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

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

2. New Alpha, Number and Title
3. Credits *

4. Old Alpha, Number and Title  ICS 100 Computer Literacy and Applications
5. Credits 3 credits

6. New Catalog Description

7. Select box and type specific information in text box.
   - Prerequisites □ Corequisites or
   - Recommended Preparation ENG 22 and MATH 22
8. Student Contact Hours Per Week
   - Lecture
   - Lecture/Lab Lab
   - Other (click to specify)

9. Proposed Date of First Offering
   - Semester Spring
   - Year 2010

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

11. This course * 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>
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</thead>
<tbody>
<tr>
<td>LeewardCC</td>
<td>ICS 100 Computer Literacy and Applications</td>
<td>MauiCC</td>
<td>ICS 100 Computer Literacy and Applications</td>
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<tr>
<td>HonoluluCC</td>
<td>ICS 100 Computer Literacy and Applications</td>
<td>HawaiiCC</td>
<td>ICS 100 Computer Literacy and Applications</td>
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<td>KauaiCC</td>
<td>ICS 100 Computer Literacy and Applications</td>
<td>KapiolaniCC</td>
<td>ICS 100 Computer Literacy and Applications</td>
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13. This course is (check one and click in appropriate textbox and provide details):
   - Already articulated with UH Community Colleges
   - 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:

   □ Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   - Update recommended prerequisites to fit current course offerings.

Requested by: [Signature]  11/13/09

Approved by: [Signature]  1/27/10

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: ICS 100 Information Literacy and Applications

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Peggy Fregel</th>
<th>11/13/09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark K. Adk</td>
<td>11/13/09</td>
</tr>
<tr>
<td>Nancy Seger</td>
<td>11/13/09</td>
</tr>
</tbody>
</table>

2. Department  

| Mari A. Yabuta | 11/13/09 |

Department Chairperson  
Was this course discussed in a department meeting?  

| Yes ☑  | No ☐ |

3. Division  

| Paul R. Fees | 11/17/09 |

4. Curriculum Committee Review  

Approved ☑  
Disapproved ☐  
Reason:  

| Paul R. Fees | 11/24/09 |

Curriculum Committee Chairperson  

CCCM #6100 (Amended for WCC use October 2002)
Proposal to Initiate, Modify or Delete a Course
Course Modification Form – Go to next page for Articulation Form

ICS 100
Submitted by Peggy Regentine
Date November 9, 2009

WCC Form for Course Modifications

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

2. What is the rationale for the change?
   To update prerequisite to fit current courses.

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.

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?
   NA

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.) *

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91