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Master Curriculum	

University of Hawai'i
Code Request Form for Academic Programs

ADMISSION STOP-OUT OR TERMINATION

Date: 9/14/16

REQUESTOR CONTACT INFORMATION

Name Debie Amby Campus UH Manoa
 Title Banner/Curriculum Specialist Email debie@hawaii.edu
 Office/Dept Academic Affairs Phone 808-984-3378

PROGRAM CODE FOR ADMISSION STOP-OUT ONLY OR TERMINATION (Please Check One)

Program Code AAS-OAT Program Description Office Admin & Technology
 Institution MAU - UH Maui College Campus MAU - UH Maui College
 College Instructional Department OAT
 Level UG - Undergraduate

Are current students "grandfathered" under the program code? Yes No
 Should the old program code be available for use in Banner? Yes No

Effective Fall 2003, this program code will no longer be available to admit or recruit students.
Term (ie. Fall 2014)

This will turn off the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Effective Summer 2007, this program code will no longer be available to enroll or award degree to students.
Term (ie. Fall 2014)

This will turn off the general student (effects Banner form SGASTDN) and academic history (effects Banner form SHADEGR) Banner modules.

FOR ADMISSION STOP-OUT ONLY REQUEST

Effective , this program code will be reactivated and available to admit or recruit students.
Term (ie. Fall 2014)

This will turn on the online application, recruitment (effects Banner forms SRASUMI and SRAQUIK) and admissions (effects Banner forms SAADCRV, SAAADMS, SAASUMI, SAAQUIK, and SAAQUAN) Banner modules.

Check here to leave ONLINE APPLICATION OFF

ATTACHMENTS

Admission stop-out¹ greater than 2 years; Termination of an Associate, Bachelor and Graduate Degrees, and sole credential certificates.

Memo with President's Approval, with cc to VPAA, to change existing code

Admission stop-out¹ less than 2 years. Termination of a Certificates (eg. Certificate of Achievements, Certificates of Competence, Subject Certificates, Academic Subject Certificates)& Associate in Technical Studies (ATS) Degree.

Memo from Chancellor to VPAA to change existing code and create new code

¹ "Admission stop-out" is defined as a halt to new admissions to a program. (Regent Policy 5.201)

VERIFICATIONS

Registrar:

Flora Mora [Signature] 10/13/16
Print Name Signature Date

Financial Aid Officer:

Darleigh Nae'ole [Signature] 10/13/16
Print Name Signature Date

For Community Colleges, verification of consultation with OVPCC Academic Affairs:

Suzette Robinson [Signature] 12/14/16
Print Name Signature Date

ORIGINAL

Revised July 2001

Curriculum Number 2002-27

Cover Sheet to the Curriculum Action Request (CAR) (Form 4-93) - Maui Community College

This is a routing procedure and cover sheet. The official signature section is on the CAR form.

COURSE ALPHA/NUMBER OAT to Business Technology PROPOSAL TYPE Program name change
Author: _____ Ext: _____ email: _____

Consulted with: _____

- ____ Written proposal reviewed by DCR. DCR signed here: _____ Date: _____
- ____ Articulation Coordinator (General Education Core Articulation only) was consulted Date: _____
- ____ Written proposal discussed in unit Date: _____
- Original CAR signed by Unit Chair or Other Appropriate Person Date: 23 Oct 02
- Original and three copies of complete proposal forwarded to Curriculum Committee Date: 4 Nov 02
- Proposal passed by Curriculum Committee, original CAR signed by Chair, Senate notified Date: 11 Dec 02
- Proposal approved by Academic Senate, original CAR signed by Chair Date: 13 Dec 02
10 Jan 03
- ____ Original of proposal forwarded to Dean of Instruction by Curriculum Chair Date: _____
- ____ Original of proposal received by Dean of Instruction's Office Date Stamp: _____
- Proposal reviewed and original of CAR signed by Dean of Instruction Date: 2/14/03
- Original of proposal received by Provost's Office Date Stamp: 2/17/03
- Proposal reviewed and original of CAR and Course Outline signed by Provost Date: 3/21/03
- Signed original of proposal returned to Curriculum Chair Date: 3/21/03

Distribution/Information Posting/Follow-up:

- ____ Copy of signed original sent to author (Author keeps copy for his/her files) Date _____
Author sends disc (WORD document) that matches signed original to Curriculum Chair
- ____ Disc (WORD document) that matches signed original received by Curriculum Chair Date _____
- ____ Aldrich input completed, if appropriate, by Dean of Instruction's Office Date: _____
- ____ Catalog/Addendum input completed, if appropriate, by Assistant Dean of Instruction's Office Date: _____
- ____ Copy of original & disc forwarded to Articulation Coordinator for Articulation, if appropriate Date: _____
- ____ Letter and copy of signed original sent to Chancellor's Office for approval, if appropriate Date: _____
- ____ Effective date of proposal posted on Curriculum Committee Website Date: _____
- ____ Databases (Curriculum Review Dates [Excel] and Yearly Curriculum Actions [Access] updated Date: _____
- ____ Other: _____ Date: _____
- ____ Signed original and disc filed in Master Curriculum File in Dean's Office Date: _____

Curriculum Action Request (CAR) (Form 4-93) - Maui Community College

Date Submitted to Curriculum Committee: _____

1. a. General type of action: X program course
Alpha/No. of present course

b. Specific type of action: (check appropriate action below)

Addition:
 regular
 experimental

Deletion:
 course
 from program
(specify):

Modification in:
 credits
 title
 number and/or alpha
 prerequisites
 description
 x program - Office Admin. &
Technology to Business Technology

2. Reasons for this curriculum action:

- 1) Name Change from Office Administration and Technology to Business Technology;
- 2) Modify Program specialties to meet community needs;
- 3) Change all alphas of OAT courses to BUS;
- 4) Upgrade numbers and content of all courses to over 100 and change prerequisites, descriptions, and outlines as necessary, and;
- 5) Delete obsolete courses from program and catalog.

Detail: . The Office Administration and Technology Program Coordinating Committee has voted to change the name of the program throughout the UH system. LCC has already had the name change, alpha changes, and number upgrades approved through curriculum. The new program title will reflect the upgrading of course content to 100+ level, offering modified specialty areas that will appeal to a broader spectrum of students and meeting the competency requirements communicated to our faculty through our recent employer survey. See attached proposed program map and catalog pages.

3. Existing course: _____
Alpha Number Title credits

4. a. Proposed/modified course: _____
Alpha Number Title (60 positions max. spaces count) credits

b. _____
Abbreviated title (16 positions max.)

c. New Course Description and/or page number in catalog of present course description, if unchanged or modified:

5. a. Prerequisites:

b. Corequisites:

c. Recommended preparation:

6. a. Semester Offered: fall spring fall/spring as needed

b. Proposed semester/year of first offering: Fall semester 2003 year

c. other scheduling considerations? no yes, explain:

7. Student contact hours per week: lecture hrs lab hrs lecture/lab hrs other hrs, explain:

8. Revise current MCC General Catalog pages: 12, 15, 30, 31, 117-120, 129, 135 Other: _____

9. Course grading: letter grade only credit/no credit either audit
10. Special fees required: no yes, explain:
11. Will this request require special resources (personnel, supplies, etc.)?
 no yes, explain:
12. a. Maximum enrollment: _____ Rationale, if applicable:
 b. Is this course restricted to particular room type? no yes,
 explain type of room required:
13. Course fulfill requirement for _____ program(s)
 Course is elective for _____ program(s)
 Course is elective for AA degree _____ program(s)
14. Course increase decreases makes no change
 in # of credit required for the program(s) affected by this action
15. Is this course cross-listed? no yes, identify course:
16. Is this course taught at another UH campus? no, specify why this
 course is offered at MCC:
 yes, specify campus, course, Alpha and Number:
- 17: a. Course is articulated at (check those that apply):
 UHCC UH Manoa UH Hilo UH WO Other/PCC
 b. Course is appropriate for articulation at (check those that apply):
 UHCC UH Manoa UH Hilo UH WO Other/PCC
 c. Course is not appropriate for articulation at (check):
 UHCC UH Manoa UH Hilo UH WO Other/PCC
 d. Course articulation information is attached no yes

Proposed by:

Kunipo Lum 10/25/02
 Author/Program Coordinator Date

Approved by:

Ngie Kee 01/10/03
 Academic Senate Chair Date

Requested by:

Diene Meyer 10/25/02
 Unit Chair Date

Don Rih 2/24/03
 Dean of Instruction Date

Recommended by:

A Cooper Smith 11 Dec 02
 Curriculum Chair Date

Sheung 3/21/03
 Provost Date

A telephone number, e-mail address, or mailing address at which we can contact the author, Program Chair, Unit Chair or Curriculum Rep during the summer:

Business & Hospitality Programs: Business Technology ~~(BUS)~~

The Business Technology Career Ladder is competency-based and focuses on the skills, knowledge, and attitudes needed to prepare individuals for employment in office positions in government or industry. Sequences of courses include information processing, medical, and legal specialties, as well as general offerings to broaden the student's background and enhance employment and promotion possibilities. Under the Business Technology umbrella, one Certificate of Competence (Basic Office Skills), one Certificate of Achievement (Business Technology), and an Associate in Applied Science Degree (with specialties in Information Processing, Medical Office, Health Unit Coordinator, and Legal Office) are offered.

The courses or competencies in the **Basic Office Skills Certificate of Competence (Cert. Co)** are also pre-Business Technology requirements. Achievement of these competencies prepares students for entry-level positions such as receptionist, general office clerk, file clerk, and clerk typist. Achievement of these competencies may also be demonstrated through pre-testing prior to registration, through high school articulation or transcript evaluation, or be waived with the consent of the Business Technology Program Coordinator. The **Business Technology Certificate of Completion (CC)** prepares students for positions such as word processing operator, data entry clerk, and general secretary. The **Business Technology Certificate of Achievement (CA)** prepares students for the more advanced responsibilities of administrative assistant and computer operator. The **A.A.S. Information Processing Specialty** further prepares students for responsible positions using integrated word processing, database, and spreadsheet applications as well as preparing them for certification as Microsoft or Corel Experts. The **A.A.S. Medical Office Specialty** includes preparation for students for entry level positions in a medical office or pharmacy setting, preparing students for certification as a pharmacy assistant or as a medical office administrator. The **A.A.S. Health Unit Coordinator** includes courses related to patient care and administration of basic nursing tasks in a health care setting. This specialty provides students a broader perspective of the medical environment and is especially appropriate for individuals aspiring to become Certified Health Unit Coordinators or having a broad range of responsibilities in a small medical office. The **A.A.S. Legal Office Specialty** prepares students to work in a legal office as an entry-level legal secretary.

OAT majors are encouraged to meet with the Business Technology Coordinator early in their studies for academic advising. A grade of "C" or better in each required course (excluding electives) must be attained to qualify for all certificates and degrees in the Business Technology program.

Requirements for Certificate of Competence (Cert.Co) ^{Specialty}

Basic Office Skills (Pre-Business Technology) 9 credits BCIS20 (3), BUS19 (1), BUS40 (1), ENG 55 or 22 (3) or placement at ENG100, MATH20 (1) or placement at MATH23 or MATH24.

Requirements for Certificate of Completion (CC)

Business Technology 16 credits (CC) BCIS161 (3), BUS120 (3) or BUS121 (3), BUS140 (3), BUS155 (3), ENG100 (3), IS105C(1),

Requirements for Certificate of Achievement, Business Technology 33 (16+17) credits (CA)

CC requirements for Business Technology: (17 credits) plus BCIS127 (3), BCIS162 (3), BCIS180 (3) or BCIS181 (3), BCIS122 (2), BUS/COMM130 (3), ENG209 (3),

Requirements for Associate in Applied Science Degree: 63-64 (48 Core +15-16 Specialty credits (AAS) Core Courses (48) for A.A.S. in Business Technology - All C.A. courses (33) plus:

ACC124 or ACC201(3), BUS193V(3), BUS292(3),
General Education elective (3)
Social Science elective(3)

Information Processing (AAS1 - 63 credits)

Core courses (48) plus (15) specialty credits
BCIS139 or BCIS261 (3) and

One of the following Business Electives

BCIS180(3) or BCIS262(3)

BCIS246(3), BCIS247(3)

Natural Science Elective (3)

Legal Office Specialty - (AAS2 - 63 credits)

Core courses (48) plus (15) specialty credits
BCIS139 or BCIS261 (3), BLAW200(3), BUS283(3),

Business Elective (3)

Natural Science Elective (3)

Medical Office Specialty (AAS3 - 64 credits)

Core courses (48 plus (16) specialty credits:
BCIS139 or BCIS261(3), BIOL100 (3), BUS105 (3),
NURS50(4), PHARM106(3)

Health Unit Coordinator Specialty - (AAS4 - 63 credits)

Core courses (48) plus (15) specialty credits:
BIOL100 (3), BUS105 (3), NURS16(5), NURS50(4)

Business Technology (BUS)

A full time student would take courses in this sequence:

Pre-Business Technology Cert.Co. - Basic Office Skills

<u>Summer bridge courses, Fall offerings, articulation, or testing</u>	<u>Credits</u>
BCIS205C Computer Keyboarding	3
BUS19 Electronic Calculating	1
BUS40B Basic Filing	1
ENG22 or ENG55 or Writing Skills Placement at ENG100	3
MATH20 Signed Numbers or Placement at Math 23 or 24	<u>1</u>
	9

Business Technology CC

<u>First Semester (Fall)</u>	<u>Credits</u>
*BCIS161 Intro to Business Computing	3
*BUS120 Principles of Business (F,S) or BUS121 Customer Service/Human Relations	3
*BUS140 Records & Information Management	3
*BUS155 Computational Problems in Business	3
*ENG100 Expository Writing	3
*SC105C Orientation to Employment	<u>1</u>
	16

Business Technology CA

<u>Second Semester (Spring)</u>	<u>Credits</u>
*BCIS122 Keyboard Mastery	2
*BCIS127 Word Processing for Business	3
*BCIS162 Intermediate Business Computing	3
*BCIS180 Office Computer Troubleshooting & Maint. or BCIS181 Executive Transcription (S)	3
*BUS/COM130 Business Communication-Oral	3
*ENG209 Business & Managerial Writing	<u>3</u>
	17

Information Processing Specialty - AAS1

<u>Third Semester (Fall)</u>	<u>Credits</u>
ACC124 Principles of Accounting or ACC201 Intro to Financial Accounting	3
BCIS139 Desktop Publishing or BCIS261 Web Page Construction Fund. & Mkt.	3
BCIS246 Business Computer Spreadsheets	3
Natural Science Elective	3
Social Science Elective Business Computer Database	<u>3</u>
	15

Fourth Semester (Spring)

<u>Fourth Semester (Spring)</u>	<u>Credits</u>
General Education Elective (See pg. 13)	3
Business Elective (One of the following)	3
BCIS180 Computer Troubleshooting & Maint. or BCIS262 E-Commerce	3
BCIS 247 Business Computer Database	3
BUS193V Business Coop Education	3
BUS292 Integrated Ofc. Procedures (MS/COREL)	<u>3</u>
	15

Legal Office Specialty - AAS2

<u>Third Semester (Fall)</u>	<u>Credits</u>
ACC124 Principles of Accounting or ACC201 Intro. to Financial Accounting	3
BCIS139 Desktop Publishing or BCIS261 Web Page Construction Fund & Mkt.	3
BLAW200 Legal Environment of Business	3
Natural Science Elective	3
Social Science Elective	<u>3</u>
	15

Fourth Semester (Spring)

<u>Fourth Semester (Spring)</u>	<u>Credits</u>
BUS 193V Business Coop Education	3
BUS283 Legal Terminology and Procedures	3
BUS292 Integrated Office Procedures. Business Elective	3
General Education Elective	<u>3</u>
	15

Medical Office Specialty AAS3

<u>Third Semester (Fall)</u>	<u>Credits</u>
ACC124 Principles of Accounting or ACC201 Intro to Financial Accounting	3
BIOL100 Human Biology (Natural Science)	3
BUS105 Processing Physician's Orders	3
NURS50 Health Unit Coordinator	4
Social Science Elective	<u>3</u>
	16

Fourth Semester (Spring)

<u>Fourth Semester (Spring)</u>	<u>Credits</u>
BCIS139 Desktop Publishing or BCIS261 Web Page Construction Fund. & Marketing	3
BUS193V Business Coop Education	3
BUS292 Integrated Office Procedures	3
General Education Elective	3
PHARM106 Pharmacy Technology	<u>3</u>
	15

Health Unit Coordinator AAS4

<u>Third Semester (Fall)</u>	<u>Credits</u>
ACC124 Principles of Accounting I or ACC201 Intro to Financial Accounting	3
BIOL100 Human Biology (Natural Science)	3
NURS16 Nurse Aide Training	5
NURS50 Health Unit Coordinator	<u>4</u>
	15

Fourth Semester (Spring)

<u>Fourth Semester (Spring)</u>	<u>Credits</u>
BUS105 Processing Physician's Orders	3
BUS 193V Business Coop Education	3
BUS292 Integrated Office Procedures	3
Social Science Elective	3
General Education Elective	<u>3</u>
	15

*Note: Courses required for the Certificate of Achievement.