

**UHCC December 2007 Coversheet –
Annual Instructional Program Review**

College: Hawai'i Community College

Program: Business Technology

Check All Credentials Offered	AA	AS	ATS	AAS	CA	CC	COM	ASC	
				X	X	X			

College Mission Statement (or provide link)

Hawai'i Community College promotes student learning by embracing our unique Hawai'i Island culture and inspiring growth in the spirit of "E 'Imi Pono."

Program Mission Statement (or provide link)

The Business Technology program will prepare students with the soft skills and the technical skills to qualify for and maintain a job in administrative support positions.

OVERALL PROGRAM HEALTH (Check one)		
<i>Healthy</i>	<i>Cautionary</i>	<i>Unhealthy</i>
X		

Part II. Analysis of the Program (strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the data)

The demand for BTEC graduates remains high in the state of Hawaii while unemployment is very low.

AY 2004-2005 was the final year that OAT was offered as a major. In switching to BTEC, the program replaced the previous requirements with 100-level courses, (as recommended by the OAT/BTEC Program Coordinating Council) increasing the rigors of the program and expectations of the students. This change allowed us to align our program with the other BTEC programs system-wide and was fully supported by the administration, even with an expected drop in enrollment (AY 05-06).

OAT courses (OAT alphas) needed for program completion (graduation) were offered through AY 2005-06. Beginning in AY 2006-07, BTEC courses (100+ level with BUSN alphas) were offered in sequence, being added as students progressed through the BTEC program. Students still requiring OAT courses were given the option of doing an independent study or enrolling in the higher level BTEC course. During this transition period and with enrollment competing with employment, the number of class offerings dropped. However, we continued to offer all required courses for BTEC majors.

Part II – continued.

Program Strengths (S1, etc.) and Weaknesses (W1, etc.)

S1: Program Learning Outcomes are meeting the needs of the employers.

S2: Annual system-wide and high school articulation.

S3: Annual advisory committee meetings.

S4: Program faculty are beginning to use assessment tools to assess course SLOs, which are aligned with PLOs.

W1: Lack of graduate follow-up procedures.

W2: Lack of consistent marketing of all vocational programs.

W3: Increased competition for students via on-line, Web CT, non-credit offerings.

Significant Program Actions (new certificates, stop-out; gain/loss of positions, results of prior year's action plan)

The Business Technology Program is a result of restructuring the Office Administration and Technology Program beginning in AY 2005-06. This new program will prepare students for employment in administrative support positions in office settings in private business and government. It also prepares students to communicate (oral and written) clearly using current and emerging technologies. It promotes student learning in organizing and managing multiple organizational tasks and coworkers in an office, and in making efficient use of time and resources. The curriculum provides for career mobility for students who wish to prepare for positions as clerks, receptionists, and secretaries/administrative assistants.

In an effort to provide pre-nursing majors who are waiting acceptance into the program, the Business Education and Technology Division collaborated with the Nursing and Allied Health Division to offer a Medical Office Assistant Certificate of Completion. The curriculum for this new certificate includes four BTEC courses (BUSN 84, BUSN 150, BUSN 160, BUSN 166). BTEC anticipates an increase in enrollment in these classes. BUSN 84, Medical Transcription, has not been offered for many years and is being revived and offered in Spring 2008.

Action Plans

The BTEC PCC has been recognized by the Chancellor for Community Colleges as one that has regularly met to articulate its courses. Therefore, it is necessary to continue this articulation as well as to articulate with our high schools in order to promote the program and provide for a smooth transition from high school to college. In addition, a more comprehensive graduate follow-up system needs to be established.

BTEC program faculty plan to do the following non-cost tasks in order to continue to keep the program current:

1. Continue articulation agreement with LeeCC, WindCC, KauCC, MauCC, Employment Training Center.
2. Continue articulation with Big Island high schools.
3. Establish electronic data base of BTEC graduates.
4. Develop a graduate survey based on assessment committee recommendations.
5. Survey graduates.

Part IV. Resource Implications (physical, human, financial)

The following is a list of cost-items that are required to carry out the action plan for BTEC (annual cost is indicated in parenthesis at the end):

1. Computer software, including upgrade to Office 2007 and voice recognition (\$8K).
2. Laser and color printer toner (\$700).
3. Professional development for three full-time faculty (\$6K).
4. Transcribers (\$3K).
5. Color and laser printers (\$1.5K).
6. Program marketing (\$500).

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[AY 2007 Completed Reviews](#)