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

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

2. New Alpha, Number and Title

3. Credits *

4. Old Alpha, Number and Title

5. Credits 3 credits

6. New Catalog Description
   Hands-on computer class with emphasis on producing professional level documents, spreadsheets, presentations, database, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system. Meets requirement for College of Business (UHM and UHH) and UH’s Biology program and botany department. (3 hr. lect)

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or Recommended Preparation
   - High school algebra

8. Student Contact Hours Per Week
   - Lecture 3
   - Lab

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

10. This course ☑ is proposed for the * Program. ☑ can fulfill * If Other, specify Meets requirements for UH Manoa and UH Hilo College of Business and UH Manoa Biology program and Botany Department

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>UH Manoa</td>
<td>*ICS 101 Tools for the Information Age</td>
<td>*</td>
<td></td>
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<tr>
<td>KapiolaniCC</td>
<td>*CS 101 Tools for the Information Age</td>
<td>*</td>
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<tr>
<td>HonoluluCC</td>
<td>*CS 101 Tools for the Information Age</td>
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<tr>
<td>MauiCC</td>
<td>*CS 101 Tools for the Information Age</td>
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<tr>
<td>KauaiCC</td>
<td>*CS 101 Tools for the Information Age</td>
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13. This course is (check one and click in appropriate textbox and provide details):
   - ☑ Already articulated with UH system
   - ☑ 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:
   ICS 101 needs to offer similar prerequisites as other community colleges. KCC has no prerequisites for ICS101, Maui CC has no prerequisites. Manoa has no prerequisites. This modification will improve enrollment and eliminate barriers for students enrolling online.

Requested by: ___________________________ 8/20/09
Approved by: ___________________________ 9/16/09
Proven: ___________________________ 9/22/09

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

## Course Alpha, Number, and Title:

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

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

   - **Peggy Rego**
   - **Mililani
   - **Nadej Sri
   - **Karry Chae**

   | 8/20/09 |

2. **Department**

   - **Chaofan J. Yohn**
   - **Department Chairperson**

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

   | 8/20/09 |

3. **Division**

   - **Paul R. Fields**

   | 8/27/09 |

4. **Curriculum Committee Review**

   - Approved ☑
   - Disapproved ☐

   Reason:

   - **Paul R. Fields**

   Curriculum Committee Chairperson

   | 09/08/09 |
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Course Modification Form – Go to next page for Articulation Form

WCC Form for Course Modifications

Course ICS 101 Digital Tools for the Information World
Submitted by Peggy Regentine
Date August 17, 2009

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

This modification will delete the following pre-requisites: Eng 100; Math 25 or 1 yr. high school algebra.

2. What is the rationale for the change?

This pre-requisite change is to make ICS 101 consistent with other community colleges and UH. It is a problem for students who register online for WCC classes. When students see WCC with these pre-requisites, they may choose a course from another campus without the pre-requisite. This has been a factor in the ICS 101 low enrollment in Spring 2009 and Fall 2009. Instructors are willing to offer ICS 101 without the prerequisites and re-evaluate and modify if there are problems.

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? Yes

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

ICS 101 is articulated throughout the UH system.

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.) Yes