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
     - Other Catalog Description

   Cross-listed as BUSN 166 (click to specify)

2. New Alpha, Number and Title  IS 105C Professional Employment Preparation
3. Credits 1 credit

4. Old Alpha, Number and Title  IS 105C Job Search Skills
5. Credits 1 credit

6. New Catalog Description
   Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews. (Cross-listed as BUSN 166.)

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or Recommended Preparation
   - ENG 22, keyboarding skills, and knowledge of word processing.
   - Drop previous prerequisite.

8. Student Contact Hours Per Week
   - Lecture 1
   - Lecture/Lab
   - Lab
   - Other (click to specify)

9. Proposed Date of First Offering
   - Semester
   - Fall
   - Year
   - 2006

10. This course is proposed for the * Program.  □ can fulfill AA Elective  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>
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<tbody>
<tr>
<td>HawaiiCC</td>
<td>OAT 43E Preemployment Preparation</td>
<td>LeewardCC</td>
<td>BUS 143 Professional Employment Preparation</td>
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<tr>
<td>KauaiCC</td>
<td>BUS 143 Professional Employment Preparation</td>
<td>MauiCC</td>
<td>IS 105C Orientation to Employment</td>
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<tr>
<td>KapiolaniCC</td>
<td>IS 105C Job Search Skills</td>
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13. This course is (check one and click in appropriate textbox and provide details):
   - □ Already articulated with the University of Hawaii System Agreement Business Technology (BT) aka Office Administration and Technology (OAT).
   - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
   - The Agreement was signed in September 2005.
   - □ 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:
   The reason for initiating this action is to modify the course description to allow for this course to be cross-listed with BUSN 166 that was approved by the Curriculum Committee at the 2/14/06 meeting.

Requested by:  

Approved by:  

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

## Course Alpha, Number, and Title: IS 105C

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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<tr>
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<td>2/24/06</td>
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<td>2/24/06</td>
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</tbody>
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1. **Department Area (more than one departmental instructor’s signature required)**

   - [Signature 1]
   - [Signature 2]
   - [Signature 3]

2. **Department**

   - [Signature]
   - Department Chairperson
   - Was this course discussed in a department meeting?  
     - [Yes]  
     - [No]  

3. **Division**

   - [Signature]
   - 2/27/06

4. **Curriculum Committee Review**

   - [Amended for use October 2002]
   - [Signature]
   - 6-0
   - Disapproved [ ]

   **Reason:**

   - [Signature]
   - Curriculum Committee Chairperson
   - March 14, 2006
WCC Form for Course Modifications

Course IS 105C
Submitted by Patti Chong
Date February 15, 2006

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

The course description, course title, prerequisite/corequisite changes.

OLD: IS 105C (1)
This course is designed to prepare students for the job market through an overview of relevant job search skills. Job search and interview techniques, resume preparation and the role of the employee in the workforce will be covered. Prerequisite: Placement in ENG 22.

NEW: IS 105C (1)
Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews. (Cross-listed as BUSN 166.) Recommended Preparation: ENG 22, keyboarding skills, and knowledge of word processing.

2. What is the rationale for the change?

In order to cross-list BUSN 166 with IS 105C, IS 105C needed to be modified to have the same course description, course title, and recommended preparation.

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?

No additional staff, equipment, or facilities. It would be taught by existing faculty.

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? No

If yes, provide details and justification for these alterations.

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

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