

Jumpstart Your Career!

Join the

Retail Management Certificate Program

What's it all About?

Retail Management Certificate Program – 10 courses (30 credits)

- Offered by the University of Hawai'i Community Colleges
- Endorsed and promoted by the Western Association of Food Chains
- Learn BUSINESS ESSENTIALS, COMMUNICATION SKILLS AND MANAGEMENT PRINCIPLES & PRACTICES
- Make a plan that suits your schedule and personal needs--day, evening and online classes from any of the community colleges

Value packed for:

- Current Managers
- Future Managers

Hurry!! The Spring 2008 semester starts on January 14, 2008. There's still time to apply. Contact Ross Higa, 808.551.5289 or higaross@hawaii.edu for more information.

How Do I Get Started?

5 Easy Steps!

Step 1. Contact Ross Higa, statewide coordinator, for more information (use contact information in the next column for email and phone number.)

Step 2. Submit a University of Hawai'i System Application

Step 3. Check class listing and availability via the college website

Step 4. Register for classes

Step 5. Pay the tuition and fees (contact your HR Department for information about tuition reimbursement)

Resident Tuition

Spring 2008

one course = \$189 + fees and books

Fall 2008

one course = \$213 + fees and books

Who Can I Contact?

We'd love to help you get started.

Leeward Community College
Ross Higa
Statewide Program Coordinator
Assistant Professor, Management & Business Technology
higaross@hawaii.edu 808.551.5289
www.lcc.hawaii.edu

Kapi'olani Community College
Rosie Harrington
Chair, Business Education
roseh@hawaii.edu 808.734.9336
www.kcc.hawaii.edu

Hawai'i Community College:
James Yoshida
Professor, Marketing and Business Education & Technology
jamesyos@hawaii.edu 808.974.7427
www.hawaii.hawaii.edu

Kaua'i Community College:
Harold Nakamura
Associate Professor, Business
haroldn@hawaii.edu 808.245.8228
www.kauaicc.hawaii.edu

Maui Community College
Beth Sanders
Interim Director
sanders@hawaii.edu, 808.322.4850
www.maui.hawaii.edu

Your Human Resources Office

WAFAC and Retail Management Certificate Program
www.wafac.com



*University of Hawai`i Community Colleges
and the Western Association of Food Chains (WAFC)*

Retail Management Certificate Program

Area Requirement

Courses Meeting Those Requirements

Written Communication

ENG 100, ENG 160 or ENG 209

Oral Communication

COM 145, SP 151, SP181 or SP 251

Introduction to Computers

ICS 100, ICS 101, BUS 101 or BUS 127/136/137

Business Math

BUS 100, BUS 155 or BUS 55

Accounting

ACC 124 or ACC 201

Introduction to Management

MGT 118, MGT 120 or MGT 200

Introduction to Marketing

MKT 120

Human Relations in Business

MGT 122

Human Resources Management

MGT 124

Fundamentals of Retail

MGT 130 or MKT 130

Certificates you can earn by completing the 10 courses:

- Retail Management Certificate from WAFC (all 10 courses)
- Business Essentials Certificate of Completion (4 courses)
- Management Foundations Certificate of Competence (3 courses)
- Retail Foundations Certificate of Competence (3 courses)

View the course schedule for the semester (day/time course offered) by going to the website for the college you want to attend and click on "Check Course Availability."

Leeward Community College

www.lcc.hawaii.edu

Kapi`olani Community College

www.kcc.hawaii.edu

Kaua`i community College

www.kauaicc.hawaii.edu

Hawai`i Community College

www.hawaii.hawaii.edu

Maui Community College

www.maui.hawaii.edu

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