Curriculum Committee Report to the Faculty Senate

December 2, 2015

The Curriculum Committee approved the following curriculum requests, course proposals, and program proposals and asks the Faculty Senate to accept the committee’s recommendations.

Courses

New Courses

ESL 1A - Beginning Speaking and Listening for Speakers of Other Languages (6 credits)

New
(Formerly ESL 97A. Cross-listed as ELI 10A.)

Justify the need for the course:
These courses seek to assist Leeward CC resident students, whose first languages are not English, to prepare for successful academic work in English. These courses offer students additional options for language study apart from the required ESL reading and writing courses.

Prerequisites:
This is a beginning level course with placement into ESL 1A by exam.

Corequisites:
None

Recommended preparation:
None.

Action: 11 Approved, 0 Disapproved, 0 Abstained

ESL 4A - Beginning English Grammar (3 credits)

New
(Formerly ESL 97C. Cross-listed as ELI 10C.)

Justify the need for the course:
These courses seek to assist Leeward CC resident students, whose first languages are not English, to prepare for successful academic work in English. These courses offer students additional options for language study apart from the required ESL
reading and writing courses.

Prerequisites:
This is a beginning level course with placement by ESL exam.

Corequisites:
None

Recommended preparation:
None.

Action: 11 Approved, 0 Disapproved, 0 Abstained

ESL 7B - High Intermediate Listening and Speaking for Speakers of Other Languages (6 credits)
New
(Formerly ESL 98A. Cross-listed as ELI 30A.)

Justify the need for the course:
These courses seek to assist Leeward CC resident students, whose first languages are not English, to prepare for successful academic work in English. These courses offer students additional options for language study apart from the required ESL reading and writing courses.

Prerequisites:
Successful completion of ESL 1A with a C or better, placement through testing, or approval of the Language Arts Division.

Corequisites:
None

Recommended preparation:
Successful completion of ESL 1A, or by placement test.

Action: 11 Approved, 0 Disapproved, 0 Abstained

ESL 10B - High Intermediate Grammar (3 credits)
New
(Formerly ESL 98C. Cross-listed as ELI 30C.)

Justify the need for the course:
These courses seek to assist Leeward CC resident students, whose first languages are not English, to prepare for successful academic work in English. These courses offer students additional options for language study apart from the required ESL reading and writing courses.

Prerequisites:
Completion of ESL 4A with a grade of C or better, placement through testing, or approval of the Language Arts Division.

Corequisites:
None

Recommended preparation:
None.

Action: 11 Approved, 0 Disapproved, 0 Abstained

HOST 101 - INTRODUCTION TO TRAVEL INDUSTRY MANAGEMENT
(3 credits)
New
(Formerly TIM 101)

Justify the need for the course:
These changes were made to follow the recommendations of the Hospitality and Tourism Program Coordinating Council who met on September 18, 2015 to update the University of Hawaii System Articulation agreement for the Hospitality and Tourism program last revised October 2008, and align Leeward CC with other community college’s articulated courses.

Prerequisites:
ENG 22 or ENG 24 with a grade of C or better or equivalent or instructor approval.

Corequisites:
None

Recommended preparation:
None.

Action: 16 Approved, 0 Disapproved, 0 Abstained

HOST 152 - FRONT OFFICE OPERATIONS (3 credits)
New

Justify the need for the course:
This course will be required to complete the Concentration in Hospitality and Tourism within the AS in Management. Upon recommendation of the Management Advisory Board and after a review of similar hospitality programs locally and on the mainland, our faculty members decided to require Front Office Operations for our Hospitality and Tourism Program. The program is designed to prepare students to work in the growing field of tourism. Training in hotel operations is a common skill they will be required know if they want to advance in the hospitality industry. In addition, HOST 152 meets the eligibility requirements sought by the Accreditation
Commission for Programs in Hospitality Administration.

Prerequisites:
ENG 22 or ENG 24 with a grade of C or better or equivalent or instructor approval.

Corequisites:
None

Recommended preparation:
None.

Action: 16 Approved, 0 Disapproved, 0 Abstained

QM 75 - Introduction to Quantitative Methods (3 credits)
New
(Cross-listed as MATH 75.)

Justify the need for the course:
MATH 22 is proposed to be deleted starting fall 2016. QM 75 (cross-listed as MATH 75) will serve as the non-STEM pathway for students who place below college level mathematics.

Prerequisites:
None.

Corequisites:
None

Recommended preparation:
English and math skills at the High School Common Core Level.

Action: 16 Approved, 0 Disapproved, 0 Abstained

Course Modifications

BUSN 121 - INTRODUCTION TO WORD PROCESSING (3 credits)

Modification
Rationale for Change:
Course last reviewed with an effective date of Fall 2011. This is a 5-year review. Changes made to match the updated BTEC UHWO Memorandum of Agreement effective Fall 2012.

Prerequisites:
None.

Corequisites:
None.

New Recommended preparation:
Completion of or concurrent enrollment in ENG 24 or equivalent

Previous Recommended preparation:
Completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent

Action: 16 Approved, 0 Disapproved, 0 Abstained

BUSN 188 - BUSINESS CALCULATIONS (3 credits)
Modification
Rationale for Change:
Course last reviewed with an effective date of Fall 2011. This is a 5-year review.

Prerequisites:
None.

Corequisites:
None.

New Recommended preparation:
Completion of MATH 75 or higher with a CR grade or higher and completion of or concurrent enrollment in ENG 24 or equivalent.

Previous Recommended preparation:
Completion of Math 1 or Math 1B with a CR grade or equivalent and completion of or concurrent enrollment in ENG/ESL 21 or equivalent.

Action: 16 Approved, 0 Disapproved, 0 Abstained

BUSN 242 - BUSINESS PRESENTATIONS (3 credits)
Modification
Rationale for Change:
Course last reviewed with an effective date of Fall 2011. This is a 5-year review.

Prerequisites:
BUSN 121 (Introduction to Word Processing), BUSN 123 (Word Processing for Business), or BUS 101 (Business Computer Systems) with a grade of C or better or equivalent or keyboarding or typewriting skills and computer knowledge or instructor's approval.

Corequisites:
None.

New Recommended preparation:
ENG 100 and SP 151 or equivalent. Keyboarding or typewriting skills and computer knowledge.

Previous Recommended preparation:
ENG 100 and SP 151 or SP 200 or equivalent. Keyboarding or typewriting skills and computer knowledge.

**Action: 16 Approved, 0 Disapproved, 0 Abstained**

**BUSN 269 - SUPERVISION (3 credits)**

**Modification**

**Rationale for Change:**
Course last reviewed with an effective date of Fall 2011. This is a 5-year review. Changes made to match the updated BTEC UHWO Memorandum of Agreement effective Fall 2012.

**Prerequisites:**
ENG 22 or ENG 24 or equivalent with a grade of C or better or instructor's approval.

**Action: 16 Approved, 0 Disapproved, 0 Abstained**

**BUSN 277 - INTERNATIONAL BUSINESS PROTOCOL (3 credits)**

**Modification**

**Rationale for Change:**
Course last reviewed with an effective date of Fall 2011. This is a 5-year review.

**Prerequisites:**
ENG 22 or ENG 24 or equivalent with a grade of C or better or instructor's approval.

**Action: 16 Approved, 0 Disapproved, 0 Abstained**

**BUSN 279 - INTERNATIONAL BUSINESS ANALYSIS (3 credits)**

**Modification**

**Rationale for Change:**
Course last reviewed with an effective date of Fall 2011. This is a 5-year review.

**Prerequisites:**
ENG 22 or ENG 24 or equivalent with a grade of C or better or instructor's approval.

**Action: 16 Approved, 0 Disapproved, 0 Abstained**

**CULN 112 - SANITATION AND SAFETY (2 credits)**

**Modification**

**Rationale for Change:**
Updated SLO #4. To be in compliance with the American Culinary Federation Foundation Accrediting Commission’s “Required Knowledge and competencies” for accredited programs effective Fall 2014. This accreditation requires that
curriculum, faculty, resources, support staff, and organizational structure all substantially meet the quality standards. The program received reaccreditation in Spring 2015.

Prerequisites:
None

Action: 11 Approved, 0 Disapproved, 0 Abstained

CULN 150 - FUNDAMENTALS OF BAKING (5 credits)

Modification
Rationale for Change:
Updated SLOs, because of an American Culinary Federation Inc. Accrediting Commission requirement.

Prerequisites:
Completion of or concurrent enrollment in CULN 112, Sanitation and Safety.

Action: 10 Approved, 0 Disapproved, 0 Abstained

CULN 223 - CONTEMPORARY CUISINES (5 credits)

Modification
Rationale for Change:
Added correct SLOs. Changes to the other fields are all to update for currency.

Prerequisites:
CULN 120 AND CULN 125 OR CULN 224 with a grade of "C" or better or instructor approval

Action: 10 Approved, 0 Disapproved, 0 Abstained

CULN 275 - HUMAN RESOURCES MANAGEMENT AND SUPERVISION IN THE HOSPITALITY INDUSTRY (2 credits)

Modification
Rationale for Change:
Added the SLO and made corrections to grammar and spelling.

Prerequisites:
CULN 160

New Recommended preparation:
ENG 22 or ENG 24

Previous Recommended preparation:
ENG 22
CULN 293E - CULINARY EXTERNSHIP (2 credits)
Modification
Rationale for Change:
Updated Student Learning Outcomes.
Prerequisites:
CULN 150, CULN 160, CULN 223, CULN 224, and CULN 271 with a grade of "C" or better or instructor approval
Action: 10 Approved, 0 Disapproved, 0 Abstained

ENG 211 - AUTOBIOGRAPHICAL WRITING (3 credits)
Modification
Rationale for Change:
Student learning outcomes have been updated. This course is being modified for the five year course review process.
Prerequisites:
ENG 100 OR equivalent with a grade of C or higher, or approval from the Language Arts Division
Action: 16 Approved, 0 Disapproved, 0 Abstained

ICS 100 - COMPUTING LITERACY & APPLICATIONS (3 credits)
Modification
Rationale for Change:
Increase Student Success.
New Prerequisites:
None.
Previous Prerequisites:
ENG 21 and ENG 22 (or ENG 24) and MATH 22 or equivalent, all with a grade of C or better, or consent of instructor.
Action: 16 Approved, 0 Disapproved, 0 Abstained

ICS 101 - DIGITAL TOOLS FOR THE INFORMATION WORLD (3 credits)
Modification
Rationale for Change:
The previous prereqs were unnecessary for an introductory course.

**New Prerequisites:**
None.

**Previous Prerequisites:**
ENG 100 and MATH 100 or equivalent, all with a grade of C or better, or consent of instructor.

**New Recommended preparation:**
None.

**Previous Recommended preparation:**
ICS 100

Action: 16 Approved, 0 Disapproved, 0 Abstained

**ICS 141 - DISCRETE MATHEMATICS FOR COMPUTER SCIENCE I (3 credits)**

**Modification**
**Rationale for Change:**
The prereqs of ICS 141 are equivalent to the prereqs of MATH 103.

**New Prerequisites:**
C or better (or CR) in MATH 82, or equivalent, or consent of instructor.

**Previous Prerequisites:**
MATH 103 College Algebra with a C or better, or equivalent, or consent of instructor.

Action: 16 Approved, 0 Disapproved, 0 Abstained

**SP 251 - PRINCIPLES OF EFFECTIVE PUBLIC SPEAKING (3 credits)**

**Modification**
**Rationale for Change:**
This is for the five-year cycle review of the course outline.

**Prerequisites:**
ENG 100 with a grade of C or better or equivalent

Action: 16 Approved, 0 Disapproved, 0 Abstained

**BUSN 193V - Cooperative Education (1 to 4 credits)**

**Modification**
**Rationale for Change:**
Field 7 was modified to add the Leeward CC prerequisite specific for Hospitality and Tourism majors to be aligned with the other Hospitality and Tourism Cooperative Education/Internship classes.
**New Prerequisites:**
Business major or Department/instructor approval. Completion of ENG 21 and ENG 22 or ENG 24 with a grade of C or better or equivalent or placement in ENG 100, and approval of the instructor.

Additional requirements by the University of Hawai‘i, Leeward Community College Business Division: (1) completion of 12 or more credits in the Leeward CC Business Division in order to assess job skills, (2) enrolled in a Business Division program of study, (3) full- or part-time student enrolled at Leeward CC, (4) a student in good academic standing with a minimum cumulative grade point average of 2.0, and (5) eligible for employment - U.S. citizen or have the legal right to work in the U.S.

Additional requirements by the University of Hawai‘i, Leeward Community College Business Division, Hospitality and Tourism Concentration, Management A.S. degree program: Students must complete two (2) credits of BUSN 193V for 120 hours minimum at the worksite. The job must be approved prior to the first day of class by the BUSN 193V instructor and/or Management Program Coordinator. The student must work in a hospitality and/or tourism-related job. It is recommended that students in the Hospitality and Tourism Concentration take BUSN 193V in one of their last semesters before earning their associate degree. If the student is volunteering in an off-campus location, the student must purchase special liability insurance.

**Previous Prerequisites:**
Business major or Department/instructor approval. Completion of ENG 21 and ENG 22 or ENG 24 with a grade of C or better or equivalent or placement in ENG 100, and approval of the instructor.

Additional requirements by the University of Hawai‘i, Leeward Community College Business Division: (1) completion of 12 or more credits in the Leeward CC Business Division in order to assess job skills, (2) enrolled in a Business Division program of study, (3) full- or part-time student enrolled at Leeward CC, (4) a student in good academic standing with a minimum cumulative grade point average of 2.0, and (5) eligible for employment—U.S. citizen or have the legal right to work in the U.S.

**Action:** 16 Approved, 0 Disapproved, 0 Abstained

**Course Deletions**
REL 203 - Understanding Chinese Religions (3 credits)
Deletion
Rationale for Deletion:
This course has not been offered for 15 years and will not be offered in the future.
Action: 16 Approved, 0 Disapproved, 0 Abstained

Programs

New Programs

(None.)

Program Modifications

Accounting (AS)
Modification
Rationale for Change:
The UHCC Accounting PCC agreed to standardize course numbers, titles, course descriptions, student learning outcomes and course prerequisites for common accounting courses. These agreed upon changes were updated in the program requirements in Field #3. These changes do not affect the program.

Requirements:
The program consists of general education courses including oral and written communications, general business courses to provide a strong business foundation, and specific accounting courses. Admission and counseling is consistent with other programs at the college. (No special admission requirements.)

First Semester Requirements Credits
ACC 124* Principles of Accounting I 3
or ACC 201* Intro to Financial Accounting
BUSN 188 Business Calculations 3
or MATH 103*** College Algebra
MGT 121 Customer Service 3
SP 151 Personal and Public Speech 3
BUS 101 Business Information Systems 3
Credits 15

Second Semester Requirements Credits
ACC 125* Principles of Accounting II 3
or ACC 202* Intro to Managerial Accounting
ENG 100 Composition I or equivalent 3
ACC 252**** Using Quickbooks in Accounting 3
BUS 120 Principles of Business 3
ACC 132 Payroll & Hawai'i GE Taxes 3
BUSN 166 Professional Employment Preparation 1
(AS students may take this in their fourth semester)
Credits 16

Third Semester Credits Credits
Business Elective for those who completed ACC 201 3
or ACC 202. (For students who completed ACC 124 and ACC 125, see recommended list in fourth semester.)
ACC 134 Individual Income Tax Preparation 3
ECON 131 Principles of Macroeconomics 3
or ECON 130 Principles of Microeconomics
or ECON 120 Introduction to Economics**
ENG 209 Business Writing 3
Natural Science (DB or DP) 3
Credits 15

Fourth Semester Requirements Credits
ACC 255 Using Excel in Accounting***** 3
BLAW 200 Legal Environment of Business 3
BUSN 193V Cooperative Education 1
Arts & Humanities Elective (DA or DH) 3
Business Elective 4
(Highly recommended: ACC 137 Business Income Tax Prep (3))
Credits 14

Total Degree Credits 60
*Combination of Introductory Accounting Courses

For Certificate of Achievement
ACC 124 and ACC 125
ACC 201 and ACC 202

For Associate in Science
ACC 201 and ACC 202
ACC 124, ACC 125 and ACC 202

The sequence of ACC 124, 125 and 202 is equivalent to the sequence of ACC 201 and 202 and vice versa. Therefore, credit will not be given for both sequences. A student who has completed ACC 124 or ACC 125 may not use ACC 201 as an elective for any AS or AAS degree. Similarly, a student who has completed ACC 201 may not use ACC 124 and ACC 125 as an elective for any AA degree.

** Not recommended for transfer to a four year program.
***MATH 103 is articulated with UH West Oahu as a General Education Foundations Symbolic Reasoning (FS) course and will satisfy the lower division math requirement for the Bachelor of Arts in Business Administration, Accounting degree.

****Formerly ACC 150 at Leeward CC
*****Formerly Using Spreadsheets in Accounting at Leeward CC

Action: 16 Approved, 0 Disapproved, 0 Abstained

**Accounting (CA)**

**Modification**

**Rationale for Change:**
The UHCC Accounting PCC agreed to standardize course numbers, titles, course descriptions, student learning outcomes and course prerequisites for common accounting courses. These agreed upon changes were updated in the program requirements in Field #3. These changes do not affect the program.

**Requirements:**
The program consists of general education courses, including oral and written communications, general business courses to provide a strong business foundation, and specific accounting courses to prepare students for entry-level jobs in
bookkeeping and accounting. Admission and counseling is consistent with other programs at the college. (No special admission requirements.)

<table>
<thead>
<tr>
<th>First Semester Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 124* Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>or ACC 201* Introduction to Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>BUSN 188 Business Calculations</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 103** College Algebra</td>
<td></td>
</tr>
<tr>
<td>MGT 121 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>SP 151 Personal and Public Speech</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101 Business Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Credits</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester Requirements</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACC 125* Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>or ACC 202* Introduction to Managerial Accounting</td>
<td></td>
</tr>
<tr>
<td>ENG 100 Composition I or equivalent</td>
<td>3</td>
</tr>
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<td>ACC 252 Using Quickbooks in Accounting</td>
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</tr>
<tr>
<td>BUS 120 Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>ACC 132 Payroll &amp; Hawai‘i GE Taxes</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 166 Professional Employment Preparation</td>
<td>1</td>
</tr>
<tr>
<td>(AS students may take this in their fourth semester)</td>
<td></td>
</tr>
<tr>
<td>Credits</td>
<td>16</td>
</tr>
<tr>
<td>Total Credits</td>
<td>31</td>
</tr>
</tbody>
</table>

*Combination of Introductory Accounting Courses

For Certificate of Achievement
ACC 124 and ACC 125
ACC 201 and ACC 202

For Associate in Science
ACC 201 and ACC 202
ACC 124, ACC 125 and ACC 202

The sequence of ACC 124, 125 and 202 is equivalent to the sequence of ACC 201 and 202 and vice versa. Therefore, credit will not be given for both sequences. A student who has completed ACC 124 or ACC 125 may not use ACC 201 as an elective for any
AS or AAS degree. Similarly, a student who has completed ACC 201 may not use ACC 124 and ACC 125 as an elective for any AA degree.

**MATH 103 is articulated with UH West Oahu as a General Education Foundations Symbolic Reasoning (FS) course and will satisfy the lower division math requirement for the Bachelor of Arts in Business Administration, Accounting degree.**

**Action: 16 Approved, 0 Disapproved, 0 Abstained**

**Business Technology (AS)**

**Modification**

**Rationale for Change:**
Clarification on acceptable electives in BTEC 100-level elective list. Added flexibility for students to take MATH 103 instead of BUSN 188 and SP 251 instead of SP 151.

**New Requirements:**
In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), accounting (ACC), and law (BLAW) courses with a grade of C or better.

Associate in Science Degree Total credits: 18 + 15 + 27 or 28 = 60 or 61

First semester courses = 18 credits
BUSN 123 - Word Processing for Business (3)
BUSN 164 - Career Success (3)
BUSN 170 - Records & Information Management (3)
BUS 101 - Business Information Systems (3)
MGT 121 - Customer Service (3)
Elective from approved 100-level list (3)
Electives (100 level) (3)
BUS 120 – Principles of Business (3)
HIT 102 – Introduction to Health Information Technology (3)
HOST 101 – Introduction to Hospitality and Tourism (3)
ACC 124 – Principles of Accounting I (3)
BUSN 158 – Social Media and Collaboration Tools for Business (3)
Any Leeward CC Business Division course with the approval of the Business Technology Program Coordinator. Cannot use ACC 124 as a 100-level elective if taking ACC 201 for Certificate of Achievement or Associate of Science Degree.
Second semester courses = 15 credits
BUSN 166 - Professional Employment Preparation (1)
BUSN 188 - Business Calculations (3) or Math 103 College Algebra (3)
BUSN 193V - Cooperative Education (2)
BUS 201 - Microsoft® Office Advanced (3)
ENG 100 - Composition I (or equivalent) (3)
SP 151 - Personal and Public Speech (3) or SP 251 Principles of Effective Public Speaking (3)

Third and fourth semesters = 27/28 credits
ACC 124 or ACC 201 - Principles of Accounting I or Introduction to Financial Accounting (3)
BUSN 269 - Supervision (3)

BTEC SPECIALIZATION (Select 9 credits from the following)
BUSN 242 - Business Presentations (3)
BUSN 250 - Expert Business Computing (3)
BUSN 270 - Advanced Records & Information Management (3)
BUSN 277 - International Business Protocol (3)
BUSN 279 - International Business Analysis (3)
BUSN 284 - Medical Terminology & Procedures (3)
BUSN 286 - Legal Terminology & Procedures (3)
BLAW 200 - Legal Environment of Business (3)

Business (200-level) Elective (3) - Any 200-level Business Elective (BUSN, BUS, ACC, MGT, MKT, BLAW, FIN, or HIT)

GENERAL EDUCATION REQUIREMENTS

Arts and Humanities Elective (3)
HIST 151/152 - WORLD HISTORY to 1500/WORLD HISTORY since 1500 or See Arts and Humanities list in the course catalog

Natural Sciences Elective (3) or (4) See Natural Sciences list in the course catalog

Social Science—Economics (3)
ECON 130, or 131 [recommended] (3)

**Action:** 16 Approved, 0 Disapproved, 0 Abstained

**Business Technology (CA)**

**Modification**

**Rationale for Change:**
Clarification on acceptable electives in BTEC 100-level elective list. Added flexibility for students to take Math 103 instead of BUSN 188 and SP 251 instead of SP 151.

**New Requirements:**
Certificate of Achievement (33 credits)
- BUSN 123 - Word Processing for Business (3)
- BUSN 164 - Career Success (3)
- BUSN 170 - Records & Information Management (3)
- BUS 101 - Business Information Systems (3)
- MGT 121 - Customer Service (3)
- Elective from approved 100-level list (3)
- BUSN 166 - Professional Employment Preparation (1)
- BUSN 188 - Business Calculations (3) or Math 103 College Algebra (3)
- BUSN 193V - Cooperative Education (2)
- BUS 201 - Microsoft® Office Advanced (3)
- ENG 100 - Composition 1 (or equivalent) (3)
- SP 151 - Personal and Public Speech (3) or SP 251 Principles of Effective Public Speaking (3)

Electives (100 level) (3 credits)
- BUS 120 – Principles of Business (3)
- HIT 102 – Introduction to Health Information Technology (3)
- HOST 101 – Introduction to Hospitality and Tourism (3)
- ACC 124 – Principles of Accounting I (3)
- BUSN 158 – Social Media and Collaboration Tools for Business (3)

Any Leeward CC Business Division course with the approval of the Business Technology Program Coordinator. Cannot use ACC 124 as a 100-level elective if taking ACC 201 for Certificate of Achievement or Associate in Science Degree.
In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), accounting (ACC), and law (BLAW) courses with a grade of C or better.

**Action:** 16 Approved, 0 Disapproved, 0 Abstained

**Business Technology (CO)**

**Modification**

**Rationale for Change:**
Clarification on acceptable electives in BTEC 100-level elective list.

**New Requirements:**
- Certificate of Competence (18 credits)
- BUSN 123 - Word Processing for Business (3)
- BUSN 164 - Career Success (3)
- BUSN 170 - Records & Information Management (3)
- BUS 101 - Business Information Systems (3)
- MGT 121 - Customer Service (3)
- Elective from approved 100-level list (3)

Electives (100 level) (3 credits)
- BUS 120 – Principles of Business (3)
- HIT 102 – Introduction to Health Information Technology (3)
- HOST 101 – Introduction to Hospitality and Tourism (3)
- ACC 124 – Principles of Accounting I (3)
- BUSN 158 – Social Media and Collaboration Tools for Business (3)

Any Leeward CC Business Division course with the approval of the Business Technology Program Coordinator. Cannot use ACC 124 as a 100-level elective if taking ACC 201 for Certificate of Achievement or Associate in Science Degree.

In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), accounting (ACC), and law (BLAW) courses with a grade of C or better.

**Action:** 16 Approved, 0 Disapproved, 0 Abstained

**Hospitality and Tourism (CO)**

**Modification**

**Rationale for Change:**
These changes were made to follow the recommendations of the Hospitality and Tourism Program Coordinating Council who met on September 18, 2015 to update the University of Hawaii System Articulation agreement for the Hospitality and Tourism program last revised October 2008, and align Leeward CC with other community college's articulated courses.

**New Program:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 121</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>HOST 101</td>
<td>Introduction to Travel Industry Management</td>
<td>3</td>
</tr>
<tr>
<td>HOST 152</td>
<td>Front Office Operations</td>
<td>3</td>
</tr>
<tr>
<td>HOST 154</td>
<td>Food and Beverage Operations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Business Information Systems</td>
<td>3 OR</td>
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<td></td>
<td>ICS 100   Computing Literacy and Applications</td>
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<tr>
<td></td>
<td>ICS 101   Digital Tools for the Information World</td>
<td>3</td>
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</tbody>
</table>

Total Credits: 15 or 18

**Existing Program:**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>MGT 121</td>
<td>Customer Service</td>
<td>3</td>
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<tr>
<td>MGT 122</td>
<td>Human Relations in Business</td>
<td>3</td>
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<tr>
<td>TIM 101</td>
<td>Introduction to Travel Industry Management</td>
<td>3</td>
</tr>
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<td>3</td>
</tr>
<tr>
<td>HOST 140</td>
<td>Hotel and Lodging</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 166</td>
<td>Professional Employment Preparation</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Credits: 16 or 19

Note: changes include deleting TIM 101, HOST 140, BUSN 166 and replacing with HOST 101, HOST 152. Program title to change from Certificate of Competence in Travel Industry to Certificate of Competence in Hospitality and Tourism.

**Action:** 16 Approved, 0 Disapproved, 0 Abstained

**Management (AS)**

**Modification**

**Rationale for Change:**

There is an increased demand for trained employees in the field of Tourism. The Accreditation Commission for Programs in Hospitality Administration (ACPHA) has
specific requirements that define the kind of program that the commission considers a part of its educational universe and within the scope of the accrediting activities. The new concentration will meet these needs.

These changes were made to follow the recommendations of the Hospitality and Tourism Program Coordinating Council who met on September 18, 2015 to update the University of Hawaii System Articulation agreement for the Hospitality and Tourism program last revised October 2008, and align Leeward CC with other community college’s common courses, and concentration title change.

**New Concentration in Hospitality and Tourism Program:**

- a. HOST 101 Introduction to Travel Industry Management
- b. HOST 152 Front Office Operations
- c. HOST 154 Food and Beverage Operations
- d. BUSN 193V Cooperative Education
- e. BUSN 166 Professional Employment Preparation

TIM 101 name alpha change to HOST 101
HOST 140 is being replaced by HOST 152
BUSN 277 is being replaced by BUSN 193V and BUSN 166 which are existing courses.

**Existing Concentration in Tourism program:**

- a. TIM 101 Introduction to Travel Industry Management
- b. HOST 140 Hotel and Lodging Operations
- c. HOST 154 Food and Beverage Operations
- d. BUSN 277 International Business Protocol

**Action:** 16 Approved, 0 Disapproved, 0 Abstained

**Small Business Accounting (CO) Modification**

**Rationale for Change:**

The UHCC Accounting PCC agreed to standardize course numbers, titles, course descriptions, student learning outcomes, and course prerequisites for common accounting courses. These agreed upon changes were updated in the program requirements in Field #3. These changes do not affect the program.

**Specific changes:**
Field #3 - Course numbers and titles were updated according to the UHCC Accounting Program Coordinating Committee's (PCC) agreement dated October 10, 2014.

The title for ACC 201 was changed from "Financial Accounting" to "Introduction to Financial Accounting".
The title for ACC 124 was changed from "College Accounting I" to "Principles of Accounting I".
The title for ACC 125 was changed from "College Accounting II" to "Principles of Accounting II".
The title for ACC 202 was changed from "Managerial Accounting" to "Introduction to Managerial Accounting".
The course number for Using Quickbooks in Accounting was changed from ACC 150 to ACC 252. Additionally, the title for BUS 101 was changed from "Business Computer Systems" to "Business Information Systems".
These changes have already been made to the appropriate courses.

**Action: 16 Approved, 0 Disapproved, 0 Abstained**

**TIM (ASC)**

**Modification**

**Rationale for Change:**
TIM 101 Introduction to Travel Industry Management is being replaced with HOST 101 Introduction to Travel Industry Management. Alpha change only to align with the Hospitality and Tourism Program Coordinating Council recommendations of September 18, 2015.

**Action: 16 Approved, 0 Disapproved, 0 Abstained**

**Program Deletions**

(Note.)