NEW OR REPLACE PROGRAM CODE

[X] **New Program Code**   [ ] **Replace Program Code**   Date: March 1, 2023

REQUESTOR CONTACT INFORMATION

Name	Faustino Dagdag	Campus	Leeward CC
Title	Division Chair	Email	dagdagf@hawaii.edu
Office/Dept	Business Division	Phone	808-455-0206

NEW PROGRAM CODE TO CREATE

Institution	LEE-Leeward Community College	Campus	LEE-Leeward Community College
Level	UG-Undergraduate	Effective Term	Fall 2023

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) IN	Instructional	[ ] See Banner form STVCOLL
Department	(4) MGT	Management & Industrial Rel	[ ] See Banner form STVDEPT
Degree/Certificate	(6) AS	Associate of Science	[ ] See Banner form STVDEGC
Major	(4) MGMT	Management	[ ] See Banner form STVMAJR
Concentration	(4) ADAS	Administrative Assistant	[ ] See Banner form STVMAJR
Minor	(4)		[ ] 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:

The Concentration allows a student to focus on a specific set of skills that will allow the student to be proficient in managing an office environment.

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?   [X] 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)?   [ ] 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 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	Tiana Loo
Grant Helgeson *Digitally signed by Grant Helgeson Date: 2023.03.06 15:36:43 -10'00'*	Gregg Yoshimura *Digitally signed by Gregg Yoshimura Date: 2023.03.07 10:46:54 -10'00'*	*[signature]* 4/6/23
Signature Date	Signature Date	Signature Date

ADDITIONAL COMMENTS

UNIVERSITY *of* HAWAI'I®
LEEWARD
COMMUNITY COLLEGE

March 20, 2023

MEMORANDUM

TO: Debora J. Halbert
           Vice President for Academic Strategy

VIA: Della Teraoka
           Interim Associate Vice President for Academic Affairs

           por Keala Chock
           Vice Chancellor for Academic Affairs

FROM: Carlos Peñaloza
           Chancellor

SUBJECT: Program Approval

I have approved the following effective Fall 2023. The approvals can be found at:
https://leeward.kuali.co/cm

Modified
Associate in Science (AS-DMED) – Digital Media Production
Associate in Science (AS-MGMT) – Management
Certificate of Achievement (CA-DMED) – Digital Media Production

Attachments

c   Alan Rosenfeld, Associate Vice President for Academic Programs & Policy
    Leeward CC, Deans
    Leeward CC, Division Chairs
    Lexer Scully Chou, Student Services Coordinator
    Leeward CC, Academic Advising Coordinators
    Jiajia Garcia, Curriculum Committee Chair
    Adam Halemano, Institutional Assessment Specialist
    Janel Oshiro, Banner Specialist

Degree: Associate in Science

Title: Digital Media Production

Description: The Associate in Science in Digital Media Production provides creative individuals with the art and design training needed to explore and express ideas using leading-edge technology and skillsets. Students receive integrated digital media training in one of four specializations: Animation and Motion Graphics, Creative Media, Digital Photography, and Digital Video for the Web. Students become life-long learners, developing the skills required for a vast array of digital media communications, graphic design, photography, two-dimensional and three-dimensional animation and video production.

Effective Date: Fall 2023

Program Modifications:

Addition of the Creative Media Specialization. Also adding DMED 131, Introduction to Digital Video and Deleting DMED 295, Project Production to the Digital Photography Specialization.

After discussions with current Digital Photography Instructors and advisory board members, it was felt that the contemporary photographer should know how to utilize their Digital Single Lens Reflex (DSLR) and Mirrorless cameras as a video camera to expand their skills and knowledge to improve their marketability in industry.

There were several requests to return the Creative Media Specialization to the Digital Media (DMED) Program. With Honolulu Community College (HCC) diminishing their Graphics Program, there is a need to fill the void of a program that has a graphic heavy curriculum. Note that students will also learn Digital Photography and Video Production to further their skills so that they could potentially utilize them as social media content creators.

OLD PROGRAM:
Core Requirements (12 credits)

DMED 160 Media Literacy & Ethics 3
DMED 200 Electronic Portfolio 3
DMED 251 Media Entrepreneurship 3
DMED 261 Digital Media Marketing & Online Distribution 3

General Education (15 credits)

One course Written Communication (FW) 3
One course MATH 100 or Higher OR Quantitative Reasoning (FQ) 3
One course Global Multicultural Perspective (FG) 3
One course Diversification Social Sciences (DS) 3
One Course Diversification Biological Sciences OR Physical Sciences (DB OR DP) 3

Specialization Animation and Motion Graphics (33 credits)

ART 112 Introduction to Digital Arts 3
ART 113 Introduction to Drawing 3
ART 113D Introduction to Digital Drawing 3
ART 229 Interface Design I 3
DMED 133 Sound Design for Digital Media 3
DMED 140 Principles of Animation 3
DMED 141 Introduction to 3D Animation 3
DMED 240 Animation and Special Effects 3
DMED 241 Modeling and 3D Motion Graphics 3
DMED 242 Character Animation 3
DMED 243 3D Modeling and Animation 3

Specialization Digital Photography (33 credits)

ART 101 Introduction to the Visual Arts 3
ART 107D Introduction to Digital Photography 3
ART 112 Introduction to Digital Arts 3
ART 115D Introduction to 2D Digital Design 3
ART 202 Digital Imaging 3
ART 207D Intermediate Digital Photography 3
ART 241 Documentary Photography 3
ART 277D Studio Photography 3
ART 287 Industrial Photography 3
DMED 150 Film Analysis and Storytelling 3
DMED 295 Project Production 3

Specialization Digital Video for the Web (33 credits)

DMED 150 Film Analysis and Storytelling 3
TVPR 126 Introduction to Digital Camera Operation, Composition, and Lighting Principles 3
TVPR 142 Film & Video Audio Acquisition & Recording 3
TVPR 151 Introduction to Film and Video Editing Principles 3
TVPR 211 Introduction to Film and Video Storytelling and Scriptwriting 3
TVPR 226 Applied Digital Camera Operation, Composition, and Lighting 3
TVPR 227 Advanced Film and Video Storytelling and Scriptwriting 3
TVPR 251 Applied Film and Video Editing and Post-Production Audio 3
TVPR 291 Film and Video Directing - Studio/Location Production 3
TVPR 292 Media Project Production Practicum 3
TVPR 294 Advanced Editing and Audio 3

NEW PROGRAM:
Core Requirements (12 credits)

DMED 160 Media Literacy & Ethics 3
DMED 200 Electronic Portfolio 3
DMED 251 Media Entrepreneurship 3
DMED 261 Digital Media Marketing & Online Distribution 3

General Education (15 credits)

One course Written Communication (FW) 3
One course MATH 100 or Higher OR Quantitative Reasoning (FQ) 3
One course Global Multicultural Perspective (FG) 3
One course Diversification Social Sciences (DS) 3
One Course Diversification Biological Sciences OR Physical Sciences (DB OR DP) 3

Specialization Animation and Motion Graphics (33 credits)

ART 112 Introduction to Digital Arts 3
ART 113 Introduction to Drawing 3
ART 113D Introduction to Digital Drawing 3
ART 229 Interface Design I 3
DMED 133 Sound Design for Digital Media 3
DMED 140 Principles of Animation 3
DMED 141 Introduction to 3D Animation 3
DMED 240 Animation and Special Effects 3
DMED 241 Modeling and 3D Motion Graphics 3
DMED 242 Character Animation 3
DMED 243 3D Modeling and Animation 3

Specialization Creative Media (33 credits)

ART 107D Introduction to Digital Photography 3
ART 112 Introduction to Digital Arts 3
ART 113 Introduction to Drawing 3
ART 113D Introduction to Digital Drawing 3
ART 115D Introduction to 2D Digital Design 3
ART 123 Introduction to Painting 3
ART 156 Digital Painting 3
ART 166 Digital Printmaking 3
ART 202 Digital Imaging 3
ART 207D Intermediate Digital Photography 3
DMED 131 Introduction to Digital Video 3

Specialization Digital Photography (33 credits)

ART 101 Introduction to the Visual Arts 3
ART 107D Introduction to Digital Photography 3
ART 112 Introduction to Digital Arts 3
ART 115D Introduction to 2D Digital Design 3
ART 202 Digital Imaging 3
ART 207D Intermediate Digital Photography 3
ART 241 Documentary Photography 3
ART 277D Studio Photography 3
ART 287 Industrial Photography 3
DMED 131 Introduction to Digital Video 3
DMED 150 Film Analysis and Storytelling 3

Specialization Digital Video for the Web (33 credits)

DMED 150 Film Analysis and Storytelling 3
TVPR 126 Introduction to Digital Camera Operation, Composition, and Lighting Principles 3
TVPR 142 Film & Video Audio Acquisition & Recording 3
TVPR 151 Introduction to Film and Video Editing Principles 3
TVPR 211 Introduction to Film and Video Storytelling and Scriptwriting 3
TVPR 226 Applied Digital Camera Operation, Composition, and Lighting 3
TVPR 227 Advanced Film and Video Storytelling and Scriptwriting 3
TVPR 251 Applied Film and Video Editing and Post-Production Audio 3
TVPR 291 Film and Video Directing - Studio/Location Production 3
TVPR 292 Media Project Production Practicum 3
TVPR 294 Advanced Editing and Audio 3

****

Degree:	Associate in Science
Title:	Management
Description:	The program is designed primarily to prepare students for entry-level positions in business, industry, and non-profit organizations. It is designed to build a firm foundation of basic managerial knowledge and skills to begin a career in business and to provide continuing management education for current employees seeking to upscale their business skills. Students who earn an Associate in Science in Management may optionally elect to specialize in Entrepreneurship or Hospitality and Tourism or Office Administrative Assistant.
Effective Date:	Fall 2023

Program Modifications:

The program modification is to the Program Curriculum Plan for Specialization Entrepreneurship. The modification is to add BUSN158 Social Media and Cloud-Based Collaboration for Business as an alternative to ECOM 100, Introduction to E-Commerce, if a student elects to focus on social media to enter the online market place.

In addition, a new Specialization is being added to the Plan. The addition will provide students the opportunity to secure a position with organizations as an office administrative assistant. The new Specialization named Office Administrative Assistant is comprised of four courses:

BUSN 123: Word Processing for Business
BUSN 164: Career Success
BUSN 158: Social Media and Cloud-Based Collaboration for Business
BUSN 170: Records & Info Management

With the addition of this specialization, the program provides a wider assortment of managerial positions for students seeking a career in business.

The modification of the program increases the student career opportunities by expanding into new categories of management positions, while still being aligned with Division goals, College Strategic Plan, and College Mission Statement. It also closely aligns the program to Kauai Community College's AS in Business and Maui College's AAS in Business Administration.

****

Degree:	Certificate of Achievement
Title:	Digital Media Production
Description:	The Certificate of Achievement in Digital Media Production is designed to provide the student with entry-level skills or job upgrading for positions under direct supervision in Multi-Media in various specialization areas including Animation and Motion Graphics, Creative Media, Digital Photography, and Digital Video for the Web.
Effective Date:	Fall 2023

Program Modifications:

Addition of the Creative Media Specialization. Essentially the same as the old program (below), just adding the Creative Media Specialization to the following:

All required courses must be passed with a grade of C or better.

Certificate of Achievement in Digital Media

Requirements (30 credits):

General Education (6 credits)

Written Communication (FW) 3
MATH 100 or Higher or Any Quantitative Reasoning (FQ) 3
DMED Core (9 credits)
DMED 160 Media Literacy & Ethics 3
DMED 200 Electronic Portfolio 3
DMED 251 Media Entrepreneurship 3 or
DMED 261 Digital Media Marketing & Online Distribution 3

Elective (15 credits)

Choose five courses within your chosen DMED specialization 15

Total Credits: 30

There were several requests to return the Creative Media Specialization to the Digital Media (DMED) Program. With Honolulu Community College (HCC) diminishing their Graphics Program, there is a need to fill the void of a program that has a graphic heavy curriculum. Note that students will also learn Digital Photography and Video Production to further their skills so that they could potentially utilize them as social media content creators.

UNIVERSITY *of* HAWAI'I*

LEEWARD
COMMUNITY COLLEGE

March 9, 2023

To: Carlos Peñaloza
           Chancellor

From: Keala Chock
           Vice Chancellor for Academic Affairs

Subject: Signing Authority

I will be on personal leave from March 13-24, 2023. During my absence, the following will have signing authority on all Academic Affairs matters.

March 13-17   Ron Umehira, Dean of Career & Technical Education
March 20-24   Kathryn Fujioka-Imai, Interim Dean of Arts & Sciences

Thank you.

c: Administrators
   Business Office
   Human Resources Office

AS-MGMT
Management

Current | Fall 2023 — Indefinite

1) GENERAL INFORMATION

1.1) Effective Term
Fall 2023

1.2) Program Title
Management

1.3) Degree Type
Associate in Science (AS)

1.4) Description
The program is designed primarily to prepare students for entry-level positions in business, industry, and non-profit organizations. It is designed to build a firm foundation of basic managerial knowledge and skills to begin a career in business and to provide continuing management education for current employees seeking to upscale their business skills. Students who earn an Associate in Science in Management may optionally elect to specialize in Entrepreneurship or Hospitality and Tourism or Office Administrative Assistant.

1.5) Division
Business

2) PROGRAM LEARNING OUTCOMES

2.1) Outcomes
Apply general business operations that require basic math and computer skills.
Demonstrate appropriate managerial verbal and non-verbal communications skills in a business context.
Apply basic management, accounting, and marketing functions in a workplace.
Demonstrate the ability to train, motivate, and supervise employees to attain business goals.
Create a collaborative work environment.
Identify the ethical, legal, and regulatory parameters in industry.
Entrepreneurship Specialist: Analyze business financial records in marketing decisions.
Office Administrative Assistant Specialist: Select and utilize current and emerging technologies to support business functions.
Hospitality Specialist: Describe strategies that support positive internal and external customer satisfaction.
Entrepreneurship Specialist: Identify components in the design, implementation, and assessment of business strategies.

3) BOR INFORMATION

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%.

3.2) Program Mission and Objectives

This program prepares the student for future business 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.

3.3) Program Curriculum Plan
All required core courses and special electives must be passed with a grade of "C" or better to be applied to the degree and certificates.

Core Requirements Credits (42 Credits)
- ENG 100 Composition I (3)
- SP 151 Personal and Public Speaking (3) or SP 251 Principles of Effective Public Speaking (3)
- MGT 121 Service Excellence (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 (3) or MATH 115 Intro to Stats & Prob (3) or higher (3)
- 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 College Accounting (3) or ACC 201 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)

General Education Credits (6 Credits)
- DB or DP (3)
- HWST 107 or any other DA or DH or DL course (3)

Special Elective* (12 Credits)
*The following courses are recommended
- BLAW 200 Legal Environment of Business (3)
- BUSN 123 Word Processing for Business (3)
- **BUSN 158 Social Media and Cloud-Based Collaboration for Business (3)
- BUSN 164 Career Success (3)
- BUSN 166 Professional Employment Preparation (1)
- BUSN 170 Records & Info Management (3)
- BUSN 193V Cooperative Education (3)
- BUSN 277 International Business Protocol (3)
- FIN 150 Personal Finance (3)
- HOST 101 Introduction to Travel Industry Management (3)
- HOST 152 Front Office Operations (3)
- HOST 154 Food and Beverage Operations (3)
- ENT 120 Introduction to Entrepreneurship (3)
- ENT 125 Starting a Business (3)
- MKT 130 Principles of Retailing (3)
- ***PSY 100 Introduction to Psychology (3)

** ECOM 100 can be substituted for BUSN 158.

*** SOC 250 can be substituted for PSY 100.

Special Electives may also be taken from the courses with the following alphas: ACC, BLAW, BUS, BUSN, FIN, ECOM, HIT, HOST, MGT, MKT, or TIM.

OR

Students may elect to take the following special electives for AS Management, specialization in Hospitality and Tourism:

Specialization: Hospitality and Tourism Electives (12 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)

OR

Students may elect to take the following special electives for AS Management, specialization in Entrepreneurship:

Specialization: Entrepreneurship Electives (12 Credits)
- ENT 120 Introduction to Entrepreneurship (3)
- ENT 125 Starting a Business (3)
- MKT 130 Principles of Retailing (3)
- BUSN 158 Social Media and Cloud-Based Collaboration for Business (3)

OR

Students may elect to take the following special electives for AS Management, specialization in Office Administrative Assistant:

Specialization: Office Administrative Assistant Electives (12 Credits)
- BUSN 123 Word Processing for Business (3)
- BUSN 164 Career Success (3)
- BUSN 170 Records & Info Management (3)
- BUSN 158 Social Media and Cloud-Based Collaboration for Business (3)

Total number of credits: 60

3.4) Program Rules

Semester 1   **15**
                                            Total Credits

- Complete all of the following
    - Completed the following:
        - ENG100 - Composition I (3)
        - MGT121 - Service Excellence (3)
        - BUS120 - Principles of Business (3)

    - Complete 1 of the following
        - Completed the following:
            - SP151 - Personal and Public Speech (3)
        - Completed the following:
            - SP251 - Principles of Effective Public Speaking (3)

    - Complete 1 of the following
        - Completed the following:
            - BUS101 - Business Info Systems (3)

- Completed the following:
    - ICS101 - Digital Tools for the Information World (3)

Semester 2

15
Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - MKT120 - Principles of Marketing (3)
        - MGT120 - Principles of Management (3)

    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - BUS250 - Applied Mathematics in Business (3)
        - Earned a minimum grade of C in each of the following:
            - BUSN188 - Business Calculations (3)
        - Earned a minimum grade of C in each of the following:
            - MATH103 - College Algebra (3)
        - Earned a minimum grade of C in each of the following:
            - MATH115 - Introduction to Statistics and Probability (3)
        - Completed at least 3 credits from the following types of courses:
          A MATH course numbered higher than 115. Minimum grade requirement: C.

    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - ENG209 - Business Writing (3)
        - Earned a minimum grade of C in each of the following:
            - BUSN242 - Business Presentations (3)

    - Complete 1 of the following
        - Earned at least 3 credits from the following course sets:

        #### ▼ Management Recommended Electives

        - Earned at least 3 credits from ACC BLAW, BUS, BUSN, FIN, ECOM, HIT, HOST, MGT, MKT, or TIM
        - Earned at least 3 credits from the following course sets:

        #### ▼ Management Hospitality and Tourism Specialization

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

        #### ▼ Management Entrepreneurship Specialization

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

        #### ▼ Management Office Administration Assistant Specialization

Semester 3

15
Total Credits

- Complete all of the following

- o Earned a minimum grade of C in each of the following:
  - MGT122 - Human Relations in Management (3)
  - MGT124 - Human Resource Management (3)

- o Complete 1 of the following
  - Earned a minimum grade of C in each of the following:
    - ACC124 - Principles of Accounting I (3)
  - Earned a minimum grade of C in each of the following:
    - ACC201 - Introduction to Financial Accounting (3)

- o Complete 1 of the following
  - Earned at least 3 credits from the following course sets:

▾ Management Recommended Electives

  - Earned at least 3 credits from ACC BLAW, BUSN, BUS, FIN, ECOM, HIT, HOST, MGT, MKT, or TIM
  - Earned at least 3 credits from the following course sets:

▾ Management Hospitality and Tourism Specialization

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

▾ Management Entrepreneurship Specialization

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

▾ Management Office Administration Assistant Specialization

- o Completed at least 3 credits from the following types of courses:
  Any DB or DP course.

Semester 4

15
Total Credits

- Complete all of the following

- o Complete 1 of the following
  - Earned a minimum grade of C in each of the following:
    - ECON120 - Introduction to Economics (3)
  - Earned a minimum grade of C in each of the following:
    - ECON130 - Principles of Microeconomics (3)
  - Earned a minimum grade of C in each of the following:
    - ECON131 - Principles of Macroeconomics (3)

- o Complete 1 of the following
  - Completed the following:
    - HWST107 - Hawai'i: Center of the Pacific (3)
  - Completed at least 3 credits from the following types of courses:
    Any DA/DH/DL course other than HWST 107.

- o Complete 1 of the following
  - Earned at least 6 credits from the following course sets:

    ▾ **Management Recommended Electives**
- Earned at least 6 credits from ACC BLAW, BUSN, BUS, FIN, ECOM, HIT, HOST, MGT, MKT, or TIM
- Earned at least 6 credits from the following course sets:

    ▾ **Management Hospitality and Tourism Specialization**
- Earned at least 6 credits from the following course sets:

    ▾ **Management Entrepreneurship Specialization**
- Earned at least 6 credits from the following course sets:

    ▾ **Management Office Administration Assistant Specialization**
- Earned a minimum grade of C in each of the following:
  - MGT200 - Integrated Topics in Management   (3)

Grand Total Credits: 60

3.5) Program Target Group

The program is directed at students and current 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.

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 business and management majors.
This is an existing program.

4) ATTACHMENTS