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# NEW OR MODIFIED SUBJECT CODE

Date: 3/15/18

## REQUESTOR CONTACT INFORMATION

Name Ross Higa Campus Leeward CC  
 Title Program Coordinator Email higaross@hawaii.edu  
 Office/Dept Business Division Phone 455-0284

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

Institution Leeward CC Effective Term Fall 2018

	Code (Max. Characters)	Description (30 characters max)	Check if requesting new code:
College	(2) <u>IN</u>	<u>Instructional</u>	<input type="checkbox"/> See Banner form STV COLL
Division	(4) <u>BUS</u>	<u>Business</u>	<input type="checkbox"/> See Banner form STV DIVS
Department	(4) <u>MGT</u>	<u>Management &amp; Industrial Rel</u>	<input type="checkbox"/> See Banner form STV DEPT
Subject	(4) <u>ENT</u>	<u>Entrepreneurship</u>	<input 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:

Grant Helgeson [Signature] 3/16/18  
 Print Name Signature Date

### Financial Aid Officer:

Gregg Yoshimura [Signature] 3/16/18  
 Print Name Signature Date

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

Suzette Robinson [Signature] 4/4/18  
 Print Name Signature Date



UNIVERSITY of HAWAII  
**LEEWARD**  
COMMUNITY COLLEGE

February 12, 2018

**MEMORANDUM**

**TO:** Manuel J. Cabral  
Chancellor

**FROM:** Della Teraoka *Della Teraoka*  
Vice Chancellor for Academic Affairs

**SUBJECT:** Curriculum Approval

I have approved the following courses effective Fall 2018. The approvals can be found at:  
<https://leeward.kuali.co/cm>

**New Courses**

- BUSN 232
- GEOG 122
- NEW2 125 – Starting a Business**
- PSY 212 (formerly PSY 297R)

**Modified Courses**

ART 101	CHEM 272L	HSER 268	MUS 106
ART 223	CHEM 273L	HWST 270	MUS 253
BIOC 142	EE 211	ICS 171	MUS 284
BIOL 101	EE 213	ICS 184	PHYS 170
BOT 101L	EE 260	JPNS 101	PHYS 272
BUS 101	GEOG 101	JPNS 102	PHYS 274
BUS 120	GEOG 101L	JPNS 201	THEA 262
CE 270	HIST 281	JPNS 202	
CE 271	HIST 282	MGT 122	

**Deleted Courses**

- HUM 210
- MUS 221D

- c:** Division Chairs  
James Goodman  
Ron Umehira  
Pete Gross  
Adam Halemano  
Janel Oshiro  
Erin Thompson  
Candy Hochstein  
Pearl Imada-Oboshi

96-045 Ala Iko  
Pearl City, Hawaii 96702  
Telephone: (808) 455-0153  
Fax: (808) 455-0171

# NEW2 125 | Starting a Business

Future | Fall 2018 – Indefinite

## 1) BASIC INFO

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<b>1) Subject Code</b>	<b>2) Number</b>
NEW2	125

**3) Title**  
Starting a Business

**4) Banner Title**  
Starting a Business

**5) Similar Courses at Other UH Campuses**  
No Course Matches

**6) Similar Courses at UH Campuses with Different Alpha and/or Number**

## 2) GENERAL INFORMATION

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**1) Catalog Description**  
ENT 125 surveys the business environment, establishing a business entity, decision-making processes, marketing assessments, financing, operations considerations, and government regulations as they relate to the development of a formal business plan. It is designed for those who wish to start or are currently operating their own business.

<b>2) Cross-Listed/Equivalent Course(s), if Any</b>	<b>3) Display in Catalog</b>
	Yes

<b>4) Credit Options</b>	<b>Fixed</b>
Fixed	3

**5) Repeatability**

**6) Grading Options**

Credit/No Credit (C)  
Standard Letter A-F (L)

**7) Contact Hours Per Week**

Activity Type  
Lecture        3  
Lab  
Other  
                     3

**8) Division**

Business

**9) Review Date (Academic Year)**

2017-2018

**10) Schedule Types**

LEC - Lecture

**3) REQUISITE INFORMATION**

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**1) Prerequisite(s)**

- Completion of or concurrent enrollment in ENG 22, or ENG 24, or equivalent or consent of instructor.

**2) Corequisite(s)****3) Recommended Course Preparation**

BUS 120 - Principles of Business MKT 120 - Principles of Marketing

**4) Other Recommended Preparation****4) CONTENT**

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**1) Course Content**

I. Entrepreneurs and Entrepreneurial Opportunities Achievement Standard: Recognize that entrepreneurs possess unique characteristics and evaluate the degree to which one possesses those characteristics. II. Marketing Achievement Standard: Analyze customer groups and develop a plan to identify, reach, and keep customers in a specific target market. III. Economics Achievement Standard: Apply economic concepts when making decisions for an entrepreneurial venture. IV. Finance Achievement Standard: Use the financial competencies needed by an entrepreneur. V. Accounting Achievement Standard: Recognize that entrepreneurs must establish, maintain, and analyze appropriate records to make business decisions. VI. Management Achievement Standard: Develop a management plan for an entrepreneurial venture. VII. Global Markets Achievement Standard: Analyze the effect of cultural differences, export/import opportunities, and trends on an entrepreneurial venture in the global marketplace. VIII. Legal Achievement Standard: Analyze how forms of business ownership, government regulations, and business ethics affect entrepreneurial ventures. IX. Business Plans Achievement Standard: Develop a business plan. Advisory committee discussions and discussions among management faculty along with input for local/regional entrepreneurial issues is another dimension of maintaining currency and relevancy in this course.

**2) Learning Outcomes**

Prepare a formal business plan.

Identify and adopt entrepreneurship characteristics as it applies to oneself in the business market.

Apply current entrepreneurship terms and concepts.

Identify entrepreneurial resources and networking opportunities.

**3) Justify the level of proposed course**

This course has been thoroughly reviewed and evaluated by a system-wide committee of management faculty in the drafting of the August 2007 System-wide Articulation Agreement. The committee found that the expectations of student work exceed that of a college-level course. Further, ongoing discussions with the management advisory committee and among program faculty ensure that college-level work is completed in the course.

**4) What evidence exists that the course is taught so that skills are built on what has been learned earlier in the course (or in a previous course) and will lead to what will be learned in a future course?**

There are no skills that are based on any previous course. General knowledge of business, finance, marketing is helpful but not required. This course is designed to meet the needs of the many students who have any sort of entrepreneurial bent and desire to develop a foundation of real-world knowledge prior to and/or parallel to venturing into small business ownership/entrepreneurship. This course is not a prerequisite for any other courses.

**5) Method of Instruction**

Class Discussion

Group Discussions

Guest Speakers

Lectures

Student Participation

Student Reports and Projects

**6) General Education Categories****7) GE Start Term****8) GE End Term****5) DISTANCE EDUCATION**

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**1) What methods will be employed to ensure timely and effective interaction between faculty and students and student to student? What technological skills will students need to succeed in this course? How will the instructor execute and ensure the rigor and breadth of the course through electronic delivery?**

**Timely**

Distance courses will use a UH-sponsored course learning environment (CLE). Various tools in the CLE will be utilized for communication, collaboration, assignments, activities, projects, group work, and assessments. Students will be provided with a course schedule, grade weights for each assignment, and assignment due dates. The instructor will check the CLE and email daily (unless specified by the instructor).

**Effective Interaction**

Distance courses will follow the Leeward CC Distance Education Guidelines:

**Student-to-Instructor:** Students are informed of what to expect in terms of the instructor's role. Guidelines are set for the instructor's response and availability (turn-around time for email, grade posting, etc.). The instructor plays an active role by guiding through and communicating about the course content.

**Student-to-Student:** The instructor provides opportunities for students to interact with each other. Expectations/procedures of required levels of student participation are clearly stated and explained (i.e., a participation rubric).

The student will need to have basic computing skills. These skills include the ability to: use the Web, use email, upload/download files, attach files, and create and save a document. Additionally, the student will need the skills to use the tools in the CLE.

The student learning outcomes for the distance course are identical to the traditional face-to-face course. Distance courses will follow the Leeward CC Distance Education Guidelines:

The instructional materials are presented in an organized manner according to software used.

The instructional materials have sufficient breadth, depth, and currency for the student to learn the subject.

The module/unit learning objectives describe and reflect specific desired outcomes that are measurable and consistent with the course level outcomes.

The learning activities promote the achievement of stated learning outcomes.

The tools and media support the learning outcomes, and are appropriately chosen to deliver the content of the course.

The tools and media enhance student interactivity and guide the student to become a more active learner.

Instructional strategies enable students to be engaged with the course content.

Contains course number and name at top, plus instructor's name (and perhaps a banner).

Interactive activities that promote student-content, student-student and student-instructor interaction contained in each instructional module.

**2) What type of academic support and technology training will be required to ensure pedagogical development of the instructor for this course?**

Support and training to ensure technological and pedagogical development of the instructor to teach an online course will be provided by Leeward CC's Educational Media Center (EMC).

**3) How will specific technology be integrated into the course, and how will its use be appropriate to the nature and objectives of the course?**

This course is offered via online course management system . All course lessons, with appropriate links, illustrations, presentations, textbook publisher online resources, chat logs, discussion board topics, etc., are available as part of the course. Links to relevant websites that provide in-depth, detailed, and, expanded information are developed and kept current by the instructor.

## 6) COURSE DEPENDENCIES

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### Dependencies

#### 3.4) PROGRAM RULES

- ✓ CA-PBS - Plant Biology and Tropical Agriculture
- ✓ AS-PBS - Plant Biology and Tropical Agriculture

[View Programs >](#)

[View Programs >](#)

## 7) ATTACHMENTS

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### Attachments

## BANNER USER SECTION

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### Banner User Notes

#### 1) Banner Title

##### 1a) Transcript Title

Starting a Business

#### 2) Catalog Description

##### 3a) Effective Term

##### 4a) Status

Active (A)

##### 3b) Effective Term

##### 4b) Status

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##### 5) College

Instructional (IN)

##### 6) Division

Business (BUS)

##### 7) Department

Management & Industrial Rel  
(MGT)

##### 8) Approval Code

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##### 9a) CEU or Credit (Low)

3

##### 9b) CEU or Credit Options

None

##### 9c) CEU or Credit (High)

##### 10a) Billing (Low)

3

##### 10b) Billing Options

None

##### 10c) Billing (High)

**10a) Lecture (Low)**  
45

**10b) Lecture Options**  
None

**10c) Lecture (High)**

**11a) Lab (Low)**

**11b) Lab Options**  
None

**11c) Lab (High)**

**12a) Other (Low)**

**12b) Other Options**  
None

**12c) Other (High)**

**13a) Contact (Low)**  
45

**13b) Contact Options**  
None

**13c) Contact (High)**

**14) Repeatability**

**BDE Course Levels**  
Undergraduate (UG)

**16a) Schedule Type**  
HTI  
LEC

**17) Workload**

**18) Grading Options**  
Credit/No Credit (C)  
Standard Letter A-F (L)

**19) Default Grading Option Code**  
L

**20) Prerequisite(s)**

**21) Corequisites**

- Completion of or concurrent enrollment in ENG 22, or ENG 24, or equivalent or consent of instructor.

**22) Prerequisite(s) Text**

**23) Equivalent Course(s)**

Course	Start Term	End Term
BUS125	200240	200640

**24) Mutually Exclusive Courses**

Course	Start Term	End Term
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**25a) Degree Attribute**

**26) Scabase End Term**

**Banner Integration Flag**



**Banner Integration Results**

**Course Fees**

**Fee Code Detail**

**Fee Code Amount**

**Institutional Reporting Code**

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**Course Text**

**Course Text**

**Course URL**

**Integration Partner Codes**

**Learning Objectives**

**Admin Test Space**

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**Status**

Active

Ross Higa