



UNIVERSITY of HAWAII*
KAUAI
COMMUNITY COLLEGE

May 6, 2013

TO: Institutional Research & Analysis Office

FR: Leighton Orde
Admissions Officer & Registrar *Orde*

RE: UH Code Request Form: Accounting Program Changes Effective Fall 2013

Accounting Office Assistant

NEW: CC-ACC-AOA

OLD: CO-ACC-AOA

Entrepreneurship (new major code requested)

CC-ACC-ENT

With reference to page 4, Vice Chancellor James Dire conveyed to me that he consulted today with Academic Affairs Program Officer Suzette Robinson.

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

Thanks.

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

REQUESTOR CONTACT INFORMATION	
Date: 4/23/13	Effective term of request (Semester-Year): Fall 2013
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: CC Certificate of Completion			
If requesting an existing Major code and/or Concentration code in Banner:			
Existing Major: _____	Code	Existing Concentration: _____	Code
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]: ACC	Description	Description [30 char/space limit]: Accounting Office Assistance	Description
If a similar major/concentration code exists in Banner, please list the code: CO-ACC-AOA			
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			
(Please consult your Financial Aid Officer on Program Participation Agreement impact)			
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Financial Aid Officer consultation required for all new program codes)			
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			
(If yes, students may select the code as their <u>only</u> program of study.)			

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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 2013
Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013
Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013
General Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013
Academic History	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fall 2013

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: Accounting

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE Banner forms: STVCAMP, STVCCOLL, 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):

The program action request replaces CO-ACC-AOA with CC-ACC-AOA, effective Fall 2013.

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>4/25/13</u>
Registrar (If different from Requestor) Leighton Oride	Date <u>5/1/13</u>
Print name _____ Email/memo in lieu of Registrar's signature may be attached _____	Signature _____ Date _____
Financial Aid Officer (Financial Aid Officer consultation required for all new program codes) Earl Nishiguchi	Date <u>5-1-13</u>
Print name _____ Email/memo in lieu of Financial Aid Officer's signature may be attached _____	Signature _____ Date _____
For Community Colleges, verification of consultation with QVPCC Academic Affairs: James Dire	Date <u>5/2/13</u>
Print name _____ Email/memo in lieu of signature may be attached _____	Signature _____ Date _____

Send completed form and supporting documentation to:

Institutional Research and Analysis Office (IRAO)
 1633 Bachman Place
 Sinclair Annex 2, Room 4
 Honolulu, HI 96822
 Email: iro-mail@lists.hawaii.edu
 Fax: 808-956-9870
 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	
Program code [12]:	Date form/docs received:
CIP code [6]:	Program Description [30]:
	CIP description [30]:

Effective Fall 2013
 Date Approved 4/13
 Replaces 2/12

APPENDIX B
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	(CC) Accounting Assistant	(CC) Small Business Accounting	(CC) Payroll Preparer	(CC) Individual Income Tax Preparer	CA	AAS	PROPOSED	(CO) Basic Accounting	(CC) Accounting Office Assistant	(CC) Entrepreneurship	(CC) Accounting Assistant	(CC) Small Business Accounting	(CC) Payroll Preparer	(CC) Individual Income Tax Preparer	CA	AAS
ACC 124 (See Notes 1-3.)	3	3	3	3	3	3	3	3	ACC 124 (See Notes 1-3.)	3	3	3	3	3	3	3	3	3
ACC 125 (See Notes 1-3.)	3		3				3	3	ACC 125 (See Notes 1-3.)	3			3				3	3
ACC 126 (See Notes 1-3.)	3							3	ACC 126 (See Notes 1 and 4.)	3								3
ACC 128								3	ACC 128 (See Notes 1 and 5.)			3	3					3
ACC 132				3	3		3	3	ACC 132 (See Note 1.)					3	3		3	3
ACC 134						3	3	3	ACC 134 (See Note 1.)							3	3	3
									ACC 193V (to be proposed) (See Note 6.)		1	1	1				1	1
BLAW 200								3	BLAW 200			3						3
BUSN 89			1	1	1	1	1	1	BUSN 89		1		1	1	1	1	1	1
BUSN 160			1	1	1	1	1	1	BUSN 160		1		1	1	1	1	1	1
BUSN 161B			1	1	1	1	1	1	BUSN 161B		1		1	1	1	1	1	1
BUSN 166			1	1	1	1	1	1	BUSN 166		1		1	1	1	1	1	1
BUSN 193V	1	1					1	1										
									ECOM 100			3						
									SMKT 150			3						
Business Electives: See list on page 2.				3				6	Electives: Any 100-level or higher course. See list on page 2. (See Note 6.)					3				6
Computer/Technology: See list on page 2.		3	3	3	3	3	6	6	Computer/Technology: One course from at least two different categories. See list on page 2.		3		3	3	3	3	6	6
Cultural Environment: Core Options (Fall 2012)								3	Cultural Environment: Any 100-level or higher Core Options									3
Natural Environment: Core Options (Fall)								3	Natural Environment: Any 100-level or higher Core Options									3
Oral Communication: Core Options (Fall 2012)							3	3	Oral Communication: Any 100-level or higher Core Options								3	3
Social Environment (SE): MGT 122					3				Social Environment (SE): ENT 125 (to be proposed) or MGT 122			3						
SE: See list on page 2.								3	SE: MGT 120 or MGT 122						3			
									SE: See list on page 2.								3	3
Thinking, Reasoning/ Mathematics: See list on page 2.						3	6	6	Thinking, Reasoning/ Mathematics: See list on page 2.								3	6
Written Communication (WC): See list on page 2.						3	3	3	Written Communication (WC): See list on page 2.								3	3
WC: BUS 175								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	7	11-14	16	16	19	32-35	62-65	Total Credits	9	11	19	14-17	16	16	19	29-32	60

OPTIONS FOR PRESENT PROGRAMS	OPTIONS FOR PROPOSED PROGRAMS
<p>Note 1: ACC 199V or ACC 299V is recommended each semester to supplement ACC courses.</p> <p>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.</p> <p>Note 3: ACC 201 and ACC 202 cannot be substituted for Basic Accounting CO. ACC 124, ACC 125, and ACC 126 are required.</p> <p>Business Electives: ECON 130, ECON 131; HOST 101; MGT 120; SMKT 150</p> <p>Computer/Technology: Business Word Processing-- BUSN 121, BUSN 123. Business Spreadsheets-- BUSN 130. Digital Literacy and Tools-- ICS 100, ICS 101</p> <p>Cultural Environment: Core Options, fall 2012.</p> <p>Natural Environment: Core Options, fall 2012.</p> <p>Oral Communication: Core Options, fall 2012.</p> <p>Social Environment: For AAS: BUS 120; ECON 130, ECON 131; HOST 125; HPER 195; MGT 122</p> <p>Thinking, Reasoning/Mathematics: BUSN 189; MATH 103, MATH 115; PHIL 110</p> <p>Written Communication: Recommended BUS 75; BUSN 180, BUSN 181; ENG 215; Core Options, fall 2012.</p>	<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 CC, CA, and AAS, ACC 201 fulfills the requirements of ACC 124 and ACC 125.</p> <p>Note 3: For CO, ACC 201 cannot be substituted for ACC 124 and ACC 125.</p> <p>Note 4: For 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 CC 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.</p> <p>Natural Environment: Core Options.</p> <p>Oral Communication: Core Options.</p> <p>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 CC, recommended PHIL 110. For CC 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 CC, CA, and AAS, BUS 175, BUSN 180, or BUSN 181. For AAS, any 100-level or higher Core Options.</p>

GENERAL SKILLS/ED CORE OPTIONS

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
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 Completion (CC) |
| <input type="checkbox"/> Associate in Arts–Concentration | <input checked="" type="checkbox"/> Certificate of Competence (CO) |
| <input type="checkbox"/> Associate in Science (AS) | <input type="checkbox"/> Academic Subject Certificate (ASC) |
| <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:

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 2013

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

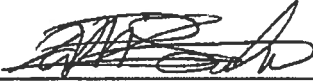

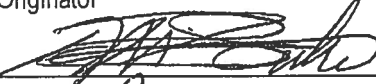
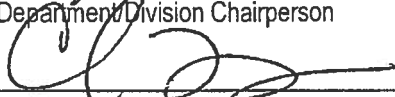
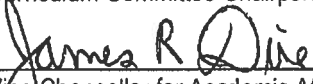
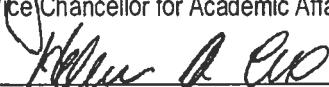
Hawai'i CC, Kapi'olani CC, Leeward CC, UH Maui College

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.

This PAR also provides additional opportunities to earn a CC in Entrepreneurship. The Entrepreneurship certificate will help to segue to upcoming Business programs.

This modification also increases the course options that support transferable pathways to UH system baccalaureate programs and offers additional course options that support other business division departments.

PSLOs Approved by:		4/5/13
	Assessment Committee Chairperson	Date
Proposed by:		4/5/2013
	Originator	Date
Requested by:		4/5/13
	Department/Division Chairperson	Date
Approved by:		4-5-13
	Curriculum Committee Chairperson	Date
		4/12/13
	Vice Chancellor for Academic Affairs	Date
		4/15/13
	Chancellor	Date

ADDENDUM

**Accounting Program Action Request
Effective Fall 2013**

New: **CC-ACC-AOA**
Old: **CO-ACC-AOA**

From: Rebecca Santos [mailto:santosr7@hawaii.edu]
Sent: Friday, April 26, 2013 2:03 PM
To: Cheryl Fujii
Cc: Kathlen Lee; Patricia McGrath; James Dire; Leighton Oride
Subject: IRAO - Change from CO to CC: ACC PAR--URGENT

Aloha All,

Re: Explanation of the change from CO to CC for the Accounting Office Assistant

The change was made to remedy and correct the certificate that resulted in the prior year after deletions were made to exclude the proposed non-credit OCET courses from the certificate offering.

The non-credit OCET course was proposed as an alternative to the credit courses as part of the certificate. Since it was not compatible with a credit certificate, the OCET courses were removed, leaving only 7 credits.

Equivalent content of the proposed OCET course on the credit side would be BUSN 160, BUSN 161B, BUSN 166 and BUSN 89. Thus, the fall 2013 PAR addresses the skills needed for the office assistant and re-inserts it back into the certificate.

The additional courses and credit requirements are essential to the certificate and student's skill set.

I hope that meets your needs.
Becky