

UNIVERSITY OF HAWAII  
CODE REQUEST FORM FOR ACADEMIC PROGRAM CODES

REQUESTOR CONTACT INFORMATION	
Date: 4/24/15	Effective term of request (Semester-Year): Fall 2013
Name: Debie Amby	Title: Banner/Curriculum Specialist
Campus: UH Maui College	Office/Department: Academic Affairs
Phone: 808-984-3378	Email: debie@hawaii.edu

1. PROGRAM CODE, MAJOR CODE, CONCENTRATION CODE		Banner forms: SMAPRIE, SOACURR, STVMAJR
Institution: UH Maui College (MAU) <input checked="" type="checkbox"/>	College: Instructional (IN)	Department: Business Technology (BTEC)
<input type="checkbox"/> New program code <input checked="" type="checkbox"/> Change/replace existing program code: <u>Delete AAS-BTEC-LGLO (Legal Office Specialty)</u>		
Level: <input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> First-Professional <input type="checkbox"/> Post-Baccalaureate <input type="checkbox"/> Other:		
Degree:	Certificate: <input type="checkbox"/>	
If requesting an existing Major code and/or Concentration code in Banner:		
Existing Major:	Existing Concentration:	
Code	Description	Code                      Description
If requesting a new <input type="checkbox"/> Major code or <input type="checkbox"/> Concentration code that does not exist in Banner:		
New Code [4 char/space limit]:		Description [30 char/space limit]:
If a similar major/concentration code exists in Banner, please list the code:		
Is this major/concentration code being used the same way at other UH campuses?		
Is 50% or greater of the classes in this program offered at a location other than the Home Campus? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please consult your Financial Aid Officer on Program Participation Agreement impact)		
Is this program/major/certificate financial aid eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No    (Financial Aid Officer consultation required for all new program codes)		
Should this program be available for applicants to select as their planned course of study on the online application? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, students may select the code as their <u>only</u> program of study.)		

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**Replacing or eliminating an existing program code:**

If replacing an existing program code, are current students "grandfathered" under the old code?  Yes  No

Should the old program code be available for use in Banner?  Yes  No

Will the old program code be available for:	Banner Module	Yes	No	Ending Term (Semester-Year)
	Online Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	201510(Fall-2014) - Summer 2014
	Recruitment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	201510(Fall-2014)
	Admissions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	201510(Fall 2014) - ↓
	General Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Academic History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**2. CERTIFICATES ONLY:**

Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)?  Yes  No  
(Please consult your Financial Aid Officer or see: <http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html>)

For new certificates approved by the Chancellor, the related BOR authorized academic program is: Business Technology (BTEC)

3. NEW CAMPUS, COLLEGE, DIVISION, OR DEPARTMENT CODE		Banner forms: STVCAMP, STVCOLL, STVDIVS, STVDEPT
Campus code [3 char]:	Campus description [30 char/space limit]:	
College code [2 char]:	College description [30 char/space limit]:	
Division code [4 char/space limit]:	Division description [30 char/space limit]:	
Department code [4 char/space limit]:	Department description [30 char/space limit]:	

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<b>4. NEW COURSE SUBJECT CODE (Subject Alpha)</b>		Banner form: STVSUBJ
College:	Department:	
Subject code [4 char/space limit]:	Subject description [30 char/space limit]:	

<b>5. NEW MINOR (Minor codes are listed on the Major code table)</b>		Banner form: STVMAJR
Minor Code [4 char/space limit]:	Minor Description [30 char/space limit]:	

Please briefly describe your request and explain why you are requesting the code(s):  
 The Business Technology Associates in Applied Science degree Legal Office Specialty is being deleted. The Business Technology Advisory Board deemed it no longer applicable because there is no market for this field and employers prefer to train their employees.

<b>SUPPORTING DOCUMENTATION</b>
<p>Please see the <b>Code Request Guide</b> for the required supporting documents to be submitted. Documents submitted with this form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Board of Regents meeting minutes and supporting documents provided to the BOR</li> <li><input type="checkbox"/> Memo from UH President</li> <li><input type="checkbox"/> Memo from Chancellor</li> <li><input type="checkbox"/> Curriculum (required for requests for new programs/majors/minors/certificates)</li> <li><input type="checkbox"/> Gainful Employment Program notification to the US Department of Education</li> <li><input type="checkbox"/> Other: _____</li> </ul>





UNIVERSITY of HAWAII  
**MAUI COLLEGE**

May 8, 2015

**MEMORANDUM**

**TO:** Dr. Risa Dickson  
Executive Vice President for Academic Affairs

**FROM:** Dr. Lui Hokoana  
Chancellor, UH Maui College

**SUBJECT:** Program Action at UH Maui College

I have approved the following program actions so that the necessary program codes can be established in Banner.

If you have any questions or concerns, please let me know. Thank you for your assistance.

**NEW**

Associate of Applied Science – Business Technology - Medical Assistant II (AAS-BTEC-MA2)  
Certificate of Competence - Aging (CO-HSER-IAGE)  
Certificate of Competence - Virtual Office Assistant (CO-BTEC-VOA)  
Certificate of Competence - Therapeutic Activity Aide II (CO-NURS-TAA2)  
Academic Subject Certificate – Hawaiian Music (ASC-HMUS)  
Certificate of Competence – Community Health Worker (CO-HSER-CHWN)

Certificate of Completion – Therapeutic Activity Aide II (CC-NURS-TAA2)  
(create and later replace with CO-NURS-TAA2)  
Certificate of Completion – Community Health Worker (CC-HSER-CHWN)  
(create and later replace with CO-HSER-CHWN)

**DELETE**

Associate of Applied Science – Business Technology – Medical Office  
Associate of Applied Science – Business Technology – Health Unit Coordinator  
Associate of Applied Science – Business Technology – **Legal Office**

**CC:** Pearl Iboshi, Director of IRAO  
Suzette Robinson, UHCC Director of Academic Programs



2002-2003  
MetLife Foundation  
Best-Practice College  
Award Recipient



2008  
Bellwether  
Award Recipient



2009  
President's  
Higher  
Education  
Community  
Service  
Honor Roll

310 W. Ka'ahumanu Avenue  
Kahului, HI 96732-1617  
Telephone: 808 984-3655  
Fax: 808 984-3546  
Website: [www.maui.hawaii.edu](http://www.maui.hawaii.edu)

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Action Institution



**Curriculum Proposal Cover Sheet – Program/Degree/Certificate**

*Routing procedure – Official Signatures on Signature Page*

Program Name: BTEC - AAS - Legal Office Specialty

or  
Course Alpha & Number: \_\_\_\_\_

Author: Cyrilla Pascual

Proposal Type:

- Addition
- Modification
- Deletion

**Date of Activity:**

- \_\_\_\_\_ Author Signature
- \_\_\_\_\_ Curriculum Representative Signature
- \_\_\_\_\_ Department Chair Signature
- \_\_\_\_\_ Curriculum Chair Signature
- \_\_\_\_\_ Proposals Posted in Website for General Review
- \_\_\_\_\_ Academic Senate Chair Signature
- \_\_\_\_\_ Chief Academic Officer Signature
- \_\_\_\_\_ Chancellor Signature
- \_\_\_\_\_ NEW DEGREES ONLY! Chief Academic Officers Approval
- \_\_\_\_\_ NEW DEGREES ONLY! Board of Regents Approval
- \_\_\_\_\_ Signature Sheet Returned to Curriculum Chair

**Distribution, Posting and Follow-Up:**

- \_\_\_\_\_ Notify Proposers of Approval
- \_\_\_\_\_ Banner & IRO Input
- \_\_\_\_\_ Catalog Input Complete
- \_\_\_\_\_ Articulation Forms Forwarded to Articulation Coordinator
- \_\_\_\_\_ Five-Year Review Database Updated
- \_\_\_\_\_ Originals Filed in Chief Academic Officer's Office
- \_\_\_\_\_ Registrar & Counseling Notified

Curriculum proposal number \_\_\_\_\_

**Curriculum Action Request (CAR)- Deletion- University of Hawaii Maui College**

1. Author(s)Cyrilla Pascual

2. Authors' Departments(s) Business/Hospitality Department

3. Date submitted to Curriculum CommitteeNovember 9, 2012

4. a. General type of action? course program

b. Specific type of Deletion

course

certificate

from program

program Name of Program

Follow appropriate steps for Program Deletion

other (specify)Delete the Legal Specialty from the Business Technology Program.

5. Reason for this curriculum action: Since 2005 there were less than a dozen students interested in this specialty. After meeting with our advisory board, their advice was to delete the specialty because there is no market for this field and employers prefer to train on- the-job.

6. Existing course

Alpha	Number	Title	Credits
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7. Is this course cross-listed? yes no If yes, list course

8. Revise current UHMC General Catalog page(s) 43, 44

9. Is this course

a. prerequisite for another course yes no If yes, list course

b. corequisite for another course yes no If yes, list course

c. part of a program map or sequence yes no If yes, list program

d. part of a certificate or degree yes no If yes, list

Are CAR forms included for changes in a through d above? yes no

# Program Map - BTEC

MAUI COLLEGE

Business Technology (AAS, CA, CC, CO) 43

The Business Technology career ladder is competency based and focuses on the skills, knowledge, and attitudes needed to prepare for office positions in government or industry. The curriculum includes specialties, as well as general offerings, to broaden students' background and to enhance employment and promotion possibilities. The Business Technology umbrella offers credentials at four levels.

- Certificate of Competence (CO) in Basic Office Skills reviews skills prerequisite to the balance of the career ladder program. Competency attainment may be demonstrated through pre-testing prior to registration, high school articulation or transcript evaluation, or waived with consent of the program coordinator.
- Certificate of Completion (CC) in Business Technology prepares students for entry-level positions such as Receptionist, General Office Clerk, File Clerk, or Clerk Typist. The Medical Assistant I Certificate of Completion prepares students for Medical Assistant positions that do not require a degree.
- Certificate of Achievement (CA) prepares students for the more complex roles of Administrative Assistant, Computer Operator, Medical Secretary, or Medical Office Specialist.
- Associate in Applied Science (AAS) degree advances skills and provides focus in three specialty areas. The Information Processing specialty prepares students for responsible positions using integrated word processing, database, and spreadsheet applications, as well as preparing for nationally recognized office specialist certification exams. ~~The Legal Office specialty prepares for work in a legal office as an entry-level legal secretary.~~ The Medical Assistant II specialty prepares students to work in either an in-patient or out-patient environment in positions that require an AAS degree. These include Medical Assistant, Doctor's Assistant, Medical Office Assistant, Clinical Assistant and Health Unit Coordinator.

*Majors are encouraged to meet with the program coordinator early in their studies for academic advising. Grade C or better in each required course (excluding lectures) must be attained to qualify for all certificates and degrees. Required courses completed through credit by examination with a CR grade may also be used toward Business Technology certificates and degrees.*

☎ Contact the program coordinator, Cyrilla Pascual at 984-3344, or by email at [cyrilla@hawaii.edu](mailto:cyrilla@hawaii.edu) for more information.

## Requirements for Certificate of Competence (CO):

### Basic Office Skills – Pre-Business Technology: 5-8 credits

Business Technology 89(1), 70(1), and 121(3)

Mathematics 18 or placement at Mathematics 82

*(Summer bridge or Fall courses, articulation, or testing, ENG 22 or 55(3) or placement at ENG 100)*

*Note: The CO is awarded to students who complete at least four of the required credits through enrollment in UH Maui College courses. Up to five BLSN credits may be satisfied through pre-testing prior to registration, high school articulation or transcript evaluation, or by obtaining program coordinator consent.*

## Requirements for Certificate of Completion (CC):

### Business Technology: 16 credits

Business Technology 161 or Business 120(3) *or* **MGT 118(3)** Business Technology 166(1), 170(3), 189(3)

Business Technology 150 or Information & Computer Science 101(3); English 100(3)

### Medical Assistant I: 23 credits

Business Technology 161 or Business 120(3) *or* **MGT 118(3)** Biology 100(3)

Business Technology 150 or Information & Computer Science 101(3); English 22 or 55 or 100(3)

Business Technology 193v(1) Nursing 100(6), 50(4)

## Requirements for Certificate of Achievement (CA): 31 credits

*All Business Technology CC requirements (16), plus:*

Business Technology 123(3), 151(3), 157(3)

Business/Communication 130 or Communication 145(3);  
English 209(3)

*(continued on the next page)*



Requirements for Associate in Applied Science (AAS) Degrees:

**Information Processing Specialty: 60-61 credits**

All CA courses (31), plus:  
 Business Technology 110 or 261(3), 193v(2-3),\* 232(3), 292(3)  
 Accounting 124 or 201(3)  
 Natural Science elective(3)  
 Social Science elective(3)

General Education elective(3)

Any two program electives(6) from the following list:\*\*

Accounting 125(3), 201(3); BUSN 110(3), 237(3), 261(3), 286(3)  
 Information & Computer Science 205(3), 214(3)  
**Business Law 300(3)**

*Delete*

**Legal Office Specialty: 60-61 credits**

All CA courses (31), plus:  
 Business Technology 110 or 261(3), 193v(2-3),\* 232(3), 292(3)  
 Accounting 124 or 201(3)  
 Natural Science elective(3)  
 Social Science elective(3)

Business Law 300(3)

Business elective (5)

General Education elective(3)

**Medical Assistant II: 64-69 credits\*\*\***

All Medical Assistant I CC(23) courses, plus:  
 Business Technology 123(3), 151(3), 157(3), 166(3), 170(3),  
 185(3), 189(3), 193v(1-3),\*\*\*\* 292(3)  
 Accounting 124 or 201(3)  
 Pharmacology 106(3)

English 100(3),\*\*\*\*\* 209(3)

Business/Communications 130 or Communication 115(3)

Social Science elective (3)

General Education elective(3)

\*Note: From 2-3 credits of BUSN 193v are required depending on the student's prior work experience. Consult a counselor, the program coordinator, or appropriate faculty member to determine your requirement.

\*\* Note: Or other courses approved by the program coordinator.

\*\*\* Note: Students who complete the Medical Assistant II AAS degree will also be qualified to receive the Business Technology CC and CA certificate, and may apply for these certificates.

\*\*\*\* Note: Students are required to earn one credit of BUSN 193v for the Med Asst I CC and an additional one credit for the Med Asst II AAS degree. An optional two credits may be taken to satisfy a practicum requirement for students planning to work in Kaiser Permanente.

\*\*\*\*\* Note: If ENGL 100 was used to satisfy the Med Asst I CC requirement, credits required for the Med Asst II AAS are reduced by three.

Full-time students in Information Processing or ~~Legal Office Specialty~~ would take courses in this sequences:

**(CC) - Business Technology**

First Semester (Fall)	Credits
BUSN 161 Customer Service, or BUS 120 Principles of Business <b>OR MET 118</b>	3
BUSN 150 Introduction to Business Computing, or ICS 101 Digital tools for the Information World	3
BUSN 166 Professional Employment Preparation	1
BUSN 170 Records & Information Management	3
BUSN 189 Business Mathematics	3
ENGL 100 Composition I	3
	16

**(CA) - Business Technology**

Second Semester (Spring)	Credits
BUSN 123 Word Processing for Business	3
BUSN 151 Intermediate Business Computing	3
BUSN 157 Desktop Publishing For Business	3
BUS COM 130 Business Communication-Oral, or Communication 115 Interpersonal Communication I	3
ENGL 209 Business & Managerial Writing	3
	15

**(AAS) - Information Processing Specialty or ~~Legal Office Specialty~~**

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 124 Principles of Accounting, or ACC 201 Introduction to Financial Accounting	3	BUSN 292 Integrated Office Procedures	3
BUSN 110 Office Computer (troubleshoot, Maint, or BUSN 261 Web Page Construction Fund & Marketing	3	Natural Science elective	3
BUSN 193v Business Technology Coop Education	2-3	General Education elective	3
Social Science elective	3	Information Processing Specialty Program electives (6) ACC 125, 201, BUSN 116, 237, 261, ICS 205, 211	6
Info Processing Specialty: BUSN 232 Busn Computer Spreadsheet	3	<b>BLAW 300</b>	3
<del>Legal Office Specialty: BLAW 300 Legal Environment of Busn</del>	3	Legal Office Specialty BUSN 286 Legal Terminology(3) and Business Elective(3)	6
	14-15		15

\*Note: Check the courses totaling six credits approved by program coordinator.

**Full-time CC students completing only Medical Assistant I would take courses in this sequence:**

**(CC) - Medical Assistant I**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
NURS 100 Nurse Aide Training	6	BUSN 161 Customer Service, or	
NURS 50 Health Unit Coordinator	4	BUS 120 Principles of Business <i>or MGT 118</i>	3
ENG 22 Introduction to Composition, or		BUSN 150 Introduction to Business Computing, or	
ENG 55 Business Communications - Written, or		ICS 101 Digital Tools for the Information World	3
ENG 100 Composition I	3	BIOL 100 Human Biology	3
	13		
		Summer Session (6 weeks)	
		BUSN 193v Business Technology Coop Education	1
			10

**Full-time AAS students completing both Medical Assistant I and Medical Assistant II would take courses in this sequence:**

**(CC) - Medical Assistant I plus some courses required for Business Technology CC, CA**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
NURS 100 Nurse Aide Training	6	BUSN 161 Customer Service, or	
NURS 50 Health Unit Coordinator	4	BUS 120 Principles of Business <i>or MGT 118</i>	3
BUSN 123 Word Processing for Business	3	BUSN 150 Introduction to Business Computing, or	
ENG 100 Composition I	3	ICS 101 Digital Tools for the Information World	3
	16	BUSN 166 Professional Employment Preparation	1
		BUSN 170 Records & Information Management	3
		BUSN 189 Business Mathematics	3
		BIOL 100 Human Biology	3
		Summer Session (6 weeks)	
		BUSN 193v Business Technology Coop Education	1
			17

**(AAS) Medical Assistant II includes Business Technology CC, CA\***

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 121 Principles of Accounting I, or		BUSN 185 Processing Physician Orders	3
ACC 201 Introduction to Financial Accounting	3	BUSN 193v Business Technology Coop Education (required only	
BUSN 151 Intermediate Business Computing	3	for students planning to work at Kaiser Permanente,	0-2
<del>BUSN 157 Desktop Publishing for Business</del>	<del>3</del>	BUSN 292 Integrated Office Procedures	3
BUSN 193v Business Technology Coop Education	1	<del>General Education elective</del>	3
BUS/COM 130 Business Communication-Oral, or		Social Science elective	3
Communication 145 Interpersonal Communication I	3	PHARM 106 Introduction to Pharmacy Technology	3
ENG 209 Business & Managerial Writing	3	<i>→ PHARM 103(1), 104(1), 105(1)</i>	15
	16		
	13		

\*Note: Students who complete the Medical Assistant II AAS degree will also be qualified to receive the Business Technology CC and CA certificates and may apply for these certificates.

University of Hawaii Maui College  
Curriculum Action Request (CAR) Signature Page

Cyrella Pascual 11/14/12  
Proposed by: Author/Program Coordinator Date

Jonlee Per 11/14/12  
Checked by: Academic Subject Area Representative to Curriculum Committee Date

Cyrella Pascual 11/14/12  
Requested by Department: Department Chair Date

M B N A 12/10/12  
Recommended by: Curriculum Chair Date

Ann Emsley 12/10/12  
Approved by Academic Senate: Academic Senate Chair Date

[Signature] 2-10-13  
Endorsed by: Chief Academic Officer Date

[Signature] 2/13/13  
Approved by: Chancellor Date



Princess Soares <pfrederi@hawaii.edu>

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## Ending Terms for AAS-BTEC-LGLO

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Debie Amby <debie@hawaii.edu>

Wed, Jul 22, 2015 at 11:06 AM

To: Princess Soares <pfrederi@hawaii.edu>

1. Effective Fall 2013 semester, old program will no longer be available to admit or recruit students.
2. Effective Fall 2014 semester, old program code will no longer be available to enroll or award degree to students.

Thank you for waiting.  
Debie

On Mon, Jul 6, 2015 at 8:27 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Hi Debie,

To clarify the ending terms for this program, please complete the following statements:

1. Effective \_\_\_\_\_ semester, old program code will no longer be available to admit or recruit students.
2. Effective \_\_\_\_\_ semester, old program code will no longer be available to enroll or award degree to students.

Mahalo,  
Princess

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**Princess Soares**

Institutional Research Analyst  
Institutional Research and Analysis  
University of Hawai'i System  
Sinclair Annex 1, Room 1  
1633 Bachman Place  
Honolulu, HI 96822  
Phone: [808-956-5464](tel:808-956-5464)  
Fax: [808-956-9870](tel:808-956-9870)

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