**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.

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<th>Program</th>
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<td>Criminal Justice Addictions Professional (AJ-CJAP)</td>
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* Financial aid ineligible.

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</table>

* Financial aid ineligible.
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. **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)

**Foundations (12 credits)**

**Written Communication (FW) (3 credits):**

- Eng 100 (Writing)

**Quantitative Reasoning (FQ) (3 credits):**

- Math 100‡, 115, 120, 135, 140, 241, 242

**Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:**

- Group A - Prehistory to 1500: Hist 151, WS 175
- Group B - 1500 to Modern Times: Geog 102, Hist 152, WS 176
- Group C - Prehistory to Modern Times: (none at this time)

‡ Students who intend to transfer may require a course higher than Math 100

**Hawai‘i CC Required Courses (6 credits)**

**College Reading Skills:**

- Eng 102 (Reading)

**Communication Skills:**

- Sp 151† or Sp 251†

**Graduation Requirements**

**Writing Intensive:**

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

**Hawaiian, Asian, and Pacific Issues:**

- Three credits HAP (from Diversifications or Electives)

**Diversifications (19 credits)**

**Diversifications - Arts, Humanities, Literature:** Six (6) credits required in 2 different areas:

**Diversification - Arts (DA):**

- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151†, 251†

**Diversification - Humanities (DH):**

- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260

**Diversification - Literature (DL):**

- Eng 255, 256, 257A, 257E
- HwSt 270
Diversifications - Natural Sciences: Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):
- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):
- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

Diversification - Natural Science Lab (DY):
- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

Diversifications - Social Sciences: Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):
- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geog 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100, 218
- SSci 111, 150
- WS 151

† 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 Hawaiʻi CC or transferred in to Hawaiʻi 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 Classes

A variety of classes are offered which are writing intensive (WI). These classes 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 class material, and a major element in determining a student’s grade. In WI classes, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI classes have a minimum prerequisite of completion of Eng 100 with a grade of “C” or better. Completion of one WI class 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 classes at Hawaiʻi CC.

For more information about the Writing Intensive Program at Hawaiʻi CC, visit www.hawaii.hawaii.edu/writing-intensive

HAP Designated Classes

Effective Fall 2019, the Hawaiian, Asian, and Pacific Issues (HAP) is a graduation requirement for Associate in Arts (AA) degree majors. Returning students declaring a prior catalog year have the option to use the FHAP (formerly Asian/Pacific Culture) designated courses which were approved for their prior catalog year. (Policy HAW 5.702)

HAP is a University of Hawai’i system initiative designed to improve teaching and learning at UH regarding Native Hawaiian culture and issues from the Native Hawaiian viewpoint, and how they intersect with Asian and Pacific Island cultures. In order to receive the HAP designation, at least 2/3 of a class must meet the following hallmarks:

1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
2. A class can use a disciplinary or multi-disciplinary approach provided that a component of the class uses assignments or practices that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawaiʻi, the Pacific, and Asia.
3. A class should include at least one topic that is crucial to an understanding of the histories; cultures; beliefs; the arts; or the societal, political, economic, or technological processes of these regions. For example, the relationships of societal structures to the natural environment.
4. A class should involve an in-depth analysis or understanding of the issues being studied in the hope of fostering multi-cultural respect and understanding.

For more information about HAP, and to see a current list of HAP designations at Hawaiʻi CC, visit www.hawaii.hawaii.edu/hap

Sustainability and S-designated Classes

Hawaiʻi CC offers a designation of “SF” for courses and classes which expose students to sustainability across a variety of academic disciplines. These are designed to meet the UH system-wide goals to develop and strengthen ecological literacy
in students and address local and global environmental challenges. While not a graduation requirement for the AA degree, S-designated courses and classes 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 classes 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 course indicates that sustainability is a major theme, and S-designation of a class (a particular section of a course) indicates that the instructor has chosen to integrate sustainability themes into the class content and promotes active student engagement with global and local environmental issues.

For more information about Sustainability at Hawai'i CC, and for a list of currently designated courses and classes, visit www.hawaii.hawaii.edu/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.

- 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
- Hist 101, 102, 201, 202
- Phil 100, 101, 102, 121, 122
- Jour 205† (see Eng 205)
- Jpns 101, 102, 121, 122
- Ling 102, 121† (see Anth 121), 235† (see Anth 235)
- Mus 102
- Psy 275
- Rel 150, 151, 152, 153
- Sp 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.

(continued on next page)
• Ag 122, 141, 175, 175L, 200, 250, 260
• Astr 110, 281
• BioC 141
• Biol 100, 100L, 101, 101L, 124, 124L, 156, 156L, 171, 171L, 172, 172L
• Bot 101, 101L, 105, 105L, 130, 130L
• Chem 100, 100L, 151, 151L, 161/L, 162/L
• Culn 185
• Erth 101, 101L
• Geog 101, 101L, 170, 170L, 270, 270L
• Micr 130, 140L
• Ocn 201, 205
• Phrm 203
• Phyl 141, 141L, 142, 142L
• Phys 100, 100L, 105
• 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
• Geog 102, 122
• HD 234
• HDFS 230
• HosT 290
• 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, 251, 270, 275†
• Soc 100, 208, 218, 251, 265, 289, 290
• Sp 130, 151, 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. The AS degree consists of at least 60 semester credits, which provides students with either 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. All courses applicable for the AS degree will be at the baccalaureate level. The issuance of an AS degree requires that the student’s work has been evaluated and stated outcomes have been met. (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 a total of nine (9) credits of general education electives by selecting one or more courses with a total of at least three (3) credits from each of the three areas: Arts/Humanities/Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS). For some programs the course(s) may be prescribed
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. Check with a program advisor for program requirements.

Diversifications – Arts, Humanities, Literature

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.

Diversification - Arts (DA):

• Art 101, 107D, 111, 113, 114, 115, 217, 230
• Dnce 153, 185, 190V, 195
• Eng 204
• HwSt 103, 130, 131, 230, 231
• Sp 151, 251
Diversification - Humanities (DH):
- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260

Diversification - Literature (DL):
- Eng 255, 256, 257A, 257E
- HwSt 270

Diversifications - Natural Sciences
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.

Diversification - Biological Sciences (DB):
- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):
- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

Diversification - Natural Science Lab (DY):
- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

Diversifications - Social Sciences
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.

Diversification - Social Sciences (DS):
- Anth 150, 200
- Bot 105
- ECED 105, 110, 131
- Econ 130, 131
- Geog 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100, 218
- SSSci 111, 150
- WS 151

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 college credential for students who have successfully completed a focused, specific sequence of credit courses from an 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. Students enrolled solely for the purpose of obtaining an ASC will be identified as unclassified for admission and enrollment purposes. (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. The College engages in systematic assessment of learning and service outcomes to ensure continuous improvement and to 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.

The course assessment cycle requires that all courses be assessed at least every five years; specific details of the course assessment requirements are listed in the Assessment Policy. (Policy Haw 5.202). The non-instructional service and support unit assessment cycle requires that all units be assessed regularly on a schedule determined by the appropriate vice chancellor or director.

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) and the College Council’s Assessment Committee. For more information, visit the website at www.hawaii.hawaii.edu/files/assessment

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/ovcadmin/admin-manual/haw4
• UHCCP #5.202 (May 2012) www.uhcc.hawaii.edu/ovpcc/policies/UHCCP_5.202
• Board of Regents Policy, Section 5-1.1b 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)
### Accounting (ACCT)

**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 stakeholders 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

<table>
<thead>
<tr>
<th>Course</th>
<th>CA</th>
<th>AAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Acc 124 Principles of Accounting I</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>* Acc 132 Payroll and Hawai'i General Excise Tax</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Busn 121 Introduction to Word Processing</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>** Busn 188 Business Calculations</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Success †† Busn 164 or IS 101 (meets Social Env. requirement for A.A.S.)</td>
<td>3</td>
<td>3</td>
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<td>** TOTAL</td>
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#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<th>AAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Acc 134 Individual Income Tax Preparation</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>* Acc 155 Spreadsheets in Accounting</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>* Acc 252 Using Quickbooks in Accounting</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Busn 176 Business Communications</td>
<td>3</td>
<td>3</td>
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<tr>
<td>** Eng 100 Composition I</td>
<td>3</td>
<td>3</td>
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<td>** TOTAL</td>
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#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>CA</th>
<th>AAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Acc 201 Intro to Financial Accounting</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Business Acc 130, Acc 193V, Bus 120, Busn 193V, Econ 130, Econ 131, or Ent 125</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Computing Busn 150 or ICS 101</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Mgt 124 Human Resource Management</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>** Speech Sp 130 or Sp 151 or Sp 251</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>** TOTAL</td>
<td>-</td>
<td>15</td>
</tr>
</tbody>
</table>

* 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. Madrid

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 ††**: Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL) 3
- **Electives ††**: Diversifications - Natural Sciences (choose from DB, DP, DY) 3

**TOTAL**: 15

### Second Semester AS
- **AJ 131**: Ethics in Public Services 1
- **AJ 210**: Juvenile Justice 3
- **AJ or Subs**: Elective (see below) 3
- **Eng 100**: Composition I 3
- **Sp 151**: Personal and Public Speech 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
- **Phil 110**: Introduction to Deductive Logic (3)
- **Electives ††**: Diversifications - Social Sciences (DS) 3

**TOTAL**: 15

### Fourth Semester AS
- **AJ or Subs**: Electives (see below) 3
- **Electives**: General 12

**TOTAL**: 15

**TOTAL**: 61

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### Criminal Justice Addictions Professional Certificate of Competence

**First Semester CA AAS**
- **AJ 101**: Introduction to Administration of Justice 3
- **AJ 131**: Ethics in Public Services 1
- **Subs 132**: STDs and Confidentiality 1
- **Subs 140**: Individual Substance Abuse Counseling 3
- **Subs 268**: Survey of Substance Use Disorders 3
- **Subs 294**: Seminar and Fieldwork I 3

**TOTAL**: 15

**Second Semester CA**
- **AJ 150**: The Correctional Process 3
- **Subs 245**: Group Counseling 3
- **Subs 270**: 12 Core Functions Subs Abuse Counseling 3

**TOTAL**: 23

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### Homeland Security Certificate of Competence

**First Semester CO**
- **AJ 101**: Introduction to Administration of Justice 3
- **AJ 131**: Ethics in Public Services 1

**Second Semester CO**
- **AJ 180**: Introduction to Homeland Security 3

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### 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**: 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

* 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

* 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

Architecture, Engineering and Construction Technologies (AEC)

Faculty: 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:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum placement into course</th>
</tr>
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<tbody>
<tr>
<td>Mathematics</td>
<td>Math 82X</td>
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<tr>
<td>Reading</td>
<td>Eng 102</td>
</tr>
<tr>
<td>Writing</td>
<td>Eng 100</td>
</tr>
</tbody>
</table>

First Semester

* 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 Geometrics & Land Surveying I - 2
TOTAL 14 16

Second Semester

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

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.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Third Semester</strong></td>
<td>* AEC 230 Residential Contract Drawings &amp; Codes 4 4&lt;br&gt; * AEC 233 Basic Architectural Studio A 4 4&lt;br&gt; * AEC 234 3D CAD Imaging 1 1&lt;br&gt; * AEC 238 Architectural Historic Preservation 2 2&lt;br&gt; * AEC 249 Introduction to Drafting Career Success 1 1&lt;br&gt; Elective †† Cultural Env., Natural Env., Social Env. - 3&lt;br&gt; TOTAL 12 15</td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td>* AEC 240 Commercial Contract Drawings 3 3&lt;br&gt; * AEC 241 Intro to Building Services &amp; BIM 3 3&lt;br&gt; * AEC 242 Basic Architectural Studio B 4 4&lt;br&gt; * AEC 247 Geomatics &amp; Land Surveying II - 2&lt;br&gt; Electives †† Cultural Env., Natural Env., Social Env. - 6&lt;br&gt; TOTAL 10 18</td>
</tr>
</tbody>
</table>

**Geomatics and GIS Certificate of Achievement**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>* AEC 112</td>
<td>Computer Aided Drafting (CAD) 3</td>
</tr>
<tr>
<td>* AEC 113</td>
<td>Geomatics &amp; Land Surveying I 2</td>
</tr>
<tr>
<td>** Math 120</td>
<td>Trigonometry for Surveying 4</td>
</tr>
<tr>
<td>** Second Semester**</td>
<td>* AEC 129 Sustainable Design &amp; Site Preparation 2&lt;br&gt; * AEC 150 Introduction to GIS &amp; GPS 4&lt;br&gt; ** Eng 100 Composition I 3</td>
</tr>
<tr>
<td>** Third Semester**</td>
<td>* AEC 234 3D CAD Imaging 1</td>
</tr>
<tr>
<td>** Fourth Semester**</td>
<td>* AEC 241 Intro to Building Services &amp; BIM 3&lt;br&gt; * AEC 247 Geomatics &amp; Land Surveying II 2</td>
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<td>** TOTAL**</td>
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**Geospatial Technologies Certificate of Competence**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>* AEC 112</td>
<td>Computer Aided Drafting (CAD) 3</td>
</tr>
<tr>
<td>* AEC 113</td>
<td>Geomatics &amp; Land Surveying I 2</td>
</tr>
<tr>
<td>** Second Semester**</td>
<td>* AEC 150 Introduction to GIS &amp; GPS 4&lt;br&gt; ** Eng 100 Composition I 3</td>
</tr>
<tr>
<td>** Third Semester**</td>
<td>* AEC 241 Intro to Building Services &amp; BIM 3</td>
</tr>
<tr>
<td>** TOTAL**</td>
<td>12</td>
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</table>

**Sustainable Lot Design and Site Prep Certificate of Competence**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>* AEC 112</td>
<td>Computer Aided Drafting (CAD) 3</td>
</tr>
<tr>
<td>* AEC 113</td>
<td>Geomatics &amp; Land Surveying I 2</td>
</tr>
</tbody>
</table>
Automotive Technology (AMT)

Faculty: H. Fuji 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:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum placement into course</th>
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<tbody>
<tr>
<td>Mathematics</td>
<td>Math 22 or QM 120T</td>
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<tr>
<td>Reading</td>
<td>Eng 21 or ESL 21</td>
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First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CA</th>
<th>AAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT 101</td>
<td>Automotive Safety &amp; Measurement</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>AMT 120</td>
<td>Powertrain I</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>** Eng 102</td>
<td>College Reading Skills</td>
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<tr>
<td>Elective ††</td>
<td>Cultural Env., Natural Env., Social Env.</td>
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Second Semester

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<tbody>
<tr>
<td>ABRP 120</td>
<td>Metal and Plastic Refinishing</td>
<td>12</td>
<td>12</td>
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<tr>
<td>** QM 80</td>
<td>Quantitative Methods Preparation</td>
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<td>-</td>
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<tr>
<td>** QM 120T</td>
<td>Quantitative Methods for Trans Tech</td>
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<td>3</td>
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<tr>
<td>Elective ††</td>
<td>Cultural Env., Natural Env., Social Env.</td>
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Third Semester

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<th>Course Code</th>
<th>Course Title</th>
<th>CA</th>
<th>AAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT 200</td>
<td>Panel &amp; Glass Replacement Techniques</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Elective ††</td>
<td>Cultural Env., Natural Env., Social Env.</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>12</td>
<td>15</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>CA</th>
<th>AAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABRP 220</td>
<td>Frame Measuring &amp; Alignment Techniques</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>AMT 220</td>
<td>Diagnostics and Repair</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>AMT 93V CVE</td>
<td>(optional with instructor approval)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

* 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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Department</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Busn 121</td>
<td>Introduction to Word Processing</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 164</td>
<td>Intro to Business Computing (meets Soc. Env. requirement for A.A.S.)</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 182</td>
<td>Machine Transcription</td>
<td>3</td>
<td>CA</td>
<td>3</td>
</tr>
<tr>
<td>**Busn 188</td>
<td>Business Calculations</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
</tr>
<tr>
<td>**Eng 22</td>
<td>Eng 22 or (ESL 22G and ESL 22W) or higher</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
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</table>

**Total:** 12 credits

### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Department</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Busn 123</td>
<td>Word Processing for Business</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 193V</td>
<td>Cooperative Education</td>
<td>3</td>
<td>CA</td>
<td>3</td>
</tr>
<tr>
<td><strong>Eng 15</strong></td>
<td>Acc 124 or Acc 201</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
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</tbody>
</table>

**Total:** 9 credits

### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Department</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Busn 170</td>
<td>Records and Information Management</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 150</td>
<td>Intro to Business Computing</td>
<td>3</td>
<td>CA</td>
<td>3</td>
</tr>
<tr>
<td>**Acc 155</td>
<td>Spreadsheets in Accounting</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
</tr>
<tr>
<td><strong>Eng 17</strong></td>
<td>Acc 124 or Acc 201</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 15 credits

### Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Department</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Busn 158</td>
<td>Social Media &amp; Cloud Collaboration</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 178</td>
<td>Business Communications</td>
<td>3</td>
<td>CA</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 292</td>
<td>Integrated Office Procedures</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Economics Electives (see below)**

**Total:** 16-18 credits

**Total (minimum):** 61-63 credits

---

### Entrepreneurship Certificate of Competence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Department</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Busn 150</td>
<td>Intro to Business Computing (or ICS 101)</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
<tr>
<td>*Ent 125</td>
<td>Starting a Business</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 164</td>
<td>Career Success</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 158</td>
<td>Social Media &amp; Cloud Collaboration</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 15 credits

### Virtual Office Assistant Certificate of Competence

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Department</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Busn 121</td>
<td>Introduction to Word Processing</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 150</td>
<td>Intro to Business Computing</td>
<td>3</td>
<td>CA</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 182</td>
<td>Machine Transcription</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
</tr>
<tr>
<td>**Busn 188</td>
<td>Business Calculations</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
</tr>
<tr>
<td>**Eng 22</td>
<td>Eng 22 or (ESL 22G and ESL 22W) or higher</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 12 credits

#### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Department</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Busn 159</td>
<td>Creating &amp; Managing the Virtual Office</td>
<td>3</td>
<td>CO</td>
<td>3</td>
</tr>
<tr>
<td>*Busn 193V</td>
<td>Cooperative Education</td>
<td>2</td>
<td>CA</td>
<td>2</td>
</tr>
<tr>
<td>*Acc 124</td>
<td>Principles of Accounting I (or Acc 201)</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
</tr>
<tr>
<td>*Acc 155</td>
<td>Spreadsheets in Accounting</td>
<td>3</td>
<td>AAS</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total:** 23 credits

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### Carpentry (CARP)

**Faculty:** 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:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum placement into course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Math 22 or QM 120T</td>
</tr>
<tr>
<td>Reading</td>
<td>Eng 21 or ESL 21</td>
</tr>
</tbody>
</table>

First Semester  CA AAS
* Carp 150 Basic Carpentry I 3 3
* Carp 151 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 155 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 257 Framing and Exterior Finish 12 12
Electives †† Cultural Env., Natural Env., Social Env. - 6
TOTAL 12 18

Fourth Semester  CA AAS
* Carp 260 Finishing 12 12
Math 55 Technical Math II 1 1
Elective †† Cultural Env., Natural Env., Social Env. - 3
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

Community Health Worker (CHW)

Faculty: C. Wilcox-Boucher

This certificate prepares students to become Community Health Workers, outreach workers, or navigators in a variety of healthcare settings. They are skilled in providing health education and care coordination.

Program Learning Outcomes

Upon successful completion, students are prepared to:
- Develop interpersonal skills that build appropriate, collaborative, respectful relationships with fellow students in the classroom, clients and professionals in the fieldwork setting or work environment.
- Demonstrate how to promote healthy behaviors, care coordination, advocacy, and/or community outreach.
- Reflect on how culture, language and socio-environmental factors influence individuals and families seeking health and/or social services.
Entry Requirements

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

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum placement into course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Eng 102</td>
</tr>
<tr>
<td>Writing</td>
<td>Eng 100</td>
</tr>
</tbody>
</table>

Community Health Worker Certificate of Competence

<table>
<thead>
<tr>
<th>First Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* HSer 101</td>
<td>Community Health Worker Fundamentals 3</td>
<td></td>
</tr>
<tr>
<td>* HSer 140</td>
<td>Individual Counseling 3</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* HSer 135</td>
<td>Health Promotion and Disease Prevention 3</td>
<td></td>
</tr>
<tr>
<td>* HSer 248</td>
<td>Case Management 3</td>
<td></td>
</tr>
<tr>
<td>* HSer 192</td>
<td>Seminar and Fieldwork I 3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* HSer 292</td>
<td>Seminar and Fieldwork II 3</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 18

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

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)

Faculty: M. Hu

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

| * Art 107D | Intro to Digital Photography (or Art 113 or Art 120) | AS |
| * 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             | 3  |
| TOTAL      | 15                                                   |

Second Semester

| * Art 125  | Introduction to Graphic Design                     | AS |
| * Art Electives (see below) | 3 |
| ICS 111    | Intro to Computer Science I                        | 3  |
| ** Math (FQ) | Math 100 or Math 115 or Math 135 | 3-4 |
| Sp 151     | Personal and Public Speech                         | 3  |
| TOTAL      | 15-16                                                |

Third Semester

| Ent 125    | Starting a Business                                 | AS |
| * Art Electives (see below) | 9 |
| Electives †† | Diversifications - Arts, Humanities, Literature (choose from Art 101 (DA), Art 113 (DA), Art 114 (DA), HwSt 100 (DH), HwSt 107 (DH), or HwSt 270 (DL)) | 3 |
| TOTAL      | 15                                                   |

Fourth Semester

| * Art      | Electives (see below)                               | AS |
| Electives †† | Diversifications - Natural Sciences (choose from DB, DP, DY) | 3 |
| Electives †† | Diversifications - Social Sciences (DS)             | 3  |
| TOTAL      | 15                                                   |
| TOTAL      | 60-61                                                |

Art Electives - The following courses will be accepted (if not already used to satisfy requirements):

• Art 107D, 113, 120, 126, 156, 202, 207D, 209, 212, 214, 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 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).
Culinary Arts (CULN)

Faculty: P. Heerlein (PAL) S. Sumiki  
Staff: T. Hiro

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 - East Hawai‘i (Hilo)  
* Culn 111 Introduction to the Culinary Industry 2 2  
* Culn 112 Sanitation and Safety 2 2  
* Culn 120 Fundamentals of Cookery 5 5  
* Culn 170 Food and Beverage Purchasing 3 3  
** QM 120H Quantitative Methods for Culinary Arts (or Math 100 or higher (not Math 120)) 3 3  
Elective†† Cultural Environment - 3  
HosT 290 †† Hospitality Management (meets Soc. Env. requirement for A.A.S.) 3 -  
TOTAL (Hilo) 15 18

First Semester - West Hawai‘i (Pālamanui)  
* Culn 111 Introduction to the Culinary Industry 2 2  
* Culn 112 Sanitation and Safety 2 2  
* Culn 120 Fundamentals of Cookery 5 5  
* Culn 160V Dining Room Service/Stewarding 2 2  
* Culn 170 Food and Beverage Purchasing 3 3  
** QM 120H Quantitative Methods for Culinary Arts (or Math 100 or higher (not Math 120)) 3 3  
TOTAL (Pālamanui) 17 17

Second Semester - East Hawai‘i (Hilo)  
* Culn 115 Menu Merchandising 2 2  
* Culn 131 Short Order Cookery 3 3  
* Culn 140 Cold Food Pantry 4 4  
* Culn 150 Fundamentals of Baking 4 4  
** 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 (Hilo) 16 16

Second Semester - West Hawai‘i (Pālamanui)  
* Culn 115 Menu Merchandising 2 2  
* Culn 131 Short Order Cookery 3 3  
* Culn 140 Cold Food Pantry 4 4  
* Culn 150 Fundamentals of Baking 4 4  
** 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 (Pālamanui) 18 18

Third Semester - East Hawai‘i (Hilo)  
* Culn 133 Bistro Cookery & Intro to Dining Svc 6 6  
* Culn 185 †† Culinary Nutrition (meets Nat. Env. requirement for A.A.S.) - 3  
* Culn 270 Food and Beverage Cost Control - 4 3  
HosT 290 †† Hospitality Management (meets Soc. Env. requirement for A.A.S.) 6 16  
TOTAL (Hilo) 16 16

Third Semester - West Hawai‘i (Pālamanui)  
* Culn 133 Bistro Cookery & Intro to Dining Svc 6 6  
* Culn 185 †† Culinary Nutrition (meets Nat. Env. requirement for A.A.S.) - 3  
* Culn 252 Patisserie (meets Soc. Env. requirement for A.A.S.) - 4 3  
HosT 290 †† Hospitality Management 6 16  
TOTAL (Pālamanui) 16 16

Fourth Semester - East Hawai‘i (Hilo)  
* Culn 160V Dining Room Service/Stewarding 4 4  
* Culn 220 Advanced Cookery 5 5  
* Culn 240 Garde Manger 4 4  
* Culn 252 Patisserie - 4  
HosT 290 †† Hospitality Management (meets Soc. Env. requirement for A.A.S.) 6 16  
TOTAL (Hilo) 13 17

TOTAL 50 67

* 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.
Fourth Semester - West Hawai‘i (Pālamanui) CA AAS
* Culn 220 Advanced Cookery 5 5
* Culn 240 Garde Manger 4 4
* Culn 270 Food and Beverage Cost Control - 4
Elective †† Cultural Environment - 3
(HwSt course recommended)
TOTAL (Pālamanui) 9 16
TOTAL 50 67

* 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.

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 120 Introduction to Diesel Engines 12 12
** 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 12 18

Second Semester CA AAS
* DiMc 130 Introduction to Electrical Systems & Diesel Fuel Systems 12 12
** Eng 102 College Reading Skills (or Eng 106) - 3
Electives †† Cultural Env., Natural Env., Social Env. - 3
TOTAL 12 18

Third Semester CA AAS
* DiMc 140 Introduction to Power Trains 12 12
Electives †† Cultural Env., Natural Env., Social Env. - 3
TOTAL 12 15

DiMc 93V CVE (optional) - -

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.

Diesel Mechanics (DISL) Faculty: M. Soares

Digital Media Arts (DMA)
Faculty: M. Hu

This program prepares the student 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.

Digital Media Arts Certificate of Competence
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
* Business Ent 125 or Busn 158 3
* Experience Art 293 or Art 294 3
* Art Electives (see below) 3
TOTAL 9

Art Electives - The following courses will be accepted (if not already used to satisfy requirements):
• Art 107D, 113, 120, 126, 156, 207D, 212, 214, 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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>CO</th>
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<tbody>
<tr>
<td>ECEd 105</td>
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Third Semester

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<th>Course</th>
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<td>ECEd 245</td>
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Fourth Semester

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Educational Assistant Certificate of Competence

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ECEd 105</td>
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<td>ECEd 110</td>
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<tr>
<td>ECEd 131</td>
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<td>9</td>
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</table>

*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 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

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:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum placement into course</th>
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<tbody>
<tr>
<td>Reading</td>
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**First Semester**

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**Second Semester**

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**Fourth Semester**

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<th>Course</th>
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**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:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum placement into course</th>
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<tr>
<td>Reading</td>
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**Third Semester**

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<td>* EImT 41</td>
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**Fourth Semester**

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<td>TOTAL</td>
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<td>18</td>
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</tbody>
</table>

* 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.
First Semester

** Etro 120 Fundamentals of Electronics I 5 5
* Etro 120L Fundamentals of Electronics I Lab 2 2
* Etro 140 Network Fundamentals 3 3
* Etro 143 Digital Electronics 5 5
* Etro 143L Digital Electronics Lab 2 2
TOTAL 17 17

Second Semester

* Etro 121 Process Controls & Electronics Fabrication 3 3
* Etro 121L Process Controls & Electronics Fabrication Lab - 2
* Etro 122 Fundamentals of Electronics II 5 5
* Etro 122L Fundamentals of Electronics II Lab 2 2
* Etro 240B Routing Protocols and Concepts 3 3
** Eng Eng 21 or ESL 21 or Eng 22 or (ESL 22G and ESL 22W) or higher 3 -
TOTAL 16 15

Third Semester

* Etro 257 RF Communications 2 2
* Etro 280 Microprocessors in Micro Controllers PLC 3 3
* Etro 240C LAN Switching and Wireless 3 3
** Eng Composition I - 3
Elective †† Natural Environment - 3
TOTAL 8 14

Fourth Semester

* Etro 241 Accessing the WAN 3 3
* Etro 266 Introduction to Fiber Optics 3 3
* Etro 287 Programmable Logic Controllers 3 3
* Etro 287L Programmable Logic Controllers Lab 1 1
Elective †† Cultural Environment - 3
Elective †† Social Environment - 3
TOTAL 10 16
TOTAL 51 62

Network Technology Certificate of Competence

First Semester
Etro 140 or CENT 140 Network Fundamentals 3

Second Semester
Etro 240B or CENT 240B Routing Protocols and Concepts 3

Third Semester
Etro 240C or CENT 240C LAN Switching and Wireless 3

Fourth Semester
Etro 241 or CENT 241 Accessing the WAN 3
TOTAL 12

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 ASC-ENVS.
2. Earn a “C” or better in each course.

Core Requirements (7 credits)
- Biol 124 and 124L
- Choose 1: Ag 190V, Sci 190V, SSci 250

Subject Areas (9 credits)
Plus one (1) course from each of the areas below:
Life Sciences (3 credits)
- BioC 141
- Biol 101, 156, 171
- Bot 101, 130
- Zool 101

Physical Sciences (3 credits)
- Chem 100, 151
- Geog 101
- Ocn 201, 205

Social Sciences (3 credits)
- Econ 120
- Geog 102, 122
- PolS 110
- Soc 100, 218
- SSci 111, 150

* 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.
# 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

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<td>Fire 151</td>
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<tr>
<td>Fire 156</td>
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<td>Biol 100</td>
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### Second Semester

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<tr>
<td>Fire 153 Advanced Wildland Firefighting</td>
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<tr>
<td>Fire 157 Intermediate Wildland Fire Behavior</td>
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<tr>
<td><strong>English</strong></td>
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<td>Eng 100 or Eng 215</td>
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<tr>
<td><strong>Hlth</strong></td>
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<tr>
<td>Survey of Medical Terminology</td>
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<tr>
<td><strong>Math</strong></td>
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<td>Math 100 or higher</td>
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### Third Semester

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<tr>
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<tr>
<td>Fire 202 Fire Hydraulics</td>
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<tr>
<td>Fire 212 Firefighting Strategies and Tactics</td>
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<tr>
<td>Fire 215 Wildland/Urban Interface Operations</td>
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<tr>
<td>Phyl 141 †† Human Anatomy and Physiology I (DB)</td>
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<tr>
<td>Phyl 141L Human Anatomy and Physiology I Lab</td>
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<tr>
<td>Electives †† Diversifications - Social Sciences (DS)</td>
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### Fourth Semester

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<th>Course</th>
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<tr>
<td>Fire 207 Hazardous Material Awareness/Operation</td>
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<tr>
<td>Fire 210 Fire Administration</td>
<td>3 3</td>
</tr>
<tr>
<td>Fire 217 Firefighter Life Safety</td>
<td>3 3</td>
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<td><strong>Computer Literacy</strong></td>
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<td>ICS 100 or ICS 101</td>
<td>- 3</td>
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<tr>
<td>Sp 251 †† Principles of Effective Public Speaking (DA)</td>
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### Fifth Semester

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<tr>
<td>Fire 250 Emergency Medical Technician</td>
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<td>Fire 251 Emergency Medical Technician Practicum</td>
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</table>

**Math** Math 100 or higher - 3

†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

### Global Studies Academic Subject Certificate (ASC-LBRT-GLS)

**Faculty:** P. Scheffler

The interdisciplinary Global Studies Academic Subject Certificate is designed to integrate student learning across disciplines and programs and foster connections between disciplinary learning, world languages, and study abroad experiences. This certificate will provide students with the opportunity to gain awareness of and sensitivity to other cultures’ norms, practices and actions while at the same time recognizing the unique attributes of one’s own culture. It will teach them to speak and write in another language while recognizing and respecting the importance of language diversity (all languages) in global communication. It will also help them to recognize self as a part of global culture by demonstrating awareness of the interdependence of global systems: by understanding how the U.S. may be perceived world-wide; by solving problems with multiple perspectives and variables; and by making globally responsible decisions.

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Fire 101 Essentials of Fire Suppression</td>
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<tr>
<td>Fire 101L Essentials of Fire Suppression Lab</td>
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</tr>
<tr>
<td>Fire 151 Introduction to Wildland Fire Control</td>
<td>3 3</td>
</tr>
<tr>
<td>Fire 156 Incident Command System</td>
<td>3 3</td>
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<tr>
<td>Biol 100 Human Biology</td>
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</tr>
<tr>
<td>Biol 100L Human Biology Laboratory</td>
<td>- 1</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>10 14</strong></td>
</tr>
</tbody>
</table>
Requirements

1. **Credits Required**: A total of 16 credits is required to receive the ASC-GS:
   - A minimum of 4 credits World Language study
   - A minimum of 3 credits of Study Abroad
   - A minimum of 3 credits Internationalized Courses
   - Remaining credits from any courses listed in the above categories.

2. Earn a “C” or better in each course.

World Language (4 credits)
- Haw 101, 102, 201, 202
- Jpns 101, 102

Study Abroad (3 credits)
- Art 269C † Study Abroad - Japan
- Geog 292V Special Topics: Study Abroad
- Sci 292V Special Topics: Study Abroad

Internationalized Courses (3 credits)
- AJ 180, 181, 182, 280
- Anth 121, 150, 200, 235
- Art 159, 227, 269C †
- Asan 120, 121, 122
- Biol 124
- Bot 105, 105L
- Econ 120, 130, 131
- Eng 255, 257A, 257E
- Geog 102
- Hist 120, 151, 152, 153, 154, 241, 242, 288
- HSer 141
- HwSt 100, 107
- Ling 102
- Mkt 185
- Phil 102, 213
- Phys 105
- PolS 110
- Rel 150
- SSci 111
- Soc 290
- Sp 233
- Univ 101
- WS 151

† These courses appear in multiple areas but count only once for graduation requirements.

---

**Hawai‘i Life Styles Academic Subject Certificate (ASC-HWST-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 ASC-HWST-HLS 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/hawaii-life-styles or contact the main HLS office at (808) 934-2600. Students may also contact an advisor:

- Taupōri Tangārō taupouri@hawaii.edu 934-2575
- No‘el Īgab-Cruz tagab@hawaii.edu 934-2616
- Pele Kaio pelekaio@hawaii.edu 934-2606
- Ku‘ulei Kanahele tracyk@hawaii.edu 934-2605
- ʻĀkea Kiyuna akiyuna@hawaii.edu 934-2609
- E. Kalani Flores ckl Flores@hawaii.edu 969-8875
- Y. Ka‘ea Lyons ykalapai@hawaii.edu 969-8800

**Requirements**

1. **Credits Required**: A minimum of 12 credits is required to receive the ASC-HWST-HLS.
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, 102, 201, 202

**Core Requirements (8 credits)**

**Required (3 credits)**
- HwSt 100

**Electives (5 credits required)**
- Any other Haw and/or HwSt courses not already taken
Hawaiian Studies (AA-HWST)
Associate in Arts Degree

Faculty:
E. Flores (PAL)  P. Kaio
K. Kanahele  A. Kiyuna
Y. Lyons (PAL)  N. Tagab-Cruz
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 to 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)

Foundations (12 credits)

Written Communication (FW) (3 credits):
- Eng 100 (Writing)
Quantitative Reasoning (FQ) (3 credits):
- Math 100
Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
- Group A - Prehistory to 1500: Hist 151
- Group B - 1500 to Modern Times: Hist 152
- Group C - Prehistory to Modern Times: (none at this time)

Hawai‘i CC Required Courses (6 credits)

College Reading Skills:
- Eng 102 (Reading)
Communication Skills:
- Sp 151

Graduation Requirements

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

Hawaiian Language and Hawaiian Studies Requirements (12 credits)

Hawaiian Language (8 credits):
- Haw 101, 102
Hawaiian Studies (4 credits):
- HwSt 103, 107

Specializations (13 credits)

Choose one group

- Hula (13 credits): HwSt 130, 131, 260; plus 4 additional credits of Haw and/or HwSt courses (at least 3 credits must be at the 200-level)
- Kapuahi Foundations (13 credits): HwSt 260; plus 10 additional credits of Haw and/or HwSt courses (at least 3 credits must be at the 200-level)

Diversifications (19 credits)

Diversifications - Arts, Humanities, Literature: Six (6) credits required in 2 different areas (DH and DL required):

Diversification - Humanities (DH):
- HwSt 100

Diversification - Literature (DL):
- HwSt 270

Diversifications - Natural Sciences: Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):
- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101
Diversification - Physical Sciences (DP):

- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

Diversification - Natural Science Lab (DY):

- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

Diversifications - Social Sciences: Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):

- Anth 150, 200
- Bot 105
- ECEd 131
- Econ 130, 131
- Geog 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100, 218
- SSci 111, 150
- WS 151

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 lifelong learning.

Program Learning Outcomes

Upon successful completion, students are prepared to:

- Effectively and purposefully 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

<table>
<thead>
<tr>
<th>CO</th>
<th>CA</th>
<th>AAS</th>
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<tbody>
<tr>
<td>Host 100 Career &amp; Customer Service Skills</td>
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<tr>
<td>Host 101 Intro to Hospitality and Tourism</td>
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<td>3</td>
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<tr>
<td>Host 150 Housekeeping Operations</td>
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<td>Host 152 Front Desk Operations</td>
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Second Semester

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<td>Host 258 Hospitality Marketing</td>
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<tr>
<td>Host 290 †† Hospitality Management</td>
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<tr>
<td>(meets Soc. Env. requirement for A.A.S.)</td>
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<td>Law BLaw 200 or Host 260</td>
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<td>** Math 100 Survey of Mathematics or higher (not Math 120)</td>
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Third Semester
** Sp 151 Personal and Public Speech 3 3 3
** Accounting Acc 124, Acc 130, or Acc 201 - 3 3
HwSt 101 †† ‘Akapu: Hawai‘i Culture I
(or any 3-credit HwSt course that meets
Cultural Env. requirement for A.A.S) - 3 3
* HosT 261 Events Management - - 3
* HosT 265 Tourism and Destination Planning - 3
TOTAL 3 9 15

Fourth Semester
* HosT 293V Hospitality Internship - - 3
* HosT 295 Hospitality Capstone - - 3
Bus 120 Principles of Business - - 3
Computer Literacy
ICS 100, ICS 101, or Busn 150 - - 3
Elective †† Natural Environment
(numbered 100 or higher) - - 3
TOTAL - - 15
TOTAL 18 36 60

* A grade of ‘C’ or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications
†† Meets requirement for Cultural Env., Natural Env. or Social Env.

Human Services (HSER)

Faculty: S. Claveria C. Wilcox-Boucher

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 Certificate of Competence
First Semester
* HSer 110 Introduction to Human Services 3
* Eng Eng 22 or (ESL 22G and ESL 22W) or higher 3
SSci/PS Electives (see below) 3
Second Semester
* HSer 192 Seminar and Fieldwork I 3
* Psy/Soc Psy 100 or Psy 170 or Soc 100 3

Information Technology (IT)

Faculty: C. Butler

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:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum placement into course</th>
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<tr>
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<td>Reading</td>
<td>Eng 102</td>
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First Semester

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<tr>
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<td>ICS 121</td>
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<tr>
<td>** Electives</td>
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Third Semester

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<td>ICS 211</td>
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<td>ITS 129</td>
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<td>Acc 201</td>
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<td>Econ 131</td>
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Fourth Semester

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Fifth Semester

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Computer Support Certificate of Competence

First Semester

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Second Semester

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Information Security and Assurance Certificate of Competence

First Semester

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Second Semester

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<td>** Total</td>
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Third Semester

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Fourth Semester

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Fifth Semester

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</table>

Faculty:
- L. Baldan-Jenkins
- V. Chin
- S. Claveria
- S. Dansereau
- T. Cravens-Howell (PAL)
- T. Dean (PAL)
- E. Flores (PAL)
- S. Giordanengo
- M. Hu
- P. Kaio
- R. Kalauli
- K. Kanahele
- K. Kotecki
- K. Landgraf
- T. Loveday
- Y. Lyons (PAL)
- A. Maclean (PAL)
- J. McDaniel
- C. Mospens
- C. Naguwa
- R. Namba (PAL)
- J. Nissam
- M. Phillips
- T. Qolouvaki
- D. Salvador
- P. Scheffler
- E. Shaver (PAL)
- J. Sims
- O. Steele
- N. Tagab-Cruz
- T. Tangarō
- D. Tsugawa (PAL)
- D. Weeks
- 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 Hawaiʻi CC, a student must meet the following requirements:
1. Credits Required: A total of 60 credits earned at or transferred to Hawaiʻi CC in 100-200 level courses
2. A minimum of 12 credits must be completed at Hawaiʻi 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)

Foundations (12 credits)

Written Communication (FW) (3 credits):
• Eng 100 (Writing)

Quantitative Reasoning (FQ) (3 credits):
• Math 100‡, 115, 120, 135, 140, 241, 242

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
• Group A - Prehistory to 1500: Hist 151, WS 175
• Group B - 1500 to Modern Times: Geog 102, Hist 152, WS 176
• Group C - Prehistory to Modern Times: (none at this time)

‡ Students who intend to transfer may require a course higher than Math 100

Hawaiʻi CC Required Courses (6 credits)

College Reading Skills:
• Eng 102 (Reading)

Communication Skills:
• Sp 151‡ or Sp 251†

Graduation Requirements

Writing Intensive:
• One WI course with a “C” or better grade

Hawaiian, Asian, and Pacific Issues:
• Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Diversifications - Arts, Humanities, Literature: Six (6) credits required in 2 different areas:

Diversification - Arts (DA):
• Art 101, 107D, 111, 113, 114, 115, 217, 230
• Dncc 153, 185, 190V, 195
• Eng 204
• HwSt 103, 130, 131, 230, 231
• Sp 151†, 251†

Diversification - Humanities (DH):
• Asan 120, 121
• Hist 153, 154
• Haw 101, 102, 201, 202
• HwSt 100, 101, 102, 105, 107, 201
• Phil 100
• Sp 260

Diversification - Literature (DL):
• Eng 255, 256, 257A, 257E
• HwSt 270

Diversifications - Natural Sciences: Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):
• Biol 100, 101, 124, 156, 171, 172
• Bot 101, 130
• Geog 170
• Micr 130
• Phys 141
• Zool 101

Diversification - Physical Sciences (DP):
• Astr 110
• BioC 141
• Chem 100, 161
• Erth 101
• Geog 101
• Phys 105
Diversification - Natural Science Lab (DY):
• Biol 100L, 101L, 124L, 156L, 171L, 172L
• Bot 101L, 161L
• Chem 100L, 105L
• Erth 101L
• Micr 140L
• Phyl 141L, 142L
• Zool 101L

Diversifications - Social Sciences: Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):
• Anth 150, 200
• Bot 105
• ECEd 105, 110, 131
• Econ 130, 131
• Geog 122
• HDFS 230
• HSer 110
• Psy 100, 170, 275
• Soc 100, 218
• SSSci 111, 150
• WS 151

† 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 Classes
A variety of classes are offered which are writing intensive (WI). These classes 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 class material, and a major element in determining a student’s grade. In WI classes, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI classes have a minimum prerequisite of completion of Eng 100 with a grade of “C” or better. Completion of one WI class 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 classes at Hawai‘i CC.

For more information about the Writing Intensive Program at Hawai‘i CC, visit www.hawaii.hawaii.edu/writing-intensive

HAP Designated Classes
Effective Fall 2019, the Hawaiian, Asian, and Pacific Issues (HAP) is a graduation requirement for Associate in Arts (AA) degree majors. Returning students declaring a prior catalog year have the option to use the FHAP (formerly Asian/Pacific Culture) designated courses which were approved for their prior catalog year. (Policy HAW 5.702)

HAP is a University of Hawai‘i system initiative designed to improve teaching and learning at UH regarding Native Hawaiian culture and issues from the Native Hawaiian viewpoint, and how they intersect with Asian and Pacific Island cultures. In order to receive the HAP designation, at least 2/3 of a class must meet the following hallmarks:
1. The content should reflect the intersection of Asian and/or Pacific Island cultures with Native Hawaiian culture.
2. A class can use a disciplinary or multi-disciplinary approach provided that a component of the class uses assignments or practices that encourage learning that comes from the cultural perspectives, values, and world views rooted in the experience of peoples indigenous to Hawai‘i, the Pacific, and Asia.
3. A class should include at least one topic that is crucial to an understanding of the histories; cultures; beliefs; the arts; or the societal, political, economic, or technological processes of these regions. For example, the relationships of societal structures to the natural environment.
4. A class should involve an in-depth analysis or understanding of the issues being studied in the hope of fostering multi-cultural respect and understanding.

For more information about HAP and to see a current list of HAP designations at Hawai‘i CC, visit www.hawaii.hawaii.edu/hap

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.

Foundations (12 credits)

Written Communication (FW) (3 credits):
- Eng 100 (Writing)

Quantitative Reasoning (FQ) (3 credits):
- Math 100‡, 115, 120, 135, 140, 241, 242

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
- Group A - Prehistory to 1500: Hist 151, WS 175
- Group B - 1500 to Modern Times: Geog 102, Hist 152, WS 176
- Group C - Prehistory to Modern Times: (none at this time)

‡ Students who intend to transfer may require a course higher than Math 100

Hawai‘i CC Required Courses (6 credits)

College Reading Skills:
- Eng 102 (Reading)

Communication Skills:
- Sp 151† or Sp 251†

Graduation Requirements

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

Hawaiian, Asian, and Pacific Issues:
- Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Diversifications - Arts, Humanities, Literature: Six (6) credits required in 2 different areas:

Diversification - Arts (DA):
- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):
- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260

Diversification - Literature (DL):
- Eng 255, 256, 257A, 257E
- HwSt 270

Diversifications - Natural Sciences: Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):
- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

Diversification - Physical Sciences (DP):
- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

Diversification - Natural Science Lab (DY):
- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L
Diversifications - Social Sciences: Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):
• Psy 100
• Soc 100

AJ Concentration Electives (23 credits)
• AJ 101, 103, 130† (see HSer/Subs 130), 131, 150, 180, 208† (see Soc 208), 210, 220, 221, 256† (see HSer/WS 256), 280, 285
• HSer 130† (see AJ/Subs 130), 256† (see AJ/WS 256)
• Soc 208† (see AJ 208)
• Subs 130† (see AJ/HSer 130), 132, 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.

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.

Foundations (12 credits)

Written Communication (FW) (3 credits):
• Eng 100 (Writing)
Quantitative Reasoning (FQ) (3 credits):
• Math 100‡, 115, 120, 135, 140, 241, 242
Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
• Group A - Prehistory to 1500: Hist 151, WS 175
• Group B - 1500 to Modern Times: Geog 102, Hist 152, WS 176
• Group C - Prehistory to Modern Times: (none at this time)

‡ Students who intend to transfer may require a course higher than Math 100

Hawai‘i CC Required Courses (6 credits)
College Reading Skills:
• Eng 102 (Reading)
Communication Skills:
• Sp 151 or Sp 251

Graduation Requirements

Writing Intensive:
• One WI course with a “C” or better grade
Hawaiian, Asian, and Pacific Issues:
• Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Diversifications - Arts, Humanities, Literature: Six (6) credits required in 2 different areas (DA required):

Diversification - Arts (DA):
• Art 113 (Required)
Diversification - Humanities (DH):
• Asan 120, 121
• Hist 153, 154
• Haw 101, 102, 201, 202
• HwSt 100, 101, 102, 105, 107, 201
• Phil 100
• Sp 260

Diversification - Literature (DL):
• Eng 255, 256, 257A, 257E
• HwSt 270

Diversifications - Natural Sciences: Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

Diversification - Biological Sciences (DB):
• Biol 100, 101, 124, 156, 171, 172
• Bot 101, 130
• Geog 170
• Micr 130
• Phyl 141
• Zool 101

Diversification - Physical Sciences (DP):
• Astr 110
• BioC 141
• Chem 100, 161
• Erth 101
• Geog 101
• Phys 105

Diversification - Natural Science Lab (DY):
• Biol 100L, 101L, 124L, 156L, 171L, 172L
• Bot 101L, 105L
• Chem 100L, 161L
• Erth 101L
• Micr 140L
• Phyl 141L, 142L
• Zool 101L
**Diversifications - Social Sciences**: Six (6) credits required in 2 different alphas:

- **Anth** 150, 200
- **Bot** 105
- **ECEd** 105, 110, 131
- **Econ** 130, 131
- **Geog** 122
- **HDFS** 230
- **HSer** 110
- **Psy** 100, 170, 275
- **Soc** 100, 208
- **SSci** 111, 150
- **WS** 151

**Art Concentration Electives (23 credits)**

- **Art** 112, 115, 202, 209, 214*, 293* or 294*
- **Ent** 125*

Choose any one course numbered 100 or above of 2 credits of General Electives

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

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**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.

**Foundations (12 credits)**

**Written Communication (FW) (3 credits):**
- **Eng** 100 (Writing)

**Quantitative Reasoning (FQ) (3 credits):**
- **Math** 100‡, 115, 120, 135, 140, 241, 242

**Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:**
- **Group A** - Prehistory to 1500: Hist 151*
- **Group B** - Prehistory to Modern Times: Hist 152*
- **Group C** - Prehistory to Modern Times: (none at this time)

‡ Students who intend to transfer may require a course higher than Math 100

**Hawai‘i CC Required Courses (6 credits)**

**College Reading Skills:**
- **Eng** 102 (Reading)

**Communication Skills:**
- **Sp** 151† or **Sp** 251†

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**Graduation Requirements**

**Writing Intensive:**
- One WI course with a “C” or better grade

**Hawaiian, Asian, and Pacific Issues:**
- Three credits HAP (from Diversifications or Electives)

**Diversifications (19 credits)**

**Diversifications - Arts, Humanities, Literature**: Six (6) credits required in 2 different areas:

**Diversification - Arts (DA):**
- **Art** 101, 107D, 111, 113, 114, 115, 217, 230
- **Dnce** 153, 185, 190V, 195
- **Eng** 204
- **HwSt** 103, 130, 131, 230, 231
- **Sp** 151†, 251†

**Diversification - Humanities (DH):**
- **Asan** 120, 121
- **Hist** 153, 154
- **Haw** 101, 102, 201, 202
- **HwSt** 100, 101, 102, 105, 107, 201
- **Phil** 100
- **Sp** 260

**Diversification - Literature (DL):**
- **Eng** 255, 256, 257A, 257E
- **HwSt** 270

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**Diversifications - Natural Sciences**: Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

**Diversification - Biological Sciences (DB):**
- **Biol** 100, 101, 124, 156, 171, 172
- **Bot** 101, 130
- **Geog** 170
- **Micr** 130
- **Phyl** 141
- **Zool** 101

**Diversification - Physical Sciences (DP):**
- **Astr** 110
- **BioC** 141
- **Chem** 100, 161
- **Erth** 101
- **Geog** 101
- **Phys** 105
Diversification - Natural Science Lab (DY):
- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

Diversification - Social Sciences: Six (6) credits required in 2 different alphas:

Diversification - Social Sciences (DS):
- Anth 150, 200
- Bot 105
- ECEd 105, 110, 131
- Econ 130, 131
- Geog 122
- HDFS 230
- HSer 110
- Psy 100, 170, 275
- Soc 100, 218
- SSci 111, 150
- WS 151

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 5 credits of General Electives numbered 100 or above
- Recommended: Econ 131, Geog 102, HwSt 100

* UH Hilo requires that these courses be passed with a “C” or better grade
† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

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.

Foundations (12 credits)

Written Communication (FW) (3 credits):
- Eng 100 (Writing)
Quantitative Reasoning (FQ) (3 credits):
- Math 115 or Math 135

Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:
- Group A - Prehistory to 1500: Hist 151, WS 175
- Group B - 1500 to Modern Times: Geog 102, Hist 152, WS 176
- Group C - Prehistory to Modern Times: (none at this time)

Hawai‘i CC Required Courses (6 credits)

College Reading Skills:
- Eng 102 (Reading)
Communication Skills:
- Sp 151† or Sp 251†

Graduation Requirements

Writing Intensive:
- One WI course with a “C” or better grade
Hawaiian, Asian, and Pacific Issues:
- Three credits HAP (from Diversifications or Electives)

Diversifications (19 credits)

Diversification - Arts, Humanities, Literature: Six (6) credits required in 2 different areas:

Diversification - Arts (DA):
- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151†, 251†

Diversification - Humanities (DH):
- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260
**Curricula and Programs**

**Hawai'i Community College**

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**Diversification - Literature (DL):**
- Eng 255, 256, 257A, 257E
- HwSt 270

**Diversification - Natural Sciences:** Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:

**Diversification - Biological Sciences (DB):**
- Biol 100, 101, 124, 156, 171, 172
- Bot 101, 130
- Geog 170
- Micr 130
- Phyl 141
- Zool 101

**Diversification - Physical Sciences (DP):**
- Astr 110
- BioC 141
- Chem 100, 161
- Erth 101
- Geog 101
- Phys 105

**Diversification - Natural Science Lab (DY):**
- Biol 100L, 101L, 124L, 156L, 171L, 172L
- Bot 101L, 105L
- Chem 100L, 161L
- Erth 101L
- Micr 140L
- Phyl 141L, 142L
- Zool 101L

**Diversification - Social Sciences:** Six (6) credits required in 2 different alphas:

**Diversification - Social Sciences (DS):**
- HDFS 230
- Psy 100*  

**Psychology Concentration Electives (23 credits)**
- HSer 110*, 192*, 292*
- Psy 213, 214  

*Choose two 3-credit courses from the following:*
- Psy 170, 251, 260, 270, 275 (recommended)
- Soc 100

* A grade of “C” or better is required to earn a degree  
† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

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**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.

**Foundations (12 credits)**

**Written Communication (FW) (3 credits):**
- Eng 100 (Writing)

**Quantitative Reasoning (FQ) (3 credits):**
- Math 115 or Math 135

**Global & Multicultural Perspectives (FG) (6 credits) in 2 different groups:**
- Group A - Prehistory to 1500: Hist 151, WS 175†
- Group B - 1500 to Modern Times: Geog 102†, Hist 152, WS 176†
- Group C - Prehistory to Modern Times: (none at this time)

**Hawai'i CC Required Courses (6 credits)**

**College Reading Skills:**
- Eng 102 (Reading)

**Communication Skills:**
- Sp 151† or Sp 251†

**Graduation Requirements**

**Writing Intensive:**
- One WI course with a “C” or better grade

**Hawaiian, Asian, and Pacific Issues:**
- Three credits HAP (from Diversifications or Electives)

**Diversifications (19 credits)**

**Diversifications - Arts, Humanities, Literature:** Six (6) credits required in 2 different areas:

**Diversification - Arts (DA):**
- Art 101, 107D, 111, 113, 114, 115, 217, 230
- Dnce 153, 185, 190V, 195
- Eng 204
- HwSt 103, 130, 131, 230, 231
- Sp 151†, 251†

**Diversification - Humanities (DH):**
- Asan 120, 121
- Hist 153, 154
- Haw 101, 102, 201, 202
- HwSt 100, 101, 102, 105, 107, 201
- Phil 100
- Sp 260
Diversification - Literature (DL):  
• Eng 255, 256, 257A, 257E  
• HwSt 270  

Diversifications - Natural Sciences: Seven (7) credits: three (3) credits from Biological Sciences; and (3) credits from Physical Sciences; and one (1) credit any Natural Science Lab:  

Diversification - Biological Sciences (DB):  
• Biol 100, 101, 124, 156, 171, 172  
• Bot 101, 130  
• Geog 170  
• Micr 130  
• Phyl 141  
• Zool 101  

Diversification - Physical Sciences (DP):  
• Astr 110  
• BioC 141  
• Chem 100, 161  
• Erth 101  
• Geog 101  
• Phys 105  

Diversification - Natural Science Lab (DY):  
• Biol 100L, 101L, 124L, 156L, 171L, 172L  
• Bot 101L, 105L  
• Chem 100L, 161L  
• Erth 101L  
• Micr 140L  
• Phyl 141L, 142L  
• Zool 101L  

Diversifications - Social Sciences: Six (6) credits required in 2 different alphas:  

Diversification - Social Sciences (DS):  
• Psy 100  
• Soc 100*  

Sociology Concentration Electives (23 credits)  
• HSer 110*, 192*, 292*  
• Psy 213  
• Soc 200  

Choose three 3-credit courses from the following:  
• Anth 200  
• Geog 102†  
• PacS 108  
• PolS 110  
• Soc 208, 218, 251, 265, 289, 290  
• WS 151, 175†, 176†, 256  

* A grade of “C” or better is required to earn a degree  
† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.  

Liberal Arts/Associate in Arts  
Exploratory Majors  

Exploratory majors are designed to use the students’ interests as a starting point and to help provide structure and narrow choices for student success. At the University of Hawai’i Community Colleges, Exploratory Majors are designed primarily for Liberal Arts students who are unclear as to what they want to do, but have some idea of the general area they want to study. Exploratory majors will have a defined set of courses that are applicable to the students’ terminal or transfer degrees. Within a well-defined set time frame, students are counseled into a specific major or concentration.  

Hawai‘i CC offers Exploratory Majors in:  
• Business (AA-LBRT-EXB) - with pathways to UH Hilo in Accounting and/or General Business.  
• Health Sciences (AA-LBRT-EXHS) - with pathways to UH Hilo in Kinesiology and/or Pre-Nursing.  

For more information on Exploratory Majors, please contact the Counseling Office in Hilo at (808) 934-2720 or the Pālamanui Student Services Office at (808) 969-8816.  

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.  

(continued on next column)
Program Learning Outcomes

Upon successful completion, students are prepared to:

• Demonstrate the attributes of a good employee including good safety practices; good communication skills; positive work ethics; working collaboratively or independently under supervision; being a life-long learner; demonstrating an awareness of hazardous materials; and taking responsibility for the orderliness and cleanliness of the workplace.

• Demonstrate and be able to apply the proper set-up and use of basic machine tools and equipment; metalworking equipment; common welding and cutting processes; industrial mechanics equipment; material handling equipment and related machinery; and entry-level ability to interpret blueprints.

• Demonstrate and be able to apply mechanical reasoning, form perception and spatial relations, and numerical reasoning skills as a part of the basic entry-level skills and knowledge necessary to gain employment in the Machining, Welding, Industrial Mechanics or related fields.

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MWIM 142</td>
<td>Intro to Machine and Welding</td>
<td>8</td>
</tr>
<tr>
<td>MWIM 145</td>
<td>Intro to Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>Eng 102</td>
<td>College Reading Skills</td>
<td>−</td>
</tr>
<tr>
<td>QM 120T</td>
<td>Quantitative Methods for Trans Tech</td>
<td>−</td>
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</table>

TOTAL: 12 credits

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWIM 155</td>
<td>Intern Welding &amp; Qual Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MWIM 152</td>
<td>Sheet Metal Machining</td>
<td>8</td>
</tr>
<tr>
<td>Blpr 50</td>
<td>Blpr for Welding &amp; Machine Trades</td>
<td>4</td>
</tr>
</tbody>
</table>

TOTAL: 16 credits

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWIM 162</td>
<td>Lathe Facing and Knurling</td>
<td>4</td>
</tr>
<tr>
<td>MWIM 165</td>
<td>Advanced Welding</td>
<td>8</td>
</tr>
<tr>
<td>Elective ††</td>
<td>Cultural, Natural, Social Env.</td>
<td>−</td>
</tr>
</tbody>
</table>

TOTAL: 12 credits

Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWIM 172</td>
<td>Intro to CNC Milling</td>
<td>4</td>
</tr>
<tr>
<td>MWIM 175</td>
<td>Special Process Welding &amp; Rigging</td>
<td>8</td>
</tr>
<tr>
<td>Elective ††</td>
<td>Cultural, Natural, Social Env.</td>
<td>−</td>
</tr>
</tbody>
</table>

TOTAL: 16 credits

* A grade of “C” or better is required to earn a certificate and/or degree
** Meets competency requirement in mathematics or communications

Marketing (MKT)

Faculty: D. Kawa‘auhau

This program is designed to directly align students with one of three potential paths upon graduation. Paths include freelance positions in digital design, marketing, or advertising; industry employment; and transfer to a four year institution. With courses focused on graphic arts, branding, economics, management, marketing, international relations, and a working employment portfolio created and available upon program completion, graduates will be able to apply concepts and strategies directly to the benefit and/or advancement of their professional and/or academic careers.

Program Learning Outcomes

Upon successful completion, students are prepared to:

• Synthesize principles and concepts of marketing in developing a marketing plan.

• Develop responsive marketing campaigns that adapt to both foreign and domestic markets.

• Demonstrate an in depth understanding of the marketing and management environment of Hawaii and offer innovative ideas to develop and sustain said environment.

• Develop current technological skills and be able to utilize said skills in a simulated business environment.

• Communicate an in depth understanding of the diverse needs of the international market through the creation of culturally responsive management plans.

• Demonstrate the ability to effectively communicate with a global audience.

• Design an active portfolio that demonstrates an in depth understanding of the principles of advertising up to and including the proper use of color, graphic design, and digital audio production.

• Develop solutions that demonstrate the successful navigation of the current financial and legal business environment.

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mkt 120</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Mgt 124</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>Art 112 ††</td>
<td>Introduction to Digital Arts</td>
<td>3</td>
</tr>
<tr>
<td>Math 135 ††</td>
<td>Pre-Calculus Elementary Functions</td>
<td>4</td>
</tr>
<tr>
<td>ICS 101</td>
<td>Digital Tools for the Information World</td>
<td>- 3</td>
</tr>
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</table>

TOTAL: 13 credits

Second Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 115</td>
<td>Introduction to 2D Design</td>
<td>3</td>
</tr>
<tr>
<td>Blaw 200</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>Econ 130 ††</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HwSt 101</td>
<td>‘Aikapu Hawai‘i Culture I</td>
<td>3</td>
</tr>
<tr>
<td>Eng 100</td>
<td>Composition I</td>
<td>−</td>
</tr>
</tbody>
</table>

TOTAL: 12 credits
Third Semester
* Art 209 Image in Motion Studio 3 3
* Econ 131 Principles of Macroeconomics 3 3
* HwSt 201 'Ai Noa: Hawai'i Culture II 3 3
** Acc 201 Introduction to Financial Accounting 3 3
** Speech Sp 130 or Sp 151 - 3 3
TOTAL 9 15

Fourth Semester
* Mkt 233 International & Tech Brand Integration 3 3
* Mgt 234 Cross-Cultural Management 3 3
Acc 202 Introduction to Managerial Accounting - 3 3
* Bus 120 Principles of Business - 3 3
Elective †† Natural Environment †† 3 3
TOTAL 6 15

TOTAL 40 61

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.

* 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.

Natural Science (NSCI)

Faculty: A. Maclennan (PAL) R. Namba (PAL)
M. Phillips P. Scheffler
D. Weeks

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 NSCI tracks: Biological Sciences and Physical Sciences.

For more information, contact Pamela Scheffler by e-mail (pamelays@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 Sciences (NSCI-BSC)

First Semester
Biol 171 †† Introduction to Biology I (DB) 3 3
Biol 171L † Introduction to Biology I Lab (DY) 1 1
Chem 161 General Chemistry I 3 3
Chem 161L † General Chemistry I Lab 1 1
Eng 100 Composition I 3 3
Eng 102 College Reading Skills 3 3
TOTAL 15

Second Semester
Biol 172 Introduction to Biology II 3 3
Biol 172L † Introduction to Biology II Lab 1 1
Chem 162 General Chemistry II 3 3
Chem 162L † General Chemistry II Lab 1 1
Science †‡ BSC Electives (see below) 4 4
Electives Foundations - Global and Multicultural Perspectives (FG) 3 3
TOTAL 15

Third Semester
Biology Biol 265 or Biol 275 3-4 3-4
Biol Lab † Biol 265L or Biol 275L 1 1
Math 241 Calculus I 4 4
Phys (the 4th credit is required if total credits are less than 60)
Phys Lab † Phys 151L or Phys 170L 1 1
Electives Diversifications - Social Sciences (DS) 3 3
Electives General Electives 6 6
TOTAL 15-16

TOTAL 60-61

BSC Science Electives:

• Ag 175, 175L
• Astr 110, 281
• BioC 141
• Biol 100, 100L, 124, 124L, 156, 156L, 265, 265L, 275, 275L
• Bot 101, 101L, 105, 105L, 130, 130L
• Erth 101, 101L
• Geog 101, 101L, 170, 170L, 270, 270L, 292V
• Micr 130, 140L
• Ocn 205, 205
• Phyl 141, 141L, 142, 142L
• Phys 100, 100L, 105
• Sci 190V, 292V
• Zool 101, 101L

Additional Requirements

• Two Writing Intensive (WI) courses with a “C” or better grade.
• Once Hawaiian-Asian-Pacific Cultures (HAP) course

† All labs should be taken in-person.
†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).
††† All elective courses must be numbered 100 or above.
### Physical Sciences (NSCI-PSC)

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Chem 161</td>
<td>General Chemistry I</td>
<td>3</td>
</tr>
<tr>
<td>Chem 161L †</td>
<td>General Chemistry I Lab</td>
<td>1</td>
</tr>
<tr>
<td>Eng 102</td>
<td>College Reading Skills</td>
<td>3</td>
</tr>
<tr>
<td>Math 241</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>PSC Electives (see below)</td>
<td>3</td>
</tr>
<tr>
<td>Sci Lab †</td>
<td>PSC Lab Electives (see below)</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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#### Second Semester

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>Chem 162</td>
<td>General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>Chem 162L †</td>
<td>General Chemistry II Lab</td>
<td>1</td>
</tr>
<tr>
<td>Eng 100</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>Math 242</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>Foundations - Global and Multicultural Perspectives (FG)</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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#### Third Semester

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Phys 170</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Phys 170L †</td>
<td>General Physics I Lab</td>
<td>1</td>
</tr>
<tr>
<td>Science</td>
<td>PSC Electives (see below)</td>
<td>3</td>
</tr>
<tr>
<td>Sci Lab †</td>
<td>PSC Lab Electives (see below)</td>
<td>1</td>
</tr>
<tr>
<td>Electives † †</td>
<td>Diversifications - Biological Sciences (DB)</td>
<td>3</td>
</tr>
<tr>
<td>Electives † †</td>
<td>Diversifications - Social Sciences (DS)</td>
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#### Fourth Semester

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<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Phys 272</td>
<td>General Physics II</td>
<td>3</td>
</tr>
<tr>
<td>Phys 272L †</td>
<td>General Physics II Lab</td>
<td>1</td>
</tr>
<tr>
<td>Electives † †</td>
<td>Diversifications - Arts, Humanities, Literature (choose from DA, DH, DL)</td>
<td>3</td>
</tr>
<tr>
<td>Electives † †</td>
<td>Foundations - Global and Multicultural Perspectives (FG)</td>
<td>3</td>
</tr>
<tr>
<td>Electives † † †</td>
<td>General Elective</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
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</table>

**PSC Science Electives:**

- Ag 175, 175L
- Astr 110, 281
- BioC 141
- Biol 100, 100L, 101, 101L, 124, 124L, 156, 156L, 171, 171L, 172, 172L, 265, 265L, 275, 275L
- Bot 101, 101L, 105, 105L, 130, 130L
- Erth 101, 101L
- Geog 101, 101L, 170, 170L, 270, 270L, 292V
- Micr 130, 140L
- Ocn 201, 205
- Phys 141, 141L, 142, 142L
- Sci 190V, 292V
- Zool 101, 101L

---

**Additional Requirements**

- Two Writing Intensive (WI) courses with a “C” or better grade.
- Once Hawaiian-Asian-Pacific Cultures (HAP) course

† All labs should be taken in-person.
†† Earn 9 credits total by selecting 3 credits from each of the three Diversification categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).
††† All elective courses must be numbered 100 or above.

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### Nursing and Allied Health Programs

**Faculty:** A. Cremer C. Hernandez

L. Miguel C. Pavel

P. Pieron

Hawai‘i Community College Nursing and Allied Health currently offers two pathways into the nursing profession. Students may apply for either the Certificate of Achievement in Practical Nursing (CA-PRCN) program or the Associate in Science Degree in Nursing (AS-NURS) program. Both programs admit a new student cohort each Fall. The AS program has a Hilo and Kona location option. In order to apply, the following requirements must be met:

1. Complete all prerequisite requirements with a grade of “C” or better (C- is not accepted) by the end of the Spring semester prior to program entry.
2. Complete the Test for Essential Academic Skills (TEAS) exam with a composite score at the Proficient Level (minimum score 58.7%) or higher.
3. Academic criteria and TEAS exam scores are used to rank applicants for selection and admission.

For current, detailed application and admission requirements, visit the Hawai‘i CC Nursing webpage at [www.hawaii.hawaii.edu/nursing](http://www.hawaii.hawaii.edu/nursing)

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### Nursing, Associate in Science Degree in Nursing (NURS)

The Associate in Science Degree in Nursing program provides students with a scientific foundation for entry level clinical practice as a Registered Nurse (RN) in hospitals, long-term care facilities, and community based settings. Upon completion of the program, graduates are eligible to take the National Council Licensure Exam for Registered Nursing (NCLEX-RN). RN’s provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.

The Associate in Science Degree in Nursing program has two pathways:

**Generic pathway (AS-NURS):** 27 credits of non-nursing prerequisite and general education courses and four semesters of coursework in nursing (46 credits) for a total of 73 credits.

**LPN to AS-NURS pathway:** (1) Possession of a current HI Practical Nurse License; (2) Minimum 1 year experience work-
ing as LPN; and (3) Completion of all non-nursing prerequisite and general education courses for the AS-NURS program. Includes 27 credits of non-nursing prerequisite and general education courses, credit given for advanced placement (21) and one summer session and two semesters of coursework in nursing (25 credits) for a total of 73 credits.

Program Learning Outcomes
Upon successful completion, students are prepared to:

• Implement critical thinking effectively when applying the nursing process in providing compassionate and coordinated care to individuals and their support systems.
• Integrate knowledge gained from biological, social, and nursing sciences with clinical practice in meeting the complex needs of diverse individuals in multiple settings.
• Create an environment that promotes caring and professionalism with consideration for cultural/societal beliefs and practices.
• Utilize information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
• Use data to assess outcomes of care processes and determine ways to improve the delivery of quality care.
• Practice safely and ethically within the scope of practice while providing nursing care and working with the health care team.
• Demonstrate effective communication and collaborative dialogue within nursing and the interprofessional team to achieve quality patient care.

Entry Requirements
The nursing and support courses for the Associate in Science Degree are:

Year 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Eng 100</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HDFS 230</td>
<td>Human Development</td>
<td>3</td>
</tr>
<tr>
<td>Math 100</td>
<td>Survey of Mathematics or higher (not Math 120)</td>
<td>3</td>
</tr>
<tr>
<td>Micr 130</td>
<td>Microbiology (DB)</td>
<td>3</td>
</tr>
<tr>
<td>Micr 140L</td>
<td>Microbiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>Phyl 141</td>
<td>Human Anatomy and Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>Phyl 141L</td>
<td>Human Anatomy and Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>Phyl 142</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>Phyl 142L</td>
<td>Human Anatomy and Physiology II Lab</td>
<td>1</td>
</tr>
<tr>
<td>Elective† †</td>
<td>Diversification - Arts (DA), Humanities (DH), Literature (DL)</td>
<td>3</td>
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<tr>
<td>Elective† †</td>
<td>Diversification - Social Sciences (DS)</td>
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</table>

TOTAL 27

† May be taken either prior to admission or during the nursing program.
†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 153</td>
<td>Nursing Concepts and Skills</td>
<td>8</td>
</tr>
<tr>
<td>Nurs 203</td>
<td>General Pharmacology</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 11

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 151</td>
<td>Psychiatric-Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>Nurs 157</td>
<td>Adult Health Nursing I</td>
<td>8</td>
</tr>
</tbody>
</table>

TOTAL 12

Year 3

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 254</td>
<td>Family Health I-Maternal/Newborn Nursing</td>
<td>5</td>
</tr>
<tr>
<td>Nurs 255</td>
<td>Family Health II-Pediatric/Adult Hlth Nrs II</td>
<td>7</td>
</tr>
</tbody>
</table>

TOTAL 12

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 257</td>
<td>Advanced Adult Health Nursing III</td>
<td>8</td>
</tr>
<tr>
<td>Nurs 260</td>
<td>Leadership/Community Health</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 11

TOTAL 73

LPN to AS-NURS pathway

Completion of nursing and support courses (see Year 1 list) 27

Credit given for advanced placement 21

• Possession of a current HI Practical Nurse License
• Minimum 1 year experience working as LPN

TOTAL 21

Summer Session

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 250</td>
<td>LPN to RN Transition</td>
<td>3</td>
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TOTAL 3

Fall Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 151</td>
<td>Psychiatric-Mental Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>Nurs 255</td>
<td>Family Health II-Pediatric/Adult Hlth Nrs II</td>
<td>7</td>
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</table>

TOTAL 11

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 257</td>
<td>Advanced Adult Health Nursing III</td>
<td>8</td>
</tr>
<tr>
<td>Nurs 260</td>
<td>Leadership/Community Health</td>
<td>3</td>
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</tbody>
</table>

TOTAL 11

TOTAL 73

All courses required for the degree must be taken for a letter grade. 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.

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)**

This certificate is currently not offered through Hawai‘i Community College’s Nursing Program.

The Certificate of Achievement in Practical Nursing program prepares students for entry-level practice as a Licensed Practical Nurse (LPN) in a variety of healthcare settings. Upon completion of the program, graduates are eligible to take the National Council Licensure Exam for Practical Nursing (NCLEX-PN). LPN’s provide care within their scope of practice under the supervision of a health care provider or Registered Nurse.

The Certificate of Achievement in Practical Nursing program requires 2 semesters and a summer session of coursework in practical nursing (29 credits) and 17 credits of non-nursing prerequisite courses for a total of 46 credits.

**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 structural settings.

• Demonstrate professional behaviors and practice within the legal and ethical framework of licensed practical nursing.

**Entry Requirements**

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

**Prerequisite Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 100</td>
<td>Composition I</td>
</tr>
<tr>
<td>HDFS 230</td>
<td>Human Development</td>
</tr>
<tr>
<td>Math 100</td>
<td>Survey of Mathematics or higher</td>
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<tr>
<td>Phyl 141</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>Phyl 141L</td>
<td>Human Anatomy and Physiology I Lab</td>
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<td>Phyl 142</td>
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**Fall Semester**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Nurs 120</td>
<td>Practical Nursing I</td>
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<tr>
<td>Nurs 203</td>
<td>General Pharmacology</td>
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<td>TOTAL</td>
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**Spring Semester**

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<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Nurs 122</td>
<td>Practical Nursing II</td>
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**Summer**

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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Nurs 126</td>
<td>Child Health</td>
</tr>
<tr>
<td>Nurs 128</td>
<td>Maternity Nursing</td>
</tr>
<tr>
<td>TOTAL</td>
<td>6</td>
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</tbody>
</table>

**TOTAL** 46

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.

**Nurses’ Aide**

This course is currently not offered through Hawai‘i Community College’s Nursing Program.

**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:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Minimum placement into course</th>
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<tbody>
<tr>
<td>Reading</td>
<td>Eng 102</td>
</tr>
<tr>
<td>Writing</td>
<td>Eng 100</td>
</tr>
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</table>

Substance Abuse Counseling Certificate of Competence

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subs 130</td>
<td>Introduction to Youth Practitioner (optional)</td>
<td>3</td>
</tr>
<tr>
<td>Subs 131</td>
<td>Ethics in Public Services</td>
<td>1</td>
</tr>
<tr>
<td>Subs 140</td>
<td>Individual Substance Abuse Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Subs 268</td>
<td>Survey of Substance Use Disorders</td>
<td>3</td>
</tr>
<tr>
<td>Subs 294</td>
<td>Seminar and Fieldwork I</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subs 132</td>
<td>STDs and Confidentiality</td>
<td>1</td>
</tr>
<tr>
<td>Subs 245</td>
<td>Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Subs 270</td>
<td>12 Core Functions of Subs Abuse Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Subs 295</td>
<td>Seminar &amp; Fieldwork II</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>20</td>
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</tbody>
</table>

Prevention Specialist Certificate of Competence

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subs 130</td>
<td>Introduction to Youth Practitioner</td>
<td>3</td>
</tr>
<tr>
<td>Subs 131</td>
<td>Ethics in Public Services</td>
<td>1</td>
</tr>
<tr>
<td>Subs 268</td>
<td>Survey of Substance Use Disorders</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

Credits in ( ) are optional

Sustainability Academic Subject Certificate (ASC-LBRT-SUSI)

Faculty: D. Kapp

The Sustainability Academic Subject Certificate supports efforts to improve environmental stewardship and sustainability. It is interdisciplinary and integrates sustainability themes and practices across the Hawai’i Community College curriculum, drawing from Hawaiian Studies, Natural Science, Social Science and other disciplines.

Requirements

1. **Credits Required**: A total of 12 credits of S-designated classes is required to receive the ASC-SUSI.
2. Designated classes must be from the following areas:
   - A minimum of 3 credits Hawaiian Studies
   - A minimum of 3 credits Natural Science
   - A minimum of 3 credits Social Science
   - Remaining credits from any other S-designated class.
3. Up to 6 credits of S-designated classes may be taken from other UH campuses, provided the credits fit into the areas listed above.

Sustainability and S-designated Classes

Hawai’i CC offers a designation of “SF” for courses and classes which expose students to sustainability across a variety of academic disciplines. These are designed to meet the UH system-wide goals to develop and strengthen ecological literacy in students and address local and global environmental challenges. S-designated courses and classes 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 classes 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 course indicates that sustainability is a major theme, and S-designation of a class (a particular section of a course) indicates that the instructor has chosen to integrate sustainability themes into the class content and promotes active student engagement with global and local environmental issues.

For more information about Sustainability at Hawai’i CC, and for a list of currently designated courses and classes, visit [www.hawaii.hawaii.edu/sustainability](http://www.hawaii.hawaii.edu/sustainability)
Tropical Forest Ecosystem and Agroforestry Management (TEAM)

Faculty: P. Scheffler 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
Ag 175  Agroforestry 3 3
Ag 175L  Agroforestry Lab 1 1
Computer Literacy  Busn 150 or ICS 101 3 3
Eng 102  College Reading Skills (or Geog 102) 3 3
** Math 120  Trigonometry for Surveying (or Math 135) 4 4
TOTAL 14 14

Second Semester  CA AS
Biol 156 ††  Natural History of the Hawaiian Islands (DB) 3 3
Biol 156L  Natural History of Hawaiian Islands Lab 1 1
Chemistry  Chem 100 or higher 3 3
** Eng 100  Composition I 3 3
Geog 170  Forest Ecosystem Surveying, Inventorying, and Monitoring 3 3
Geog 170L  Forest Ecosystem Surveying, Inventorying, and Monitoring Lab 1 1
Bot 105 ††  Ethnobotany (DS) 3 3
TOTAL 17 17

Summer  CA AS
Ag 190V†  Internship - 1-4

Third Semester  CA AS
Biol 124  Environment and Ecology  - 3
Biol 124L  Environment and Ecology Lab  - 1
Business  Ag 130 or Ag 230 or Ent 125  - 3
Geog 270  Geographic Information Systems in Forest Ecosystem Management  - 3
Geog 270L  Geographic Information Systems in Forest Ecosystem Management Lab  - 1
Science  Biol 101 or Biol 171 or Bot 101 or Zool 101  - 3
Science Lab  Biol 101L or Biol 171L or Bot 101L or Bot 105L or Zool 101L  - 1
TOTAL 15

Fourth Semester  CA AS
Ag 192†  Selected Topics Forest Ecosystem Mgmt - 1
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
Ag 291  Forest Restoration Ecology and Ecosystem Management Practicum  - 3
Speech ††  Sp 151 (DA) or Sp 251 (DA) - 3
TOTAL 15

TOTAL 31 62-65

** Meets competency requirement in mathematics or communications
† Students may choose to take 2 credits of Ag 190V, or 1 credit Ag 190V and 1 credit Ag 192
†† Earn 9 credits total by selecting 3 credits from each of the three Diversifications categories: Arts, Humanities, Literature (DA, DH, DL); Natural Sciences (DB, DP, DY); and Social Sciences (DS).
Program Advisory Councils

The Career and Technical Education (CTE) programs at Hawai‘i CC are an integral part of the local community and reflect its day-to-day life. Close cooperation among the faculty, employers, and employees in the community is maintained. One of the most effective formal means of providing for this type of cooperation is the Program Advisory Council. These groups advise their respective programs of training needs and new developments in the field. Councils include employers, alumni, and others knowledgeable about the field.

Accounting
Jon Arbles, Audit Services, Taketa, Iwata, Hara & Associates
Allison De Guzman, Tax and Accounting Associate Member, Taketa, Iwata, Hara & Associates
Christin Gallagher, Controller, Bay Clinic
Sherri-Anne Ha-Ahu, HPM Building Supply
Keith Marrack, Financial Advisor, Edward Jones
Joel Peralto, Owner/Principal, Peralto & Co. CPAs, Inc.
Le Pomaski, Controller, Heartwood Pacific, LLC
Amy Yanagihara, Staff Accountant, Taketa, Iwata, Hara & Associates

Architectural Engineering and Construction Technologies
Jordanah Ah Puck, AIT Scott Fleming and Associates, LLC
Randi Dameg, Land Surveyor III, Engineering Department, County of Hawai‘i
Alukake Kala, Tax Map and Records Tech II, Planning Department, County of Hawai‘i
Matt Okuno, Inspector, Public Works-Engineering Department, County of Hawai‘i
Jarrett Okutsu, KY International, Inc.
Asia Wasser, GIS Analyst III, Department of Information Technology, County of Hawai‘i

Auto Body Repair and Painting
Jason Aguiar, Owner, ABRP Hawai‘i
Robert Kobayashi, Auto Instructor, Waiakea High School
Taryll Moore, Estimator, Geico
Debbie Omori, Vice President, Bob’s Fender Shop
Randall Yoneda, Parts/Paint Manager, Napa

Automotive Technology
Wesley Ferreira, Senior Sales/Marketing Executive, Automotive Supply Center
Thomas Haraguchi, Retired Service Manager
Joseph Hawk, General Manager, Kamaaina Nissan
Kent Inouye, Owner/Manager, Bayside Chevron Services
Louis Perreira, III, Owner, Louie’s Auto Repair
Jeffrey Quebral, Owner/Manager, Island Performance & Offroad

Business Technology
Lee Botelho, Human Resources Manager, Department of Human Resources, County of Hawai‘i
Tiffany Ichimasa, Agent, Noguchi & Associates
Sheri Kojima, Business Pathway Teacher, Waiakea High School
Jayson Kaneko, Executive Chef, Waikoloa Beach Marriott Resort and Spa
Mimi Mendoza, Executive Pastry Chef, Senia

Carpentry
Dean Au, Business Agent, Carpenter’s Union Local 745
Mike Gillette, Owner, Gillette Construction
Raymond Kaahue, Contractor Sales, HPM
Sharon Sakamoto, Project Engineer, Isemoto Contracting Co., Ltd.

Culinary Arts - East Hawai‘i
Karlee Fergerstrom-Kalalau, Sous Chef, Hilo Bay Cafe
James Govier, Cook, Sheraton
James Govier, Cook, Sheraton

Culinary Arts - West Hawai‘i
Muzzy Fernandez, Cook I, Instagrindz
Michelle Gomez, Senior Executive Sous Chef, Sheraton (Marrriott Intl) and Private Estate Chef
James Govier, Cook, Sheraton
Jean Marc Heim, Chef Consultant, Private Chef
Patti Kimball, Owner, Kimball Catering
Ken Love, Executive Director, Hawai‘i Master Food Preservers
Daniel Sampson, Executive Pastry Chef, Hotel Fairmont Orchid
David Viviano, Executive Chef, Hotel Fairmont Orchid
**Diesel Mechanics**
Kyle Akeo, Technical Communicator, Hawthorne CAT
Ted Dela Cruz, Technical Communicator, Hawthorne Pacific Corp.
Noel Foronda, Service Manager, Jas W. Glover
Sam Gray, Owner, Precision Fuel Injection, Inc.
Kelvin Kohatsu, Fleet Division Director, Hawaiian Electric
Dennis Rose, Owner, Power Generation Services

**Early Childhood Education**
Wendy Correa, Curriculum Manager, Tutu and Me Traveling Preschool
Michelle Flemming, Childcare Director, Hawai‘i Island YWCA
Tamia McKeague, West Hawai‘i Project Manager, Kamehameha Schools
Napua Rosehill, Project Manager, Kamehameha Schools

**Electrical Installation and Maintenance Technology**
Troy Haspe, Electrical Inspector, Building Division, County of Hawai‘i
James Hirayama, Electrical Contractor, Hirayama Brothers Electric, Inc.
Dean Oshiro, President, DWE, Inc.
Peter Stasey, Technical Superintendent, Hawai‘i Electric Light
Gene Villaruel, Electrical Contractor, Gene’s Electric

**Information Technology**
Tim Minick, Director of Information, HPM Building Supply
Kelvin Ono, Information Systems Analyst, Office of the Prosecuting Attorney, County of Hawai‘i

**Marketing**
Kate Carvalho, Administrative Assistant, Hawai‘i Tribune-Herald
Alia Chocol, Owner, Helping Hands Concierge
Chelson DeJesus, Owner, On3 Clothing, Inc.

**Substance Abuse Counseling**
Denise Oguma, Hope Services HI, Inc.
Jan-Marie Osorio, Office of the Prosecuting Attorney, County of Hawai‘i
Andi Pawasarat-Losalio, Executive Director, Bridge House, Inc.
Valerie Poindexter, Former Councilwoman, County of Hawai‘i
Hannah Preston-Pita, CEO, Big Island Substance Abuse Council

**Tropical Forest Ecosystem and Agroforestry Management**
Paul Banko, USGS Scientist, Pacific Island Ecosystems Research Center
Steve Bergfeld, Branch Manager, Division of Forestry and Wildlife
J.B. Friday, Extension Forester, UH CTAHR Coop. Extension Service
Katie Friday, Associate Pacific Islands Forester USFS, PIFI
Leila Kealoha, Teacher, Kua O Ka La Charter School
Yi Qing Li, Professor, College of Agriculture, Forestry and Natural Resource Management, University of Hawai‘i at Hilo
Reese Libby, Geographer/GIS Specialist, NRCS
Rhonda Loh, Chief Resources Manager, Hawai‘i Volcanoes National Park
Bruce Matthews, Dean, College of Agriculture, Forestry and Natural Resource Management, University of Hawai‘i at Hilo
Rebecca Ostertag, Professor, Department of Biology, University of Hawai‘i at Hilo
Deborah Ward, Retired 4-H County Extension Agent, UH CTAHR Coop. Extension Service
Aileen Yeh, Hawai‘i Agriculture Research Center
Sharon Ziegler, Director, Hawaiian Internship Program, University of Hawai‘i at Hilo