

STATUS OF CURRENT STUDENTS AND TERMINATION OF OLD PROGRAM CODE

Are current students "grandfathered" under the program code?

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

Should the old program code be available for use in Banner?

Effective **Fall 2017**, old 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 **Fall 2020**, old program code will no longer be available to 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.

ATTACHMENTS

Reorganization supporting documents with Chancellor Approval

VERIFICATIONS

Registrar:

Flora Mora

Print Name

Flora Mora

Signature

3/16/17

Date

Financial Aid Officer:

Davileigh Naeole

Print Name

Davileigh Naeole

Signature

3/16/17

Date

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

Suzette Robinson

Print Name

Suzette Robinson

Signature

4/18/17

Date

¹ Program codes can only be used for one college at a campus. For example, if college A at Hilo is using program code BA-BIOL, then college B at Hilo will not be able to use that program code. College B will then modify the code by adding the college to the end of the code, ie BA-BIOL(B) or BA-BIOL/B. This will also hold true when a program is being moved from one college to another. Program codes used at one campus, can be used at another campus only if it is the same program.



UNIVERSITY of HAWAII*
MAUI COLLEGE

February 8, 2017

MEMORANDUM

TO: David Lassner
President

VIA: Risa Dickson *Risa Dickson*
Vice President for Academic ~~and Student Affairs~~ ^{Planning and Policy}

VIA: John Morton *JM*
Vice President for Community Colleges

VIA: Lui Hokoana
Chancellor, University of Hawai'i Maui College

FROM: John McKee
Vice Chancellor, University of Hawai'i Maui College

UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

17 FEB 15 AM 12:23

RECEIVED

SUBJECT: CHANGE UNIVERSITY OF HAWAII MAUI COLLEGE (UHMC)
BUSINESS CAREERS PROGRAM NAME TO BUSINESS ADMINISTRATION.

SPECIFIC ACTION REQUESTED:

Pursuant to University of Hawai'i Board of Regents Policy (RP 5.201.Section III.H.1, October 18, 2002), University of Hawai'i Maui College (UHMC) respectfully requests approval to change the name of the Business Careers (BUSC) Program, related Associate of Applied Science (AAS) degree, Certificates of Achievement (CA), Certificates of Competence (CO), and Certificates of Professional Development (CPD) at University of Hawai'i Maui College from "Business Careers" to "Business Administration."

RECOMMENDED EFFECTIVE DATE:

Fall semester 2017

ADDITIONAL COST:

No additional costs.



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: 808 984-3213
Fax: 808 244-0481
Website: www.maui.hawaii.edu
An Equal Opportunity/Affirmative
Action Institution

PURPOSE:

The Business Careers (BUSC) program has been in existence for several decades. There is no historical information available to indicate why the name Business Careers was chosen, but it appears to be unique in higher education, as there is no other known program with the same name. Business Administration is more commonly used in degree programs and is reflective of the type of career path students can expect.

BACKGROUND:

The BUSC Program Advisory Committee has determined that the program, based upon industry and community needs, should be focused on administration areas such as management, marketing, and customer service. The BUSC program currently is very broad based with few specific career paths, and the change to the name (and associated curriculum) will help students focus specifically on the management field and associated administration of business. This name change to University of Hawai'i Maui College Business Administration Program is recommended to better reflect the curriculum, student learning outcomes, and industry trends.

Finally, the BUSC Advisory Committee, working with program faculty, have developed the following new Program Learner Outcomes (PLOs) that have been vetted and approved through the UH Maui College curriculum process:

- I. Use leadership and interpersonal skills to promote business ethics, values, and integrity in the workplace.
- II. Demonstrate knowledge of the primary functions of management (planning, organizing, staffing, leading, and controlling) and their application to decision-making.
- III. Examine accounting, marketing, sales, and promotion techniques.

ACTION RECOMMENDED:

Approval of change of name for Business Careers (BUSC) Program Associate of Applied Science (AAS) degree, Certificates of Achievement (CA), Certificates of Competence (CO), and Certificates of Professional Development (CPD) at University of Hawai'i Maui College from "Business Careers" to "Business Administration."

APPROVED / DISAPPROVED:



David Lassner, President



Date



UNIVERSITY of HAWAII*
MAUI COLLEGE

March 14, 2017

MEMORANDUM

TO: Risa E. Dickson
Vice President for Academic Planning and Policy

FROM: Lui K. Hokoana
Chancellor

SUBJECT: Program Action at UH Maui College

I have approved the following program actions so that the necessary codes can be established in Banner. If you have any questions or concerns, please let me know. Thank you for your assistance.

REPLACE WITH NEW PROGRAM CODE

AAS-BUSC (Business Careers) Replaced by AAS-Business Administration. Effective Term Fall 2017.
CA-BUSC (Business Careers) Replaced by CA-Business Administration. Effective Term Fall 2017.
CO-BUSC Concentration: SUP2 (Supervision II) Replaced by CO-Business Administration –
Concentration: Supervision. Effective Term Fall 2017.
CO-BUSC Concentration: ENT2 (Entrepreneurship II) Replaced by CO-Business Administration –
Concentration: Entrepreneurship. Effective Term Fall 2017.

DELETE PROGRAM CODE

AAS-BUSC-2 (Business Careers Option II). Effective Fall 2017.
CO-BUSC Concentration: LEAD (Leadership Training). Effective Fall 2017.
CO-BUSC Concentration: ENT1(Entrepreneurship I). Effective Fall 2017.
CO-BUSC Concentration: SUP1(Supervision I). Effective Fall 2017.

c: **Pearl Iboshi, Director of IRAO**
Suzette Robinson, UHCC Director of Academic Programs
John McKee, Vice Chancellor of Academic Affairs
Debra Nakama, Vice Chancellor of Student Affairs
David Grooms, Interim Assistant Dean of Instruction
Kulamanu Ishihara, Assistant Professor, Counseling



2002-2003
MetLife Foundation
Best-Practice College
Award Recipient



2008
Bellwether
Award Recipient



2009
President's
Higher
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Telephone: 808 984-3655
Fax: 808 984-3546
Website www.maui.hawaii.edu

An Equal Opportunity/Affirmative
Action Institution

Curriculum Proposal Number 2016.15

Curriculum Proposal Cover Sheet – Program/Degree/Certificate
Routing procedure – Official Signatures on Signature Page

Program Name: Business Careers
or
Course Alpha & Number: _____
Author: Gil Logan

Proposal Type:	
<input type="checkbox"/>	Addition
<input checked="" type="checkbox"/>	Modification
<input type="checkbox"/>	Deletion

Date of Activity:

10/31/16 Author Signature *Gil Logan*

11/7/16 Curriculum Representative Signature *[Signature]*

11/3/16 Department Chair Signature *[Signature]*

12/19/16 Curriculum Chair Signature

Proposals Posted in Website for General Review

12/20/16 Academic Senate Chair Signature

12/22/16 Chief Academic Officer Signature

12/22/16 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

University of Hawaii Maui College
Curriculum Action Request (CAR) Form
Program/Degree/Certificate

For Banner use:	
Req:	Rcv:
Alpha	_____
Program/name	_____
Program Code	_____
Concentration	_____
Major Code	_____

1. Author(s): Gil Logan
2. Department: Business Hospitality
Program: Business Careers
3. Date submitted to Curriculum Committee: October 25, 2016
4. Program proposal
 New program (attach program proposal and program map) Change of name to existing program

Existing program Title:
Proposed program Title:

5. Credential (degree or certificate) proposal
 New credential added to existing program Modification to existing credential

Type of credential

Degree: AA AS AAS
 Other, specify:

Certificate: CA CC CO ASC

Existing credential: Title: CO in Supervision II
Proposed credential: Title: CO in Supervision

Credits: 9
Credits: 9

If modification, describe change:

- Change in credential name
- Change in course requirement(s); specify: MGT 118 is replaced with MGT 120.
- Change in prerequisite(s) for credential; specify:
- Other; specify:

Program map must be attached. (For modifications, write changes on copy of current catalog map.)

6. Reason for this curriculum action:
Deletion of Supervision I made the II designation unnecessary.
7. Proposed term of first offering: Fall semester of 2017 year.
8. Special fees required: no yes, explain:
9. Special resources (personnel, supplies, etc.) required: no yes, explain:
10. Special scheduling considerations: no yes, explain:
11. Which program SLOs does this certificate support? (list all that apply and explain, if necessary.)
 Program SLO 1: Explain:
 Program SLO 2: Explain:
 Program SLO 3: Explain:
12. Current UHMC Catalog needs revision on page(s): 28, 36
13. Additional Information:

20/6.15

Business Administration

The Business Administration program offers various levels of educational opportunity:

- Certificates designed for students and community members who wish to acquire or upgrade their skills and knowledge.
- One-year Certificate of Achievement that provides essential skills and knowledge in business, communication, writing, and mathematics.
- Two-year Associate in Applied Science that serves as preparation in the areas of business management, marketing, and sales.
- Transferable courses for four-year business programs at UH Maui College, UH Mānoa, UH West Oahu, and other institutions.

Students interested a baccalaureate program should take the appropriate mathematics sequence early in order to complete required course(s) and should see a counselor about specific requirements for entrance to baccalaureate programs. *Not all Business Administration courses will transfer and fill baccalaureate requirements.* Baccalaureate programs additionally have specific GPA entrance requirements that may be higher than 2.0. Students should elect letter grades (A, B, C, etc.).

Contact the program coordinator, Gil Logan, at 984-3344 or by email at glogan@hawaii.edu for more information.

Requirements for Certificates of Competence (CO):

Entrepreneurship: 12 credits BUS 125(3), MGT 124(3), ACC 124 or 201(3), BLAW 200(3)

Supervision: 9 credits MGT 120 (3), 122(3); COM 130(3)

e-Marketing: 12 credits MKT 120(3), 285(3); BUSN 150(3), 261(3)

Requirements for Certificate of Achievement (CA): 30 credits

Business 120(3) Business Technology 150 or ICS 101(3), Management 120(3), 122(3), Marketing 120(3), Business Communication Oral 130(3) English 100(3)*, MATH 103 or higher(3)**, ECON 130(3), BLAW 200(3)

Note: ENG 22 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.

**Note: MATH 82 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.*

Requirements for Associate in Applied Science (AAS) Degree: 61 credits

All CA courses (30) plus:

ACC 201(3), 202(3), ECON 131(3), MGT 124(3), MKT 160(3), ENG 209(3), HWST 107(3), PSY 100 or SOC 100(3), Natural Science with lab(4), Program elective(3)

Full-time students planning a general AAS in Business Administration would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*BUS 120 Principles of Business	3	* MATH 103, MATH 115, or higher	3
*BUSN 150 Introduction to Business Computing, or ICS 101 Digital Tools for the Information World	3	*MKT 120 Principles of Marketing	3
*ENG 100 Composition I	3	*MGT 122 Organizational Behavior	3
*COM 130 Business Communication-Oral	3	*ECON 130 Principles of Economics-Micro	3
*MGT 120 Principles of Management	<u>3</u>	*BLAW 200 Business Law	<u>3</u>
	15		15

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 201 Financial Accounting	3	ACC 202 Managerial Accounting	3
MGT 124 Human Resource Management	3	HWST 107 Hawaii: Center of the Pacific	3
MKT 160 Advertising and Promotion	3	ECON 131 Principles of Economics-Macro	3
ENG 209 Business & Managerial Writing	3	Business elective **	3
Natural Science with lab	<u>4</u>	PSY 100 Survey of Psychology	
	16	or SOC 100 Survey of General Sociology	<u>3</u>
			15

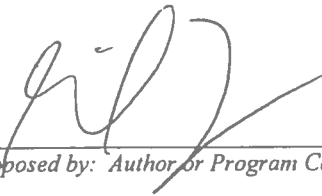
Grade C or better required in all ACC, BUS, BLAW, MGT and MKT classes.

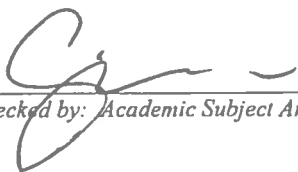
*Note: Courses required for the Certificate of Achievement.

**Note Recommended business electives: ACC 132, ACC 252, ACC 255, BUS 125, BUS 193v, BUSN 261, MKT 285


***Note: Bachelor degree seeking students may take a Global Multicultural Perspective or a Natural Science instead of a business elective.

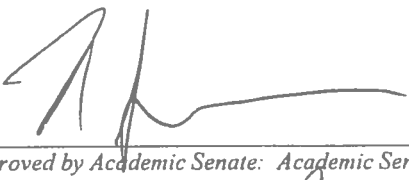
University of Hawaii Maui College
Curriculum Action Request (CAR) Signature Page

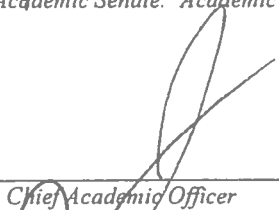

Proposed by: Author or Program Coordinator
Date: 10/31/16


Checked by: Academic Subject Area Representative to Curriculum Committee
Date: 11/22/16


Requested by Department: Department Chair
Date: 11/3/16


Recommended by: Curriculum Chair
Date: 12/19/16


Approved by Academic Senate: Academic Senate Chair
Date: 12/20/16


Endorsed by: Chief Academic Officer
Date: 12-22-16


Approved by: Chancellor
Date: 12/22/16

Curriculum Proposal Cover Sheet – Program/Degree/Certificate
Routing procedure – Official Signatures on Signature Page

Program Name: Business Careers

or
Course Alpha & Number: _____

Author: Gil Logan

Proposal Type:	
<input type="checkbox"/>	Addition
<input checked="" type="checkbox"/>	Modification
<input type="checkbox"/>	Deletion

Date of Activity:

10/31/16 Author Signature 

11/7/16 Curriculum Representative Signature 

11/3/16 Department Chair Signature 

12/19/16 Curriculum Chair Signature

Proposals Posted in Website for General Review

12/20/16 Academic Senate Chair Signature

12/22/16 Chief Academic Officer Signature

12/22/16 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

University of Hawaii Maui College
Curriculum Action Request (CAR) Form
Program/Degree/Certificate

<i>For Banner use.</i>	
Req:	Rcv:
Alpha	_____
Program/name	_____
Program Code	_____
Concentration	_____
Major Code	_____

- 1. Author(s): Gil Logan
- 2. Department: Business Hospitality
Program: Business Careers
- 3. Date submitted to Curriculum Committee: October 25, 2016

- 4. Program proposal
 New program (*attach program proposal and program map*) Change of name to existing program

Existing program *Title:*
Proposed program *Title:*

- 5. Credential (degree or certificate) proposal
 New credential added to existing program Modification to existing credential

Type of credential
Degree: AA AS AAS Certificate: CA CC CO ASC
 Other, specify:

Existing credential: *Title:* CO in Entrepreneurship II *Credits:* 12
Proposed credential: *Title:* CO in Entrepreneurship *Credits:* 12

- If modification, describe change:
- Change in credential name
 - Change in course requirement(s); specify:
 - Change in prerequisite(s) for credential; specify:
 - Other; specify:

Program map must be attached. (*For modifications, write changes on copy of current catalog map.*)

- 6. Reason for this curriculum action:
Deletion of Entrepreneurship I made the II designation unnecessary.

7. Proposed term of first offering: Fall semester of 2017 year.

8. Special fees required: no yes, explain:

9. Special resources (personnel, supplies, etc.) required: no yes, explain:

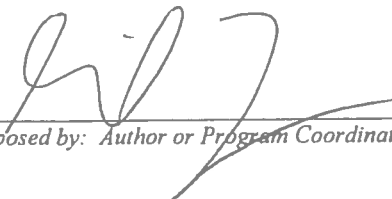
10. Special scheduling considerations: no yes, explain:

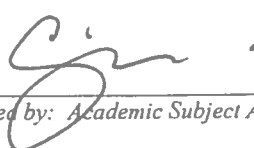
- 11. Which program SLOs does this certificate support? (*list all that apply and explain, if necessary.*)
 Program SLO 1: Explain:
 Program SLO 2: Explain:
 Program SLO 3: Explain:

12. Current UHMC Catalog needs revision on page(s): 28, 36


13. Additional Information:

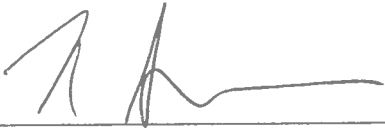
**University of Hawaii Maui College
Curriculum Action Request (CAR) Signature Page**



Proposed by: Author or Program Coordinator
Date: 10/31/16


Checked by: Academic Subject Area Representative to Curriculum Committee
Date: 11/21/16


Requested by Department: Department Chair
Date: 11/3/16


Recommended by: Curriculum Chair
Date: 12/19/16


Approved by Academic Senate: Academic Senate Chair
Date: 12/20/16


Endorsed by: Chief Academic Officer
Date: 12-22-16





Approved by: Chancellor
Date: 12/22/16

Curriculum Proposal Cover Sheet – Program/Degree/Certificate

Routing procedure – Official Signatures on Signature Page

Program Name: Business Careers
or
Course Alpha & Number: _____
Author: Gil Logan

Proposal Type:	
<input type="checkbox"/>	Addition
<input checked="" type="checkbox"/>	Modification
<input type="checkbox"/>	Deletion


Date of Activity:
10/27/16 Author Signature 
10/27/16 Curriculum Representative Signature 
10/27/16 Department Chair Signature 
12/19/16 Curriculum Chair Signature
 _____ Proposals Posted in Website for General Review
12/20/16 Academic Senate Chair Signature
12/22/16 Chief Academic Officer Signature
12/22/16 Chancellor Signature
 _____ NEW DEGREES ONLY! Chief Academic Officers Approval
 _____ NEW DEGREES ONLY! Board of Regents Approval
 _____ Signature Sheet Returned to Curriculum Chair

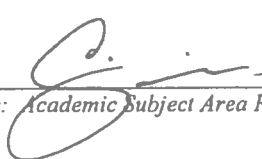
Distribution, Posting and Follow-Up:


_____ 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

2016.11
CA-

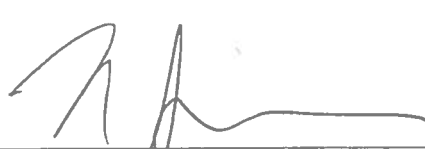
**University of Hawaii Maui College
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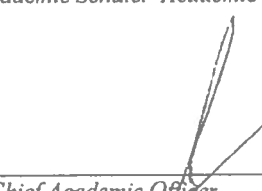

Proposed by: Author or Program Coordinator 10/27/16
Date


Checked by: Academic Subject Area Representative to Curriculum Committee 10/27/16
Date


Requested by Department: Department Chair 10/27/16
Date


Recommended by: Curriculum Chair 12/19/16
Date


Approved by Academic Senate: Academic Senate Chair 12/20/16
Date


Endorsed by: Chief Academic Officer 12-22-16
Date


Approved by: Chancellor 12/22/16
Date

Curriculum Proposal Cover Sheet – Program/Degree/Certificate
Routing procedure – Official Signatures on Signature Page

Program Name: Business Careers
or
Course Alpha & Number: _____
Author: Gil Logan

Proposal Type:

- Addition
- Modification
- Deletion

Date of Activity:

10/31/16 Author Signature *[Signature]*

11/7/16 Curriculum Representative Signature *[Signature]*

11/3/16 Department Chair Signature *[Signature]*

12/19/16 Curriculum Chair Signature

_____ Proposals Posted in Website for General Review

12/20/16 Academic Senate Chair Signature

12/22/16 Chief Academic Officer Signature

12/22/16 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:

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- _____ Registrar & Counseling Notified

**University of Hawaii Maui College
Curriculum Action Request (CAR) Form
Program/Degree/Certificate**

For Banner use	
Req	Rcv
___	___
___	___
___	___
___	___
___	___

1. Author(s): Gil Logan, Kelly Watanabe, Jan Moore
2. Department: Business Hospitality
Program: Business Careers
3. Date submitted to Curriculum Committee: October 25, 2016

4. Program proposal
 New program (attach program proposal and program map) Change of name to existing program

Existing program Title: Business Careers
 Proposed program Title: Business Administration

5. Credential (degree or certificate) proposal
 New credential added to existing program Modification to existing credential

Type of credential
 Degree: AA AS AAS Certificate: CA CC CO ASC

Other, specify: *Eliminating Options I and II*

Existing credential: Title: AAS in Business Careers Credits: 60-61
 Proposed credential: Title: AAS in Business Administration Credits: 61

- If modification, describe change:
- Change in credential name
 - Change in course requirement(s); specify: Changed 15 credits of program electives to prescribed business courses, and specified general education courses to align with baccalaureate business degree prerequisites.
 - Change in prerequisite(s) for credential; specify:
 - Other; specify: Program SLOs
- Program map must be attached. (For modifications, write changes on copy of current catalog map.)

6. Reason for this curriculum action:
 Updating the name of the program to the universally common name for the degree. Eliminating Option I and Option II to create one AAS degree program to prepare students for work and for transfer to baccalaureate programs. Changing 18 credits of program electives to 3 business elective credits and 15 credits of prescribed program courses. Prescribing general education courses to align with required prerequisite courses for baccalaureate business degree programs. Supported by the advisory board members.

7. Proposed term of first offering: Fall semester of 2017 year.

8. Special fees required: no yes, explain:

9. Special resources (personnel, supplies, etc.) required: no yes, explain:

10. Special scheduling considerations: no yes, explain:

11. Which program SLOs does this certificate support? (list all that apply and explain, if necessary.)
 Program SLO 1: Use leadership and interpersonal skills to promote business ethics, values, and integrity in the workplace. Explain:

Business Administration

The Business Administration program offers various levels of educational opportunity:

- Certificates designed for students and community members who wish to acquire or upgrade their skills and knowledge
- One-year Certificate of Achievement that provides essential skills and knowledge in business, communication, writing, and mathematics.
- Two-year Associate in Applied Science that serves as preparation in the areas of business management, marketing, and sales.
- Transferable courses for four-year business programs at UH Maui College, UH Mānoa, UH West Oahu, and other institutions.

Students interested a baccalaureate program should take the appropriate mathematics sequence early in order to complete required course(s) and should see a counselor about specific requirements for entrance to baccalaureate programs. *Not all Business Administration courses will transfer and fill baccalaureate requirements.* Baccalaureate programs additionally have specific GPA entrance requirements that may be higher than 2.0. Students should elect letter grades (A, B, C, etc.).

Contact the program coordinator, Gil Logan, at 984-3344 or by email at glogan@hawaii.edu for more information

Requirements for Certificates of Competence (CO):

Entrepreneurship: 12 credits BUS 125(3), MGT 124(3), ACC 124 or 201(3), BLAW 200(3)

Supervision: 9 credits MGT 120 (3), 122(3); COM 130(3)

e-Marketing: 12 credits MKT 120(3), 285(3); BUSN 150(3), 261(3)

Requirements for Certificate of Achievement (CA): 30 credits

Business 120(3) Business Technology 150 or ICS 101(3), Management 120(3), 122(3), Marketing 120(3), Business Communication Oral 130(3) English 100(3)*, MATH 103 or higher(3)**, ECON 130(3), BLAW 200(3)

* Note: ENG 22 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.

**Note: MATH 82 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.

Requirements for Associate in Applied Science (AAS) Degree: 61 credits

All CA courses (30) plus:

ACC 201(3), 202(3), ECON 131(3), MGT 124(3), MKT 160(3), ENG 209(3), HWST 107(3), PSY 100 or SOC 100(3), Natural Science with lab(4), Program elective(3)

Full-time students planning a general AAS in Business Administration would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*BUS 120 Principles of Business	3	* MATH 103, MATH 115, or higher	3
*BUSN 150 Introduction to Business Computing, or ICS 101 Digital Tools for the Information World	3	*MKT 120 Principles of Marketing	3
*ENG 100 Composition I	3	*MGT 122 Organizational Behavior	3
*COM 130 Business Communication-Oral	3	*ECON 130 Principles of Economics-Micro	3
*MGT 120 Principles of Management	3	*BLAW 200 Business Law	3
	<u>15</u>		<u>15</u>

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 201 Financial Accounting	3	ACC 202 Managerial Accounting	3
MGT 124 Human Resource Management	3	HWST 107 Hawaii: Center of the Pacific	3
MKT 160 Advertising and Promotion	3	ECON 131 Principles of Economics-Macro	3
ENG 209 Business & Managerial Writing	3	Business elective **	3
Natural Science with lab	4	PSY 100 Survey of Psychology	3
	<u>16</u>	or SOC 100 Survey of General Sociology	3
			<u>15</u>

Grade C or better required in all ACC, BUS, BLAW, MGT and MKT classes.

*Note: Courses required for the Certificate of Achievement.

**Note Recommended business electives: ACC 132, ACC 252, ACC 255, BUS 125, BUS 193v, BUSN 261, MKT 285

***Note: Bachelor degree seeking students may take a Global Multicultural Perspective or a Natural Science instead of a business elective.

~~Business Careers~~ ^{Admin.} Administration

The Business Careers program offers various levels of educational opportunity:

- Certificates designed for students and community members who wish to acquire or upgrade their skills and knowledge.
- One-year Certificate of Achievement that provides essential skills and knowledge in business, communication, writing, and mathematics.
- Two-year Associate in Applied Science with two options: Option I is general; Option II is articulated with the UH West Oahu Bachelor of Arts in Business Administration (BABA) available in Maui County. ~~The former Option III, which provided the first two years for the Bachelor of Applied Science in Applied Business and Information Technology at UH Maui College, is merged into ABIT commencing Spring 2017.~~
- Transferable courses for four-year business programs at UH Mānoa, UH Hilo, [and other institutions.]

Students interested in a baccalaureate program should take the appropriate mathematics sequence early in order to complete required course(s). Students should also see a counselor about specific requirements for entrance to baccalaureate programs. *Not all Business Careers courses will transfer and fill baccalaureate requirements.* Baccalaureate programs additionally have specific GPA entrance requirements that may be higher than 2.0. Students should elect letter grades (A, B, C, etc.).

Certificate of Achievement requirements are at least 30 credits with a 2.0 or higher and no more than 15 credits taken for CR/NC grades. Grade C or better is required in the following: ENG 100, COM 145 or BUS/COM 130, and 3 credits of Accounting.

Associate in Applied Science requirements are 60-66 credits with a 2.0 or higher with no more than 30 credits taken for CR/NC grades including the above CA requirements and 3 additional credits of English with grade C or better.

Contact the program coordinator, Gil Logan, at 984-3344 or by email at glogan@hawaii.edu for more information.

Requirements for Certificates of Professional Development (CPD):

Entrepreneurship I: 3 credits BUS 125(3)
Marketing: 3 credits MKT 120(3)
Supervision I: 3 credits MGT 118(3)

Requirements for Certificates of Competence (CO):

Entrepreneurship II: 9 credits (Prereq: CO Entrepreneurship I)
MGT 124(3), ACC 124 or 201(3), BLAW 200(3) Bus 125
Supervision II: 9 credits MGT 118(3), 122(3); BUS/COM 130(3)
Leadership Training: 9 credits IS 101(3); 105CD(1,1); BUS/COM
130 or COM 145(3); CASE 193v/HSER 194/ECED 191v(1)
e-Marketing: MKT 120(3), 285(3); BUSN 150(3), 261(3)

Two options are available under the AAS Business Careers degree based on educational goals:

- Option I: For students seeking a general two-year business program (AAS).
Option II: For students planning to transfer to the BA in Business Administration (BABA) at UH West Oahu.



~~60-61 credits~~

Admin.

Full-time students planning a general AAS in Business Careers would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
ACC 124 Principles of Accounting I or ACC 201 Financial Accounting	3	*and ACC 125 Principles of Accounting II and Business elective - see list below	3
*BUS 120 Principles of Business	3	*BUSN 189 Business Mathematics	3
*BUSN 150 Introduction to Business Computing, or ICS 101 Digital Tools for the Information World	3	*MGT 122, PSY 100, or SOC 100	3
*ENG 100 Composition I**	3	*MKT 120 Principles of Marketing	3
*BUS/COM 130 Business Communication-Oral	3	*Business elective - see list below	3
	15		15

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
*LAW 200 Legal Environment Bus or approved alternative	3	Humanities elective	3
*ENG 200 Business & Managerial Writing	3	Social Science elective	3
Program Electives - see list below	6	Program electives - see list below	3
Natural Science elective	3	Business	3
	15		15

~~Business Elective - Choose one 3-credit course from the following list:~~

~~ACC 202*** BUS 125; BUSN 261, 262; MGT 110; ECON 120, 131; other course(s) approved by program coordinator (1-3)~~

~~Option 1 - Program Electives - Choose 5 courses totaling 15 credits from the Business Elective list above and/or from the following list:~~

~~ACC 132, 137, 190v(1-3), 232, 255; BUS 190v(1-6), 193v(1-6), 290v(1-6), 295; BUSN 110, 151; COM 145, 210; ECON 120, ICS 102; MGT 124; MKT 160, 285; PSY 100, 170, 250; SR 151, 251; other course(s) approved by program coordinator(1-3). ***~~

~~Option II - Transfer to West Oahu BABA: 61 credits~~

~~Maximum of 66 lower division credits numbered 100 or above may be transferred to the UH West Oahu Bachelor of Arts in Business Administration (BABA). Substitutions must have prior approval: see a counselor, the program coordinator, or the UH Center-Maui.~~

~~Full-time students planning an AAS in Business Careers leading to BABA at West Oahu would take courses in this sequence:~~

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ACC 201 Financial Accounting	3	*ACC 202 Managerial Accounting	3
*BUS 120 Principles of Business	3	*MKT 120 Principles of Marketing	3
*BUSN 150 Busn Computing or ICS 101 Digital Tools	3	*ECON 130 or 131	3
*US/COM 130, COM 145, SP 151, or SP 251	3	*BUS 125, MGT 118, MKT 160, BUSN 261/262 - Business elective	3
*ENG 100 Composition I	3	*MATH 103 College Algebra or MATH 115 Statistics	3
	15		15

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
*LAW 200 Legal Environment of Business	3	ECON 130 or 131	3
*ENG 209 Business & Managerial Writing	3	Humanities - FGB or FGC elective	3
Physical or Biological Science elective w/lab - 100-level or above	4	Physical or Biological Science elective - 100-level or above	3
HIST 151 - Humanities elective (FGA)	3	Hawai'i Emphasis elective	3
SY/SOC 100, POLS 110, or ANTH - Social Science elective	3	Program elective - see Option I list above	3
	16		15

~~*Note: Courses required for the Certificate of Achievement.~~

~~*Note: If ACC 201 is taken, Business Electives are 6 credits. Students planning to transfer to a baccalaureate program need ACC 202.~~

~~*Note: ENG 2255 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.~~

~~Consult a counselor, program coordinator, or appropriate faculty member for approved alternative.~~

Offerings at UH Maui College

The College provides general education for both transfer and career students. Lower division courses (i.e., with 100-299 numbers) are offered to meet general education requirements at four-year colleges, although students should meet with a counselor for specifics. The College also provides lower division courses for many arts and science majors, as well as courses to meet pre-professional requirements. The Liberal Arts curricula include courses that lead to Academic Subject Certificates (ASC) and degrees in the Associate of Arts (AA).

Career curricula include career-technical, public service, and business programs that lead to Certificates of Professional Development (CPD), Certificates of Competence (CO), Certificates of Achievement (CA), and degrees in the Associate in Science (AS), Associate in Applied Science (AAS), Associate in Technical Studies (ATS), and Bachelor of Applied Science (BAS). These certificates and degrees are designed to prepare students for immediate employment or career advancement. The College also provides instruction for apprentices in the construction trades.

Programs	CPD	CO	CA	AAS	AS	ASC	AA	BAS
Accounting			✓	✓				
Administration of Justice		✓	✓	✓				
Agriculture and Natural Resources		✓	✓					
Horticulture & Landscape Maintenance		✓	✓	✓				
Turf grass		✓						
Nursery Management		✓	✓					
Sustainable Tropical Crop Management		✓	✓	✓				
Auto Body Repair and Painting		✓	✓	✓				
Automotive Technology	✓	✓	✓	✓				
Business Careers <i>Administration</i>	✓	✓	✓	✓				
Business Technology		✓	✓	✓				
Information Processing Specialty				✓				
Medical Assistant I, II		✓		✓				
Construction Technology	✓	✓	✓	✓				
Creative Media					✓			
Culinary Arts		✓	✓	✓				
Baking		✓		✓				
Dental Assisting		✓						
Dental Hygiene					✓			
Early Childhood Education		✓	✓		✓			
Electronic & Computer Engineering Technology		✓	✓		✓			
Information Security Specialist		✓	✓					
Fashion Technology		✓	✓	✓				
Hospitality & Tourism		✓	✓	✓				
Human Services		✓	✓		✓			
Community Health Worker/Health Navigator I		✓						
Substance Abuse Counseling		✓	✓		✓			
Nursing Career Ladder								
Nurse: Practical			✓					
Nurse: Registered					✓			
Nurse Aide		✓						
Pre-Nurse Certificates	✓	✓						
Liberal Arts							✓	
Hawaiian Studies						✓	✓	
Natural Science					✓			
Applied Business & Information Technology								✓
Engineering Technology								✓
Sustainable Science Management		✓						✓
Marine Option Program	✓	✓				✓		
Visual Arts						✓		
Hawaiian Music						✓		
Music Studies						✓		

Career & Technical Education

Career and Technical Education (CTE) programs offer the Associate in Science (AS) degree or the Associate in Applied Science (AAS) degree. Additionally, there is a customized degree opportunity, the Associate in Technical Studies (ATS).

Associate in Science

The Associate in Science (AS), a two year degree consisting of at least 60 credits entirely at the college level (100-level or above), provides students with skills and competencies for gainful employment.

At a Glance

Associate in Science (AS)

Creative Media
Dental Hygiene
Early Childhood Education
Electronic & Computer Engineering Technology
Human Services
General Human Services
Substance Abuse Specialty
Natural Science
Biological Science
Physical Science
Information & Communications Tech
Registered Nurse

Associate in Applied Science

The Associate in Applied Science (AAS), a 2-year degree consisting of at least 60 credits entirely at the college 100-level or above, provides students with skills and competencies for gainful employment. While this degree is not designed for transfer directly into a baccalaureate program, some AAS programs have agreements with baccalaureate degree-granting institutions, and some AAS programs may include some baccalaureate-level course offerings.

AS and AAS Requirements

- Satisfactory Completion of a CTE Major:**
Specific courses for each major are described later in this section.
- General Education:**
 - Quantitative Reasoning:** 3 credits
3 credits minimum.

Refer to Program Maps for program mathematics requirements. Graduation Requirement: If students seek to apply Philosophy 110 to fulfill the AS or AAS degree requirement in Quantitative Reasoning, students must place into Mathematics 100 or higher.

- English/Communication: 6 credits**
6 credits in English 100, 102, 104, 106, 209, 210; Learning Skills 110; Journalism 205; Speech 151, 251; Communication 145, 210; or Communication/Business 130.
3 credits of the 6 must be ENG 100 or ENG 106.

Nursing AS requires ENG 100(3) only. English courses numbered 250 or above meet Humanities requirements only.

- Elective credits-AS: 12 credits**
Elective credits-AAS: 9 credits
At least one 100-level course each from Humanities, Natural Science, and Social Science listed below. *For the AS degree and the AAS degrees that have 12 General Education elective credits, the remaining 3 elective credits may be selected from any area with the exceptions that: CTE majors may not select electives from CTE courses, and Business majors may not select electives from Business courses.*

Humanities:

Anthropology 235, Art/ICS 161, 205, Art, Business/Communication 130, Dance, Drama, East Asian Languages, English 104, 106, 209, 210, 250-257, Hawaiian, Filipino, Hawaiian Studies (*except 211*), History, Humanities, ICS 161, 205, Ilokano, Japanese, Linguistics, Music, Philosophy, Religion, Spanish, Speech, Telecommunications 261.

Natural Science:

Agriculture 122, 174, 200, 253, 265; Anthropology 210L, 215; Aqua; Astronomy 110, 110L; Biochemistry; Biology; Botany 101, 105L; Chemistry; Food Science & Human Nutrition 185, 285; Geography 101 & 101L; Geology & Geophysics; Hawaiian Studies 211L; Microbiology; Oceanography 201, 201L; Pharmacology 203; Physics; Science; Zoology SSM 201,202.

Social Science:

Anthropology (*except 201L, 215, & 235*); Botany 105; Communications (*except 130*); Economics; Family Resources 230, 244; Geography (*except 101, 101L*); Hawaiian Studies 211; Pacific Island Studies 108, Political Science; Psychology; Social Science; Sociology.

- Minimum of 60 credits:**
These maximums may be applied:
 - 9 credits Cooperative Education;
 - 30 credits with CR grade.
*Interdisciplinary Studies courses may be applied.
60 credits for the AS degree must be at the 100-level or above.*
- Grade Point Average:**
2.0 (C) or better.
- Residency Requirement:**
12 credits toward a major must be earned at UH Maui College. The residency requirement may be waived for cause or credit-by-examination used with approval of the Vice Chancellor of Academic Affairs.
- Graduation Requirement:**
To be awarded the AS or the AAS degree, students must complete an Application for Graduation form obtained from Student Services.
See Academic Calendar for deadline.

At a Glance

Associate in Applied Science (AAS)

Accounting
Administration of Justice
Agriculture & Natural Resources
Horticulture & Landscape Maint
Sustainable Tropical Crop Mgt
Auto Body Repair & Painting
Automotive Technology
Business ~~Careers~~ Administration
Business Technology
Information Processing
Medical Assistant II
Construction Technology
Culinary Arts
Baking
Culinary Arts
Fashion Technology
Hospitality & Tourism

Career & Technical Certificates

The Career & Technical Education program offers three types of certificates based upon the amount of credit required for completion.

These three certificates are described below in order of the longest to the shortest program.

Certificate of Achievement

The Certificate of Achievement (CA) is a credential awarded to students who successfully complete designated CTE credit course sequences that provide entry-level skills or job upgrades.

These course sequences shall be at least 24 credits, but may not exceed 51 credits (unless external employment requirements exceed this number).

CA Requirements

- Satisfactory Completion of a Career & Technical Education**
Major: Program Maps cite specific program requirements.
- General Education: 6 credits**
3 credits in English 19 or higher, and 3 credits in Quantitative Reasoning.
- Grade Point Average:**
2.0 (C) or better.
- Residency Requirement:**
At least 12 credits toward the CA must be taken at UH Maui College.
- Application for Graduation:**
To be awarded a CA, students must complete an *Application for Graduation* form obtained from Student Services. See *Academic Calendar* for deadline.



At a Glance

Certificates of Achievement (CA)

Accounting
Administration of Justice
Agriculture & Natural Resources
Floriculture Management
Horticultural & Landscape Maint
Nursery Management
Sustainable Tropical Crop Mgt
Auto Body Repair & Painting
Automotive Technology
Business ~~Careers~~ *Administration*
Business Technology
Construction Technology
Culinary Arts
Early Childhood Education
Electronic & Computer Engineering
Technology
Information Security Specialist
Fashion Technology
Hospitality & Tourism
Human Services
General Human Services
Substance Abuse Counseling
Nursing Career Ladder
Practical Nurse

Certificate of Competence

A Certificate of Competence (CO) is a credential awarded for successfully completing designated short-term credit or non-credit courses that provide job upgrading or entry-level skills. Credit course sequences shall be 4 to 23 credits.

The issuance of a CO requires that students' work has been evaluated and determined to be satisfactory. Students must earn a GPA of 2.0 or better for all credit courses required in the CO.

At a Glance

Certificates of Competence (CO)

Administration of Justice
Corrections I, II
Law Enforcement I, II
Private Security I, II
Agriculture and Natural Resources
Agricultural Science
GIS in Ecosystem Management
Landscape Maintenance
Nursery Production
Pest Management
Sustainable Tropical Crop Production
Turfgrass Maintenance
Autobody Repair & Painting
Auto Body Refinishing
Corrosion
Automotive Technology
Brakes
Business ~~Careers~~ *Administration*
e-Marketing
Entrepreneurship ~~II~~
~~Leadership Training~~
Supervision ~~II~~
Business Technology
Basic Office Skills - Pre-Business Tech
Business Technology
Medical Assistant I
Virtual Office Assistant
Construction Technology
Basic Carpentry Skills
Basic Drafting Skills
Construction Technology
Electrical Maintenance
Energy Production
Maintenance Painting
Maintenance Plumbing
Rough and Finish Carpentry
Small Equipment Repair
Sustainable Technology
Culinary Arts
Baker's Helper
Pastry Cook
Dental Assisting
Early Childhood Education
Early Childhood Education
Early Childhood Option
Preschool Child Development Associate
Electronic & Computer Engineering Tech
Electronic & Computer Engineering Tech
Information Security Specialist
Fashion Technology
Dressmaker
Fashion-Fabric Salesperson
Seamstress
Hospitality & Tourism
Human Services
Aging
Case Management
Dynamics of Family Violence
Cmty Health Worker/Health Navigator I
Substance Abuse Counseling I, II, III
Youth Development Practitioner
Marine Option Program
Marine Naturalist I, II
Nursing Career Ladder
Nurse Aide Training
Pharmacy Technician
Therapeutic Activity Aide I, II

Certificate of Professional Development (CPD)

The Certificate of Professional Development (CPD) is a college credential for successfully completing designated short-term credit or non-credit CTE courses that provide industry specific job upgrading or entry-level skills. Credit course sequences shall be less than four (4) credit hours. The issuance of a Certificate of Professional Development requires that the students' work has been evaluated and stated competencies have been met. Issuance of the CPD will not appear on the student transcript.

At a Glance

Certificates of Professional Development (CPD)

- Automotive Technology**
 - Heating & Air Conditioning
 - Suspension & Steering
- Business Careers**
 - Entrepreneurship†
 - Marketing
 - Supervision†
- Construction Technology**
 - Safety
 - Welding for Trades
- Marine Option Program**
 - Marine Naturalist III
- Nursing Career Ladder**
 - Adult Residential Care Home Operator
 - Medication Assistant



Business Technology

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 career ladder program as well as for entry-level positions such as Receptionist, General Office Clerk, or Clerk Typist. The CO in Medical Assistant I 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 two specialty areas. The Information Processing specialty prepares for responsible positions using integrated word processing, database, and spreadsheet applications, as well as for nationally recognized office specialist certification exams. Medical Assistant II prepares for work in out-patient or in-patient environments in positions that require an AAS degree, including Medical Assistant, Doctor's Assistant, Medical Office Assistant, Clinical Assistant, and Health Unit Coordinator.

Grade C or better in each required course (excluding electives) 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, Sanford Low, at 984-3305 or by email at sanfordl@hawaii.edu for more information.

Requirements for Certificate of Competence (CO):

Basic Office Skills – Pre-Business Technology: 5-8 credits (Summer bridge or Fall courses, articulation, or testing)
 Business Technology 89(1), 70(1), and 121(3) ENG 15 or 22(3), or placement at ENG 100
 Mathematics 75, or placement at least Mathematics 82

Note: At least four of the required credits must be completed from UH Maui College courses. Up to five BUSN credits may be satisfied through pre-testing prior to registration, high school articulation or transcript evaluation, or by obtaining program coordinator consent.

Business Technology: 16 credits

Business Technology 150 or Information & Computer Science 101(3) Business Technology 166(1), 170(3), 189(3)
 Business Technology 161, Business 120, or Management 118(3) English 100(3)

Medical Assistant I: 22 credits

Business Technology 150 or Information & Computer Science 101(3) Health 129(3)
 Business Technology 161, Business 120, or Management 118(3) Nursing 100(6)
 Business Technology 193v(1) Biology 100(3)
 English 100(3)

Virtual Office Assistant: 23 credits

Business Technology 121 or 123(3) Accounting 124 or 201(3)
 Business Technology 150 or Information & Computer Science 101(3) Business Technology 151(3), 158(3), 159(3), 164(3), 193v(2)

Requirements for Certificate of Achievement (CA): 31 credits

All Business Technology CO courses(16), plus: Business/Communication 130 or Communication 145(3)
 Business Technology 123(3), 151(3), 157(3) English 209(3)

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) Social Science elective(3) - 100 or above
 Accounting 124 or 201(3) General Education elective(3) - 100 or above
 Natural Science elective(3) Two electives(6) from Information Processing map

Medical Assistant II Specialty: 62 credits *Students who earn this degree also qualify for the Business Technology CC & CA by applying.*

All Medical Assistant I CO courses(22), plus:
 Business Technology 123(3), 151(3), 166(1), 170(3), Business/Communication 130 or Communication 145(3)
 185(3), 189(3), 193v(2), 292(3) English 209(3)
 Accounting 124 or 201(3) Social Science elective(3) - 100 or above
 Pharmacology 105(1), 106(3), 107(3)

*Note: Either 2 or 3 credits are required depending on prior work experience as approved by a counselor or program coordinator.

**Note: ENG 22 or 55 may be substituted for the MedAsst I certificate for those not going on to the MedAsst II degree.

Full-time Information Processing students would take courses in this sequence:

CO - Business Technology

First Semester (Fall)	Credits
BUSN 150 or ICS 101	3
BUSN 161, BUS 120, or MGT 118 ¹²⁰	3
BUSN 166 Professional Employment Preparation	1
BUSN 170 Records & Information Management	3
BUSN 189 Business Mathematics	3
ENG 100 Composition I	<u>3</u>
	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 COM 145 Interpersonal Communication I	3
ENG 209 Business & Managerial Writing	<u>3</u>
	15

AAS - Information Processing Specialty

Third Semester (Fall)	Credits
ACC 124 Principles of Accounting, or ACC 201 Introduction to Financial Accounting	3
BUSN 110 Office Computer Troubleshoot-Maint, or BUSN 261 Web Page Construction Fund & Marketing	3
BUSN 193v Business Technology Coop Education	2-3
BUSN 232 Business Computer Spreadsheets	3
Social Science elective	<u>3</u>
	14-15

Fourth Semester (Spring)	Credits
BUSN 292 Integrated Office Procedures	3
Natural Science elective	3
General Education elective	3
Two electives(6) from this list, or other approved course: ACC 125, 201; BLAW 200; BUSN 110, 158, 159, 237, 261, 286; ICS 205, 214	<u>6</u>
	15

Full-time Medical Assistant I (CO) and Medical Assistant II (AAS) students would take this sequence:**

First Semester (Fall)	Credits
*HLTH 129 Terminology for Health Careers	3
*NURS 100 Nurse Assistant	6
BUSN 123 Word Processing for Business	3
*ENG 100 Composition I	<u>3</u>
	15
Summer Session (6 weeks) BUSN 193v Business Technology Coop Education	1

Second Semester (Spring)	Credits
*BUSN 150 or ICS 101	3
*BUSN 161, BUS 120, or MGT 118 ¹²⁰	3
*BIOL 100 Human Biology - <i>Natural Science elective</i>	3
BUSN 166 Professional Employment Preparation	1
BUSN 170 Records & Information Management	3
BUSN 189 Business Mathematics	<u>3</u>
	16

Third Semester (Fall)	Credits
ACC 124 Principles of Accounting I, or ACC 201 Introduction to Financial Accounting	3
BUSN 151 Intermediate Business Computing	3
*BUSN 193v Business Technology Coop Education	2
BUS/COM 130 Business Communication-Oral, or COM 145 Interpersonal Communication I	3
ENG 209 Bus & Managerial Writing - <i>Humanities elective</i>	<u>3</u>
	14

Fourth Semester (Spring)	Credits
BUSN 185 Processing Physician Orders	3
BUSN 292 Integrated Office Procedures	3
PHRM 105 Administration of Medications	1
PHRM 106 Intro to Pharmacy - <i>General Education elective</i>	3
PHRM 107 Pharmacology & Treatment of Diseases	3
Social Science elective	<u>3</u>
	16

*Note: Courses required for MedAsst I (CO). MedAsst I students not going on to the AAS degree may substitute ENG 22/55 for ENG 100.

**Note: MedAsst II grads may receive Business Technology CO & CA by applying.



Cooperative Education

Cooperative Education (Co-op or internships) is an academic program which offers students an opportunity to integrate classroom-based theory with related practical work experience.

Students benefit by:

- earning academic credit (1-3 credits per semester) for field experience related to the major.
- gaining practical on-the-job experience that fosters development of skills, competencies, and interest in a specific occupation or career field.
- participating in field experiences that validate career choices.
- enhancing employability, improve resume, earning capability, and the potential for career advancement.
- exploring or making a transition into new careers.
- earning possible income while attending college. It varies pending mentor/employer site offers paid or unpaid internship experience.

Field sites may be on- or off-campus, paid or volunteer, part- or full-time. Cooperative Education faculty will approve and orient field sites with participating businesses and organizations. Students develop learning outcomes, are evaluated for work performances, participate in Laulima for online assignments and attend monthly seminar with guest speakers or individual

appointments, and develop a career portfolio. Co-op is currently available in these programs:

Accounting (ACC 193v)
 Administration of Justice* (AJ 293v)
 Agriculture (AG 193v)
 Auto Body Repair & Painting (ABRP 93v)
 Automotive Technology (AMT 93v)
 Building Maintenance (MAIN 93v)
 Business ~~Careers~~ (BUS 193v) *Administrative*
 Business Technology* (BUSN 193v)
 Construction Technology
 **Career Vocational Education (CVE 93v)
 Electronic & Computer Engineering Technology* (ETRO 193v, ICS 193v)
 Fashion Technology (FT 93v)

**Program requires one or more semesters of Co-op.*

***1st year college students and students with less than a 2.0 GPA. Classes lower than 100 level courses may not count towards a specific academic program. Please contact your counselor to confirm.*

Liberal Arts majors are encourage to enroll (CASE 193v, 293v, 393v, 493v), for career exploration, and for professional development.

Co-op credits are variable by program requirements and are based on one credit per each increment of 75 hours of work-based learning. *A Co-op course may be repeated for a maximum of 9 credits.* Credits may be transferable as determined by the receiving

institution. *For 393v and 493v Co-op courses, students must be upper division program majors; or consent. See the current Schedule of Classes for specific course alpha and CRNs (e.g., BUSN 193v, CASE 293v).*
 📞 Call 984-3318, or visit Ka Lama 207, for information and assistance.

CareerLink

CareerLink is staffed Monday through Thursday, from 9:00 am - 4:00 pm; Fridays by appointment. The center is located in Ka Lama 207. Job postings include on- and off-campus employment.

On-campus student employment may be accessed online at: <http://sece.its.hawaii.edu/sece> (a maui.hawaii.edu email account is required to access this site).

Off-campus jobs may be accessed through Job Center Online. Register at: <https://www.myinterfase.com/maui/Account/Register> or in person at Ka Lama 207.

CareerLink offers career readiness skills, including internships, cover letter, resume, mock interview, and financial literacy; professional development workshops; and online resources (Career Spots, HireNet Hawai'i, and Job Center Online are available to current students and graduates of the UH system campuses).

📞 For information, call 984-3318 or visit the CareerLink website at: www.maui.hawaii.edu/careerlink/

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 Ruddy Bareng, Transportation Safety Administration
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 Melissa Chimera, Haleakala National Park
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Construction Technology

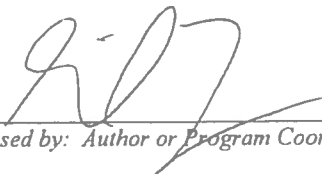
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 Mike Yap, Yap Electric

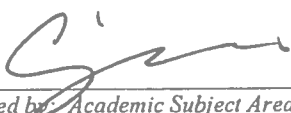
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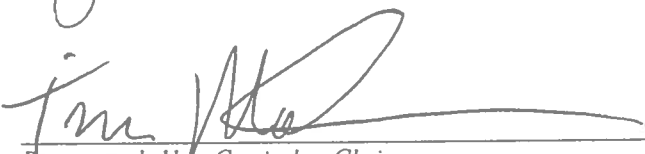
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University of Hawaii Maui College
Curriculum Action Request (CAR) Signature Page


Proposed by: Author or Program Coordinator
Date: 10/31/16


Checked by: Academic Subject Area Representative to Curriculum Committee
Date: 11/21/16


Requested by Department: Department Chair
Date: 11/3/16


Recommended by: Curriculum Chair
Date: 12/19/16


Approved by Academic Senate: Academic Senate Chair
Date: 12/20/16


Endorsed by: Chief Academic Officer
Date: 12-22-16


Approved by: Chancellor
Date: 12/22/16