

New Program Code       Modify Program Code

Date: 2/10/2020

**REQUESTOR CONTACT INFORMATION**

Name Ross Higa Campus Leeward CC  
 Title Management Program Coordinator Email higaross@hawaii.edu  
 Office/Dept Business Division Phone 808-455-0284

**NEW PROGRAM CODE TO CREATE**

Institution LEE - Leeward Community College Campus LEE - Leeward Community College  
 Level UG - Undergraduate Effective Term Fall 2020

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>MGT</u>	<u>Management &amp; Industrial Rel</u>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>AS</u>	<u>Associate in Science</u>	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>MGMT</u>	<u>Management</u>	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) <u>ENT</u>	<u>Entrepreneurship</u>	<input type="checkbox"/> See Banner form STVMAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: \_\_\_\_\_

Justification to warrant a new major/concentration code similar to an existing major/concentration code: \_\_\_\_\_

Is this major/concentration code being used the same way at the other UH campuses?  Yes  No  
 Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*  Yes  No

**RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION**

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?  Yes  No  
 Is this program/major/certificate financial aid eligible?  Yes  No  
 Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No

See <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>

**Program Length**

*In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.*

2.0

**Special Program Designations**

See *Special Program Designations Code Definitions on IRAO Program Code Request webpage*

A     B     N     P     T     U

Required Terms of Enrollment:  Fall       Spring       Summer       Extended

**IRA0 USE ONLY: DATE RECEIVED**

**ADDITIONAL COMMENTS**

**ATTACHMENTS**

**BOR Approved:** Sole-credential Certificates, Associate (excluding ATS), Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents  Curriculum

**Chancellor Approved:** Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.  
 Curriculum

**CERTIFICATES ONLY: Please check one (1) statement.** This certificate is a...


- BOR approved certificate. BOR Meeting/Approval Date: \_\_\_\_\_  
 Chancellor approved within an authorized BOR program. BOR Program: \_\_\_\_\_  
 Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

**VERIFICATIONS**

*By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.*


Registrar  
(Print Name)

Grant Helgeson

 2/12/20  
Signature Date


Financial Aid Officer  
(Print Name)

Gregg Yoshimura

 2/13/20  
Signature Date

For Community Colleges,  
verification of consultation with  
OVPCC Academic Affairs:

Della Teraoka

  
Signature Date



February 7, 2020

**MEMORANDUM**

TO: Donald Straney  
Vice President for Academic Planning & Policy

VIA: Kay Ono   
Interim Vice Chancellor for Academic Affairs

FROM: Carlos Peñaloza   
Chancellor

SUBJECT: Program Approvals

I have approved the following effective Fall 2020. The approvals can be found at:  
<https://leeward.kuali.co/cm>

**Modifications**

Academic Subject Certificate (ASC) – Business Technology  
Academic Subject Certificate (ASC) – Marine Option Program  
Academic Subject Certificate (ASC) – Travel Industry Management  
Associate in Arts (AA) – Hawaiian Studies  
Associate in Science (AS) – Business Technology  
Associate in Science (AS) – Health Information Technology  
Associate in Science (AS) – Management  
Certificate of Achievement (CA) – Health Information Technology

**Attachments**

c Division Chairs  
James Goodman  
Ron Umehira  
Pete Gross  
Adam Halemano  
Janel Oshiro  
Lexer Chou  
Candy Hochstein  
Pearl Imada-Iboshi



**Degree:** Academic Subject Certificate

**Title:** Business Technology

**Description:** The Academic Subject Certificate in Business Technology will provide Associate in Arts students with an opportunity to focus their elective studies on acquiring business technology skills. Students interested in exploring business or business education as possible majors at four-year institutions can take these courses while earning their AA degree. Students also will have the opportunity to show potential employers they have business technology skills improving their chances of getting a job. Students holding this certificate will also be able to present themselves as receiving specialized training in business technology, which will greatly enhance their employment potential and admission into four-year business programs.

**Effective Date:** Fall 2020

**Program Modifications:**

Changes in the courses required for the ASC to focus on Business Technology skills.  
Replace ACC 124 requirement with BUSN 170. Update fields with missing information.  
Add more math course options to increase flexibility for students.

Allow more flexibility in Math courses and change requirements to align with BTEC program modifications.

**Degree:** Academic Subject Certificate

**Title:** Travel Industry Management

**Description:** The Academic Subject Certificate in Travel Industry Management is designed to provide a strong foundation for students who plan to earn a bachelor's degree in Travel Industry Management. The Certificate also provides work place business knowledge and skills that may aid students in finding entry-level jobs. Students planning to transfer to bachelor's degree program in Travel Industry Management should obtain the applicable program requirements sheet for the college or university to which they intend to transfer and see a counselor for academic advising.

**Effective Date:** Fall 2020

**Program Modifications:**

The current math requirement for the Certificate is MATH 203; Calculus for Business and Social Sciences. The new requirement is BUS 250, Applied Mathematics in Business. The Learning Outcomes and course content is identical to BUS 250 offered at Kapiolani CC. BUS 250 also meets the Shidler College of Business at UH Manoa.

MATH 203 is being discontinued at Leeward CC. BUS 250 is being added to cover the MATH 203 requirement, as BUS 250 meets the Shidler College of Business at UH Manoa as a replacement for MATH 203. Alignment with Kapiolani CC and acceptance at Shidler College of Business at UH Manoa is the rationale for the change.

**Degree:** Academic Subject Certificate

**Title:** Marine Option Program

**Description:** The Marine Option Program (MOP) is designed to assist students interested in relating the ocean to their educational aspirations while earning their Associate in Arts degree. The Marine Options Program Academic Subject Certificate emphasizes an experiential, cross-disciplinary education and provides opportunities to apply traditional course work to the real world while students obtain practical marine skills through a "hands-on" internship, research or employment project. Students develop their own customized "skill project" as part of the Certificate. MOP sponsors numerous field trips, a newsletter, and many opportunities for networking with other interested students and professionals.

**Effective Date:** Fall 2020

**Program Modifications:**

Updating GG 103 to EARTH 103 to match UH Manoa changes from GG to EARTH.



**Degree:** Associate in Arts

**Title:** Hawaiian Studies

**Description:** The Associate in Arts in Hawaiian Studies (AAHS) provides a focused pathway for students pursuing an AA degree and transferring to a Hawaiian Studies or other baccalaureate degree program within the UH System. The AAHS also provides students with beneficial qualifications for Hawai'i's workforce, where knowledge of the host culture or alternative approaches to problem-solving are desirable. The degree integrates Hawaiian knowledge and values into the curriculum, and thus nurtures a sense of place; defines personal, community and global responsibilities; and builds connections between all who call Hawai'i home.

**Effective Date:** Fall 2020

**Program Modifications:**

Add BIOL 124 to the list of Diversification Biological Science (DB) options. This was in the list of electives and erroneously left out of the list of DB options.

Add BIOL 124L to the list of Diversification Lab (DY) options. This was in the list of electives and erroneously left out of the list of DY options.

Add HORT 110, and ZOOL 200 to the list of electives under the theme, 'Āina. These courses are in the list of Diversification Biological Science (DB) options but erroneously left out of the list of electives.

Add HORT 110L and ZOOL 200L to the list of electives under the theme, 'Āina. These companion courses are in the list of Diversification Lab (DY) options but erroneously left out of the list of electives.

Add SOC 151: Introduction to Sociology of Food to the list of approved Diversification Social Science (DS), and elective courses. This is a recent addition to the college's catalog and its list of DS qualified courses (formerly GEOG 197, Introduction to Community Food Security). The faculty feel it is a good fit for the AAHS program. Food security and surrounding issues are relevant to island life, and the dismal health statistics in our communities.

**Degree:** Associate in Science

**Title:** Business Technology

**Description:** The overall objective of the Business Technology Program is to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility. Articulation agreements have been established with the University of Hawai'i–West O'ahu. In order to obtain a Business Technology certificate or degree, students must complete all Business Technology (BUSN) courses with a grade of C or better.

**Effective Date:** Fall 2020

**Program Modifications:**

Replace "In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), accounting (ACC), and law (BLAW) courses with a grade of C or better" with "In order to obtain a Business Technology certificate or degree, students must pass all Business Technology (BUSN) courses with a grade of C or better" This requirement of C or better only in program classes aligns with our Business Division programs and many Leeward CC CTE programs. BUSN 250, 284, and 286 are being removed, since they are retired.

Added in more options for the Math requirement to allow students more flexibility.



**Degree:** Associate in Science

**Title:** Health Information Technology (HIT)

**Description:** The Associate in Science (AS) Program of Study builds upon the Health Information Technology (HIT) foundation presented in the Certificate of Competence (CO) and Certificate of Achievement (CA) Programs of Study. Students will expand their records and information management skills in medical coding and medical records, including electronic records. Combined with the biological science, health statistics, and management courses, the students will be able to pursue careers as an Admissions Clerk, Cancer Registrar, Coder, Health Information Management (HIM) Technologist, Patient Access Supervisor, Privacy Officer, and/or Release of Information Technologist.

**Effective Date:** Fall 2020

**Program Modifications:**

Adding a new course (HIT 120) to the CA and the AS effective Fall 2020. Also removing HIT 171 from the CA and the AS. HIT 171 course content (Learning Outcomes) is covered in other HIT program courses. This course will continue to be offered through Fall 2020 for students who started the program under the previous CA and AS requirements. This is a new course that is being created to satisfy the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) competency requirements. It is a ten-year, multi-phased plan to ensure current and future professionals are prepared for the future of Health Information Management resulting from changes in healthcare, technology, and education. The implementation of this course is required by 2021.

The course competencies were designed to reflect changing workforce demands. The competency structure allows for movement from Associate through graduate levels, minimizing content duplication, saving students time and money. The broad nature of the competencies allows for programs to align academic experiences with the needs of their individual marketplaces. The new competencies outline two areas of specialty focus; revenue cycle management and data management. Associate programs must select at least one specialty area of focus.

**Degree:** Associate in Science

**Title:** Management

**Description:** The Associate in Science degree in Management is designed primarily to prepare students for future managerial positions and to provide continuing education for current managers.

**Effective Date:** Fall 2020

**Program Modifications:**

**OLD PROGRAM:**

Core Requirements Credits

ENG 100 Composition 1 3

SP 151 Personal and Public Speaking 3

or

SP 251 Principles of Effective Public Speaking

MGT 121 Customer Service 3

BUS 120 Principles of Business 3

BUS 101 Business Computer Systems 3

or

ICS 100 Computing Literacy and Applications (3)

and

ICS 101 Digital Tools for the Information World (3)

BUSN 188 Business Calculations 3

or

MATH 103 College Algebra

MGT 124 Human Resource Management 3

MKT 120 Principles of Marketing 3

ENG 209 Business Writing 3

or

BUSN 242 Business Presentations

MGT 120 Principles of Management 3

MGT 122 Human Relations in Business 3

ACC 124 College Accounting 3

or

ACC 201 Financial Accounting

ECON 120 Introduction to Economics 3

or

ECON 130 Principles of Microeconomics

or

ECON 131 Principles of Macroeconomics

MGT 200 Integrated Topics in Management 3

Credits 42 or 45



**General Education Credits**

Natural Science Elective (DB or DP) 3

Arts & Humanities Elective 3

Credits 6

**Special Electives\* 12**

\*Special Electives 12 Credits (The following courses are recommended)

BLAW 200 Legal Environment of Business

BUSN 164 Career Success

BUSN 166 Professional Employment Preparation (\*1 credit)

BUSN 193v Cooperative Education (\*2 credits)

BUSN 277 International Business Protocol

ECOM 100 Introduction to E-Commerce

FIN 150 Personal Finance

FIN 245 Principles of Finance

HOST 101 Introduction to Travel Industry Management

HOST 152 Front Office Operations

HOST 154 Food and Beverage Operations 125 Starting a New Business

MKT 130 Principles of Retailing

MKT 150 Principles of Selling

MKT 160 Principles of Advertising

PSY 100 Introduction to Psychology

or

SOC 250 Community Forces in Hawaii

\*Any course with ACC, BLAW, BUS, BUSN, FIN, ECOM, HIT, HOST, MGT, MKT alphas may be taken.

Students may elect to take the following 4 special electives from the list above and earn a Concentration in Hospitality and Tourism within the AS in Management.

**Specialization: Tourism Credits**

HOST 101 Introduction to Travel Industry Management 3

HOST 152 Front Office Operations 3

HOST 154 Food and Beverage Operations 3

BUSN 193v Cooperative Education 2

BUS 166 Professional Employment Prep 1

Credits 12

**NEW PROGRAM (Addition of Concentration in Entrepreneurship)**

60 Credits Total

**Core Requirements Credits**

ENG 100 Composition 1 3

SP 151 Personal and Public Speaking 3

or

SP 251 Principles of Effective Public Speaking



MGT 121 Customer Service 3  
BUS 120 Principles of Business 3  
BUS 101 Business Computer Systems 3  
or  
ICS 101 Digital Tools for the Information World (3)  
BUS 250 Applied Mathematics in Business 3  
or  
BUSN 188 Business Calculations 3  
or  
MATH 103 College Algebra  
or  
MATH 115 Intro to Stats & Prob or higher  
MGT 124 Human Resource Management 3  
MKT 120 Principles of Marketing 3  
ENG 209 Business Writing 3  
or  
BUSN 242 Business Presentations  
MGT 120 Principles of Management 3  
MGT 122 Human Relations in Business 3  
ACC 124 College Accounting 3  
or  
ACC 201 Financial Accounting  
ECON 120 Introduction to Economics 3  
or  
ECON 130 Principles of Microeconomics  
or  
ECON 131 Principles of Macroeconomics  
MGT 200 Integrated Topics in Management 3

Credits 42

General Education Credits

Natural Science Elective or DB or DP 3  
Arts & Humanities Elective or DA or DH or DL 3  
Credits 6

Special Electives\* 12

\*Special Electives 12 Credits (The following courses are recommended)

BLAW 200 Legal Environment of Business  
BUSN 164 Career Success  
BUSN 166 Professional Employment Preparation (\*1 credit)  
BUSN 193v Cooperative Education (\*2 credits)  
BUSN 277 International Business Protocol  
ECON 100 Introduction to E-Commerce  
FIN 150 Personal Finance  
HOST 101 Introduction to Travel Industry Management  
HOST 152 Front Office Operations  
HOST 154 Food and Beverage Operations

MGT 125 Starting a New Business  
MKT 130 Principles of Retailing  
PSY 100 Introduction to Psychology  
or  
SOC 250 Community Forces in Hawaii

Students may elect to take the following special electives from the list above and earn a Specialization in Hospitality and Tourism within the AS in Management.

Specialization: Tourism Credits  
HOST 101 Introduction to Travel Industry Management 3  
HOST 152 Front Office Operations 3  
HOST 154 Food and Beverage Operations 3  
BUSN 193v Cooperative Education 2  
BUS 166 Professional Employment Prep 1 Credits 12

OR

Students may elect to take the following 4 special electives from the list above and earn a Specialization in Entrepreneurship within the AS in Management.

Specialization: Entrepreneurship Credits  
ENT 120 Introduction to Entrepreneurship 3  
ENT 125 Starting a Business 3  
MKT 130 Principles of Retailing 3  
ECOM 100 Introduction to E-Commerce 3  
Credits 12

The State of Hawaii has a goal targeting the ability to foster an ecosystem of innovation, research, education and entrepreneurship that creates living-wage jobs and a diversified economy by 2030. Innovation and entrepreneur-ism can help build a diversified, resilient economy, and are key drivers to achieving Hawai'i's sustainability goals. In the face of the rapidly changing environmental, economic, and social conditions of the 21st century, Hawai'i can be an incubator for integrated local solutions and scalable models. Building systems and communities of practice to support entrepreneurship can help to mitigate risk, and create a thriving ecosystem for innovation and local livelihoods. By supporting sustainable infrastructure, funding, and local jobs in innovation and creative careers, Hawai'i can build a foundation for increased innovation outputs such as goods and services to support Hawai'i's culture and economy and the growth of local jobs contributing to higher quality of life. source: <https://dashboard.hawaii.gov/stat/goals/5xhf-begg/nmui-ua2k/mpjy-perd>



**Degree:** Certificate of Achievement

**Title:** Health Information Technology (HIT)

**Description:** The Certificate of Achievement in Health Information Technology (HIT) develops a foundation in records and information management for a medical facility and the health information technology profession. Students completing the certificate will have the skills and knowledge necessary to assist in maintaining accurate and timely medical data in clinics, hospitals, and other health care organizations. The certificate will lead to job opportunities as patient access clerks, physician office clerks, registrars, registration clerks, and ward clerks.

**Effective Date:** Fall 2020

**Program Modifications:**

Adding a new course (HIT 120) to the CA and the AS effective Fall 2020. Also removing HIT 171 from the CA and the AS. HIT 171 course content (Learning Outcomes) is covered in other HIT program courses. This course will continue to be offered through Fall 2020 for students who started the program under the previous CA and AS requirements.

The new course is being created to satisfy the Commission on Accreditation for Health Informatics and Information Management (CAHIIM) competency requirements. It is a ten-year, multi-phased plan to ensure current and future professionals are prepared for the future of Health Information Management resulting from changes in healthcare, technology, and education. The implementation of this course is required by 2021. The course competencies were designed to reflect changing workforce demands. The competency structure allows for movement from Associate through graduate levels, minimizing content duplication, saving students time and money. The broad nature of the competencies allows for programs to align academic experiences with the needs of their individual marketplaces. The new competencies outline two areas of specialty focus; revenue cycle management and data management. Associate programs must select at least one specialty area of focus.





Management

**1.3) Degree Type**

Associate in Science (AS)

**1.4) Description**

The Associate in Science degree in Management is designed primarily to prepare students for future managerial positions and to provide continuing education for current managers.

**1.5) Division**

Business

**P) PROPOSAL DETAILS**

**P.1) Proposal Summary**

OLD PROGRAM:

Core Requirements Credits

ENG 100 Composition 1 3

SP 151 Personal and Public Speaking 3

or

SP 251 Principles of Effective Public Speaking

MGT 121 Customer Service 3

BUS 120 Principles of Business 3

BUS 101 Business Computer Systems 3

or

ICS 100 Computing Literacy and Applications (3)

and

ICS 101 Digital Tools for the Information World (3)

BUSN 188 Business Calculations 3

or

MATH 103 College Algebra

MGT 124 Human Resource Management 3

MKT 120 Principles of Marketing 3

ENG 209 Business Writing 3

or

BUSN 242 Business Presentations

MGT 120 Principles of Management 3

MGT 122 Human Relations in Business 3

ACC 124 College Accounting 3

or

ACC 201 Financial Accounting

ECON 120 Introduction to Economics 3

or  
ECON 130 Principles of Microeconomics  
or  
ECON 131 Principles of Macroeconomics  
MGT 200 Integrated Topics in Management 3

Credits 42 or 45

General Education Credits  
Natural Science Elective (DB or DP) 3  
Arts & Humanities Elective 3  
Credits 6

Special Electives\* 12

\*Special Electives 12 Credits (The following courses are recommended)

BLAW 200 Legal Environment of Business  
BUSN 164 Career Success  
BUSN 166 Professional Employment Preparation (\*1 credit)  
BUSN 193v Cooperative Education (\*2 credits)  
BUSN 277 International Business Protocol  
ECOM 100 Introduction to E-Commerce  
FIN 150 Personal Finance  
FIN 245 Principles of Finance  
HOST 101 Introduction to Travel Industry Management  
HOST 152 Front Office Operations  
HOST 154 Food and Beverage Operations 125 Starting a New Business  
MKT 130 Principles of Retailing  
MKT 150 Principles of Selling  
MKT 160 Principles of Advertising  
PSY 100 Introduction to Psychology  
or  
SOC 250 Community Forces in Hawaii

\*Any course with ACC, BLAW, BUS, BUSN, FIN, ECOM, HIT, HOST, MGT, MKT alphas may be taken.

Students may elect to take the following 4 special electives from the list above and earn a Concentration in Hospitality and Tourism within the AS in Management.

Specialization: Tourism Credits



HOST 101 Introduction to Travel Industry Management 3  
HOST 152 Front Office Operations 3  
HOST 154 Food and Beverage Operations 3  
BUSN 193v Cooperative Education 2  
BUS 166 Professional Employment Prep 1  
Credits 12

**NEW PROGRAM (Addition of Concentration in Entrepreneurship)**  
**60 Credits Total**

**Core Requirements Credits**

ENG 100 Composition 1 3  
SP 151 Personal and Public Speaking 3  
or  
SP 251 Principles of Effective Public Speaking  
MGT 121 Customer Service 3  
BUS 120 Principles of Business 3  
BUS 101 Business Computer Systems 3  
or  
ICS 101 Digital Tools for the Information World (3)  
BUS 250 Applied Mathematics in Business 3  
or  
BUSN 188 Business Calculations 3  
or  
MATH 103 College Algebra  
or  
MATH 115 Intro to Stats & Prob or higher  
MGT 124 Human Resource Management 3  
MKT 120 Principles of Marketing 3  
ENG 209 Business Writing 3  
or  
BUSN 242 Business Presentations  
MGT 120 Principles of Management 3  
MGT 122 Human Relations in Business 3  
ACC 124 College Accounting 3  
or  
ACC 201 Financial Accounting  
ECON 120 Introduction to Economics 3  
or  
ECON 130 Principles of Microeconomics  
or  
ECON 131 Principles of Macroeconomics  
MGT 200 Integrated Topics in Management 3

**Credits 42**

**General Education Credits**

Natural Science Elective or DB or DP 3

Arts & Humanities Elective or DA or DH or DL 3

Credits 6

**Special Electives\* 12**

\*Special Electives 12 Credits (The following courses are recommended)

BLAW 200 Legal Environment of Business

BUSN 164 Career Success

BUSN 166 Professional Employment Preparation (\*1 credit)

BUSN 193v Cooperative Education (\*2 credits)

BUSN 277 International Business Protocol

ECOM 100 Introduction to E-Commerce

FIN 150 Personal Finance

HOST 101 Introduction to Travel Industry Management

HOST 152 Front Office Operations

HOST 154 Food and Beverage Operations

MGT 125 Starting a New Business

MKT 130 Principles of Retailing

PSY 100 Introduction to Psychology

or

SOC 250 Community Forces in Hawaii

Students may elect to take the following special electives from the list above and earn a Specialization in Hospitality and Tourism within the AS in Management.

**Specialization: Tourism Credits**

HOST 101 Introduction to Travel Industry Management 3

HOST 152 Front Office Operations 3

HOST 154 Food and Beverage Operations 3

BUSN 193v Cooperative Education 2

BUS 166 Professional Employment Prep 1

Credits 12

OR

Students may elect to take the following 4 special electives from the list above and earn a Specialization in Entrepreneurship within the AS in Management.

**Specialization: Entrepreneurship Credits**

ENT 120 Introduction to Entrepreneurship 3

ENT 125 Starting a Business 3

MKT 130 Principles of Retailing 3  
ECOM 100 Introduction to E-Commerce 3  
Credits 12

**P.2) Proposal Rationale/Justification**

The State of Hawaii has a goal targeting the ability to foster an ecosystem of innovation, research, education and entrepreneurship that creates living-wage jobs and a diversified economy by 2030. Innovation and entrepreneur-ism can help build a diversified, resilient economy, and are key drivers to achieving Hawai'i's sustainability goals. In the face of the rapidly changing environmental, economic, and social conditions of the 21st century, Hawai'i can be an incubator for integrated local solutions and scalable models. Building systems and communities of practice to support entrepreneurship can help to mitigate risk, and create a thriving ecosystem for innovation and local livelihoods. By supporting sustainable infrastructure, funding, and local jobs in innovation and creative careers, Hawai'i can build a foundation for increased innovation outputs such as goods and services to support Hawai'i's culture and economy and the growth of local jobs contributing to higher quality of life.  
source: <https://dashboard.hawaii.gov/stat/goals/5xhf-begg/nmui-ua2k/mpjy-perd>

**P.3) Title Change**

No

**P.4) Proposal Supporting Documents**

**P.5) Other Departments Involved**

No

**P.6) Have other departments been consulted?**

N/A

**P.7) Proposal Impact(s) - Articulation**

No

**P.8) Proposal Impact(s) - Requirements**

No change.



**P.9) Proposal Impact(s) - Resources**

No

**P.10) Department Vote**

	<b>Date</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
<b>Department Vote</b>				

**P.11) Proposer Notes**

**2) PROGRAM LEARNING OUTCOMES**

Proposed

**2.1) Outcomes**

Apply general business operations that require basic math and computer skills.

Communicate effectively with customers and co-workers in an organizational setting.

Carry out basic management, accounting and marketing functions in a workplace environment.

Demonstrate knowledge of training, motivating and supervising employees/associates to attain the goals of a business.

Establish and promote a collaborative work environment.

Identify the ethical, legal and regulatory parameters in the industry.

**Calculate, compile and analyze financial records to make correct business decisions.**

**Select, utilize and integrate appropriate current and emerging technologies to support business functions.**

**Use verbal, non-verbal and written communication skills effectively in a business context.**

**Describe positive interaction strategies that effectively support the work to be accomplished and customer satisfaction with internal and external customers.**

**Describe work behaviors that maximize the opportunity continued employment and growth within an organization.**

**Outline key components of the design, implementation and continuous assessment of business strategies based on consumer needs and market changes.**

**Existing**

### **2.1) Outcomes**

**Handle general business operations that require basic math and computer skills.**

**Communicate effectively with customers and co-workers in an organizational setting.**

**Carry out basic management, accounting and marketing functions in a workplace environment.**

**Demonstrate how to train, motivate, and supervise employees/associates to attain the goals of a business.**

**Establish and promote a collaborative work environment.**

**Work within the ethical, legal, and regulatory parameters in the industry.**

**Calculate, compile, and analyze financial records to make prudent business decisions.**

**Select, utilize and integrate appropriate current and emerging technologies to support business functions.**

**Use verbal, non-verbal, and written communication skills effectively in a business context.**

**Interact with internal and external customers in ways that effectively support the work to be accomplished and customer satisfaction.**

**Exhibit work behaviors that maximize the opportunity for continued employment and growth within an organization.**

**Assist in the design, implementation and continuous assessment of business strategies based on consumer needs and market changes.**

### **3) BOR INFORMATION**

Proposed

**3.1) Program Justification**

The program meets the following goals of Leeward Community College's Strategic Plan (2015 - 2021):

*GOAL B: Globally Competitive Workforce*

**B. Address critical workforce shortages and prepare students for effective engagement and leadership in a global environment.**

*GOAL C: Economic Contribution*

**C. Contribute to the state's economy and provide a solid return on its investment in higher education through research and training.**

*GOAL D: Hawaii's Educational Capital/Resources and Stewardship*

**D. Recognize and invest in human resources as the key to success and provide them with an inspiring work environment.**

**Employment projection for the future in Management, Business and Financial Operations Occupations** according to the *Employment Projections program, U.S. Dept of Labor and U.S. Bureau of Labor Statistics:*

Management Occupations: In 2012- 8,861,500, Median average wage \$93,910. In 2022 9,498,000. Increase of 636,600 or 7.2%

Business and Financial Operations Occupations; In 2012- 7,167,600, Median average wage \$62,500. In 2022 8,065,700. Increase of 898,100 or 12.5%.

The Management degree would help to satisfy the need of the increase in management occupations of 7.2% or the increase in business and financial operations of 12.5%.

Existing



### **3.1) Program Justification**

The program meets the following goals of Leeward Community College's Strategic Plan (2015 - 2021): GOAL B: Globally Competitive Workforce B. Address critical workforce shortages and prepare students for effective engagement and leadership in a global environment. GOAL C: Economic Contribution C. Contribute to the state's economy and provide a solid return on its investment in higher education through research and training. GOAL D: Hawaii's Educational Capital/Resources and Stewardship D. Recognize and invest in human resources as the key to success and provide them with an inspiring work environment. Employment projection for the future in Management, Business and Financial Operations Occupations according to the Employment Projections program, U.S. Dept of Labor and U.S. Bureau of Labor Statistics: Management Occupations: In 2012- 8,861,500, Median average wage \$93,910. In 2022 9,498,000. Increase of 636,600 or 7.2% Business and Financial Operations Occupations; In 2012- 7,167,600, Median average wage \$62,500. In 2022 8,065,700. Increase of 898,100 or 12.5%. The Management degree would help to satisfy the need of the increase in management occupations of 7.2% or the increase in business and financial operations of 12.5%.

Proposed

### **3.2) Program Mission and Objectives**

This program prepares the student for future managerial positions and provides continuing education for current managers.

Program outcome: to increase the number of students who successfully progress and graduate, transfer to baccalaureate institutions, to address critical workforce shortages and prepare students for effective engagement and leadership in a global environment, contribute to meeting the state's incumbent worker education goal by increasing enrollment of 25-49 year olds in credit programs by 3% per year.

Existing

### **3.2) Program Mission and Objectives**

Upon successful completion of this program graduates will be able to: Handle general business operations that require basic math and computer skills. Communicate effectively with

customers and co-workers in an organizational setting. Carry out basic management, accounting and marketing functions in a workplace environment. Understand how to train, motivate, and supervise employees/associates to attain the goals of a business. Establish and promote a collaborative work environment. Work within the ethical, legal, and regulatory parameters in the industry. Calculate, compile, and analyze financial records to make prudent business decisions. Select, utilize and integrate appropriate current and emerging technologies to support business functions. Use verbal, non-verbal, and written communication skills effectively in a business context. Interact with internal and external customers in ways that effectively support the work to be accomplished and customer satisfaction. Exhibit work behaviors that maximize the opportunity for continued employment and growth within an organization. Assist in the design, implementation and continuous assessment of business strategies based on consumer needs and market changes. Program outcome: to increase the number of students who successfully progress and graduate, transfer to baccalaureate institutions, to address critical workforce shortages and prepare students for effective engagement and leadership in a global environment, contribute to meeting the state's incumbent worker education goal by increasing enrollment of 25-49 year olds in credit programs by 3% per year.

## Proposed

### **3.3) Program Curriculum Plan**

#### Core Requirements Credits

ENG 100 Composition 1 3

SP 151 Personal and Public Speaking 3

or

SP 251 Principles of Effective Public Speaking

MGT 121 Customer Service 3

BUS 120 Principles of Business 3

BUS 101 Business Computer Systems 3

or

ICS 101 Digital Tools for the Information World (3)

BUS 250 Applied Mathematics in Business 3

or

BUSN 188 Business Calculations 3

or

MATH 103 College Algebra

or

MATH 115 Intro to Stats & Prob or higher

MGT 124 Human Resource Management 3

MKT 120 Principles of Marketing 3

**ENG 209 Business Writing 3**

or

**BUSN 242 Business Presentations**

**MGT 120 Principles of Management 3**

**MGT 122 Human Relations in Business 3**

**ACC 124 College Accounting 3**

or

**ACC 201 Financial Accounting**

**ECON 120 Introduction to Economics 3**

or

**ECON 130 Principles of Microeconomics**

or

**ECON 131 Principles of Macroeconomics**

**MGT 200 Integrated Topics in Management 3**

**Credits 42**

**General Education Credits**

**Natural Science Elective or DB or DP 3**

**Arts & Humanities Elective or DA or DH or DL 3**

**Credits 6**

**Special Electives\* 12**

**\*Special Electives 12 Credits (The following courses are recommended)**

**BLAW 200 Legal Environment of Business**

**BUSN 164 Career Success**

**BUSN 166 Professional Employment Preparation (\*1 credit)**

**BUSN 193v Cooperative Education (\*2 credits)**

**BUSN 277 International Business Protocol**

**ECOM 100 Introduction to E-Commerce**

**FIN 150 Personal Finance**

**HOST 101 Introduction to Travel Industry Management**

**HOST 152 Front Office Operations**

**HOST 154 Food and Beverage Operations**

**MGT 125 Starting a New Business**

**MKT 130 Principles of Retailing**

**PSY 100 Introduction to Psychology**

or

**SOC 250 Community Forces in Hawaii**

**Students may elect to take the following special electives from the list above and earn a Specialization in Hospitality and Tourism within the AS in Management.**

Specialization: Tourism Credits

HOST 101 Introduction to Travel Industry Management 3

HOST 152 Front Office Operations 3

HOST 154 Food and Beverage Operations 3

BUSN 193v Cooperative Education 2

BUS 166 Professional Employment Prep 1

Credits 12

OR

Students may elect to take the following 4 special electives from the list above and earn a Specialization in Entrepreneurship within the AS in Management.

Specialization: Entrepreneurship Credits

ENT 120 Introduction to Entrepreneurship 3

ENT 125 Starting a Business 3

MKT 130 Principles of Retailing 3

ECOM 100 Introduction to E-Commerce 3

Credits 12

Existing



**3.3) Program Curriculum Plan**

MANAGEMENT 60 or 63 Credits Core Requirements Credits ENG 100 Composition I 3 SP 151 Personal and Public Speaking 3 or SP 251 Principles of Effective Public Speaking 3 MGT 121 Customer Service 3 BUS 120 Principles of Business 3 BUS 101 Business Information Systems 3 or ICS 100 Computing Literacy and Applications 3 and ICS 101 Digital Tools for the Information World 3 BUSN 188 Business Calculations 3 or MATH 103 College Algebra 3 or MATH 115 or higher MGT 124 Human Resource Management 3 MKT 120 Principles of Marketing 3 ENG 209 Business Writing 3 or BUSN 242 Business Presentations 3 MGT 120 Principles of Management 3 MGT 122 Human Relations in Business 3 ACC 124 Principles of Accounting I 3 or ACC 201 Introduction to Financial Accounting 3 ECON 120 Introduction to Economics 3 or ECON 130 Principles of Microeconomics 3 or ECON 131 Principles of Macroeconomics 3 MGT 200 Integrated Topics in Management 3 or MGT 299 Independent Study \_\_\_ Credits 42 or 45 General Education Credits Natural Science Elective (DB or DP) 3 Arts & Humanities Elective (DA or DH or DL) 3 Credits 6 Special Electives\* 12 Special Electives 12 Credits (The following courses are recommended) BLAW 200 Legal Environment of Business BUSN 164 Career Success BUSN 166 Professional Employment Preparation (1 credit) BUSN 193V Cooperative Education (2 credits) BUSN 277 International

Business Protocol ECOM 100 Introduction to E-Commerce FIN 150 Personal Finance HOST 101 Introduction to Travel Industry Management HOST 152 Front Office Operations HOST 154 Food and Beverage Operations ENT 125 Starting a New Business MKT 130 Principles of Retailing MKT 160 Principles of Advertising PSY 100 Introduction to Psychology SOC 100 Survey of General Sociology SOC 250 Community Forces in Hawaii or Any course with ACC, BLAW, BUS, BUSN, FIN, ECOM, HIT, HOST, MGT, MKT alphas may be taken. Students may elect to take the following 5 special electives from the list above and earn a Concentration in Hospitality and Tourism within the AS in Management. Concentration in Hospitality and Tourism Credits HOST 101 Introduction to Travel Industry Management 3 HOST 152 Front Office Operations 3 HOST 154 Food and Beverage Operations 3 BUSN 193V Cooperative Education 2 BUSN 166 Professional Employment Preparation 1 Credits 12

Proposed

### 3.4) Program Rules

Semester 1	<b>15</b> <small>Total Credits</small>	
<ul style="list-style-type: none"> <li>• Complete all of the following           <ul style="list-style-type: none"> <li>◦ Completed the following:               <ul style="list-style-type: none"> <li>▪ ENG100 - Composition I (3)</li> <li>▪ MGT121 - Service Excellence (3)</li> <li>▪ BUS120 - Principles of Business (3)</li> </ul> </li> <li>◦ Completed at least 1 of the following:               <ul style="list-style-type: none"> <li>▪ SP151 - Personal and Public Speech (3)</li> <li>▪ SP251 - Principles of Effective Public Speaking</li> </ul> </li> <li>◦ Complete 1 of the following               <ul style="list-style-type: none"> <li>▪ Completed the following:                   <ul style="list-style-type: none"> <li>▪ BUS101 - Business Information Systems (3)</li> </ul> </li> <li>▪ Completed the following:                   <ul style="list-style-type: none"> <li>▪ ICS101 - Digital Tools for the Information World</li> </ul> </li> </ul> </li> </ul> </li> </ul>		
Semester 2	<b>9</b> <small>Total Credits</small>	



- Complete all of the following
  - Completed the following:
    - MKT120 - Principles of Marketing
    - MGT124 - Human Resource Management (3)
  - Complete 1 of the following
    - Completed the following:
      - BUS250 - Applied Mathematics in Business (3)
    - Completed the following:
      - BUSN188 - Business Calculations
    - Completed the following:
      - MATH103 - College Algebra (3)
    - Completed the following:
      - MATH115 - Introduction to Statistics and Probability (3)
    - Completed the following:
      - BUS250 - Applied Mathematics in Business (3)
    - or higher
  - Completed at least 1 of the following:
    - ENG209 - Business Writing
    - BUSN242 - Business Presentations
  - Complete 1 of the following
    - Complete 1 of the following
      - Earned at least 3 credits from the following course sets:
        - ▼ Management Specialization
      - Earned at least 3 credits from ACC BLAW, BUS, BUSN, FIN, ECOM, HIT, HOST, MGT, or MKT
    - Earned at least 3 credits from the following course sets:
      - Management
      - ▼ Entrepreneurship Specialization

- Earned at least 3 credits from the following course sets:

- ▼ Management HOST Specialization

Semester 3

6

Total Credits

- Complete all of the following
  - Completed the following:
    - MGT120 - Principles of Management
    - MGT122 - Human Relations in Management (3)
  - Complete 1 of the following
    - Completed the following:
      - ACC124 - Principles of Accounting I
    - Completed the following:
      - ACC201 - Introduction to Financial Accounting
  - Complete 1 of the following
    - Complete 1 of the following
      - Earned at least 3 credits from the following course sets:
        - ▼ Management Specialization
      - Earned at least 3 credits from ACC BLAW, BUSN, BUS, FIN, ECOM, HIT, HOST, MGT, or MKT
    - Earned at least 3 credits from the following course sets:
      - Management
        - ▼ Entrepreneurship Specialization
    - Earned at least 3 credits from the following course sets:
      - Management HOST
        - ▼ Specialization
  - Natural Science Elective or DB or DP

Semester 4

8 - 13

Total Credits

- Complete all of the following
  - Completed at least 1 of the following:
    - ECON120 - Introduction to Economics (3)
    - ECON130 - Principles of Microeconomics (3)
    - ECON131 - Principles of Macroeconomics (3)
  - Arts & Humanities Elective or DA or DH or DL
  - Complete 1 of the following
    - Complete 1 of the following
      - Completed at least 2 courses from the following:
        - ▼ Management Specialization
      - Earned at least credits from ACC BLAW, BUSN, BUS, FIN, ECOM, HIT, HOST, MGT, or MKT
    - Earned at least 6 credits from the following course sets:
      - Management
        - ▼ Entrepreneurship Specialization
      - Earned at least 6 credits from the following course sets:
        - Management HOST
          - ▼ Specialization
  - Completed at least 1 of the following:
    - MGT200 - Integrated Topics in Management (3)

Grand Total Credits: **38 - 43**

Existing



### 3.4) Program Rules

Semester 1	15	
	Total Credits	
<ul style="list-style-type: none"><li>• Complete all of the following<ul style="list-style-type: none"><li>◦ Completed the following:<ul style="list-style-type: none"><li>▪ ENG100 - Composition I (3)</li><li>▪ MGT121 - Service Excellence (3)</li><li>▪ BUS120 - Principles of Business (3)</li></ul></li><li>◦ Completed at least 1 of the following:<ul style="list-style-type: none"><li>▪ SP151 - Personal and Public Speech (3)</li><li>▪ SP251 - Principles of Effective Public Speaking</li></ul></li><li>◦ Complete 1 of the following<ul style="list-style-type: none"><li>▪ Completed the following:<ul style="list-style-type: none"><li>▪ BUS101 - Business Information Systems (3)</li></ul></li><li>▪ Completed the following:<ul style="list-style-type: none"><li>▪ ICS100 - Computing Literacy &amp; Applications</li><li>▪ ICS101 - Digital Tools for the Information World</li></ul></li></ul></li></ul></li></ul>		

Semester 2	9	
	Total Credits	
<ul style="list-style-type: none"><li>• Complete all of the following<ul style="list-style-type: none"><li>◦ Completed the following:<ul style="list-style-type: none"><li>▪ MKT120 - Principles of Marketing</li><li>▪ MGT124 - Human Resource Management (3)</li></ul></li><li>◦ Complete 1 of the following<ul style="list-style-type: none"><li>▪ Completed the following:<ul style="list-style-type: none"><li>▪ BUSN188 - Business Calculations</li></ul></li><li>▪ Completed the following:<ul style="list-style-type: none"><li>▪ MATH103 - College Algebra (3)</li></ul></li><li>▪ Completed the following:</li></ul></li></ul></li></ul>		

- MATH115 - Introduction to Statistics and Probability (3)
  - or higher
- Completed at least 1 of the following:
  - ENG209 - Business Writing
  - BUSN242 - Business Presentations
- Complete 1 of the following
  - Earned at least 3 credits from the following course sets:
    - ▼ Management Specialization
  - or other 100 level or higher course.

Semester 3

6

Total Credits

- Complete all of the following
  - Completed the following:
    - MGT120 - Principles of Management
    - MGT122 - Human Relations in Management (3)
  - Complete 1 of the following
    - Completed the following:
      - ACC124 - Principles of Accounting I
    - Completed the following:
      - ACC201 - Introduction to Financial Accounting
  - Complete 1 of the following
    - Earned at least 3 credits from the following course sets:
      - ▼ Management Specialization
    - or other 100 level or higher course.
  - Natural Science Elective (DB or DP)

Semester 4

12

Total Credits

- Complete all of the following
  - Completed at least 1 of the following:

- ECON120 - Introduction to Economics (3)
- ECON130 - Principles of Microeconomics (3)
- ECON131 - Principles of Macroeconomics (3)
- Arts & Humanities Elective (DA or DH or DL)
- Complete 1 of the following
  - Earned at least 6 credits from the following course sets:
    - ▼ Management Specialization
    - or other 100 level or higher course.
- Completed at least 1 of the following:
  - MGT200 - Integrated Topics in Management
  - MGT299 - Independent Study (3)

Grand Total Credits: **42**

#### Proposed

##### **3.5) Program Target Group**

The program is directed at employees who aspire to become supervisors and/or supervisors who wish to upgrade their skills/knowledge.

There exists a transfer articulation agreement between Leeward Community College and University of Hawaii- West Oahu in order to facilitate a smooth transition for students in the Associate in Science (AS) in Management at Leeward Community College as they work toward obtaining the University of Hawaii at West Oahu Bachelor of Arts (BA) in Business Administration with a concentration in General Business Administration, Accounting, Marketing, Management, Finance or Hospitality and Tourism. Students following the articulated pathway may also elect to complete more than one concentration within the BA in Business Administration. Students interested in taking this route should seek the guidance of their academic advisor.

#### Existing



**3.5) Program Target Group**

The program is directed at employees who aspire to become supervisors and/or supervisors who wish to upgrade their skills/knowledge.

**3.6) Program Resources**

No changes in resources are required.

**3.7) Program Efficiency**

This program is unique to Leeward Community College.

This is an existing program.

**3.8) Program Effectiveness**

Program effectiveness is projected to increase as the program will be more flexible and able to better meet the needs of management majors.

This is an existing program.

**4) ATTACHMENTS**