

**UNIVERSITY OF HAWAI'I
COMMUNITY COLLEGES SYSTEM
ARTICULATION AGREEMENT**

Business Technology (BTEC) Program

**Effective January 1, 2014
(Initial Agreement: August 2008)**

UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES SYSTEM ARTICULATION AGREEMENT

Business Technology (BTEC) Program

PURPOSE

The primary purpose of this articulation agreement is to facilitate the matriculation of students and the transfer of courses across the University of Hawai'i Community Colleges (UHCC) 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 UHCC System.

Students will have the opportunity to receive credit for equivalent courses taken elsewhere in the UHCC 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 Community College campuses for the following courses:

Course Alpha, Number and Title	Hawai'i CC	Kaua'i CC	Leeward CC	UH Maui C	Windward CC
BUSN 121: Introduction to Word Processing*	3 cr.	3 cr.	3 cr.		3 cr.
BUSN 123: Word Processing for Business	3 cr.	3 cr.	3 cr.	3 cr.	3 cr.
BUSN 164: Career Success	3 cr.	3 cr.** (Fall 2014)	3 cr.	3 cr.** (Fall 2014)	3 cr.
BUSN 166: Professional Employment Preparation	1 cr.	1 cr.	1 cr.	1 cr.	1 cr.
BUSN 170: Records and Information Management	3 cr.	3 cr.	3 cr.	3 cr.	
BUSN 188 Business Calculations (includes SLOs of BUSN 189 and BUSN 89)			3 cr.		3 cr.
BUSN 89: Electronic Calculating	1 cr.	1 cr.		1 cr.	1 cr.
BUSN 189: Business Mathematics	3 cr.	3 cr.		3 cr.	
BUSN 193V: Cooperative Education	1-3 cr.	1-4 cr.	1-4 cr.	1-3 cr.	1-4 cr.

* BUSN 121: This is a prerequisite course for BUSN 123 and not a Business Technology Program requirement.

** These courses are currently in development. Articulation is subject to establishment of courses.

*Students transferring from Hawai'i and Kaua'i Community Colleges and the University of Hawai'i Maui College must satisfactorily complete **both** the Business Mathematics **and** Electronic Calculating courses at their campuses to receive credit for BUSN 188 Business Calculations (3 credits) at Leeward CC and Windward CC.*

Students who satisfactorily complete Business Calculations (BUSN 188) from Leeward Community College or Windward Community College and transfer to Hawai'i or Kaua'i Community Colleges or the University of Hawai'i Maui College will receive 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.

2. 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 Community College 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 UHCC System 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 transfer credit, and the appeals process for such requests.

This Articulation Agreement will remain in effect through December 2018. It will be subject to review beginning no later than December 2016, and may be continued, revised, or discontinued with the consent of all faculty and administration of all campuses represented in this Agreement.

NOTE: For formatting of all course outlines are based on Attachment V, CCCM #6100 (Revised August 28, 1991) and *The Outcomes Primer* by Ruth Stiehl, pp. 46-47, © 2002

BUSN 121 Introduction to Word Processing

Course Outline

Reviewed 11/15/13

A. Course Description

Hawaii CC, Leeward CC: BUSN 121 (3 cr): The course covers proper keyboarding techniques; word processing concepts; 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

Kaua'i CC: 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.

UH Maui C: 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.*)

Windward CC: 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.

Kaua'i CC, UH Maui, and Windward CC will submit a Course Description change to their Curriculum Committee effective Fall 2014. The new agreed upon language is:

The course covers proper keyboarding techniques; word processing concepts; 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

All colleges: Lecture: 3 hours

C. Prerequisites or Required Preparation

Hawai'i CC: None. Recommended: ENG 21 or ENG 22 or ESL 15 or placement in ENG 100 or placement in ENG 102.

Kaua'i CC: None.

Leeward CC: None. Recommended Preparation: Completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent.

UH Maui C: None.

Windward CC: None.

D. Student Learning Outcomes

1. Keyboarding. Input 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: Input 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
3. Ergonomics: correct posture, position, and reaches
4. Scoring procedures for timed writings (calculating a typing word, gross words a minute [gwam], etc.)

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, and command buttons
4. File management (removable storage media, 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, and Insert Date/Time
8. Basic Internet and e-mail functions to create and transmit documents
9. Computer use policies

Issues

SLO #1: Input information (alphabetic, numeric, and symbolic), using proper techniques with accuracy.

1. Attention to detail
2. Proofreading techniques

Skills

SLO #1: Input 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.
6. Apply spacing, number expression, punctuation, symbol, and word usage rules.
7. Type at a minimum rate of 30 gross words a minute (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, and spin arrows.
7. Navigate through Windows.
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 removable storage media.
14. Shut down computer.

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.
9. Format 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, and 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:

Ober, Scot, Jack E. Johnson, and Arlene Zimmerly. *Gregg College Keyboarding & Document Processing (GDP)*, Word, Kit 1, Lessons 1-60, McGraw-Hill Publishing Co., with:

- a. Microsoft® Word Manual (Lessons 1-60)
- b. Textbook (Lessons 1-60)
- c. Access Code

G. Learning Assessment Tasks

1. Input information (alphabetic, numeric, and symbolic), using proper techniques with accuracy.
Use scoring guides, checklists, rubrics, and/or timed keyboarding writings to assess student's ability to:
 - a. Apply proper 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.

Use objective tests, production tests scoring guides, checklists and rubrics to assess student's ability to:

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

BUSN 123 Word Processing for Business

Course Outline

Reviewed 11/15/13

A. *Course Description*

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.

B. *Hours Per Week*

All colleges: Lecture: 3 hours

C. *Prerequisites or Required Preparation*

Hawai'i CC: "C" or better in BUSN 121.

Kaua'i CC: 35 gwam, or "C" or higher in BUSN 121.

Leeward CC: Thirty-five (35) gross words a minute (gwam); or C or better in BUSN 121 (Introduction to Word Processing) or equivalent; or instructor approval.

UH Maui C: ENG 22 or 55 with a grade of "C" or better, or placement at ENG 100, or consent.

Windward CC: None.

D. *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. Comply with copyright laws.
 - b. Meet deadlines.
 - c. Adhere to standard business office 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. Editing AutoCorrect and Options
- k. Customizing toolbars
- l. 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, and 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: Agendas, minutes, news releases, résumés, letterhead, mail merge, and other miscellaneous applications
- 3. Business standards and rules of mailability
 - a. Format of document (including margins)
 - b. Hanging indents
 - c. Pagination
 - 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. 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. Résumés
 - d. Tables
 - e. Letters (block, modified block, open and closed punctuation, special features)
 - f. Headers/Footers
 - g. 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 storage media.
- 4. Copy storage media.

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

- 1. Type at a rate of 40 net words a minute (nwam) on a five-minute timed writing 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:

Ober, Scot, Jack E. Johnson, and Arlene Zimmerly. *Gregg College Keyboarding & Document Processing (GDP)*, Word, Kit 2, Lessons 61-120, McGraw-Hill Publishing Co.

G. 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.

BUSN 164 Career Success

Course Outline

Reviewed 11/15/13

A. *Course Description*

Presents concepts and theories relating to workplace behavior; managing one's attitude and relationships for workplace effectiveness.

B. *Hours Per Week*

All colleges: Lecture: 3 hours

C. *Prerequisites, or Required Preparation*

Hawai'i CC: ENG 20R or ESL 9 or placement in ENG 21; and ENG 20W or ESL 13 or placement in ENG 22 or placement in ESL 15. CoReq: ENG 21 (or prior completion) or placement in ENG 102; and ENG 22 or ESL 15 (or prior completion of either) or placement in ENG 100.

Kaua'i CC: "C" or higher or concurrent enrollment in ENG 21 and ENG 22.
(Pending Chancellor's approval)

Leeward CC: Completion of or concurrent enrollment in ENG/ESL 21 and ENG/ESL 22 or equivalent or instructor approval.

Maui C: ENG 22 with a grade "C" or better (or concurrent), or placement at ENG 100, or consent. (Pending Curriculum, Academic Senate, Vice Chancellor and Chancellor approvals)

Windward CC: Placement into ENG 100.

D. *Student Learning Outcomes*

1. Identify or model professional behavior acceptable in a business setting.
2. Communicate effectively with diverse audiences using various methods of communication.
3. Analyze business situations and prescribe appropriate solutions to resolve conflicts.
4. Develop/Prepare lists of resources for career success.

E. *Course Content*

Concepts (SLOs 1-4)

1. Foundational Skills
 - a. Lifelong learning
 - b. Emotional intelligence
 - c. Maximum use of resources
 - d. Listening and note taking

- e. Reading, writing, speaking
- f. Memory improvement
- g. Test taking
- h. Critical thinking and decision-making
- i. Healthy mind, body, and spirit
- j. Time management
- 2. Professional work attitudes
 - a. Personal self-management such as self control
 - b. Getting along with people
 - c. Being responsible and accountable
 - d. Giving and accepting constructive criticism
 - e. Demonstrate positive attitude
 - f. Enthusiasm and interest in doing the work well
 - g. Initiative
- 3. Problem-solving skills
 - a. Steps to solve problem
 - b. Creative problem solving
 - c. Ethical and legal procedures
- 4. Work ethics
 - a. Following policies and procedures
 - b. Listening and following directions
 - c. Awareness of ethical and legal consequences of actions
 - d. Demonstrate productivity (complete assignments as scheduled)
 - e. Code of Conduct - commitment, timeliness, do own work, dependability, honesty, etc.
 - f. Dependability and responsibility - do work assigned when assigned; show up for work and after breaks on time; work until the job is done
 - g. Don't abuse sick leave, personal leave, or leaves of absence.
 - h. Don't abuse lunch and dinner breaks.
 - i. When attending conferences or seminars, be sure to go to all activities.
 - j. Submit travel documents honestly and in a timely manner.
- 5. Personality styles
 - a. Introvert
 - b. Extrovert
- 6. Learning styles
 - a. Auditory
 - b. Kinesthetic
 - c. Visual
- 7. Diverse populations

<ul style="list-style-type: none"> a. Gender b. Disabilities c. Sexual preference d. Culture 	<ul style="list-style-type: none"> e. Race f. Nationality g. Religion h. Age
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- 8. Self-management techniques
 - a. Tolerance
 - b. Controlling emotions (anger, fear, sadness, happiness, etc.)
 - c. Personal space (hugging, body contact, shaking hands)

9. Report format (rubric used)
 - a. Hard copy of computer-generated documents
 - b. Double spaced; paragraphs indented
 - c. References cited
 - d. Footnotes/endnotes when necessary
 - e. Header and footer notations for page numbers and other identifiers
 - f. Margins
 - g. Proper headings (main title, subtitle, side, and paragraph)
 - h. Proofread for grammar, punctuation, word usage, and spelling.
10. Public speaking rules (rubric used)
 - a. Eye contact
 - b. Voice control (voice quality, volume, inflections, intonations, etc.)
 - c. Body language and poise (confidence; no slouching, nervous motions, playing with hair, smacking lips, etc.)
 - d. Appearance (business attire)
 - e. Visual aids (readable across room; uncluttered and balanced; proper language arts skills)
 - f. Use of Language (No slang, unexplained acronyms, "umm"s, etc.)
 - g. Accuracy of Addressing Assignment (within time limit, logical flow, objectives clear and met)
11. Networking
 - a. Making contacts with fellow classmates, campus resources, faculty, staff, administrators, employers, relatives, and friends
 - b. Recognize and act on opportunities when meeting people in person, on the Internet, via telephone, newspaper, job fairs, etc.
 - c. Follow through on contacts made.
12. Common soft skills
 - a. Strong work ethic: motivated, dedicated, conscientious
 - b. Positive attitude: optimistic, upbeat, generate good energy and good will
 - c. Good communication skills: verbally articulate and a good listener; makes a case and expresses needs in a way that builds bridges with colleagues, customers and vendors.
 - d. Time management abilities: prioritize tasks and able to work on a number of different projects at once; wise management of time
 - e. Problem-solving skills: resourceful and able to creatively solve problems, take ownership of problems
 - f. Acting as a team player: work well in groups and teams, cooperative, take a leadership role when appropriate
 - g. Self-confidence: truly believe you can do the job, project a sense of calm and inspire confidence in others, courageous to ask questions that need to be asked and freely contribute ideas
 - h. Ability to accept and learn from criticism: handle criticism, coachable and open to learning and growing as a person and as a professional
 - i. Flexibility/adaptability: ability to adapt to new situations and challenges, embrace change, and open to new ideas

- j. Working well under pressure: handle stress that accompanies deadlines and crises, do best work and come through under pressure
- 13. Telecommunication skills
 - a. Current technologies in telecommunications such as voice recognition, telephones, Smartphones, Bluetooth, Skype, webinars, etc.
 - b. Proper techniques for using current telecommunication technologies
 - (1) Professional personality conveyed using the technology
 - (2) Accuracy in taking and forwarding messages
 - (3) Professional voice message recordings
 - (4) Proper etiquette for using telecommunication technologies (e.g. answer on the second ring, do not use all upper case/capital letters, which means shouting, properly punctuate and capitalize e-mail messages, use a signature line with contact information, etc.)
 - c. Communication barriers (e.g. prejudging, physical, etc.)

Skills

SLO #1: Identify or model professional behavior acceptable in a business setting.

1. Recognize the workplace value of constructive criticism.
2. Distinguish between professional behavior that conforms to business values and those that do not.
3. Recognize professional work ethics.
4. Appraise self in areas such as attitudes, learning styles, and personality styles.
5. Recognize professional work attitudes.
6. Examine self-management techniques of tolerance, controlling emotions, personal space, etc.
7. Analyze constructive criticism and determine how to improve behavior or performance based on the criticism.
8. Work cooperatively and productively with coworkers or team members or other diverse groups to complete assignments.
9. Identify motivational strategies.
10. Complete assignments as directed (both in writing and orally).
11. Apply effective time management skills in a monthly plan.
12. Recognize the value of soft skills such as attitude, professional courtesy, punctuality, etc.
13. Set professional and personal goals (long and short-term).
14. Dress in business attire when making class presentations.

SLO #2: Communicate effectively with diverse audiences using various methods of communication.

1. Apply appropriate telecommunication techniques according to business standards.
 - a. Identify current electronic technologies available in the areas of data, video, and voice communication and their use in a business setting.
 - b. Recognize professional telephone, e-mail, and instant/text messaging techniques.
 - c. Determine proper and professional etiquette for telecommunication.

- d. Ascertain appropriate responses to telephone callers, and effective messages.
2. Prepare analyses of case studies in report format and proofread for accuracy.
3. Present analyses of case studies orally while demonstrating effective presentation techniques and correct public speaking rules (See Concept #10).
4. Communicate effectively (oral, written, visual, non-verbal).

SLO #3: Analyze business situations and prescribe appropriate solutions to resolve conflicts.

Evaluate situations/problems and apply established analysis and decision-making procedures in case study assignments to prescribe successful/effective solutions. Case study situations must minimally cover the following types of situations:

1. Conflict resolution
2. Interpreting and addressing constructive criticism for self improvement
3. Problem solving in a business environment (long-term and/or immediate crisis management)

SLO #4: Develop/Prepare lists of resources for career success.

1. Create a network/reference list.
2. Prepare a list of career development resources.
3. Develop a list of activities and strategies that are beneficial for career development and success.

F. Text and Materials

Varied, but may include:

1. Anderson, Lydia E. and Bolt, Sandra B. *Professionalism: Skills for Workplace Success*. Pearson.
2. Ferrett, Sharon K. *Peak Performance, Success in College and Beyond*, McGraw-Hill Publishing Co.

G. Recommended Learning Assessment Tasks

SLOs and Skills	Oral Presen- tation	Group Work	Written Report	Portfolio	Multiple Choice Test
	25%	10%	30%	20%	15%
SLO #1: Identify or model professional behavior acceptable in a business setting.	x	x	x	x	x
SLO #2: Communicate effectively with diverse audiences using various methods of communication.	x		x		x
SLO #3: Analyze business situations and prescribe appropriate solutions to resolve conflicts.			x		
SLO #4: Develop/Prepare lists of resources for career success.				x	

BUSN 166 Professional Employment Preparation

Course Outline

Reviewed 11/15/13

A. Course Description

Hawai'i CC, Kaua'i CC, Leeward CC, UH Maui C, and Windward CC: 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.

B. Hours Per Week

Hawai'i CC: Lecture: 1 hour (3 hours for 5 weeks)
Kaua'i CC: Lecture: 1 hour (3 hours for 5 weeks)
Leeward CC: Lecture: 1 hour (1.5 hours for 10 weeks)
UH Maui C: Lecture: 1 hour (3 hours for 5 weeks)
Windward CC: Lecture: 1 hour

C. Prerequisites or Required Preparation

All colleges: None.

D. Student Learning Outcomes

1. Prepare a career portfolio that encompasses business and human resources best practices for ongoing career development.

E. Course Content

1. Career portfolio.
Pre-interview
 - a. Self-assessments which may include:
 - 1) Aptitude inventories
 - 2) Interest inventories
 - b. A list of networking resources such as people and organizations to help with job searches.
 - c. A list of samples of resources for career searches—useful websites; local, state, and federal agencies; on-campus resources; where to go for information about a company, etc.
 - d. A résumé.
 - e. A cover letter
 - f. A completed sample application form.
 - g. Contact information of references (with permission).
 - h. Reference/recommendation letters.
 - i. Copy/copies of degree(s) and pertinent academic and/or professional certificates, diplomas, and licenses.
 - j. Copies of performance evaluations and awards related to the job.
 - k. Unofficial copy/copies of transcript(s)

- l. Work samples (projects, creative desktop publishing work, PowerPoint presentations, etc.).
- m. Sample interview questions and responses (including legal and illegal questions).

Interview (mock Interview)

- n. Evaluation/feedback by the interviewer(s) of the mock interview.
- o. A self-evaluation of the interview experience.

Post-interview

- p. A follow-up or thank you letter to the interviewer.
- q. Samples of rejection and acceptance letters for offers made to the student.
- r. A sample resignation letter.

Skills

SLO: Prepare a career portfolio that encompasses business and human resources best practices for ongoing career development.

1. Prepare and continually update a career portfolio which includes the following parts:

Pre-interview

- 1) Complete and analyze the results of established aptitude, interest, and/or learning style self-assessments.
- b. Research and create a list of networking resources such as people and organizations to help with job searches.
- c. Create a list of samples of resources for career searches—useful websites; local, state, and federal agencies; on-campus resources; where to go for information about a company, etc.
- d. Compose and format a résumé.
- e. Compose and format a personal business style cover letter.
- f. Demonstrate ability to thoroughly and accurately complete application forms.
- g. Prepare list of references and their contact information (with permission).
- h. Request for and collect reference/recommendation letters.
- i. Gather Copy/copies of degree(s) and pertinent academic and/or professional certificates, diplomas, and licenses.
- j. Gather copies of performance evaluations and awards related to the job.
- k. Print unofficial copy/copies of transcript(s)
- l. Assemble work samples (projects, creative desktop publishing work, PowerPoint presentations, etc.).
- m. Prepare list of sample interview questions and responses (including legal and illegal questions).

Interview (mock interview)

- n. Practice and exhibit proper interviewing skills.
 - 1) Show up on time.
 - 2) Dress appropriately.
 - 3) Greet the interviewer.
 - 4) Provide a résumé to the interviewer.
 - 5) Actively listen to the questions.

- 6) Distinguish between legal/illegal questions and answer questions thoroughly
- 7) Use effective eye contact.
- 8) Use proper verbal and non-verbal language.
- 9) Ask a question or two when asked to do so.
- 10) Thank the interviewer for her/his time.
- o. Analyze evaluation/feedback given by interviewer(s) of the mock interview and write a self-analysis of responses to the evaluation/feedback given by interviewer(s), including what could have been done differently; what questions could have been answered in a better manner; what were the strengths of the interview; what were the weaknesses of the interview, etc.

Post-interview

- p. Compose and format a personal business-style thank you letter.
- q. Prepare sample rejection and acceptance letters for jobs that are offered after interview(s).
- r. Compose and format a personal business-style sample resignation letter.

F. Text and Materials

Varied, but may include:

1. Sukiennik, Bendat, and Raufman. *The Career Fitness Program*. Pearson Publishing.
2. Levitt, J. *Your Career: How to Make it Happen*. Cengage Learning Publishing Co. Also, the Student Access Code, plus fee.

G. Recommended Learning Assessment Tasks

SLO	Portfolio	Total
1. Prepare a career portfolio that encompasses business and human resources best practices for ongoing career development.	x	100 %
Total %s	100 %	100 %

BUSN 170 Records and Information Management

Course Outline

Reviewed 11/15/13

A. Course Description

Hawai'i CC, Leeward CC, UH Maui C: 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 rules for alphabetic, alphanumeric, geographic, numeric, and subject methods. Helps a business or organization meet its fiscal, legal, and governmental requirements by managing its information systems.

Kaua'i CC: 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 ARMA rules for alphabetic, alphanumeric, geographic, numeric, and subject methods. *(Kauai will update their Course Description effective Spring 2015.)*

B. Hours Per Week

All colleges: Lecture: 3 hours

C. Prerequisites or Required Preparation

Hawai'i CC: 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.

Kaua'i CC: None.

Leeward CC: None.

UH Maui C: ENG 100 (or concurrent), or consent.

D. Student Learning Outcomes

1. Integrate all phases of the records management cycle to accurately and efficiently manage records.
2. Create and manage manual filing systems and electronic database systems for records and information management according to professional standards.
3. Research and analyze a company's records and information management system and report on how records and information management concepts are applied in the workplace.

E. Course Content

Concepts (SLOs 1, 2, and 3)

1. Types of Records (i.e. by value, use, etc.)
2. Types of Filing Systems
 - a. Pre-electronic - History
 - b. Electronic

- i. E-discovery
 - ii. Standardization of titles (file names)
 - iii. File management (folder structure)
 - iv. Cloud management
- 3. Filing/Storage Methods
 - a. Subject
 - i. Master index
 - ii. Relative index
 - b. Geographic
 - i. Alphabetic index
 - ii. Master index
 - c. Numeric
 - i. Accession log
 - ii. Alphabetic index
 - iii. Consecutive
 - iv. Middle-digit
 - v. Terminal-digit
 - d. Alphabetic
 - e. Alphanumeric
- 4. Advantages and disadvantages of the various filing systems
- 5. ARMA rules
- 6. Life cycle of records
 - a. Creation
 - b. Distribution
 - c. Use
 - d. Maintenance
 - i. Transfer
 - ii. Backing up
 - iii. Image records
 - iv. Records control
 - v. Laws and regulations
 - vi. Records protection
 - e. Disposition
 - i. Transfer
 - ii. Retain – Retention Schedule
 - iii. Destroy
- 7. Filing Procedures

<ul style="list-style-type: none"> a. Inspect b. Index c. Code d. Cross reference 	<ul style="list-style-type: none"> e. Sort f. Store g. Retrieve
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Skills

1. Arrange cards and correspondence in proper order.

<ul style="list-style-type: none"> a. Subject b. Geographic 	<ul style="list-style-type: none"> c. Numeric d. Alphabetic
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- 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).
 5. Research a company's recordkeeping system and how records and information management concepts are applied in the workplace.
 6. Prepare a written report and/or present an oral report on research findings.

F. Text and Materials

Varied, but may include:

1. Read-Smith, Judy and Mary Lea Ginn. *Records Management* (with CD). South-Western Educational & Professional Publishing, Cincinnati, Ohio.
2. Read, Judy and Mary Lea Ginn (2007). *Records Management Simulation*. South-Western Educational & Professional Publishing, Cincinnati, Ohio.

G. Recommended Learning Assessment Tasks

SLO		Multiple Choice Test	Performance Test	Written Report	Oral Presentation	Group Work (Peer Evals)	Total
1. Integrate all phases of the records management cycle to accurately and efficiently manage records.		20					20%
2. Create and manage manual filing systems and electronic database systems for records and information management according to professional standards.	Manual	7.5%	22.5 %				60%
	Electronic	7.5%	22.5 %				
3. Research and analyze a company's records and information management system and report on how records and information management concepts are applied in the workplace.				20%			20%
Total %s		35 %	45%	20 %			100%

BUSN 89 Electronic Calculating

Course Outline

Reviewed 11/15/13

A. Course Description

Hawai'i CC, Kaua'i CC, UH Maui C, and Windward CC: 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

Hawai'i CC: Lecture: 3 hours per week for 5 weeks
Kaua'i CC: Lecture: 3 hours per week for 5-6 weeks
UH Maui C: Lecture: 3 hours per week for 5-6 weeks
Windward CC: Lecture: 1 hour

C. Prerequisites or required preparation

All colleges: None

D. Student Learning Outcomes

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

E. Course Content

Concepts

1. Ten-key calculator techniques
2. Calculator functions:
 - a. Decimal mode
 - b. Memory keys
 - c. Accumulative multiplication and division
 - d. Grand total
 - e. Constant/Repeat multiplication and division
 - f. Percent
 - g. Non-add key
 - h. Add/subtract
 - i. Multiply/divide
3. Procedures to verify accuracy

Skills

1. Operate ten-key by touch at a minimum rate of 100 net stroke/depressions per minute (nspm/ndpm) on three 5-minute timing drills.
2. Solve computational problems using the numeric keypad and calculator functions.

3. Verify accuracy of totals using accepted business methods.

F. Text and Materials

Varied, but may include:

Eckern, Ten-Key Touch System on Modern Calculator, 2nd Edition, Star Publishing.

G. Learning Assessment Tasks

Complete three 5-minute drills with a minimum of 100 net strokes/depressions (nspm/ndpm) per minute.

140+ nspm/ndpm	A	1 error max
120-139 nspm/ndpm	B	1 error max
100-119 nspm/ndpm	C	1 error max
75-99 nspm/ndpm	D	0 errors allowed

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

Course Outline

Reviewed 11/15/13

A. Course Description

Hawai'i CC, and Kaua'i CC: 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.

UH Maui C: BUSN 189 (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.

Leeward CC and Windward CC: 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.

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 and Kaua'i Community Colleges and the University of Hawai'i Maui College satisfactorily complete **both** Business Mathematics (BUSN 189) and Electronic Calculating (BUSN 89).

Students who satisfactorily complete Business Calculations (BUSN 188) from Leeward or Windward Community Colleges and transfer to Hawai'i or Kaua'i, Community Colleges or the University of Hawai'i Maui College will be given credit for Business Mathematics (BUSN 189) and will receive 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

Hawai'i CC: Lecture: 3 hours (BUSN 189)
Kaua'i CC: Lecture: 3 hours (BUSN 189)
Leeward CC: Lecture: 3 hours (BUSN 188)
UH Maui C: Lecture: 3 hours (BUSN 189)
Windward CC: Lecture: 3 hours (BUSN 188)

C. Prerequisites, or required preparation

- Hawai'i CC: ENG 20R or ESL 9 or placement in ENG 21; and MATH 1ABCD or placement in MATH 22.
- Kaua'i CC: Qualified for ENG 21 and MATH 24.
- Leeward CC: None.
- UH Maui C: MATH 18 with a grade of "C" or better or placement at least MATH 82, or instructor consent.
- Windward CC: None.

D. 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 and Windward CC only: Operate ten-key by touch at a minimum rate of 100 nspm/ndpm.

E. Course Content

Concepts

1. Basic mathematical operations:
 - a. Adding
 - b. Subtracting
 - c. Multiplying
 - d. Dividing
 - e. Estimating on the following numeration systems:
 - i. Whole numbers
 - ii. Fractions
 - iii. Decimals
 - iv. 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. International currency exchange rates
4. Critical thinking
5. Calculate gross depressions per minute and net stroke/depressions per minute (For Leeward and Windward Community Colleges, 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 depressions per minute (nspm/ndpm) on addition problems. (For Leeward and Windward Community Colleges, only, BUSN 188)

F. Text and Materials

Varied, but may include:

Slater, Jeffrey. *Practical Business Math Procedures w/ DVD, Business Math Handbook*, and *Wall Street Journal* insert, Edition. McGraw-Hill Publishing Company.

G. 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 stroke/depressions per minute on five-minute addition ten-key timed drills. (For Leeward and Windward Community Colleges, BUSN 188).

140+ ndpm/nspm	A	1 error max
120-139 ndpm/nspm	B	1 error max
100-119 ndpm/nspm	C	1 error max
75-99 ndpm/nspm	D	0 errors allowed

BUSN 193V Cooperative Education
BUSN 193V Business Technology Cooperative Education (UH Maui C)

Course Outline

Reviewed 11/15/13

A. 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 the private and public sectors is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester.

Hawai'i CC: 1-3 credits

Kaua'i CC: 1-3 credits

UH Maui C: 1-3 credits, can repeat up 9 credits

Leeward CC: 1-4 credits, can repeat up to 9 credits

Windward CC: 1-4 credits

B. Hours Per Week

Hawai'i CC: 75 work hours for each credit; 75 hours = 1 credit; 150 hours = 2 credits; 225 hours = 3 credits.

Kaua'i CC: 1 hour per week with coordinator and 75 hours work experience for each credit.

Leeward CC: 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.

UH Maui C: 75 internship hours required per credit enrollment, 1 credit = 75 internship hours, 2 credits = 150 hours, and 3 credits = 225 hours. Hours must be verified by internship site mentor. Mandatory monthly attendance to Cooperative Education seminars and individual appointment with instructor required.

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

C. Prerequisites or Required Preparation

Student must be a business major or obtain department/instructor approval. Additional prerequisites may be required by different campuses.

Leeward CC:

1. 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.

2. Additional requirements by the University of Hawaii, Leeward Community College Business Division: (1) completion of 12 or more credits in the Leeward CC Business Division in order to assess job skills, (2) enrolled in a Business Division 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.

D. *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, and modify plan as needed.

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, as needed.
 - b. Interview for a co-op/internship placement.
 - c. Identify career options in the business field.
 - d. 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, and 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 a 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 and professionally.
- p. Solve job-related problems.
- q. Identify the 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

Varied, but may include:

O'Neal, Sharon Lund and Elwood N. Chapman. *Your Attitude is Showing: A Primer of Human Relation*, Pearson Publishing Co.

G. Reference Materials

Varied, but may include:


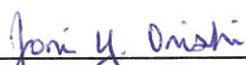
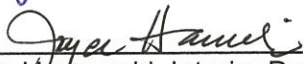
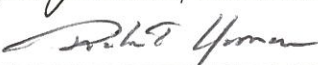
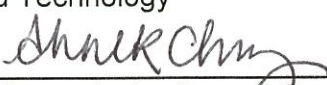
1. Barbeau, Joseph E. and William A. Stull. *Learning from Working: A Guide for Cooperative Education/Internship Students*. South-Western Publishing Company.
2. Barbeau, Joseph E., William A. Stull, and James T. Godfrey. *Learning from Working: Getting the Most from Your Cooperative Education/Internship Program*. Career Products, Inc.
3. Green, Marianne Elrich. *Internship Success*. VGM Career Horizons.
4. Walk, Mary and Nancy. *Guiding Your Internship: A Hospitality/Tourism Manual*. A National Publishers Book, Prentice Hall.
5. Satterthwaite, Frank and Gary D'Orsi. *The Career Portfolio Workbook*. McGraw-Hill.
6. Say, Rosa. *Managing With Aloha*
7. Magazines such as *Hawaii Business*, *Pacific Business News*, or newspaper articles and/or handouts prepared by the instructor.

H. Recommended Learning Assessment Tasks

SLOs	Portfolio	Total
1. Perform duties at a worksite according to industry standards.	x (100 %)	100 %
2. Evaluate career choice based on personal traits, industry expectations, and work experience, and modify plan as needed.		
Total %s	100 %	100 %

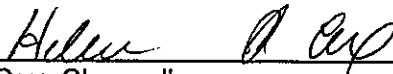
UNIVERSITY OF HAWAII SYSTEM ARTICULATION AGREEMENT
Business Technology (BTEC) Program

Hawai'i Community College

 _____ Noreen Yamane, Chancellor	<u>JAN 23 2014</u> _____ Date
 _____ Joni Onishi, Vice Chancellor for Academic Affairs	<u>1/21/2014</u> _____ Date
 _____ Joyce Hamasaki, Interim Dean, Career & Technical Education	<u>JAN 06 2014</u> _____ Date
 _____ Robert Yamane, Professor and Chair, Business Education and Technology	<u>12/12/13</u> _____ Date
 _____ Anne Chung, Instructor and Coordinator, Business Technology Program	<u>12/12/13</u> _____ Date


UNIVERSITY OF HAWAII SYSTEM ARTICULATION AGREEMENT
Business Technology (BTEC) Program

Kaua'i Community College



Helen Cox, Chancellor

12/10/13
Date




James R. Dire, Vice Chancellor for Academic Affairs

12/5/13
Date



Patricia McGrath, Associate Professor and Division Chair

12/4/13
Date



Cheryl Fujii, Instructor and Coordinator Business Technology
Program

12/03/13
Date

UNIVERSITY OF HAWAII SYSTEM ARTICULATION AGREEMENT
Business Technology (BTEC) Program

Leeward Community College



Manuel J. Cabral, Chancellor

1/14/14
Date



Michael H. Pecsok, Vice Chancellor/Chief Academic Officer

1/15/14
Date



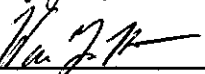
Ron T. Umehira, Dean, Career and Technical Education

1/13/14
Date



Kay Ono, Professor and Chair, Business Division

1/11/14
Date



Warren Kawano, Instructor and Coordinator, Business
Technology Program

1/11/14
Date

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

University of Hawai'i Maui College



Clyde Sakamoto, Chancellor

3/20/14
Date

Jonathon McKee, Vice Chancellor for Academic Affairs

1-15-14
Date

David Grooms, Interim Assistant Dean of Instruction

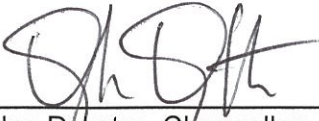
1/14/14
Date

Richard Miller, Assistant Professor and Chair, Business Department

1/14/2014
Date

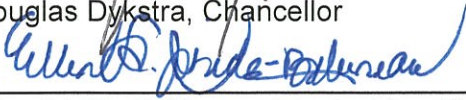
UNIVERSITY OF HAWAII SYSTEM ARTICULATION AGREEMENT
Business Technology (BTEC) Program

Windward Community College



Douglas Dykstra, Chancellor

Date 12/23/13



Ellen Ishida-Babineau, Interim Vice Chancellor of Academic
Affairs

Date 12/18/13



Brian Richardson, Dean of Academic Affairs, Division II

Date 12/13/13



Emi Troeger, Professor, Business Technology

Date 12-12-13