Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - [ ] A. Addition
   - [ ] B. Deletion
   - [x] C. Modification:
     - [ ] in credits
     - [ ] in title
     - [x] in prerequisites or co-requisites
     - [ ] in number or alpha
     - [ ] Other

2. New Alpha, Number and Title

3. Credits *

4. Old Alpha, Number and Title
   - ICS 100 Computing Literacy and Applications

5. Credits 3 credits

6. New Catalog Description

7. Select box and type specific information in text box.
   - [ ] Prerequisites
   - [ ] Corequisites or
   - [x] Recommended Preparation
   - Keyboarding Skills or OAT 20B,
     English 100 skills, Math 24 skills

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

9. Proposed Date of First Offering
   - Semester Spring
   - Year 2004

10. This course [x] is proposed for the Liberal Arts Program Program. [x] can fulfill Social Sciences 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>HonoluluCC</td>
<td>ICS 100 Computing Literacy &amp; Applications 3 cr.</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>KapiolaniCC</td>
<td>ICS 100 Computing Literacy &amp; Applications 3 cr.</td>
<td>*</td>
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<tr>
<td>KauaiCC</td>
<td>ICS 100 Computing Literacy &amp; Applications 3 cr.</td>
<td>*</td>
<td></td>
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<tr>
<td>MauiCC</td>
<td>ICS 100 Computing Literacy &amp; Applications 3 cr.</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>HawaiiCC</td>
<td>ICS 100 Computing Literacy &amp; Applications 4 cr.</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
     Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
   - [ ] Appropriate for Articulation with
     Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
   - [x] Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   Many students come to WCC with the listed prerequisite skills. The prerequisites present a barrier to ICS 100 entrance.

Requested by: [Signature] 8/25/03
Approved by: [Signature] October 14, 2002
[Signature] 11/4/03
Dean of Instruction 11/7/03
[Signature] 1/9/03

CCCM #6100 (Amended for WCC use October 2002)
## Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: ICS 100 Computing Literacy and Applications

<table>
<thead>
<tr>
<th>Signature</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Area (more than one departmental instructor's signature required)</td>
<td>8/22/03</td>
</tr>
<tr>
<td>Department Chairperson</td>
<td>8/22/03</td>
</tr>
<tr>
<td>Was this course discussed in a department meeting? ☐ Yes ☐ No</td>
<td>8/22/03</td>
</tr>
<tr>
<td>Division</td>
<td>8/25/03</td>
</tr>
<tr>
<td>Curriculum Committee Chairperson</td>
<td>10/14/03</td>
</tr>
</tbody>
</table>

4. Curriculum Committee Review

Approved ☑ 7-0

Disapproved ☐

Reason:

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

WCC Form for Course Modifications

Course ICS 100 Computing Literacy and Applications  
Submitted by Peggy Regentine  
Date: August 22, 2003

1. What change is proposed in the course? Provide specific information comparing both the “new” and “old” course.

The modification is to change the present prerequisites to recommended preparation for the course. The previous prerequisites--Keyboarding Skills or OAT 20B, English 100 skills, Math 24 skills -- will now be listed as recommended preparation.

2. What is the rationale for the change?

Many students come to WCC with the listed prerequisite skills. The prerequisites present a barrier to ICS 100 entrance.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

No.

4. Is the course articulated with any 4-year program? No

If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

N/A.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

None.

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? * If yes, provide details and justification for these alterations.

No.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) No

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street

Revised 1/19/01