



UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

February 14, 2023

To: Keala Chock, Vice-Chancellor for Academic Affairs

Via: Ron Umehira, Dean of Career and Technical Education

Ron Umehira

Digitally signed by
Ron Umehira
Date: 2023.02.15
09:13:16 -10'00'

From: Faustino Dagdag, Asst. Professor, Business Division Chair *FD*

Subject: 2022-2023 Catalog Addendum

Aloha Keala,

This memo seeks to correct the absence of essential information pertaining to the VA certification requirements for the AS-MGMT and CO-APDE Programs as written in the Leeward Community College 2022-23 catalog. The deficiency will be corrected with insertion of the attached addendum containing the missing information to the catalog and placing the information "on the record" for VA approval.

I am asking approval to insert the attached addendum into the Leeward Community College 2022-23 Catalog.

File is attached

Mahalo

Faustino Dagdag
Asst. Professor
Business Division Chair

Approved/Not Approved:

Keala Chock
Vice Chancellor for Academic Affairs

2/17/2023

Date

The information below is an addendum to what was printed in the 2022-23 Leeward Community College catalog regarding the Management program degrees and certificates.

1. The following supplements the information provided for the Associate of Science Degree in Management and the specializations offered within the degree program on page 183 of the 2022-23 Catalog, Degrees and Certificates information:

Management: Associate in Science

Description

The Associate in Science degree in Management is designed primarily to prepare students for future managerial positions and provides continuing education for current managers. Students may choose to earn an Associate in Science in Management degree OR an Associate in Science in Management degree with a specialization in: Entrepreneurship (ENT) OR Hospitality and Tourism (HOST).

2. The following supplements the information provided in the 2022-23 Catalog on page 183 regarding the required courses for the Associate in Science in Management degrees offered at Leeward Community College:

Special Electives for AS Management

*Special Electives 12 Credits (The following courses are recommended)

BLAW 200 Legal Environment of Business

BUSN 164 Career Success

BUSN 166 Professional Employment Preparation (*1 credit)

BUSN 193v Cooperative Education (*2 credits)

BUSN 277 International Business Protocol

ECOM 100 Introduction to E-Commerce

FIN 150 Personal Finance

HOST 101 Introduction to Travel Industry Management

HOST 152 Front Office Operations

HOST 154 Food and Beverage Operations

ENT 120 Introduction to Entrepreneurship

ENT 125 Starting a New Business

MKT 130 Principles of Retailing

PSY 100 Introduction to Psychology

or

SOC 250 Community Forces in Hawaii

Special Electives for AS Management- ENT:

Students may elect to take the following 4 special electives from the list below and earn a Specialization in *Entrepreneurship* within the AS in Management.

Specialization: Entrepreneurship Credits

ENT 120 Introduction to Entrepreneurship 3

ENT 125 Starting a Business 3

MKT 130 Principles of Retailing 3

ECOM 100 Introduction to E-Commerce 3

Credits 12

Special Electives for AS Management-HOST:

Students may elect to take the following special electives from the list below and earn a Specialization in *Hospitality and Tourism* within the AS in Management.

Specialization: Tourism Credits

HOST 101 Introduction to Travel Industry Management 3

HOST 152 Front Office Operations 3

HOST 154 Food and Beverage Operations 3

BUSN 193v Cooperative Education 2

BUS 166 Professional Employment Prep 1

Credits 12

3. The following information regarding the new Certificate of Competence Agriculture-based Product Development & Entrepreneurship (effective Fall 2022) should be included with the Management program degree and certificate information found on pages 183-187 of the 2022-23 Leeward Community College catalog:

Management: Certificate of Competence Agriculture-based Product Development & Entrepreneurship

Description

The Certificate of Competence in Agriculture-based Product Development & Entrepreneurship program is intended to provide students with entry-level skills in creating and marketing value-added products. Students will be able to explain agricultural practices, apply sanitation and safety principles to the food service operation, create a value-added product, apply entrepreneurship resources and practices to a new business venture, and prepare a business plan.

All classes can be taught as 8-week classes. This certificate can be completed in one semester.

First 8 weeks:

AG 100, Orientation to Hawaii Agriculture Industry (1)

ENT 120, Introduction to Entrepreneurship (3)

CULN 112, Sanitation & Safety (2)

Second 8 weeks:

ENT 125, Starting a Business (3)

CULN 243, Farm-to Retail: Value-added Product Development, (3)

Total Program Credits: 12

All required courses must be completed with a C or better grade.

Semester 1

12 Total Credits

Earn a minimum grade of C in each of the following:

AG100 - Orientation to Hawai'i Agriculture Industry (1)

ENT 120 - Introduction to Entrepreneurship (3)

ENT 125 - Starting a Business (3)

CULN 243 - Farm-to-Retail: Value-Added Product Development (3)

CULN 112 - Sanitation and Safety (2)