

**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) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STV_COLL
Department	(4) <u>MGT</u>	<u>Management &amp; Industrial Rel</u>	<input type="checkbox"/> See Banner form STV_DEPT
Degree/Certificate	(6) <u>CO</u>	<u>Certificate of Competence</u>	<input type="checkbox"/> See Banner form STV_DEGC
Major	(4) <u>MGMT</u>	<u>Management</u>	<input type="checkbox"/> See Banner form STV_MAJR
Concentration	(4) <u>ADAS</u>	<u>Administrative Assistant</u>	<input type="checkbox"/> See Banner form STV_MAJR
Minor	(4) _____	_____	<input type="checkbox"/> See Banner form STV_MAJR

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 CO allows a student to earn skills by taking these five courses and immediately enter the workforce

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.*

0.5 years

**Special Program Designations**

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

A     B     N     P     T     U

Required Terms of Enrollment:  Fall     Spring     Summer     Extended

**EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE**

Program Code _____	Program Description _____
Institution _____	Campus <u>Leeward CC</u>
College _____	Department _____
Level _____	
Are current students "grandfathered" under the program code? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Should the old program code be available for use in Banner? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Effective <span style="border: 1px solid black; padding: 2px 10px;"> </span> , old program code will no longer be available to admit or recruit students. <small>Term (ie. Fall 2020)</small>	
<i>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.</i>	
Effective <span style="border: 1px solid black; padding: 2px 10px;"> </span> , old program code will no longer be available to award degree to students. <small>Term (ie. Fall 2020)</small>	
<i>This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.</i>	

**ATTACHMENTS**

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

- BOR Meeting Minutes & Supporting Documents  Curriculum

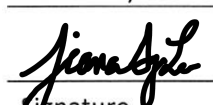
**Chancellor Approved:** Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

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

<p><b>CERTIFICATES ONLY: Please check one (1) statement.</b> This certificate is a...</p> <p><input type="checkbox"/> BOR approved certificate. BOR Meeting/Approval Date: _____</p> <p><input type="checkbox"/> Chancellor approved within an authorized BOR program. BOR Program: _____</p> <p><input type="checkbox"/> Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.</p>
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**VERIFICATIONS**

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

<p><b>Registrar</b> (Print Name)</p> <p>Grant Helgeson _____</p> <p><small>Grant Helgeson Digitally signed by Grant Helgeson Date: 2023.03.06 15:38:03 -10'00'</small></p> <p>Signature _____ Date _____</p>	<p><b>Financial Aid Officer</b> (Print Name)</p> <p>Gregg Yoshimura _____</p> <p><small>Gregg Yoshimura Digitally signed by Gregg Yoshimura Date: 2023.03.07 10:39:39 -10'00'</small></p> <p>Signature _____ Date _____</p>	<p><b>For Community Colleges, verification of consultation with OVPC Academic Affairs:</b></p> <p>Tiana Loo _____</p> <p> <span style="float: right;">4/6/23</span></p> <p>Signature _____ Date _____</p>
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**ADDITIONAL COMMENTS**



UNIVERSITY of HAWAII\*  
**LEEWARD**  
COMMUNITY COLLEGE


March 15, 2023

**MEMORANDUM**

TO: Debora J. Halbert  
Vice President for Academic Strategy

VIA: Della Teraoka  
Interim Associate Vice President for Academic Affairs

Keala Chock   
for Vice Chancellor for Academic Affairs

FROM: Carlos Peñaloza   
Chancellor

SUBJECT: Program Approval

I have approved the new Certificate of Competence (CO) in Administrative Assistant effective Fall 2023.

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

96-045 Ala 'Ike  
Pearl City, Hawai'i 96782  
Phone: (808) 455-0215  
Fax: (808) 455-0471

**Program Code**  
**Certificate of Competence in Administrative Assistant**  
Approved | Fall 2023

## Proposal Information

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### Workflow Status

Complete

### Proposer Notification, Proposer

expand ▲

Notification Sent | Proposer

✉ Faustino Dagdag

## 1) GENERAL INFORMATION

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### 1.1) Effective Term

Fall 2023

### 1.2) Program Title

Certificate of Competence in Administrative Assistant

### 1.3) Degree Type

Certificate of Competence (CO)

### 1.4) Description

The Certificate of Competence is to prepare students to acquire basic entry-level skills in administrative assistant support positions in office settings in businesses, non-profit and governmental service institutions.

### 1.5) Division

Business

## P) PROPOSAL DETAILS

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### P.1) Proposal Summary

The Administrative Assistant Program is designed to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in private businesses and governmental services institutions. The five course curriculum provides for both first time entry as well as career mobility. The five courses are:

BUSN 123 Word Processing for Business

BUSN 158 Social Media and Cloud-Based Collaboration for Business

BUSN 164 Career Success

BUSN 170 Records and Information Management

BUS 101 Business Information Systems or ICS 101 Digital Tools Info World

### P.2) Proposal Rationale/Justification

The overall objective of the Leeward CC Management (MGMT) Program is to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility. This is an approved Program of Study.

**P.3) Title Change**

No

**P.4) Proposal Supporting Documents**

**P.5) Other Departments Involved**

BUSN 123 Word Processing for Business  
 BUSN 158 Social Media and Cloud-Based Collaboration for Business  
 BUSN 164 Career Success  
 BUSN 170 Records and Information Management  
 BUS 101 Business Information Systems or ICS 101 Digital Tools info World  
 The program affects the Business Technology and Accounting Programs

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

Yes

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

No

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

No

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

No

**P.10) Department Vote**

	Date	Yes	No	Abstain
Department Vote	2022/10/07	7	0	0

**P.11) Proposer Notes**

## 2) PROGRAM LEARNING OUTCOMES

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**2.1) Outcomes**

Demonstrate professional behavior in work quality, appearance, and attitude as required in a business environment.  
 Employ current and emerging technologies effectively to create, manage, and prioritize documents to handle multiple business circumstances.  
 Demonstrate clear and effective verbal and non-verbal communications which comply with standard office etiquette.

## 3) BOR INFORMATION

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### 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 Administrative Assistant 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

The program prepares the student for a future in administrative assistant positions in businesses, non-profits and governmental services institutions as well as providing continuing upscaling education for current workers.

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

Certificate of Competence (15 credits)

BUSN 123 Word Processing for Business (3 credits)

BUSN 158 Social Media and Cloud-Based Collaboration for Business (3 credits)

BUSN 164 Career Success (3 credits)

BUSN 170 Records and Information Management (3 credits)

BUS 101 Business Information Systems or ICS 101 Digital Tools info World (3 credits)

To obtain the Administrative Assistant CO students must pass all required business (BUS) and business technology (BUSN) courses with a grade of C or better.

### 3.4) Program Rules

## Semester 1

15

Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - BUSN123 - Word Processing for Business (3)
    - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
    - BUSN164 - Career Success (3)
    - BUSN170 - Records and Information Management (3)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - BUS101 - Business Info Systems (3)
    - Earned a minimum grade of C in each of the following:
      - ICS101 - Digital Tools for the Information World (3)

## Grand Total Credits: 15

### 3.5) Program Target Group

The target group includes current business and management students and current employees at Hawaii organizations seeking to upscale their managerial skills. It would also be an option for current business students who may be undecided as a major.

### 3.6) Program Resources

The program can be done with the use of existing resources. No new classes need to be offered. All courses within the program are presently offered by the Business Division.

### 3.7) Program Efficiency

The availability of this certificate will provide an additional incentive for management students to take these courses and complete their degree. The high level of student interest in the certificate is likely to increase enrollment in many of the courses included in the certificate. Thus, this program should improve the fill rate and the efficiency of these courses.

Because all courses are presently being offered by the Business Division, no new resources would be needed. With the increase in enrollment generated by this program, program efficiency will increase.

### 3.8) Program Effectiveness



Program effectiveness is projected to increase as the Management program will be more flexible and able to better meet the needs of business students and management majors. Effectiveness will be demonstrated through completion of Leeward CC certificate programs improved student retention rates; certificates issued, and through student and employer feedback

## **4) ATTACHMENTS**


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UNIVERSITY of HAWAII\*  
**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

96-045 Ala 'Ike  
Pearl City, Hawaii 96782  
Phone: (808) 455-0453  
Fax: (808) 455-0471