

Hawai'i CC Degrees & Certificates

To earn a Certificate of Competence, Certificate of Achievement, an Associate in Applied Science degree, an Associate in Science degree, an Academic Subject Certificate, or an Associate in Arts degree, all curricular requirements must be met. A student may receive an A.S.C. without completing the A.A. degree but must have the appropriate Grade Point Average for all courses required.

	<u>CO</u>	<u>CA</u>	<u>AAS</u>	<u>AS</u>	<u>ASC</u>	<u>AA</u>
Accounting (ACC).....	-	✓	✓	-	-	-
Administration of Justice (AJ).....	-	-	-	✓	-	-
Homeland Security (AJ-HL).....	✓*	-	-	-	-	-
Criminal Justice Addictions Professional (AJ-CJAP).....	✓	-	-	-	-	-
Agriculture (AGR).....	-	✓	✓	-	-	-
Farm Worker (AGR-FMWK).....	✓	-	-	-	-	-
Landscape Worker (AGR-LSWK).....	✓*	-	-	-	-	-
Architectural, Engineering and CAD Technologies (AEC).....	-	✓	✓	-	-	-
Geomatics and GIS (AEC-GMAT).....	-	✓	-	-	-	-
Geospatial Technologies (AEC-GSPT).....	✓*	-	-	-	-	-
Sustainable Lot Design and Site Prep (AEC-SLDP).....	✓*	-	-	-	-	-
Auto Body Repair and Painting (ABRP).....	-	✓	✓	-	-	-
Automotive Mechanics Technology (AMT).....	-	✓	✓	-	-	-
Business Technology (BTEC).....	✓*	✓	✓	-	-	-
Virtual Office Assistant (BTEC-VOA).....	✓	-	-	-	-	-
Carpentry (CARP).....	-	✓	✓	-	-	-
Creative Media (CM).....	-	-	-	✓	-	-
Culinary Arts (CULN).....	✓	✓	✓	-	-	-
Diesel Mechanics (DISL).....	-	✓	✓	-	-	-
Digital Media Arts (DMA).....	✓	-	-	-	-	-
Early Childhood Education (ECED).....	✓	✓	-	✓	-	-
Electrical Installation and Maintenance Technology (EIMT).....	-	✓	✓	-	-	-
Electronics Technology (ET).....	-	✓	✓	-	-	-
Optics Technology (ET-OT).....	✓*	-	-	-	-	-
Network Technology (ET-NT).....	✓*	-	-	-	-	-
Fire Science (FS).....	-	✓	-	✓	-	-
Hawaiian Studies						
Concentration in Hula (AA-HWST-HULA).....	-	-	-	-	-	✓
Concentration in Kapuahi Foundations (AA-HWST-KAPU).....	-	-	-	-	-	✓
Hospitality and Tourism (HOST).....	✓	✓	✓	-	-	-
Human Services (HSER).....	✓	-	-	-	-	-
Information Technology (IT).....	-	✓	-	✓	-	-
Computer Support (IT-ITCS).....	✓*	-	-	-	-	-
Information Security and Assurance (IT-ISA).....	✓*	-	-	-	-	-
Liberal Arts, Associate in Arts (AA-LBRT).....	-	-	-	-	-	✓
Concentration in Administration of Justice (AA-LBRT-AJ).....	-	-	-	-	-	✓
Concentration in Art (AA-LBRT-ART).....	-	-	-	-	-	✓
Concentration in History (AA-LBRT-HIST).....	-	-	-	-	-	✓
Concentration in Psychology (AA-LBRT-PSY).....	-	-	-	-	-	✓
Concentration in Sociology (AA-LBRT-SOC).....	-	-	-	-	-	✓
Environmental Studies Academic Subject Certificate (ASC-ENVS).....	-	-	-	-	✓*	-
Hawai'i Life Styles Academic Subject Certificate (ASC-HLS).....	-	-	-	-	✓*	-

(continued on next page)

* Financial aid ineligible.

	<u>CO</u>	<u>CA</u>	<u>AAS</u>	<u>AS</u>	<u>ASC</u>	<u>AA</u>
Machine, Welding and Industrial Mechanics Technologies (MWIM).....	✓	✓	✓	-	-	-
Marketing (MKT).....	-	✓	✓	-	-	-
Business Essentials (MKT-BESS).....	✓*	-	-	-	-	-
Business Foundations (MKT-BUSF)	✓*	-	-	-	-	-
Entrepreneurship (MKT-ENT)	✓	-	-	-	-	-
Retail Foundations (MKT-RETF).....	✓*	-	-	-	-	-
Natural Science (NSCI)						
Biological Science (NSCI-BSC)	-	-	-	✓	-	-
Physical Science (NSCI-PSC)	-	-	-	✓	-	-
Nursing (NURS).....	-	-	-	✓	-	-
Practical Nursing (PRCN).....	-	✓	-	-	-	-
Substance Abuse Counseling (SUBS)	✓	-	-	-	-	-
Prevention Specialist (SUBS-PVS).....	✓*	-	-	-	-	-
Tropical Forest Ecosystem and Agroforestry Management (TEAM)	-	✓	-	✓	-	-

* Financial aid ineligible.

Gainful Employment

Beginning July 1, 2011, the US Department of Education began requiring colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation”. This information is provided to current and prospective students as they make their career and educational choices.

The data includes occupations, placement rates, on-time completion rates, average costs, and program median loan debt. A list of all Gainful Employment Disclosures can be found at www.hawaii.hawaii.edu/gainful-employment

Curricula and Programs

General and pre-professional students may earn the Associate in Arts (A.A.) degree. Students intending to transfer into STEM areas may wish to pursue an Associate in Science in Natural Science (A.S.N.S.) degree. Vocational-technical majors may earn an Associate in Science (A.S.), Associate in Applied Science (A.A.S.), or Associate in Technical Studies (A.T.S.) degree, a Certificate of Achievement (C.A.), or a Certificate of Competence (C.O.) in one of the 25 vocational programs.

Associate in Arts (A.A.) Degree

A general and pre-professional education degree consisting of at least 60 Baccalaureate-level semester credits at the 100 and 200 levels provides students with skills and competencies essential for successful completion of a Baccalaureate degree. The issuance of an A.A. degree requires that the student must earn a cumulative 2.0 GPA or better for all courses used to meet degree requirements. The A.A. degree is designed for students who are preparing themselves to transfer to a four-year college or university. (UHCCP #5.203)

Hawai'i Community College offers two Associate in Arts Degrees: one in Liberal Arts and one in Hawaiian Studies.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Communicate Effectively - Speak and write to communicate information and ideas in academic settings.
- Think Critically - Retrieve, read, and utilize information and synthesize, analyze, and evaluate that information to gain understanding and make informed decisions.
- Reason Quantitatively - Use quantitative, logical, and symbolic reasoning to address theoretical and real-world problems.
- Apply Areas of Knowledge - Utilize methods, perspectives, and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Engage as Global Citizens - Demonstrate awareness of the relationship between self, community, and the environment, respecting cultural diversity and an understanding of ethical behavior.

To earn the Associate in Arts Degree in Liberal Arts (LBRT) from Hawai'i CC, a student must meet the following requirements:

1. Credits Required: A total of 60 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503)

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading) and Eng 100 (Writing)
- SpCo 151 or 251

Quantitative Reasoning (3 credits):

- Math 100 or higher or any Math course that meets GE Quantitative Reasoning (Math 100, 115, 135)

World Cultures (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200† or Geog 102† or WS 176†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Hawaiian-Asian-Pacific Cultures:

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

Area Requirements (19 credits)

Humanities: Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Natural Science: Seven (7) credits: six (6) credits, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Social Sciences: Six (6) credits, GE designated in 2 different alphas:

- Anth 150, 200†
- ECEd 131
- FamR 230
- Geog 102†
- HSer 110
- Psy 100, 170, 275† (see Hum 275)
- Soc 100, 218
- SSci 111
- WS 151, 175†, 176†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Electives (23 credits)

Other 100-level and above courses may be taken at Hawai'i CC or transferred in to Hawai'i CC as electives.

NOTE: Students may not use Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Writing Intensive Courses

A variety of courses are offered which are writing intensive (WI). These courses require students to do a significant amount of writing totalling a minimum of 4,000 words. Writing is emphasized as an essential tool for learning, course material, and a major element in determining a student's course grade. In WI courses, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI courses have a minimum prerequisite of completion of Eng 100

with a grade of "C" or better. Completion of one WI course with a grade of "C" or better is required for the AA-LBRT degree and the AA-HWST degree at Hawai'i CC. Students who are planning to transfer to a four-year college or university are advised to check on that institution's WI requirements and are recommended to take two or three Writing Intensive courses at Hawai'i CC.

Sustainability and S-designated courses

Hawai'i CC offers a designation of "S" for courses which teach students about sustainability across a variety of academic disciplines. These courses are designed to meet the system-wide goals to teach students ecological literacy and address local and global environmental challenges. While not a graduation requirement, S-designated courses allow students from all majors and programs to deepen their knowledge of core concepts of sustainability utilizing a cross-disciplinary approach. The designation can steer students towards courses that address issues of sustainability and encourage students to learn about social justice, cultural, economic, political, scientific, green building, and artistic approaches to sustainability, recognizing the valuable contributions from each academic discipline. The S-designation of a particular section of a course indicates that the instructor has chosen to integrate sustainability themes into the course content and promotes active student engagement with global and local environmental issues.

Sustainability designated courses may be either S-focused or S-related.

- **S-focused:** these courses focus primarily on sustainability from within a given academic discipline and/or the course will examine an issue or topic using sustainability as a lens. Course content is at least 60% focused on sustainability.

- **S-related:** these courses incorporate a unit, module, or assignment on sustainability. A minimum of 10% of the course content is focused on sustainability.

Fulfillment of General Education Requirement

Effective Fall 1994, students who have earned an articulated Associate in Arts (A.A.) degree from any University of Hawai'i Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawai'i campuses. While an articulated A.A. degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses, may also be required. With planning, most if not all of the requirements may be incorporated into the A.A. degree; if not, they are required in addition to the A.A. degree.

Associate in Applied Science (A.A.S.) Degree

A career and technical education degree consisting of at least 60 semester credits provides students with skills and competencies for gainful employment in a career and/or technical education area. The A.A.S. degree is not intended nor designed for transfer directly to a baccalaureate program. A.A.S. programs may, however, include some baccalaureate-level course offerings. Components of General Education included within the A.A.S. must be consistent with levels of quality and rigor appropriate to higher education. The issuance of an A.A.S. degree requires that the student's work has been evaluated and stated outcomes have been met. The student must earn a cumulative 2.0 GPA or better for all courses used to meet degree requirements. (UHCCP #5.203)

To earn the Associate in Applied Science degree at Hawai'i CC, it is the responsibility of the student to meet the program requirements. Those requirements are:

1. Satisfactorily complete the program of courses prescribed for his/her major
2. Earn credits in prescribed communications and mathematics/thinking/reasoning courses
3. Earn nine (9) credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment
4. Earn a cumulative GPA of at least 2.0 in Hawai'i CC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at Hawai'i CC

Associate in Applied Science General Education

Electives: The following courses may satisfy the A.A.S. degree general education electives: Cultural Environment, Natural Environment, Social Environment. Check with a program advisor for program requirements.

Cultural Environment:

Through study of artistic, literary, and philosophical masterworks and by examining the development of significant civilizations, cultures and the nature of human communication, students gain an appreciation of history and achievements. This experience should enable the student to approach future studies of a more specific character with a broadened perspective.

- Art 101, 105B, 105C, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 209, 211, 212, 214, 217, 223, 225, 227, 230, 243, 244, 246, 248, 249, 257, 269C, 294, 295, 296
- Asan 120†, 121†, 122†
- Dnce 153, 185, 190V, 256† (see ECEd 256), 285, 290V
- ECEd 256† (see Dnce 256)
- Eng 103, 105, 204, 205† (see Jour 205), 215, 255, 256, 257A, 257E

- Haw 101, 102, 201, 202
- Hist 120, 151, 152, 153, 154, 241, 242, 274, 281, 282, 284, 288
- Hum 100, 160† (see SSci 160), 275†
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201†, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Jour 205† (see Eng 205)
- Jpns 101, 102, 121, 122
- Ling 102, 121† (see Anth 121), 235† (see Anth 235)
- Mus 102
- Phil 100, 101, 102, 120, 211, 213, 255
- Psy 275
- Rel 150, 151, 152, 153
- SpCo 231, 251, 233

Natural Environment:

A scientifically literate person should know what science is, how scientific investigation is conducted, and that the activity of a scientist is a blend of creativity and rigorous intelligence. Independent investigation in the laboratory provides an understanding of the features of scientific hypothesis and their proofs that external accounts cannot wholly describe.

- Ag 122, 141, 175, 175L, 200, 250, 260
- Astr 110, 281
- BioC 241
- Biol 100, 100L, 101, 101L, 141, 141L, 142, 142L, 156, 156L, 171, 171L, 172, 172L
- Bot 101, 101L, 105, 105L, 130, 130L
- Chem 100, 100L, 151, 151L, 161/L, 162/L
- Culn 185
- Geog 101, 101L, 122, 170, 170L, 180, 180L
- GG 101, 101L
- Micr 130, 130L
- Ocn 201, 205
- Phrm 203
- Phys 100, 100L, 105
- Sci 124, 124L
- Zool 101, 101L

Social Environment:

Every educated person should have some appreciation of the role of culture and social institutions in the shaping of individual personality and the creation of social identities. Students should also develop an understanding of the extent to which scientific inquiry is appropriate to the creation of social knowledge and of the alternative ways of organizing human institutions and interpreting social reality.

- Ag 157, 230
- AJ 101, 180, 210, 256† (see HSer/WS 256), 280, 290B, 290C, 290D
- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Busn 164

- Econ 120, 130, 131
- ECEd 105, 131
- FamR 230
- Geog 102
- HD 234
- HSer 110, 140, 141† (see Subs 141),
248† (see Subs 248), 256† (see AJ/WS 256)
- HwSt 201†
- ICS 100
- IS 101
- Mgt 124
- PolS 110
- Psy 100, 170, 214, 230, 270, 275†
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 151, 130, 260
- SSci 111, 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248),
268, 270, 275, 280
- WS 151, 256† (see HSer/WS 256)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Associate in Science (A.S.) Degree

A degree designed to prepare students for employment in career and technical fields, and/or transfer to a Baccalaureate granting institution in a science, technology, engineering, mathematics, or other articulated Baccalaureate-level programs of study. This degree consists of at least 60 semester credits providing students with skills and competencies for gainful employment, or with courses in the arts and sciences or career and technical education that will prepare students for entry into an articulated Baccalaureate program of study. (UHCCP #5.203)

To earn the Associate in Science degree at Hawai'i CC, it is the responsibility of the student to meet the program requirements. The requirements are:

1. Satisfactorily complete the program of courses prescribed for his/her major
2. Earn credits in prescribed mathematics, communications, and thinking/reasoning courses or pass proficiency examinations in these subjects
3. Earn nine (9) credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Environment, Natural Environment, Social Environment
4. Earn a cumulative GPA of at least 2.0 in Hawai'i CC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at Hawai'i CC

Associate in Science Degree General Education Electives: The following courses may satisfy the A.S. degree general education electives: Cultural Environment, Natural Environment, Social Environment. Check with a program advisor for program requirements.

Cultural Environment:

Through study of artistic, literary, and philosophical masterworks and by examining the development of significant civilizations, cultures and the nature of human communication, students gain an appreciation of history and achievements. This experience should enable the student to approach future studies of a more specific character with a broadened perspective.

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- Ling 102, 121† (see Anth 121), 235† (see Anth 235)
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- Phil 100, 101, 102, 120, 211, 213, 255
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- SpCo 231, 251, 233

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- Bot 101, 101L, 105, 105L, 130, 130L
- Chem 100, 100L, 151, 151L, 161/L, 162/L
- Geog 101, 101L, 122, 170, 170L, 180, 180L
- GG 101, 101L
- Micr 130, 130L
- Ocn 201, 205
- Phrm 203
- Phys 100, 100L, 105
- Sci 124, 124L
- Zool 101, 101L

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- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Econ 120, 130, 131
- ECEd 105, 131
- FamR 230
- Geog 102
- HD 234
- HSer 110, 140, 141† (see Subs 141), 248† (see Subs 248), 256† (see AJ/WS 256)
- HwSt 201†
- ICS 100
- IS 101
- PoLS 110
- Psy 100, 170, 214, 230, 270, 275†
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 151, 260
- SSci 111, 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268
- WS 151, 256† (see HSer/WS 256)

† Cross-listed courses (appearing in multiple areas or listed as different aphas) count only once for graduation requirements.

Associate in Technical Studies (A.T.S.) Degree

A career and technical credential consisting of at least 60 semester credits provides students with skills and competencies for gainful employment. This degree must be customized by using courses from two or more existing approved programs and is intended to target emerging career areas which cross traditional boundaries. This degree must have educational objectives which are clearly defined and recognized by business, industry, or employers who have needs for specialized training. This degree must have advanced approval and cannot be requested based upon previously completed coursework. This degree requires a GPA of 2.0 or better for all courses required. (UHCCP #5.203)

Certificate of Achievement (C.A.)

A college credential for students who have successfully completed designated medium-term career and technical education *credit* course sequences provides them with job upgrading or entry-level skills. Course sequences may not exceed 51 credit hours (unless external requirements exceed this number) and may not be less than 24 credit hours. The issuance of a Certificate of Achievement requires that the student must earn a cumulative GPA of 2.0 or better for all Hawai'i CC courses required in the certificate. The 12 semester hours of work must be completed at Hawai'i CC. (UHCCP #5.203)

Certificate of Competence (C.O.)

A college credential for students who have successfully completed a sequence of career-technical education courses within a BOR-approved CTE program that has been identified as fulfilling an employable set of skills recognized by Business and Industry. The C.O. may be awarded for successful completion of a sequence of non-credit CTE instruction. The issuance of a C.O. requires that the student's work meets or exceeds competencies necessary for employment (e.g., courses resulting in a student's competence to be employed as an automotive "brake technician"). Course sequences shall be at least 4 and less than 24 credit hours and may include General Education courses appropriate to industry requirements. In a credit course sequence the student must earn a cumulative 2.0 GPA or better for all courses required in the certificate. (UHCCP #5.203)

Academic Subject Certificate (A.S.C.)

A supplemental college credential for students enrolled in an A.A. program, or unclassified students already holding an Associate, Bachelor, or Graduate level credential and who have successfully completed a specific sequence of credit courses from the A.A. curriculum. The sequence must fit within the structure of the A.A. degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours. The issuance of the Academic Subject Certificate requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate. (UHCCP #5.203)

Residency Requirement for Graduation

To graduate with a degree from a University of Hawai'i Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major from that college. (UHCCP #5.208)

Assessment

Assessment is the process of gathering information on student learning and services for the purposes of evaluating and improving the learning environment. Assessment is the responsibility of everyone employed by Hawai'i Community College and the College engages in systematic assessment of learning outcomes to ensure continuous improvement and create increased opportunities for student success. The College Council's Assessment Committee provides leadership to ensure that the College achieves its mission by sponsoring assessment activities, encouraging meaningful assessment practices and experiences, and promulgating discovery based on results of the assessment process.

Assessment across the Kauhale is governed by the College's Assessment Policy. (Policy Haw 5.202)

In addition, standards and criteria from the Accrediting Commission for Community and Junior Colleges (ACCJC), as well as accrediting bodies providing oversight for career and technical education programs, serve as the overall guidelines within which the college establishes and revises its assessment activities.

Assessment is integrated with biennium and supplemental budget and strategic planning through annual program and service-unit reviews, and comprehensive reviews on a three-year cycle that are initiated and monitored by the College Effectiveness Review Committee (CERC). The following Hawai'i CC and UH System policies determine requirements for program review:

- HAW #4.201 Integrated Planning for Institutional Effectiveness
www.hawaii.hawaii.edu/sites/default/files/assets/ovcad-min/admin-manual/haw4-201.pdf
- UHCCP #5.202 (May 2012)
www.uhcc.hawaii.edu/OVPCC/policies/docs/UHC-CP_5.202_Review_of_Established_Programs.pdf
- Board of Regents Policy, Section 5-1.b
www.hawaii.edu/offices/bor/policy/borpch5.pdf
- University of Hawai'i Systemwide Executive Policy, E5.202
www.hawaii.edu/policy

Course Review Policy

The University Council on Articulation (UCA) policy requires that all of Hawai'i Community College's previously articulated general education core courses be reviewed over a five-year period. Hawai'i CC has developed procedures to review 20% of all of its approved courses each year. Courses will be reviewed according to their approval date; the oldest will be reviewed first. The policy and procedures were developed by the Academic Senate in collaboration with the Dean of Instruction, and were approved by the Senate on January 26, 2001. (Policy Haw 5.250)

PROGRAM DESCRIPTIONS

Accounting (ACC)

Faculty: S. Dill B. Sanders

The Accounting program prepares students for entry-level positions. Learning centers on the accounting equation and the accounting cycle, recording financial transactions, and preparing financial statements.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Perform basic accounting tasks and business math skills to maintain accurate accounting systems in for-profit organizations.
- Communicate with stake holders in a manner that reflects organizational culture and sensitivity to diverse customer and community needs.
- Perform basic office functions using standard and emerging technologies.
- Demonstrate, in a work environment, effective self-management through efficient use of time and personal commitments.
- Participate effectively in individual and group decision making.
- Use critical thinking skills to make decisions that reflect legal and ethical standards of the accounting profession.

First Semester		CA	AAS
* Acc 120	College Accounting I	3	3
Busn 121	Introduction to Word Processing	3	3
Busn 150	Intro to Business Computing (or ICS 101)	3	3
Busn 164	Career Success (or IS 101)	3	3
** Busn 188	Business Calculations	3	3
	TOTAL	15	15

Second Semester		CA	AAS
* Acc 124	Principles of Accounting I	3	3
* Acc 134	Individual Income Tax Preparation (or Acc 130 or Acc 132 or Acc 193V or Busn 193V or Ent 120)	3	3
* Acc 155	Spreadsheets in Accounting	3	3
* Acc 252	Using Quickbooks in Accounting	3	3
Busn 178	Business Communications	3	3
	TOTAL	15	15

Third Semester		CA	AAS
* Acc 132	Payroll and Hawai'i General Excise Tax (or Acc 130 or Acc 134 or Acc 193V or Busn 193V or Ent 120) (choose a course that was not taken previously)	-	3
* Acc 201	Intro to Financial Accounting (or Acc 125)	-	3
** Eng 100	Composition I	-	3
** SpCo	SpCo 130 or 151 or 251	-	3
Elective ††	Cultural Env., Natural Env., Social Env. (not IS 101, nor Busn 164)	-	3
	TOTAL	-	15

Fourth Semester		CA	AAS
* Acc 202	Intro to Managerial Accounting (or Acc 126)	-	3
* Acc 255	Using Spreadsheets in Accounting II	-	3
* Acc 295	Accounting Capstone	-	3
Elective ††	Cultural Env., Natural Env., Social Env. (not IS 101, nor Busn 164)	-	6
TOTAL		-	15
TOTAL		30	60

* A grade of "C" or better is required to earn a certificate and/or degree
 ** Meets competency requirement in mathematics or communications
 †† Earn 9 credits total by selecting one 3-credit general elective course from each of three areas: Cultural Env., Natural Env., Social Env.

Administration of Justice (AJ)

Faculty: D. Kalei

This program provides students with a solid background in the field of Administration of Justice by offering a variety of courses designed to prepare students for careers within the criminal justice system. The program combines the scientific study of law enforcement, the court system and corrections, along with a focus on the administration of these systems. An important component of the program is the study of the causes and effects of crime and the ways in which society responds to such behavior.

This program is designed to prepare students to obtain a two-year degree with the knowledge and skills needed to enter a career upon graduation. It also academically prepares students who wish to continue their degree at a four-year institution.

A student who successfully completes 12 credits of AJ courses at Hawai'i CC may receive up to 6 additional AJ credits for completing basic police recruit training as required by government law enforcement agencies.

An internship program is also available to students who wish to earn college credit by working in the AJ field. Students can earn up to 6 credits, which can be applied to the program. Students interested in the internship program should contact the AJ Coordinator.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Express a foundational understanding of the three components (law enforcement, courts, and corrections) of the Administration of Justice system and how they interrelate and affect individuals and society.
- Work independently and interdependently with diverse populations to produce personal, professional, and community outcomes.
- Use technology to access, synthesize, and communicate information effectively in written and oral reports.
- Develop and initiate career plans to obtain jobs or continue a degree in Administration of Justice or related fields.

First Semester		AS
AJ 101	Introduction to Administration of Justice	3
AJ or Subs	Elective (see below)	3
Eng 102	College Reading Skills	3
Electives ††	Cultural Env., Natural Env., Social Env.	6
TOTAL		15

Second Semester		AS
* AJ 131	Ethics in Public Services	1
* AJ 210	Juvenile Justice	3
* AJ 221	Criminal Law	3
* AJ or Subs	Elective (see below)	3
** Eng 100	Composition I	3
SpCo 151	Intro to Speech & Comm	3
TOTAL		16

Third Semester		AS
* AJ 220	Constitutional Law	3
* AJ 280	Current Issues in Administration of Justice	3
* AJ or Subs	Electives (see below)	3
** Math 100	Survey of Mathematics or higher	3
or		
Phil 110	Introduction to Deductive Logic	(3)
Elective ††	Cultural Env., Natural Env., Social Env.	3
TOTAL		15

Fourth Semester		AS
* AJ or Subs	Electives (see below)	3
Electives	General	12
TOTAL		15
TOTAL		61

Homeland Security Certificate of Competence

AJ 101	Introduction to Administration of Justice	3
AJ 131	Ethics in Public Services	1
AJ 180	Introduction to Homeland Security	3
AJ 181	Intelligence Analysis and Security Mgmt	3
AJ 182	Transportation and Border Security	3
TOTAL		13

Criminal Justice Additions Professional Certificate of Competence

AJ 101	Introduction to Administration of Justice	3
AJ 131	Ethics in Public Services	1
AJ 150	The Correctional Process	3
Subs 132	STDs and Confidentiality	1
Subs 140	Individual Substance Abuse Counseling	3
Subs 245	Group Counseling	3
Subs 268	Survey of Substance Abuse Problems	3
Subs 270	12 Core Functions Subs Abuse Counseling	3
Subs 294	Seminar and Fieldwork I	3
TOTAL		23

Electives - The following courses will be accepted:

- AJ 103, 104, 150, 170, 180, 181, 182, 193V, 208, 233, 234, 250, 256, 285, 290B, 290C, 290D
- Subs 140, 141, 245, 248, 262, 268, 270, 275, 280, 294, 295

Credits in () are optional

* A grade of "C" or better is required to earn a certificate and/or degree

** Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting one 3-credit general elective course from each of three areas: Cultural Env., Natural Env., Social Env.

Agriculture (AGR)

Faculty: L. Nakamura

This program prepares students for employment in government service, agribusiness, horticulture, livestock, flowers and foliage, landscape, macadamia nuts, papaya, and coffee industries.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Plan and manage projects and cultivate horticultural crops using legal; sustainable; safe; and ecologically, biologically, and technologically sound practices.
- Design gardens that demonstrate the aesthetic principles of unity, repetition, balance, color, and texture congruent with the customers' desires.
- Operate and maintain tools and equipment.
- Set-up and manage a business enterprise.
- Interact with customers and co-workers in ways that effectively support the work to be accomplished.

First Semester	CA	AAS
* Ag 33 Greenhouse Construction	3	3
* Ag 40 Plant Identification	3	3
* Ag 54A Tropical Agriculture Production I	6	6
** Eng 106 Technical English for the Workplace (or Eng 100 or Eng 102)	-	3
TOTAL	12	15

Second Semester	CA	AAS
* Ag 31 Farm Equipment, Machinery and Power	3	3
* Ag 46 Landscape Maintenance	3	3
* Ag 54B Tropical Agriculture Production II	6	6
** QM 120T Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
TOTAL	12	15

Third Semester	CA	AAS
* Ag 122 Soil Technology	-	3
* Ag 200 Principles of Horticulture	-	4
* Ag 230 Agriculture Business Management	-	3
Elective Natural Environment †† (numbered 100 or above)	-	3
Elective Social Environment †† (numbered 100 or above)	-	3
TOTAL	-	16

Fourth Semester	CA	AAS
* Ag 141 Integrated Pest Management	-	3
* Ag 157 Marketing of Agriculture Products	-	3
* Ag 250 Sustainable Crop Production	-	3
* Ag 250L Sustainable Crop Production Lab	-	1
* Ag 260 Tropical Landscape Horticulture	-	3
Elective Cultural Environment †† (numbered 100 or above)	-	3
TOTAL	-	16
TOTAL	24	62

Landscape Worker Certificate of Competence

* Ag 31 Farm Equipment, Machinery and Power	3
* Ag 33 Greenhouse Construction	3
* Ag 40 Plant Identification	3
* Ag 46 Landscape Maintenance	3
TOTAL	12

Farm Worker Certificate of Competence

* Ag 31 Farm Equipment, Machinery and Power	3
* Ag 33 Greenhouse Construction	3
* Ag 54A Tropical Agriculture Production I	6
* Ag 54B Tropical Agriculture Production II	6
TOTAL	18

Credits in () are optional

* A grade of "C" or better is required to earn a certificate and/or degree

** Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting one 3-credit general elective course from each of three areas: Cultural Env., Natural Env., Social Env.

Architectural, Engineering and CAD Technologies (AEC)

Faculty: G. Cho D. De Silva

This program prepares students for employment with architectural firms, contractors, engineers, surveyors, or government agencies. Job responsibilities range from making accurate working drawings of buildings to assisting a surveying crew.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Using computational and reasoning skills, demonstrates entry-level skills for accuracy in drawings, and identifies the relationship of features to demonstrate visualization proficiency.
- Formulate, design, revise, and construct projects utilizing knowledge of proper construction materials and resources based on design criteria, and be able to defend, explain, and discuss.
- Design and generate Architectural and Engineering documents using two-dimensional and three-dimensional CAD programs.
- Demonstrate operational competence in using surveying hand tools and equipment.
- Demonstrate communication, critical thinking, research, and problem-solving skills.
- Illustrate within the design process an understanding of the balance between cultures, community, and the environment.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

<u>Subject Area</u>	<u>Placement into course</u>
Mathematics	Math 24 or Math 26
Reading	Eng 102
Writing	Eng 100

First Semester		CA	AAS
* AEC 100	Drafting Conventions & Materials	5	5
* AEC 112	Computer Aided Drafting (CAD)	3	3
* AEC 115	Introduction to Architecture	2	2
** Math 120	Trigonometry for Surveying	4	4
* AEC 113	Geomatics & Land Surveying I	-	2
TOTAL		14	16

Second Semester		CA	AAS
* AEC 120	Resident Design & Construction Drawings	6	6
* AEC 128	Sustainable Environmental Design	2	2
* AEC 129	Sustainable Design & Site Prep	-	2
* AEC 150	Introduction to GIS & GPS	-	4
** Eng 100	Composition I	3	3
TOTAL		11	17

Third Semester		CA	AAS
* AEC 230	Residential Contract Drawings & Codes	4	4
* AEC 233	Basic Architectural Studio A	4	4
* AEC 234	3D CAD Imaging	1	1
* AEC 238	Architectural Historic Preservation	2	2
* AEC 249	Introduction to Drafting Career Success	1	1
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
TOTAL		12	15

Fourth Semester		CA	AAS
* AEC 240	Commercial Contract Drawings	3	3
* AEC 241	Intro to Building Services & BIM	3	3
* AEC 242	Basic Architectural Studio B	4	4
* AEC 247	Geomatics & Land Surveying II	-	2
Electives ††	Cultural Env., Natural Env., Social Env.	-	6
TOTAL		10	18
TOTAL		47	66

Geomatics and GIS Certificate of Achievement		
* AEC 112	Computer Aided Drafting (CAD)	3
* AEC 113	Geomatics & Land Surveying I	2
* AEC 129	Sustainable Design & Site Preparation	2
* AEC 150	Introduction to GIS & GPS	4
* AEC 234	3D CAD Imaging	1
* AEC 241	Intro to Building Services & BIM	3
* AEC 247	Geomatics & Land Surveying II	2
** Math 120	Trigonometry for Surveying	4
** Eng 100	Composition I	3
TOTAL		24

Geospatial Technologies Certificate of Competence		
* AEC 112	Computer Aided Drafting (CAD)	3
* AEC 113	Geomatics & Land Surveying I	2
* AEC 150	Introduction to GIS & GPS	4
* AEC 241	Intro to Building Services & BIM	3
TOTAL		12

Sustainable Lot Design and Site Prep Certificate of Competence		
* AEC 112	Computer Aided Drafting (CAD)	3
* AEC 113	Geomatics & Land Surveying I	2
* AEC 128	Sustainable Environmental Design	2
* AEC 129	Sustainable Design & Site Preparation	2
TOTAL		9

* A grade of "C" or better is required to earn a certificate and/or degree
 ** Meets competency requirement in mathematics or communications
 †† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Auto Body Repair and Painting (ABRP)

Faculty: G. Fujioka C. Koreyasu

This program prepares the student for employment in an auto body repair and painting shop. Graduates have found that completion of the ABRP program leads to better paying jobs and faster advancement once employed.

Program Learning Outcomes

- Upon successful completion, students are prepared to:
- Demonstrate entry-level knowledge and skills required for the safe operation of tools and equipment necessary to perform repairs on modern automobiles.
 - Apply proper safety procedures and regulated compliance standards applicable to the auto collision and refinish industry.
 - Demonstrate structural panel repair techniques and advanced welding skills.
 - Demonstrate competence in refinish procedures.
 - Employ industry standard operating procedures and repair techniques.
 - Utilize research, communication, and problem solving skills to evaluate and operationalize repair tasks.
 - Model professional conduct and practice desirable work habits and attitudes for successful employment in the auto repair industry.

Entry Requirements

- Possess a valid driver's license
- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

<u>Subject Area</u>	<u>Minimum placement into course</u>
Mathematics	Math 22 or Math 50 or QM 120T
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* ABRP 20A	Introduction to Auto Body Repair	12	12
** QM 80	Quantitative Methods Preparation (or QM 120T or Math 100 or higher (not Math 120))	3	-
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
TOTAL		15	18

Second Semester		CA	AAS
* ABRP 30A	Metal and Plastic Refinishing	12	12
** Eng 102	College Reading Skills (or Eng 100 or Eng 106)	-	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	12	18
Third Semester		CA	AAS
* ABRP 40A	Panel & Glass Replacement Techniques	12	12
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	12	15
Fourth Semester		CA	AAS
* ABRP 50A	Frame Measuring & Alignment Techniques	12	12
	TOTAL	12	12
	TOTAL	51	63

* A grade of "C" or better is required to earn a certificate and/or degree
 ** Meets competency requirement in mathematics or communications
 †† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env.

Automotive Mechanics Technology (AMT)

Faculty: H. Fujii K. Shimizu

This program prepares the student for employment as a general mechanic in a service station or auto dealer's shop, or as a specialty mechanic or a specialist on engine tune-ups or electrical systems.

Program Learning Outcomes

- Upon successful completion, students are prepared to:
- Identify and demonstrate proper work readiness skills and respect for cultural differences.
 - Apply safety measures at all times.
 - Maintain proper use of shop tools and equipment.
 - Demonstrate access and use of online repair manuals.
 - Diagnose and repair typical problems encountered by owners of vehicles.
 - Perform routine maintenance functions on vehicles.

Entry Requirements

- Possess a valid driver's license
 - Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:
- | <u>Subject Area</u> | <u>Minimum placement into course</u> |
|---------------------|--------------------------------------|
| Mathematics | Math 22 or Math 50 or QM 120T |
| Reading | Eng 21 or ESL 21 |

First Semester		CA	AAS
* AMT 101	Intro to Automotive Tech & Safety	2	2
* AMT 120	Powertrain I	10	10
** Eng 102	College Reading Skills (or Eng 100 or Eng 106)	-	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	12	18

Second Semester		CA	AAS
* AMT 150	Powertrain II	12	12
** QM 80	Quantitative Methods Preparation (or QM 120T or Math 100 or higher (not Math 120))	-	3
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	15	18
Third Semester		CA	AAS
* AMT 200	Undercarriage	12	12
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	TOTAL	12	15
Fourth Semester		CA	AAS
* AMT 220	Diagnostics and Repair	12	12
AMT 93V	CVE (optional with instructor approval)	-	-
	TOTAL	12	12
	TOTAL	51	63

* A grade of "C" or better is required to earn a certificate and/or degree
 ** Meets competency requirement in mathematics or communications
 †† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env.

Business Technology (BTEC)

Faculty: G. Ching A. Chung
R. Yamane

The Business Technology program prepares students for employment in positions such as administrative assistants, receptionists, clerks, or secretaries. Students will learn critical office skills, along with communication and organizational proficiencies. The curriculum includes courses in office technology, business communication, office administration, accounting, and business math to enhance employment and promotion possibilities.

Program Learning Outcomes

- Upon successful completion, students are prepared to:
- 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, critical thinking, and decision-making skills to make informed choices and solve problems for personal and work-related situations.
 - Apply appropriate strategies to secure employment, retain a job, and advance in a career.
 - Analyze, synthesize, and evaluate real-world problems in quantitative terms.

First Semester		CO	CA	AAS
* Busn 121	Introduction to Word Processing	3	3	3
* Busn 164	Career Success (meets Soc. Env. requirement for A.A.S.)	3	3	3
* Busn 182	Machine Transcription	3	3	3
*/** Busn 188	Business Calculations	3	3	3
* Busn 150	Intro to Business Computing	-	3	3
** Eng	Eng 22 or (ESL 22G and ESL 22W) or higher	-	3	-
TOTAL		12	18	15

Second Semester		CO	CA	AAS
* Busn 123	Word Processing for Business	3	3	3
Busn 193V	Cooperative Vocational Education	-	3	3
** SpCo	SpCo 130 or SpCo 151	-	3	3
Acc 120	College Accounting I (or Acc 124 or Acc 201)	-	-	3
** Eng 100	Composition I	-	-	3
TOTAL		3	9	15

Third Semester		CO	CA	AAS
* Busn 170	Records and Information Management	-	3	3
Bus 120	Principles of Business	-	-	3
Acc 155	Spreadsheets in Accounting	-	-	3
Elective ††	Cultural Environment	-	-	3
Elective ††	Natural Environment	-	-	3
TOTAL		-	3	15

Fourth Semester		CO	CA	AAS
* Busn 158	Social Media & Cloud Collaboration	-	-	3
* Busn 178	Business Communications	-	-	3
* Busn 292	Integrated Office Procedures	-	-	3
Business	Electives (see below)	-	-	7-9
TOTAL		-	-	16-18
TOTAL (minimum)		15	30	61-63

Business Electives - The following courses will be accepted:

- Acc 124, 125, 126, 130, 132, 134, 201, 202, 252
- Busn 159(++), 184
- CENT 140, 240B, 240C, 241
- Econ 120, 130, 131
- Ent 120
- Hlth 125
- HosT 101, 150, 152, 260
- ITS 103, 104, 108, 118, 121, 151, 215, 221, 281, 282, 284
- Mgt 124
- Mkt 120, 121, 130, 151, 157, 185

(++) Required for the Virtual Office Assistant CO

Virtual Office Assistant Certificate of Competence

First Semester		CO
* Busn 121	Introduction to Word Processing (or Busn 123)	3
* Busn 150	Intro to Business Computing	3
* Busn 158	Social Media & Cloud Collaboration	3
* Busn 164	Career Success	3
TOTAL		12

Second Semester		CO
Acc 120	College Accounting I (or Acc 201)	3
* Busn 151	Intermediate Business Computing (or Acc 155)	3
* Busn 159	Creating & Managing the Virtual Office	3
* Busn 193V	Cooperative Vocational Education	2
TOTAL		11
TOTAL		23

* A grade of "C" or better is required to earn a certificate and/or degree

** Meets competency requirement in mathematics or communications

†† Earn 6 credits total by selecting one 3-credit general elective course from each of the areas: Cultural Environment, Natural Environment

Carpentry (CARP)

Faculty: G. Harada D. Vierra

The Carpentry program allows students to participate in the "foundation-to-finish" experiences necessary to build a basic residential house while completing the required carpentry coursework. Students will graduate from the Carpentry program with the knowledge and experience necessary to begin employment at the entry level in the construction industry, or enter a four-year apprenticeship program. Credit may be given in the apprenticeship program for work completed at Hawai'i Community College.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Understand and utilize math computations, formulas, and measurements required in the carpentry field.
- Understand the properties of wood, its sustainability and how it dictates the fundamental principles and procedures involved in carpentry.
- Demonstrate safe practices concerning, personal safety, hand and power tool usage, and all aspects of fabrication/construction.
- Use appropriate tools, materials/fasteners and current building technology to complete projects.
- Practice good work ethics and quality workmanship with regard to industry standards.
- Construct projects by interpreting drawings, applying building code requirements where applicable.
- Synthesize principles, procedures and objectives using critical thinking, appropriate materials, tools/equipment and procedures to construct a residential dwelling.
- Demonstrate awareness of environmental and cultural impacts at the community and global level during planning and construction phases.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 22 or Math 50 or QM 120T
Reading	Eng 21 or ESL 21

First Semester		CA	AAS
* Carp 50	Basic Carpentry I	3	3
* Carp 51	Basic Carpentry II	9	9
Blpr 30F	Blueprint Reading for Carpenters	3	3
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	3	3
TOTAL		18	18
Second Semester		CA	AAS
* Carp 55	Concrete Form Construction	12	12
Blpr 40	Blueprint Reading and Estimating	3	3
** Eng 102	College Reading Skills (or Eng 100 or Eng 106)	-	3
TOTAL		15	18
Third Semester		CA	AAS
* Carp 57	Framing and Exterior Finish	12	12
Electives ††	Cultural Env., Natural Env., Social Env.	-	6
TOTAL		12	18
Fourth Semester		CA	AAS
* Carp 60	Finishing	12	12
Math 55	Technical Math II	1	1
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
Carp 93V	CVE (optional)	-	-
TOTAL		13	16
TOTAL		58	70

- * A grade of "C" or better is required to earn a certificate and/or degree
- ** Meets competency requirement in mathematics or communications
- †† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env.

Cisco Networking Academy (CNA)

Cisco Networking Academy (CNA) is a global educational program that teaches students how to design, build, troubleshoot, and secure computer networks for increased access to career and economic opportunities in communities around the world. Networking Academy provides online courses, interactive tools, and hands-on learning activities to help individuals prepare for ICT and networking careers in virtually every type of industry. Since its inception in October 1997, more than a million students each year have been reached through more than 7,000 Cisco Academies in all 50 states, Washington D.C., Guam, American Samoa, and in 165 other countries.

The Cisco Certified Networking Associate (CCNA) series of courses are intended for CCNA examination preparation; to prepare individuals for further education/training; to complement courses/training in electronics, computer technology, and engineering; to provide practical hands-on exercises in computer network design, implementation and maintenance; and to prepare individuals for entry-level (learning-oriented) jobs in the computer networking field. The CCNA courses are:

- CENT 140: Network Fundamentals
- CENT 240B: Routing Protocols and Concepts
- CENT 240C: LAN Switching and Wireless
- CENT 241: Accessing the WAN

For more information about the CNA and courses, contact:

Jason Santos jhsantos@hawaii.edu (808) 934-2645
or visit <http://cisco.netacad.net>

Cooperative Vocational Education (CVE)

Faculty: See individual program faculty

CVE is an elective that is offered to all qualified students enrolled in vocational-technical programs and who, through a cooperative arrangement between the school and employers, receive part-time related instruction in the school and on-the-job training through part-time employment.

Alternating study in college with employment in private or public sectors is provided the two experiences being planned and supervised by Hawai'i CC and the employers contributes to the student's development in his or her chosen occupation.

Creative Media (CM)

Formerly Digital Media Arts (AS)

Faculty: M. Hu V. Murakami

This program prepares students for employment in the field of digital media design and production. It gives necessary education and training to students seeking entry-level positions as digital media artists and/or transfer to a Baccalaureate granting institution. It provides professionals already in the field with updated technology training.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Use technology effectively to create visual artworks.
- Gather, analyze, and evaluate information visually.
- Apply knowledge of aesthetics to the needs of the community.
- Demonstrate professionalism with a digital portfolio.

First Semester		AS
* Art 107D	Intro to Digital Photography (or Art 113 or Art 120)	3
* Art 112	Introduction to Digital Arts	3
* Art 115	Introduction to 2D Design	3
** Eng 100	Composition I	3
ICS 101	Digital Tools for the Information World	4
TOTAL		16

Second Semester		AS
* Art 125	Introduction to Graphic Design	3
* Art	Electives (see below)	3
ITS 103	Intro to the Programming Process	4
** Math 103	Introduction to College Algebra	4
SpCo 151	Intro to Speech and Communication	3
	TOTAL	17
Third Semester		AS
Ent 120	Starting a Small Business	3
* Art	Electives (see below)	6
Elective	Cultural Environment †† (any 3-credit HwSt course numbered 100 or higher)	3
	TOTAL	12
Fourth Semester		AS
* Art	Electives (see below)	9
Elective	Social Environment †† (numbered 100 or higher)	3
Elective	Natural Environment †† (numbered 100 or higher)	3
	TOTAL	15
	TOTAL	60

Art Electives - The following courses will be accepted:

- Art 107D, 113, 120, 126, 156, 202, 207D, 209, 212, 225, 226, 229, 248, 249, 257, 259, 293, 294

Additional Requirement

- One Writing Intensive (WI) course with a “C” or better grade.

* A grade of “C” or better is required to earn a degree

** Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Culinary Arts (CULN)

Faculty: P. Heerlein B. Hirata

This program is designed to provide for entry-level employment in hotels, full-service restaurants, fast food restaurants, institutions (schools, hospitals, corrections, etc.) and private clubs. Accredited by the American Culinary Federation since July 2005.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Apply appropriate ethics for purchasing and receiving in the culinary industry.
- Demonstrate proper work attitudes and work habits.
- Demonstrate general knowledge of culinary departmental functions and their relationship.
- Demonstrate an understanding of the culinary industry business operations.
- Demonstrate entry-level proficiency in technical skills required in the culinary industry according to the American Culinary Federation.

- Choose an appropriate career path based on industry knowledge or requirements.
- Apply appropriate etiquette, appearance, and hygiene as required by industry standards.
- Demonstrate skills necessary for acquiring a job in the culinary field.
- Integrate their knowledge of Hawai‘i’s culture and food into cuisine.
- Apply nutritional concerns to the creation of menus.

First Semester		CO	CA	AAS
* Culn 111	Introduction to the Culinary Industry	2	2	2
* Culn 112	Sanitation and Safety	2	2	2
* Culn 120	Fundamentals of Cookery	6	6	6
* Culn 170	Food and Beverage Purchasing	-	3	3
* Culn 160V	Dining Room Service/Stewarding (WH students only)	-	1	1
** QM 120H	Quantitative Methods for Culinary Arts (or Math 100 or higher (not Math 120))	-	3	3
	TOTAL	10	17	17

Second Semester		CO	CA	AAS
* Culn 115	Menu Merchandising	1	1	1
* Culn 131	Short Order Cookery	3	3	3
* Culn 140	Cold Food Pantry	4	4	4
* Culn 150	Fundamentals of Baking	4	4	4
* Culn 160V	Dining Room Service/Stewarding (WH students only)	-	1	1
** Eng	Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	-	3	-
** Eng 106	Technical English for the Workplace (or Eng 100 or Eng 102)	-	-	3
	TOTAL	12	16	16

Third Semester		CO	CA	AAS
* Culn 130	Intermediate Cookery	-	7	7
* Culn 270	Food and Beverage Cost Control	-	-	5
* Culn 185††	Culinary Nutrition	-	-	3
HoST 290	Hospitality Management	-	-	3
	TOTAL	-	7	18

Fourth Semester		CO	CA	AAS
* Culn 160V	Dining Room Service/Stewarding (Hilo students only)	-	(2)	(2)
* Culn 220	Advanced Cookery	-	6	6
* Culn 240	Garde Manger	-	4	4
* Culn 252	Patisserie	-	-	4
Elective††	Cultural Environment (HwSt course recommended)	-	-	3
	TOTAL	-	10	17
	TOTAL	22	50	68

Credits in () are optional

* A grade of “C” or better is required to earn a certificate and/or degree

** Meets competency requirement in mathematics or communications

†† Meets requirements in Cultural Env., Natural Env., or Social Env.

Diesel Mechanics (DISL)

Faculty: M. Soares

This program prepares the student for employment as a skilled tradesperson who troubleshoots, maintains, and repairs various types of diesel engines, trucks, tractors, boats, and other heavy equipment.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Function safely in a heavy equipment shop environment.
- Demonstrate ability to communicate effectively to gather and convey information.
- Apply theory and principles for proper diagnosis, repair, and maintenance in the heavy-duty truck equipment industry.
- Practice the minimum essential mental, physical, and behavioral skills necessary to maintain professional proficiency.
- Work collaboratively with others as well as independently.

Entry Requirements

- Possess a valid driver's license

First Semester	CA	AAS
* DiMc 20 Introduction to Diesel Engines	12	12
** Eng 102 College Reading Skills (or Eng 100 or Eng 106)	-	3
** QM 120T Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	3
TOTAL	12	18

Second Semester	CA	AAS
* DiMc 30 Introduction to Electrical Systems	6	6
* DiMc 33 Introduction to Fuel Systems	6	6
Elective †† Cultural Env., Natural Env., Social Env.	-	6
TOTAL	12	18

Third Semester	CA	AAS
* DiMc 40 Introduction to Power Trains	12	12
Elective †† Cultural Env., Natural Env., Social Env.	-	3
TOTAL	12	15

Fourth Semester	CA	AAS
* DiMc 50 Heavy Duty Brakes, Steering, Suspension	6	6
* DiMc 55 Hydraulic and Hydrostatic Systems	6	6
DiMc 93V CVE (optional)	-	-
TOTAL	12	12
TOTAL	48	63

* A grade of "C" or better is required to earn a certificate and/or degree

** Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env.

Digital Media Arts (DMA)

for Digital Media Arts (AS) see Creative Media (AS)

Faculty: M. Hu V. Murakami

This program prepares students for employment in the field of digital media design and production. It gives necessary education and training to students seeking entry-level positions as digital media artists and/or transfer to a Baccalaureate granting institution. It provides professionals already in the field with updated technology training.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Use technology effectively to create visual artworks.
- Gather, analyze, and evaluate information visually.
- Apply knowledge of aesthetics to the needs of the community.
- Demonstrate professionalism with a digital portfolio.

First Semester	CO
* Art 112 Introduction to Digital Arts	3
* Art 115 Introduction to 2D Design	3
TOTAL	6

Second Semester	CO
* Art 202 Digital Imaging	3
* Art 209 Image in Motion Studio	3
TOTAL	6

Third Semester	CO
* Ent 120 Starting a Small Business	3
* Art 293 Internship (or Art 294)	3
* Art Electives (see below)	3
TOTAL	9
TOTAL	21

Art Electives - The following courses will be accepted:

- Art 107D, 113, 120, 126, 156, 202, 207D, 209, 212, 225, 226, 229, 248, 249, 257, 259, 293, 294

* A grade of "C" or better is required to earn a certificate

Early Childhood Education (ECED)

Faculty: J. Smith B. Watanabe
Children's Center Staff: C. Babagay
 J. Puniwai B. Pavao

This program is designed to provide attitudes, skills, and knowledge for people who work with young children and their families in a variety of early childhood programs. The Certificate of Competence (C.O.) or Certificate of Achievement (C.A.) prepares students for support roles in early childhood programs. An Associate in Science (A.S.) degree prepares students to be teachers or lead practitioners in early childhood programs.

Students taking Laboratory or Practicum courses are required to complete fingerprinting and pass the criminal history record checks.

This degree is fully articulated with the Bachelor of Arts in Social Science (with a concentration in Early Childhood Education) offered through the University of Hawai'i West O'ahu via Distance Education. Students interested in pursuing the BA degree with UH West O'ahu are encouraged to meet with an Early Childhood Education advisor their first semester.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Use knowledge of child development and of individual children to create healthy, challenging learning environments, and experiences.
- Build positive relationships and guide children through supportive interactions.
- Build respectful partnerships with children, families, colleagues, and communities.
- Observe, document, and assess children's development and learning in partnerships with families.
- Plan, implement, and assess learning experiences using appropriate content, concepts, and methods.
- Use reflective practices to base decisions and actions on ethical and professional standards.
- Advocate for children and their families within the program.

First Semester		CO	CA	AS
* ECEd 105	Intro to Early Childhood Education	3	3	3
* ECEd 110	Developmentally Appropriate Pract.	3	3	3
* ECEd 131	Early Childhood Development: Theory into Practice	3	3	3
** Eng	Eng 21 or ESL 21 or Eng 102 or higher	-	3	-
** Eng 102	College Reading Skills	-	-	3
Elective	Social Environment	-	-	3
TOTAL		9	12	15

Second Semester		CO	CA	AS
(Certificate of Competence requires ECEd 115 or 140 or 245)		3	-	-
ECEd 115	Health, Safety, and Nutrition for the Young Child	(3)	3	3
ECEd 140	Guiding Young Children in Group Settings	(3)	3	3
ECEd 263	Language & Creative Exp. Curric.	-	-	3
or				
ECEd 264	Inquiry and Physical Curriculum	-	-	(3)
** Eng	Eng 22 or (ESL 22G and ESL 22W) or Eng 100	-	3	-
** Eng 100	Composition I	-	-	3
Elective	Cultural Environment	-	-	3
TOTAL		3	9	15

Third Semester		CO	CA	AS
* ECEd 190 †	Early Childhood Laboratory	4	4	4
ECEd 245	Child, Family, and Community	(3)	3	3
ECEd 263	Language & Creative Exp. Curric	-	-	(3)
or				
ECEd 264	Inquiry and Physical Curriculum (whichever was not taken previously)	-	-	3
** SpCo	SpCo 51 or SpCo 151	-	3	-
** SpCo 151	Introduction to Speech and Communications	-	-	3
** Math	Math 22 or higher	-	3	-
** Math 100	Survey of Mathematics or higher (Math 115 recommended)	-	-	3
or				
Phil 110	Introduction to Deductive Logic	-	-	(3)
TOTAL		4	13	16

Fourth Semester		CO	CA	AS
* ECEd 291	Early Childhood Practicum II	-	-	4
Elective ††	Cultural Env., Natural Env., Social Env-	-	-	9
Elective	General Elective	-	-	3
TOTAL		-	-	16
TOTAL (minimum)		16	34	62

* A grade of "C" or better is required to earn a certificate and/or degree
 ** Meets competency requirement in mathematics or communications
 † ECEd 191 - Early Childhood Practicum I may be substituted for ECEd 190 only when ECEd 190 is not available and with instructor's consent.
 †† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env.

The Hawai'i CC Children's Center, located on the Manono campus, provides a setting for early childhood students to gain practical experience with young children. The Center provides early education and care for children 18 months to 5 years of age and serves children of students, faculty, and staff from Hawai'i CC and UH Hilo. Community children are accepted on a space available basis. The Center offers a high quality developmental approach to early education with qualified staff. Early childhood students work and study in the Center, under the guidance and supervision of early childhood faculty and staff. The Center is accredited by the National Association for the Education of Young Children.

Electrical Installation and Maintenance Technology (EIMT)

Faculty: R. Dela Cruz P. Pajo

This program prepares students for employment with electrical appliance shops, utility companies, and electrical construction, and maintenance companies. Learning will center on planning, designing, constructing, installing, and maintaining electrical wiring and equipment.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Accurately demonstrate entry-level skills in residential, commercial, and industrial electrical installation and maintenance.
- Practice safety on the job and recognize potential hazards.
- Interpret and comply with the National Electrical Code NFPA 70 book and local codes.
- Read and interpret all sections of blueprints and draft electrical circuits.
- Integrate carpentry, masonry, plumbing, and HVACR systems with electrical installation and maintenance.
- Produce take-off lists, perform layout, and install new materials for existing and new projects.
- Think critically, do research, calculate minimum requirements, and solve problems.
- Demonstrate the qualities of an apprentice electrician: positive attitude and behavior, discipline, promptness and attendance, ability to work alone or with others, with cultural awareness, and good communication skills.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Reading	Eng 21 or ESL 21

First Semester	CA	AAS
* EIMT 20 Interior Wiring	12	12
** Etr 120 Electronics I	5	5
TOTAL	17	17

Second Semester	CA	AAS
* EIMT 22 Electricity Theory and Practice	12	12
Blpr 22 Blueprint Reading and Drafting (Fall 17)	3	3
Blpr 22B Blueprint Reading and Drafting (Spring 18)(3)	(3)	(3)
** Eng Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	3	-
Eng 102 College Reading Skills	-	3
TOTAL	18	18

Third Semester	CA	AAS
* EIMT 41 Commercial Wiring	12	12
Elective †† Natural Environment (numbered 100 or above, Phys recommended)	-	3
Blpr 30C Blueprint Reading for Electricians	3	3
TOTAL	15	18

Fourth Semester	CA	AAS
* EIMT 43 Industrial Wiring	12	12
Elective †† Cultural Environment	-	3
Elective †† Social Environment	-	3
TOTAL	12	18
TOTAL	62	71

* A grade of "C" or better is required to earn a certificate and/or degree
 ** Meets competency requirement in mathematics or communications
 †† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env.

Electronics Technology (ET)

Faculty: B. Michels

This program prepares students for employment in telecommunications, medical electronics, computers, and consumer electronics. The electronic technician fabricates, installs, maintains, and repairs electronic equipment.

Students applying to the electronics program should have two years of high school math including geometry or algebra, and two years of high school science including chemistry or physics.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Specify, design, build, install, program, operate, troubleshoot, analyze, and modify electronics systems, automated test, and manufacturing control systems.
- Specify, install, program, operate, troubleshoot, and modify computer systems.
- Have effective written, interpersonal, presentation, and team building skills.
- Have the necessary leadership and management skills to effectively complete a project.
- Have a well-developed sense of work ethics and personal discipline to succeed in their chosen profession.
- Have attitudes, abilities, and skills required to adapt to rapidly changing technologies and a desire for life-long learning.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 24 or Math 66
Reading	Eng 21 or ESL 21

First Semester	CA	AAS
** Etr 120 Electronics I	5	5
* Etr 120L Electronics I Lab	2	2
* Etr 121 Electronics Fabrication and Assembly	2	2
* Etr 121L Electronics Fabrication and Assembly Lab	-	2
** Eng Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher	3	-
TOTAL	12	11

Second Semester		CA	AAS
* Etro 122	Electronics II	5	5
* Etro 122L	Electronics II Lab	2	2
* Etro 143	Digital Electronics	3	3
* Etro 143L	Digital Electronics Lab	1	1
* Etro 160	Laser Safety and Applications	1	1
* Etro 161	Introduction to Optics and Photonics	3	3
Elective ††	Social Environment	-	3
	TOTAL	15	18

Third Semester		CA	AAS
* Etro 257	RF Communications	2	2
* Etro 280	Microprocessor Arch, Prog & Interfacing	3	3
* CENT 140	Network Fundamentals	-	3
* CENT 240B	Routing Protocols and Concepts	-	3
** Eng 100	Composition I	-	3
Elective ††	Natural Environment	-	3
	TOTAL	5	17

Fourth Semester		CA	AAS
* Etro 166	Introduction to Fiber Optics	3	3
* Etro 287	Computer Systems and Networking	3	3
* Etro 287L	Computer Systems and Networking Lab	1	1
* CENT 240C	LAN Switching and Wireless	-	3
* CENT 241	Accessing the WAN	-	3
Elective ††	Cultural Environment	-	3
	TOTAL	7	16
	TOTAL	39	62

Optics Technology Certificate of Competence

Etro 160	Laser Safety and Applications	1
Etro 161	Introduction to Optics and Photonics	3
Etro 166	Introduction to Fiber Optics	3
	TOTAL	7

Network Technology Certificate of Competence

CENT 140	Network Fundamentals	3
CENT 240B	Routing Protocols and Concepts	3
CENT 240C	LAN Switching and Wireless	3
CENT 241	Accessing the WAN	3
	TOTAL	12

* A grade of "C" or better is required to earn a certificate and/or degree

** Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env.

Environmental Studies Academic Subject Certificate (ASC-ENVS)

Faculty: P. Scheffler

The Environmental Studies Academic Subject Certificate, within the Liberal Arts degree, will provide a focus on issues concerning our environment. Some issues are unique to Hawai'i while some are global.

In order to allow students to study environmental issues from many different angles, the curriculum of this certificate is based on an interdisciplinary approach to Environmental Studies and includes courses from Humanities, Natural Sciences, and Social Sciences.

Residency and Transfer credit:

Credits may transfer from another college for courses equivalent to the ones listed in the curriculum.

Requirements

1. **Credits Required:** A minimum of 16 credits is required to receive the ESASC.
2. Earn a "C" or better in each course.

Core Requirements (7 credits)

- Sci 124 Introduction to Environmental Science
 - Sci 124L Intro to Environmental Science Lab
 - Ag 190V Internship
- or
- SSci 250 Environmental Issues

Subject Areas (9 credits)

Plus one (1) course from each of the subject areas below:

Life Sciences (3 credits)

- BioC 241 Fundamentals of BioChemistry
- Biol 101 General Biology
- Biol 156 Natural History of the Hawaiian Islands
- Biol 171 Introductory Biology I
- Bot 101 General Botany
- Bot 130 Plants in Hawaiian Environment
- Zool 101 Principles of Zoology

Physical Sciences (3 credits)

- Chem 100 Chemistry for Non-Science Majors
- Chem 151 Elementary Survey of Chemistry
- Geog 101 Geography and the Natural Environment
- Geog 122 Geography of Hawai'i
- Ocn 201 Science of the Sea
- Ocn 205 Intermediate Oceanography

Social Sciences (3 credits)

- Econ 120 Principles of Economics
- Geog 102 World Regional Geography
- Phil 120 Science, Technology and Values
- PolS 110 Introduction to Political Science
- Soc 100 Survey of General Sociology
- Soc 218 Social Problems and Social Issues
- SSci 111 Humanity, Society, and Technology
- SSci 150 Ecology and Society

Fire Science (FS)

Faculty: J. Minassian

The Fire Science Program prepares individuals with the academic knowledge for entry employment in the Fire Service field as well as meeting the needs of in-service professionals.

Upon completion of this program, students will have the knowledge to prepare for a career with federal, state and local fire and emergency service agencies, with an emphasis on Structural Fire Fighting, Wildland Fire Suppression, Hazardous Materials Incidents, Fire Prevention and Investigation, Emergency Medical Technician, Fire Management and Administration, and the Incident Command System.

After earning the Associate in Science (A.S.) Degree, students have the opportunity to pursue a Bachelor's Degree in Fire Administration from Colorado State University (CSU) through distance learning. See Program Faculty for a list of courses that will transfer to CSU.

Health and physical requirements vary with different employers in the Fire Service field, so prospective students should seek advice before enrolling.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Meet the minimum academic training requirements of the National Fire Protection Association's (NFPA) Standard 1001, Standard for Fire Fighter Professional Qualifications (Fire Fighter I).
- Perform as fully qualified wildland firefighters (FFT2) in accordance with National Wildfire Coordinating Group PMS 310-1 standards.
- Utilize the Incident Command System to manage a wide variety of planned and un-planned incidents.
- Demonstrate knowledge of modern fire service strategies, tactics, and management for both structural and wildland fire incidents.
- Meet the requirements for National Fire Protection Association's (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents for the Awareness and Operational Levels.
- Apply the principles of interpersonal communication, cooperative teamwork, supervision, and management for leadership in the fire service.

- Apply the theoretical principles of the chemistry of fire and hydraulics to solve water supply problems.
- Take the National Registry Examination for certification as an Emergency Medical Technician.

First Semester		CA	AS
Fire 101	Essentials of Fire Suppression	3	3
Fire 101L	Essentials of Fire Suppression Lab	1	1
Fire 151	Introduction to Wildland Fire Control	3	3
Fire 156	Incident Command System	3	3
** Eng 100	Composition I (or Eng 215)	-	3
** Math	Math 100 or higher	-	3
TOTAL		10	16

Second Semester		CA	AS
Fire 153	Advanced Wildland Firefighting	3	3
Fire 157	Intermediate Wildland Fire Behavior	3	3
Chem 100 ††	Chemistry and Society (or Chem 151)	-	3
Chem 100L ††	Chemistry and Society Lab (or Chem 151L)	-	1
ICS 100	Computing Literacy and Applications (or ICS 101)	-	3
Hlth 125	Survey of Medical Terminology	-	1
TOTAL		6	14

Third Semester		CA	AS
Fire 202	Fire Hydraulics	3	3
Fire 212	Firefighting Strategies and Tactics	3	3
Fire 215	Wildland/Urban Interface Operations	3	3
Biol 141 ††	Human Anatomy and Physiology I	-	3
Biol 141L ††	Human Anatomy and Physiology I Lab	-	1
Elective †	Social Environment	-	3
TOTAL		9	16

Fourth Semester		CA	AS
Fire 207	Hazardous Material Awareness/Operation	3	3
Fire 210	Fire Administration	3	3
Fire 217	Firefighter Life Safety	3	3
Biol 142 ††	Human Anatomy and Physiology II	-	3
Biol 142L ††	Human Anatomy and Physiology II Lab	-	1
SpCo 251††	Public Speaking (or SpCo 260††)	-	3
TOTAL		9	16

Fifth Semester		CA	AS
Fire 105	Emergency Medical Technician	-	7
Fire 106	Emergency Medical Technician Practicum	-	6
TOTAL		-	13
TOTAL		34	75

** Meets competency requirement in mathematics or communications

† Any Social Environment elective numbered 100 or above.

†† Meets requirement for Cultural Env. or Natural Env.

Hawai'i Life Styles Academic Subject Certificate (ASC-HLS)

The Hawai'i Life Styles ASC provides an engaging foundation for students interested in exploring and experiencing Hawaiian cultural traditions. Learners may specialize in the Subject Certificate while fulfilling the program requirements for any major at Hawai'i CC.

General Information

Students seeking the HLS ASC must receive a grade of "C" or better in all courses. The listed requirements are subject to change. For the latest information, please visit the website, www.hawaii.hawaii.edu/liberal-arts or contact the main HLS office at (808) 934-2600. Students may also contact an advisor:

Taupōuri Tangarō	(808) 934-2575
Pele Kaio	(808) 934-2606
Ku'ulei Kanahele	(808) 934-2605
E. Kalani Flores	(808) 969-8875 (West HI)

Requirements

1. **Credits Required:** A minimum of 12 credits is required to receive the HLS ASC.
2. A minimum of 6 credits must be completed at Hawai'i CC.
3. **Minimum GPA Required:** A minimum cumulative GPA of 2.0 is required.

Language Requirements (4 cr)

Choose 1:

- Haw 101 Elementary Hawai'i Language I
- Haw 102 Elementary Hawai'i Language II
- Haw 201 Intermediate Hawai'i Language I
- Haw 202 Intermediate Hawai'i Language II

Core Requirements (8 credits)

Required (3 credits)

- HwSt 100 Piko Hawai'i

Plus choose from the following (5 credits required)

- HwSt 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 201, 204, 206, 219

Hawaiian Studies (AA-HWST) Associate in Arts Degree

Faculty:	E. Flores (WH)	P. Kaio
	K. Kanahele	T. Tangarō
Staff:	M. Burnett	T. Naea

A two-year Baccalaureate direct transfer Associate in Arts degree consisting of 62 semester credits at the 100 and 200 levels. The Associate in Arts in Hawaiian Studies is designed for students who are preparing to transfer to a four-year college or university and who have an interest in achieving a qualification that would be beneficial in the workforce or other areas of study where a foundational knowledge of the Native Hawaiian host culture can complement their worldview.

General Information

Students interested in transferring or enrolling in the AA-HWST program are encouraged to meet with a Counselor. Please call the Counseling Office at (808) 934-2720.

For the latest information please visit the website www.hawaii.hawaii.edu/hawaiian-studies

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Describe aboriginal Hawaiian linguistic, cultural, historical, and political concepts.
- Apply aboriginal Hawaiian concepts, knowledge, and methods to the areas of science, humanities, arts, and social sciences, in academics and in other professional endeavors.
- Engage, articulate, and analyze topics relevant to the aboriginal Hawaiian community using college-level research and writing methods.

To earn the Associate in Arts in Hawaiian Studies Degree from Hawai'i CC, a student must meet the following requirements:

1. Credits Required: A total of 62 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503)

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading), 100 (Writing)
- SpCo 151 or 251†

Logical Reasoning (3 credits):

- Math 100 or higher (not Math 120) or Phil 110

World Civilization (6 credits):

- Hist 151† or 153†; and Hist 152† or 154†

Writing Intensive:

- One WI course with a "C" or better grade

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Hawaiian Language and Hawaiian Studies Requirements (14 credits)

Hawaiian Language (8 credits):

- Haw 101, 102

Hawaiian Studies (6 credits):

- HwSt 104, 107

Area Requirements (30 credits)

Humanities: (4 credits):

- HwSt 100, 103

Humanities specialization: (choose one group)

- Hula (13 credits): 130, 131, 230, 231
- Kapuahi Foundations (13 credits, at least 2 courses must be at the 200-level): Haw 201, 202, HwSt 101, 102, 103, 105, 106, 140, 141, 150, 151, 201, 204, 206, 219, 260, 261

Natural Science: Seven (7) credits: six (6) credits with one course from Group 1, and the other course from either Group 2 or Group 3. One of these courses must be accompanied by a one (1) credit *Natural Science* lab course.

Group 1: Biological Sciences

- Ag 200
- Biol 100/L, 101/L, 141/L, 142/L, 156/L, 171/L, 172/L
- Bot 101/L, 105/L, 130/L
- Micr 130/L
- Zool 101/L

Group 2: Physical Sciences

- Astr 110, 281
- BioC 241
- Chem 100/L, 151/L, 161/L, 162/L
- Geog 101/L
- GG 101/L
- Phys 100/L, 105

Group 3: Other Sciences

- Geog 122, 170/L, 180/L
- Ocn 201
- Phrm 203
- Sci 124/L

Social Sciences: Six (6) credits from at least two different alphas:

- AJ 101, 210, 256† (see HSer/WS 256), 280
- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Econ 120, 130, 131
- ECEd 105, 131
- FamR 230
- Geog 102
- HSer 110, 140, 141† (see Subs 141), 248† (see Subs 248), 256† (see AJ/WS 256)
- IS 101
- PolS 110
- Psy 100, 170, 214, 230, 270, 275† (see Hum 275)

- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 260
- SSci 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268
- WS 151, 256† (see AJ/HSer 256)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

NOTE: Students may not use Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Hospitality and Tourism (HOST)

The Hospitality and Tourism program is designed to provide job training for entry-level and first line supervisory level positions in the hospitality/visitor industry. Offering educational training in the field of hospitality/visitor industry will ensure a skilled pool of workers is continuously available to meet the industry's employment demand on the Island of Hawai'i. Additionally, making a career path possible to local workers strengthens the human assets of our community. The program was established to:

- Meet the growing needs of the hotels and related hospitality/visitor organizations by training existing and future employees in basic skills needed to obtain entry-level and supervisory positions.
- Provide job upgrading skills necessary for career advancement in the hospitality/visitor industry.
- Develop skills in verbal and written communication.
- Develop skills in distance learning that will promote life-long learning.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Effectively and purposely use verbal and nonverbal language about Hospitality and Tourism topics with confidence, and appropriate to the audience.
- Use critical thinking skills to effectively synthesize and evaluate information from assigned readings and articles through written memos, reports, reflective notes, and essay exams.
- Conduct presentation projects that include Internet research and visual media.
- Interact with others through team-building speeches and visual-oral presentations, which are designed to promote teamwork solutions and teach teamwork principles. Values such as respect for diversity, the need for fairness, empathy, and human dignity are stressed.
- Demonstrate self-management related to the Hospitality Industry through practices that promote physical, mental, and emotional health.

First Semester		CO	CA	AAS
HosT 100	Career & Customer Service Skills	3	3	3
HosT 101	Intro to Hospitality and Tourism	3	3	3
HosT 150	Housekeeping Operations	3	3	3
HosT 152	Front Desk Operations	3	3	3
Eng 100	Composition I	-	3	3
	TOTAL	12	15	15
Second Semester		CO	CA	AAS
HosT 154	Food and Beverage Operations	3	3	3
HosT 258	Hospitality Marketing	-	3	3
HosT 260	Hospitality Law	-	3	3
HosT 290	Hospitality Management	-	3	3
** Math 100	Survey of Mathematics or higher (not Math 120)	-	-	3
	TOTAL	3	12	15
Third Semester		CO	CA	AAS
** SpCo 151	Intro to Speech & Communication	3	3	3
** Acc 130	Hospitality Accounting I (or Acc 124 or 201)	-	3	3
HwSt 101	Hawai'i Culture I: 'Aikapu (or any 3-credit HwSt course)	-	3	3
HosT 261	Meeting, Convention Management	-	-	3
HosT 265	Tourism and Destination Planning	-	-	3
Elective	Social Environment †† (numbered 100 or higher)	-	-	3
	TOTAL	3	9	18
Fourth Semester		CO	CA	AAS
Bus 120	Principles of Business	-	-	3
	Computer Literacy			
	ICS 100, ICS 101, or Busn 150	-	-	3
HosT 293V	Hospitality Internship	-	-	3
HosT 295	Hospitality Capstone	-	-	3
Elective	Natural Environment †† (numbered 100 or higher)	-	-	3
	TOTAL	-	-	15
	TOTAL	18	36	63

** Meets competency requirement in mathematics or communications

†† Meets requirement for Natural Env. or Social Env.

Human Services (HSER)

Faculty: S. Claveria

This certificate prepares students for entry- and mid-level entry employment in such diverse settings as group homes and halfway houses; correctional, developmentally delayed, and community mental health centers; family, child and youth agencies; and programs concerned with special needs such as alcoholism, drug abuse, family violence, homelessness, and aging.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Portray a respectful attitude harmonizing with place, culture, and diverse perspectives, through a reflection of values and self awareness.
- Evaluate employment and educational opportunities through a comprehensive awareness of the function of Human Services in the community.
- Utilize communication skills and implement strategies to assess the multiple causes of social issues and concerns.

Human Services Requirements

	CO
* HSer 110 Introduction to Human Services	3
* HSer 193 Human Services Practicum I	3
* HSer 293 Human Services Practicum II	3
Psy Psy 100 or Psy 170	3
Eng Eng 22 or (ESL 22G and ESL 22W) or higher	3
Soc. Env. option courses approved by HServ. Coordinator	6
TOTAL	21

* A grade of "C" or better is required to earn a certificate and/or degree

Information Technology (IT)

The Information Technology program is a career-laddered, competency-based program that provides training in the use and support of business-related computer systems, data communication networks (including local area networks), and the development of business computer information systems programs using procedural, event-driven and object-oriented programming techniques.

The program includes a combination of business, computer, and information technology courses. Campus-based computer and networking projects, faculty supervised laboratories, and workplace internships provide hands-on experience designed to prepare students for positions in computer support, programming, network administration, or systems development in a business information technology system. The program focuses on computers and information technology as tools to solve business problems.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Information Systems - Plan, develop, and implement the hardware, software, and procedural components of a data processing system in a business environment.
- Networking - Plan, develop, and implement the hardware, software, and procedural components of a data communications system in a business environment.
- Programming - Plan, develop, implement, and document computer programs that meet the data processing requirements of a business organization.
- Productivity - Work independently and cooperatively to deliver reports, programs, projects, and other deliverables that document a business organization's information technology requirements.
- Legal/Ethical/Professional - Base decisions and actions on the legal, ethical, and professional guidelines and practices of the information technology field.
- Explore - Demonstrate the ability to search, analyze, and synthesize current information and solutions in the rapidly changing information technology profession.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Course Completion	or	Placement into course
Mathematics	Math 22 or 24		Math 26 or Math 76
Reading	Eng 21 or ESL 21		Eng 102

First Semester

		CA	AS
* ICS 101	Digital Tools for the Information World	4	4
* ITS 103	Introduction to the Programming Process	4	4
* ITS 104	Computer Hardware Support	4	4
Acc 201	Intro to Financial Accounting	3	3
** Eng 102	College Reading Skills	3	3
	TOTAL	18	18

Second Semester

		CA	AS
* ITS 108	Computer Software Support	3	3
* ITS 118	Visual Programming for Busn Applications	4	4
* ITS 121	Computing Topics	3	3
** Eng 100	Composition I	3	3
** Math 100	Survey of Mathematics or higher	3	3
	TOTAL	16	16

Third Semester

		CA	AS
* ITS 151	Applied Database Programming in an Object Oriented Environment	-	4
* ITS 215	Network Administration	-	4
* ITS 218	Help Desk Support	-	3
** SpCo 151	Intro to Speech and Communication	-	3
Elective ††	Cultural Env., Natural Env., Social Env.†	-	3
	TOTAL	-	17

Fourth Semester

		CA	AS
* ITS 293	IT Program Internship	-	3
* ITS 221	Advanced Computing Topics	-	3
* ITS 284	Data Communications Fundamentals	-	3
Electives ††	Cultural Env., Natural Env., Social Env.†	-	6
	TOTAL	-	15
	TOTAL	34	66

Computer Support Certificate of Competence

* ICS 101	Digital Tools for the Information World	4
* ITS 104	Computer Hardware Support	4
* ITS 108	Computer Software Support	3
	TOTAL	11

Information Security and Assurance Certificate of Competence

* ICS 101	Digital Tools for the Information World	4
* ITS 121	Computing Topics	3
* ITS 215	Network Administration	4
* ITS 221	Advanced Computing Topics	3
* ITS 284	Data Communications Fundamentals	3
* ICS 281	Ethical Hacking	3
* ICS 282	Computer Forensics	3
	TOTAL	23

* A grade of "C" or better is required to earn a certificate and/or degree

** Meets competency requirement in mathematics or communications

† Any Social Environment elective other than ICS 100.

†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env. All elective courses must be numbered 100 or above.

Liberal Arts (AA-LBRT) Associate in Arts Degree

Faculty: M. Bader	R. Brashear-Kaulfers
L. Brezinsky	S. Claveria
T. Cravens (WH)	T. Dean (WH)
S. Dansereau	E. Flores (WH)
S. Giordanengo	M. Hu
B. Jones	L. Jones (WH)
P. Kaio	R. Kalauli
D. Kalei	T. Kanahela
K. Kotecki	M. Larish
B. Laurich	W. Lawrenz
	J. Lerma
C. Marlow	J. Marlow
C. Mospens	V. Murakami
R. Namba	C. Naguwa
T. Nahm-Mijo	M. Phillips
N. Rodriguez	D. Salvador
J. Savage	P. Scheffler
J. Schumaker	K. Sims (WH)
	O. Steele
W. Sugikawa	T. Tangarō
J. Stradtmann-Carvalho	D. Tsugawa (WH)
C. Wilcox-Boucher	

The Associate in Arts degree Program, also referred to as the Liberal Arts (LBRT) Program, is designed for students who are preparing themselves to transfer to a four-year college or university.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Communicate Effectively - Speak and write to communicate information and ideas in academic settings.
- Think Critically - Retrieve, read, and utilize information and synthesize, analyze, and evaluate that information to gain understanding and make informed decisions.
- Reason Quantitatively - Use quantitative, logical, and symbolic reasoning to address theoretical and real-world problems.
- Apply Areas of Knowledge - Utilize methods, perspectives, and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Engage as Global Citizens - Demonstrate awareness of the relationship between self, community, and the environment, respecting cultural diversity and an understanding of ethical behavior.

To earn the Associate in Arts Degree in Liberal Arts (LBRT) from Hawai'i CC, a student must meet the following requirements:

1. Credits Required: A total of 60 credits earned at or transferred to Hawai'i CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawai'i CC
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503)

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading) and Eng 100 (Writing)
- SpCo 151 or 251

Quantitative Reasoning (3 credits):

- Math 100 or higher or any Math course that meets GE Quantitative Reasoning (Math 100, 115, 135)

World Cultures (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200† or Geog 102† or WS 176†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Hawaiian-Asian-Pacific Cultures:

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

Area Requirements (19 credits)

Humanities: Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Natural Science: Seven (7) credits: six (6) credits, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Social Sciences: Six (6) credits, GE designated in 2 different alphas:

- Anth 150, 200†-
- ECEd 131
- FamR 230
- Geog 102†
- HSer 110
- Psy 100, 170, 275† (see Hum 275)
- Soc 100, 218
- SSci 111
- WS 151, 175†, 176†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Electives (23 credits)

Other 100-level and above courses may be taken at Hawai'i CC or transferred in to Hawai'i CC as electives.

NOTE: Students may not use Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Writing Intensive Courses

A variety of courses are offered which are writing intensive (WI). These courses require students to do a significant amount of writing totalling a minimum of 4,000 words. Writing is emphasized as an essential tool for learning, course material, and a major element in determining a student's course grade. In WI courses, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI courses have a minimum prerequisite of completion of Eng 100 with a grade of "C" or better. Completion of one WI course with a grade of "C" or better is required for the AA-LBRT degree and the AA-HWST degree at Hawai'i CC. Students who are planning to transfer to a four-year college or university are advised to check on that institution's WI requirements and are recommended to take two or three Writing Intensive courses at Hawai'i CC.

Sustainability and S-designated courses

Hawai'i CC offers a designation of "S" for courses which teach students about sustainability across a variety of academic disciplines. These courses are designed to meet the system-wide goals to teach students ecological literacy and address local and global environmental challenges. While not a graduation requirement, S-designated courses allow students from all majors and programs to deepen their knowledge of core concepts of sustainability utilizing a cross-disciplinary approach. The designation can steer students towards courses that address issues of sustainability and encourage students to learn about social justice, cultural, economic, political, scientific, green building, and artistic approaches to sustainability, recognizing the valuable contributions from each academic discipline. The S-designation of a particular section of a course indicates that the instructor has chosen to integrate sustainability themes into the course content and promotes active student engagement with global and local environmental issues.

Sustainability designated courses may be either S-focused or S-related.

• **S-focused:** these courses focus primarily on sustainability from within a given academic discipline and/or the course will examine an issue or topic using sustainability as a lens. Course content is at least 60% focused on sustainability.

• **S-related:** these courses incorporate a unit, module, or assignment on sustainability. A minimum of 10% of the course content is focused on sustainability.

Fulfillment of General Education Requirement

Effective Fall 1994, students who have earned an articulated Associate in Arts (A.A.) degree from any University of Hawai'i Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawai'i campuses. While an articulated A.A. degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses, may also be required. With planning, most if not all of the requirements may be incorporated into the A.A. degree; if not, they are required in addition to the A.A. degree.

Liberal Arts/Associate in Arts with a Concentration in Administration of Justice (LBRT)

This concentration provides students with a background in the scientific and experimental study of the Administration of Justice system. It focuses on the three major components of the AJ system in the United States, including the aspects of law enforcement; the state and federal judicial process; and local, state, and federal correctional systems. It also explores the historical and current economic, political, and societal issues of the AJ systems, and how they affect individuals, families, communities, and the greater society. It prepares students to transfer to a four-year institution that offers a degree in Administration of Justice, Criminal Justice, or related Social Sciences disciplines, and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Administration of Justice.

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading) and Eng 100 (Writing)
- SpCo 151 or 251†

Quantitative Reasoning (3 credits):

- Math 100 or any Math course that meets GE Quantitative Reasoning (Math 100, 115, 135)

World Cultures (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200 or Geog 102† or WS 176†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Hawaiian-Asian-Pacific Cultures:

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

Area Requirements (19 credits)

Humanities: Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Natural Science: Seven (7) credits: six (6) credits, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Social Sciences: Six (6) credits, GE designated in 2 different alphas:

- Psy 100
- Soc 100

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

AJ Concentration Electives (23 credits)

- AJ 101, 131, 180, 210, 221, 280
- Subs 132, 268
- WS 151

Liberal Arts/Associate in Arts with a Concentration in Art (LBRT)

This concentration provides students with a strong studio art experience and curriculum that integrates conceptual and technical artistic skills with personal and creative exploration. It prepares students to transfer to a four-year institution to further their studies in the various areas of studio art including ceramics, design, drawing, painting, photography, and sculpture, or to continue on their journey of becoming a professional artist. This concentration was also designed to be a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Art.

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading) and Eng 100 (Writing)
- SpCo 151 or 251†

Quantitative Reasoning (3 credits):

- Math 100 or higher or any Math course that meets GE Quantitative Reasoning (Math 100, 115, 135)

World Cultures (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200† or Geog 102† or WS 176†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Hawaiian-Asian-Pacific Cultures:

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

Area Requirements (19 credits)

Humanities: Six (6) credits, GE designated in 2 different alphas:

Required:

- Art 114

Choose 1 from the following:

- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Natural Science: Seven (7) credits: six (6) credits, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Social Sciences: Six (6) credits, GE designated in 2 different alphas:

- Anth 150, 200†
- ECEd 131
- FamR 230
- Geog 102†
- HSer 110
- Psy 100, 170, 275† (see Hum 275)
- Soc 100, 218
- SSci 111
- WS 151, 175†, 176†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Art Concentration Electives (23 credits)

- Art 112*, 113*, 115*, 202*, 209*, 293* or 294*
- Ent 120*

Choose 2 credits of General Electives numbered 100 or above

Liberal Arts/Associate in Arts with a Concentration in History (LBRT)

This concentration provides students with a strong History foundation. It prepares students to transfer to a four-year institution to major in History and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in History.

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading) and Eng 100* (Writing)
- SpCo 151 or 251†

Quantitative Reasoning (3 credits):

- Math 100 or higher or any Math course that meets GE Quantitative Reasoning (Math 100, 115, 135)

World Cultures (6 credits):

- Hist 151*†
- Hist 152*†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Hawaiian-Asian-Pacific Cultures:

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

Area Requirements (19 credits)

Humanities: Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Natural Science: Seven (7) credits: six (6) credits, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Social Sciences: Six (6) credits, GE designated in 2 different alphas:

Required:

- Geog 102*†

Choose 1 from the following:

- Anth 150, 200
- ECEd 131
- FamR 230
- HSer 110
- Psy 100, 170, 275† (see Hum 275)
- Soc 100, 218
- SSci 111
- WS 151, 175†, 176†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

History Concentration Electives (23 credits)

Required:

- ICS 101*

Choose five 3-credit courses from the following:

- Hist 120, 153†, 154†, 241, 242, 274, 284, 288

Choose 4 credits of General Electives numbered 100 or above

- Recommended: Anth 200, Econ 131

*UH Hilo requires that these courses be passed with a “C” or better grade

Liberal Arts/Associate in Arts with a Concentration in Psychology (LBRT)

This concentration provides students with a strong Psychology foundation. It prepares students to transfer to a four-year institution to major in Psychology and is a specific pathway for those who are interested in transferring to the University of Hawai‘i at Hilo to pursue a degree in Psychology.

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading) and Eng 100 (Writing)
- SpCo 151 or 251†

Quantitative Reasoning (3 credits):

- Math 110[‡] or Math 115

World Cultures (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200 or Geog 102† or WS 176†

Graduation Requirements

Writing Intensive:

- One WI course with a “C” or better grade

Hawaiian-Asian-Pacific Cultures:

- Three credits (from Requirements or Electives)

NOTE: Hawai‘i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai‘i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

Area Requirements (19 credits)

Humanities: Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Natural Science: Seven (7) credits: six (6) credits, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Social Sciences: Six (6) credits, GE designated in 2 different alphas:

- FamR 230
- Psy 100

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Psychology Concentration Electives (23 credits)

- HSer 110, 193, 293
- Psy 213, 214, 275† (see Hum 275)

Choose one 3-credit course from the following:

- Psy 170, 230, 270

‡ Math 110 will only fulfill UH Hilo's GE requirement if this AA is completed

Liberal Arts/Associate in Arts with a Concentration in Sociology (LBRT)

This concentration provides students with a strong Sociology foundation. It prepares students to transfer to a four-year institution to major in Sociology and is a specific pathway for those who are interested in transferring to the University of Hawai'i at Hilo to pursue a degree in Sociology.

Core Requirements (18 credits)

Communication (9 credits):

- Eng 102 (Reading) and Eng 100 (Writing)
- SpCo 151 or 251†

Quantitative Reasoning (3 credits):

- Math 110‡ or Math 115

World Cultures (6 credits):

- Hist 151† or WS 175†
- Hist 152† or Anth 200 or Geog 102† or WS 176†

Graduation Requirements

Writing Intensive:

- One WI course with a "C" or better grade

Hawaiian-Asian-Pacific Cultures:

- Three credits (from Requirements or Electives)

NOTE: Hawai'i CC does not have the Hawaiian-Asian-Pacific Cultures (HAP) designation. Hawai'i CC will use the following FHAP (formerly Asian/Pacific Culture) courses instead:

- Art 227
- Asan 120, 121†, 122†
- Eng 257A
- Hist 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 130, 131, 140, 141, 150, 151, 160, 161, 201, 204, 206, 219, 230, 231, 240, 241, 250, 251, 260, 261
- Phil 102
- Rel 152
- SpCo 233

Area Requirements (19 credits)

Humanities: Six (6) credits, GE designated in 2 different alphas:

- Art 101, 114
- Asan 120
- Eng 204, 255, 256
- Hist 151†, 152†, 153†, 154†
- Hum 275† (see Psy 275)
- HwSt 100, 104, 107
- Phil 100, 101, 102, 120

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Natural Science: Seven (7) credits: six (6) credits, GE designated with one course from the Biological Sciences group and one course from the Physical Sciences group. One of these courses must be accompanied by a one (1) credit Natural Science Lab course.

Group 1: Biological Sciences

- Biol 100/L, 101, 156/L
- Bot 101
- Sci 124†/L†

Group 2: Physical Sciences

- Astr 110
- Chem 100/L
- Phys 105
- Sci 124†/L†

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Social Sciences: Six (6) credits, GE designated in 2 different alphas:

- Psy 100
- Soc 100

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

Sociology Concentration Electives (23 credits)

- HSer 110, 193, 293
- Psy 213
- Soc 200

Choose three 3-credit courses from the following:

- Soc 208, 218, 251, 265, 289, 290

‡ Math 110 will only fulfill UH Hilo's GE requirement if this AA is completed

Machine, Welding and Industrial Mechanics Technologies (MWIM)

Faculty: D. Miyashiro

This program prepares the student for employment in the metalworking and mechanical/maintenance trades. Employment may be in construction, food processing, manufacturing, utilities, astronomical observatories, or related industries. The job requires good physical health, above average eye/hand coordination, mechanical reasoning, and good form perception and spatial relationship. Job responsibilities may include fabricating, repairing, or maintaining metal products on equipment, buildings, and systems.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate mechanical reasoning; form perception and spacial relations; numerical reasoning and communication skills as a part of the basic entry-level skills and knowledge to gain employment in the Machining, Welding, Industrial Mechanics or related fields.
- Demonstrate the attributes of a good employee; good safety practices; positive work ethics; working collaboratively or independently under supervision; an awareness of hazardous materials and a responsibility for the orderliness and cleanliness of the workplace.
- Demonstrate eye and hand coordination and dexterity in the proper set-up and use of the basic machine tools and equipment; metalworking equipment; the common welding and cutting processes; industrial mechanics equipment; material handling equipment and related machinery.
- Demonstrate the applications of and the ability to use the common hand tools; layout tools; measuring tools; precision measuring tools; common cutting and forming tools, tools used with the common fasteners and specialty tools, and the common metalworking and mechanic tools.
- Demonstrate form perception and spatial relations in the applications of geometric construction; the three common methods of pattern development; industrial practices in framing and structural fabrication; practices in welding joint design and joint preparation and the common machine shop operations and practices.
- Demonstrate the skills of a life-long learner; the ability to read blueprints; knowledge of metals and the common materials and supplies; the ability to do the work related math; and the ability to communicate and read technical resources.

First Semester		CO	CA	AAS
* MWIM 42	Intro to Machine and Welding	8	8	8
* MWIM 45	Intro to Arc Welding	4	4	4
** Eng 102	College Reading Skills (or Eng 100 or Eng 106)	-	-	3
** QM 120T	Quantitative Methods for Trans Tech (or Math 100 or higher (not Math 120))	-	-	3
	TOTAL	12	12	18

Second Semester		CO	CA	AAS
* MWIM 55	Intern Welding & Qual Procedures	4	4	4
* MWIM 52	Sheet Metal Machining	-	8	8
Blpr 30D	Blpr Reading for Machine Trades	-	3	3
Elective	Cultural, Natural, Social Env. ††	-	-	3
	TOTAL	4	15	18
Third Semester		CO	CA	AAS
* MWIM 62	Lathe Facing and Knurling	-	4	4
* MWIM 65	Advanced Welding	-	8	8
Blpr 30B	Blueprint Reading for Welders	-	3	3
Elective	Cultural, Natural, Social Env. ††	-	-	3
	TOTAL	-	15	18
Fourth Semester		CO	CA	AAS
* MWIM 72	Intro to CNC Milling	-	4	4
* MWIM 75	Special Process Welding & Rigging	-	8	8
Elective	Cultural, Natural, Social Env. ††	-	-	3
	TOTAL	-	12	15
	TOTAL	16	54	69

* A grade of "C" or better is required to earn a certificate and/or degree
 ** Meets competency requirement in mathematics or communications
 †† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env.

Marketing (MKT)

Faculty: D. Kawa'auhau

This program is designed for students planning a career in the field of merchandising/marketing. The competency-based curriculum is designed to prepare students for positions such as sales associate, stock clerk, display person, account assistant, assistant buyer, marketing assistant, and assistant manager and to provide basic training for possible advancement to management positions.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Synthesize principles and concepts of marketing in developing a marketing plan.
- Devise marketing campaigns/presentations in diverse formats that are adaptable to different target markets and stakeholders.
- Use customer relationship management strategies within any business or retail organization.
- Use management and organizational behavior principles and skills for any marketing occupation.
- Develop the ability to think strategically as an individual and effective team member.
- Demonstrate work attitude and appearance consistent with professional practices.
- Develop current technology skills and the ability to utilize those skills in real world situations.
- Develop an understanding of evolutionary globalization and the technological advancements associated with the dynamic business environment.

First Semester		CA	AAS
* Mkt 120	Principles of Marketing	3	3
Busn 121	Introduction to Word Processing (or Busn 123)	3	3
Busn 150	Intro to Business Computing (or ICS 101)	-	3
Elective	Cultural Environment	-	3
** SpCo	SpCo 130 or SpCo 151	-	3
	TOTAL	6	15

Second Semester		CA	AAS
* Mkt 130	Principles of Retailing	3	3
* Mkt 185	Principles of E-Marketing	3	3
Busn 164	Career Success	3	3
Elective	Choose one of the following: Busn 170, Ent 120, or Mkt 292 (if not taken as a required course)	-	3
Eng 100	Composition I	-	3
	TOTAL	9	15

Third Semester		CA	AAS
* Mkt 151	Principles of Customer Service	3	3
* Mkt 157	Principles of Web Design I	3	3
Bus 120	Principles of Business	-	3
** Busn 188	Business Calculations	-	3
* Mgt 124	Principles of Supervision	-	3
	TOTAL	6	15

Fourth Semester		CA	AAS
* Mkt 193V	Cooperative Vocational Education (or Mkt 292)	3	3
ECom 100	Introduction to E-Commerce	3	3
* Mkt 121	Marketing Topics	-	3
Acc 120	College Accounting I (or Acc 124 or Acc 201)	-	3
Elective	Natural Environment	-	3
	TOTAL	6	15
	TOTAL	27	60

A cumulative 2.0 GPA in the Major Course Requirements category must be earned for graduation. In addition, an overall cumulative 2.0 GPA is required for graduation.

Business Essentials Certificate of Competence

** Busn 188	Business Calculations	3
Busn 150	Intro to Business Computing (or ICS 101)	3
Eng 100	Composition I	3
SpCo 151	Intro to Speech and Communication	3
	TOTAL	12

Business Foundations Certificate of Competence

Busn 164	Career Success	3
Mkt 151	Principles of Customer Service	3
	TOTAL	6

Entrepreneurship Certificate of Competence		
Acc 120	College Accounting I	3
Busn 150	Intro to Business Computing (or ICS 101)	3
** Busn 188	Business Calculations	3
Ent 120	Starting a Small Business	3
* Mgt 124	Principles of Supervision	3
* Mkt 120	Principles of Marketing	3
TOTAL		18

Retail Foundations Certificate of Competence		
Busn 164	Career Success	3
Mgt 124	Principles of Supervision	3
Mkt 130	Principles of Retailing	3
TOTAL		9

* A grade of "C" or better is required to earn a certificate and/or degree

** Meets competency requirement in mathematics or communications

Natural Science (NSCI)

Faculty: L. Brezinsky B. Laurich
M. Phillips

This Associate in Science Degree program prepares students to transfer to 4-year institutions in STEM (Science, Technology, Engineering and Mathematics) related fields. Hawai'i Community College offers two ASNS tracks: Biological Science and Physical Science. For more information, contact Laura Brezinsky by e-mail (laura@hawaii.edu).

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Analyze data effectively using current technology.
- Communicate scientific ideas and principles clearly and effectively.
- Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
- Apply fundamental concepts and techniques in their chosen concentration.

Biological Science (NSCI-BSC)

First Semester		AS
Biol 171	Introductory Biology I	3
Biol 171L †	Introductory Biology I Lab	1
Eng 102	College Reading Skills	3
ICS 101	Digital Tools for the Information World	4
Math 205	Calculus I	4
TOTAL		15

Second Semester		AS
Biol 172	Introductory Biology II	3
Biol 172L †	Introductory Biology II Lab	1
Chem 161	General Chemistry I	3
Chem 161L †	General Chemistry I Lab	1
Eng 100	Composition I	3
Electives ††	Natural Environment	4
TOTAL		15

Third Semester		AS
Chem 162	General Chemistry II	3
Chem 162L †	General Chemistry II Lab	1
Phys 170	General Physics I	4
Phys 170L †	General Physics I Lab	1
SpCo 251	Public Speaking	3
Electives ††	Natural Environment	3
TOTAL		15

Fourth Semester		AS
Electives ††	Cultural Environment	3
Electives ††	Natural Environment	3
Electives ††	Social Environment	3
Electives ††	General Electives	6
TOTAL		15

TOTAL **60**

Additional Requirements

- Two Writing Intensive (WI) courses with a "C" or better grade.

† All labs should be taken in-person.

†† All elective courses must be numbered 100 or above. (Biol 281 also counts as a Natural Environment elective for Natural Science majors.)

Physical Science (NSCI-PSC)

First Semester		AS
Eng 102	College Reading Skills	3
ICS 101	Digital Tools for the Information World	4
Math 205	Calculus I	4
Electives ††	General Electives	3
TOTAL		14

Second Semester		AS
Chem 161	General Chemistry I	3
Chem 161L †	General Chemistry I Lab	1
Phys 170	General Physics I	4
Phys 170L †	General Physics I Lab	1
Math 206	Calculus II	4
Electives ††	Natural Environment	3
TOTAL		16

Third Semester		AS
Chem 162	General Chemistry II	3
Chem 162L †	General Chemistry II Lab	1
Eng 100	Composition I	3
Phys 171	General Physics II	3
Phys 171L †	General Physics II Lab	1
Electives ††	Natural Environment	4
TOTAL		15

Fourth Semester		AS
SpCo 251	Public Speaking	3
Electives ††	Cultural Environment	3
Electives ††	Natural Environment	3
Electives ††	Social Environment	3
Electives ††	General Electives	3
	TOTAL	15
	TOTAL	60

Additional Requirements

- Two Writing Intensive (WI) courses with a “C” or better grade.

† All labs should be taken in-person.

†† All elective courses must be numbered 100 or above. (Biol 281 also counts as a Natural Environment elective for Natural Science majors.)

Nursing and Allied Health Programs

Faculty:	E. Cremer	L. Hill
	K. Kotecki	L. Miguel
	K. O’Leary	P. Pieron
	C. Puntill	

How to Apply for Admission to the Associate in Science Degree (NURS) Program and/or the Practical Nursing (PRCN) Program for Fall 2018

Students are admitted to the nursing programs once each year and start their program in the Fall semester. Students may apply to more than one program (A.S. in Nursing or C.A. in Practical Nursing) and/or location (A.S. in Hilo or A.S. in West Hawai‘i). The application procedure is as follows:

1. Complete a separate Intent to Apply to a Nursing Program form for each program by January 15 (or the next business day if January 15 falls on the weekend or a holiday). The form can be found online at www.hawaii.hawaii.edu/nursing. Applications must be delivered to the Division office or postmarked on or before January 15. Forms that are submitted after the January 15 deadline will be considered late. Late applications are considered for admission after all other applications only if there is space in the program. Applicants will receive written acknowledgement that their Intent to Apply form has been received. The Intent to Apply to a Nursing Program Forms for the A.S. in Nursing and C.A. in Practical Nursing will be accepted from November 1 to January 15.

2. Arrange to take the Test of Essential Academic Skills (TEAS) examination. Preregistration for the TEAS exam is required. Information regarding registration, cost, and testing dates and times for the TEAS is available on the nursing website at www.hawaii.hawaii.edu/nursing. Applicants for both the A.S. in Nursing, and the C.A. in Practical Nursing must submit a printed copy of one set of TEAS test scores to the Nursing and Allied Health Division by January 15. Applicants must wait a minimum of 30 days before retaking the TEAS. Applicants are also limited to taking the TEAS no more than 3 times per calendar year. Students who have taken the TEAS examination multiple times must select the one set of test scores they would like to include as part of their application. For more information call the Nursing and Allied Health Division Office at (808) 934-2650.
3. Students not currently enrolled at Hawai‘i CC or another University of Hawai‘i (UH) system campus must fill out a UH Common Application Form indicating their desire to enroll in the College the next Fall semester. Students who have not been admitted to Hawai‘i CC will not be considered for acceptance into the nursing programs. Students must apply online at www.hawaii.edu/admissions by January 15.
4. All courses intended to be used to meet proficiency requirements and prerequisite courses must be approved by the College. All courses for the degree must be taken for a letter grade. Grades below a “C” will not be considered. Hawai‘i CC and other University of Hawai‘i system students should refer to their STAR Academic Pathway via their MyUH Services account to determine whether they have met the proficiency and/or prerequisite requirements. Refer to the Associate of Science in Nursing or Practical Nursing general information and requirements for more information. Hawai‘i CC and other UH system students must submit their STAR transcripts with the prerequisite courses highlighted to the Nursing and Allied Health Division by January 15.
5. Transfer students are those who were previously enrolled at a college or university other than Hawai‘i CC (including UH Hilo). Non-Hawai‘i CC students currently attending another UH system institution do not need to submit an official transcript from that UH system school. However, the student must submit to the Hawai‘i CC Admissions and Records Office (ARO) the “Authorization Form to Access UH System Credits per Campus” form found at www.hawaii.hawaii.edu/admissions/admissions-forms. Arrange to submit this form prior to the January 15 deadline. For assistance, contact a Nursing counselor in: East Hawai‘i at (808) 934-2658, or West Hawai‘i at (808) 969-8816.

6. Non-Hawai'i CC students who have ever attended a college/university outside of the UH system (even those currently at a UH system school), must arrange to have an official transcript, printed in English, be sent to the ARO directly from all non-UH system institutions by January 15. For all institutions outside of the UH System, students must keep in their possession a course catalog or course description for all courses. Do not send the catalog nor course descriptions to the ARO. The materials submitted become the property of Hawai'i CC. Additionally, applicants should send their student copy of their non-UH system institutional transcripts with the prerequisite courses highlighted to the Nursing and Allied Health Division by January 15.
7. Students needing assistance with transferring courses from non-Hawai'i CC institutions and with completing course waiver/substitutions should contact a Nursing counselor in: East Hawai'i at (808) 934-2658, or West Hawai'i at (808) 969-8816. The course transfer process must be completed by the January 15 deadline.
8. Students applying for the AS Nursing program who have worked full-time as an LPN for at least one year in an acute or long-term setting within the past five years are eligible to receive extra points on their applications. The applicant must submit a copy of their LPN license and list their employers within the last 5 years on the Intent to Apply to a Nursing Program form. The Nursing and Allied Health Division will verify whether the applicant is an LPN in good standing by reviewing the State of Hawai'i Board of Nursing site online.
5. Licensed Practical Nurses who have graduated from a state accredited LPN program, have full-time equivalent employment as an LPN for at least one year, and have experience in an acute or long-term care setting within the past 5 years may be eligible for advanced placement in the Associate of Science nursing program. In order to be considered for advanced placement in the LPN Transition Track, applicants must apply and be accepted into the ADN program and meet all the standard admission requirements. Upon acceptance into the AS Nursing program, qualified LPNs will be offered the option of taking the ATI - Fundamentals of Nursing exam. LPNs with a decision score of Level 2 or above on the ATI Exam will be offered the option of bypassing Nursing 153 (Nursing Concepts & Skills - 8 credits) during the first semester of nursing courses. Students in the LPN Transition Track will need to complete all other associate degree nursing courses. LPNs who are accepted into the nursing program and who are interested in the LPN Transition Track will need to submit a current nursing license and proof of employment.
6. Applicants for the nursing program need to be aware of the following regarding clinical agency requirements: Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. Failure of a student to complete the prescribed clinical practice shall be deemed as not satisfying health care academic program requirements. It is the responsibility of the student to satisfactorily complete affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility.

Admission Requirements to the Associate in Science Degree (NURS) Program for Fall 2018

1. Test of Essential Academic Skills (TEAS) test scores. Students must have an adjusted individual score or scaled score at the Proficient or higher level to be considered for admissions.
2. Completion of the 27 semester hours of prerequisite courses with a "C" grade or better and a minimum cumulative GPA of 2.0 by the end of the Spring semester prior to program entry. Proficiency in reading as evidenced by completion of courses or placement test scores.
3. Applicants are selected for admission to the Associate of Science in Nursing Program using a point system based on grades earned, required and in-progress nursing support courses and TEAS scores (by January 15). Additional points are awarded to applicants who are Licensed Practical Nurses (see #5 below).
4. Qualified applicants who are deemed as Hawai'i residents for tuition purposes are considered first for acceptance into the Associate in Science Degree Nursing Program; after which, qualified, non-resident applicants are considered on a space available basis.

Admission Requirements to the Practical Nursing (PRCN) Program for Fall 2018

1. Test of Essential Academic Skills (TEAS) test scores. Students must have an adjusted individual score or scaled score at the Proficient or higher level to be considered for admissions.
2. Completion of the 14 semesters hours of prerequisite courses with a "C" grade or better.
3. Cumulative college GPA of 2.0 by the end of the Spring semester prior to entry, if attended college previously.
4. Proficiency in reading, writing, and mathematics as evidenced by completion of courses or placement test scores.
5. Applicants are selected for admission to the Practical Nursing Program using a point system based on grades earned, required and in-progress nursing support courses and TEAS scores (by January 15).
6. Qualified applicants who are deemed as Hawai'i residents for tuition purposes are considered first for acceptance into the Practical Nursing Program; after which, qualified, non-resident applicants are considered on a space available basis.

7. Applicants for the nursing program need to be aware of the following regarding clinical agency requirements: Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. Failure of a student to complete the prescribed clinical practice shall be deemed as not satisfying health care academic program requirements. It is the responsibility of the student to satisfactorily complete affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility.

Nursing, Associate in Science Degree in Nursing (NURS)

This program prepares students to take the National Council Licensure Exam for Registered Nursing (NCLEX-RN). Graduates are qualified to work in hospitals, long-term care facilities, and community based settings.

The Associate of Science Degree program requires four semesters of course work in nursing (42 credits) and 30 credits of non-nursing prerequisite and co-requisite courses for a total of 72 credits.

A grade of “C” or better is considered passing for all nursing and support courses. A cumulative grade point average of 2.0 or better must be maintained to remain in the nursing program. **All courses required for the degree must be taken for a letter grade.**

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Retrieve, integrate, and apply relevant and reliable information, concepts from multiple disciplines and standards of nursing as the basis for evidenced based nursing care.
- Utilize the nursing process as an ongoing framework for critical thinking to assess, plan, prioritize, implement, and evaluate safe and effective nursing care for healthy individuals and individuals with complex disorders who need the expert care of a professional nurse.
- Demonstrate compassion and caring by developing and maintaining therapeutic relationships based upon mutuality and respect for the health and healing practices, beliefs, and values of the individual and community.
- Demonstrate the ability to function and communicate in a collaborative manner as a member of a multidisciplinary health care team to effectively manage care for individuals, families, and groups of individuals in a variety of settings.
- Demonstrate the ability to plan and deliver effective health education as an integral part of promotion, maintenance and restoration of health, management of chronic conditions, and end of life care.
- Demonstrate professional behaviors and practice within the legal and ethical framework of professional nursing.
- Utilize self reflection to analyze personal practice and experiences for ongoing learning and professional growth.

Entry Requirements

The nursing and support courses for the Associate of Science Degree are:

		Year 1	AS
	Anth 200†	Cultural Anthropology	3
	Biol 141	Human Anatomy and Physiology I	3
	Biol 141L	Human Anatomy and Physiology I Lab	1
	Biol 142	Human Anatomy and Physiology II	3
	Biol 142L	Human Anatomy and Physiology II Lab	1
	Eng 100	Composition I	3
	FamR 230	Human Development	3
	Math 100	Survey of Mathematics or higher (not Math 120)	3
	Micr 130	Microbiology	3
	Micr 130L	Microbiology Lab	1
	Phrm 203	General Pharmacology	3
	Psy 100	Survey of Psychology (Introductory)	3
		TOTAL	30
Year 2			
Fall Semester			AS
	Nurs 151	Mental Health Nursing	2
	+ Nurs 153	Nursing Concepts and Skills	8
	Nurs 158	Issues and Trends I	1
		TOTAL	11
Spring Semester			AS
	Nurs 157	Adult Health Nursing	10
		TOTAL	10
Year 3			
Fall Semester			AS
	Nurs 254	Family Health Nursing Care I	5
	Nurs 255	Family Health Nursing Care II	5
		TOTAL	10
Spring Semester			AS
	Nurs 251	Mental Health and Psychiatric Nursing	3
	Nurs 257	Advanced Adult Health Nursing	5
	Nurs 258	Issues and Trends II	1
	Nurs 260	Nursing Management	2
		TOTAL	11
		TOTAL	72

+ Bypass on LPN Transition Track

† Corequisite support course that may be taken either prior to admission or during the nursing program.

The Associate in Science Degree program is approved by the Hawai'i Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN); formerly NLNAC. The ACEN may be contacted at www.acenursing.org or (404) 975-5000, or by writing to 3343 Peachtree Rd, NE, Suite 850, Atlanta, Georgia 30326. Transfer agreements exist with the University of Hawai'i at Hilo and University of Hawai'i at Mānoa baccalaureate nursing programs allowing interested and qualified associate degree graduates to pursue a Bachelor of Science in Nursing at UH Hilo or UH Mānoa.

Nursing, Practical (PRCN)

The Certificate of Achievement in Practical Nursing Program prepares students to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) to become Licensed Practical Nurses (LPNs). Licensed Practical Nurses work in a variety of health care settings under the supervision of a physician or registered nurse. More information about Licensed Practical Nursing can be accessed at www.onetonline.org/crosswalk

The Certificate of Achievement requires 14 semester credits of non-nursing support courses and 30 semester credits of nursing courses; 44 semester credits in all. The program is 40 weeks long and includes 2 semesters and a summer session.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Retrieve, integrate, and apply relevant and reliable information, concepts from multiple disciplines, and standards of nursing as the basis for evidenced based nursing care.
- Use the nursing process as a framework for critical thinking to assess, plan, prioritize, implement, and evaluate safe and effective nursing care for those who have predictable nursing needs.
- Demonstrate compassion and caring by developing and maintaining therapeutic relationships based upon mutuality and respect for the health and healing practices, beliefs, and values of the individual and community.
- Communicate and function as a member of a multi-disciplinary health care team.
- Demonstrate the ability to plan and deliver effective health teaching as an integral part of promotion, maintenance, and restoration of health, management of chronic conditions, and end of life care in structured settings.
- Demonstrate professional behaviors and practice within the legal and ethical framework of licensed practical nursing.
- Use self-reflection to evaluate their nursing effectiveness and personal experiences for ongoing learning and growth.

Entry Requirements

The prerequisite courses for the Certificate of Achievement in Practical Nursing are:

Prerequisite Courses		CA
Biol 141	Human Anatomy and Physiology I	3
Biol 141L	Human Anatomy and Physiology I Lab	1
Biol 142	Human Anatomy and Physiology II	3
Biol 142L	Human Anatomy and Physiology II Lab	1
Eng 100	Composition I	3
Phrm 203	General Pharmacology	3
	TOTAL	14

Fall Semester		CA
Nurs 101	Nursing Perspectives	1
Nurs 120	Practical Nursing I	9
FamR 230†	Human Development	3
	TOTAL	13

Spring Semester		CA
Nurs 122	Practical Nursing II	11
	TOTAL	11

Summer		CA
Nurs 126	Child Health	3
Nurs 128	Maternity Nursing	3
	TOTAL	6

TOTAL		44
		44

All required courses must be taken for a letter grade. A grade of “C” or better is considered passing in the nursing and support courses. Students must maintain a cumulative grade point average of 2.0 or better to remain in the nursing program.

† FamR 230 may be taken prior to entry into the Practical Nursing Program

Nursing, Adult Residential Care Home Operator

These courses are no longer offered through Hawai‘i Community College’s Nursing Program.

Nurses’ Aide

Nurs 16 - Nurses’ Aide (8) is designed to prepare Nurses’ Aides to work in hospitals, long-term care facilities, clinics, and private homes. Basic nursing procedures are taught through formal classes, supervised laboratory practice and clinical experience in hospitals and/or long-term care settings, and private homes. Students successfully completing this course are eligible to take the OBRA certification exam.

Students enrolling in this course are required to have current CPR/First-Aid certificate, evidence of TB clearance (within 3 months), physician clearance, and a raw score above 50 on the COMPASS reading placement test. Students must be covered by group malpractice insurance while in the clinical area.

Applicants for a nursing program need to be aware of the following regarding clinical agency requirements: Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. Failure of a student to complete the prescribed clinical practice shall be deemed as not satisfying health care academic program requirements. It is the responsibility of the student to satisfactorily complete affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility.

Substance Abuse Counseling (SUBS)

A 20-credit Certificate of Competence in Substance Abuse Counseling is offered for students interested in a career in substance abuse counseling. Credit and non-credit courses are offered for in-service substance abuse, human service, and criminal justice professionals seeking to develop and/or upgrade their skills in working with individuals and families who suffer as a result of chemical abuse or dependency. Students who successfully complete these courses are eligible to receive additional studies and/or fieldwork hours that can apply towards obtaining a State Substance Abuse Counseling Certificate as required by the State of Hawai'i Department of Health Alcohol and Drug Abuse Division (ADAD), the National Alcoholism and Drug Abuse Counselor Credentialing Board, and the International Certification and Reciprocity Consortium. Students completing the CC in Substance Abuse Counseling along with an associate's degree are eligible to receive 2,000 hours toward the ADAD Substance Abuse Certification.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Satisfy the addiction studies educational requirements for Hawaii State Department of Health Alcohol and Drug Abuse Division's (ADAD) Certified Substance Abuse Counselor (CSAC) and/or Certified Drug Prevention Specialist (CDPS).
- Identify and articulate medical, social, and/or psychological aspects of addiction.
- Apply the Twelve Core Functions of the Alcohol and Drug Abuse Counselor, and practice within the legal and ethical parameters of the substance abuse counseling profession.
- Perform basic individual or group counseling and interviewing/facilitation skills, and reflect on personal values and issues that may enhance or interfere with effectiveness as a counselor.
- Develop career plans for entry-level positions in substance abuse, criminal justice, and human services organizations that service substance abusing populations, or transfer to a 4-year college to continue education in SUBS related fields.

Entry Requirements

- Proficiency levels in reading, writing and/or mathematics are required to register for some or all of the Program courses:

Subject Area	Course Completion	or Placement into course
Reading	Eng 21 or ESL 21	Eng 102
Writing	Eng 22 or (ESL 22G and ESL 22W)	Eng 100

Substance Abuse Counseling Requirements

First Semester		CO
Subs 131	Ethics in Public Services	1
Subs 140	Individual Substance Abuse Counseling	3
Subs 230	Prevention Specialist (optional)	(3)
Subs 268	Survey of Substance Use & Addiction	3
Subs 294	Seminar and Fieldwork I	3
TOTAL		10

Second Semester

Subs 132	STDs and Confidentiality	1
Subs 245	Group Counseling	3
Subs 270	12 Core Functions of Subs Abuse Counseling	3
Subs 295	Seminar & Fieldwork II	3
TOTAL		10
TOTAL		20

Prevention Specialist Certificate of Competence

Subs 131	Ethics in Public Services	1
Subs 230	Prevention Specialist	3
Subs 268	Survey of Substance Use & Addiction	3
TOTAL		7

Credits in () are optional

Tropical Forest Ecosystem and Agroforestry Management (TEAM)

Faculty: O. Steele

Students learn to actively manage Hawai'i's native forest ecosystems, grow native plants, establish agroforestry operations, use Global Positioning Systems (GPS), and Geographic Information Systems (GIS). Internships give students on-the-job training with potential employers. For more information call (808) 934-2623, or e-mail forteam@hawaii.edu or check the website at www.hawaii.hawaii.edu/forestteam

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Apply basic ecosystem concepts to natural resource management.
- Use an understanding of general scientific concepts in design of forestry systems.
- Use knowledge of applicable laws and regulations to make decisions about managing ecosystems.
- Apply effective interpersonal and communication skills.
- Recognize, collect, and interpret field data.
- Apply effective management practices to commercial or conservation efforts.

First Semester		CA	AS
Busn 150	Intro to Business Computing (or ICS 101)	3	3
Eng 102	College Reading Skills	3	3
Ag 175	Agroforestry	3	3
Ag 175L	Agroforestry Lab	1	1
** Math 120	Trigonometry for Surveying	4	4
TOTAL		14	14

Second Semester		CA	AS
** Eng 100	Composition I	3	3
Chemistry	Chem 100 or higher	3	3
Geog 170	Forest Ecosystem Surveying, Inventorying, and Monitoring	3	3
Geog 170L	Forest Ecosystem Surveying, Inventorying, and Monitoring Lab	1	1
HwSt 105	Hawai'i Plant Culture	3	3
Biol 156	Natural History of the Hawaiian Islands	3	3
Biol 156L	Natural History of Hawaiian Islands Lab	1	1
	<i>TOTAL</i>	<i>17</i>	<i>17</i>
Summer		CA	AS
Ag 190V	Internship	-	1-4
Third Semester		CA	AS
Biol 101	General Biology (or Biol 171 or Bot 101 or Zool 101)	-	3
Biol 101L	General Biology Lab (or Biol 171L or Bot 101L or Zool 101L)	-	1
Ag 130	Agroforestry Business Management	-	3
Sci 124	Introduction to Environmental Science	-	3
Sci 124L	Intro to Environmental Science Lab	-	1
Geog 180	Geographic Information Systems in Forest Ecosystem Management	-	3
Geog 180L	Geographic Information Systems in Forest Ecosystem Management Lab	-	1
	<i>TOTAL</i>	<i>-</i>	<i>15</i>
Fourth Semester		CA	AS
Ag 291	Forest Restoration Ecology and Ecosystem Management Practicum	-	3
SpCo 151	Introduction to Speech & Communication	-	3
Ag 245	Tropical Silviculture and Forest Plant Propagation	-	3
Ag 245L	Tropical Silviculture and Forest Plant Propagation Lab	-	1
Ag 275	Forest Pest Management	-	3
Ag 275L	Forest Pest Management Lab	-	1
	<i>TOTAL</i>	<i>-</i>	<i>14</i>
	TOTAL	31	61-64

** Meets competency requirement in mathematics or communications