

UNIVERSITY OF HAWAII
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

| REQUESTOR CONTACT INFORMATION | |
|---------------------------------|--|
| Date: 2/21/12 | Effective term of request (Semester-Year): Fall 2012 |
| Name: Leighton Oride | Title: Admissions Officer & Registrar |
| Campus: Kauai Community College | Office/Department: |
| Phone: (808) 245-8226 | Email: loride@hawaii.edu |

| 1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE | | Banner forms: SMAPRLE, SOACURR, STVMAJR |
|---|-------------------------------------|---|
| Institution: Kauai CC (KAU) | College: Instructional | Department: |
| <input checked="" type="checkbox"/> New program code <input type="checkbox"/> Change/replace existing program code: | | |
| 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: (see attached listing) | |
| If requesting an existing Major code and/or Concentration code in Banner: | | |
| Existing Major: | Existing Concentration: | |
| <small>Code</small> | <small>Description</small> | <small>Code</small> |
| If requesting a new <input checked="" type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner: | | |
| New Code [4 char/space limit]: | Description [30 char/space limit]: | |
| If a similar major/concentration code exists in Banner, please list the code: | | |
| Is this major/concentration code being used the same way at other UH campuses? Yes: Major Code for ACC | | |
| 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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> | _____ |
| | Recruitment | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | Admissions | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | General Student | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| | Academic History | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

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: Hotel Operations, Hospitality and Tourism

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE

Banner forms: STVCAMP, STVCOLL, 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):
(see attached)

| |
|--|
| 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 type="checkbox"/> Memo from Chancellor <input checked="" type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates) <input type="checkbox"/> Gainful Employment Program notification to the US Department of Education <input type="checkbox"/> Other: _____ |

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| CAMPUS VERIFICATION | | |
|--|---------------------|----------------|
| Requestor Signature | Date <u>2/22/12</u> | |
| Registrar (If different from Requestor) | | |
| Leighton Orde | | <u>2/22/12</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) | | |
| Rebecca Thompson | | <u>2/22/12</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: | | |
| James Dire | | <u>2/22/12</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]: |

Attachment: ACC

Existing:

| | |
|---------|------------|
| CA-ACC | Accounting |
| AAS-ACC | Accounting |

Requested Fall 2012:

| | |
|-------------|--------------------------------|
| CO-ACC-BACC | Basic Accounting |
| CO-ACC-OFFA | Accounting Office Assistant |
| CC-ACC-ASST | Accounting Assistant |
| CC-ACC-SBAC | Small Business Accounting |
| CC-ACC-PAYP | Payroll Preparer |
| CC-ACC-IITP | Individual Income Tax Preparer |

Reason for Request:

The proposed changes are being made to reflect the General Skills/Ed Core Options dated fall 2012 for all categories, to provide students with opportunities to earn additional certificates, such as a Certification of Competence (CO) in Basic Accounting and a CO in Accounting Office Assistant. It also provides Certificates of Completion (CC) in Accounting Assistant, Small Business Accounting, Payroll Preparer, and Individual Income Tax Preparer. These changes will provide a broader selection of courses and accommodate socio-economic and academic diversity, as well as promote opportunities for students to choose higher level, transferable courses; and to support HOST/BTEC programs by embracing similar certificate course offerings to encourage multi-discipline training. This program modification will identify and require courses that will sharpen the skills needed to specialize in certificated areas and aligns Kaua'i CC's ACC programs with those offered at other UH campuses while maintaining a commitment to students who require an additional credit hour for course success.

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

1. Type of Program Action:

New

Change

Cancel

| PRESENT | CA | AAS | PROPOSED | (CO) Basic Accounting | (CO) Accounting Office Assistant | (CC) Accounting Assistant | (CC) Small Business Accounting | (CC) Payroll Preparer | (CC) Individual Income Tax Preparer | CA | AAS |
|---|--------------|--------------|--|-----------------------|----------------------------------|---------------------------|--------------------------------|-----------------------|-------------------------------------|-----------|-----------|
| ACC 124* | 4 | 4 | ACC 124 (See Note 1, 2, 3) | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| ACC 125* | 4 | 4 | ACC 125 (See Note 1, 2, 3) | 3 | | 3 | | | | 3 | 3 |
| ACC 126* | | 4 | ACC 126 (See Note 1, 2, 3) | 3 | | | | | | | 3 |
| *ACC 201 and ACC 202 (6) fulfill the requirements for ACC 124, ACC 125, and ACC 126 | | | | | | | | | | | |
| ACC 128 | | 3 | ACC 128 | | | | | | | | 3 |
| ACC 132 | 3 | 3 | ACC 132 | | | | 3 | 3 | | 3 | 3 |
| ACC 134 | 3 | 3 | ACC 134 | | | | | | 3 | 3 | 3 |
| BLAW 200 (Business Elective) | | | BLAW 200 | | | | | | | | 3 |
| BUS 175 (Written Communication) | | 3 | BUS 175 (Written Communication) | | | | | | | | 3 |
| BUSN 89 | 1 | 1 | BUSN 89 | | | 1 | 1 | 1 | 1 | 1 | 1 |
| BUSN 121 (Computer/Technology) | 3 | 3 | | | | | | | | | |
| BUSN 130 (Computer/Technology) | 3 | 3 | | | | | | | | | |
| | | | BUSN 160 | | | 1 | 1 | 1 | 1 | 1 | 1 |
| | | | BUSN 161B | | | 1 | 1 | 1 | 1 | 1 | 1 |
| BUSN 166 | 1 | 1 | BUSN 166 | | | 1 | 1 | 1 | 1 | 1 | 1 |
| | | | BUSN 193V | | 1 | 1 | | | | 1 | 1 |
| ENG 100 (Written Communication) | | 3 | ENG 100 (Written Communication) | | | | | | | | 3 |
| | | 3 | Business Electives: ECON 130, ECON 131, HOST 101, MGT 120, SMKT 150 | | | | 3 | | | | 6 |
| | | 3 | Computer/Technology: Business Word Processing: BUSN 121, BUSN 123 Business Spreadsheets: BUSN 130 Digital Literacy and Tools: ICS 100, ICS 101 | | 3 | 3 | 3 | 3 | 3 | 6 | 6 |
| Cultural Environment: See list on page 2 | | 3 | Cultural Environment: Core Options (Fall 2012) | | | | | | | | 3 |
| Natural Environment: See list on page 2 | | 3 | Natural Environment: Core Options (Fall 2012) | | | | | | | | 3 |
| Oral Communication: BUS 130, SP 20, SP 151 | 3 | 3 | Oral Communication: Core Options (Fall 2012) | | | | | | | 3 | 3 |
| Social Environment: BUS 120 | 3 | 3 | Social Environment: Payroll Preparer CC required: MGT 122 BUS 120, ECON 130, ECON 131, HOST 125, HPER 195, MGT 122 | | | | | 3 | | | 3 |
| BUSN 189 | 3 | 3 | Thinking, Reasoning/Mathematics: BUSN 189, MATH 103, MATH 115, PHL 110 | | | | | | 3 | 6 | 6 |
| Written Communication: See list on page 2 | 3 | 3 | Written Communication: Recommended: BUSN 180, BUSN 181 BUS 75, ENG 215 Core Options (Fall 2012) | | | | | | 3 | 3 | 3 |
| Electives | | 4-10 | | | | | | | | | |
| Total Credits | 32-34 | 60-66 | Total Credits | 9 | 7 | 14 | 16 | 16 | 19 | 35 | 65 |

OPTIONS FOR PRESENT PROGRAMS

Cultural Environment:

ANTH 200, ART, BOT 105, CULN 130, EALL 272, ENG, FR, HAW, HIST, HOST 101, HWST, JPNS, LING 102, MUS, PHIL, REL, SP, SPAN, THEA

Natural Environment:

ASTR 110, BIOL, BOT (except BOT 105), CHEM, CULN 185, ELEC 20, ETRO 18, GEOG 101, GG 101, ICS 100, ICS 101, MICR, NURS 121, OCN, PHYS, SCI, ZOO.

Written Communication:

(For AAS, excludes BUS 175 and ENG 100) BUS 175, ENG 21, ENG 22, ENG 100, JOUR 205, any WI course

OPTIONS FOR PROPOSED PROGRAMS

Note 1: ACC 199V or ACC 299V is recommended each semester to supplement ACC courses.

Note 2: For CC, CA, and AAS, ACC 201 fulfills the requirements for ACC 124 and ACC 125. ACC 202 fulfills the requirement for ACC 126.

Note 3: ACC 201 and ACC 202 cannot be substituted for Basic Accounting CO. ACC 124, ACC 125, and ACC 126 are required.

| Fall 2012 Core Options | |
|------------------------|---|
| AAS DEGREE | |
| Cultural Environment | ANTH 20/150, ANTH 25/200, ANTH 205, ANTH 210, ANTH 220, BOT 105, CULN 130, HOST 101, SP 185, any Humanities course, or any DA, DH, DL designation including languages |
| Natural Environment | CULN 185, ELEC 20, ETRO 18, HLTH 140, ICS 100, any Natural Science course, or any DB/DP designation |
| Oral Communication | BUS 130, CULN 160; SP 20, SP 31, SP 151, SP 185, SP 231, SP 251 |
| Written Communication | BUS 175, ENG 21, ENG 22, ENG 100, ENG 104 or higher, JOUR 205, LING 102, any WI course, or any FW designation |

2. Program Type:

- Associate in Applied Science (AAS)
- Associate in Arts (AA)
- Associate in Science (AS)
- Certificate of Achievement (CA)
- Certificate of Completion (CC)
- Certificate of Competence (CO)
- Academic Subject Certificate (ASC)

3. Program Title:

Accounting (ACC)

4. Program Description:

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.

5. Program Student Learning Outcomes:

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 2012

- 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 Community College, Kapi'olani Community College, Leeward Community College, and Maui College.

8. Reason for this Program Action:

The proposed changes are being made to reflect the General Skills/Ed Core Options dated fall 2012 for all categories, to provide students with opportunities to earn additional certificates, such as a Certification of Competence (CO) in Basic Accounting and a CO in Accounting Office Assistant. It also provides Certificates of Completion (CC) in Accounting Assistant, Small Business Accounting, Payroll Preparer, and Individual Income Tax Preparer. These changes will provide a broader selection of courses and accommodate socio-economic and academic diversity, as well as promote opportunities for students to choose higher level, transferable courses; and to support HOST/BTEC programs by embracing similar certificate course offerings to encourage multi-discipline training. This program modification will identify and require courses that will sharpen the skills needed to specialize in certificated areas and aligns Kaua'i CC's ACC programs with those offered at other UH campuses while maintaining a commitment to students who require an additional credit hour for course success.

| | | |
|---------------|--------------------------------------|------------------|
| Proposed by: | <u>Rob KCS</u> | <u>2/15/2012</u> |
| | Originator | Date |
| Requested by: | <u>Candace M. Fuller</u> | <u>2/15/2012</u> |
| | Department/Division Chairperson | Date |
| Approved by: | <u>Wade Jewell</u> | <u>2/17/2012</u> |
| | Curriculum Committee Chairperson | Date |
| | <u>James R. Dine</u> | <u>2/17/12</u> |
| | Vice Chancellor for Academic Affairs | Date |
| | <u>Helene A. ...</u> | <u>2/17/12</u> |
| | Chancellor | Date |



UNIVERSITY of HAWAII*
KAUAI
COMMUNITY COLLEGE

February 28, 2012

TO: Anita Huang
Institutional Analyst, IRAO

FR: Leighton Oride *Oride*
Admissions Officer & Registrar

RE: UH Code Request Form: Accounting
UH Code Request Form: Hospitality and Tourism

With reference page 4, Vice Chancellor James Dire conveyed to me this afternoon that he consulted via telephone with Vice President Peter Quigley.

Should you have any questions, please feel free to contact me via email at loride@hawaii.edu.

Thanks.