



Virtual Office Assistant Certificate



This program is designed to help develop the necessary skills to successfully provide administrative support services to clients or employers in a virtual setting. This certificate allows you to take advantage of employment opportunities, regardless of where you reside.

- ➔ Learn to use computer and technology tools
- ➔ Be able to use basic accounting methods
- ➔ Use social media tools, create business and marketing plans
- ➔ Demonstrate administrative assistant or managerial skills while working from a home office.
- ➔ Tutoring Services available
- ➔ Prior Learning Assessment to earn college credit
- ➔ Internships/Job Development available
- ➔ **Federal Financial Aid is available for qualified students**



UNIVERSITY of HAWAII
HAWAII
COMMUNITY COLLEGE

www.hawaii.hawaii.edu/rh

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



Virtual Office Assistant Certificate

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

The cost of this certificate program is \$4013.75

(\$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)*

*Tuition & fees may vary and be subject to change.
Estimated expenses listed are for the 2014-15 academic year.

CLASS SCHEDULING

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

Business 121 – Introduction to Word Processing (3 credits)

Covers proper keyboarding techniques, word processing, concepts (Micro Soft Word), and document formatting of letters, memos, tables, reports, and email. Basic file management and operating system functions are included

Textbook: Greg Coll Keybrd Kit 1-60 For Word 2013 /Ober ISBN: 978-0-07782-463-1 (\$166.45)

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

BUSN 164 – Career Success (3 credits)

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

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

8 week term: January 12 2015 through March 6 2015

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: Go Office! 2010 Myitlab package vol 1/ Gaskin/Pearson eText ISBN: 0133095908 (\$196.85)

8 week term: March 6, 2015 through May 6, 2015

BUSN 151 –Intermediate Business Computing (3 credits)

Expands the concepts of business computing introduced in BUSN 150. Develops greater proficiency in creating, modifying, and printing documents, spreadsheets, database queries, reports and forms. Broadens knowledge of word processing, spreadsheet, database, and presentation software utilizing intermediate and advance level features of the software.

Textbook: Go! For Office 2013 Bus 151 Pkg HCC/ Gaskin/ISBN: 978-0-13-341179-9 (\$164.80)

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

(or see ACC 201)

ACC 124 – Principles of Accounting I (3 credits)

Accounting theory and methods used to record and report financial information for services and merchandising businesses Topics include steps in the accounting cycle and use of basic financial statements.

Textbook: Fundamental Accounting Principles/Shrink ISBN: 978-1-1218368-4-6 (\$117.15)

For more information please go to:

<http://hawaii.hawaii.edu/programs-courses/>
<http://hawaii.hawaii.edu/rh/>

We look forward to answering any questions you may have.
Please contact us at: (808) 934-2800 or
email us at: myfuture@hawaii.edu

16 week term: August 24, 2015 through December 18, 2015

BUSN 158 – Social Media and Collaboration Tools for Business (3 credits)

Introduction to social media and collaboration tools as it relates to business. Students learn how to effectively create, maintain, and update blogs, social media sites (i.e. Facebook, Google+, LinkedIn, Pinterest, Twitter, and You Tube), and internal/external collaboration and communication tools. Organizational management of cloud storage will be covered.

Textbook: Social Media and Collaboration Tools for Business 1st Ed/ ISBN: 978-1-269-27830-0 (\$112.40)

ACC 201 – Introduction to Financial Accounting (3 credits)

(or see ACC 124)

An introduction to accounting principles and practices used to record and communicate financial information. Analyze methods for valuating assets, liabilities, and equity of an organization.

Textbook: Fundamentals of Finance Acct Pkg/Libby, Phillips/4th Ed/ Shrink ISBN: 978-0-07-339851-8 (\$151.35)

16 week term: January 11, 2016 through May 13, 2016

BUSN 159 – Creating and Managing the Virtual Office (3 credits)

This course will explore concepts and issues involved in establishing a virtual assistant business research, and prepare a comprehensive business and marketing plan.

Textbook: (Approximate cost \$150.00)

BUSN 193V – Cooperative Vocational Education (variable)

Provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program.

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.

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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).