### PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE

**1. TYPE OF ACTION**

- A. **Addition**
  - [ ] Regular
  - [ ] Experimental
  - [ ] Other (specify)

- B. **Deletion**

- C. **Modification**
  - [ ] in credits
  - [ ] in title
  - [ ] in number or alpha
  - [x] in prerequisites
  - [ ] Other (specify)

**2. NEW ALPHA, NUMBER AND TITLE**

**3. CREDITS**

**4. OLD ALPHA, NUMBER AND TITLE**

- ICS 101 Tools for the Information Age

**5. CREDITS**

**6. NEW CATALOG DESCRIPTION**

See attached for new catalog description.

**7. PREREQUISITES**

<table>
<thead>
<tr>
<th>ENG 100; Math 25 or 1 yr High School Algebra; keyboarding skills or equivalent</th>
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**8. STUDENT CONTACT HOURS PER WEEK**

<table>
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<tr>
<th>Lecture</th>
<th>Lecture/Lab</th>
<th>Lab</th>
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**9. PROPOSED DATE OF FIRST OFFERING**

**10. THIS COURSE**

- [x] IS REQUIRED
- [ ] IS AN ELECTIVE FOR THE WCC MicroC Appl CC PROGRAM/CORE (Please specify)
- [x] CAN FULFILL elective for Acctng AS & OAT AS Degree and UH Manoa Computer Competency requirement.

**11. THIS COURSE**

- [ ] INCREASES
- [ ] DECREASES
- [x] MAKES NO CHANGE IN NUMBER OF CREDITS REQUIRED FOR THE PROGRAM/CORE

**12. SIMILAR COURSES OFFERED ELSEWHERE:**

- UH Manoa
  - ICS 101 Tools for Information Age

- Kapiolani CC
  - ICS 101 Tools for Information Age

**13. THIS COURSE IS**

- [x] ALREADY ARTICULATED with UHM & KCC
- [ ] APPROPRIATE FOR ARTICULATION
- [ ] NOT YET APPROPRIATE FOR ARTICULATION

(Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.)

**14. REASON FOR INITIATING, MODIFYING OR DELETING COURSE OR OTHER PERTINENT COMMENT:**

To update course outline to conform to the college's eliminating several Math and English courses and Nelson Denny Scores previously used as enrollment criteria.

**REQUESTED BY:**

[Signature]

**APPROVED BY:**

- Department Chairperson
- Curriculum Committee
- Faculty Senate
- Dean of Instruction
- Provost

**REQUESTED DATE:**

1-15-96

**APPROVED DATE:**

1-23-96

2-14-96

4/1/96

4/10/96

**CCCM #6100**

(Amended for WCC use Sept. 1991)
NEW CATALOG DESCRIPTION  (ICS 101)

This course examines the utilization of major application packages as tools in business problem-solving. The following application will be covered: a microcomputer operating system (DOS, Windows shell, OS/2), word processing, spreadsheets, graphics, and database management systems. Students will design and develop spreadsheets and templates for problem-solving. Formulas, functions, graphs and printer options will be emphasized. This course is designed to satisfy the UHM College of Business Administration's computer competency requirements.
# Levels of Review of Course Proposals at WCC

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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<tbody>
<tr>
<td><strong>1. Subject Area (one or more instructors in the area)</strong></td>
<td></td>
</tr>
<tr>
<td>Peggy Rogers</td>
<td>1-18-96</td>
</tr>
<tr>
<td>Clayton Moore</td>
<td>1-18-96</td>
</tr>
<tr>
<td>Helen Korce-Jones</td>
<td>1-19-96</td>
</tr>
<tr>
<td>Ali Thomas</td>
<td>1-18-96</td>
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<tr>
<th><strong>2. Department</strong></th>
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<tbody>
<tr>
<td>Thelma Dychler</td>
<td>1-18-96</td>
</tr>
<tr>
<td>Department Chairperson</td>
<td></td>
</tr>
<tr>
<td>Was this course discussed in a dept. mtg.</td>
<td>Yes</td>
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<th><strong>3. Division</strong></th>
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<tbody>
<tr>
<td>Assistant Dean of Instruction</td>
<td>1-15-96</td>
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| **4. Curriculum Committee Review** |             |
| Approved | X |             |
| Disapproved | |             |
| Reason: |             |

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<thead>
<tr>
<th><strong>Curriculum Committee Chairperson</strong></th>
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<tbody>
<tr>
<td>Daniel Ringsette</td>
<td>1/23/96</td>
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