NEW OR REPLACE PROGRAM CODE

■ **New Program Code**   ☐ **Replace Program Code**   Date: April 14, 2021

REQUESTOR CONTACT INFORMATION

Name	Anne Chung	Campus	Hawaii Community College
Title	Faculty	Email	archung@hawaii.edu
Office/Dept	UHH Bulding 346, Room 112	Phone	(808) 934-2547

NEW PROGRAM CODE TO CREATE

Institution	HAW - Hawaii Community College	Campus	HAW - Hawaii Community College
Level	UG - Undergraduate	Effective Term	Fall 2021

	Code (Max. Characters)	Description	Check if requesting new code:
College	(2) BE	Business Education	☐ See Banner form STVCOLL
Department	(4) BTEC	Business Technology	☐ See Banner form STVDEPT
Degree/Certificate	(6) CO	Certificate of Competence	☐ See Banner form STVDEGC
Major	(4) ~~ENT~~ BTEC	~~Entrepreneurship~~ Business Technology	☐ See Banner form STVMAJR
Concentration	(4) ENT	Entrepreneurship	☐ See Banner form STVMAJR
Minor	(4)		☐ See Banner form STVMAJR

If a similar major/concentration code exists in Banner, please list the code: _____

Justification to warrant a new major/concentration code similar to an existing major/concentration code:

CO-BTEC-ENT recommended by Business Technology Advisory Committee and local industry and education partners.

Is this major/concentration code being used the same way at the other UH campuses?	☐ Yes	☒ No	
Should this program be available for applicants to select as their planned course of study on the online application? *If yes, student may select the code as their only program of study.*	☒ Yes	☐ No	

RULES PERTAINING TO FINANCIAL AID AND 150% DIRECT SUBSIDIZED LOAN LIMIT LEGISLATION

Is 50% or greater of the classes in this program offered at a location other than the Home Campus?	☐ Yes	☒ No
Is this program/major/certificate financial aid eligible?	☐ Yes	☒ No
Does this certificate qualify as a Gainful Employment Program (Title IV-eligible certificate program)? *See http://www.ifap.ed.gov/GainfulEmploymentInfo/index.html*	☐ Yes	☒ No

Program Length
In academic years; decimals are acceptable. The length of the program should match what is published by the campus in any online and/or written publication.

0.5 year (1 semester)

Special Program Designations
See Special Program Designations Code Definitions on IRAO Program Code Request webpage

☐ A   ☐ B   ☐ N   ☐ P   ☐ T   ☐ U

Required Terms of Enrollment: ■ Fall   ☐ Spring   ☐ Summer   ☐ Extended

Form modified: Oct 20208

EXISTING PROGRAM CODE TO REPLACE, IF APPLICABLE

Program Code	_____	Program Description	_____
Institution	_____	Campus	Hawaii Community College
College	_____	Department	_____
Level	_____		

Are current students "grandfathered" under the program code? ☐ Yes ☐ No

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

Effective [_____] **, old program code will no longer be available to admit or recruit students.**
Term (ie. Fall 2020)

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 [_____] **, old program code will no longer be available to award degree to students.**
Term (ie. Fall 2020)

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

ATTACHMENTS

BOR Approved: Sole-credential Certificate, Associate, Bachelor and Graduate Degrees, and sole credential certificates

☐ BOR Meeting Minutes & Supporting Documents ☐ Curriculum

Chancellor Approved: Concentrations, Certificates and Associate in Technical Studies (ATS) Degree

☐ Memo from Chancellor to notify Vice President for Academic Planning and Policy regarding program action.

☑ Curriculum

CERTIFICATES ONLY: Please check one (1) statement. This certificate is a...
☐ BOR approved certificate. BOR Meeting/Approval Date: _____
☐ Chancellor approved within an authorized BOR program. BOR Program: _____
☑ Chancellor approved CO in accordance with UHCCP 5.203, Section IV.B.10.

VERIFICATIONS

By signing below, I verify that I have reviewed and confirm the above information that is pertinent to my position.

Registrar (Print Name)	**Financial Aid Officer** (Print Name)	**For Community Colleges,** **verification of consultation with** **OVPCC Academic Affairs:**
Sherise Tiogangco	Christine Quintana	~~Tammi Oyadomari-Chun~~ Della Teraoka
Sherise Tiogangco 01/20/2022	*[signature]* Feb 3, 2022	*Della Teraoka* 5/25/2022
Signature — Date	Signature — Date	Signature — Date

ADDITIONAL COMMENTS

UNIVERSITY of HAWAI'I

HAWAI'I
COMMUNITY COLLEGE

January 18, 2022

MEMORANDUM

TO: Debora Halbert
             Associate Vice President for Academic Programs and Policy

VIA: Tammi Oyadomari-Chun
             Associate Vice President for Academic Affairs

VIA: Melanie Wilson *Wilson*
             Vice Chancellor for Academic Affairs

FROM: Rachel Solemsaas, Ed. D *Rachel Solemsaas*
             Chancellor

SUBJECT: Request Code CO-BTEC-ENT

Requesting approval to have a code created for a new certificate in CO-BTEC-ENT at Hawaii Community College.

This 15-credit certificate of competence in entrepreneurship prepares students with key knowledge and skills for starting and managing a business.

CO-BTEC-ENT - Entrepreneurship Certificate.pdf

c: Erika Lacro, VPCC, UHCC
       Pearl Iboshi, IRAO, UHCC
       Sherise Tiogangco, Registrar, Hawaii CC
       Kanoe Lambert, Pathway Coordinator, Hawaii CC

1175 Manono Street
Hilo, Hawai'i 96720-5096
Telephone: (808) 934-2503
Fax: (808) 934-2501
www.hawaii.hawaii.edu
An Equal Opportunity/Affirmative Action Institution

Document e-signed by Christine Quintana (cdamate@hawaii.edu)
Signature Date: 2022-02-03 - 5:06:36 PM GMT - Time Source: server- IP address: 66.91.185.29

Agreement completed.
2022-02-03 - 5:06:36 PM GMT

CO-BTEC-ENT
Entrepreneurship

Current | Fall 2021 — Indefinite

Start Term ❓
Fall 2021

Program Title
Entrepreneurship

Code ❓
CO-BTEC-ENT

Degree/Certificate ❓
Certificate of Competence

A) CATALOG INFORMATION

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1) Description
The Business Technology program prepares students for employment in positions such as administrative assistants, receptionists, clerks, or secretaries. Students will learn critical office skills, along with communication and organizational proficiencies. The curriculum includes courses in office technology, business communication, office administration, accounting, and business math to enhance employment and promotion possibilities.

2) Entry Requirements
None

3) Program Requirements
*ACC 124 - Principles of Accounting I (3)
*BUSN 150 - Intro to Business Computing (3) or ICS 101 - Digital Tools for the Information World (3)
*ENT 125 - Starting a Business (3)
*BUSN 164 - Career Success (3)
*BUSN 158 - Social Media and Cloud-Based Collaboration for Business(3)
_____
Total 15 credits

* A grade of "C" or better is required to earn a certificate and/or degree

4) Total Program Credits
15

B) CONTENT INFORMATION

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6) Learning Outcomes ❓

Learning Outcomes Alignment (Admin Use Only)

C) OTHER INFORMATION

7) College
Career and Technical Education

8) Workflow ❓
Business Education & Technology Division

9) Comments (Admin Use Only)
BTEC Outcomes -7 PLOs. See AAS-BTEC for details:
https://hawaii.kuali.co/cm/#/programs/view/5cdf2c530ce56f2400993ba2

D) ATTACHMENTS

10) Upload applicable files related to this program.