REPLACE PROGRAM CODE

Form #CR-AP2
Modified June 2017

Date: 1/26/2018

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 CC	Campus	KAU - Kauai CC
Level	UG - Undergraduate	Effective Term	Fall 2018

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) IN	Instructional	☐ See Banner form STVCOLL
Department	(4) BE	Business Education	☐ See Banner form STVDEPT
Degree/Certificate	(6) CA	Certificate of Achievement	☐ See Banner form STVDEGC
Major	(4) ~~ACC~~ ACCT	Accounting	☐ See Banner form STVMAJR
Concentration	(4) PAY	Payroll Preparer	☐ 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:

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)? *See http: www.ifap.ed.gov GainfulEmploymentInfo index.html*	☒ Yes	☐ No

Program Length
(In academic years: decimals are acceptable.) The length of the program should match what is published by the campus in any online and or written publication.

1

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

REPLACE PROGRAM CODE

EXISTING PROGRAM CODE TO REPLACE

Program Code	CO-ACC-PAY	Program Description	Accounting
Institution	Kau - Kauai CC	Campus	Kau - Kauai CC
College	Instructional	Department	Business Education
Level	UG - Undergraduate		

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

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

Effective Fall 2018 , old program code will no longer be available to admit or recruit students.
Term (ie. Fall 2014)

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

Effective Fall 2020 , old program code will no longer be available to award degree to students.
Term (ie. Fall 2014)

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

ADDITIONAL COMMENTS

Requesting to change the Payroll Preparer program track from a Certificate of Competence to a Certificate of Achievement due to an increase in credits from 21 to 24.

ATTACHMENTS

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

☐ BOR Meeting Minutes & Supporting Documents OR Memo with President's Approval, with cc to Vice President for Academic Planning and Policy.

☐ Curriculum

Chancellor Approved: Certificates (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates) & Associate in Technical Studies (ATS) Degree

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

☒ Curriculum

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	Suzette Robinson
Kailana A. Soto 2/5/18	*signature* 2/7/18	*signature* 4/4/18
Signature Date	Signature Date	Signature Date

Form modified: June 2017

UNIVERSITY of HAWAI'I

KAUA'I
COMMUNITY COLLEGE

January 26, 2018

MEMORANDUM

TO: Donald Straney
           Vice President for Academic Planning and Policy

VIA: James R. Dire
           Vice Chancellor for Academic Affairs

FROM: Helen A. Cox
           Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 1/25/2018 effective Fall 2018.

Program certificate change
Changing the following program tracks in the Accounting program from a Certificate of Competence (C.O.) to a Certificate in Achievement (C.A.):
- Accounting Assistant
- Payroll Preparer
- Small Business Accounting
- Tax Preparer

kl

c   Business Education Division Chair

Kaua'i Community College
University of Hawai'i
Program Action Request

1. Type of Program Action: ☐ New ☒ Modification ☐ Deletion

PRESENT	CO Basic Accounting	CO Accounting Office Assistant	CO Accounting Assistant	CO Payroll Preparer	CO Small Business Accounting	CO Tax Preparer	CA	AAS	PROPOSED	CO Basic Accounting	CO Accounting Office Assistant	CA Accounting Assistant	CA Payroll Preparer	CA Small Business Accounting	CA Tax Preparer	CA	AAS
*ACC 124	3	3	3	3	3	3	3	3	*ACC 124	3	3	3	3	3	3	3	3
*ACC 125	3	3	3		3	3	3	3	*ACC 125	3	3	3		3	3	3	3
*ACC 126	3							3	*ACC 126	3							3
ACC 132				3	3		3	3	ACC 132				3	3		3	3
ACC 134						3	3	3	ACC 134						3	3	3
ACC 137						3		3	ACC 137						3		3
**ACC 193V							1	1	**ACC 193V							1	1
ACC 252			3		3		3	3	ACC 252			3		3		3	3
ACC 255		3	3		3	3	3	3	ACC 255		3	3		3	3	3	3
BLAW 200								3	BLAW 200								3
Computer/Technology: ***ACC 252, ACC 255; BUSN 121, BUSN 123, BUSN 130, BUSN150; ICS 101, or ICS 111		3	3	6	3	3	3	3	Computer/Technology: ***ACC 252, ACC 255; BUSN 121, BUSN 123, BUSN 130; ICS 101, or ICS 111		3	3	6	3	3	3	3
Cultural Environment: ANTH 200; HWST 107, HWST 111; PHIL 100; REL 150; or Core Options								3	Cultural Environment: ANTH 200; HWST 107, HWST 111; PHIL 100; REL 150; or Core Options								3
Electives: BUS; BUSN; ECOM; ECON; ENT; HIST; HOST; HWST; MATH; MGT; MKT; POLS; PSY; REL; SMKT; SOC; SP; or 2nd language				3			3	6	Electives: Any 100-level or higher course			3	6	3	3	3	6
Natural Environment: Any 100-level or higher Natural Science, DB, DP, or Core Options								3	Natural Environment: Any 100-level or higher Natural Science, DB, DP, or Core Options								3
Oral Communication: Core Options								3	Oral Communication: Core Options								3
Social Environment SE): ECON 130, ECON 131;MGT 124; POLS; SOC; or Core Options								6	Social Environment (SE): ECON 130, ECON 131; MGT 124; POLS; SOC; or Core Options								6
Thinking, Reasoning/ Mathematics: BUSN 189 or any 100-level or higher MATH course, FS designated course, or Core Options		3	3	3			3	3	Thinking, Reasoning/ Mathematics: BUSN 188 or any 100-level or higher MATH course, FS designated course, or Core Options		3	3	3			3	3
Written Communication (WC): Core Options		3	3	3	3	3	3	3	Written Communication (WC): Core Options		3	3	3	3	3	3	3
WC: ENG 100								3	WC: ENG 100								3
Total Credits	9	18	21	21	21	21	28-31	60-61	**Total Credits**	9	18	24	24	24	24	28-31	60-61

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OPTIONS FOR PRESENT PROGRAMS	NOTES FOR PROPOSED PROGRAMS
*For the AAS, CA, and COs (except Basic Accounting), ACC 201 fulfills the requirements for ACC 124 and ACC 125; ACC 202 fulfills the requirements for ACC 126.	*For the AAS, CA, and COs (except Basic Accounting), ACC 201 fulfills the requirements for ACC 124 and ACC 125; ACC 202 fulfills the requirements for ACC 126.
**For CA and AAS, variable option for additional credit(s) if ACC 201 is taken.	**For CA and AAS, variable option for additional credit(s) if ACC 201 is taken.
***For the Payroll Preparer CO only, ACC 252 or ACC 255 are recommended.	***For the Payroll Preparer CO only, ACC 252 or ACC 255 are recommended.
For CO only, ACC 252 fulfills the requirement of ACC 126.	For CO only, ACC 252 fulfills the requirement of ACC 126.

GENERAL SKILLS/ED CORE OPTIONS, Fall 2018

Category	Cr	Course Options
A.A.S. DEGREE		
Cultural Environment	3	ANTH 200, ANTH 220; BOT 105; CULN 130; HOST 101; SP 185; any Humanities course; or any DA, DH, or DL designation, including languages
Natural Environment	3	CULN 185; HLTH 140; ICS 101; any Natural Science course; or any DB/DP designation
Oral Communication	3	CULN 160; SP 151, SP 185, SP 231, SP 251
Social Environment	3	BUS 120; ECED 105, ECED 131, ECED 140, ECED 245; HOST 100; HPER 195; MGT 122; PHIL 101; any Social Science course; or any DS designation
Thinking/Reasoning Mathematics	3	ACC 124, ACC 201; BUSN 188; ICS 111; MATH 100 or higher; PHIL 110; or any FS designation
Written Communication	3	BUSN 179; ENG 100, ENG 104 or higher; LING 102; any WI course; or any FW designation

2.   Program Type:

☒ Associate in Applied Science (AAS)
☐ Associate in Arts (AA)
☐ Associate in Arts–Concentration
☐ Associate in Science (AS)
☐ Associate in Science Natural Sciences–Concentration (ASNS)

☒ Certificate of Achievement (CA)
☒ Certificate of Competence (CO)
☐ Academic Subject Certificate (ASC)

3.   Program Title: Accounting (ACC)

4.   Program Description (for catalog):

The accounting curriculum promotes the dynamic yet practical nature of the accounting profession. An emphasis on the integration of knowledge and technology forms a solid foundation that will support versatile

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career and educational endeavors. Students are engaged in skills and competencies to succeed as paraprofessionals in business environments such as bookkeeping, payroll processing, tax preparation or supporting roles in government, new or continuing small businesses, or other large industries such as hospitality, tourism, or agriculture. All certificates and degrees allow students to blend a mixture of college-level, technical, occupational, and/or baccalaureate-leading, transferable courses. The curriculum is considerate of socio-economic and academic diversity and encourages life-long learning.

Program Admission Requirements:

None.

Graduation Requirements:

A grade of "C" or higher in all Accounting program courses is required for graduation.

5. **List Program Student Learning Outcomes** that were approved by the Assessment Committee on 2/6/13.

1. Convey financial information clearly and appropriately to the audience and purpose.
2. Organize, analyze, interpret, and present timely and accurate financial information.
3. Apply accounting principles and techniques as needed.
4. Use standard and emerging technologies to perform basic office functions and to improve quality and productivity.
5. Maintain professional and personal development.
6. Demonstrate work attitude, behavior, and appearance that contribute to continued employability.
7. Use critical thinking skills that reflect legal and ethical standards and values of the accounting profession.

6. **Proposed Date of First Offering:** Fall 2018

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

   Hawai'i CC, Kapi'olani CC, Leeward CC, and UH Maui College

8. **Reason for this Program Action:**

   The proposed changes are being made to reflect course changes within the division, increase general education options, and fortify certificate offerings.

9. **Board of Regents Approval Needed:** ☐ Yes   ☒ No

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

Certificate/Degree	Number of Semesters
CO (Basic Accounting)	3
CO (Accounting Office Assistant)	2
CO (Accounting Assistant)	2
CO (Payroll Preparer)	2
CO (Small Business Accounting)	2
CO (Tax Preparer)	2
Certificate	3
AAS	4

11. **Program Course Sequencing:** Complete one for each certificate/degree if sequencing is not provided with question #1.

Basic Accounting Certificate of Competence	
Fall Semester 1	
ACC 124	3
Spring Semester 2	
ACC 125	3
Fall Semester 3	
ACC 126 or ACC 252	3
Total credits	9

Accounting Office Assistant Certificate of Competence	
Fall Semester 1	
ACC 124	3
ACC 255	3
Computer/Technology	3
Written Communication	3
Spring Semester 2	
ACC 125	3
Thinking/Reasoning Mathematics	3
Total credits	18

Accounting Assistant Certificate of Achievement	
Fall Semester 1	
ACC 124	3
ACC 255	3
Computer/Technology	3
Written Communication	3
Spring Semester 2	
ACC 125	3
ACC 252	3
Electives	3
Thinking/Reasoning Mathematics	3
Total credits	24

Payroll Preparer Certificate of Achievement	
Fall Semester 1	
ACC 124	3
Computer/Technology	3
Electives	3
Written Communication	3
Spring Semester 2	
ACC 132	3
Computer/Technology	3
Electives	3
Thinking/Reasoning, Mathematics	3
Total credits	24

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Small Business Accounting Certificate of Achievement	
Fall Semester 1	
ACC 124	3
ACC 255	3
Computer/Technology	3
Written Communication	3
Spring Semester 2	
ACC 125	3
ACC 132	3
ACC 252	3
Electives	3
Total credits	24

Tax Preparer Certificate of Achievement	
Fall Semester 1	
ACC 124	3
ACC 134	3
ACC 255	3
Written Communication	3
Spring Semester 2	
ACC 125	3
ACC 137	3
Computer/Technology	3
Electives	3
Total credits	24

Accounting Certificate of Achievement	
Fall Semester 1	
ACC 124	3
ACC 255	3
Computer/Technology	3
Written Communication	3
Spring Semester 2	
ACC 125	3
ACC 132	3
ACC 252	3
Thinking/Reasoning Mathematics	3
Fall Semester 3	
ACC 134	3
ACC 193V	1
Electives	3
Total credits	31

Accounting Associate in Applied Science Degree	
Fall Semester 1	
ACC 124	3
ACC 255	3
Computer/Technology	3
Cultural Environment	3
Written Communication/ENG 100	3
Spring Semester 2	
ACC 125	3
ACC 132	3
BLAW 200	3
Electives	3
Thinking, Reasoning/ Mathematics	3
Fall Semester 3	
ACC 126	3
ACC 134	3
Electives	3
Social Environment	3
Written Communication/ENG 100	3
Spring Semester 4	
ACC 137	3
ACC 193V	1
ACC 252	3
Natural Environment	3
Oral Communication	3
Social Environment	3
Total credits	61

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PROGRAM ACTION REQUEST APPROVAL

PROGRAM: Accounting Certificates of Competence, Certificates of Achievement, and Associate in Applied Science Degree

Effective date: Fall 2018

PSLOs Approved by: _Mary C. Summers_   _7 Nov 2017_
                Assessment Committee Chairperson   Date

Proposed by: _10/16/17_
                Originator   Date

Requested by: _Candace M. Chee_   _11/27/2017_
                Department/Division Chairperson   Date

Approved by: _12/1/17_
                Curriculum Committee Chairperson   Date

                                                    _1/24/18_
                Vice Chancellor for Academic Affairs   Date

                Helen A. Ho   _1/25/18_
                Chancellor   Date