

**University of Hawaii Maui College  
BUSN 292 - Integrated Ofc Procedures**

1. **Course Alpha.** Please click on the ? to the right for help.

BUSN

2. **Course Number.** Please click on the ? to the right for help.

292

3. **Course Title/Catalog Title.** Please click on the ? to the right for help.

Integrated Ofc Procedures

4. **Number of Credits.** Please click on the ? to the right for help.

3

5. **Contact Hours/Type.** Please click on the ? to the right for help.

- Hour lecture (3)

6. **Course Description.** Please click on the ? to the right for help.

Designed to bring together, within a portfolio, all elements of learning from the Business Technology program. Includes advanced word processing, spreadsheet, database, integration of applications, and creation of a web site. Utilizes Microsoft applications. Applies electronic presentations for projects. Prepares for Microsoft Office Specialist (MOS) Core certification.

7. **Pre-Requisites.** Please click on the ? to the right for help.

BUSN 123, 151, and 193v all with grade C or better, or consent.

8. **Co-requisites.**

9. **Recommended Preparation.**

10. **Is this a cross-listed course?** Please click on the ? to the right for help.

NO

11. **Reason for Proposal.** Why is this course being proposed or modified? This question requires specific information as part of the explanation. Please click on the ? to the right for help.

BUSN157 (Desktop Publishing for Business) is being removed as a pre-requisite. This modification is being made to establish consistency in pre-req requirements for both Information Processing and Med Assist II majors. Currently, BUSN 157 is required only for Info. Processing majors. Med Assist II majors are not required to take the course and counselors have been overriding the BUSN 157 requirement for students

12. **Effective Semester and Year.** For new or modified courses, the effective year is one year from the semester proposed. For example, if proposed in Spring 2012, the effective semester is Spring 2013. Please click on the ? to the right for help.

Spring 2016

13. **Grading Method.** What grading methods may be used for this course? Please click on the ? to the right for help.

- Letter grade only/No Audit (0)

14. **Is this course repeatable for credit?** How often can this course be counted toward a degree or certificate? Please click on the ? to the right for help.

NO

15. **Course Student Learning Outcomes (SLOs).** DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "COURSE LEARNING OUTCOMES" and enter in that screen. Please click on the ? to the right for help.

<b>Course SLO/Competency</b>	Develop a company charter, including rules, procedures and roles.	Evaluate own strengths and weaknesses related to a business environment.	Demonstrate advanced proficiency with word processing including mail merge,	Demonstrate advanced proficiency with spreadsheets working with	Demonstrate advanced proficiency with databases including creating and	Demonstrate advanced proficiency with electronic mail and time	Integrate all applications into a single presentation using presentation software	Develop a portfolio.	Provide service to school settings while developing professional	Collaborate and partner with a community organization using intentional
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			advanced tables, and newsletter design.	complex formulas, using If-Then and Round functions, and linking multiple worksheets.	editing a database, advanced queries, forms, and advanced reports.	management systems to streamline group planning and scheduling.	such as PowerPoint to create a presentation-based electronic portfolio.		skills, dispositions, and attitudes necessary for successful admission into the business computer information systems technology support profession.	reflection activities to integrate course content and enhance their sense of civic responsibility.
Produce correctly formatted basic word processing, electronic messaging, and presentation graphics documents by using appropriate computer software.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Organize, store and retrieve business information using tables, forms, queries and reports using appropriate database software.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Apply interpersonal and leadership skills. Work as part of a team and participate effectively in culturally diverse groups. Demonstrate professionalism in work quality, appearance, attitude and workplace behavior.	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze and present correctly formatted numeric information, graphs and charts; and apply these tools to common business problems using appropriate spreadsheet software.				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Course SLO/PSLO	PLO 1: Program graduates select and apply software to create word processing, electronic messaging, desktop publishing, and presentation graphics documents. They meet or exceed productivity standards with the	PLO 2: Program graduates utilize manual and electronic information management systems. They are able to select, organize and operate systems that meet ARMA (Association of Records Managers and Administrators) standards relative to the record life	PLO 3: Program graduates are able to apply interpersonal and leadership skills. They can work as part of a team and participate effectively in culturally diverse groups. They demonstrate professionalism in work quality, appearance, attitude and workplace behavior.	PLO 4: Program graduates are able to understand and use spreadsheet software to meet business information needs. They work confidently with formulas, financial functions, charts, graphs, multi-sheet,

	software and in keyboarding speed and accuracy. They understand business document formats and are proficient in proofreading.	cycle. Graduates are proficient with database software used to organize, store and retrieve business information using tables, forms, queries and reports.		and shared workbooks. (applies to all BUSN students with special emphasis for Information Processing specialty)
Produce correctly formatted basic word processing, electronic messaging, and presentation graphics documents by using appropriate computer software.	<input checked="" type="checkbox"/>			
Organize, store and retrieve business information using tables, forms, queries and reports using appropriate database software.		<input checked="" type="checkbox"/>		
Apply interpersonal and leadership skills. Work as part of a team and participate effectively in culturally diverse groups. Demonstrate professionalism in work quality, appearance, attitude and workplace behavior.			<input checked="" type="checkbox"/>	
Analyze and present correctly formatted numeric information, graphs and charts; and apply these tools to common business problems using appropriate spreadsheet software.				<input checked="" type="checkbox"/>

**16. Course Competencies. DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "COURSE COMPETENCIES/ISSUES/SKILLS" and enter text in that screen. Course competencies are smaller, simpler tasks that connect to and facilitate the SLOs.**

Competency
Develop a company charter, including rules, procedures and roles.
Evaluate own strengths and weaknesses related to a business environment.
Demonstrate advanced proficiency with word processing including mail merge, advanced tables, and newsletter design.
Demonstrate advanced proficiency with spreadsheets including working with complex formulas, using If-Then and Round functions, and linking multiple worksheets.
Demonstrate advanced proficiency with databases including creating and editing a database, advanced queries, forms, and advanced reports.
Demonstrate advanced proficiency with electronic mail and time management systems to streamline group planning and scheduling.
Integrate all applications into a single presentation using presentation software such as PowerPoint to create a presentation-based electronic portfolio.
Develop a portfolio.
Provide service to school settings while developing professional skills, dispositions, and attitudes necessary for successful admission into the business computer information systems technology support profession.
Collaborate and partner with a community organization using intentional reflection activities to integrate course content and enhance their sense of civic responsibility.

**17. Recommended Course Content and Timeline. The course content facilitates the course competencies. Course content may be organized by weeks, units, topics or the like.**

- 1-5 Weeks: Cooperative Learning Team Work assignments
- 1-2 Weeks: Advanced Word Processing applications
- 1-2 Weeks: Advanced spreadsheet applications
- 1-3 Weeks: Advanced database applications
- 1-3 Weeks: Integrated applications project and presentation
- 1-3 Weeks: Advanced proficiency with electronic mail and time management systems to streamline group planning and scheduling.
- 1-4 Weeks: Portfolio development
- 1-3 Weeks: Service Learning component

**18. Program Learning Outcomes. DO NOT ENTER TEXT IN THE TEXT BOX BELOW. Click on the yellow button "PLOs" and enter text in that screen. Program Student Learning Outcomes (PLOs) supported by this course. If you are not a "program" use the Liberal Arts PLOs, view them by clicking on ? icon to the right.**

Program SLO
PLO 1: Program graduates select and apply software to create word processing, electronic messaging, desktop publishing, and presentation graphics documents. They meet or exceed productivity standards with the software and in keyboarding speed and accuracy. They understand business document formats and are proficient in proofreading.
PLO 2: Program graduates utilize manual and electronic information management systems. They are able to select, organize and operate systems that meet ARMA (Association of Records Managers and Administrators) standards relative to the record life cycle. Graduates are proficient with database software used to organize, store and retrieve business information using tables, forms, queries and reports.
PLO 3: Program graduates are able to apply interpersonal and leadership skills. They can work as part of a team and participate effectively in culturally diverse groups. They demonstrate professionalism in work quality, appearance, attitude and workplace behavior.

PLO 4: Program graduates are able to understand and use spreadsheet software to meet business information needs. They work confidently with formulas, financial functions, charts, graphs, multi-sheet, and shared workbooks. (applies to all BUSN students with special emphasis for Information Processing specialty)

19. **College-wide Academic Student Learning Outcomes (CASLOs).** FIRST, fill out the CASLO grid located in the UHMC tab above. Click on the HELP icon for tips on determining support for the CASLOs and indicate your choices below by clicking on the box in front of each supported CASLO. NOTE: Our campus does not use the Preparatory Level, Level 1 and Level 2 designations in the chart below.

<input checked="" type="checkbox"/>	<b>Creativity</b> - Able to express originality through a variety of forms. <input checked="" type="checkbox"/> Level 1
<input checked="" type="checkbox"/>	<b>Critical Thinking</b> - Apply critical thinking skills to effectively address the challenges and solve problems. <input checked="" type="checkbox"/> Preparatory Level
<input checked="" type="checkbox"/>	<b>Information Retrieval and Technology</b> - Access, evaluate, and utilize information effectively, ethically, and responsibly. <input checked="" type="checkbox"/> Level 2
<input checked="" type="checkbox"/>	<b>Oral Communication</b> - Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes. <input checked="" type="checkbox"/> Level 1
	<b>Quantitative Reasoning</b> - Synthesize and articulate information using appropriate mathematical methods to solve problems of quantitative reasoning accurately and appropriately.
	<b>Written Communication</b> - Write effectively to convey ideas that meet the needs of specific audiences and purposes.

GenED SLO
Creativity - Able to express originality through a variety of forms.
Critical Thinking - Apply critical thinking skills to effectively address the challenges and solve problems.
Information Retrieval and Technology - Access, evaluate, and utilize information effectively, ethically, and responsibly.
Oral Communication - Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes.

20. **Linking.** CLICK ON CHAIN LINK ICON IN UPPER RIGHT HAND CORNER TO BEGIN LINKING. Please click on the ? to the right for help.

21. **Method(s) of delivery appropriate for this course.** Please click on the ? to the right for help.

- Classroom/Lab (0)

22. **Text and Materials, Reference Materials, and Auxiliary Materials.** Please click on the ? to the right for help.

Appropriate text(s) and materials will be chosen at the time the course is offered from those currently available in the field. Examples include: Advanced Microsoft Office 2002, by Timothy O'Leary, Meredith Flynn, Nita Rutkosky, BENCHMARK SERIES: ADVANCED MICROSOFT OFFICE 2000 EXPERT CERTIFICATION. EMC Paradigm Publishing Company, College Division. Text with CD-ROM, 2000.

Appropriate reference materials will be chosen at the time the course is offered from those currently available in the field. Examples include:

Appropriate auxiliary materials will be chosen at the time the course is offered from those currently available in the field. Examples include: Accompanying practice exercises if available, articles, handouts and/or exercises prepared by the instructor, magazine or newspaper articles, On-line materials, appropriate films, videos or internet sites, television programs, guest speakers, Other instructional aids.

23. **Maximum enrollment.** Please click on the ? to the right for help.

24 Requires computer classroom with one work station per student.

24. **Particular room type requirement. Is this course restricted to particular room type?** Please click on the ? to the right for help.

YES  
Computer classroom

25. **Special scheduling considerations. Are there special scheduling considerations for this course?** Please click on the ? to the right for help.

NO

26. Are special or additional resources needed for this course? Please click on the ? to the right for help.

No.

27. Does this course require special fees to be paid for by students? Please click on the ? to the right for help.

NO

28. Does this course change the number of required credit hours in a degree or certificate? Please click on the ? to the right for help.

No

29. Course designation(s) for the Liberal Arts A.A. degree and/or for the college's other associate degrees. Please click on the ? to the right for help.

Degree	Program	Category
Associate in Arts:	Liberal Arts	LE - Elective
AS:		
AAS:	Bus. Tech - All	PR - Program Requirement
BAS:		
Developmental/ Remedial:		

30. Course designation(s) for other colleges in the UH system.

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31. Indicate the year and page # of UHMC catalog referred to. For new or modified courses, please indicate the catalog pages that need to be modified and provide a sheet outlining those changes.

2014 - 2015 Catalog page 103.

32. College-wide Academic Student Learner Outcomes (CASLOs). Please click on the HELP icon for more information.

<b>Standard 1 - Written Communication</b> Write effectively to convey ideas that meet the needs of specific audiences and purposes.		
Outcome 1.1 - Use writing to discover and articulate ideas.		1
Outcome 1.2 - Identify and analyze the audience and purpose for any intended communication.		1
Outcome 1.3 - Choose language, style, and organization appropriate to particular purposes and audiences.		2
Outcome 1.4 - Gather information and document sources appropriately.		2
Outcome 1.5 - Express a main idea as a thesis, hypothesis, or other appropriate statement.		0
Outcome 1.6 - Develop a main idea clearly and concisely with appropriate content.		1
Outcome 1.7 - Demonstrate a mastery of the conventions of writing, including grammar, spelling, and mechanics.		1
Outcome 1.8 - Demonstrate proficiency in revision and editing.		1
Outcome 1.9 - Develop a personal voice in written communication.		0
<b>Standard 2 - Quantitative Reasoning</b> Synthesize and articulate information using appropriate mathematical methods to solve problems of quantitative reasoning accurately and appropriately.		
Outcome 2.1 - Apply numeric, graphic, and symbolic skills and other forms of quantitative reasoning accurately and appropriately.		1
Outcome 2.2 - Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate.		1

Outcome 2.3 - Communicate clearly and concisely the methods and results of quantitative problem solving.	0
Outcome 2.4 - Formulate and test hypotheses using numerical experimentation.	0
Outcome 2.5 - Define quantitative issues and problems, gather relevant information, analyze that information, and present results.	0
Outcome 2.6 - Assess the validity of statistical conclusions.	0
<b>Standard 3 - Information Retrieval and Technology.</b> Access, evaluate, and utilize information effectively, ethically, and responsibly.	
Outcome 3.1 - Use print and electronic information technology ethically and responsibly.	2
Outcome 3.2 - Demonstrate knowledge of basic vocabulary, concepts, and operations of information retrieval and technology.	3
Outcome 3.3 - Recognize, identify, and define an information need.	3
Outcome 3.4 - Access and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information.	2
Outcome 3.5 - Create, manage, organize, and communicate information through electronic media.	3
Outcome 3.6 - Recognize changing technologies and make informed choices about their appropriateness and use.	3
<b>Standard 4 - Oral Communication</b> Practice ethical and responsible oral communications appropriately to a variety of audiences and purposes.	
Outcome 4.1 - Identify and analyze the audience and purpose of any intended communication.	3
Outcome 4.2 - Gather, evaluate, select, and organize information for the communication.	3
Outcome 4.3 - Use language, techniques, and strategies appropriate to the audience and occasion.	3
Outcome 4.4 - Speak clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion.	3
Outcome 4.5 - Summarize, analyze, and evaluate oral communications and ask coherent questions as needed.	3
Outcome 4.6 - Use competent oral expression to initiate and sustain discussions.	2
<b>Standard 5 - Critical Thinking</b> Apply critical thinking skills to effectively address the challenges and solve problems.	
Outcome 5.1 - Identify and state problems, issues, arguments, and questions contained in a body of information.	2
Outcome 5.2 - Identify and analyze assumptions and underlying points of view relating to an issue or problem.	2
Outcome 5.3 - Formulate research questions that require descriptive and explanatory analyses.	1
Outcome 5.4 - Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis.	1
Outcome 5.5 - Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, values, and biases through the use of appropriate evidence.	2
Outcome 5.6 - Apply problem-solving techniques and skills, including the rules of logic and logical sequence.	2
Outcome 5.7 - Synthesize information from various sources, drawing appropriate conclusions.	2
Outcome 5.8 - Communicate clearly and concisely the methods and results of logical reasoning.	2
Outcome 5.9 - Reflect upon and evaluate their thought processes, value system, and world views in comparison to those of others.	2
<b>Standard 6 - Creativity</b> Able to express originality through a variety of forms.	
Outcome 6.1: Generate responses to problems and challenges through intuition and non-linear thinking.	3
Outcome 6.2: Explore diverse approaches to solving a problem or addressing a challenge.	3

Outcome 6.3: Sustain engagement in activities without a preconceived purpose.	2
Outcome 6.4: Apply creative principles to discover and express new ideas.	3
Outcome 6.5: Demonstrate the ability to trust and follow one's instincts in the absence of external direction	3
Outcome 6.6: Build upon or adapt the ideas of others to create novel expressions or new solutions.	3

**33. Additional Information**

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