

IRAO OFFICE USE ONLY	
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In Banner	
MTVCOMP/Codeset	
Master Curriculum	
CIP Code	
Program Code	
Program Description	

University of Hawai'i  
Code Request Form for Academic Programs for

Reset Form

# NEW OR MODIFY PROGRAM CODE

**New Program Code**     **Modify Program Code**

Date: 04/25/16

**REQUESTOR CONTACT INFORMATION**

Name Ross Higa Campus Leeward CC  
 Title Assistant Professor Email higaross@hawaii.edu  
 Office/Dept BE 203 Phone (808) 455-0284

**NEW PROGRAM CODE TO CREATE**

Institution LEE - Leeward CC Campus LEE - Leeward CC  
 Level UG - Undergraduate Effective Term Fall 2015

**MGT, Management & Industrial Relations**

	Code <small>(max. Characters)</small>	Description	Check if requesting new code:
College	(2) <u>IN</u>	Instructional	<input type="checkbox"/> See Banner form STVCOLL
Department	(4) <u>BUS</u>	<del>Business</del>	<input type="checkbox"/> See Banner form STVDEPT
Degree/Certificate	(6) <u>AS</u>	Associate in Science	<input type="checkbox"/> See Banner form STVDEGC
Major	(4) <u>MGT</u>	Management	<input type="checkbox"/> See Banner form STVMAJR
Concentration	(4) <u>HOST</u>	Hospitality and Tourism	<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 academic years

Special Program Designations  A  B  N  P  T  U

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

Required Terms of Enrollment:  Fall  Spring  Summer  Extended

ADDITIONAL COMMENTS

ATTACHMENTS

**BOR Approved:** Associate, Bachelor and Graduate Degrees, and sole credential certificates

- BOR Meeting Minutes & Supporting Documents                       Curriculum

**Chancellor Approved:** Certificates related to authorized BOR program & Associate in Technical Studies (ATS) Degree

- Memo from Chancellor to notify VPAA about new program                       Curriculum

For new certificates approved by the Chancellor, the related BOR authorized academic program is:

AG. MGT  
gr

VERIFICATIONS

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

**Registrar:**

Grant Helgeson  
Print Name

  
Signature

5/6/16  
Date

**Financial Aid Officer:**

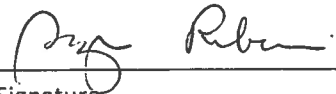
Gregg Yoshimura  
Print Name

  
Signature

5/4/2016  
Date

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

Suzette Robinson  
Print Name

  
Signature

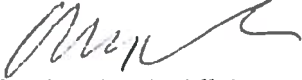
9/9/16  
Date




April 6, 2016

**MEMORANDUM**

TO: Risa Dickson  
Vice President for Academic Affairs

VIA: Michael Pecsok   
Vice Chancellor for Academic Affairs

FROM: Manuel J. Cabral   
Chancellor

SUBJECT: Curriculum Approval

I have approved the following Program modifications on 3/16/16. These modifications are effective Fall 2016. These approvals can be found at: <http://curriculumcentral.its.hawaii.edu:8080/central/core.cas.jsp>

**Modification**

Academic Subject Certificate (ASC) – Creative Media  
Academic Subject Certificate (ASC) – TIM  
Associate in Arts (AA) – Liberal Arts  
Associate in Arts (AA) – Teaching  
Associate in Science (AS) – Accounting  
Associate in Science (AS) – Business Technology  
Associate in Science (AS) – Digital Media Production  
Associate in Science (AS) – Information and Computer Science  
Associate in Science (AS) – Management  
Associate in Science (AS) – Natural Sciences  
Certificate of Achievement (CA) – Accounting  
Certificate of Achievement (CA) – Business Technology  
Certificate of Achievement (CA) – Culinary Arts  
Certificate of Achievement (CA) – Management  
Certificate of Competence (CO) – Alternative Certification in Teaching Certificate

**Memo to Risa Dickson**  
**April 6, 2016**  
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**Certificate of Competence (CO) – Baking**  
**Certificate of Competence (CO) – Business Essentials**  
**Certificate of Competence (CO) – Business Technology**  
**Certificate of Competence (CO) – Digital Media Production**  
**Certificate of Competence (CO) – Dining Room Supervision**  
**Certificate of Competence (CO) – Hospitality and Tourism**  
**Certificate of Competence (CO) – Management Foundations**  
**Certificate of Competence (CO) – Small Business Accounting**

**Attachments**

**c Division Chairs**  
**James Goodman**  
**Ron Umehira**  
**Alicia Brown**  
**Janel Oshiro**  
**Candy Hochstein**  
**Blake Hunrick**  
**William Albritton**  
**Pearl Imada-Iboshi**

**Degree:** Academic Subject Certificate

**Title:** Creative Media

**Description:** The Certificate in Creative Media is designed for students who plan to earn a bachelor's degree in Animation & Computer Games or Interactive Media. Students interested in exploring Creative Media as a possible major at a four-year institution can take these courses while earning their AS or AA degree. The certificate provides creative individuals with the art and design training needed to explore and express ideas using leading-edge technology as well as interactive scripting. The certificate focuses on 3D visual art production for the film, broadcast, and computer game development industries. The certificate provides a balance of technical skills and aesthetic development, culminating in a portfolio-building project targeted to the student's chosen specialization. It helps to provide the trained workforce needed in the state, the Asia-Pacific region, and internationally by offering occupational, technical, and professional courses, which prepare students for future employment and career advancement.

**Effective Date:** Fall 2016

**Program Modifications:**

Deletion of ART 115, Introduction to Design as an option in the Design and Illustration category for both specializations.

**Old Requirements:**

**Design and Illustration**

2 different courses up to 6 credits from the list below

- ART 113 Basic Drawing
- ART 113D Introduction to Computer Drawing
- ART 115D Digital Design
- ~~ART 115 Introduction to Design~~

**New Requirements:**

**Design and Illustration**

2 different courses up to 6 credits from the list below

- ART 113 Basic Drawing
- ART 113D Introduction to Computer Drawing
- ART 115D Digital Design

ART 115, Introduction to Design has not been offered by the Art Department for several years.

**Degree:** Academic Subject Certificate

**Title:** TIM

**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.

**Effective Date:** Fall 2016

**Program Modifications:**

TIM 101 Introduction to Travel Industry Management is being replaced with HOST 101 Introduction to Travel Industry Management. Alpha change only to align with the Hospitality and Tourism Program Coordinating Council recommendations of September 18, 2015.

Alpha change only. These changes were made to follow the recommendations of the Hospitality and Tourism Program Coordinating Council who met on September 18, 2015 to update the University of Hawaii System Articulation agreement for the Hospitality and Tourism program last revised October 2008, and align Leeward CC with other community college's articulated courses.

*The program meets the following goals of Leeward Community college's Strategic Plan (2008-2015):*

*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: Hawai'i'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.**

**Leeward CC Mission Statement in 2015-2016 AY Catalog**

**Mission:** At Leeward Community College, we work together to nurture and inspire all students. We help them attain their goals through high-quality liberal arts and career and technical education. We foster students to become responsible global citizens locally, nationally, and internationally. We advance the educational goals of all students with a special commitment to Native Hawaiians.

This core value shapes Leeward Community College's mission:

**Open access**

We value all students. We seek to meet their needs, as well as those of the community, by offering a diversity of courses, degree and certificate programs, and training opportunities, through traditional and distance education modes of delivery.

**Degree:** Associate in Arts

**Title:** Liberal Arts

**Description:** The two-year liberal arts degree, consisting of at least 60 semester credits, entirely at the baccalaureate level (100 level and above), which provides students with skills and competencies essential for successful completion of a baccalaureate degree.

**Effective Date:** Fall 2016

**Program Modifications:**

New requirements:

- 1. Minimum cumulative grade-point average: 2.0 GPR or better for all courses used to meet the degree requirements.**
2. 60 credits, all in courses numbered 100 or above
3. A maximum of 48 transfer credits earned at other colleges may be applied towards the degree
4. The 60 credits are composed of:
  - a. 31 credits in General Education Core requirements (12 credits in Foundation, 19 credits in Diversification)
  - b. 29 credits of electives**
  - c. Graduation Requirements (Focus Requirements)**
5. A minimum of 12 credits of courses number 100 or above must be earned at Leeward CC

Old requirements:

- 1. Minimum cumulative grade-point average: 2.0 for all courses numbered 100 or above completed at Leeward CC**
2. 60 credits, all in courses numbered 100 or above
3. A maximum of 48 transfer credits earned at other colleges may be applied towards the degree
4. The 60 credits are composed of:
  - a. 31 credits in General Education Core requirements (12 credits in Foundation, 19 credits in Diversification)
  - b. 26 credits of electives**
  - c. Graduation Requirements (Focus Requirements and 3 credits Oral Communication)**
5. A minimum of 12 credits of courses number 100 or above must be earned at Leeward CC

New Graduation Requirements:

**Focus Requirements (5 courses)**

- 1 course: Contemporary Ethical Issues (ETH)
- 1 course: Hawaiian, Asian, & Pacific Issues (HAP)
- 2 courses: Writing Intensive (WI)
- 1 course: Oral Communication (OC)**

Old Graduation Requirements:

**Focus Requirements (4 courses)**

- 1 course: Contemporary Ethical Issues (ETH)
- 1 course: Hawaiian, Asian, & Pacific Issues (HAP)
- 2 courses: Writing Intensive (WI)
- 1 course: Oral Communication (3 credits)**

New:

Oral Communication (OC): 1 course

These courses will give students explicit training, in the context of the class, in oral communication concerns relevant to the assignment or activity. Courses fulfilling this requirement are offered in departments across the curriculum. Approved sections are identified in the College's Class Availability

with an "OC" on the left hand column and the letter "OC" preceding the title; offerings vary each semester. Courses designated "OC" fulfill the OC Focus requirement at Leeward CC, but not at UH Manoa. UH Manoa requires a 300 level OC-Focus course for graduation. All approved OC-Focus courses from UH Manoa, UHWO, or any community college, will meet the Leeward CC OC-Focus graduation requirement.

Old:

Oral Communication (OR): 3 credits

Students receive training in oral delivery and give individual and group oral reports. Oral Communication is a Leeward Community College requirement. It is not the same as UH Manoa's "O" or "OC" requirement.

For changes in the Foundation courses, see: <http://www.hawaii.edu/offices/app/aa/afc/>

For changes in the Diversification courses, see: <https://sites.google.com/a/hawaii.edu/leeward-cc-diversification-board/list-of-diversification-courses>

For changes in the Focus courses, see their respective websites and/or reports.

Other changes:

Field #1: Removed: "Help students to attain their goals through high-quality career and technical education."

Field #3: Removed: "Some DB and DP courses have a lab embedded."

"Minimum cumulative grade-point average: 2.0 GPR or better for all courses used to meet the degree requirements." is a system policy. See link to UHCCP [http://www.uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP\\_5.203\\_Program\\_Credentials\\_Degrees\\_and\\_Certificates.pdf](http://www.uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP_5.203_Program_Credentials_Degrees_and_Certificates.pdf)

The recent establishment of an Oral Communication Focus Board and Oral Communication Hallmarks change the 3 credit Oral Communication Graduation Requirement to a one course Oral Communication Focus Requirement. The 3 credits were added to the electives, changing the electives from 26 to 29 credits. The acceptance of the Oral Communication Hallmarks will replace any preexisting policy rules on accepting Oral Requirement courses.

There may be changes in the Foundation, Diversification, and Focus courses.

Other changes:

Field #1: We use CTE to describe vocational and technical programs which typically offer the AS degree, like ICS, accounting, culinary, digital media, etc. The AA is for our liberal arts students. This degree really does not address CTE programs.

Field #3: All science courses with combined lecture and lab are being decoupled into separate lecture and lab courses for fall 2016.



**Degree:** Associate in Arts

**Title:** Teaching

**Description:** The Associate in Arts in Teaching (AAT) is a 62 credit degree program intended to either provide the first two years of a baccalaureate program in elementary or secondary education (transfer degree) or prepare the student for employment as an educational assistant (terminal degree). The AAT program is firmly rooted in the academic study skills and content courses of a strong general education program combined with a rigorous core of pre-professional education courses. The program also includes field experience embedded within education courses as well as a culminating Field Experience course with experienced professional teacher-mentors, and preparation for the Core Academic Skills exam, a test required nationally for admission into many teacher preparation programs. The program is designed to be flexible in order to best support transfer to any of our articulated partners and to allow focus on a range of teaching areas (e.g. elementary, secondary, and special education).

**Effective Date:** Fall 2016

#### **Program Modifications:**

The degree requirements in Item #3 was updated for the following reasons.

- 1) Many of the ED courses are going through curriculum central to update CLOs and course titles. This program modification includes all correct ED course titles.
- 2) Clarifications were made in the FW, FS, FG, DA, DS, DB, DP, DY categories with verbiage that states that any approved course in the foundations or diversification field will fulfill that particular requirement. For example, the proposed FW category states **ENG 100 or ENG 100E (or any approved FW course)**; whereas previously it only stated **ENG 100 and ENG 100E**. This allows for more flexibility for the student, especially one who may transfer in a foundation or diversification equivalent course to Leeward CC.
- 3) Changes were made to the Math (FS) requirement to state that Math 112 is the acceptable FS course, not Math 111. This is to be in line with the AA (and UH System) requirements as Math 111 is not considered an FS course. Math 111 was instead moved to the ED elective section of the degree. This was done because students need to take Math 111 before they can take Math 112 and so designating it as an ED elective option allows the course to count towards their AAT degree.
- 4) The third science requirement in the Graduation Requirements section was removed. Based on our articulation agreements, this third science only benefits Elem Ed majors transferring to UH West Oahu's program. This third science requirement does not help Elem Ed or Secondary Ed majors transferring to UH Manoa, Chaminade or University of Phoenix. Therefore, this requirement was removed and instead the program will now require three ED electives. This is beneficial to the students because most of our articulation agreements accept three or more ED electives. This modification will strengthen a seamless transfer from the AAT program to our partnering universities.

5) The AAT degree is being modified to include two additional education electives; ED 282, Collaboration and Teaming and ED 283, Partnerships with Families. These courses were developed for the SPED/Inclusive Certificate of Competence and will benefit AAT students as they transfer to a baccalaureate program in special education.

The rationale for updating the program is so that it is more in line with AA requirements, that it is a clearer and more flexible degree for students who want to teach at the K-12 levels, and the modifications also better align with our existing articulation agreements promoting a smoother transition from the AAT degree to a baccalaureate teacher education program. This is not a substantive change.

**Degree:** Associate in Science

**Title:** Accounting

**Description:** The Associate in Science degree is designed to prepare the student for entry-level accounting positions in accounts receivable, accounts payable, payroll, inventory, bookkeeping, and other related fields.

**Effective Date:** Fall 2016

**Program Modifications:**

Field #3 - Course numbers and titles were updated according to the UHCC Accounting Program Coordinating Committee's (PCC) agreement dated October 10, 2014.

The title for ACC 124 was changed from "College Accounting I" to "Principles of Accounting I" and the title for ACC 125 was changed from "College Accounting II" to "Principles of Accounting II".

Additionally, the title for BUS 101 was changed from "Business Computer Systems" to "Business Information Systems" in Fall 2015. And the course alpha for Legal Environment of Business was changed from "LAW 200" to "BLAW 200" to align with the other UHCCs.

These changes have already been made to the appropriate courses.

The UHCC Accounting PCC agreed to standardize course numbers, titles, course descriptions, student learning outcomes and course prerequisites for common accounting courses. These agreed upon changes were updated in the program requirements in Field #3. These changes do not affect the program.

**Degree:** Associate in Science

**Title:** Business Technology

**Description:** The Business Technology Program prepares students for employment (and to upgrade/retrain business professionals) in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility.

**Effective Date:** Fall 2016

**Program Modifications:**

This is an approved Program of Study.

Clarification on acceptable electives in BTEC 100-level elective list in question #3. Added the text "Cannot use ACC 124 as a 100-level elective if taking ACC 201 for Certificate of Achievement or Associate of Science Degree."

Added flexibility for students to take Math 103 instead of BUSN 188 and SP 251 instead of SP 151.

Updated ACC 124 course title to match the proposed change effective Fall 2016.

Clarification on acceptable electives in BTEC 100-level elective list.

Added flexibility for students to take Math 103 instead of BUSN 188 and SP 251 instead of SP 151.

**Degree:** Associate in Science

**Title:** Digital Media Production

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

**Effective Date:** Fall 2016

**Program Modifications:**

Deleted Specialization in Video Games.

In the Specialization for Digital Photography, ART 115, Introduction to Design is replaced by ART 115D, Digital Design.

The following table visually describes the changes:

**Specialization Digital Photography**

**Old Requirements (24 credits)**

ART 101	Introduction to Visual Arts	3
ART 107D	Introduction to Digital Photography	3
<del>ART 115</del>	<del>Introduction to Design</del>	<del>3</del>
ART 202	Digital Imaging	3
ART 207D	Intermediate Digital Photography	3
ART 221	Design for Print and Web	3
ART 277	Studio Photography	3
Elective	Choose one course from any other DMED specialization	3

**New Requirements (24 credits)**

ART 101	Introduction to Visual Arts	3
ART 107D	Introduction to Digital Photography	3
ART 115D	Digital Design	3
ART 202	Digital Imaging	3
ART 207D	Intermediate Digital Photography	3
ART 221	Design for Print and Web	3
ART 277	Studio Photography	3
Elective	Choose one course from any other DMED specialization	3

The deletion of the Specialization in Video Games was done since it was found that the coursework in this specialization was not substantive enough to develop the comprehensive skills necessary to compete in this field.

The need to replace ART 115, Introduction to Design to ART 115D, Digital Design is because it was discovered that ART 115 has not been offered by the Art Department for several years. Additionally, the content in the digital design course is more current and appropriate for the Specialization in Digital Photography.

**Degree:** Associate in Science

**Title:** Information and Computer Science

**Description:** The curriculum leading to an Associate in Science degree in Information and Computer Science is designed to prepare individuals for employment as technical assistants to professional and administrative personnel using computers. Students may choose one of five areas of specialty: Network Support Specialist, Database Support Specialist, Information Security Specialist, Mobile Developer Specialist and Software Developer Specialist. Skills in writing, speech, and mathematics complete the preparation for employment. The program requirements are designed to facilitate transfer to the baccalaureate programs in Information and Computer Sciences at UH Manoa, UH Hilo, UH West O'ahu for those students who wish to continue their education while working in the industry.

**Effective Date:** Fall 2016

**Program Modifications:**

Added "or ENG 209" to the writing requirements: ENG 225 Technical Writing, or ENG 209 Business Writing (3)

Removed "economics" from the Description. So, the sentence begins, "Skills in writing, speech and mathematics ..."

Included transfer to UH West O'ahu in the last sentence of the description.

Updated the year in the catalog reference in box 1: 2015 - 2016.

Removed the sentence about the program being articulated under the paragraph about open access in box 1. We articulated some courses in the program, not the program itself.

This is to help students who transfer to UH West O'ahu, because UH West O'ahu does not offer ENG 225, but does offer ENG 209.

**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 2016

**Program Modifications:**

Existing Concentration in Tourism program:

- a. TIM 101 Introduction to Travel Industry Management
- b. HOST 140 Hotel and Lodging Operations
- c. HOST 154 Food and Beverage Operations
- d. BUSN 277 International Business Protocol

New Concentration in Hospitality and Tourism Program:

- a. HOST 101 Introduction to Travel Industry Management
- b. HOST 152 Front Office Operations
- c. HOST 154 Food and Beverage Operations
- d. BUSN 193V Cooperative Education
- e. BUSN 166 Professional Employment Preparation

TIM 101 name alpha change to HOST 101

HOST 140 is being replaced by HOST 152

BUSN 277 is being replaced by BUSN 193V and BUSN 166 which are existing courses.

There is an increased demand for trained employees in the field of Tourism. The Accreditation Commission for Programs in Hospitality Administration (ACPHA) has specific requirements that define the kind of program that the commission considers a part of its educational universe and within the scope of the accrediting activities. The new concentration will meet these needs.

These changes were made to follow the recommendations of the Hospitality and Tourism Program Coordinating Council who met on September 18, 2015 to update the University of Hawaii System Articulation agreement for the Hospitality and Tourism program last revised October 2008, and align Leeward CC with other community college's common courses, and concentration title change.

*The program meets the following goals of Leeward Community College's Strategic Plan (2008-2015):*

*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: Hawai'i'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.**

**Leeward CC Mission Statement in 2015-2016 AY Catalog (Field 37)**

**Mission:** At Leeward Community College, we work together to nurture and inspire all students. We help them attain their goals through high-quality liberal arts and career and technical education. We foster students to become responsible global citizens locally, nationally, and internationally. We advance the educational goals of all students with a special commitment to Native Hawaiians.

This **core value** shapes Leeward Community College's mission:

**Open access**

We value all students. We seek to meet their needs, as well as those of the community, by offering a diversity of courses, degree and certificate programs, and training opportunities, through traditional and distance education modes of delivery.

Hawaii Tourism Authority press release 2/24/2012:

Total expenditures by visitors who came to Hawai'i in January 2012 rose 13.9 percent (or \$164.1 million) from January 2011, to \$1.345 billion, according to preliminary statistics released by the Hawai'i Tourism Authority. This was the best one-month total on record, surpassing the December 2011 high of \$1.298 billion. There was also a 7.7% growth in total arrivals during that period, arrivals by air grew by 7.4%, and arrivals by cruise ships rose 22%.



**Degree:** Associate in Science

**Title:** Natural Sciences

**Description:** A two-year degree with Concentrations in Biological Sciences, Physical Sciences, Engineering, and Information and Communication Technology, to prepare students for further study in the sciences.

**Effective Date:** Fall 2016

**Program Modifications:**

Updated PLO's to be uniform across other UHCC AS Natural Science programs.

Updated the names of the four concentrations to be uniform across other UHCC AS Natural Science programs.

Course deletions of courses no longer offered at Leeward CC.

Updated with newest program data (number of enrolled students and number of graduates).

General typographical errors were fixed.

These changes are necessary to better align our AS Natural Science program with other UHCC AS Natural Science programs. On May 1st, 2015 the UHCC Vice Chancellors for Academic Affairs (VCAA) met with the UH System Director of STEM Education and other UHCC administrators to discuss the AS Natural degree. At that meeting, the VCAs agreed that the AS Natural Science degree would have four concentrations named the same at all UHCC campuses. This change will eliminate confusion, allow the UH System to more easily track and report student enrollment, retention, transfer and graduation, help to clarify articulation, and will simplify the message to students, college advisors and high school counselors.

Typographical errors were fixed to provide better clarity and readability.

**Degree:** Certificate of Achievement

**Title:** Accounting

**Description:** The Certificate of Achievement is designed to prepare the student for entry-level accounting positions in accounts receivable, accounts payable, payroll, inventory, bookkeeping, and other related fields.

**Effective Date:** Fall 2016

**Program Modifications:**

Field #3 - Course numbers and titles were updated according to the UHCC Accounting Program Coordinating Committee's (PCC) agreement dated October 10, 2014.

The title for ACC 201 was changed from "Financial Accounting" to "Introduction to Financial Accounting".

The title for ACC 124 was changed from "College Accounting I" to "Principles of Accounting I".

The title for ACC 125 was changed from "College Accounting II" to "Principles of Accounting II".

The title for ACC 202 was changed from "Managerial Accounting" to "Introduction to Managerial Accounting".

The course number for "Using Quickbooks in Accounting" was changed from ACC 150 to ACC 252.

Additionally, the title for BUS 101 was changed from "Business Computer Systems" to "Business Information Systems".

These changes have already been made to the appropriate courses.

The UHCC Accounting PCC agreed to standardize course numbers, titles, course descriptions, student learning outcomes, and course prerequisites for common accounting courses on October 10, 2014. These agreed upon changes were updated in the program requirements in Field #3. These changes do not affect the program.

**Degree:** Certificate of Achievement

**Title:** Business Technology

**Description:** Business Technology

**Effective Date:** Fall 2016

**Program Modifications:**

Add the text "Cannot use ACC 124 as a 100-level elective if taking ACC 201 for Certificate of Achievement or Associate in Science Degree. ACC 124 and ACC 125 are each equivalent to ACC 201; therefore, ACC 124 is half of the content of ACC 201.

Add "or Math 103 College Algebra" to the BUSN 188, Business Calculations. Math 103, College Algebra, is required for students transferring to UHWO.

Added "or SP 251, Principles of Effective Public Speaking, (3)" as an option for SP 151, Personal and Public Speech (3).

Clarification on acceptable electives in BTEC 100-level elective list.

Added flexibility for students to take Math 103 instead of BUSN 188 and SP 251 instead of SP 151.

**Degree:** Certificate of Achievement

**Title:** Culinary Arts

**Description:** Certificate of Achievement in Culinary Arts

**Effective Date:** Fall 2016

**Program Modifications:**

Change in MATH requirement: from MATH 82 to MATH 75. This is to help out all students to earn a CA without having to take ENG and MATH classes at the 100 level.

**Degree:** Certificate of Achievement

**Title:** Management

**Description:** The Management Certificate of Achievement will help to provide insight needed to current and future employees to be successful as a manager in today's dynamic and rapidly changing marketplace.

**Effective Date:** Fall 2016

**Program Modifications:**

**Existing Program**

SP 151 Personal and Public Speech (3) or  
SP 251 Principles of Effective Public Speaking (3)  
BUSN 188 Business Calculations (3)  
ENG 100 Composition I (3) or  
ENG 209 Business Writing (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)  
MGT 122 Human Relations in Business (3)  
MGT 124 Human Resources Management (3)  
MKT 130 Principles of Retailing (3)  
MGT 120 Principles of Management (3)  
ACC 124 College Accounting (3)  
ACC 201 Financial Accounting (3)  
MKT 120 Principles of Marketing (3)  
**Total Credits 30 or 33**

**New Program**

ENG 100 Composition I (3) or  
ENG 209 Business Writing (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)  
MGT 122 Human Relations in Business (3)  
MGT 124 Human Resources Management (3)  
MKT 130 Principles of Retailing (3)  
MGT 120 Principles of Management (3)  
ACC 124 College Accounting I (3)  
or  
ACC 201 Introduction to Financial Accounting (3)  
MKT 120 Principles of Marketing (3)  
**Total Credits 24 or 27**

The WAFC is recommending that all articulated programs reduce the number of required courses from 10 to 8 to improve student success and completion rates. Community colleges seeking endorsement from WAFC must demonstrate that each of its selected courses contain at least 70% of the required outcomes. The WAFC program outcomes are covered by 70% or more with the 8 courses listed. Courses that are being eliminated from the certificate program include BUSN 188 and SP 151 (or SP 251). Seventy percent (70%) of the outcomes required by these courses were found to exist in other program courses.

**Degree:** Certificate of Competence

**Title:** Alternative Certification in Teaching Certificate

**Description:** The Alternative Certification in Teaching Certificate is designed to provide an alternative pathway leading to licensure in Career and Technical Education (CTE) by the Hawai'i Teacher Standards Board (HTSB). The Alternative Certification in Teaching Certificate of Competence coursework is firmly rooted in the academic study skills of core educational courses combined with a supervised field experience practicum. The practicum course has two components; Observation and Participation (O&P) first semester and Student Teaching second semester. In addition to gaining a teaching license through HTSB, candidates who complete this course of study will be awarded the Alternative Certification in Teaching Certificate of Competence from Leeward Community College.

**Effective Date:** Fall 2016

**Program Modifications:**

The program learning outcomes have been modified to align with claims for TEAC/CAEP (Council for the Accreditation of Educator Preparation) for our national accreditation and Hawai'i Teacher Standard Board standards. Leeward Community College was approved by Hawai'i Teacher Standards Board as a SATEP (State Approved Teacher Education Program) for the Alternative Certification for CTE Licensure program, however, the Certificate of Competence is titled the Alternative Certification in Teaching Certificate. The description has been modified to align with the title of the certificate of competence.

The Program Learning Outcomes for the Alternative Certification for CTE Licensure program are the 10 Hawai'i Teacher Standards Board Standards for effective teaching practice. The Program is firmly rooted in the academic study skills of core educational courses combined with a supervised field experience practicum. Through rigorous courses candidates will acquire knowledge of educational content, knowledge of pedagogy, and knowledge of multiple learning styles, leading to practices that demonstrate sensitivity to diversity and social justice. The mission of the Program aligns with the mission statement of Leeward CC which is aligned with the University of Hawai'i Community College mission.

**Degree:** Certificate of Competence

**Title:** Baking

**Description:** Certificate of Competence in Baking

**Effective Date:** Fall 2016

**Program Modifications:**

Change in MATH requirements: from MATH 82 to MATH 75. This is to help out all students to earn this certificate without having to take MATH classes at the 100 level.

**Degree:** Certificate of Competence

**Title:** Business Essentials

**Description:** Focuses on developing interpersonal communication skills between management and employees and selecting and utilizing word processing, spreadsheet and presentation software. One of the three required certificates endorsed by the Western Association of Food Chains (WAFC) for its Retail Management Certificate.

**Effective Date:** Fall 2016

**Program Modifications:**

Reduce credits in certificate to 6 credits.

**Existing Program**

ENG 100 Composition I (3)

or

ENG 209 Business Writing (3) 3

BUSN 188 Business Calculations (3) 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) 3

SP 151 Personal and Public Speech (3)

or SP 251 Principles of Effective Public Speaking (3) 3

Total Credits: 12 (or 15)

**New Program**

MGT 122 Human Relations in 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) 3

Total Credits: 6 (or 9)

To improve student success and program completion rates; changes being made to overall Certificate of Achievement - Management.



**Degree:** Certificate of Competence  
**Title:** Business Technology  
**Description:** Certificate of Competence in Business Technology  
**Effective Date:** Fall 2016

**Program Modifications:**

Add the text "Cannot use ACC 124 as elective if taking ACC 201 for Certificate of Achievement or Associate in Science Degree" to clarify elective options from the Certificate of Competence. ACC 124 and ACC 125 are each equivalent to ACC 201; therefore, ACC 124 is half of the content of ACC 201.

This is an approved Program of Study.

Clarification on acceptable electives in BTEC 100-level elective list.

**Degree:** Certificate of Competence

**Title:** Digital Media Production

**Description:** The Digital Media Production Certificate of Competence is designed to develop interdisciplinary skills necessary for the production of multimedia, and give students the opportunity to explore a variety of media for the Internet, print, and digital video. The Certificate is intended to train students who are working in fields that require them to develop digital media materials.

**Effective Date:** Fall 2016

**Program Modifications:**

DMED 113 Intro to Layout Design is replaced by ART 221 Design for Print and Web

Old Requirements (21credits)		New Requirements (21 credits)	
ART 101	Intro to Visual Arts	3	ART 101 Intro to Visual Arts 3
ART 112	Digital Art	3	ART 112 Digital Art 3
DMED 113	<del>Intro to Layout Design</del>	3	ART 221 Design for Print and Web 3
DMED 121	NetPrep Website Design	3	DMED 121 NetPrep Website Design 3
DMED 131	Intro to Digital Video	3	DMED 131 Intro to Digital Video 3
DMED 200	Electronic Portfolio	3	DMED 200 Electronic Portfolio 3
ICS 100	Intro to Computing Literacy & Applications	3	ICS 100 Intro to Computing Literacy & Applications 3

The change is necessary to reflect the modification that occurred in Fall 2014, when DMED 113 Intro to Layout Design was converted to ART 221 Design for Print and Web. This was in response to meet a system-wide mandate to make uniform the course alpha's of similar courses taught throughout the UH system.

**Degree:** Certificate of Competence  
**Title:** Dining Room Supervision  
**Description:** Certificate of Competence in Dining Room Supervision  
**Effective Date:** Fall 2016

**Program Modifications:**

Change in MATH requirement: from **MATH 82** to **MATH 75**.

Introduction to the Sociology of Food (SOC 151) is recommended to fulfill the Social Science elective because the course examines, addresses and analyzes issues such as food and culture, our current food system and its impact on society, food sustainability, and related social issues (e.g. hunger, nutrition, food security, etc.).

MATH 82 or equivalent or higher are being added to reflect changes in the math courses offered.

**Degree:** Certificate of Competence

**Title:** Hospitality and Tourism

**Description:** The Hospitality and Tourism Certificate of Competence is designed for those who seek to achieve basic skills and knowledge that will prepare them to find employment in various segments of the hospitality and tourism industry. Students selecting the Certificate may have background experience in the field or be seeking a career area. The courses required in the Certificate are applicable to the AS degree in Management.

**Effective Date:** Fall 2016

**Program Modifications:**

**Existing Program:**

MGT 121	Customer Services	3 credits
MGT 122	Human Relations in Business	3
TIM 101	Introductions to Travel Industry Management	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
HOST 140	Hotel and Lodging	3
BUSN 166	Professional Employment Preparation	1
	Total Credits	16 or 19

**New Program:**

MGT 121	Customer Service	3 credits
HOST 101	Introductions to Travel Industry Management	3
HOST 152	Front Office Operations	3
HOST 154	Food and Beverage Operations	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
	Total Credits	15 or 18

Note: changes include deleting TIM 101, HOST 140, BUSN 166 and replacing with HOST 101, HOST 152. Program title to change from Certificate of Competence in Travel Industry to Certificate of Competence in Hospitality and Tourism.

These changes were made to follow the recommendations of the Hospitality and Tourism Program Coordinating Council who met on September 18, 2015 to update the University of Hawaii System Articulation agreement for the Hospitality and Tourism program last revised October 2008, and align Leeward CC with other community college's articulated courses.

## Leeward CC Mission Statement in 2015-2016 AY Catalog (Field 37)

**Mission:** At Leeward Community College, we work together to nurture and inspire all students. We help them attain their goals through high-quality liberal arts and career and technical education. We foster students to become responsible global citizens locally, nationally, and internationally. We advance the educational goals of all students with a special commitment to Native Hawaiians.

This **core value** shapes Leeward Community College's mission:

### **Open access**

We value all students. We seek to meet their needs, as well as those of the community, by offering a diversity of courses, degree and certificate programs, and training opportunities, through traditional and distance education modes of delivery.

*The program meets the following goals of Leeward Community college's Strategic Plan (2008-2015):*

*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: Hawai'i'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.**

**Degree:** Certificate of Competence

**Title:** Management Foundations

**Description:** Provides insight to practical applications of managerial and human resource functions and marketing fundamentals. One of the three required certificates endorsed by the Western Association of Food Chains (WAFC) for its Retail Management Certificate.

**Effective Date:** Fall 2016

**Program Modifications:**

**Existing program:**

MGT 120 Principles of Management (3)  
ACCT 124 College Accounting (3) or  
ACCT 201 Introduction to Financial Accounting (3)  
MKT 120 Principles of Marketing (3)

Total Credits 9

**New Program:**

MKT 120 Principles of Marketing (3)  
MGT 120 Principles of Management (3)  
MGT 124 Human Resource Management (3)

Total Credits 9

To improve student success and program completion; changes being made to overall Certificate of Achievement - Management.

The changes align with the following core values of Leeward Community College's Mission Statement:

**Community**

We value cooperation, collaboration, social responsibility, and concern for others as crucial elements in building a sense of community inside and outside of the institution.

**Diversity and respect**

We value individual differences and the contributions they bring to the learning process. We believe that our students are enriched through a diverse intellectual and social environment, where learning occurs through exposure to world cultures, and through interaction with peoples of diverse experiences, beliefs, and perspectives.

**Integrity**

We value personal and institutional integrity by fostering a culture of continuous improvement to open pathways to student success. We hold ourselves accountable for providing a high-quality academic experience.

**Open access**

We value all students. We seek to meet their needs, as well as those of the community, by offering a diversity of courses, degree and certificate programs, and training opportunities, through traditional and distance education modes of delivery.

**Degree:** Certificate of Competence

**Title:** Small Business Accounting

**Description:** The Certificate of Competence in Small Business Accounting is for the student who wishes to quickly acquire accounting knowledge to be applied in a new or continuing small business. This certificate can be earned by attending live or online classes.

**Effective Date:** Fall 2016

**Program Modifications:**

***The following changes are being proposed for Fall 2016:***

Field #3 - Course numbers and titles were updated according to the UHCC Accounting Program Coordinating Committee's (PCC) agreement dated October 10, 2014.

The title for ACC 201 was changed from "Financial Accounting" to "Introduction to Financial Accounting".

The title for ACC 124 was changed from "College Accounting I" to "Principles of Accounting I".

The title for ACC 125 was changed from "College Accounting II" to "Principles of Accounting II".

The title for ACC 202 was changed from "Managerial Accounting" to "Introduction to Managerial Accounting".

The course number for Using Quickbooks in Accounting was changed from ACC 150 to ACC 252.

Additionally, the title for BUS 101 was changed from "Business Computer Systems" to "Business Information Systems". These changes have already been made to the appropriate courses.

***The following changes are being proposed for Fall 2016:***

The UHCC Accounting PCC agreed to standardize course numbers, titles, course descriptions, student learning outcomes, and course prerequisites for common accounting courses. These agreed upon changes were updated in the program requirements in Field #3. These changes do not affect the program.