

University of Hawai'i
Code Request Form

GRCL *520407*
Bus. Tech.

I. REQUESTOR CONTACT INFORMATION

Name: Norcen Yamane Date: 3/10/10
 Title: VCAA Intern
 Phone Number: 974-7484
 Email Address: norcen@hawaii.edu
 Campus/Office/Department/Address: Hawaii Community College
200 W Kawili St
Hilo, HI 96720

Action Requested:
 NEW Program Code (new major/concentration, etc.)
 NEW Subject Code
 Change of existing code
 Type (subject, program, etc): _____
 Old: _____
 New: _____
 OTHER: _____

II. CODE REQUEST

Academic program code preferences for consideration:

NEW Program Code Effective Term (semester/year): Fall 2009
 Major: ITCS Major Description: Computer Support CC Is this major financial aid eligible? YES NO
 Is the major code being used the same way at other UH campuses? YES NO Comment: no major code
 Does the same or similar major code exist in Banner? YES NO If YES, please list code: _____

Concentration (if applicable): _____ Concentration Description: _____
 Is the concentration code being used the same way at other UH campuses? YES NO na
 Does the same or similar concentration code exist in Banner? YES NO If YES, please list code: _____
 Attach concentration to program code? YES NO

Level: Undergraduate Graduate First-Professional Other: _____
 Degree/Certificate: Certificate of Completion
 College: HawCC Department: Business Education

If requesting a program name change, will current students be grandfathered in under the old program name? YES NO
 If requesting a program name change, will the old code be available for:
 Recruitment? YES NO List the end term of old code: _____
 Admissions? YES NO List the end term of old code: _____
 General Student? YES NO List the end term of old code: _____
 Academic History? YES NO List the end term of old code: _____

NEW Subject Alpha/Code Effective Term (semester/year): _____
 Code: _____ Description: _____
 College: _____ Department: _____
 Does the same or similar subject code exist in Banner? YES NO If YES, please list code: _____
 Is the subject code being used the same way at other UH campuses? YES NO

**University of Hawai'i
Code Request Form**

OTHER: _____

Please briefly describe your request and explain why you are requesting the codes: _____

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See *Guide to Academic Program Actions and Approval* at:
http://www.hawaii.edu/vpaa/cms/guide_to_acad_prog_121006.pdf

- BOR minutes from _____ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: Approval by Chancellor

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

<u>Norcen Yamane</u>	<u>Norcen Yamane</u>	<u>3-10-10</u>
Name of Requestor (print or type)	Signature	Date

Send completed form with supporting documentation to:
Institutional Research Office • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822
Fax: 808-956-9870 Phone: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	NOTES: _____ _____ _____
Approval Status:			
Major code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Concentr. code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Program code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Subject code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Entered into SMAPRLE/SOACURR: _____	Code processing completion date: _____
Entered into STVMAJR: _____	Copies sent to: _____
Entered into STVSUBJ: _____	_____
Other: _____	_____



RECEIVED

FEB 17 2009

*c: Adnan Tecom
- Norman Y...*

MEMORANDUM

February 6, 2009

TO: Dr. Rockne Freitas
Chancellor

FROM: Douglas Dykstra
Vice Chancellor for Academic Affairs

SUBJECT: ADDITION OF A CERTIFICATE FOR THE INFORMATION
TECHNOLOGY (IT) PROGRAM

SPECIFIC ACTION REQUESTED

I am requesting your approval for the addition of a Certificate of Completion in Computer Support to Hawaii Community College's Information Technology (IT) Program.

RECOMMENDED EFFECTIVE DATE

Fall 2008

ADDITIONAL COST

None

PURPOSE

The certificate of completion in Computer Support is a competency-based program that provides training in the use and support of business-related computer systems. The program is intended to provide the information and skills required of an entry-level position in computer support. Courses include desktop operating systems, business applications, computer hardware and computer software support. The Certificate of Completion in Computer Support will allow students to receive an academic credential by enabling them to focus on a specific set of skills, as well as to provide students with a specific short-term program.

BANNER CODES FOR PROGRAM

Major: Information Technology (IT)
HawCC will request the establishment of a new Banner Code for the Certificate of Completion in Computer Support as a concentration in the Information Technology (IT) Program. No other UHCC campus offers a certificate of completion in Computer Support.

Addition of a Certificate for the Information Technology (IT) Program
August 5, 2008
Page 2 of 2

Approved



Dr. Rockne Freitas, Chancellor

FEB 6 2009
Date

C: John Morton, Vice President for Community Colleges
Joanne K. Itano, Director, Academic Planning and Policy
Sharyn O. Nakamoto, Director Institutional Research
Lynn T. Inoshita, Institutional Analyst

bx. Barbara Arthur
Dora Dykstra
Mike Leialoha
Norcen Yamen
Sara Nartimetre
Beth Saunders
Joni Onishi



University of Hawai'i – Hawai'i Community College
Proposal to Modify a Program

1. Program Title: Information Technology

2. Type of Action (check appropriate box or boxes):

- Course Deletion
- Course Addition
- Increase in Credits
- Decrease in Credits
- Change in Program Requirement
- Change in Program Prerequisites
- Other: Computer Support CCompletion
- Certificate or Degree Affected
 - Certificate of Competence
 - Certificate of Completion
 - Certificate of Achievement
 - Degree: AA AS AAS
 - Academic Subject Certificate

3. This modification changes the total number of credits required from

credits to credits no change

4. Similar modification(s) made elsewhere:

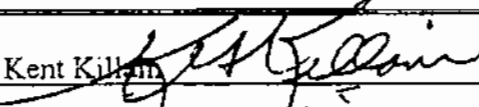
College(s): CTE programs are packaging existing courses into focused topical academic credentials at various UHCCs.

5. Briefly explain the modification(s) and attach a current and proposed program description containing the listing of required courses.

A subset of the existing IT CA courses and BUSN 166 are to included in a new Certificate of Completion in Computer Support.


6. What is/are the reason(s) for initiating the program modification(s)?

Enable students to focus on a specific set of skills and receive an academic credential.
Advertise a specific short-term academic program.


Proposed By: Kent Killam  Date: 1 / 25 / 08

Requested By: John M. [Signature] Date: 1 / 25 / 08
(Division/Department Chairperson)

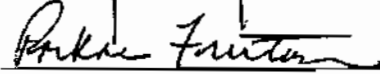
Approved By: [Signature] Date: 2, 8, 2008
(Curriculum Review Committee Chairperson)


(Academic Senate Chairperson)

Date: 3/13/2008


(Vice Chancellor for Academic Affairs)

Date: 6/04/08


(Chancellor)

Date: JUN 12 2008

Hawaii Community College
Business Education and Technology Division
Information Technology

Certificate of Completion in Computer Support

The certificate of completion in Computer Support is a competency-based program that provides training in the use and support of business-related computer systems. The program is intended to provide the information and skills required of an entry-level position in computer support. Courses include desktop operating systems, business applications, computer hardware and computer software support.

Program Learning Outcomes

- Function in an entry-level position in computer support.
- Demonstrate an understanding of the functions of a computer and its components.
- Use command language and/or operating system on a microcomputer to create files, perform system functions, establish command programs, manipulate queues, list files, sort files, edit files and compile programs.

Program Courses

ICS 101	Digital Tools for the Information World	4
ITS 104	Computer Hardware Support	4
ITS 108	Computer Software Support	3
BUSN 166	Professional Employment Preparation	1
		12 credits