NEW OR MODIFY PROGRAM CODE

Form #CR-AP1
Modified October 2019

☒ **New Program Code**   ☐ **Modify Program Code**   Date: 11/8/2021

REQUESTOR CONTACT INFORMATION

Name	Kathlen Lee	Campus	Kaua'i CC
Title	Educational Specialist	Email	kathlen@hawaii.edu
Office/Dept	Academic Affairs	Phone	(808) 245-8204

NEW PROGRAM CODE TO CREATE

Institution	KAU - Kauai Community College	Campus	KAU - Kauai Community College
Level	UG - Undergraduate	Effective Term	Fall 2020

		Code (Max. Characters)	Description	Check if requesting new code:
College	(2)	IN	Instructional	☐ See Banner form STVCOLL
Department	(4)	BUS	Business Education	☐ See Banner form STVDEPT
Degree/Certificate	(6)	BUS	Business	☐ See Banner form STVDEGC
Major	(4)	AS	Associate in Science	☐ See Banner form STVMAJR
Concentration	(4)			☐ See Banner form STVMAJR
Minor	(4)			☐ See Banner form STVMAJR

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

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

If new major, please list the BOR's approved Classification of Instructional Programs (CIP) 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

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

IRAO USE ONLY: DATE RECEIVED

ADDITIONAL COMMENTS (for modifying existing program codes, specify the term to turn on/ off the online application, the recruitment/admission term, and the general student/history/ degree term.)

Submitting form to comply with requirement for fully online programs. Attaching fully online program recognition form submitted by VCAA.

ATTACHMENTS

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

☐ BOR Meeting Minutes & Supporting Documents   ☒ Curriculum

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

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

☐ Curriculum

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

☐ BOR approved certificate. BOR Meeting/Approval Date: _____

☐ Chancellor approved within an authorized BOR program. BOR Program: _____

☐ Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

VERIFICATIONS

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

Registrar (Print Name)	**Financial Aid Officer** (Print Name)	**For Community Colleges,** verification of consultation with OVPCC Academic Affairs:
Kailana Soto	Jeff Anderson	DELLA TERAOKA
Kailana A. Soto 11/22/21	*Jeff A* 11/24/21	*Della Teraoka*
Signature Date	Signature Date	Signature Date

UNIVERSITY *of* HAWAI'I

KAUA'I
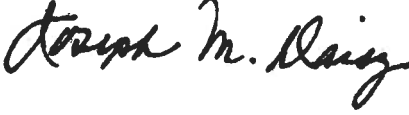## COMMUNITY COLLEGE

December 1, 2021

MEMORANDUM

TO: Debora Halbert
           Associate Vice President for Academic Planning and Policy

VIA: Erika Lacro
           Vice President for Community Colleges

FROM: Joseph Daisy
           Chancellor

SUBJECT: Curriculum Approval

I have approved the following effective Fall 2020:

New – Fully Online
Business
Associate in Science (A.S.) – Business

UNIVERSITY
of HAWAI'I®
SYSTEM

Section 1: Process Information

These guidelines set forth a process by which academic departments through their respective colleges can request recognition as a fully online program. Fully online programs will have a major and/or program code that ends in "D." Therefore, students in these programs would only be able to register for online courses, be exempt from health records requirements for TB and immunizations, and be exempt from select student fees to the extent that executive policy allows.

In order for a program to be recognized as fully online, the following criteria must be met:

1. UH departments and faculty must complete their internal campus specific procedures to request a program delivered fully online.

2. The fully online program must have an approved substantive change or administrative approval from their appropriate accrediting body (WASC or ACCJC).

3. All courses in the program must be offered by an instructional method of Distance-Completely Online (DCO); the application must show that the courses on the academic program map have been available online or that the campus must demonstrate the commitment to offering the courses on the academic program map once approved.

4. Academic and Student services must be available to the student from a distance.

5. There must not be any campus-based requirements for students participating in the program, including mandatory orientation sessions, testing required to be done at a UH Test Center, and face-to-face meetings with faculty or staff. In certain cases, there may be a pre-established residency component (e.g internships at specific locations, intensive short-term courses) which must be approved with the application or subsequently approved. Programs with residential activity must inform students upon admission that they must have health clearance.

6. Faculty teaching modular courses in fully online programs must participate in professional development. It is also recommended that their courses are reviewed using the UH Quality Matters rubric (required for 5-week courses). This training is also highly recommended for all faculty teaching courses in online programs.

7. Distance Learning programs must be continually assessed for improvement and need.

8. Institutions that offer distance education must have processes in place through which the institution establishes that each student is the same student who participates in and completes the course or program and receives the academic credit. In addition, they must make clear in writing processes that protect student privacy.

9. Institutions offering distance education programs must be able to document their coverage under any state authorization reciprocity agreement(s), such as NC-SARA. If not participating in NC-SARA, campuses must be able to provide documentation on alternative reciprocity agreements with other states.

10. UH departments and faculty should be aware of International Compliance regulations and export taxes if accepting students living in foreign countries, and may want to seek assistance from General Counsel.

11. (*Professional licensure programs only*) - Institutions must establish a written process to determine a student's location at the time a prospective student seeks information about an academic program leading to professional licensure, or a student enrolls in, and/or an existing student notifies the institution of a change of address, for purposes of issuing the required disclosures under the rules as to whether the institution's academic program, regardless of modality, fulfills the professional licensure requirements of states in which the prospective student or enrolled student is located. Any reference to professional licensure by any UH campus should include professional or occupational licensure programs as well as certification programs. Each UH campus should make sure it is providing this direct disclosure and include a sample of its direct disclosures to current and prospective students in its policies and procedures documentation.

Please address any questions regarding this form to uhdl@hawaii.edu. Use this form to request recognition as a fully online program. Please also include a copy of the approved substantive change letter or administrative approval letter from WASC or ACCJC as appropriate as well as the program map. This request should be submitted electronically to your campus Vice Chancellor of Academic Affairs. Upon approval by the campus, it will be routed to the Distance Learning Advisory Council for approval. Once approved, programs must request appropriate Banner code changes.

Checklist of items to be submitted:

1. Fully Online Program Request Form
2. Program Map or Advising Sheet
3. Approved substantive change letter or administrative approval letter from WASC or ACCJC
4. UH Code Request Form for Academic Programs

Section 2. General Information-Please complete all information in this section.		
Campus Information	Campus Name:	
	Originating College or Department:	
Proposed Program Information	Program Title:	
	Name of Degree to Be Conferred Upon Completion:	
	Award(s) (e.g., A.A., B.S., Certificate):	
	Number of Required Credits:	
Program Contact Information	Name and Title: Telephone: E-mail:	

Section 3: Program Information

Proposed term start date:

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

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

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

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

    Part-of-term   8-week*   5-week*

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

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

Attach a list of proposed courses, pre-requisites, and total number of courses. Include a program map and/or advising sheet (i.e. STAR pathway).

Attach copies of the approved substantive change letter or administrative approval letter from WASC or ACCJC.

For 4-year Campuses Only:
Provide evidence that all courses in the academic program map (including any general education, electives and/or graduation requirements) have been offered in the Distance-Completely Online instructional method format during the last two years and/or evidence the campus's commitment to offer the courses in the academic program map once approved as a fully online program.

Section 4: Organizational Commitment

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

Section 5: Learner Support

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

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

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

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

Section 6: Students Located Outside of Hawaiʻi

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

Any U.S. State

Any U.S. Territory

Foreign Location*

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

Section 7: State Authorization

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

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

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

What is the URL of your institution's website where contact information for filing complaints for students in this program posted?

Does your program lead to professional licensure?   Yes   No

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

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

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

July 22, 2020

Dr. Joseph Daisy
Chancellor
Kaua`i Community College
3-1901 Kaumuali`i Highway
Lihue, HI 96766

Dear Chancellor Daisy,

The Committee on Substantive Change of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges met January 22, 2020, to review the Substantive Change Application from Kaua`i Community College to offer:

- Distance Education: Online Associate of Liberal Arts Degree and Associate of Science Business Degree

The Committee acted to **approve** the substantive change.

On behalf of the Commission, I wish to express appreciation for the work that the College undertook to prepare this Application for Substantive Change. The Commission encourages the College's continued work to ensure educational quality and to support student success.

If you should have any questions concerning this letter or the Commission action, please don't hesitate to contact me. We'd be glad to help you.

Sincerely,

Stephanie Droker, Ed.D.
President

Cc: Dr. Valerie Barko, Accreditation Liaison Officer
       Ms. Martina Fernandez-Rosario, U.S. Department of Education

Tel: 415-506-0234
Fax: 415-506-0238

10 Commercial Boulevard, Suite 204
Novato, CA 94949

accjc@accjc.org
accjc.org

UHCC POSITIONS APPROVED FOR FILLING
AS OF 9/23/21

Campus	Position Class/Title	Pos No
1.HonCC	Groundskeeper I	900273
1.HonCC	Instructor (AEC)	84410
1.HonCC	Dean, Transportation and Trades	89209
1.HonCC	Groundskeeper I	23511
1.HonCC	Instructor	82222
1.HonCC	Registrar	80669
1.HonCC	Groundskeeper I	900627
1.HonCC	Vice Chancellor for Academic Affairs	89025
1.HonCC	Interim Dean	89170
1.HonCC	Faculty (X2)	0074796, 0084646
1.HonCC	Interim Dean of Academic Support	89338
2.KapCC	Janitor II	26654
2.KapCC	Janitor II	26656
2.KapCC	Financial Aid Specialist	77724
2.KapCC	Faculty (EMS)	86649
2.KapCC	Program Director	82162
2.KapCC	Faculty (Nursing) (X7)	0074881, 0074882, 0086746, 0086751, 0086776, 0086807, 0086832
2.KapCC	HR Specialist	78066T
3.LeeCC	Title IX Coordinator	80467
3.LeeCC	University Security Officer I	900449
3.LeeCC	Janitor II	28944
3.LeeCC	VC Academic Affairs	89070
3.LeeCC	Mental Health Counselor	84547
3.LeeCC	General Laborer	21589
3.LeeCC	VC Administrative Services	89083
3.LeeCC	University Security Officer I	900976
3.LeeCC	University Security Officer I	900345
3.LeeCC	Custodian II	19603
3.LeeCC	University Security Officer I	21235
3.LeeCC	General Laborer II	22000
3.LeeCC	Instructor (ICS)	83064
3.LeeCC	Instructor (Education - SPED)	74905

Campus	Position Class/Title	Pos No
4.WinCC	University Security Officer I	900539
4.WinCC	University Security Officer I	900719
4.WinCC	Safety and Security Manager	79153
4.WinCC	Instructor	84311
4.WinCC	Registrar	81332
4.WinCC	University Security Officer I	900734
4.WinCC	Educational Specialist	80553
4.WinCC	Theater Manager	TBD
4.WinCC	Building Maintenance Worker I	49225
4.WinCC	Vice Chancellor for Student Affairs	89191
4.WinCC	Janitor II	27388
4.WinCC	University Security Officer I	900539
4.WinCC	APT for Childcare Center	TBD
4.WinCC	APT for Childcare Center	TBD
5.HawCC	University Security Officer II	900938
5.HawCC	University Security Officer II	900937
5.HawCC	Financial Aid Manager	80967
5.HawCC	Title IX Coordinator	80843
5.HawCC	Facilities Manager	81500
5.HawCC	Custodian II	900431
5.HawCC	Vice Chancellor for Academic Affairs	89108
5.HawCC	Interim Dean	89453
5.HawCC	Palamanui Facilities Coordinator	81400
6.UHMC	Building Maintenance Worker I	18006
6.UHMC	Title IX Coordinator	80847
6.UHMC	Janitor III	900365
6.UHMC	Food Innov Ctr Coordinator	TBD
7.KauCC	Fiscal Specialist	81996
7.KauCC	Title IX Coordinator	80698
7.KauCC	University Security Officer II	TBD
7.KauCC	University Security Officer I	TBD
7.KauCC	University Security Officer I	900575
7.KauCC	Nursing faculty	74889 & 86779
8.OVPCC	Investigator	79417
8.OVPCC	Human Resource Specialist	81630
8.OVPCC	Program Officer	89573
8.OVPCC	Director of Marketing and Communications	80490
8.OVPCC	Workforce Development	91748F

Kauaʻi Community College
University of Hawaiʻi
Program Action Request (Modification)

1. **Program title:** Business

2. **Program requirements:**

PRESENT (Until End of: Summer 2021)	CO Retail Essentials	CO Entrepreneurship	CO Management Essentials	CA Entrepreneurship	CA Management	AS Business	PROPOSED (Effective: Fall 2021)	CO Retail Essentials	CO Entrepreneurship	CO Management Essentials	CA Entrepreneurship	CA Management	AS Business
ACC 201					3	3	ACC 201					3	3
ACC 202					3	3	ACC 202					3	3
BLAW 200				3	3	3	BLAW 200				3	3	3
BUS 120			3	3	3	3	BUS 120			3	3	3	3
BUS 190				3		3	BUS 190				3		3
BUS 293				3	3	3	BUS 293				3	3	3
BUSN 188 (Thinking, Reasoning/Mathematics)	3		3		3								
ECON 130				3	3	3	ECON 130[1]				3	3	3
ECON 131						3	ECON 131[1]						3
ENT 125		3		3		3	ENT 125		3		3		3
ENT 150		3		3		3	ENT 150		3		3		3
HOST 100	3	3		3	3	3							
MGT 120			3		3	3	MGT 120	3		3		3	3
MGT 122	3		3	3	3	3	MGT 122	3	3	3	3	3	3
							MGT 124			3	3	3	3
MKT 130	3												
COMPUTER/TECHNOLOGY: BUSN 171 or ICS 101		3		3	3	3	**COMPUTER/TECHNOLOGY:** ICS 101		3		3	3	3
MARKETING OPTIONS: ENT 130 or MKT 120		3	3	3	3	3	**MARKETING OPTIONS:** ENT 130; MKT 120, or MKT 130	3	3		3	3	3
ORAL COMMUNICATION: SP 151 or SP 251	3	3	3	3	3	3	**ORAL COMMUNICATION:** SP 151 or SP 251	3	3	3	3	3	3
							AS Degree General Education Requirements						
WRITTEN COMMUNICATION: BUSN 179; ENG 100, or ENG 200			3	3	3	3	**COMMUNICATION:** Core Options			3	3	3	3
CULTURAL ENVIRONMENT: ANTH 200; HWST 107; PHIL 100; POLS 110; PSY 100; REL 150; or SOC 100						3	**CULTURAL ENVIRONMENT:** Core Options						3
THINKING, REASONING/MATHEMATICS: MATH 100, MATH 103 or higher				3		3	**MATHEMATICS:** MATH 100, MATH 103 or higher	3		3	3	3	3
NATURAL ENVIRONMENT: Any 100-level or higher Natural Science course. DB 3 credits or DP 3 credits, and DY 1 credit						4	**NATURAL ENVIRONMENT:** Any 100-level or higher Natural Science course. DB 3 credits or DP 3 credits, and DY 1 credit						4
							SOCIAL ENVIRONMENT[1]						
Total credits	15	18	21	42	42	61	**Total credits**	15	18	21	42	42	61

[1]Social Environment General Education: The courses indicated above the General Education section will fulfill this category.

3. **If applicable, indicate if certain certificate or degree tracks are being terminated or stopped out.**

    ☐ All tracks that have strikethrough in the "Proposed" side of the chart (see #2) are being stopped out.
    Term to reactivate track: _____
    Note: The maximum stop out is 2 years.

    ☐ All tracks that have been removed from the "Proposed" side of the chart (see #2) are being terminated.

    For either option, answer all of the following:

    A. The number of students currently enrolled in each track that is being stopped out or terminated.

    B. Include a plan or steps that will be taken to phase out the program if there are students currently enrolled in or close to completing the program (a copy of this PAR will be shared with the Director of Institutional Effectiveness once it's approved).

4. **If applicable, include the existing and proposed certificate/degree and title for all tracks that are changing its 1) title and/or 2) type of certificate or degree. Skip this question if it doesn't apply.**

    [Existing certificate or degree <u>and</u> title] changed to [Proposed certificate or degree <u>and</u> title]

5. **Program description (for catalog):**

    The Associate in Science in Business degree will prepare students for entry-level positions in business, industry, and non-profit organizations. It is designed for students who seek to gain a solid foundation of the basic business concepts and skills necessary to contribute and create solutions in today's business environment. Upon successful completion of this program, students will acquire the knowledge and skills to apply management, marketing, and accounting concepts to improve operational performance in a business setting. This degree can help an individual jump-start a career in business or prepare them for transfer to a four-year institution.

    Program admission requirements (if applicable – skip if it doesn't apply):

    Program graduation requirements (select all that apply):

    ☒ All programs require a cumulative GPA of 2.0 or higher for all courses applicable toward the certificate or degree. **Note: This is a standard statement applicable to all programs and should <u>always</u> be selected.**

    ☐ A grade of "C" or higher in all [include ALPHA] alpha courses required for the [include Program Title] program is also required for graduation.

    ☐ Additional graduation requirements:

6. **Program student learning outcomes (PSLOs). Select one of the following:**

Rev. 08/12/2020

☒ The PSLOs below remain the same as the last approved PAR and were approved on 09/10/2013.
☐ The PSLOs below have been revised from the last approved PAR and the latest PSLOs were approved on __/__/__.

1. Develop critical thinking and interpersonal skills applicable to real-world problems
2. Utilize creativity and logical strategies and techniques to solve complex business issues
3. Implement and apply current technical solutions to business activities, systems, and processes
4. Apply foundational management principles to the functions of planning, organizing, coordinating, and decision making to business operations
5. Demonstrate fundamental knowledge of business and technical skills to support lifelong professional development

7. **PART I. JUSTIFICATION – Justification for all program changes (if stopping out or terminating, provide justification):**

This Program Action Request reflects the need to realign the curriculum with current industry and academic needs. With the closure of the Business Technology Program, specific BUSN courses have been removed (i.e. BUSN 171, BUSN 179). The Business program is designed to be an articulated degree, which will enable students to transfer to a baccalaureate program. As such, BUSN 188 has been removed. HOST 100 is also being removed as Customer Service is being covered in several other courses and the campus offers Career Planning services to students. MGT 124 – Human Resource Management, which is more specific to future career path ways, is being added to several Certificates and the AS Degree. Current certificate tracks will enable students to pursue concentrations in Entrepreneurship, Management, or Retail. Articulation discussions are in place to support student transferability to four-year campuses. Currently, discussions are in progress with UH Hilo and UH Mānoa. Articulation with UH West Oʻahu is complete.

PART II. JUSTIFICATION – Request for ACCJC approval. Review the [Substantive Change Inquiry form](#) to determine if ACCJC approval is necessary and select one of the following (if you have any questions about the Substantive Change Inquiry form, contact the VCAA):

☐ The Substantive Change Inquiry form has been completed and is included with this proposal. Upon Curriculum Committee approval of the PAR, the VCAA will review the form and request ACCJC approval when necessary.

☒ None of the conditions in the Substantive Change Inquiry form apply to this proposal.

8. **Proposed changes to take effect in Fall** 2021

Programs typically start in the Fall; however, if proposing a term other than Fall (e.g., Spring or Summer), include the term and provide a brief rationale below.

9. **Is this program offered at another UH campus?** ☐ Yes ☒ No
   If **Yes,** specify campus. If **No,** why is this program offered at KCC:

   The A.S. Degree in Business is offered only at KauCC because it meets the needs of the community, provides a foundation for students wishing to pursue higher level degrees in Management, Marketing, Accounting, Entrepreneurship, Human Resource Management, and Sales. It should be noted that other campuses are looking at our A.S. Degree and considering redesigning their current Business-related programs.

10. **Board of Regents approval (select one of the following):**

    ☒ The Board of Regents has already approved this program
    ☐ Board of Regents approval is pending (as of this proposal)
    ☐ This is a standalone CO and Board of Regents approval is not needed

11. **Indicate the number of semesters required to complete each certificate and degree.**

Certificate/Degree	Number of Semesters
CO Retail Essentials	1
CO Entrepreneurship	2
CO Management Essentials	2
CA Entrepreneurship	3
CA Management	3
AS Business	4

12. **Program sequence:** Complete one suggested pathway for each certificate/degree based on the course and category requirements provided in the chart for question #2. If you have any questions about the course sequence, contact the Integrated Technology Coordinator.

Retail Essentials Certificate of Competence				
Fall Semester 1		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
MGT 120	3	X		
MGT 122	3	X		
MARKETING OPTIONS	3			
MATHEMATICS	3			
ORAL COMMUNICATION	3			
Total credits	**15**	=====	=====	=====

Entrepreneurship Certificate of Competence				
Fall Semester 1		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ENT 125	3	X		
MGT 122	3			
COMPUTER/TECHNOLOGY: ICS 101	3	X		
Spring Semester 2		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ENT 150	3		X	
MARKETING OPTIONS: ENT 130 is recommended	3			
ORAL COMMUNICATION	3			
Total credits	**18**	=====	=====	=====

Management Essentials Certificate of Competence				
Fall Semester 1		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
BUS 120	3			
MGT 120	3	X		
MGT 122	3			
MATHEMATICS	3	X		
Spring Semester 2		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
MGT 124	3		X	
COMMUNICATION: Core Options	3			
ORAL COMMUNICATION	3			
Total credits	**21**	=====	=====	=====

Entrepreneurship Certificate of Achievement				
Fall Semester 1		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
BUS 120	3			
ENT 125	3	X		
COMMUNICATION: Core Options	3			
COMPUTER/TECHNOLOGY: ICS 101	3			
SOCIAL ENVIRONMENT: ECON 130	3			
Spring Semester 2		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
BUS 190	3		X	
ENT 150	3		X	
MGT 124	3		X	
MARKETING OPTIONS: ENT 130 is recommended	3			
MATHEMATICS	3			
Fall Semester 3		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
BLAW 200	3			
BUS 293	3			
MGT 122	3			
ORAL COMMUNICATION	3			
Total credits	**42**	=====	=====	=====

Management Certificate of Achievement				
Fall Semester 1		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ACC 201	3	X		
BUS 120	3			
MGT 120	3	X		
COMPUTER/TECHNOLOGY: ICS 101	3			
SOCIAL ENVIRONMENT: ECON 130	3			
Spring Semester 2		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ACC 202	3		X	
MGT 124	3		X	
COMMUNICATION: Core Options	3			
MARKETING OPTIONS: MKT 120 is recommended	3			
ORAL COMMUNICATION	3			
Fall Semester 3		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
BLAW 200	3			
BUS 293	3			
MGT 122	3			
MATHEMATICS	3			
Total credits	**42**	=====	=====	=====

Business Associate in Science Degree				
Fall Semester 1		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
BUS 120	3			
ENT 125	3	X		
MGT 120	3	X		
COMMUNICATION: Core Options	3			
COMPUTER/TECHNOLOGY: ICS 101	3			
Spring Semester 2		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ENT 150	3		X	
MGT 124	3		X	
ORAL COMMUNICATION	3			
MATHEMATICS	3			
SOCIAL ENVIRONMENT: ECON 130	3			
Fall Semester 3		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ACC 201	3	X		
BLAW 200	3			
MGT 122	3			
CULTURAL ENVIRONMENT: Core Options	3		X	
SOCIAL ENVIRONMENT: ECON 131	3			
Spring Semester 4		Indicate the semester(s) the course is offered with an X.		
Course Alpha/No. or Category	Credits	F	S	SU
ACC 202	3		X	
BUS 190	3		X	
BUS 293	3			
MARKETING OPTIONS	3			
NATURAL ENVIRONMENT	4			
Total credits	**61**	=====	=====	=====

PROGRAM ACTION REQUEST APPROVAL

Submitted by: __Dirk N. Soma__ ___9/9/20___
Print Name and Signature   Date

Note: Submit the signed printed copy (including the electronic Word file) to the VCAA Secretary who will route the proposal for approvals.
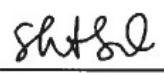
Approved by:

Division Chair: Ann Y. Kennedy _____
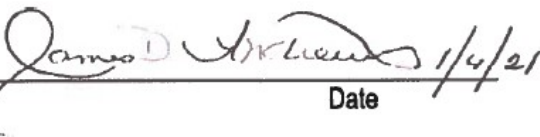   Print Name and Signature   Date 9/10/2020

Assessment Committee   Candace M. Tabuchi _Candace M. Tabuchi_ 9/18/2020
Coordinator (PSLOs):   Print Name and Signature   Date

Integrated Technology   _ShtSl_   09/21/20
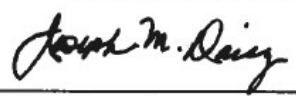Coordinator (course sequence):   Shaunte Sadora   Date

Curriculum Committee: James D. Andrews _James D. Andrews_ 1/4/21
                   Print Name and Signature   Date

                   Frankie Harriss, Vice Chancellor for Academic Affairs   12 Jan 2021
                                                        Date

For VCAA – ACCJC approval is needed: ☐ Yes ☐ No

                   Joseph Daisy, Chancellor   12 JAN 2021
                                                     Date