

Certificate in Business Foundations



This certificate builds and maintains the critical skills necessary to develop dynamic successful employees in the rapidly growing service economy. Further, employees will gain insight into customer behavior and attitudes that creates positive customer relationships for your business.

- ➔ Courses are only 8 weeks long
- ➔ Gain insight into customer behavior
- ➔ Foster stronger customer relationships
- ➔ Manage workplace effectiveness
- ➔ Builds critical skills in the service industry

- ➔ Tutoring Services provided
- ➔ Prior Learning Assessment to earn college credit
- ➔ Internships/Job Development available
- ➔ **Federal Financial Aid is available to qualified students**



UNIVERSITY of HAWAII
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COMMUNITY COLLEGE

Please contact us at:
(808) 934-2800 or
email us at:
myfuture@hawaii.edu



Business Foundation Certificate

It is an accelerated way to enhance work-related skills for employees!

The cost of this certificate program is \$910.30

(\$114 per credit hours for resident of Hawaii, Books, and Student Fees of less than 4 credits/semester \$33.50 or greater than 5 credits/semester \$67.00)*

*Student Fees vary at campus locations and may be subject to change.

CLASS SCHEDULING

8 week term: August 25 through October 20, 2014 or January 13 through March 7, 2015

MKT 151 – Principles of Customer Service (3 Credits)

Course builds and maintains the critical skills in today’s rapidly growing service economy. Students will gain insight into customer behavior and attitudes that will develop strategies to create positive customer relationships.

*Textbook info: **Customer Service**/Pearson/ISBN 978-0-13-305625-9/ Timm /6th ed (\$91.40)*

8 week term: October 22 through December 18, 2014 or March 09 through April 30, 2015

BUSN 164 – Career Success (3 Credits)

Presents concepts and theories relating to workplace behavior; managing one’s attitude and relationships for workplace effectiveness.

*Textbook info: **Professionalism**/3rd edition/ Lydia E. Anderson and Sandra Bolt/ Pearson/ ISBN 13:978-0-13-262466-4 (\$67.90)*

For more information please go to:
<http://hawaii.hawaii.edu/programs-courses/>

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This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner.

This project is 100% funded, in the amount of \$12,665,892 by the U.S. Department of Labor and administered by the University of Hawaii.

The Rural Hawaii project is an equal opportunity employer/program and auxiliary aids are available to individuals with disabilities upon request

Hawaii CC does not discriminate on the basis of age, race, sex, color, national origin, or disability or other protected classes in its programs and activities.

For inquiries or complaints concerning our non-discrimination policies, please contact: Disabilities Counselor, Section 504 Coordinator (808-934-2725, Hawaii CC Bldg. 388-Room 106) or Vice Chancellor for Student Affairs, Title IX Coordinator (808-934-2509, Hawaii CC Bldg. 378).



Classes taken for **The Business Foundation Certificate** will count towards the following degrees:

Program Requirements

(AAS Overall [62 credits, cumulative GPA 2.0 required from all courses])
 (CA Overall [29 credits, cumulative GPA 2.0 required from all courses])

*The following courses will be available for credit through portfolio assessment.

Marketing (MKT) Program Course Schedule

Course	Course Name	CA	AAS
*MKT 120	Principles of Marketing	3	3
*BUSN 121	Intro to Word Processing	3	3
or			
*BUSN 123	Word Processing for Business	(3)	(3)
*BUSN 150	Intro to Business Computing †		3
or			
ICS 101	Digital Tools for the Information World	(4)	
SPCO 130	Business and Organization Communication		3
or			
SPCO 151	Intro to Speech and Communication	--	3
	Cultural Environment		3
	(1 Course Required – 3cr)		
	(see elective listing on page two of catalog)		
*MKT 130	Principles of Retailing	3	3
BUSN 89	Electronic Calculating	1	1
*BUSN 164	Career Success	3	3
	(fulfills social environment elective)		
*ECOM	Intro to e-commerce	3	3
ENG 100	Expository Writing/Composition I	--	3
Business Elective Choose 1 (one) course from the following:			
*BUSN 170	Records and Information management;		
ENT 120	Starting a Small Business		
MKT 158	Principles of Web Design II,	--	3
*MKT 292	Integrated marketing Projects (if not taken as a required course)		
*MKT 151	Principles of Customer Service	3	3
MKT 157	Principles of Web Design I	3	3
*BUS 120	Principles of Business	--	3
*BUSN 189	Business Mathematics	--	3
*MGT 124	Principles of Supervision	--	3
MKT	Principles of E-Marketing	3	3
*MKT 193V	Cooperative Vocational Education	3	3
or			
*MKT 292	Integrated Marketing Projects	(3)	(3)
*BUSN 166	Professional Employment Preparation	1	1
*MKT 121	Marketing Topics	--	3
ACC 120	College Accounting I	--	3
or			
ACC 124	Principles of Accounting I	--	3
	Natural Environment Elective		
	(1 course Required - 3 cr)		3
	(See elective listing Semester Total)		

Business Technology (BTEC)

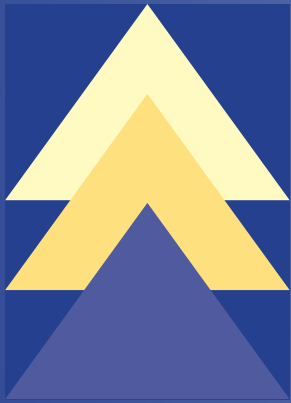
Course	Course Name	CA	AAS
BUSN 89	Electronic Calculating	1	1
*BUSN 123	Word Processing for Business	3	3
*BUSN 164	Career Success	3	3
	(Meets Soc. Env. Requirement for A.A.S.)		
*BUSN 166	Professional Employment Preparation	1	1
BUSN 182	Machine Transcription	3	3
*BUSN 189	Business Mathematics	3	3
*BUSN 150	Intro to Business Computing †	3	3
*BUSN 170	Records and Information Management	3	3
*BUSN 193V	Cooperative Education	3	3
SpCo	SpCo 130 or 151	3	3
Eng	Eng 22 or ESL 15 or higher	3	-
*Bus 120	Principles of Business	-	3
BUSN 151	Intermediate Business Computing	-	3
ACC 120	College Accounting I (or Acc 124 or 201)	-	3
ENG 100	Expository Writing	-	
Composition I		-	3
Elective	Cultural Environment	-	3
Elective	Natural Environment	-	3
BUSN 292	Integrated office Procedures	-	3
ENG 55	Business Communications	-	3
*Business	Business Elective (MKT 151)		8-9
Elective	General Elective		3

†There will be one (1) proctored exam for the semester. During Week 4, you may go to a University of Hawaii testing center during their normal hours (8 am to 4:15 pm) or come to campus in the evening. A proctor will be assigned to monitor your midterm exam on specified days. More detailed announcements will be forthcoming."



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Certificate in Business Essentials



This program lays the groundwork for business skills needed for today's workplace that includes writing, business mathematics, speech, communication, and business computing. Employees with these skills can help a business move beyond its current operations.

- ➔ Introduction to computer systems
- ➔ Hands-on exposure to computer technology
- ➔ Develops critical thinking skills in making personal and business decisions
- ➔ Acquire more effective communication skills
- ➔ Tutoring Services available
- ➔ Prior Learning Assessment to earn college credit
- ➔ Internships/Job Development available
- ➔ **Federal Financial Aid is available for qualified students**



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The cost of this certificate program is \$2055.45

(\$114 per credit hours for resident of Hawaii, Books, and Student Fees of less than 4 credits/semester \$33.50 or greater than 5 credits/semester \$67.00)*

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CLASS SCHEDULING

8 week term: August 25, 2014 through October 20, 2014

BUSN 150 - Intro to Business Computing (3 Credits)

An introduction to computers and the components of a business computer system, including "hands-on" exposure to elementary applications, and learning how computer technology can be applied to satisfy business needs.

Textbook info: Go! Office 2010 – Myitlab package vol1 Author: Gaskin, publisher: PEAEDU, VP ISBN: 0133904407 (\$196.85)

8 week term: October 22, 2014 through December 18, 2014

BUSN 189 - Business Mathematics (3 Credits)

Introduces various accounting and finance computational procedures utilizing the calculator as a tool. Surveys concepts of algebra, logical structure, numeration systems, and statistics. Develops critical thinking skills in making personal and business decisions.

Textbook info: Practical Business Math Procedures, Slater 11e, Special Custom Edition for Hawaii Community College, Chapters 1-12 & 22, Appendices A-E, 4-color, W. Business Math Handbook, w/connect Plus access code, McGraw Hill, 2013, ISBN 978-1-25-927825-9 cost (\$117.15)

16 week term: January 12, 2015 through May 14, 2015 *Compass testing required*

ENG 100 Expository Writing (3 Credits)

Instruction and practice in writing clear, effective university-level prose. Attention to all stages of the process, generating ideas, drafting, revising, and editing.

Textbook info: Bedford Handbook ISBN 978-1-4576080-2-5 (\$101.25)

Textbook info: Points of View: ANTH. of Short Stories ISBN 978-0-451-62872-5 cost (\$8.99)

16 week term: January 12, 2015 through May 14, 2015 *Compass testing required*

SpCo 151 Intro to Speech and communications (3 Credits)

Principles, theories and practices in one-to-one, small group, and one-to-many communication situations through participation in structured activities.

Textbook info: Communication Works ISBN 978-0-07-803681-1 cost (\$138.20)

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(AAS Overall [62 credits, cumulative GPA 2.0 required from all courses])
 (CA Overall [29 credits, cumulative GPA 2.0 required from all courses])

*The following courses will be available for credit through portfolio assessment.

Marketing (MKT) Program Course Schedule

Course	Course Name	CA	AAS
*MKT 120	Principles of Marketing	3	3
*BUSN 121	Intro to Word Processing	3	3
or			
*BUSN 123	Word Processing for Business	(3)	(3)
*BUSN 150	Intro to Business Computing [†]		3
or			
ICS 101	Digital Tools for the Information World	(4)	
SPCO 130	Business and Organization Communication		3
or			
SPCO 151	Intro to Speech and Communication	--	3
	Cultural Environment (1 Course Required – 3cr) (see elective listing on page two of catalog)	--	3
*MKT 130	Principles of Retailing	3	3
BUSN 89	Electronic Calculating	1	1
*BUSN 164	Career Success (fulfills social environment elective)	3	3
*ECOM	Intro to e-commerce	3	3
ENG 100	Expository Writing/Composition I	--	3
Business Elective Choose 1 (one) course from the following:			
*BUSN 170	Records and Information management;		
ENT 120	Starting a Small Business		
MKT 158	Principles of Web Design II,	--	3
*MKT 292	Integrated marketing Projects (if not taken as a required course)		
*MKT 151	Principles of Customer Service	3	3
MKT 157	Principles of Web Design I	3	3
*BUS 120	Principles of Business	--	3
*BUSN 189	Business Mathematics	--	3
*MGT 124	Principles of Supervision	--	3
MKT	Principles of E-Marketing	3	3
*MKT 193V	Cooperative Vocational Education	3	3
or			
*MKT 292	Integrated Marketing Projects	(3)	(3)
*BUSN 166	Professional Employment Preparation	1	1
*MKT 121	Marketing Topics	--	3
ACC 120	College Accounting I	--	3
or			
ACC 124	Principles of Accounting I	--	3
	Natural Environment Elective (1 course Required - 3 cr) (See elective listing Semester Total)	--	3

Business Technology (BTEC)

Course	Course Name	CA	AAS
BUSN 89	Electronic Calculating	1	1
*BUSN 123	Word Processing for Business	3	3
*BUSN 164	Career Success (Meets Soc. Env. Requirement for A.A.S.)	3	3
*BUSN 166	Professional Employment Preparation	1	1
BUSN 182	Machine Transcription	3	3
*BUSN 189	Business Mathematics	3	3
*BUSN 150	Intro to Business Computing [†]	3	3
*BUSN 170	Records and Information Management	3	3
*BUSN 193V	Cooperative Education	3	3
SpCo	SpCo 130 or 151	3	3
Eng	Eng 22 or ESL 15 or higher	3	-
*Bus 120	Principles of Business	-	3
BUSN 151	Intermediate Business Computing	-	3
ACC 120	College Accounting I (or Acc 124 or 201)	-	3
ENG 100	Expository Writing/Composition I	-	3
Elective	Cultural Environment	-	3
Elective	Natural Environment	-	3
BUSN 292	Integrated office Procedures	-	3
ENG 55	Business Communications	-	3
*Business	Business Elective (MKT 151)		8-9
Elective	General Elective		3

[†]There will be one (1) proctored exam for the semester. During Week 4, you may go to a University of Hawaii testing center during their normal hours (8 am to 4:15 pm) or come to campus in the evening. A proctor will be assigned to monitor your midterm exam on specified days. More detailed announcements will be forthcoming."



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Certificate in Retail Foundations



This certificate places an emphasis on various venues of the retail industry including retail operations, merchandise management, principles, practices, and how this industry can have an impact on our economy. Moreover, employees will have an enhanced understanding of supervisory positions that focuses on functions, activities, and other topics related to supervision and application.



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- ➔ Courses can be completely online
- ➔ Emphasis on different retail venues
- ➔ Learn how retail impacts our economy
- ➔ Understanding of supervisory processes
- ➔ Management of human resources
- ➔ Tutoring Services
- ➔ Prior Learning Assessment to earn college credit
- ➔ Internships/Job Development available
- ➔ **Federal Financial Aid is available to qualified students**

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Retail Foundations Certificate

It is an accelerated way to enhance work-related skills for employees!

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CLASS SCHEDULING

**8 week term: August 25, 2014 through October 20, 2014 or
August 25, 2015 through October 20, 2015**

MGT 124 - Principles of Supervision (3 credits)

To enhance the understanding of the supervisory process and the management of human resources. Focuses on supervisory position, function, activities, and topics for supervisors to understand and apply.

*Textbook info: **Supervision**/ Serto / 8th ed. Publisher: McGraw Hill ,Publication, ISBN: 978-0-07-802918-9 (\$181.25)*

**8 week term: October 22, 2014 through December 18, 2014 or
March 9, 2015 through April 30, 2015**

BUSN 164 - Career Success (3 credits)

Presents concepts and theories relating to workplace behavior; managing one's attitude and relationships for workplace effectiveness.

*Textbook info: **Professionalism**, 3rd Edition, by Lydia E. Anderson and Sandra B. Bolt, Pearson Education, Inc. 2013, ISBN: 13:978-0-13-262466-4 (\$67.90)*

8 week term: January 13, 2015 through March 7, 2015

MKT 130 - Principles of Retailing (3 Credits)

An introduction to principles and practices in retailing and its impact on the economy. Emphasis on different retail venues, career opportunities, retail operations and merchandising management.

*Textbook info: **Principles of retailing** ISBN: 978-0-07-353002-4 (\$232.90)*

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or			
*BUSN 123	Word Processing for Business	(3)	(3)
*BUSN 150	Intro to Business Computing		3
or			
ICS 101	Digital Tools for the Information World	(4)	
SPCO 130	Business and Organization Communication		3
or			
SPCO 151	Intro to Speech and Communication Cultural Environment (1 Course Required – 3cr) (see elective listing on page two of catalog)	--	3
		--	3
*MKT 130	Principles of Retailing	3	3
BUSN 89	Electronic Calculating	1	1
*BUSN 164	Career Success (fulfills social environment elective)	3	3
*ECOM	Intro to e-commerce	3	3
ENG 100	Expository Writing/Composition I	--	3
Business Elective Choose 1 (one) course from the following:			
*BUSN 170	Records and Information management;		
ENT 120	Starting a Small Business		
MKT 158	Principles of Web Design II,	--	3
*MKT 292	Integrated marketing Projects (if not taken as a required course)		
*MKT 151	Principles of Customer Service	3	3
MKT 157	Principles of Web Design I	3	3
*BUS 120	Principles if Business	--	3
*BUSN 189	Business Mathematics	--	3
*MGT 124	Principles of Supervision	--	3
MKT	Principles of E-Marketing	3	3
*MKT 193V	Cooperative Vocational Education	3	3
or			
*MKT 292	Integrated Marketing Projects	(3)	(3)
*BUSN 166	Professional Employment Preparation	1	1
*MKT 121	Marketing Topics	--	3
ACC 120	College Accounting I	--	3
or			
ACC 124	Principles of Accounting I	--	3
	Natural Environment Elective (1 course Required - 3 cr) (See elective listing Semester Total)	--	3

Business Technology (BTEC)

Course	Course Name	CA	AAS
BUSN 89	Electronic Calculating	1	1
*BUSN 123	Word Processing for Business	3	3
*BUSN 164	Career Success (Meets Soc. Env. Requirement for A.A.S.)	3	3
*BUSN 166	Professional Employment Preparation	1	1
BUSN 182	Machine Transcription	3	3
*BUSN 189	Business Mathematics	3	3
*BUSN 150	Intro to Business Computing	3	3
*BUSN 170	Records and Information Management	3	3
*BUSN 193V	Cooperative Education	3	3
SpCo	SpCo 130 or 151	3	3
Eng	Eng 22 or ESL 15 or higher	3	-
*Bus 120	Principles of Business	-	3
BUSN 151	Intermediate Business Computing	-	3
ACC 120	College Accounting I (or Acc 124 or 201)	-	3
ENG 100	Expository Writing/Composition I	-	3
Elective	Cultural Environment	-	3
Elective	Natural Environment	-	3
BUSN 292	Integrated office Procedures	-	3
ENG 55	Business Communications	-	3
*Business	Business Elective (MKT 124, MKT 130)	-	8-9
Elective	General Elective		3



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Certificate in Entrepreneurship



This certificate prepares a student to create a comprehensive business plan for a business start-up or to expand your current organization. Students learn to develop skills for innovation and tools to expand business capacity.

- ➔ Understand the marketing process
- ➔ Analyze marketing opportunity
- ➔ Develop marketing strategies
- ➔ Assess your organization's goals and objectives
- ➔ Emphasis on accounting cycles and financial statements
- ➔ Manual Bookkeeping procedures
- ➔ Become versed in accounting systems
- ➔ Focus on supervisory functions
- ➔ Application of supervisory process
- ➔ Learn various finance computational procedures
- ➔ Tutoring Services
- ➔ Prior Learning Assessment to earn college credit
- ➔ Internships/Job Development available
- ➔ **Federal Financial Aid is available to qualified students**



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Entrepreneurship Certificate

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CLASS SCHEDULING

*Student Fees vary at campus locations and may be subject to change.

8 week: August 25, 2014 through October 20, 2014

BUSN 150 - Intro to Business Computing (3 Credits)

An introduction to computers and the components of a business computer system, including "hands-on" exposure to elementary applications, and learning how computer technology can be applied to satisfy business needs.

Textbook info: Go! Office 2010 – Myitlab package vol 1 Author: Gaskin, publisher: PEAEU, VP ISBN: 0133904407(\$196.85)

8 week term: October 22, 2014 through December 18, 2014

BUSN 189 - Business Mathematics (3 Credits)

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Textbook info: Practical Business Math Procedures, Slater 11e, Special Custom Edition for Hawaii Community College, Chapters 1-12 & 22, Appendices A-E, 4-color, W. Business Math Handbook, w/connect Plus access code, McGraw Hill, 2013, ISBN 978-1-25-927825-9 (\$117.15)

16 week term: January 12, 2015 through May 14, 2015

ENT 120 - Starting a Small Business (3 credits)

A practical approach to planning and starting a business in Hawai'i. Student will prepare a comprehensive business plan. Covering topics in marketing analysis, site selection, suppliers, products and price mix, transportation, advertising and promotion, record keeping, and financial statements.

Textbook info: Small Business: Entrepreneurial Bus. Plan. ISBN 978-1-28551699-5-8 (\$206.25)

8 week term: March 9, 2015 through April 30, 2015

MKT 120 - Principles of Marketing (3 credits)

Introduction to marketing concepts and the application to the process of marketing products, services, and ideas to provide value and benefits to both for-profit and non-profit organizations. Students will develop the understanding of the marketing process, analyze marketing opportunities, and develop strategies to fulfill the needs of target markets.

Text: (\$165.60)

16 week term: October 22, 2015 through December 18, 2015

ACC 120 - College of Accounting (3 credits)

An introduction to the accounting profession and basic principles of accounting; emphasis on the accounting cycle through the uses of journals, ledgers worksheets and financial statements. Utilizes forms and procedures predominant in manual bookkeeping and accounting systems.

Textbook info: College Accounting for Hawaii Community College ISBN: 978-0-07-753332-8 (\$160.05)

8 Week term : August 25, 2015 through October 20, 2015

MGT 124 - Principles of Supervision (3 credits)

To enhance the understanding of the supervisory process and the management of human resources. Focuses on supervisory position, function, activities, and topics for supervisors to understand and apply.

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