University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
New Course Proposal Form

1. Type of Action
   - ☑ A. Addition
   - ☐ B. Deletion
   - ☐ C. Modification:
     - ☐ in credits
     - ☑ in title
     - ☐ in number or alpha
     - ☐ in prerequisites or co-requisites
     - ☐ Other (click and type to specify)

2. New Alpha, Number and Title
   - BUSN 166 Professional Employment Preparation

3. Credits
   - 1

4. Old Alpha, Number and Title

5. Credits
   - 1

6. New Catalog Description
   - Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, résumés, cover letters, and employment interviews.

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or Recommended Preparation
   - Recommended Preparations: ENG 22, keyboarding skills, and knowledge of word processing.

8. Student Contact Hours Per Week
   - Lecture: 1
   - Lecture/Lab: 
   - Lab: 
   - Other (click to specify)

9. Proposed Date of First Offering
   - Semester: Fall
   - Year: 2006

10. This course ☑ is proposed for the *Program. ☑ can fulfill AA Elective If Other, specify

11. This course Makes No Difference in the number of credits required for the program/core.

12. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HawaiiCC</td>
<td>OAT 43E Preemployment Preparation</td>
<td>LeewardCC</td>
<td>BUS 143 Professional Employment Preparation</td>
</tr>
<tr>
<td>KauaiCC</td>
<td>BUS 143 Professional Employment Preparation</td>
<td>MauiCC</td>
<td>IS 105C Orientation to Employment</td>
</tr>
<tr>
<td>WindwardCC</td>
<td>IS 105C Job Search Skills</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. This course is (check one and click in appropriate textbox and provide details):
   - ☑ Already articulated with University of Hawai‘i System Agreement Business Technology (BT) aka Office Administration and Technology (OAT)
     - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
     - Agreement was signed in September 2005.
   - ☐ Appropriate for Articulation with
     - Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
     - ☐ Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   - The reason for this action is to align the course throughout the University of Hawai‘i System per the Articulation Agreement signed in September 2005.

Requested by: [Signature]
Approved by: [Signature]

CCCM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: BUSN 166 Professional Employment Preparation

Signatures

1. Department Area (more than one departmental instructor's signature required)

   Clayton K. Abele
   Peace Rega
   Wei F. Frankson
   --
   Sarah Hodell
   --
   Department Chairperson

   Was this course discussed in a department meeting? ☑ Yes ☐ No

   12/16/05

2. Department

   --
   12/16/05

3. Division

   Elizabeth Ashley

   1/13/06

4. Curriculum Committee Review

   Approved ☑
   Disapproved ☐

   Reason:

   --
   February 14, 2006

   Curriculum Committee Chairperson

CCCM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges  
Proposal to Initiate, Modify or Delete a Course  
New Course Proposal Form

WCC Form for New Course Proposals  
(This sheet was originally pink.)

1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP? This course is directly related to the following, which is mentioned in our Strategic Plan:

   To provide the trained workforce needed by the State, by offering occupational, technical, and professional courses and programs which both prepare students for immediate employment and career advancement.
   Windward Community College Strategic Plan 2002 - 2010

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

   There are no additional resources needed. This course will be cross-listed with IS 105C Job Search Skills, which will be taught by Sarah Hodell, a faculty member at our College.

3. Is a similar course taught elsewhere in the UH system? Yes If yes, provide details of how this course differs from existing similar courses.

   It is nearly identical to IS 105C, Job Search Skills at Windward Community College and IS 105C Orientation to Employment at Maui Community College.

4. Is this course experimental and/or unique to Windward Community College? No If yes, provide rationale and details of its impact on the College Curriculum

   This course is nearly identical to IS 105C Job Search Skills. To comply with the articulation agreement, this course will be cross listed.

5. Is a similar course taught in the upper division level by a 4-year UH college? No If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street  
Revised 1/19/01
WCC Form for Transfer Courses
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number BUSN 166 Professional Employment Preparation

Submitted by Emi Troeger

Date December 16, 2005

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course and any related baccalaureate program area.

NA

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

This course may be accepted as elective credit at four-year colleges.

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
Windward Community College

Course Outline

Course Name: Professional Employment Preparation

Course Alpha: BUSN 166

Credit Hours: 1

Catalog Course Description:
Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, résumés, cover letters, and employment interviews.

Requirements Course Satisfies at Windward Community College: Fulfills elective credit

Co-requisites: None

Prerequisites: None

Recommended Preparations: ENG 22, ability to keyboard, and knowledge of word processing.

Textbooks and Other Resources:
2. Résumé-quality 24-pound bond paper with matching envelopes to print and mail résumés and sufficient postage.
3. Three 3½" formatted diskettes or USB flash drive of 128MB minimum.

Intended Student Learning Outcomes
1. Integrate job interview preparation techniques into a live interview.
2. Utilize resources needed to find a job.
3. Assemble a career portfolio for ongoing career development.

Course Content

Concepts
1. Integrate job interview preparation techniques into a live interview.
   a. Résumés
   b. Interviewing techniques
   c. Legal/illega legal questions
   d. Application forms
   e. Letters
      1) Cover
      2) Thank you
2. Utilize resources needed to find a job.
   a. Networking
   b. Job search techniques
3. Assemble a career portfolio for ongoing career development.
   a. Career portfolio
2) Résumé
3) Completed sample application form
4) Sample interview questions and responses
5) Follow-up or thank you letter
6) Copies of performance evaluations and awards
7) Reference/recommendation letters and/or contact information of references
8) Copy of transcript(s), degrees, certificates, and diplomas
9) Work samples (projects, creative desktop publishing work, PowerPoint presentations, etc.)
10) Samples of rejection, acceptance, and resignation letters

Skills
1. Integrate job interview preparation techniques into a live interview.
   a. Differentiate legal/illicit questions
   b. Format a résumé
   c. Demonstrate ability to complete application forms
   d. Compose and prepare cover letter and thank you letter
   e. Compose a résumé
   f. Format personal business letter
   g. Dress appropriately or professionally
   h. Exhibit proper verbal and non-verbal language during the interview
2. Utilize resources needed to find a job.
   a. Identify resources
      1) Campus
      2) Private industry
      3) Public
      4) Internet
   b. Define networking
3. Assemble a career portfolio for ongoing career development.
   a. Demonstrate organization of portfolio.

Learning Assessment Tasks
1. Integrate job interview preparation techniques into a live interview.
   a. Evaluate completed application forms.
   b. Evaluate completed résumés.
   c. Evaluate completed cover and thank you letters.
   d. Participate in mock interviews.
2. Utilize resources needed to find a job.
   a. Create a list of resources.
3. Assemble a career portfolio for ongoing career development.
   a. Develop a career portfolio with sample work.

Methods of Instruction
Lecture, demonstration, assignments

Per Attachment V, CCCM #6100 (Revised August 28, 1991) and The Outcomes Primer by Ruth Stiehl, pp. 46-47, © 200
Grading Policy:
1. Objective Examinations (40%). All objective examinations using text, handouts, and lecture information will be graded as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>59% and below</td>
<td>F</td>
</tr>
</tbody>
</table>

2. Personal Portfolio and Mock Interview (40%). The personal portfolio includes all components of the job search process. Grading of the portfolio will be on completeness, neatness, and organization. The mock interview components include mailing a cover letter and résumé, participating in a mock interview, wearing appropriate business attire, and assessing the mock interview.

3. Research Project—Job Search (20%). The research project requires a survey of jobs available in your business community and encourages the use of school and community resources to research specific careers.

FINAL GRADE:
The final semester grade will be determined by the following components:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective Examinations</td>
<td>40%</td>
</tr>
<tr>
<td>Personal Portfolio and Mock Interview</td>
<td>40%</td>
</tr>
<tr>
<td>Research Project—Job Search</td>
<td>20%</td>
</tr>
<tr>
<td><strong>FINAL GRADE</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grades will be assigned in accordance with the general policy stated in the Windward Community College catalog.
To: Elizabeth Ashley, Interim Dean of Instruction  
From: Jean Shibuya, CCAAC Chair

Re: Cross-listing of BUSN 166 Professional Employment Preparation (1 credit)  
and IS 105C Professional Employment Preparation (1 credit)

The Credit Curriculum and Academic Affairs Committee approved the course proposal of BUSN 166 Professional Employment Preparation on February 14, 2006. The committee also recommended that IS 105C Job Search Skills be modified to adopt the same course title and student learning outcomes as BUSN 166 so that both courses could be cross-listed. Such actions were done and the CCAAC approved the course modifications and the cross-listing of both courses on March 14, 2006.

Please include the cross-listing information for BUSN 166 in the next catalog.
Subject: Re: IS 105C/BUS 166 cross-listing
To: Emi Troeger <emi@hawaii.edu>, ashleyel@hawaii.edu
Cc: shodell@hawaii.edu, kkiyono@hawaii.edu, levinson@hawaii.edu

Hi Emi and Elizabeth,

The reason BUSN 166 does not say cross-listed with IS 105C is because BUSN 166 was established first, and IS 105C need to have the same course description as BUSN 166.

Patti and Sarah did make the necessary changes (having the same course description, the same prerequisites, and the same SLOs). The CAAC and later the Faculty Senate did approve the revised IS 105C and the cross-listing aspect.

If there was no follow-up, it was my fault, and I will generate a memo so it can be placed with the BUSN166 course proposal form.

Sorry for the mix-up.

Jean Shibuya

----- Original Message ----- 
From: Emi Troeger <emi@hawaii.edu>
Date: Thursday, August 24, 2006 11:21 am
Subject: Re: IS 105C/BUS 166 cross-listing
To: Elizabeth Ashley <ashleyel@hawaii.edu>
Cc: jshibuya@hawaii.edu

> Please don't disenroll anyone. I'll call you.
> ----- Original Message ----- 
> From: Elizabeth Ashley <ashleyel@hawaii.edu>
> Date: Wednesday, August 23, 2006 2:40 pm
> Subject: Re: IS 105C/BUS 166 cross-listing
> To: Sarah Hodell <shodell@hawaii.edu>
> Cc: emi@hawaii.edu, levinson@hawaii.edu
> > hi. I've researched this and found the following: The course
> > proposal for
> > IS 105C says "cross-listed with BUSN 166" in the description and
> > in
> > Modification, Other. However, the course proposal for BUSN 166
> > doesn't
> > give the cross-listed info to ICS 105C. This will need to go
> > through CAAC
> > so they both reflect this relationship. Then, the students
> > have
> > to enroll
> > in one of the classes or the other. They would not be enrolled
> > for both at
the same time. I.e., if all the curricular paperwork were correct, we could disenroll all the students in IS 105C now, set up the course BUSN 166 with its CRN, and reenroll the students in that class. Since the paper work is not all complete, and since they are enrolled in IS 105C, this semester it will have to remain as is. I have the course proposal for BUSN 166 if you want to look at it. This is the result of my research. Do you have any suggestions? 

At 10:02 AM 8/23/2006, Sarah Hodell wrote:

How are you surviving this first week of classes? Emi pointed out to me yesterday that IS 105C was not cross-listed as Business 166 in our list of available courses for fall '06. The courses are one in the same. This cross-listing was approved by the curriculum committee and was supposed to be posted as an IS 105C and BUS 166. This is also my over-site to not see that the cross-listing was not in. Is it possible that we can correct this, and have Jerry change it in the system. The entire file can be copied and re-titled as BUS 166 as well. All the paperwork for this was approved by the proper procedure last spring. Thanks Elizabeth ................. Sarah
To: Sarah Hodell <shodell@hawaii.edu>
Subject: Re: IS 105C/BUS 166 cross-listing
Cc: emi@hawaii.edu,levinson@hawaii.edu

hi. I've researched this and found the following: The course proposal for IS 105C says "cross-listed with BUSN 166" in the description and in Modification, Other. However, the course proposal for BUSN 166 doesn't give the cross-listed info to ICS 105C. This will need to go through CAAC so they both reflect this relationship. Then, the students have to enroll in one of the classes or the other. They would not be enrolled for both at the same time. I.e., if all the curricular paperwork were correct, we could disenroll all the students in IS 105C now, set up the course BUSN 166 with its CRN, and reenroll the students in that class. Since the paper work is not all complete, and since they are enrolled in IS 105C, this semester it will have to remain as is. I have the course proposal for BUSN 166 if you want to look at it. This is the result of my research. Do you have any suggestions?
elizabeth

At 10:02 AM 8/23/2006, Sarah Hodell wrote:
Hi Elizabeth,

   How are you surviving this first week of classes? Emi pointed out to me yesterday that IS 105 C was not cross-listed as Business 166 in our list of available courses for fall '06. the courses are one in the same. This cross-listing was approved by the curriculum committee and was supposed to be posted as an IS 105 C and BUS 166. This is also my over-site to not see that the cross-listing was not in. Is it possible that we can correct this, and have Jerry change it in the system. The entire file can be copied and re-titled as BUS 166 as well. All the paperwork for this was approved by the proper procedure last spring.

Thanks Elizabeth ................. Sarah