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 title
     - in prerequisites or co-requisites
     - in number or alpha

2. New Alpha, Number and Title
3. Credits *
4. Old Alpha, Number and Title ICS120 Spreadsheet Fundamentals
5. Credits 3 credits
6. New Catalog Description

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or Recommended Preparation
   - ICS 100 or 101; placement into MATH 25

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

9. Proposed Date of First Offering
   - Semester Spring
   - Year 2009

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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<tbody>
<tr>
<td>*</td>
<td>No similar course offered</td>
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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:
   - Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   ICS 120 was modified to eliminate pre-requisite courses that no longer existed at Windward Community College.

Requested by: [Signature] 11/13/09
Approved by: [Signature] 11/14/09
[Signature] 11/10/2010
[Signature] 2/22/10

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: ICS120: Spreadsheet Fundamentals

Signatures

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

   [Signatures with dates: 11/13/09]

2. Department

   [Signature and date: 11/13/09]
   Department Chairperson

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

3. Division

   [Signature and date: 11/17/09]

4. Curriculum Committee Review

   Approved ☑
   Disapproved ☐

   Reason:

   [Signature and date: 11/24/09]

   Curriculum Committee Chairperson

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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 ICS120
Submitted by Peggy Regentine
Date November 9, 2009

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

Prerequisite change
Old: ICS 100 or 101 and OAT 20B; placement into ENG 100 and MATH 25
New: ICS 100 or 101; placement into MATH 25.

2. What is the rationale for the change?

Update prerequisites to reflect current course offerings
ENG 100 is not necessary for this course

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? *

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

No

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?

No additional requirements
Current staff is able to teach the course

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