[X] **New Program Code**   [ ] **Replace Program Code**   Date: 11/22/2021

REQUESTOR CONTACT INFORMATION

Name	Mellissa Moody	Campus	Leeward CC
Title	Accounting Program Coordinator	Email	moody7@hawaii.edu
Office/Dept	Business Division/Accounting Department	Phone	(808) 455-0347

NEW PROGRAM CODE TO CREATE

Institution	LEE-Leeward Community College	Campus	LEE-Leeward Community College
Level	UG-Undergraduate	Effective Term	Spring 2022

	Code (Max. Characters)		Description	Check if requesting new code:
College	(2)	IN	Instructional	[ ] See Banner form STVCOLL
Department	(4)	ACC	Accounting	[ ] See Banner form STVDEPT
Degree/Certificate	(6)	AS	Associate in Science	[ ] See Banner form STVDEGC
Major	(4)	ACCT/D	Accounting (Distance)	[X] See Banner form STVMAJR
Concentration	(4)			[ ] See Banner form STVMAJR
Minor	(4)			[ ] See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: AC-ACCD (Kap)

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

To get online program designation for the Accounting program.

Is this major/concentration code being used the same way at the other UH campuses?	[ ] Yes	[X] 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.*	[X] 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?	[X] Yes	[ ] No
Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html	[ ] Yes	[ ] No

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 years

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

[ ] A   [ ] B   [X] N   [ ] P   [ ] T   [ ] U

Required Terms of Enrollment: [X] Fall   [X] Spring   [ ] Summer   [ ] Extended

Form modified: Oct 20208

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code	_____	Program Description	_____
Institution	_____	Campus	Leeward CC
College	_____	Department	_____
Level	_____		

Are current students "grandfathered" under the program code? ☐ Yes ☐ No

Should the old program code be available for use in Banner? ☐ Yes ☐ No

Effective [_____] , **old program code will no longer be available to admit or recruit students.**
Term (ie. Fall 2020)

This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Effective [_____] , **old program code will no longer be available to award degree to students.**
Term (ie. Fall 2020)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

ATTACHMENTS

BOR Approved: Sole-credential Certificate, Associate, 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)	Financial Aid Officer (Print Name)	For Community Colleges, verification of consultation with OVPCC Academic Affairs:
Grant Helgeson	Gregg Yoshimura	~~Tammi Oyadomari-Chun~~
Grant Helgeson Digitally signed by Grant Helgeson Date: 2021.11.22 14.08.23 -10'00'	Gregg Yoshimura Digitally signed by Gregg Yoshimura Date: 2021.11.22 13.32.45 -10'00'	*Della Teraoka* 3/15/2022
Signature Date	Signature Date	Signature Date
		Della Teraoka, Int Dir of Acad Progs

ADDITIONAL COMMENTS

Section 2. General Information-Please complete all information in this section.

Campus Information	Campus Name:	Leeward Community College
	Originating College or Department:	Business Division
Proposed Program Information	Program Title:	Accounting
	Name of Degree to Be Conferred Upon Completion:	Associate of Science (AS) in Accounting
	Award(s) (e.g., A.A., B.S., Certificate):	~~See list of Accounting certificates~~
	Number of Required Credits:	~~See list of Accounting certificates~~
Program Contact Information	Name and Title: Mellissa Moody, Instructor CC	
	Telephone: (808) 455-0347	E-mail: mellissa.moody@hawaii.edu

Section 3: Program Information

Proposed term start date: Spring _____2022_____
year (YYYY)

Will students in the program be part of a structured cohort? ☐ Yes ☑ No

If yes, will non-cohort students be able to register for the courses on a space available basis? ☐ Yes ☐ No

Term length (in weeks) for course for the fully online program?

Full-term ☑ 16-week ☐ 15-week (UHWO only)

Part-of-term ☐ 8-week* ☐ 5-week*

* If using parts of term courses, dates must follow the approved calendar

Describe any face-to-face requirements that are part of the program (e.g. on campus orientation or on campus residency requirement). If none, then, indicate"Not Applicable."

Not applicable

Attach a list of proposed courses, pre-requisites, and total number of courses. Include a program map and/or advising sheet (i.e. STAR pathway); **OR** provide the URL for this information in the space below:

See list of Accounting certificates

Attach copies of the approved substantive change letter or administrative approval letter from WASC or ACCJC; **OR** provide the URL for this information in the space below:

For 4-year Campuses Only:

Provide evidence that all courses in the academic program map (including any general education, electives and/or graduation requirements) have been offered in the Distance-Completely Online instructional method format during the last two years and/or evidence the campus's commitment to offer the courses in the academic program map once approved as a fully online program.

N/A

Section 4: Organizational Commitment

Describe how the department will support faculty development for teaching online, including the pedagogical and communication strategies to function effectively.

Leeward Community College allocates sufficient resources for distance learning programs by providing hardware, software, cloud-based services, and professional development to faculty. The Information and Technology Group (ITG) maintains and manages all Apple and PC computers, institutional servers, wired and wireless networking services, and information technology security. The Educational Media Center (EMC) maintains and supports Technology Enhanced Classrooms (TEC) so instructors can teach with a remote and in-person audience at the same time. The technology in the rooms allow instructors to actively engage with remote students. Robust professional development and online learning resources for faculty teaching online are provided by the EMC and Innovation Center for Teaching and Learning (ICTL). The professional development includes both pedagogical strategies and application of technical skills. University of Hawai'i System provides Google Workspace and Laulima (Course Management System) for faculty to use to teach distance education courses. Leeward Community College and the division have adopted and implemented the Distance Education Guidelines. Department and Program: The Business Division mentorship program supports instructors to ensure effectiveness of courses delivered online. The Business Division DE Liaison serves as a connection between division faculty and campus resources for distance education courses.

Section 5: Learner Support

Do program materials clearly define how students can access support services? ☑ Yes ☐ No

Has the Director of Financial Aid updated the Eligibility and Certificate of Approval Report (ECAR) or have the letter of administrative approval on file if students in this program will be eligible for federal student aid? ☑ Yes ☐ No

What student services and resources are available for students in an online format (without visiting campus)?

Orientation to Online Learning (basics of online learning, technology, etc)	☑ Yes	☐ No
Program Orientation (specific information about being a student in your academic program)	☑ Yes	☐ No
Academic Advising/Counseling	☑ Yes	☐ No
Tutoring	☑ Yes	☐ No
Library Services	☑ Yes	☐ No
Testing	☑ Yes	☐ No
Career Services	☑ Yes	☐ No
Financial Aid Counseling	☑ Yes	☐ No
Mental Health Counseling	☑ Yes	☐ No

Other: _____

Where can students be located? (Check all that apply)

☑ Any U.S. State

☑ Any U.S. Territory

☑ Foreign Location*

*Please be aware of any international compliance regulations and tax implications that may be in effect for foreign locations. Students in sanctioned countries may not be admitted.

Section 7: State Authorization

UH System programs must comply with all "authorization to operate" regulations that are in place in other U.S. states where the institution has enrolled students or is otherwise active, based on each state's definitions.

Does your institution have NC-SARA approval providing reciprocity for state authorization? ☑ Yes ☐ No

Federal regulations require institutions delivering courses by distance education to provide students or prospective students with contact information for filing complaints with the state approval or licensing entity in the student's state of residency and any other relevant state official or agency that would appropriately handle a student's complaint. What is the URL on your institution's website where contact information for filing complaints for students in this program is posted? NOTE: Information about the Student Complaint Process is outlined by NC-SARA here.

What is the URL of your institution's website where contact information for filing complaints for students in this program posted? http://www.leeward.hawaii.edu/files/StudentCompliantForm.pdf

Does your program lead to professional licensure? ☐ Yes ☑ No

Institutions are required to "keep all students, applicants and potential students who have contacted the Institution about the course or program informed as to whether successful completion of such offerings would actually meet state licensing or post-licensing requirements."

If the program leads to professional licensure, has the program determined whether the course/program meets professional licensure requirement in the state where student/applicant is located and has a method to provide information in writing to the students? ☐ Yes ☐ No

| Chief Academic Officer Approval | Signature affirms that the proposal has met all applicable campus administrative and shared governance procedures for consultation, and the institution's commitment to support the proposed program. *E-signatures are acceptable.*

Name and title: Keala Chock, Vice Chancellor for Academic Affairs

Signature and date: _(signature)_ 12/29/21 |

Accounting: Associate in Science

Description

The Associate in Science degree is designed to prepare students for immediate and future employment and career advancement. This degree will prepare graduates for entry-level accounting positions in accounts receivable, accounts payable, payroll, inventory, bookkeeping, and other related business fields. A secondary objective of this degree is to prepare students for transfer to a four-year accounting program.

Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements.
- Use appropriate software to complete accounting/bookkeeping tasks.
- Access, analyze, and interpret information to solve business problems.
- Perform accounting tasks within the legal and ethical parameters of the profession.
- Interact with customers, vendors, and co-workers in ways that effectively support the work to be accomplished and customer satisfaction.
- Organize, prioritize, and perform work tasks to meet deadlines and schedules.
- Compose clear and accurate business documents.
- Prepare payroll reports in accordance with wage/hour, payroll taxes and Hawaii General Excise Tax laws.
- Demonstrate the use of resources in searching for a job.
- Perform duties at a worksite according to industry standards.

Contact Information

Program Coordinator: **Tina Lee**
Location: BE 206
Phone: (808) 455-0348
Email: tinaplee@hawaii.edu

Business Program Counselor: **Joy Lane**
Location: BE 210
Phone: (808) 455-0220
Email: joylane@hawaii.edu

Notes

This degree requires only one credit for BUSN 193V.

Please see an Academic Advisor for help in choosing ACC 124 or ACC 201 and BUSN 188, MATH 103, MATH 115 or BUS 250.

- ACC 124 and ACC 125
- ACC 201 and ACC 202

*Combinations of Introductory Accounting Courses for Associate in Science Degree:

- ACC 201 and ACC 202
- ACC 124, ACC 125, and ACC 202

Program: Accounting

Type: Associate in Science (AS)

Semester 1

Item #	Title	Credits
	ACC 124, ACC 201 (Options)	3
	BUS 250 or BUSN 188 or MATH 103 or MATH 115 or higher	3
MGT 121	Service Excellence	3
	SP 151, SP 251 (Options)	3
BUS 101	Business Information Systems	3
	Sub-Total Credits	15

Semester 2

Item #	Title	Credits
	ACC 125, ACC 202 (Options)	3
ENG 100	Composition I	3
ACC 252	Using Quickbooks® in Accounting	3
BUS 120	Principles of Business	3
ACC 132	Payroll and Hawai'i General Excise Tax	3
BUSN 166	Professional Employment Preparation	1
	Sub-Total Credits	16

Semester 3

Item #	Title	Credits
	ACC 201, ACC 202 (Options)	3
ACC 134	Individual Income Tax Preparation	3
	ECON 131, ECON 130, ECON 120 (Options)	3
ENG 209	Business Writing	3
	Diversification (DB or DP)	3
	Sub-Total Credits	15

Semester 4

Item #	Title	Credits
ACC 255	Using Excel® in Accounting	3
BLAW 200	Legal Environment of Business	3
BUSN 193V	Cooperative Education	1 - 4
	Diversification (DA or DH)	3

Business Elective 2	4
Sub-Total Credits	14-17
Total credits:	**60-63**