I.   **OVERVIEW OF THE PROGRAM**

A.   Mission and Vision of the College.

The College Mission

Maui Community College is a learning-centered institution that provides affordable, high quality credit and non-credit educational opportunities to a diverse community of lifelong learners.

The Vision

We envision a world-class college that meets current and emerging Maui County education and training needs through innovative, high quality programs offered in stimulating learning environments. The College mission, goals, and actions will be guided by the Native Hawaiian reverence for the ahupua`a, a practice of sustaining and sharing diverse but finite resources for the benefit of all.

B.   Mission and Vision of the Program.

The Business Technology Program envisions an international state-of-the-art technological curriculum that meet current and emerging Maui County education and computer training needs through innovative, high quality programs offered in motivating learning environments. The Business Technology Program empowers students to achieve their highest potential as refined informed, accountable, and productive members of our island, national, and global societies. The Business Technology program also strives to promote and raise awareness of the diverse local and Native Hawaiian traditions that contribute to a positive business environment and make our community so unique.

The Business Technology Program is a working arm of the University of Hawaii's system-wide Business Technology Program where student's articulate between campuses while majoring in a career path of their choice.

1.   Contribution of the program to the Mission of MCC

The Business Technology Program seeks to provide educational opportunities to a diverse community of learners: students who are preparing for administrative and computerized career-paths and community members currently employed in the industry seeking professional development.

2.   Goals of the program (See Appendix A)

The Business Technology program, through a philosophy of experiential learning, seeks to provide students with technological, theoretical and practical knowledge that enables graduates to be successful in their chosen careers and to contribute significantly to society.

Goals of the program include:

(a) To provide instruction that will equip students with the attitudes, knowledge and skills for entry level into administrative assistants, general office, Internet web, and information processing occupations;

(b) To provide office workers regular and/or short-term courses for upgrading computer skills, Internet processing and technical knowledge;

(c) To provide instruction in clerical, office, Internet web, and technical computer skills for individuals in other fields;

(d) To provide opportunities for students to gain on-the job training in office occupations, while attending college;

(e) To develop partnerships with the community by providing instruction that prepares secretaries to qualify for Professional Secretary status;

(f) To provide business technology training skills for work force development programs within Maui County;

(g) To provide individual counseling pre-enrollment and throughout the program to encourage students to achieve their maximum capacity as they progress in the Business Technology Career Ladder; and,

(h) To provide leadership in Maui County as the community responds to the changing computer and Internet technological office and health care environment

3. Student Learning Outcomes (SLO's) of the program (See Appendix B)

The Business Technology Program has student learner outcomes at each credentialing level: Certificate of Competence (Basic Office Skills); Certificate of Completion (CC), Certificate of Achievement (CA) and Associate in Applied Science degree (AA).   Each of the four levels of credentialing prepares students for a career path in the Business Technology industry.

C. Relation to MCC Strategic Plan.

Strategic Plan Priority Order Objective (Order 6, Goal 3.1): Establish Maui Community College as a preferred educational and training destination for local, national, and international students.

The Business Technology program focuses on developing office administrative skills, knowledge and attitudes needed for success in the electronic digital computing industry, one of the fastest growing industries in Hawaii as well as the rest of the world. With the increase in digital and wireless automation there is a worldwide growing demand for administrative assistant professional employees. The intensive training provided in the Business Technology program helps individuals obtain employment in government, medical facilities, hotels, and the other sites in the visitor industry. Students who select this program should have the interest and desire to greet and help people in an office setting.

D. Program Faculty.

1. Faculty: Ku`uipo Lum, Assistant Professor/Program Coordinator
2. Length of service: 13 years Started teaching at Kapiolani Community College -- OAT Program in 1993. At UH-MCC in 1994.
3. Faculty qualifications or credentials:
B.A. 25 years retired from Kamehameha Schools as Education Computer Center Manager. Over twenty-five years of experience working with computer based office technology. Supervised Admin. Assistants. Coached high school sports 22 years, won six State HHSA Volleyball Championships and numerous league titles. Taught high school computer classes.
4. Faculty areas of expertise: Business Technology and Office Administration Specialization. Native Hawaiian culture practices and teaching methods. Keyboarding and Ten-Key, Transcription, Word-Processing, Desktop Publishing, Spreadsheets, Data Bases, Presentation Graphics, Document

Formatting, Web-page, Customer Service Relations and Administrative Assistant support and job seeking skills

5. Faculty turnover during the past seven years: 0
6. Faculty appointments & attrition: tenure

1. Faculty: Cyrilla Pascual, Assistant Professor
2. Length of service: -29 years (UH-MCC 8 years)
3. Faculty qualifications or credentials:
   B.A., M.A.over 25 years of experience working with computer-based
         office technology
. 19 years - started teaching at the Employment Training Center/UH Community Colleges in 1985-1996, worked part-time in OAT Program as Lecturer in 1993-1996. In January 1997 worked as a full-time instructor with the OAT Program.
4. Faculty areas of expertise:: Business Technology and Office Administration Specialization. Keyboarding and Ten-Key, Transcription, Word Processing, Spreadsheets, Excel, DataBase, Presentation Applications, Customer Service Relations, Administrative Assistant support and job seeking skills.
5. Faculty turnover during the past seven years: 0
6. Faculty appointments & attrition: Tenure

1. Faculty: Chuck Carletta, Instructor
2. Length of service: - 14 years – started teaching OAT in Spring 1992.
3. Faculty qualifications or credentials:
4. Faculty areas of expertise.
   B.A., M.A., over 25 years of experience working with computer-based office technology, Areas of Expertise. Word Processing, Desktop Publishing, Spreadsheets, Data Bases, Computer Repair, Presentation Graphics, and Web page.
5. Faculty turnover during the past seven years: 0
6. Faculty appointments & attrition: Non-tenure track Instructor
   .

Faculty in the Business Technology Program keeps updated on changes in the discipline by participating in the following:
- Business Technology Advisory Committee meetings (by semester)
- Business Technology Workshops (i.e. HBEA – Hawaii Business Educators Association, CTE - Maui Business Technology Association, etc.).
- Return to Industry projects
- Site visitations
- Participation in Business Technology/community-based activities to further develop networks in the industry

Furthermore, guest speakers are invited to the classroom to share knowledge of current trends in the industry.

Faculty participation in the above activities affects student learning outcomes by the following:

Faculty meet monthly to discuss curriculum and information is integrated into course content. Students are kept informed of current trends in the information processing office and are required to apply theory learned in classes into the capstone course project-based assignments.

E.   Ways in which program interacts with:

    1.   Community groups.
Students in the Business Technology Program volunteer as lab assistants at the low-income housing sites and tutor clients after school hours. They are also mentors to the children.

    2.   Student clubs
Business Technology faculty advises the Leaders in Future Technology (LIFT) club. Business Technology, ECET and Business Careers students are members of the LIFT club.

A faculty member is the co-advisor of the Kabatak Club (Filipino club) on campus. Kabatak student projects are completed in the Business Technology computer lab KaLama 207. Student activities included Filipino Culture Day celebration on campus, assisted with Job Fair's and canned food drive for the Maui Food Bank. They also performed community service at Hale Kau Kau where they fed the homeless at St. Theresa church.

    3.   Professional associations.
Hawaii Business Educator Association (HBEA) – Program Coordinator is the membership co-chair. HBEA co-sponsors the CTE annual convention attended by vocational tech teachers within the state of Hawaii.

National Business Educator Association (NBEA) – Program Coordinator and faculty are members of this association. Monthly trend magazines are used to keep faculty abreast with new technology.

International Administrative Assistant Professionals (IAAP) – Program Coordinator and faculty are currently members of IAAP. Faculty offers computer workshops for members and network with administrative assistants..

    4.   PCC – Program Coordinator is currently the Chair and has been the PCC Chair of the Business Technology Program PCC for the past seven years. Program Coordinator has worked with PCC representatives Stanley May (LeewardCC), Eme Troeger (Windward CC), Shelley Konishi, (Kauai CC), Ellen Nagaue (ETC/Windward CC), and Bob Yamane from HawaiiCC Information from the PCC has allowed program outcomes to be aligned statewide and the PCC University of Hawaii System Articulation Agreement was completed and approved between the UH campuses. (See Appendix H).

Business Technology PCC completed the UH system-wide Student Learning Outcomes. (See Appendix B) It is intended to provide a common platform upon which to develop appropriate policies and review processes that use evidence of student learning to improve practice, to improve communication with important constituents, and to inform judgments about quality.

II.   CURRICULUM AND STUDENTS

A.   General Education Standards (COWIQs), program goals, and student learning outcomes (See Appendix C).

Refer to http://www.hawaii.edu/ovppp/gened/gedwww.htm

B. COWIQ and program goals curricular grids (See Appendix D).

  The Business Technology Program Coordinator developed the curricular grid in consultation with another faculty member who teaches in the program.   Information was then consolidated.

C. Student Achievement (See Appendices E and F).

  1. Phi's
    AY 2005-2006 Phi's indicate that the status of the Business Technology Program is "Healthy," The Phi's also indicated, however, that there are areas in the Business Technology Program in which performance was lower then the previous year. A decrease in graduation rate is noticed.

    If you look at the last four years of our Commencement Brochures and put the data on grads into the attached Excel spreadsheet[1] it shows an interesting fact. It shows a decisive drop in graduates in the class of 2005 that recovered quite a bit in 2006. The interesting thing is that much of the drop was in the General Office Administration specialty from the OAT program. We have not had this specialty under Business Technology (even though it is shown in 2004 under the AAS in Business Technology - this looks like an error to me - I think they just combined both OAT and Business Technology under the Business Technology heading).

    If you look at the names in the General Office Administration specialty and the others you find about 50% are the same people. This was the time when the students were trying to get several AAS degrees rather than going for higher degrees as some are now doing. I described it as going horizontally rather than vertically in the curriculum. The number of CC degrees and CA degrees over these years does not show as much fluctuation as the AAS. So part of the problem in the stats is this duplication of degrees in the General Office Administration specialty that was discontinued. This raises an interesting question. Should we bring it back in?

  2, Perkins
    According to the Perkins Accountability Indicators, the Business Technology Program has not met the UH System targeted level of performance in completion (2P1 = 10%).

    Other student achievement measures – not available at this time.

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[1] See Append ice E to view the Business Technology Graduates by Year Based on the Commencement Publication Books
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D. Changes made in accord with the recommendations of the previous
    program review for Program Health Indicators (PHIs).

   1. Recommendations followed.
       The Business Technology Program upgrade was approved by curriculum and
       students have completed the first year of the new curriculum. Curriculum
       redesign included the addition of the Medical and Legal Office curriculum.
       Also the upgrading of English courses to ENG100 and ENG209 as
       requirements in the Business Technology Program.

   2. Recommendations not followed.
       Pau hana demand (3 p.m.+ Sat). The Bridge program (Certco – Basic Office
       Skills) classes were low enrolled (less than 10 students) during the
       registration cut off period and as a result the classes are cut. In the future the
       Business Technology program will create and post flyers in the community to
       recruit more students. We will also meet with Lynn Kreig, Maui Country
       Human Resources Director who requested a meeting to determine how the
       Business Technology Program can help the county with their employment
       needs.

   3. Recommendation followed.
       Purchase software upgrades consistent with new textbooks and "state of the
       art" technology. Word Perfect software was purchased for the four Business
       Technology computer labs located in the KaLama building.

   5. Recommendation followed. .
       Purchase new computers for the Business Technology computers labs,
       KaLama 206A and KaLama 206B. The computers in KaLama 206B are
       utilized by students from the Business Technology and pre-ABIT programs.
       Current configuration of the computers run Windows 98/200 NT operating
       system and all computers do not have USB ports. The computers are not
       efficient and are in dire need to be replaced.

E. Changes made in accord with the recommendations of the previous
    program review for Perkins measures.   .

   1. Measurable Benchmarks – information not available.

G. Program/Certificate/Degree Standards and their SLOs (See Appendices
    C and H)

    Business Technology Program Certificate & Degree Offerings:

   - **Certificate of Competence (CO)**
     This is the bridge program that requires 9 credits. Students who successfully
     complete theses courses meet the prerequisites for the Business Technology
     Program. This curriculum also meets the Workforce Development Program skills
     requirements.

   - **Certificate of Completion (CC)**
     Students are required to complete 16 credits in specific areas: Business
     Technology, Math and English

     Certificate of Completion (CC) – Medical Assistant I
     Students are required to complete 23 credits in specific areas: Business
     Technology, Math, English and Nursing.

- **Certificate of Achievement (CA)**
  Students are required to complete 33 credits.
  In addition to fulfilling the CC requirements, students must. Complete coursework in the following areas: Business Technology, Cooperative Education (250 hours of industry work experience) Business Communications, and English 209.

- **Associate in Applied Science (AAS)**
  Students are required to complete 63-64 credits.
  In addition to fulfilling the CC and CA requirements, students take additional courses in the following areas: Business Technology, Accounting, Business, Natural Science, Social Science and a General Education elective.

  Currently, the certificate programs prepare students for entry-level positions in the hospitality industry. The Business Technology Career Ladder is competency-based and focuses on the skills, knowledge, and attitudes needed to prepare individuals for employment in office positions in government or industry. Sequences of courses include information processing, medical, and legal specialties, as well as general offerings to broaden the student's background and enhance employment and promotion possibilities. Under the Business Technology umbrella, one Certificate of Competence (Basic Office Skills), one Certificate of Achievement (Business Technology), and an Associate in Applied Science Degree (with specialties in Information Processing, Medical Office, Health Unit Coordinator, and Legal Office) are offered.

- **Business Technology Summer Academy**
  Plans are underway to hold a Business Technology Summer Academy in the summer of 2006. Business Technology is working with Alu Like and the Kamehameha Schools – Maui Campus to offer courses from the Certificate of Competence bridge curriculum.

H.   Program trends, including student goals, enrollment trends, retention, and time of completion.

A faculty member designed and created the Business Technology Program (BUSN) website. This website should help with student retention as it is clear that retention of students is a complex issue. We believe that the students' satisfaction with the college is partly determined by their experience during their first semester with MCC. We feel that each service encounter will contribute to the overall impression that the student has of the Business Technology program. Some encounters are 'moments of truth' and will have a major impact on the student's perceptions of the program. The purpose of this website is to ensure that program information is presented accurately. It also helps us to communicate with the counselors and our students. Most of all, in addition to the on-line view, the program coordinator is able to download a .pdf version and email it directly to a potential student.

Students who enroll in the Business Technology Program seek to pursue administrative assistant or management level positions in the Business Technology industry. A majority of the students enroll for the 2-year AAS degree. Approximately 4% of students enrolled take specific classes to upgrade their skills. During the AY 2005-2006, there were 68 Business Technology majors as compared to the prior year of 71 majors. Average time of completion for students for the CC & CA is 1 – 1 1/2 years; average time to complete the AAS is 2 ½ - 3 years. Three AAS graduates articulated to the UHWO BABA on campus.

I.   Changes in field; resources; shifts to respond to changes.

Surveys have consistently revealed that Maui Community College's Business Technology Program needs to develop strategic partnerships with baccalaureate institutions. The UH-system-wide Business Technology AAS degree offerings align partially with UH-West Oahu's baccalaureate degree. Students are accepted as a provisional student and must complete their math and foreign language requirements to qualify as a full-time UH-WO student.

There is a need for professional development programs for individuals already working in the office place that may want to upgrade their technological skills. Currently, there is no curriculum to address this need.

J.   Major curricular changes since last review.

Due to a shortage of nurses at the present time there is a need to employ administrative assistants within the medical office setting that will allow the nurses to be nurses. The Medical Office Specialty AAS3 degree was added to the Business Technology Curriculum. The program coordinator and the nursing unit chair met with the HR director at Kaiser Permanente to create the medical requirements of this curriculum.

The Business Technology program decided to have a moratorium on curriculum changes until the spring of 2007. This should give the students time to understand the new curriculum and student-advising sessions should end earlier.

K.   Student advising and the degree to which faculty participate in the mentoring of students.

Group advising sessions are scheduled every semester to allow students to work with counselors and faculty on the creation of student Ed plans. Students are also encouraged to make individual appointments with counselors or the Program Coordinator for academic advising and mentoring. Business Technology students are divided by specialties and the faculty is sharing in the responsibilities on tracking the students. The Program Coordinator tracks all Business Technology majors and sends updates on program mapping to the counselors.   As students are advised, counselors also send course mapping information of students to the Program Coordinator so files are continuously updated. An academic grid developed by a Business Technology faculty member is updated by Debie Amby, Inst Supp and used by the Business Technology faculty during student advising sessions. Faculty also uses the UH-Star system when advising students.

Group advising sessions and faculty mentoring are imperative to prevent the amount of student "self-advising," which in the past has either prolonged graduation for students due to inaccurate data or caused students to "float" between other programs,

L.   Opportunities for student involvement in program-related organizations, clubs, and governance.

- Students in the Business Technology Program are given the opportunity to participate and volunteer in Business Technology-related events i.e., job fairs on campus provided by the Cooperative Education Program.   Students are made aware of the many networking opportunities these events offer and are encouraged to participate in the activities.

- The Leaders in Future Technology (LIFT) club was formed on campus. Business Technology faculty advise the LIFT club on campus. Students from Business Technology, ECET, ABIT, and Business Careers are current members of the LIFT club. The Leaders in Future Technology club is a group of students interested in advanced technologies. Our mission is to learn about cutting-edge technologies used in a variety of occupations, current career paths available, and achievements of former MCC graduates. We encourage students toward advancement in the technology field, and seek to provide leadership skills that lead to success. We are committed to sharing our knowledge and insights with all students on the MCC campus. The constitution and by-laws can be found in Appendix B

M.   Use of lecturers to teach courses; related concerns.

The Business Technology program operates with 3.5 faculty members of whom the .5 member is shared with another program and 2 lecturers. When the .5 faculty member is not available to teach in the Business Technology program lecturers are hired to cover.   This causes a budget issue and many times classes are closed due to low lecture funds.

N.   Admission policy.

Currently there are no prerequisites for admission to the Business Technology Program. Consequently, students with a wide range of skills generally enroll in the program's introductory course (BUSN 150) and some experience a degree of difficulty especially if there is limited proficiency in English writing skills. The Business Technology Program has been redesigned, the English prerequisite for the introductory course (i.e. Eng 100 or higher) has been designated and approved by the Business Technology Advisory Committee.

O.   Job placement, including job prospects, procedures for placing graduates, and success in placing graduates.

Business Technology graduates have access to Maui Community College's Career Employment Resource Center for job placement needs. Currently, there is no data readily available that tracks job placement success of Business Technology graduates.

According to information documented by the Economic Modeling Specialists Inc (EMSI) Labor Data (as distributed from UHCC Institutional Research http://economicmodeling.com) current projected positions in the State of Hawaii for spring 2006 is at 1,378 opportunities. Furthermore, EMSI also currently projected 140 positions within Maui County by spring 2006

P.   MCC's Business Technology Program currently has an articulation agreement with Leeward CC, Windward CC, Hawaii CC and Kauai CC. Students who successfully complete the articulated courses can automatically transfer those credits to other campuses. Alpha course numbers are consistent system-wide.

The Program Coordinator is working on a Business Technology Certificate of Competence articulation agreement with the Molokai High School OAT advisor. The Program Coordinator met last year to revisit course goals and ensure curriculum is updated.

Currently, there are no articulation agreements in place between UH-MCC's Business Technology Program and UH West Oahu's BABA. However, Leeward CC has a Business Technology articulation agreement in place with courses approved at the Business Technology PCC level and those courses are taught at UH-MCC. Students graduating from UH-MCC Business Technology Program are admitted into UHWO on a provisional status and take courses at MCC until they meet UHWO's full time enrollment status.

The Business Technology program is thinking of creating a provisional articulation to the ABIT bachelor's degree program. This will be determined during our S2007 curriculum meetings. A faculty member created the Comparison of Curricula BABA - Business Technology - ABIT to help in this decision. (See Appendix H)

The program coordinator is in discussion with the UH-Manoa Admissions Counselor at UH-Manoa's College of Business regarding the articulation of UH-MCC Business Technology Program's Introduction to Business Computing (BUSN 150) course with ICS 101.COB requirement.

Q.   Centers or Institutes – not applicable.

V. ANALYSES OF PROGRAM

A. Summary statement
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- The Business Technology Career Ladder is competency-based and focuses on the skills, knowledge, and attitudes needed to prepare individuals for employment in office positions in government or industry. Under the Business Technology umbrella, one Certificate of Competence (Basic Office Skills), one Certificate of Achievement (Business Technology), and an Associate in Applied Science Degree (with specialties in Information Processing, Medical Office, Health Unit Coordinator, and Legal Office) are offered.

- Maui Community College's Business Technology Program currently prepares students for entry-level positions in the Business Technology industry and provides students the opportunity to connect their learning through internship experiences with the Cooperative Education program.

- The courses or competencies in the Basic Office Skills Certificate of Competence **(Cert. Co)** are also pre-Business Technology requirements. Achievement of these competencies prepares students for entry-level positions such as receptionist, general office clerk, file clerk, and clerk typist.   Achievement of these competencies may also be demonstrated through pre-testing prior to registration, through high school articulation or transcript evaluation, or be waived with the consent of the Business Technology Program Coordinator.

- The **Business Technology Certificate of Completion (CC)** prepares students for positions such as word processing operator, data entry clerk, and general secretary.   The **Medical Assistant I Certificate of Completion (CC)** prepares students for the **Med-Assist I** position.

- The **Business Technology Certificate of Achievement (CA)** prepares students for the more advanced responsibilities of administrative assistant and computer operator.

- The **A.A.S. Information Processing Specialty** further prepares students for responsible positions using integrated word processing, database, and spreadsheet applications as well as preparing them for certification as Microsoft or Corel Experts.   The **A.A.S. Medical Office Specialty** includes preparation for students for entry level positions in a medical office or pharmacy setting, preparing students for certification as a pharmacy assistant or as a Medical Assistant I and/or a medical office administrator. The A.A.S**. Health Unit Coordinator** includes courses related to patient care and administration of basic nursing tasks in a health care setting. This specialty provides students a broader perspective of the medical environment and is especially appropriate for individuals aspiring to become Certified Health Unit Coordinators or having a broad range of responsibilities in a small medical office**.** This degree also includes the Medical Assistant I Certificate of Completion (CC). The A.A.**S. Legal Office Specialty** prepares students to work in a legal office as an entry-level legal secretary.

- The Business Technology program prepares students for transfer to UH-West Oahu (UHWO) majoring in the Bachelor's of Business Administration (BABA) program with a specialization in Professional Studies. A total of 77 credits transfer from the business Technology program to UHWO. The credits are earned in Humanities (3 credits), Social Science (9 credits), Lower Division

electives 33 credits), and Non-Liberal arts (32 credits). In AY2005-2006 three Business Technology AAS degree graduates earned their BABA from UHWO. Currently, six Business Technology AAS degree graduates are students in the UHWO BABA program on Maui.

The program coordinator is working on a curriculum program redesign to publish an articulation agreement between UHWO and the Business Technology Program UH system-wide PCC. However, this does not stop the current process in place where Business Technology students transfer to UHWO after earning their AAS degree.

- The current program does not offer professional development programs for those individuals who have a career in the industry and wish to upgrade their skills.

B.   Plans for next year.
- Implement new Business Technology (BUSN) program, recruit new students and graduate first cohort of Business Technology grads. Determine what strategies could be employed to increase enrollment.

- Make progress in updating all course outlines with SLOs and assessment information. Examine the curriculum to ascertain currency in the field and relevancy to student and community needs. In order to ensure student learning outcomes are achieved, assessment strategies include project based assignments in which industry leaders evaluate the quality of work a student has produced.

- Improve student mentoring, advising and class scheduling with more faculty involvement in these processes. Determine the retention rate from semester to semester and from fall to fall. How do students move from one class to another.

- Start the discussion with the faculty to design a placement in employment database.

- Purchase three smartboard projectors for the computer classrooms – KaLama 201, 207 and 206B.

C.   Budget for next year (See Appendix G).

Business Technology biennium budget is adjusted in AY2005-2006.   The additions are as follows:

FY 2007 $ 7,800 Purchase 3 Data Video projectors for KaLama 201, 206B & 207.
FY 2009 $25,000 Purchase 25 classroom computers for KaLama 207 upgrade
FY 2009 $20,000 Purchase 25 selectric typewriters for KaLama 207 upgrade
FY 2013 $30,000 Purchase 25 classroom computers for KaLama 201 upgrade
FY 2014 $30,000 Purchase 25 classroom computers for KaLama 206A upgrade
FY 2015 $30,000 Purchase 25 classroom computers for KaLama 206B upgrade

The Business Technology Program requests that a micro-computer upgrade project be put in place to support digitized curriculum planning on a timely basis. Textbook vendors are now producing digitized textbooks. The textbook cost to the student is decreased when the curriculum uses digitized textbooks and the availability to deliver classes via the internet will be a turnkey operation.

See Appendix G for the proposed biennium budget.

Possible sources of revenue:
1.   Carl Perkins - Program Improvement Funding
1.   Rural Development Project (video streaming equipment)
2.   Resource Development – Business Technology Advisory Committee fundraisers