

UNIVERSITY OF HAWAI'I
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 3/9/2015	Effective term of request (Semester-Year): Fall 2015
Name: Kathlen Lee	Title: Educational Specialist
Campus: Kauai Community College	Office/Department: Business Education
Phone: (808) 245-8204	Email: kathlen@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRLE, SOACURR, STVMAJR
Institution: Kauai CC (KAU)	College: Instructional	Department: BUS
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: CO-ACC-IITP		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:		Certificate: CO Certificate of Competence
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Code ACC Description <i>Accounting</i>	Existing Concentration: Code Description
If requesting a new <input type="checkbox"/> Major code or <input checked="" type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]: TAX Description [30 char/space limit]: <i>Tax Preparer</i>		
If a similar major/concentration code exists in Banner, please list the code: TAX		
Is this major/concentration code being used the same way at other UH campuses? Yes		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Please consult your Financial Aid Officer on Program Participation Agreement impact)</small>		
Is this program/major/certificate financial aid eligible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(Financial Aid Officer consultation required for all new program codes)</small>		
Should this program be available for applicants to select as their planned course of study on the online application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(If yes, students may select the code as their <u>only</u> program of study.)</small>		

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Replacing or eliminating an existing program code:

If replacing an existing program code, are current students "grandfathered" under the old code? Yes No

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

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2015
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2015
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2015
	General Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2015
	Academic History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fall 2015

2. CERTIFICATES ONLY:

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? Yes No
(Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

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

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE Banner forms: STVCAMP, STV_COLL, STVDIVS, STVDEPT

Campus code [3 char]:	Campus description [30 char/space limit]:
College code [2 char]:	College description [30 char/space limit]:
Division code [4 char/space limit]:	Division description [30 char/space limit]:
Department code [4 char/space limit]:	Department description [30 char/space limit]:

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4. NEW COURSE SUBJECT CODE (Subject Alpha)		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

5. NEW MINOR (Minor codes are listed on the Major code table)		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):

We are requesting a new code as the certificate will encompass more than "individual income tax preparer" content.

SUPPORTING DOCUMENTATION
<p>Please see the Code Request Guide for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR <input type="checkbox"/> Memo from UH President <input checked="" type="checkbox"/> Memo from Chancellor <input checked="" type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input checked="" type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____

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CAMPUS VERIFICATION		
Requestor Signature <u>James R. Dave</u>	Date <u>3/10/15</u>	
Registrar (If different from Requestor)		
Kailana Soto	<u>Kailana Soto</u>	<u>3/13/15</u>
Print name	Signature	Date
Email/memo in lieu of Registrar's signature may be attached		
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes)		
Jeff Anderson	<u>Jeff Anderson</u>	<u>3/14/15</u>
Print name	Signature	Date
Email/memo in lieu of Financial Aid Officer's signature may be attached		
For Community Colleges, verification of consultation with OVPCC Academic Affairs:		
<u>Suzelle Robinson</u>	<u>Suzelle Robinson</u>	<u>5/27/15</u>
Print name	Signature	Date
Email/memo in lieu of signature may be attached		

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
 1633 Bachman Place Email: iro-mail@lists.hawaii.edu
 Sinclair Annex 2, Room 4 Fax: 808-956-9870
 Honolulu, HI 96822 Phone: 808-956-7532

After all required forms and supporting documents have been submitted, please allow at least two weeks for processing by IRAO and Banner Central.

FOR INTERNAL USE ONLY	Date form/docs received:
Program code [12]:	Program Description [30]:
CIP code [6]:	CIP description [30]:

Program Length and Special Program Designation

March 9, 2015

The following information is submitted in addition to the IRAO Code Request form.

Program: Accounting (Tax Preparer)

Length of program: 1 year

Special program designation: N

I hereby certify that, to the best of my knowledge and belief, all information in this document is true and correct. I understand that if my institution provides false or misleading information, (a) the U.S. Department of Education may deny the institution's request for eligibility to participate in federal student financial aid programs and/or revoke eligibility once it has been granted and (b) the institution may be liable for all federal student financial aid funds it or its students received. I also understand that I may be subject to a fine of not more than \$25,000 or imprisonment of not more than five years, or both, for misinformation that is material to receipt and stewardship of federal student financial aid funds.

Signature of President/CEO/Chancellor

James R. Dine For Helen Cox

Date:

03/06/2015 (mm/dd/yyyy format)

Name of institution

Kauai Community College

Name of President/CEO/Chancellor

Check here if this is the same person as in Question 10 (^{Dr.} Helen Cox). If not, complete the information below.

Prefix First name MI Last name Suffix

Job Title

Business street address

City

State Zip Zip+4

Foreign Province Country Postal Code

Telephone number (including area code)

() - ext:

Fax number (including area code)

() - ext:

Telephone Number

(Complete international telephone number) Foreign fax

E-mail address

If you did NOT make any changes on this page, you may return to the [Index](#) to select another section of the application.

If you made changes on this page, please check the desired action below and then click on the "Save Data" button.

You must click the "OK/Save Data" button to save your changes.

Please select one of the following 3 actions:

- ◆ Check here if you are satisfied with your entries on this page.
- Check here to perform the action selected below even if there are edit errors on this page.
(Note: These errors must be corrected before you submit the application.)
- Check here if you do not want to update your data or start an application.
(Use this option if all you wish to do is review your data.)



UNIVERSITY of HAWAII*
KAUAI
COMMUNITY COLLEGE

March 6, 2015

MEMORANDUM

TO: John Morton
Vice President for Community Colleges

FROM: Helen A. Cox *Helen A. Cox*
Chancellor

SUBJECT: OUT-OF-STATE TRAVEL

I will be attending the League for Innovations conference in Boston, Massachusetts from the evening of March 6, 2015 – March 11, 2015. I will then be on vacation from March 12, 2015 – March 15, 2015, returning to the office on Monday, March 16. During my absence, the following will act on my behalf and have signing authority:

March 7 – March 11: Jim Dire, Vice Chancellor of Academic Affairs
March 12 – March 13: Earl Nishiguchi, Vice Chancellor for Student Affairs

c: President David Lassner
Kauai CC Administrative Team
Kauai CC Human Resources Office
Kauai CC Business Office
UH Foundation, Donna Vuchinich
UH Foundation, Tracy Ide
ORS, Yaa-Yin Fong
ORS, Cheryl Reeser
RCUH, Nelson Sakamoto

3-1901 Kaunualii Highway
Lihu'e, Hawai'i 96766-9500
Telephone: (808) 245-8210
Fax: (808)245-0101

An Equal Opportunity/Affirmative Action Institution

Do not click the browser's Back button if you change your data.
You must click the "OK/Save Data" button at the bottom of the page to save your changes.

Section E (page 2 of 3) Help	OPE ID: 00161400	School Name:	Kauai Community College
Your Nondegree/Vocational Program application has been submitted.			3-1901 Kaunualii Highway Lihue, HI

27. Name of program

Accounting

CIP code (*A list of CIP Codes accompanies this application.*)

52.1601

Date first provided

08/24/2015 (mm/dd/yyyy format)

Number of Weeks

30

Clock hours (number of hours) of instruction

22

Number of credit hours

21

Type of Hours (check one)

 semester
 trimester
 quarter
 clock

Is each course within the program acceptable for full credit toward your associate degree or higher degree?

 Yes
 No

If you did NOT make any changes on this page, you may return to the [Index](#) to select another section of the application.

If you made changes on this page, please check the desired action below and then click on the "Save Data" button.

You must click the "OK/Save Data" button to save your changes.

Please select one of the following 3 actions:

- Check here if you are satisfied with your entries on this page.
- Check here to perform the action selected below even if there are edit errors on this page.
(Note: These errors must be corrected before you submit the application.)
- Check here if you do not want to update your data or start an application.
(Use this option if all you wish to do is review your data.)

Where do you want to go next?

- Return to Question 27
- Add another program
- Display next program
- Continue to Section L
- Go to Section
- Return to Index
- Submit the Application.

(After you finish making all of the changes to your application, you MUST submit it to ED.)

or



UNIVERSITY of HAWAII
KAUA'I
COMMUNITY COLLEGE

March 10, 2015

MEMORANDUM

TO: Risa E. Dickson
Vice President for Academic Affairs

VIA: *James R. Dire 3/11/15*
James R. Dire
Vice Chancellor for Academic Affairs

FROM: Helen A. Cox *Helen A. Cox*
Chancellor

SUBJECT: Curriculum Approval

I have approved the following on 2/12/2015 effective Fall 2015.

New

Electrical Installation and Maintenance:

Certificate of Competence (C.O.) – Solar Energy Technology/Technician

Electronics Technology:

Certificate of Competence (C.O.) – Computer Support Specialist

Certificate of Achievement (C.A.) – Network and System Administration/Administrator

Sustainability Science:

Certificate of Competence (C.O.) – Sustainability Science

Program title change

Accounting:

Certificate of Competence (C.O.) – Tax Preparer (previously Individual Income Tax Preparer)

Hospitality and Tourism:

Certificate of Competence (C.O.) – Hospitality and Tourism (previously Hotel Operations)

Certificate of Achievement (C.A.) – Hospitality and Tourism (previously Hotel Operations)

Memorandum to Vice President for Academic Affairs Risa E. Dickson
March 10, 2015
Page 2

Removal of certificate

Accounting:

Certificate of Competence (C.O.) -- Entrepreneurship

kml

c Division Chairs
 Glenn Alquiza
 Gigi Drent
 Patricia McGrath
 Cherie Mooy
 Richard Randolph

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

Effective Fall	<u>2015</u>
Date Approved	<u>2/15</u>
Replaces	<u>5/14</u>

1. Type of Program Action: New Modification Deletion

PRESENT								CA	AAS	PROPOSED								CA	AAS
	(CO) Basic Accounting	(CO) Accounting Office Assistant	(CO) Entrepreneurship	(CO) Accounting Assistant	(CO) Small Business Accounting	(CO) Payroll Preparer	(CO) Individual Income Tax Preparer				(CO) Basic Accounting	(CO) Accounting Office Assistant	(CO) Accounting Assistant	(CO) Payroll Preparer	(CO) Small Business Accounting	(CO) Tax Preparer			
ACC 124 (See Notes 1-3.)	3	3	3	3	3	3	3	3	3	*ACC 124	3	3	3	3	3	3	3	3	
ACC 125 (See Notes 1-3.)	3			3				3	3	*ACC 125	3	3	3		3	3	3	3	
ACC 126 (See Notes 1 and 4.)	3								3	*ACC 126	3							3	
ACC 128 (See Notes 1 and 5.)			3	3					3										
ACC 132 (See Note 1.)					3	3		3	3	ACC 132				3	3		3	3	
ACC 134 (See Note 1.)								3	3	ACC 134						3	3	3	
										ACC 137						3		3	
ACC 193V (See Note 6.)		1	1	1				1	1	**ACC 193V							1	1	
										ACC 252		3		3		3	3	3	
										ACC 255	3	3		3	3	3	3	3	
BLAW 200			3						3	BLAW 200								3	
BUSN 89		1		1	1	1	1	1	1										
BUSN 160		1		1	1	1	1	1	1										
BUSN 161B		1		1	1	1	1	1	1										
BUSN 166		1		1	1	1	1	1	1										
ECOM 100			3																
SMKT 150			3																
Computer/Technology: One course from at least two different categories See list on page 2.		3		3	3	3	3	6	6	Computer/Technology: ***ACC 255; BUSN 121, BUSN 123, BUSN 130, BUSN150; ICS 100, ICS 101, or ICS 111		3	3	6	3	3	3	3	
Cultural Environment: Any 100-level or higher Core Options									3	Cultural Environment: ANTH 200; HWST 107, HWST 111, PHIL 100; REL 150; or Core Options								3	
Electives: Any 100-level or higher course. See list on page 2. (See Note 6.)					3				6	Electives: BUSN 189; ECOM; ECON; ENT; HAW; HIST, HOST, ICS MGT; MKT; POLS, PSY, REL, SMKT, or 2 nd language									6
Natural Environment: Any 100-level or higher Core Options									3	Natural Environment: Any 100-level or higher Natural Science, DB, DP, or Core Options									3
Oral Communication: Any 100-level or higher Core Options								3	3	Oral Communication: For CA Core Options. For AAS, SP 151.						3		3	
Social Environment (SE): ENT 125 (to be proposed) or MGT 122			3							Social Environment (SE): ECON 130, ECON 131, HOST 125; MGT 122; POLS; SOC; or Core Options				3					6
SE: MGT 120 or MGT 122 SE: See list on page 2.						3			3										
Thinking, Reasoning/ Mathematics: See list on page 2.							3	3	6	Thinking, Reasoning/ Mathematics: BUSN 189 or any 100-level or higher MATH course except MATH 111 and MATH 112, FS designated course, or Core Options.		3	3	3			3	3	
Written Communication (WC): See list on page 2.							3	3		Written Communication (WC): BUS 175; ENG 100, ENG 215; or Core Options		3	3	3	3	3	3	3	
WC: ENG 100								3		WC: ENG 100									3
WC: Any 100-level or higher Core Options. See list on page 2.									3										
Total Credits	9	11	19	14-17	16	16	19	29-32	60	Total Credits	9	18	21	21	21	21	21	28-31	60-61

OPTIONS FOR PRESENT PROGRAMS	NOTES FOR PROPOSED PROGRAMS
<p>Note 1: ACC 199V is recommended each semester to supplement ACC courses for students who require additional practice and assistance.</p> <p>Note 2: For all COs except Basic Accounting, CA, and AAS, ACC 201 fulfills the requirements of ACC 124 and ACC 125.</p> <p>Note 3: For Basic Accounting CO, ACC 201 cannot be substituted for ACC 124 and ACC 125.</p> <p>Note 4: For Basic Accounting CO and AAS, ACC 202 fulfills the requirement of ACC 126. For CO only, ACC 128 also fulfills the requirement of ACC 126.</p> <p>Note 5: The Office of Continuing Education and Training's Accounting Fundamentals and Accounting Fundamentals II courses will fulfill the prerequisite ("C" or higher in ACC 125 or ACC 201) for ACC 128. Students must provide the certificate of completion to the instructor.</p> <p>Note 6: AAS degree candidates must complete 60 credits to graduate. A shortage will occur if ACC 201 is taken. In this case, it is recommended that the electives and variable course options be taken to meet the 60-credit requirement. ACC 193V can be taken for more than 1 credit.</p> <p>Electives: For Small Business Accounting CO and AAS, recommended ACC 199V, ACC 299V; BUSN; (BUSN 189 highly recommended); ECOM; ECON; HAW; HOST; MGT; POLS; PSY; REL; SMKT; or 2nd language course.</p> <p>Computer/Technology: Business Word Processing: BUSN 121 or BUSN 123. Business Spreadsheets: BUSN 130. Digital Literacy and Tools: ICS 100, ICS 101, or ICS 111.</p> <p>Cultural Environment: Core Options. Natural Environment: Core Options. Oral Communication: Core Options. Social Environment: For AAS, BUS 120; ECON 130, ECON 131; HOST 125; HPER 195; MGT; POLS; or SOC.</p> <p>Thinking, Reasoning/Mathematics: For Individual Income Tax Preparer CO, recommended PHIL 110. For CO and CA, BUSN 189 or a non-transfer level MATH are acceptable. For AAS, three (3) of the six (6) credits must be 100-level or higher in MATH or an FS designation.</p> <p>Written Communication: For Individual Income Tax Preparer CO, CA, and AAS, BUS 175, BUSN 180, or BUSN 181 are recommended. For AAS, any 100-level or higher Core Options.</p>	<p>*For the CA and AAS, ACC 201 fulfills the requirements for ACC 124 and ACC 125; ACC 202 fulfills the requirements for ACC 126.</p> <p>**For CA and AAS, variable option for additional credit(s) if ACC 201 is taken.</p> <p>***For Computer/Technology, ACC 255 is an option for the Payroll Preparer only.</p>

GENERAL SKILLS/ED CORE OPTIONS, Spring 2013

Category	Cr	Course Options
A.A.S. DEGREE		
Cultural Environment	3	ANTH 150, ANTH 200, ANTH 205, ANTH 210, 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 100, ICS 101; any Natural Science course, or any DB/DP designation
Oral Communication	3	BUS 130; CULN 160; SP 151, SP 185, SP 231, SP 251
Social Environment	3	BUS 120; ED 105, ED 131, ED 140, ED 245; HOST 125; HPER 195; MGT 122; PHIL 101; any Social Science course; or any DS designation
Thinking/Reasoning Mathematics	3	ACC 124, ACC 201; BUSN 189; ICS 111; MATH 100 or higher; PHIL 110; any FS designation
Written Communication	3	BUS 175; ENG 100, ENG 104 or higher; JOUR 205; LING 102; any WI course, or any FW designation

2. Program Type:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Associate in Applied Science (AAS) | <input checked="" type="checkbox"/> Certificate of Achievement (CA) |
| <input type="checkbox"/> Associate in Arts (AA) | <input checked="" type="checkbox"/> Certificate of Competence (CO) |
| <input type="checkbox"/> Associate in Arts–Concentration | <input type="checkbox"/> Academic Subject Certificate (ASC) |
| <input type="checkbox"/> Associate in Science (AS) | |
| <input type="checkbox"/> Associate in Science Natural Sciences–Concentration (ASNS) | |

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 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. A GPA of 2.0 or higher for all courses applicable toward the degree or certificate is needed to meet graduation requirements.

5. **Program Student Learning Outcomes:** PSLOs 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 2015

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 the 100-level or higher General Skills/Ed Core Options for all categories, to eliminate the Entrepreneurship Certificate of Competence, and to add course changes per the Accounting Program Coordinating Council (PCC) directives.

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

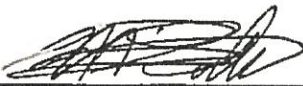
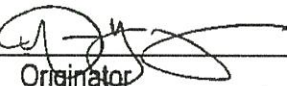
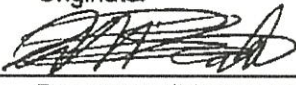
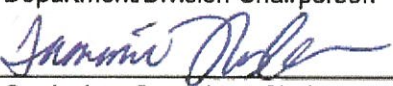
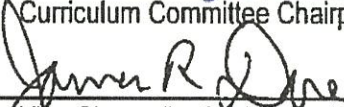
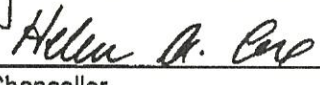
10. **Indicate the number of semesters required to complete each certificate and degree.**

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

PROGRAM ACTION REQUEST APPROVAL

PROGRAM: Accounting CO, CA, and AAS

Effective date: Fall 2015

PSLOs Approved by:		2/6/15
	Assessment Committee Chairperson	Date
Proposed by:		2/6/15
	Originator	Date
Requested by:		2/6/15
	Department/Division Chairperson	Date
Approved by:		2/9/15
	Curriculum Committee Chairperson	Date
		2/11/15
	Vice Chancellor for Academic Affairs	Date
		2/12/15
	Chancellor	Date