

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

- Explain the objectives of an AIS in a small-to-medium size business.
- Demonstrate an understanding of the relationship between computer software, manual work flow, and internal control systems in an effective AIS.
- Assist in performing the work required to complete the accounting cycle in computer and manual accounting information systems, including analysis and entry of transactions, preparation of trial balances and adjusting entries, and preparation of general-purpose and special purpose financial statements.
- Prepare payroll checks and required payroll tax returns; prepare Hawaii General Excise Tax returns.
- Demonstrate proficiency in the use of basic AIS tools such as Windows 2000, Excel, Word, PowerPoint, QuickBooks, FTP, email, and Netscape Communicator, and/or Internet Explorer.
- Effectively utilize database technologies.
- Indicate the tax ramifications of various common business transactions, perform basic tax research, and use a computer tax preparation program to prepare non-complex business income tax returns.
- Manage accounting work in a distributed workplace environment.
- Demonstrate effective communication skills, orally, in writing, and through large group presentations.
- Demonstrate sound ethics, work effectively as a member of a team, and perform efficiently at the entry level.

CERTIFICATE OF ACHIEVEMENT CURRICULUM, ACCOUNTING (30 CREDITS)

Course	Title	Cr
ENG 160	Business and Technical Writing	3
BUS 100	Using Mathematics to Solve Business Problems	3
ITS 102 or ICS 101	Information Technology Tools for Business Tools for the Information Age	3
EBUS 220 or SP 151 or SP 251	Persuasive Business Communications Personal and Public Speech Principles of Effective Public Speaking	3
ACC 201	Introduction to Financial Accounting	3
ACC 202	Introduction to Managerial Accounting	3
ACC 132	Payroll and Hawai'i General Excise Taxes	3
ACC 133	Business Income Taxes	3
ACC 150	AIS Tools - Entry-Level Integrated Solutions - QuickBooks Pro®	3
ACC 155	AIS Tools - Excel®	3
	TOTAL	30

The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (G.P.R.) of 2.0 or higher for all courses required in the certificate. Please note: For the certificate, a grade of "C" or higher in all accounting courses is required.

eBUSINESS CURRICULUM

ASSOCIATE IN SCIENCE DEGREE (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 of 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 students 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.

**AS 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	A.S Arts & Humanities Elective (100 level or higher)	3
KCC AS/NS	A.S. 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 190C	Introduction to Digital Art Topics in New Media Studies	3
ITS 104	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 & Legal Issues	3
EBUS 280	Building eBusiness Relationships	3
EBUS 290	eBusiness Seminar	3
	TOTAL	60

The issuance of an A.S. degree requires that the student must earn a grade point ratio (G.P.R.) of 2.0 or higher for all courses applicable toward the degree.

Please note: A grade of "C" or higher is required in all eBusiness courses in order to fulfill the requirements for the A.S. degree. Lists of A.S. elective courses (KCC AS/AH and AS/NS) are in the "Degree and Certificate Programs" section. Please note: A grade of "C" or higher is required in all eBusiness courses in order to fulfill the requirements for the A.S. degree. Lists of A.S. elective courses (KCC AS/AH and AS/NS) are in the "Degree and Certificate Programs" section.