**UNIVERSITY OF HAWAII COMMUNITY COLLEGES**  
**PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE**  
**CCCM #6100**  
(July 26, 1979)

<table>
<thead>
<tr>
<th>TYPE OF ACTION (circle appropriate)</th>
<th>C. Modification</th>
</tr>
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<tbody>
<tr>
<td>- 1. in credits</td>
<td></td>
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<td>- 2. in title</td>
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<td>- 3. in number or alpha</td>
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<td>- 4. in prerequisites</td>
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<td>- 5. Other (specify)</td>
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<table>
<thead>
<tr>
<th>DELETION</th>
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<tbody>
<tr>
<td>NEW ALPHA, NUMBER AND TITLE</td>
</tr>
<tr>
<td>mgmt 120, Principles of Management</td>
</tr>
<tr>
<td>3. CREDITS</td>
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</tbody>
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<table>
<thead>
<tr>
<th>NEW DESCRIPTION</th>
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<tbody>
<tr>
<td>This course is intended as a practical introduction to and study of management principles and practices. The student will learn the elements needed to effectively manage and will understand the managing/leadership job itself.</td>
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<tr>
<th>PREREQUISITES OR RECOMMENDED</th>
<th>8. STUDENT CONTACT HOURS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td>3 Lecture 0 Lab 0 Other (specify)</td>
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<table>
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<tr>
<th>9. PROPOSED DATE OF FIRST OFFERING</th>
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<tbody>
<tr>
<td>Spring 1981</td>
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</table>

**THIS COURSE IS (REQUIRED) (ELECTIVE) FOR THE**  
Finance, Accounting and Secretarial Science PROGRAMS

**THIS COURSE (INCREASES) (DECREASES) (MAKES NO CHANGE) IN THE NUMBER OF CREDITS REQUIRED FOR THE PROGRAM.**

**COURSES OFFERED ELSEWHERE**

<table>
<thead>
<tr>
<th>College(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kauai, Leeward, Maui, Hawaii</td>
</tr>
<tr>
<td>Kapalani</td>
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**Alpha, Number, Title:**

<table>
<thead>
<tr>
<th>mgmt 20, Principles of Management</th>
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**THIS COURSE IS (ALREADY ARTICULATED) (APPROPRIATE FOR ARTICULATION) (NOT APPROPRIATE FOR ARTICULATION)**

**PROVIDE DETAILS OF EXISTING OR DESIRED ARTICULATION** (Date, college(s), purposes, pre-major or major, etc.):

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

Course already declared in the WCC catalog for Spring 1981 offering as provided for in the VOC. Ed. plan in support of the EDP.

<table>
<thead>
<tr>
<th>REQUESTED BY</th>
<th>Department/Division</th>
<th>Chairperson</th>
<th>Date</th>
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<td></td>
<td>1/15/80</td>
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<tr>
<th>APPROVED BY</th>
<th>Curriculum Committee</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>Roy H. Fujimoto</td>
<td>DEC 18 1980</td>
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<th>(Other required campus signature)</th>
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<tr>
<th>Dean of Instruction</th>
<th>Date</th>
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<td>3/18/81</td>
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<th>Provost</th>
<th>Date</th>
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<tr>
<td></td>
<td>3/18/81</td>
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LEVELS OF REVIEW OF COURSE PROPOSALS AT WCC

1. Subject Area (one or more instructors in the area)
   - Helen Hew Len
   - Clayton Masuda
   - Opal Stoneman
   - Emi Troeger
   - Alfred V. Woods, Jr.
   
   signatures
   
   11/15/80

2. Division
   
   department chairperson
   
   date

3. Administrative Confirmation of System Requirements
   
   Gerald St James
   
   signature
   
   3/16/87

4. Curriculum Committee First Review
   
   Disapproved
   
   Reason:
   
   Further Information Required
   
   Please provide the following:
   
   Approved for review by other divisions
   
   Curriculum Committee Chairperson
   
   (target date:)

5. Curriculum Committee Second Review
   
   Approved
   
   Disapproved
   
   Reason:
   
   Curriculum Committee Chairperson
   
   date
A. Information Needed for Processing ALL Course Proposals

Course Title: Principles of Management

Transfer XX Non-transfer

Submitted by Alfred V. Woods, Jr. Date Spring 1981

1. Course Objectives:
   See Course Outline attached.

2. Provide details of additional staff, equipment facilities, library/media material and equipment, other financial support that would be required to implement the new course or the course modification.

   Has this additional cost been included in the budget for the proposed date of offering? Include in estimate of actual cost of supplies and equipment in addition to cost already budgeted by the discipline.

   Submitter will be teaching this course. No additional staff or financial support will be needed.
C. Information Needed to Process New Course Proposals

1. Course relation to EDP of the College:

This course has already been provided for in the Spring 1981 schedule of classes. It supports the EDP VOC. ED. Plan in the area of Finance.

2. Program course in (Please give some information concerning the status of the program and the relation of the course to the program):

This course is an elective in the present Finance program. It will also act as an elective for Accounting and Secretarial Science programs.

3. Independent work by students:

Read text; do case studies.

4. Rationale for articulation with UHM General Education Core--attach Windward Community College Form 3 for transfer course criteria, if appropriate:

N/A

5. If similar to an upper division course, explain community college application:

N/A

6. If course is experimental and unique to Windward Community College, indicate additional rationale and impact on college curriculum, if appropriate:

N/A

D. Attach Course Outline for New Course Proposals or for Course Modifications that Involve Changes in Content, Syllabus, or Time Schedule. Use the Windward Community College FORM 2: General Course Outline for Proposed Course. A student course outline may be submitted, if it indicates the syllabus, content, and time schedule of the proposed course.
WCC CURR. FORM 2
GENERAL OUTLINE FOR PROPOSED COURSE

Course: Principles of Management
Transfer: Nontransfer, New, Modified

1. COURSE DESCRIPTION:
See Course Outline attached.

2. HOURS PER WEEK: LEC 3  LAB 0  OTHER 0  TOTAL 3

3. PREREQUISITIES: NONE
COREQUISITIES: NONE

RECOMMENDED PREPARATION:

4. SPECIFIC COURSE OBJECTIVES:
See Course Outline

5. TEXTBOOK AND MATERIALS:
See Course Outline

6. REFERENCE MATERIAL SAMPLES:
NONE

7. AUXILIARY MATERIALS:
NONE
7. AUXILIARY MATERIALS:

8. METHODS OF INSTRUCTION:

   See Course Outline

9. EVALUATION:

   See Course Outline

10. OTHER  N/A

11. SYLLABUS: CONTENT AND TIME SCHEDULE:
WINDWARD COMMUNITY COLLEGE
OUTLINE OF COURSE OBJECTIVES

COURSE NAME: Principles of Management

COURSE NUMBER: 120

CREDIT HOURSE: 3

CATALOG DESCRIPTION: This course is intended as a practical introduction to and study of management principles and practices. The student will learn the elements needed to effectively manage and will understand the managing leadership job itself.

REQUIREMENTS COURSE SATISFIES:

AT WCC: Elective in Finance, Accounting and Secretarial Science Programs. May be applied toward A.A. Degree

AT UH MANOA: TRANSFERABLE AS ELECTIVE

PREREQUISITES: NONE

RECOMMENDED BASIC SKILLS LEVEL:

Reading level of text: College

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIME: NONE

INSTRUCTOR: Al Woods

OFFICE: Judd 120

OFFICE PHONE: 235-0077, ext. 164

EFFECTIVE DATE: Spring 1981
A. GOALS OF THE COURSE

To make the student aware of the elements and relationships in managing people and resources. Also, to make understandable the practical processes of the managerial task.

B. OBJECTIVES OF THE COURSE

1. First Objective

The student will demonstrate an understanding of...

a. The manager's job
b. The manager's relationships to the various elements with which he has to deal
c. Human behavior
d. Motivation

Task 1
Successfully complete an in-class objective/subjective examination.

2. Second Objective

The student will demonstrate an understanding of...

a. Planning as a necessity
b. The importance of objectives
c. And analyze planning strategies and policies
d. The decision making processes

Task 2
Successfully complete an in-class objective/subjective examination.

3. Third Objective

The student will demonstrate an understanding of...

a. Various organizing techniques
b. The coordination of work units
c. The need for change and how best to cope with it

Task 3
Successfully complete an in-class objective/subjective examination.

4. Fourth Objective

The student will demonstrate an understanding of...

a. The role of leadership in managing
b. The various relationships between superiors, peers and subordinates
c. And recognize the importance of effective communication

Task 4
Successfully complete an in-class objective/subjective examination.
5. Fifth Objective

The student will be able to...

a. Define what "control" is
b. Understand methods of control
c. Learn budget control and how to make budgets effective
d. Explore the managing of managerial careers

Task 5

Successfully complete an in-class objective/subjective final examination which will incorporate all five objectives.

C. METHOD OF INSTRUCTION

Class discussions, lectures, films and case studies. Class attendance is mandatory for achieving goals and attaining objectives.

D. METHOD OF GRADING

1. Tasks 1, 2, 3 and 4 will comprise cumulatively 60% of the course grade.
   Task 5 will comprise 40% of the course grade.

2. Letter grades will be assigned as follows:

   A - 90% or higher course grade
   B - 75% to less than 90% course grade
   C - 65% to less than 75% course grade
   D - 50% to less than 65% course grade
   F - Below 50% course grade

   *Cr - Achievement of objectives of course at "C" level minimum. No grade points given. (Course credits awarded.)
   *NCr - Achievement of objectives of course at less than "C" level. No grade points given. (NO course credits awarded.)
   * - The Cr/NCr option must be declared by the end of the 10th week of classes for 16-week course (end of the 5th week for 8-week course). Written consent of instructor is required.
   W - No grade points given. (No course credits awarded.) Official withdrawal after the 1st week of an 8-week course or the third week of a 16-week course and prior to the end of the 5th week of an 8-week course or the 10th week of a 16-week course.

E. TEXTBOOK

A. Information Needed for Processing ALL Course Proposals

Course Title: Principles of Management

Transfer: _____________________ Non-transfer: XX

Submitted by Alfred V. Woods, Jr. Date: Spring 1981

1. Course Objectives:
   See Course Outline attached.

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Has this additional cost been included in the budget for the proposed date of offering? Include in estimate of actual cost of supplies and equipment in addition to cost already budgeted by the discipline.

Submitter will be teaching this course. No additional staff or financial support will be needed.
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   This course is an elective in the present Finance program. It will also act as an elective for Accounting and Secretarial Science programs.

3. Independent work by students:
   
   Read text; do case studies.

4. Rationale for articulation with UHM General Education Core—attach Windward Community College Form 3 for transfer course criteria, if appropriate:
   
   N/A

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1. **COURSE DESCRIPTION:**
   
   See Course Outline attached.

2. **HOURS PER WEEK:**
   
   LEC 3  LAB 0  OTHER 0  TOTAL 3

3. **PREREQUISITIES:**
   
   NONE

   COREQUISITIES:
   
   NONE

   **RECOMMENDED PREPARATION:**

4. **SPECIFIC COURSE OBJECTIVES:**

   See Course Outline

5. **TEXTBOOK AND MATERIALS:**

   See Course Outline

6. **REFERENCE MATERIAL SAMPLES:**

   NONE

7. **AUXILIARY MATERIALS:**

   NONE
7. AUXILIARY MATERIALS:

8. METHODS OF INSTRUCTION:

   See Course Outline

9. EVALUATION:

   See Course Outline

10. OTHER  N/A

11. SYLLABUS: CONTENT AND TIME SCHEDULE:
COURSE NAME: Principles of Management

COURSE NUMBER: MGMT 120

CREDIT HOURSE: 3

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AT UH MANOA: TRANSFERABLE AS ELECTIVE.

PREREQUISITES: NONE

RECOMMENDED BASIC SKILLS LEVEL:

Reading level of text: College

ACTIVITIES REQUIRED AT SCHEDULED TIMES OTHER THAN CLASS TIME: NONE

INSTRUCTOR: Al Woods

OFFICE: Judd 120

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b. The importance of objectives
c. And analyze planning strategies and policies
d. The decision making processes

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b. The coordination of work units
c. The need for change and how best to cope with it

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E. TEXTBOOK
