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MTVCOMP	

University of Hawai'i
Code Request Form for Academic Programs

NEW OR MODIFIED SUBJECT CODE

Date: 04/15/16

REQUESTOR CONTACT INFORMATION

Name Terri Ota Campus UH West Oahu
 Title Academic Program/Faculty Affairs Specialist Email tota@hawaii.edu
 Office/Dept Academic Affairs Phone 689-2314

- NEW SUBJECT CODE USE AT INSTITUTION**
 MODIFY SUBJECT CODE USE AT INSTITUTION

Institution WOA (UH West Oahu) Effective Term Fall 2016

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) <u>BA</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_COLL
Division	(4) <u>BUAD</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_DIVS
Department	(4) <u>BUSA</u>	<u>Business Administration</u>	<input type="checkbox"/> See Banner form STV_DEPT
Subject	(4) <u>FMGT</u>	<u>Facilities Management</u>	<input checked="" type="checkbox"/> See Banner form STV_SUBJ

ATTACHMENTS

- Memo with appropriate campus approval (i.e. Campus Curriculum Committee, Vice Chancellor for Academic Affairs, etc.)

VERIFICATIONS

Registrar:

James Cromwell [Signature] 4/15/16
 Print Name Signature Date

Financial Aid Officer:

James Cromwell [Signature] 4/15/16
 Print Name Signature Date

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

 Print Name Signature Date

CC use only: Action No: _____

Date Rec'd: _____

UHWO Form CC1
Last Modified: 2013-09-29

University of Hawai'i – West O'ahu
FORM FOR ADDITION OF COURSES

1. Please indicate the following:

a. Proposed Course Alpha and Number: **FMGT 301**

b. Proposed Course Title: **Finance, Business, and Project Management for Facilities**

c. Proposed number of credits (if variable, give range): **3**

d. Can the course be repeated for credit to be applied to degree/certificate requirements?

No Yes (with a different alpha) OR
 Yes (please state reason):

If Yes, the number of times the course can be repeated for credit applied to degree/certificate is

e. Prerequisite(s)/Co-Requisite(s):

Placement into ENG 100 or concurrent enrollment in ENG 22

f. Proposed Course Description (for catalog):

This course introduces finance, business, and project management for facilities managers. Topics include financial management, procurement, contracting, and project management processes as related to the operations and maintenance of facilities. Students who successfully complete the course will be prepared for the Finance & Business examination and the Project Management examination for certification as Facility Management Professionals.

g. Has the course previously been taught as an experimental (x96) Course?

No Yes

If Yes, please indicate all course alphas, titles and terms:

2. Justification or rationale for course action:

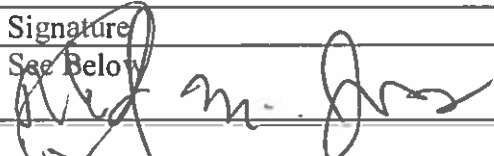


The proposed Bachelor of Applied Science concentration for Facilities Management will require courses to introduce students to the basic business aspects of managing and maintaining facilities. The first part of the course will focus on business topics, including

financial management, procurement, and contracting for facilities. The second part of the course will focus on project management for facilities.

3. Have all relevant personnel been consulted?

No Yes

If "yes," please obtain signatures:

Name	Concentration	Appr	Disappr	Signature
Rick Jones	Science Education	X		See Below 
Franklin Kudo	Accounting	X		
Sharon Lee	Finance	X		

4. Is this or will it be a cross-listed course?

No Yes

If "yes," please indicate cross-list course alpha/number and obtain signatures of those who approve:

Course Alpha & Number	Approved by Faculty	Approved by Division Chair

5. Student Learning Outcomes (SLO) and alignment with Concentration Learning Outcomes (CLO), Division learning Outcomes (DLO) and Institutional Learning Outcomes (ILO). Please write the SLO in a measurable format and code the appropriate CLOs, DLOs and ILOs.

Student Learning Outcomes
Students will be able to understand the basic finance and accounting terms as well as understand basic financial reports and budgeting for facilities management. (ILO #4; BUSA DLO #5; BAS SLO #3)
Students will learn the basic procedures for procurement in regards to facilities management. (ILO #4; BUSA DLO #5)
Students will understand basic contracting in regards to facilities management. (ILO #4; BUSA DLO #5)
Students will understand the basic principles of project management (defining, planning, managing, overseeing/controlling, and closing) in regards to facilities management. (ILO #4; BUSA DLO #5 & #6)
Students will be able to effectively communicate basic business information (financial reports and budgeting) for facilities management. (ILO #1 & #4; BUSA DLO #1; BASLO #1 & #4)
Students will be able to effectively communicate project management principles for facilities management. (ILO #1 & #4; BUSA DLO #1; BASLO #1 & #4)

6. Grading Criteria:

Grading Policies:

Attendance & Participation	10%
Exam #1	20%
Exam #2	20%
Exam #3	20%
Finance/Business Presentation	10%
Project MGT Presentations	10%
<u>Summative Final Exam</u>	<u>10%</u>
TOTAL	100%

7. Grading Scale:

A.....	100% - 94%
A-.....	93% - 90%
B+.....	89% - 87%
B.....	86% - 83%
B-.....	82% - 80%
C+.....	79% - 77%
C.....	76% - 73%
C-.....	72% - 70%
D+.....	69% - 67%
D.....	66% - 63%
D-.....	62% - 60%
F.....	Below 60%

8. Course Outline:

Week #1: Introduction to Facilities Finance & Business; Accounting & Financial Terminology

Week #2: Budgets & Budgeting Basics; Financial Statements and Financial Reports

Week #3: Cost Accounting Concepts; Analyzing Financial Documents

Week #4: Cost Containment & Chargebacks; Procurement in Facilities Management

Week #5: Financial Review Session; Exam #1

Week #6: Contract Development, Management, & Oversight; Contract Administration

Week #7: Analyzing and Interpreting Contracts; Vendor Issues and Conflicts

Week #8: Procurement and Contract Review Session; Exam #2

Week #9: Financial and Business Report Presentations; Introduction to Project Management

Week #10: Defining Projects I; Defining Projects II

Week #11: Planning Projects I; Planning Projects II

Week #12: Project Staffing and Resources; Project Execution and Control

Week #13: Closing Projects I; Closing Projects II

Week #14: Project Management Review Session; Exam #3

Week #15: Project Management Report Presentations; Professional Certification Basics

9. Recommended Text(s):

Author	Title	Year
IFMA	Finance and Business, 2014 Edition Vol. 3.0	2014
IFMA	Project Management, 2014 Edition, Vol. 3.0	2014

10. Course Type (Lecture, Seminar, Fieldwork, Lab): **Lecture**

11. Effective Term (term course is added to the catalog): **Fall 2015**

12. Is Course a Core Requirements: **NO**
(NOTE: If Yes, a program modification must be submitted to make this effective, most likely a PC3)

13. Does this course have a Major Restriction:

No Yes (restricted to):

14. Is this course seeking General Education status?

No Yes


If "yes," please make certain you have submitted an application to the Gen Ed committee.

15. Course Title (30 character limit for display in class availability listing for student registration): **FIN, BUS & Proj MGT Facilities**

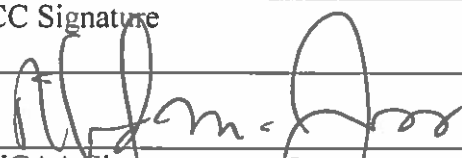

16. Addition requested by:

Requester Name (Please Print):	Requester Signature	Date
Keith H. Sakuda		11/7/14

17. Addition Reviewed by:

Division/Program Chair (Please Print)	Chair Signature	Date
Derrek Choy		11/7/14

18. Addition approved by:

Curriculum Chair Name (Please Print):	CC Signature	Date
RICHARD M. JONES		11/14/14
Vice Chancellor Academic Affairs (Please Print):	VCAA Signature	Date
		11/21/14