/3/08

Date