

BUSINESS EDUCATION PROGRAMS

Introduction: The College offers a range of Business Education programs to the public in several different ways. Degree and certificate programs prepare students for entry-level positions in the workplace. The College's transfer programs prepare students for transfer to four-year institutions. Also, the College demonstrates its commitment to life-long learning through a series of continuing education offerings aimed at working professionals and alumni.

Degree/Certificate Programs: Four AS degree options are offered in the areas of Accounting, eBusiness, Information Technology, and Marketing. Three Certificate of Achievement options are offered in Accounting, Information Technology, and Marketing. Certificates of Completion are offered for Customer Service, Entrepreneurship, Front-End Graphical User Interface (GUI) Development with Database Connectivity, Payroll Preparer, and Tax Preparer. Certificates of Competence are offered in Database Administration, Entrepreneurship, Help Desk Services, Information Technology, Management, Programming and Small Business Networking and PC Maintenance, Support and Installation.

Transfer Programs: The College also provides transfer advising and support for students who plan to transfer to baccalaureate institutions such as the University of Hawai'i at Hilo, University of Hawai'i at Mānoa, the University of Hawai'i – West O'ahu, Chaminade University, or Hawai'i Pacific University. General information about transferring can be found in this catalog in the Transfer Advising section. For more information please contact a Business Education counselor (734-9010).

Lifelong Learning Credit/Continuing Education Programs: Continuing education short-term business and computer classes are available to the public. These are offered through the Continuing Education Registration Office (734-9211). For more information about continuing education courses, certificates and training in business writing, interpersonal communication, supervision, and small business management, contact Edward Valdez (734-9153 or edwardv@hawaii.edu). For information about international business language and computer and information technology, please contact the Business Education Department, Kopiko 201 (734-9140 or kapbused@hawaii.edu). Information about Kapi'olani Community College is also available at <http://programs.kcc.hawaii.edu/~continuinged/>.

CAREER and ACADEMIC OPTIONS
BUSINESS EDUCATION PROGRAMS

ACCOUNTING

CAREER OPTIONS	ACADEMIC OPTIONS
Entry-level positions in accounting in business and government such as Accounts Payable Manager, Accounts Receivable Manager, Inventory Systems Manager, Payroll Administrator, Tax Accounting Paraprofessional, Cost Accounting Paraprofessional, Property Management Accounting Paraprofessional, Accounting Supervisor, Independent Small Business Accounting Paraprofessional, Tax Services Associate, Tax Preparer, Office Manager, Small Business Accountant/Information Technology Manager, MAS90 Accounting System Manager, QuickBooks Accounting System Manager, QuickBooks Consultant	Associate in Science – Accounting (60 credits)
Entry- level bookkeepers/assistant bookkeepers, Accounts Payable clerk, Accounts Receivable clerk, Inventory clerk, Payroll clerk, Tax Accounting clerk, Cost Accounting clerk, Property Management Accounting clerk, Tax Services Associate, Tax Preparer, Small Business Office Manager, Small Business Accountant/Information Technology Manager	Certificate of Achievement - Accounting (30 credits)
Payroll preparers, Payroll clerks, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service bureaus, or in business or government.	Certificate of Completion – Payroll Preparer (15 credits)
Tax preparers, Payroll clerks/payroll administrators, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service bureaus, or in business or government	Certificate of Completion – Tax Preparer (15 credits)

E-BUSINESS

CAREER OPTIONS	ACADEMIC OPTIONS
Assistant Project Manager, Internet Marketing Manager, Project Coordinator, Intranet Manager, Internet Developer, WebAnalyst/Developer, Telemarketing Customer Service Representative, IT Associate, Office Manager, Administrative Associate, Call Center Customer Service Representative, Account Manager/Coordinator, Marketing PR Associate, Internet Product Associate, Billing, Sales, and Technical Support front line entry level positions.	Associate in Science - eBusiness (60 credits) Please note: the eBusiness program is not currently accepting new students.

INFORMATION TECHNOLOGY

CAREER OPTIONS	ACADEMIC OPTIONS
Computer support specialist, technical support specialist, help desk technician, database developer or administrator, network administrator to set up and configure a local area network, front-end GUI interface programmer, or Web developer using rapid prototyping tools to produce the front-end GUI interface with connectivity to appropriate databases at the back-end.	Associate in Science - Information Technology (63 credits)
Entry level positions in Information Technology and non Information Technology under direct supervision in the business work environment involving computer support: help desk, cabling and basic networking, minor office application support, and training.	Certificate of Achievement - Information Technology (30 credits)
Retraining programmers in front-end graphical user interface (GUI) development with database connectivity.	Certificate of Completion - Front-End Graphical User Interface (GUI) Development with Database Connectivity (12 credits)
Appropriate for upgrading the Database Administration skills of industry members	Certificate of Competence – Database Administration (9 credits)
Appropriate for upgrading the support skills of industry members or for an entry level position in a larger organization	Certificate of Competence – Help Desk Services (9 credits)
Appropriate for upgrading the programming skills of industry members	Certificate of Competence – Programming (9 credits)
Entry level PC systems maintenance/support, and network support in a small business environment.	Certificate of Competence in Small Business Networking and PC Maintenance, Support and Installation (9 credits)

MARKETING

CAREER OPTIONS	ACADEMIC OPTIONS
Merchandising/marketing careers such as assistant buyer, assistant department manager	Associate in Science - Marketing (66 credits)
Entry level positions such as stock clerk, receiving clerk, display person, warehouseman	Certificate of Achievement - Marketing (30 credits)
For the novice or professional business person who has minimal or no experience in managing customer relationships	Certificate of Completion – Customer Service (15 credits)
Appropriate for upgrading skills for a small, medium, or large company	Certificate of Competence – Management (9 credits)
Appropriate for upgrading the skills necessary in the retail industry	Certificate of Competence – Retailing (9 credits)

ENTREPRENEURSHIP

CAREER OPTIONS	ACADEMIC OPTIONS
Establish and operate a small business in Hawai'i	Certificate of Completion – Entrepreneurship (18 credits)
Appropriate for upgrading the skills necessary in the entrepreneur industry	Certificate of Competence – Entrepreneurship (9 credits)

LIFELONG LEARNING

CAREER OPTIONS	ACADEMIC OPTIONS
Professional development courses designed specifically for working adults or adults needing to enhance their skills to refocus their careers or start on a new one. These courses focus on skills such as leadership and management, interpersonal communication, writing and public speaking, and small business management. Advanced Technical Training courses include Info Tech Professional Certification preparation, software applications, AutoCAD, Operating Systems, and Design tools for web development or graphic arts.	Continuing Education Registration Office (734-9211) http://programs.kcc.hawaii.edu/~continuinged
PC systems maintenance/support, OS installation, PC systems maintenance/support, OS installation, and network support in a small business environment.	Certificate of Competence in Small Business Networking and PC Maintenance, Support and Installation (135 hours)

ACCOUNTING CURRICULA**ASSOCIATE IN SCIENCE,
ACCOUNTING
(60 SEMESTER CREDITS)**

Program Description: The Accounting Program at Kapi'olani Community College prepares students for paraprofessional accounting positions in small business, public accounting, private industry, nonprofits and governmental organizations. Students get practical, hands-on experience practicing workplace-relevant skills and techniques.

As a capstone to the accounting degree, a specially designed class allows students to gain actual job experience while earning credits towards graduation. Other courses provide students with hands-on experience through workplace-relevant simulations that accurately model the demands of the workplace.

Program Student Learning Outcomes: Upon successful completion of the Associate in Science degree in Accounting, the student should be able to:

- Compile and prepare accurate and timely financial information for analysis and legal requirements.
- Perform accounting and reporting functions using an accounting information system.
- Practice within the professional/ethical/legal parameters of the business environment.
- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve (team or) organizational goals.
- Develop, manage, query and/or track data to make informed business decisions.
- Take advantage of personal and professional opportunities to maximize growth within the business field (industry).
- Use traditional and emerging technologies to improve quality of business solutions and increase productivity.
- Recognize and adapt to the local/global organization and culture.
- Demonstrate problem solving skills and strategies.

ASSOCIATE IN SCIENCE CURRICULUM, ACCOUNTING (60 CREDITS)		• = Suggested Semester				
Course	Title	Cr	1	2	3	4
General Education Requirements (15 credits)						
ENG 160 or ENG 209 or ENG 100 or ESL 100	Business and Technical Writing Business and Managerial Writing Composition I Composition I	3		•		
BUS 100 or BUS 250 or MATH 103 or higher level mathematics	Using Mathematics to Solve Business Problems Applied Math in Business Fundamentals of College Algebra	3			•	
KCC AS/AH	AS Arts & Humanities elective (SP 251 is recommended)	3		•		
KCC AS/NS	AS Natural Science elective (100 level or higher)	3				•
KCC AS/SS	AS Social Science elective (ECON 120 is recommended)	3			•	
Business Requirements (12 credits)						
BUS 120	Introduction to Business	3	•			
BLAW 200	Legal Environment of Business	3			•	
eBUS 101	Introduction to eBusiness	3	•			
ICS 100 or ICS 101 or	Computing Literacy and Applications Digital Tools for the Information World	3	•			
Accounting Courses (30 credits)						
ACC 201	Financial Accounting	3	•			
ACC 202	Managerial Accounting	3		•		
ACC 132	Payroll and Hawaii General Excise Taxes	3	•			
ACC 134	Individual Income Taxes	3		•		
ACC 137	Business Income Taxes	3			•	
ACC 150	QuickBooks® for Hawaii Businesses	3		•		
ACC 155	Advanced Excel® for Businesses	3			•	
ACC 293V	Accounting Internship	3				•
ACC 231	Professional Skills - Capstone	3				•
ACC 251 (any Alpha)	Topics in Accounting Applications - Midrange Solutions	3				•
Business Electives (3 credits) – Choose from the following areas but do not choose the same course used to fulfill a requirement listed above.						
BUS	any BUS course numbered 100 or higher					
eBUS	any eBUS course numbered 100 or higher					
ECON 120	Introduction to Economics					
ECON 130	Principles of Economics (Microeconomics)					
ECON 131	Principles of Economics (Macroeconomics)					
ENT	any ENT course numbered 100 or higher (except ENT 150)					
ICS	any ICS course numbered 100 or higher					

ITS	any ITS course numbered 100 or higher					
MGT	any MGT course numbered 100 or higher					
MKT	any MKT course numbered 100 or higher					
TOTAL		60				
<p><i>The issuance of an AS degree requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.</i></p> <p><i>Please note: A grade of "C" or higher in all accounting courses is required for the AS degree. Lists of AS elective courses (KCC AS/AH, AS/NS and AS/SS) are in the "Degree and Certificate Programs" section.</i></p>						

**CERTIFICATE OF ACHIEVEMENT,
ACCOUNTING
(30 SEMESTER CREDITS)**

Program Description: The Certificate of Achievement in Accounting at Kapi'olani Community College prepares students for entry level advanced clerical, junior paraprofessional, or professional accounting positions in small business, public accounting, private industry, nonprofits and governmental organizations. Students get practical, hands-on experience practicing workplace-relevant skills and techniques.

Program Student Learning Outcomes: Upon successful completion of the Certificate of Achievement in Accounting the student should be able to:

- Compile and prepare accurate and timely financial information for analysis and legal requirements.
- Perform accounting and reporting functions using an accounting information system.
- Practice within the professional/ethical/legal parameters of the business environment.
- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve (team or) organizational goals.
- Develop, manage, query and/or track data to make informed business decisions.
- Take advantage of personal and professional opportunities to maximize growth within the business field (industry).
- Use traditional and emerging technologies to improve quality of business solutions and increase productivity.
- Recognize and adapt to the local/global organization and culture.
- Demonstrate problem solving skills and strategies.

CERTIFICATE OF ACHIEVEMENT CURRICULUM, ACCOUNTING (30 CREDITS)		• =Suggested Semester		
Course	Title	Cr	1	2
General Education Requirements (6 credits)				
ENG 160 or ENG 209 or ENG 100 or ESL 100	Business and Technical Writing Business and Managerial Writing Composition I Composition I	3		•

BUS 100 or BUS 250 or MATH 103 or higher level mathematics	Using Mathematics to Solve Business Problems Applied Math in Business Fundamentals of College Algebra	3		•
Accounting and ICS courses (24 credits)				
ACC 201	Financial Accounting	3	•	
ACC 202	Managerial Accounting	3		•
ACC 132	Payroll and Hawaii General Excise Taxes	3	•	
ACC 134	Individual Income Taxes	3	•	
ACC 137	Business Income Taxes	3		•
ACC 150	QuickBooks® for Hawaii Businesses	3	•	
ACC 155	Advanced Excel® for Businesses	3		•
ICS 100 or ICS 101	Computing Literacy and Applications Digital Tools for the Information World	3		•
TOTAL		30		
<p><i>The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.</i></p> <p><i>Please note: To fulfill the requirements for the certificate, a grade of "C" or higher is required in all accounting courses.</i></p>				

**CERTIFICATE OF COMPLETION,
PAYROLL PREPARER
(15 SEMESTER CREDITS)**

Program Description: The Certificate of Completion, Payroll Preparer, provides students with a set of hands-on workplace skills that employers demand. These skills will allow them to accurately and efficiently prepare tax returns for employers with simple to moderately complex payroll systems and employment tax returns. Successful completers should also be able to administer all or a portion of a payroll subsystem for a company or client. Likely positions for those earning the certificate are payroll preparers, payroll clerks, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service bureaus, or in business or government.

Program Student Learning Outcomes: Upon successful completion of the Certificate of Completion, Payroll Preparer, the student should be able to:

- Compile and prepare accurate and timely financial information for analysis and legal requirements.
- Perform accounting and reporting functions using an accounting information system.
- Practice within the professional/ethical/legal parameters of the business environment.
- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve (team or) organizational goals.

- Develop, manage, query and/or track data to make informed business decisions.
- Take advantage of personal and professional opportunities to maximize growth within the business field (industry).
- Use traditional and emerging technologies to improve quality of business solutions and increase productivity.
- Recognize and adapt to the local/global organization and culture.
- Demonstrate problem solving skills and strategies.

CERTIFICATE OF COMPLETION CURRICULUM, PAYROLL PREPARER (15 CREDITS)		*=Suggested Semester		
Course	Title	Cr	1	2
ACC 201	Financial Accounting	3	•	
ACC 132	Payroll and Hawaii General Excise Taxes	3	•	
ACC 150	QuickBooks® for Hawaii Businesses	3	•	
ACC 155	Advanced Excel® for Businesses	3	•	
ICS 101 or ICS 100	Tools for the Information Age Computing Literacy and Applications	3	•	
TOTAL		15		
<p><i>The issuance of a Certificate of Completion requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.</i></p> <p><i>Please note: For the Payroll Preparer certificate, a grade of "C" or higher is required in all applicable accounting courses.</i></p>				

**CERTIFICATE OF COMPLETION,
TAX PREPARER
(15 SEMESTER CREDITS)**

Program Description: The Certificate of Completion, Tax Preparer, provides students with a set of hands-on workplace skills that employers demand. These skills will allow them to accurately and efficiently prepare tax returns for clients with simple to moderately complex returns. Successful completers should also be able to administer all or a portion of a payroll subsystem for a company and prepare required employment tax returns and other forms. Likely positions for those earning the certificate are; tax preparers, payroll clerks/payroll administrators, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service bureaus, or in business or government.

Program Student Learning Outcomes: Upon successful completion of the Certificate of Completion, Tax Preparer, the student should be able to:

- Compile and prepare accurate and timely financial information for analysis and legal requirements.
- Perform accounting and reporting functions using an accounting information system.
- Practice within the professional/ethical/legal parameters of the business environment.
- Demonstrate interpersonal and professional communication skills in person and online; work

- collaboratively to achieve (team or) organizational goals.
- Take advantage of personal and professional opportunities to maximize growth within the business field (industry).
 - Use traditional and emerging technologies to improve quality of business solutions and increase productivity.
 - Demonstrate problem solving skills and strategies.

CERTIFICATE OF COMPLETION CURRICULUM, TAX PREPARER (15 CREDITS)		*=Suggested Semester		
Course	Title	Cr	1	2
ACC 201	Financial Accounting	3	•	
ACC 202	Managerial Accounting	3		•
ACC 132	Payroll and Hawaii General Excise Taxes	3	•	
ACC 134	Individual Income Taxes	3	•	
ACC 137	Business Income Taxes	3		•
TOTAL		15		
<p><i>The issuance of a Certificate of Completion requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.</i></p> <p><i>Please note: To fulfill the requirements for the Tax Preparer certificate, a grade of "C" or higher is required in all applicable accounting courses.</i></p>				

EBUSINESS CURRICULUM

(Please note that the eBUS program is stopped out; beginning fall 2007 KCC is not accepting students as eBUS majors.)

ASSOCIATE IN SCIENCE, EBUSINESS (60 SEMESTER CREDITS)

Program Description: Students can take their career cues from the eBusiness communities in Honolulu and Silicon Valley who have defined the skill sets needed for KCC eBusiness graduates to enter career-track professions in the year 2004 and beyond. The promotable skill sets students will take with them when they graduate are:

- Teamwork
- Project Management
- Technical Savvy
- Communications
- Business sense
- Career development

Customer Relationship Management (CRM) frames these smart skills for students who are looking for career jobs in positions such as Assistant Project Manager, Project Coordinator, Call Center Customer Service Representative, Internet Product Associate, and many more. eBusiness graduates will help large and middle-sized companies in Hawai'i (and elsewhere) better understand customer behavior, manipulate customer databases, identify specific and profitable market segments, and design effective marketing strategies. Information Technology, eBusiness, Marketing, Accounting and New Media Arts classes combined with general education define the program. Paid and unpaid internships plus community service activities will give students the opportunity to gain extracurricular experience that tests their practical promotable skills in a real-life business setting. Upon satisfactory completion with a grade of "C" or higher on all 60 required credits a student will earn an Associate in Science degree.

Teamwork exercises, technical presentations, case studies, and project management scenarios are the teaching methods used. Students will gain both hands-on skills and conceptual knowledge. If students are looking for career positions in business upon graduation, this degree will get them where they want to go.

Program Competencies: Upon successful completion of the Associate in Science degree in eBusiness, the student should be able to:

- Apply for a career-track position in the Hawai'i business environment
- Work effectively in teams
- Manage projects
- Demonstrate the ability to make a presentation using whiteboards, flip charts, power point, and/or web page presentations
- Use information technology for acquiring, retaining, and building customer relationships
- Demonstrate technical savvy in electronic business applications
- Exhibit effective oral and written communication in both interpersonal and group settings
- Demonstrate general business skills: problem-solving, research, and project management
- Understand current eBusiness models in a competitive environment
- Understand the functions of networks in eBusiness environments
- Communicate electronically to achieve specific effects among various organizational stakeholders
- Know how to appraise eBusiness opportunities in terms of costs and benefits
- Be able to collect, analyze, and apply electronic customer data profitably
- Search online resources efficiently and evaluate their integrity
- Build effective Web sites
- Understand basic attitudes and values of business and individual buyers
- Understand the technologies, standards and protocols underlying electronic commerce systems
- Have an appreciation of social responsibility, ethical and legal issues in relation to electronic business
- Value quality work, have self-motivation to learn, and display responsible and professional attitudes and behavior.

ASSOCIATE IN SCIENCE DEGREE CURRICULUM, eBUSINESS (60 CREDITS)		
Course	Title	Cr
General Education Requirements (15 credits)		
ENG 160	Business and Technical Writing	3
BUS 100	Using Mathematics to Solve Business Problems	3
KCC AS/AH	AS Arts & Humanities Elective (100 level or higher)	3
KCC AS/NS	AS Natural Science Elective (100 level or higher)	3
ECON 120	Introduction to Economics	3

Business Requirements (18 credits)		
MKT 120	Principles of Marketing	3
ACC 101	Money Metrics	3
ITS 102	Information Technology Tools for Business	3
ITS 113	Introduction to SQL & Database Design	3
ART 112 or ART 190	Introduction to Digital Art Topics in New Media Studies	3
ITS 124	Small Business Networking	3
eBusiness Courses (27 credits)		
EBUS 101	Introduction to eBusiness	3
EBUS 110	Customer Relationship Management Fundamentals	3
EBUS 150	Integrated Marketing Communication	3
EBUS 210	Advanced Customer Relationship Management	3
EBUS 220	Persuasive Business Communications	3
EBUS 230	Supply Chain Management	3
EBUS 240	Business Intelligence and Legal Issues	3
EBUS 280	Building eBusiness Relationships	3
EBUS 290	eBusiness Seminar	3
	TOTAL	60
<p><i>The issuance of an AS degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.</i></p>		

INFORMATION TECHNOLOGY CURRICULA

ASSOCIATE IN SCIENCE, INFORMATION TECHNOLOGY (63 SEMESTER CREDITS)

Program Description: The Information Technology program is career-oriented and competency-based. The program focuses on strong programming fundamentals, network connectivity, hands-on type projects, front-end graphical user interface (GUI) programming with strong connectivity to databases such as Microsoft ACCESS, Microsoft SQL Server, and Oracle in a stand alone as well as a Web environment. This is all done within the context of supporting business activities. Upon satisfactory completion of 63 credits, the student earns an Associate in Science degree. Along the way to the AS degree students can also earn Certificates of Competence in Help Desk Services, Programming, and Database Administration. Graduates are prepared to perform services as a computer support specialist, technical support specialist, help desk technician, database developer or administrator, network administrator to set up and configure a local area network, front-end GUI interface programmer, or Web developer using rapid prototyping tools to produce the front-end GUI interface with connectivity to appropriate databases at the back-end.

The program includes a combination of business, computer, and information technology courses and selected general education courses that emphasize business concepts, business writing, or communications. Campus-based computer and networking projects, faculty-supervised laboratories, and workplace internships provide hands-on experience designed to prepare students for positions in the field. Students gain a perspective of the role that information

technology plays in a business environment. The program also places an emphasis on teamwork, written and oral communication skills, and presentations skills within the context of a business environment.

Program Competencies: Upon successful completion of the Associate in Science degree in Information Technology, the student should be able to:

- Explain basic functions of a computer and its components.
- Explain the use of information systems in a small to medium size business.
- Explain World Wide Web's impact on businesses and information technology.
- Implement the hardware, software and application components of a business information system.
- Analyze a business requirement through methods such as data collection, initial specification, documentation, file lay out, and program design.
- Analyze, design, program, debug, and implement business system specifications in object-oriented (Visual Basic, C++, Java, etc.) programming environments.
- Design and administer databases and their applications that allow queries and report generation.
- Perform transaction processing on databases (e.g., ACCESS, MS SQL Server, Oracle, MySQL, etc.) on a standalone computer, network environment, or on the Internet.
- Use command language (e.g., MSDOS, JCL, UNIX, etc.) on a personal computer, workstation computer, and mainframe computer to create files, perform system functions, establish command programs, manipulate queues, sort files, list files, edit files, compile programs, and set up job stream requirements.
- Use World Wide Web clients to effectively access information on the World Wide Web.
- Design Web applications that access data from databases and present the data in a useful form.
- Use software development tools to create Web applications that access/update data from databases and disseminate information on the World Wide Web.
- Set up, install, configure, and trouble shoot a stand alone personal computer.
- Set up local area network hardware.
- Perform basic network cabling.
- Perform administration of server in a networked environment.
- Communicate in written or oral form, a system solution, its documentation, and its training modules.
- Work as a team member on a group project.
- Present to an audience information using presentation tools.
- Value quality work, have self-discipline, and be a responsible member of the profession.

Program Student Learning Outcomes: Upon successful completion of the Associate in Science degree in Information Technology, the student should have met Student Learning Outcomes (SLOs) for Business Education (items 3—9) and the Information Technology AS program (items 1-2). The student should be able to:

- 1) Develop Information Technology systems for business through analysis, critical design, testing and implementation.
- 2) Provide Information Technology support to business systems.
- 3) Practice within the professional/ethical/legal parameters of the business environment.
- 4) Demonstrate interpersonal and professional communication skills in person and online
- 5) Work collaboratively to achieve (team) organizational goals.
- 6) Develop, manage, query and/or track data to make informed business decisions.
- 7) Use traditional and emerging technologies to improve quality of business solutions and increase productivity.
- 8) Recognize and adapt to the local/global organization and culture.
- 9) Demonstrate problem solving skills and strategies.

ASSOCIATE IN SCIENCE CURRICULUM, INFORMATION TECHNOLOGY (63 CREDITS)		• =Suggested Semester				
Course	Title	Cr	1	2	3	4
General Education Requirements (15 credits)						
ENG 100 or ESL 100 or ENG 160	Composition I Composition I Business and Technical Writing	3		•		
BUS 100 or BUS 250 or MATH 103 or higher level mathematics	Using Mathematics to Solve Business Problems Applied Math in Business Fundamentals of College Algebra	3			•	
KCC AS/AH	AS Arts & Humanities elective (100 level or higher)	3				•
KCC AS/NS	AS Natural Science elective (100 level or higher)	3				•
ECON 120	Introduction to Economics	3				•
General Support Courses (12 credits)						
ACC 201	Introduction to Financial Accounting	3		•		
BUS 120	Principles of Business	3	•			
eBUS 101	Introduction to eBusiness	3				•
ICS 100 or ICS 101	Computing Literacy and Applications Digital Tools for the Information World	3	•			
Information Technology Courses (36 credits)						
ITS 124	Small Business Networking	3	•			
ITS 128	Introduction to Problem Solving	3	•			
ITS 129	Introduction to Databases	3	•			
ITS 144	Business PC System Maintenance/Support and OS Installation	3		•		
ITS 148	Visual Basic I	3		•		
ITS 149AD	Database Administration I	3		•		
ITS 224	Help Desk Support Practices	3			•	
ITS 227	Web Site Development	3			•	
ITS 228	Visual Basic II	3			•	
ITS 229AD	Database Administration II	3			•	
ITS 220 (any Alpha) or ITS 221 (any Alpha)	Topics in Networking Technologies Topics in System Development	3				•
ITS 293	Information Technology Program Internship	3				
TOTAL		63				

The issuance of an AS degree requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.

Please note: A grade of "C" or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the Information Technology degree.

**CERTIFICATE OF ACHIEVEMENT,
INFORMATION TECHNOLOGY
(30 SEMESTER CREDITS)**

Program Description: The Certificate of Achievement in Information Technology program is a competency-based program that is designed to prepare students for Information Technology and non-Information Technology entry-level positions in a business environment involving computer support: help desk, cabling and basic networking, minor office application support, and training. The certificate will enhance the Information Technology skills of the small business owner, non-IT account clerk, office administrator, office manager, and health, legal, hospitality, or other professional to become the key Information Technology support users in their respective areas.

Program Student Learning Outcomes (SLOs): Upon successful completion of the Certificate of Achievement in Information Technology, the student should have met the following Information Technology and Business Education Student Learning Outcomes (SLOs):

1. Develop Information Technology systems for business through analysis, critical design, testing and implementation. (Assessed through project work in ITS 124, 128, and 129)
2. Provide Information Technology support to business systems. (Assessed through project work in ITS 224)
3. Practice within the professional/ethical/legal parameters of the business environment. (Assessed through project work in all ITS courses)
4. Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve (team) organizational goals. (Assessed through group work in BUS 120 and ITS 224 projects)
5. Use traditional and emerging technologies to improve quality of business solutions and increase productivity. (Assessed through project work in ITS 129 and ITS 224)
6. Recognize and adapt to the local/global organization and culture. (Assessed through project work in ITS 224)
7. Demonstrate problem solving skills and strategies. (Assessed through project work in all ITS courses)

Program Competencies: Upon successful completion of the Certificate of Achievement in Information Technology, the student should be able to:

- Explain basic functions of a computer and its components.
- Explain the use of information systems in a small to medium size business.
- Explain the World Wide Web's impact on businesses and information technology.
- Use World Wide Web clients to effectively access information on the World Wide Web.
- Set up local area network hardware.
- Perform basic network cabling.
- Install and maintain hardware and software.

- Solve problems and troubleshoot by analyzing situations.
- Assemble, maintain, troubleshoot various PC hardware components.
- Perform file system and disk maintenance.
- Install an operating system.
- Communicate in written or oral form, a system solution, its documentation, and its training modules.
- Work as a team member on a group project.
- Present to an audience information using presentation tools.
- Value quality work, have self-discipline, and be a responsible member of the profession.

CERTIFICATE OF ACHIEVEMENT CURRICULUM, INFORMATION TECHNOLOGY (30 CREDITS)		
Course	Title	Cr
General Education Requirements (6 credits)		
ENG 100 or ENG 160 or ESL 100	Composition I Business and Technical Writing Composition I	3
BUS 100 or BUS 250 or MATH 103 or higher level mathematics	Using Mathematics to Solve Business Problems Applied Math in Business Fundamentals of College Algebra	3
Business Requirements (6 credits)		
ACC 201	Introduction to Financial Accounting	3
BUS 120	Principles of Business	3
Information Technology Courses (18 credits)		
ICS 100 or ICS 101	Computing Literacy and Applications Digital Tools for the Information World	3
ITS 124	Small Business Networking	3
ITS 128	Introduction to Problem Solving	3
ITS 129	Introduction to Databases	3
ITS 144	Business PC System Maintenance/Support and OS Installation	3
ITS 224	Help Desk Support Practices	3
TOTAL		30
<i>The issuance of an AS degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.</i>		
<i>Please note: In order to receive the certificate, a grade of "C" or higher is required in all Information Technology courses.</i>		

**CERTIFICATE OF COMPLETION,
FRONT-END GRAPHICAL USER INTERFACE DEVELOPMENT WITH DATABASE
CONNECTIVITY
(12 SEMESTER CREDITS)**

Program Description: The Certificate of Completion in Front-End Graphical User Interface (GUI) Development with Database Connectivity is a competency-based program designed for

the professional programmer who has little to no experience in using Visual Basic to develop front-end GUI programs with database connectivity. This certificate is appropriate for upgrading the programming skills of industry members. It is not meant for students who have no prior industry background in programming. Students who are not programming professionals in the information technology field should consider the Associate in Science degree in Information Technology or the Certificate of Achievement in Information Technology program. It is assumed that professional programmers have knowledge and skills taught in introductory courses (ITS 102 Information Technology Tools for Business and ITS 103 Introduction to the Programming Process).

Program Competencies: Upon successful completion of the Certificate of Completion in Information Technology, the student should be able to:

- Complete an analysis of a business requirement including data collection, initial specification, documentation, file layout, and program design.
- Develop front-end GUI programs to access a database.
- Document GUI programs.

CERTIFICATE OF COMPLETION CURRICULUM, FRONT-END GRAPHICAL USER INTERFACE (GUI) DEVELOPMENT WITH DATABASE CONNECTIVITY (12 CREDITS)		
Course	Title	Cr
Information Technology Courses (12 credits)		
ITS 113	Introduction to SQL and Database Design	3
ITS 118	Visual Basic for Business Applications	3
ITS 151	Applied Database Programming Using Visual Basic	3
ITS 221B or ITS 221F or ITS 221K	Topics in System Development: Systems Analysis Topics in System Development: Databases Topics in System Development: Project Management	3
TOTAL		12
<i>The issuance of a Certificate of Completion requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.</i>		
<i>Please note: To fulfill the requirements for the certificate, a grade of "C" or higher is required in all Information Technology courses.</i>		

CERTIFICATE OF COMPETENCE, DATABASE ADMINISTRATION (9 SEMESTER CREDITS)

Program Description: The Certificate of Competence in Database Administration is a competency-based program designed for the novice or professional Information Technology worker who has little to no experience in Database Administration. This certificate is appropriate for upgrading the Database Administration skills of industry members or for a focus for Information Technology AS students.

Program Competencies: Upon successful completion of the Certificate of Competence in Database Administration the student should be able to:

- Use a relational database: query, report, data input.
- Administer or manage a relational database for a small to medium size company.
- Document administrative work performed.

CERTIFICATE OF COMPETENCE CURRICULUM, DATABASE ADMINISTRATION (9 CREDITS)		* = Suggested Semester		
Course	Title	Cr	1	2
Information Technology Requirements (9 credits)				
ITS 129	Access and SQL	3	•	
ITS 149AD	Database Administration I	3		•
ITS 229AD	Database Administration II	3		•
TOTAL		9		
<p><i>Please note: A grade of "C" or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate.</i></p>				

**CERTIFICATE OF COMPETENCE,
HELP DESK SERVICES
(9 SEMESTER CREDITS)**

Program Description: The Certificate of Competence in Help Desk Services is a competency-based program designed for the novice or professional Information Technology worker who has little to no experience in providing Information Technology Help Desk Support. This certificate is appropriate for upgrading the support skills of industry members or for an entry level position in a larger organization.

Program Competencies: Upon successful completion of the Certificate in Help Desk Services, the student should be able to:

- Take and categorize help desk requests.
- Analyze help desk requests and locate possible solution resources.
- Resolve help desk issue and/or talk the requester through the resolution.
- Document incidents for inclusion in updated database.

CERTIFICATE OF COMPETENCE CURRICULUM, HELP DESK SERVICES (9 CREDITS)		* = Suggested Semester		
Course	Title	Cr	1	2
Information Technology Requirements (9 credits)				
ITS 124	PC and Small Business Networking	3	•	
ITS 144	PC Maintenance	3		•
ITS 224	Help Desk Support Practices	3		•
TOTAL		9		

Please note: A grade of "C" or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate.

**CERTIFICATE OF COMPETENCE,
PROGRAMMING
(9 SEMESTER CREDITS)**

Program Description: The Certificate of Competence in Programming is a competency-based program designed for the novice or professional Information Technology worker who has little to no experience in programming. This certificate is appropriate for upgrading the programming skills of industry members or for a focus for Information Technology AS students.

Program Competencies: Upon successful completion of the Certificate of Competence in Programming, the student should be able to:

- Logically think through Business Information Technology programming needs.
- Create a user interface in Visual Basic. Net to allow users to access business data.
- Write code to connect a frontend user interface with a backend database using Visual Basic.Net.
- Document program written.

CERTIFICATE OF COMPETENCE CURRICULUM, PROGRAMMING (9 CREDITS)		*Suggested Semester		
Course	Title	Cr	1	2
Information Technology Requirements (9 credits)				
ITS 128	Introduction to Problem Solving	3	•	
ITS 148	Visual Basic I	3		•
ITS 228	Visual Basic II	3		•
TOTAL		9		

Please note: A grade of "C" or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate.

**CERTIFICATE OF COMPETENCE,
SMALL BUSINESS NETWORKING AND PC MAINTENANCE, SUPPORT AND INSTALLATION
(9 SEMESTER CREDITS)**

Program Description: This Certificate of Competence in Small Business Networking and PC Maintenance, Support and Installation is designed to meet the needs of Information Technology professionals, small business operators, office managers and office administrators. This Certificate of Competence will provide Information

Technology professionals and/or office managers with the knowledge and skills to perform PC systems maintenance/support, OS installation, and network support in a small business environment

Certificate Objectives:

- Prepare students to support PCs and Networking in a small business environment.
- Provide skills in setting up a local area network.
- Provide skills to perform PC installation, maintenance, and support for a small business.
- Provide skills in server installation and basic administration for a small business.

Certificate Competencies: Upon successful completion of the Certificate of Competence in Small Business Networking and PC Maintenance, Support and Installation, the student should be able to:

- Explain basic networking, PC support, and PC maintenance concepts in a small business environment to the layperson.
- Set up, install workstation software, and configure PCs in a small business environment.
- Perform PC maintenance and support.
- Set up, install, and configure server software in a networked small business environment.
- Perform administration of a server in small business networked environment.

Certificate of Competence Requirements: This certificate requires a total of 135 hours in continuing education courses or 9 credits of credit courses. The requirements will be satisfied by the following credit courses:

Course	Title	Cr
ITS 104	Small Business Networking	3
ITS 144	Business PC System Maintenance/Support and OS Installation	3
ITS 220F	Small Business Windows Server Administration	3
TOTAL CREDITS		9

The requirements will also be satisfied by the following continuing education courses:

		Hrs
ITNET104	Small Business Networking	45
ITNET220E	PC System Maintenance/Support and OS Installation	45
ITNET220F	Small Business Windows Server Administration	45
TOTAL HOURS		135

The requirements will also be satisfied by any combination of the above credit and continuing education courses using the following allowed substitutions:

ITNET104 for ITS 104
ITNET220E for ITS 144
ITNET220F for ITS 220F

The issuance of this Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve a minimum grade of 70% in all courses in order to earn this Certificate of Competence.

MARKETING CURRICULA

ASSOCIATE IN SCIENCE, MARKETING (66 SEMESTER CREDITS)

Program Description: The Associate in Science degree in Marketing is a practice-based program designed for the novice or marketing person with minimal or no experience in Marketing. This degree is appropriate for upgrading the Marketing skills of industry members in Retail, Customer Service, Management, Marketing and Entrepreneurship. Upon successful completion of 66 required credits, the student earns an Associate in Science degree in Marketing.

Departmental Competencies/outcomes: Upon successful completion of the Associate in Science degree in Marketing, the student should be able to:

- Practice within the professional/legal parameters of the business environment.
- Demonstrate interpersonal and communication skills in person and online; work to achieve organizational goals.
- Develop, manage, query and track data to make business decisions.
- Maximize personal growth in the business industry.
- Use traditional and emerging technologies to improve qualities of business solutions and increased productivity.
- Recognize and adapt to the local/global organization culture in which we work.
- Demonstrate problem solving skills and strategies.

Program Competencies/outcomes: Upon successful completion of the Associate in Science degree in Marketing, the student should be able to:

- Synthesize principles and concepts of marketing to develop a marketing plan.
- Use technology to produce effective supply chain management to achieve a marketing objective for a small or medium size company.
- Adapt teamwork strategies and values to be an effective collaborator on a marketing team.
- Devise marketing campaigns/presentations in diverse formats that are adaptable to different target markets and stakeholders.
- Conduct market research.
- Use customer relationship management strategies within any business or retail organization.
- Use management and organizational behavior principles and skills for any marketing occupation.

ASSOCIATE IN SCIENCE CURRICULUM, MARKETING (66 CREDITS)		
Course	Title	Cr
General Education Requirements (15 credits)		
ENG 160 or ENG 209 or ENG 225	Business & Technical Writing Business and Managerial Writing Technical Writing	3

BUS 100 or BUS 250 or MATH 115 or MATH 103 or higher level mathematics	Using Mathematics to Solve Business Problems Applied Math in Business Statistics Fundamentals of College Algebra	3
KCC AS/AH	Associate in Science Arts & Humanities Elective (100 level or higher)	3
KCC AS/NS	Associate in Science Natural Science Elective (100 level or higher)	3
ECON 120	Introduction to Economics	3
Business Requirements (12 credits)		
ACC 201	Introduction to Financial Accounting	3
BUS 120	Principles of Business	3
EBUS 101	Teamwork Fundamentals	3
ICS 101	Tools for the Information Age	3
Marketing Requirements (30 credits)		
MKT 120	Principles of Marketing	3
MKT 130	Principles of Retailing	3
MKT 150	Customer Relationship Management & Selling	3
MKT 160	Advertising	3
MKT 180	International Marketing	3
MKT 185	E-Commerce Marketing	3
MKT 230	Global Supply Chain Management	3
MKT 250	Advanced Customer Relationship Management	3
MKT 260	Integrated Marketing Communication	3
MKT 293	Marketing Internship	3
Business Electives (9 credits) select three from courses listed below		
EBUS 220	Persuasive Business Communications	3
ENT 125	Starting a Business	3
ENT 130	Marketing for the Small Business	3
ENT 150	Basic Accounting and Finance for Entrepreneurs	3
MGT 118	Principles of Supervision	3
MGT 122	Organizational Behavior	3
MGT 124	Human Resource Management	3
TOTAL		66
<p><i>The issuance of an AS degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.</i></p> <p><i>Please note: To fulfill the requirements for the AS degree, a grade of "C" or higher is required in all applicable Marketing program courses.</i></p> <p><i>AS courses for KCC AS/AH and KCC AS/NS are listed in the "Degree and Certificate Programs" section.</i></p>		

**CERTIFICATE OF ACHIEVEMENT,
MARKETING
(30 SEMESTER CREDITS)**

Program Description: The Certificate of Achievement in Marketing is a practice-based program designed for the novice or professional Marketing person with minimal or no experience in marketing. This certificate is appropriate for upgrading the skills necessary in the profession of Marketing and provides a pathway to the Associate in Science in Marketing degree.

Department Competencies/outcomes: Upon successful completion of the Certificate of Achievement in Marketing, the student should be able to:

- Practice within the professional/legal parameters of the business environment.
- Demonstrate interpersonal and communication skills in person and online; work to achieve organizational goals.
- Develop, manage, query and track data to make business decisions.
- Maximize personal growth in the business industry.
- Use traditional and emerging technologies to improve qualities of business solutions and increased productivity.
- Recognize and adapt to the local/global organization culture in which we work.
- Demonstrate problem solving skills and strategies.

Program Competencies/outcomes: Upon successful completion of the Certificate of Achievement in Marketing, the student should be able to:

- Synthesize principles and concepts of marketing to develop a marketing plan.
- Adapt teamwork strategies and values to be an effective collaborator on a marketing team.
- Devise marketing campaigns/presentations in diverse formats that are adaptable to different target markets and stakeholders.
- Conduct market research.
- Use customer relationship management strategies within any business or retail organization.

CERTIFICATE OF ACHIEVEMENT CURRICULUM, MARKETING (30 CREDITS)		
Course	Title	Cr
General Education Requirements (6 credits)		
ENG 160 or ENG 209 or ENG 225	Business & Technical Writing Business and Managerial Writing Technical Writing	3
BUS 100 or BUS 250 or MATH 103 or MATH 115 or higher level mathematics	Using Mathematics to Solve Business Problems Applied Math in Business Fundamentals of College Algebra Statistics	3
Business Requirements (12 credits)		
EBUS 101	Teamwork Fundamentals	3
EBUS 220	Persuasive Business Communications	3
MGT 118	Principles of Supervision	3

MGT 122	Organizational Behavior	3
Marketing Requirements (12 credits)		
MKT 120	Principles of Marketing	3
MKT 130	Principles of Retailing	3
MKT 150	Customer Relationship Management & Selling	3
MKT 160	Advertising	3
TOTAL		30
<i>The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.</i>		
<i>Please note: To fulfill the requirements for the certificate, a grade of "C" or higher is required in all applicable Marketing, Management and eBusiness courses.</i>		

CERTIFICATE OF COMPLETION, CUSTOMER SERVICE (15 SEMESTER CREDITS)

Program Description: The Certificate of Completion in Customer Service is a theory and practice-based program designed for the novice or professional business person who has minimal or no experience in managing customer relationships. This certificate is appropriate for upgrading the customer relationship skills necessary in any profession dealing with customer relationships and for a focus in Marketing that provides a pathway to the AS in Marketing.

Department Competencies/outcomes: Upon successful completion of the Certificate of Completion in Customer Service, the student should be able to:

- Practice within the professional/legal parameters of the business environment.
- Demonstrate interpersonal and communication skills in person and online; work to achieve organizational goals.
- Develop, manage, query and track data to make business decisions.
- Maximize personal growth in the business industry.
- Use traditional and emerging technologies to improve qualities of business solutions and increased productivity.
- Recognize and adapt to the local/global organization culture in which we work.
- Demonstrate problem solving skills and strategies.

Program Competencies/outcomes: Upon successful completion of the Certificate of Completion in Customer Service, the student should be able to:

- Synthesize principles and concepts of marketing to develop a marketing plan.
- Use organizational team building strategies.
- Devise marketing campaigns/presentations in diverse formats that are adaptable to different target markets and stakeholders.
- Conduct market research.
- Use Customer Relationship Management strategies within any business or retail organization.
- Use supervision, management and organizational behavior principles and skills for any marketing occupation.

CERTIFICATE OF COMPLETION CURRICULUM, CUSTOMER SERVICE (15 CREDITS)		
Course	Title	Cr
Marketing and Management Courses (15 credits)		
MKT 120	Principles of Marketing	3
MKT 130	Principles of Retailing	3
MKT 150	Customer Relationship Management and Selling	3
MGT 118	Principles of Supervision	3
MGT 122	Organizational Behavior	3
TOTAL		15
<i>Please note: To fulfill the requirements for the certificate, a grade of "C" or higher is required in all applicable Management and Marketing courses.</i>		

**CERTIFICATE OF COMPETENCE,
MANAGEMENT
(9 SEMESTER CREDITS)**

Program Description: The Certificate of Competence in Management is a practice-based program designed for the professional manager who has minimal or no experience in business management. This certificate is appropriate for upgrading Managerial skills of industry members or for a focus in Marketing and provide a means to the Associate in Science in Marketing._____

Departmental competencies/outcomes: Upon successful completion of the Certificate of Competence in Management, the student should be able to:

- Practice within the professional/legal parameters of the business environment.
- Demonstrate interpersonal and communication skills in person and online; work to achieve organizational goals.
- Develop, manage, query and track data to make business decisions.
- Maximize personal growth in the business industry.
- Use traditional and emerging technologies to improve qualities of business solutions and increased productivity.
- Recognize and adapt to the local/global organization culture in which we work.
- Demonstrate problem solving skills and strategies.

Program competencies/outcomes: Upon successful completion of the Certificate of Competence in Management, the student should be able to:

- Use technology to produce effective supply chain management to achieve a marketing objective for a small or medium size company.
- Adapt teamwork strategies and values to be an effective collaborator on a marketing team.
- Use customer relationship management strategies within any business or retail organization.
- Use management and organizational behavior principles and skills for any marketing occupation.

CERTIFICATE OF COMPETENCE CURRICULUM, MANAGEMENT (9 CREDITS)		
Course	Title	Cr
Management Courses (9 credits)		
MGT 118	Principles of Supervision	3
MGT 122	Organizational Behavior	3
MGT 124	Human Resources Management	3
TOTAL		9
<p><i>Please note: To fulfill the requirements for the certificate, a grade of "C" or higher is required in all applicable Management courses.</i></p>		

**CERTIFICATE OF COMPETENCE,
RETAILING
(9 SEMESTER CREDITS)**

Program Description: The Certificate of Competence in Retailing introduces the student to basic marketing, retailing and customer service principles and practices. The program is designed for the novice Retailing student who has minimal or no experience and for those already in the retail profession who would like to upgrade their skills. This certificate is also the beginning of the pathway to the AS in Marketing.

Departmental competencies/outcomes: Upon successful completion of the Certificate of Competence in Retailing, the student should be able to:

- Describe the basic theories, principles and practices of marketing.
- Explain the concepts and principles of the retailing organization, operation and management.
- Describe and practice the principles of customer relationship management and the sales process.

Program competencies/outcomes: Upon successful completion of the Certificate of Competence in Retailing, the student should be able to:

- Use Customer Relationship Management strategies within any business or retail organization.
- Use management and organizational behavior principles and skills for any marketing occupation.

**CERTIFICATE OF COMPETENCE CURRICULUM,
RETAILING (9 CREDITS)**

Course	Title	Cr
Marketing Requirements (9 credits)		
MKT 120	Principles of Marketing	3
MKT 130	Principles of Retailing	3
MKT 150	Customer Relationship Management and Selling	3
	TOTAL	9
<i>Please note: To fulfill the requirements for the certificate, a grade of "C" or higher is required in all applicable Marketing program courses.</i>		

ENTREPRENEURSHIP CURRICULA

**CERTIFICATE OF COMPLETION,
ENTREPRENEURSHIP
(18 SEMESTER CREDITS)**

Program Description: This curriculum provides pre-service courses for those students who are interested in starting their own small business. The program will also provide in-service courses for current small business owners.

Program Competencies: Upon successful completion of the Certificate of Completion in Entrepreneurship, the student should be able to:

- Establish and operate a small business in the State of Hawai'i

**CERTIFICATE OF COMPLETION CURRICULUM,
ENTREPRENEURSHIP (18 CREDITS)**

Course	Title	Cr
Information Technology Courses (3 credits)		
ITS 101	Introduction to Information Technology	3
Entrepreneurship Courses (15 credits)		
ENT 125	Starting a Business	3
ENT 130	Marketing for the Small Business	3
ENT 140	Small Business Management	3
ENT 150	Basic Accounting and Finance for Entrepreneurs	3
ENT 160	Finance for Small Businesses	3
	TOTAL	18
<i>The issuance of a Certificate of Completion requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.</i>		

**CERTIFICATE OF COMPETENCE,
ENTREPRENEURSHIP
(9 SEMESTER CREDITS)**

Program Description: The Certificate of Competence in Entrepreneurship is a practice-based program designed for the professional Entrepreneur with minimal or no experience in business. This certificate is appropriate for upgrading the skills necessary in the entrepreneur industry.

Departmental Competencies/outcomes: Upon successful completion of the Certificate of Competence in Entrepreneurship, the student should be able to:

- Practice within the professional/legal parameters of the business environment.
- Demonstrate interpersonal and communication skills in person and online; work to achieve organizational goals.
- Develop, manage, query and track data to make business decisions.
- Maximize personal growth in the business industry.
- Use traditional and emerging technologies to improve qualities of business solutions and increased productivity.
- Recognize and adapt to the local/global organization culture in which we work.
- Demonstrate problem solving skills and strategies.

Program Competencies/outcomes: Upon successful completion of the Certificate of Competence in Entrepreneurship, the student should be able to:

- Synthesize principles and concepts of marketing to develop a marketing plan.
- Use technology to produce effective supply chain management to achieve a marketing objective for a small or medium size company.
- Conduct market research.
- Use customer relationship management strategies within any business or retail organization.
- Use management and organizational behavior principles and skills for any marketing occupation.

CERTIFICATE OF COMPETENCE CURRICULUM, ENTREPRENEURSHIP (9 CREDITS)		
Course	Title	Cr
Entrepreneurship Courses (9 credits)		
ENT 125	Starting a Business	3
ENT 130	Marketing for the Small Business	3
ENT 150	Basic Accounting and Finance for Entrepreneurs	3
TOTAL		9
<i>Please note: To fulfill the requirements for the certificate, a grade of "C" or higher is required in all applicable courses.</i>		