

# Business Technology

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The overall objective of the Business Technology Program is to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility. Articulation agreements have been established with both the University of Hawai'i–West O'ahu and Hawai'i Pacific University. In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), accounting (ACC), and law (BLAW) courses with a grade of C or better.

## Business Technology Degrees and Certificates

### Business Technology: Academic Subject Certificate

#### Description

The Academic Subject Certificate in Business Technology will provide Associate in Arts students with an opportunity to focus their elective studies on acquiring business technology skills. Students interested in exploring business or business education as possible majors at four-year institutions can take these courses while earning their AA degree. Students also will have the opportunity to show potential employers they have business technology skills improving their chances of getting a job. Students holding this certificate will also be able to present themselves as receiving specialized training in business technology, which will greatly enhance their employment potential and admission into four-year business programs.

#### Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- Provide students with skills and competencies essential for successful completion of a baccalaureate degree.
- Identify and respond to customer needs by applying professional behaviors and ethical standards in the workplace.
- Use appropriate technological tools to research, prepare, process, and communicate information and data to solve problems.
- Manage and maintain an effective office environment.
- Use business mathematics/accounting procedures to process basic financial transactions.
- Work in a business environment recognizing one's role in world community issues with a respect for diverse cultures and differing worldviews while embracing a sense of pride in one's own regional values and historical heritage.
- Explore various career opportunities in the business community.
- Maintain proficiency in business technology by participating in on-going professional development in the business community.

#### Contact Information

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#### Required Courses

Item #	Title	Credits
BUS 101	Business Information Systems	3
	BUSN 121 OR BUSN 123	3
BUSN 164	Career Success	3

BUSN 166	Professional Employment Preparation	1
	BUS 250, BUSN 188, MATH 103, MATH 115 (Options)	3
BUSN 170	Records and Information Management	3
MGT 121	Service Excellence	3
	Sub-Total Credits	19

<b>Total credits:</b>		<b>19</b>
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## Business Technology: Associate in Science

### Description

The overall objective of the Business Technology Program is to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility. Articulation agreements have been established with the University of Hawai'i–West O'ahu. In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), accounting (ACC), and law (BLAW) courses with a grade of C or better.

### Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- Work as a responsible member of a team to meet an organization's objectives.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
- Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
- Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
- Use research and decision-making skills to make informed choices consistent with personal and organizational goals.
- Apply appropriate strategies to secure employment, retain a job, and advance in a career.

### Semester 1

Item #	Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
BUS 101	Business Information Systems	3
MGT 121	Service Excellence	3

Sub-Total Credits	15
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**Semester 2**

Item #	Title	Credits
BUSN 166	Professional Employment Preparation	1
	BUS 250, BUSN 188, MATH 103, MATH 115 (Options)	3
BUS 201	Advanced Business Information Systems	3
ENG 100	Composition I	3
	SP 151, SP 251 (Options)	3
	Business Technology Approved Electives	3
	Sub-Total Credits	16

**Semester 3 & 4**

Item #	Title	Credits
	ACC 124, ACC 201 (Options)	3
BUSN 269	Supervision	3
	BUSN 193V (2cr)	2
	BTEC Specialization	9
	Business 200-level Elective	3
	Diversification (DA or DH)	3
	Diversification (DB or DP)	3
	Diversification Social Sciences (DS-3 BTEC)	3
	Sub-Total Credits	29

<b>Total credits:</b>	<b>60</b>
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## Business Technology: Certificate of Achievement

### Description

The BTEC Certificate of Achievement builds on skills learned in the CO-BTEC and prepares students for jobs in administrative support positions in office settings in both private and public businesses and related industries.

### Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- Work as a responsible member of a team to meet an organization's objectives.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
- Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
- Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
- Apply appropriate strategies to secure employment, retain a job, and advance in a career.

### Required Courses

Item #	Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
BUS 101	Business Information Systems	3
MGT 121	Service Excellence	3
BUSN 166	Professional Employment Preparation	1
	BUS 250, BUSN 188, MATH 103, MATH 115 (Options)	3
BUS 201	Advanced Business Information Systems	3
ENG 100	Composition I	3
	SP 151, SP 251 (Options)	3
	Sub-Total Credits	28

### Elective Requirements

Item #	Title	Credits
	Business Technology Approved Electives	3
	Sub-Total Credits	3

**Total credits:**

**31**

## **Business Technology: Certificate of Competence**

### **Description**

The BTEC Certificate of Competence is to prepare students with basic entry-level skills in administrative support positions in office settings in both private and public businesses and related industries.

### **Program Learning Outcomes**

Upon completion of the program, students will be able to do the following:

- Work as a responsible member of a team to meet an organization's objectives.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
- Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
- Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.

### **Required Courses**

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
BUS 101	Business Information Systems	3
MGT 121	Service Excellence	3
	Sub-Total Credits	15

**Total credits:**

**15**

## Virtual Office Assistant: Certificate of Competence

### Description

This certificate will be delivered online to reach students who are unable to travel to campus. It will provide an online (distance education) experience aligned with the Virtual Assistant industry standards in supporting businesses in Hawaii and elsewhere over the Internet. Students completing the Virtual Office Assistant Certificate of Competence will have the required skills and knowledge necessary to support clients in an administrative capacity in a virtual setting.

### Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- Use computer and technology tools effectively to support the business needs of the Virtual Assistant's (VA) clientele by using current and emerging technologies to create and manage documents, spreadsheets, databases, and presentations.
- Use basic accounting methods to support recordkeeping needs.
- Demonstrate proficiency using and maintaining social media tools, creating business and marketing plans, and sustaining a competitive advantage in the Virtual Assistant industry.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment by completing an administrative or Virtual Assistant internship.

### Semester 1

Item #	Title	Credits
	BUSN 121 OR BUSN 123	3
BUSN 158	Social Media and Collaboration Tools for Business	3
BUSN 164	Career Success	3
BUS 101	Business Information Systems	3
	Sub-Total Credits	12

### Semester 2

Item #	Title	Credits
	ACC 124, ACC 201 (Options)	3
BUSN 159	Creating and Managing the Virtual Office	3
	BUSN 193V (2cr)	2
BUS 201	Advanced Business Information Systems	3
	Sub-Total Credits	11

**Total credits:**

**23**