To: Kathleen French  
CCAAC Chair  

From: Peggy Regentine  
Math Business Department Chair  

Subject: Applied Business and Information Technology (ABIT) Certificate of Competence  

Date: November 2, 2012  

Date Effective: Fall 2013  

Background  

Our Applied Business and Information Technology (ABIT) Certificate of Competence was composed of the three courses ICS 101, ICS 115 and ICS 214. These courses were based on an ABIT certificate from Maui College. Maui College modified several of their requirements for their ABIT four-year certificate which affected WCC's offerings and enrollment. Although many students enrolled in ICS 101, only a handful enrolled in ICS 115 and ICS 214. The department analyzed this enrollment and found that both ICS 115 and ICS 214 had too much content. The Maui College professor that taught ICS 214 even reported he could not complete the material in the ICS 214 course in one semester. Our counselor Patti Chong had recommended that possibly an option of courses would give students more choices and would help this certificate.

Because this is a business certificate the department talked with Signe Godfrey, owner of Olsten Staffing Services, and chair of the Honolulu Chamber of Commerce Workforce Development and Education Pillar Committee. Godfrey stated in a survey of the members of the Honolulu Chamber of Commerce that employers listed desired competencies of their workers to include business soft skills and computing skills. Therefore the Business Department agreed to modify the CoC below (with recommendations from Godfrey and counselor Chong) to the ABIT CoC with options.

The ABIT CoC is designed to:  

(1) Meet workforce training needs and demands by capitalizing on existing instructional resources on the credit side  
(2) Increase the number of recipients of the ABIT Certificate of Competence  
(3) Prepare students for employment in office and administrative support to meet workforce projections  
(4) Prepare students with the necessary soft skills that employers expect from people entering the workplace  

Previous ABIT CoC (9 credits)  
Students are currently expected to take the following 9 credits to obtain the certificate.  

- ICS 101 Digital Tools for the Information World  
- ICS 115 Advanced Computing Applications  
- ICS 214 Design for Print and Web
Proposed ABIT CoC (9 credits)
The requirements for the ABIT will be as follows:

• BUSN 164: Career Success or ENG 209: Business Writing
• ICS 101: Digital Tools for the Information World or ICS 100: Computing Literacy & Applications
• One of:
  o BUSN 121: Introduction to Word Processing
  o ACC 201: Introduction to Financial Accounting, or
  o ICS 163: Design for Print

The certificate requires either Career Success or Business Writing, skills that the Honolulu Chamber of Commerce endorses as needed skills.

Program Learning Outcomes
The successful student obtaining the certificate will be able to:
• Effectively communicate in a business environment
• Produce professional-level documents using word processing, spreadsheet, accounting or presentations software
• Analyze ethical issues encountered in a business environment

This memo is requesting a modification of the ABIT Certificate of Competence to allow for a more relevant set of courses and options for business and technology students.
Signatures to modify Certificate of Competence in ABIT CoC

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**Departmental Review by:**

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**Was the proposal discussed in a department meeting?** yes / no __/__/____

**Division Dean:** _Brian Richardson_ ______________________ __/__/____

**Approved by:**

**Curriculum Committee Chair:**

Kathleen French ________________________ __/__/____

**Faculty Senate Chairperson:**

Ross Langston ________________________ __/__/____

**Vice-Chancellor for Academic Affairs**

Richard Fulton ________________________ __/__/____

**Chancellor**

Doug Dykstra ________________________ __/__/____