

The Accounting program at Maui Community College is designed to prepare students for entry-level positions in the accounting profession within government and private business. Students who select the Accounting program should have the interest and aptitude for computational work. Students are prepared to work as an Account Clerk or Accounting Assistant with completion of the Certificate of Achievement (30 credits), and as a Bookkeeper with completion of the Associate in Applied Science degree (60 credits). With additional education, graduates of this program may become an Accountant or Auditor.

Students planning to transfer to the UH Manoa College of Business Administration or to business programs at UH Hilo, UH-West Oahu, or another college should see a counselor about the requirements for entrance to these schools. These colleges have specific entrance requirements and not all Accounting program courses fulfill these requirements or are transferable. Accounting majors are required to earn a letter grade of C or better for Accounting courses.

Contact the program coordinator, Johanna (Jan) Moore, at 984-3468 or by email at moorejan@hawaii.edu

### Requirements for Certificate of Achievement (C.A.): 30 credits

Accounting 124(3), 125(3), 132(3), 150(3)**	Business/Communication 130(3)
Business Technology 150, or	Business Technology 189 or Mathematics 100, 115, or 203(3)
Information & Computer Science 101 or 115(3)	Any two: English 55, 100, 209(3,3)
Business Technology 121(3) or 123(3)	

### Requirements for Associate in Applied Science (A.A.S.) Degree: 60 credits

All C.A. courses(30) plus:

Accounting 134(3), 155(3), 202(3), 295(3)	Social Science elective(3)
Business electives(9)***	Natural Science elective(3)
Humanities elective(3)	General Education elective(3) (See page 14.)

### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ACC 124 Principles of Accounting I**	3	*ACC 125 Principles of Accounting II**	3
*BUSN 121 or BUSN 123	3	*ACC 132 Payroll Accounting	3
*BUSN 189 or MATH 100 or MATH 203	3	*ACC 150 Using Computers in Accounting	3
*ENG 55 or ENG 100	3	*BUSN 150 or ICS 101 or ICS 115	3
*BUS/COM 130	<u>3</u>	*ENG 100 or ENG 209	<u>3</u>
	15		15
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 134 Income Tax Preparation	3	ACC 155 Using Spreadsheets in Accounting	3
ACC 202 Managerial Accounting	3	ACC 295 Accounting Capstone	3
Business elective	3	Business electives	3
Humanities elective	3	Natural Science elective	3
Social Science elective	<u>3</u>	General Education elective	<u>3</u>
	15		15

\* Note: Courses required for Certificate of Achievement.

\*\* Note: In place of ACC 124 and ACC 125, students may substitute ACC 201(3) and Business elective (3).

\*\*\* Note: Prerequisite courses to program requirements may not be used as Business electives. ACC 193V and/or BLAW 200 are recommended Business electives.

The Administration of Justice program serves the following broad purposes: to provide general academic knowledge, concepts, and theory pertaining to the criminal justice system; to meet the pre-service needs of those preparing for careers in law enforcement, private security, or other field related to administration of justice; and to meet in-service educational and training needs of professionals in the administration of justice field.

Police Officers may receive up to 21 Administration of Justice credits for completing basic police training as required by government law enforcement agencies, after successfully earning 12 college credits at Maui Community College.

📞 Contact the program coordinator, Ryan Daniels, at 984-3219 or by email at ryanbkd@hawaii.edu for latest program scheduling cycles.

### Requirements for Certificates of Competence (Cert.Co.):

#### Law Enforcement I: 9 credits

Administration of Justice 101(3), 221(3)  
Sociology 218(3)

#### Private Security I: 9 credits

Administration of Justice 101(3), 170(3)  
Sociology 218(3)

#### Corrections I: 9 credits

Administration of Justice 101(3), 150(3)  
Sociology 218(3)

#### Law Enforcement II: 9 credits

*(Prereq: Law Enforcement I)*  
Administration of Justice 223(3), 230(3)  
Psychology 100 or 170(3)

#### Private Security II: 9 credits

*(Prereq: Private Security I)*  
Administration of Justice 221(3), 270(3)  
Psychology 100 or 170(3)

#### Corrections II: 9 credits

*(Prereq: Corrections I)*  
Administration of Justice 221(3), 250(3)  
Psychology 100 or 170(3)

### Requirements for Certificate of Achievement (C.A.): 33 credits

Administration of Justice 101(3), 200(3), 290(3)  
Administration of Justice 103 or 170(3)  
Administration of Justice 234 or 270(3)  
Administration of Justice 221, 226, 230, 231, or 232(3)

Anthropology 200(3)  
Psychology 100 or 170(3)  
English 19, 22, or 100(3)  
Communication 145(3)  
Mathematics 22 or higher(3)

### Requirements for Associate in Applied Science (A.A.S.) Degree: 63 credits

*All C.A. courses(33) plus:*

Administration of Justice 221(3)\*, 224(3)  
Administration of Justice 223 or 210(3)\*\*  
Sociology 100 or 218(3) - *Social Science elective*  
English 22, 55, 100, or 106(3)


Administration of Justice electives (9) from this list:\*  
AJ 103(3), 104(3), 150(3), 170(3), 226(3), 230(3),  
231(3), 232(3), 234(3), 250(3), 270(3)  
Humanities elective(3)  
Natural Science elective(3)

\* *Note: If a course was used to fulfill a Certificate of Achievement requirement, then another AJ elective must be substituted.*

\*\* *Note: AJ 210 is cross-listed with SOC 231.*

Agriculture and Natural Resources provides instruction for those wishing training, retraining, or skills upgrading in the field of agriculture and those wishing to transfer to a four-year college or university. Diverse learning activities are provided at facilities on Maui and Molokai. The Maui facility includes a 10,700 sq. ft. greenhouse; two acres of turfgrass including a golf green, fairway, and rough; and a 1.5 acre vegetable field. The Molokai Farm includes a 5,000 sq. ft. greenhouse, orchards, and vegetable fields on 28 acres of land. Projections point to a continued need for well-trained people in all aspects of the green industry. Hotels and condominiums face increasing demand for personnel to design and maintain aesthetically pleasing landscapes. Golf course and recreational facilities require knowledgeable people to establish and maintain healthy turfgrass in an environmentally sound manner. Farms and plantations need informed individuals to implement new technologies and sustainable agriculture techniques. Numerous opportunities exist for entrepreneurs in vegetable, flower, and nursery crop production as well as landscape maintenance.

Students may transfer to other institutions after beginning their academic and technical training on Maui or Molokai. Agriculture courses have been articulated with the University of Hawai'i at Hilo; some courses are equivalent to the ones offered there, while others transfer as agriculture or general electives. Students can also meet agriculture program requirements at the University of Hawai'i at Manoa, as well as mainland institutions.

 Contact the program coordinator, Ann Emmsley, at 984-3243 or by email at [aemmsley@hawaii.edu](mailto:aemmsley@hawaii.edu) for latest program scheduling cycles.

#### Requirements for Certificates of Competence (Cert.Co.):

##### **Agricultural Science: 7 credits**

Agriculture 122(3), 200(4)

##### **Nursery Production: 9 credits**

Agriculture 230(3), 266(3), 269(3)

##### **Pest Management: 9 credits**

Agriculture 174(3), 201(3), 281(3)

#### Requirements for Certificates of Completion (C.C.):

##### **Turfgrass Specialist: 23 credits**

Agriculture 122(3), 174(3), 233(2), 235(3), 260(3), 193v(3)  
English 22, 100, or 106(3)  
Mathematics 50T(2), 50X(1)

*Additional courses to improve employability, but not required:*

Agriculture 200(4), 201(3), 250(4), 269(3), 281(3)

##### **Sustainable Tropical Crop Production: 15 credits**

Agriculture 122(3), 174(3), 232(1), 235(3), 251(4), 290(1)

##### **Landscape Maintenance: 13 credits**

Agriculture 235(3), 250(4), 260(3), 269(3)

#### Requirements for Certificates of Achievement (C.A.):

##### **Courses required for all four C.A. programs: 27 credits**

Agriculture 122(3), 174(3), 200(4), 201(3), 230(3), 235(3)  
BUSN 189, MATH 50TX, or MATH 100 or higher(3)

##### **Floriculture Management: 35 credits**

Agriculture 263(3), 269(3), 290(1)  
Mathematics 50Y(1)

##### **Horticulture & Landscape Maintenance: 40 credits**

Agriculture 250(4), 260(3), 269(3), 281(3)

Automotive Technology 80(2)

English 22, 100, or 106(3)

##### **Nursery Management: 35 credits**

Agriculture 266(3), 269(3), 290(1)  
Mathematics 50Y(1)

##### **Sustainable Tropical Crop Management: 39 credits**

Agriculture 232(1), 251(4), 263 or 266(3), 281(3), 290(1)

#### Requirements for Associate in Applied Science (A.A.S.) Degree: 60 credits

##### **Horticulture & Landscape Maintenance: 60 credits**

*All C.A. Horticulture & Landscape courses(40) plus:*

Electives(4) from AG Elective List below

General Education(16) listed below

##### **General Education required for both A.A.S. programs: 16 credits**

English 21, 22, 55, 100, 102, 104, 106, or COM 145(3)

Mathematics 50Y(1)

ICS 101 or BUSN 150(3)

Humanities elective(3)

Natural Science elective(3)

Social Science elective(3)

##### **Sustainable Tropical Crop Management: 60 credits**

*All C.A. Horticulture & Landscape courses(39) plus:*

Electives(5) from AG Elective List below

General Education(16) listed below

##### **AG Elective List:**

Agriculture 92P(1), 92Q(1), 92R(1), 92S(1), 92T(1), 263(3),  
264(3), 266(3), 290(1)

*Tropical Crop options:* Agriculture 250(4), 260(3), 269(3)

*Horticulture options:* Agriculture 193v(1-3), 232(1), 233(2), 251(4)

Trade/Natural Science appropriate to major, e.g., ACC 124;

BUS 125; ELEC 23; MAIN 30, 50; WELD 19BD

**Community Health Worker**

The Community Health Worker program prepares individuals to work as unlicensed members of health and social service teams providing care for individuals in a community-based setting. A significant aspect of this program is the intent to incorporate the cultural values of communities into the formal structure of the curriculum. Graduates are a resource for health promotion and patient education. Grade C or better is required in all courses for a certificate or degree from the nursing/allied health program, unless stipulated otherwise.

Contact the Allied Health department chair, Nancy Johnson, at 984-3250 or by email at nancyjoh@hawaii.edu

**Requirements for Certificates of Competence (Cert.Co.):**

**Pre-Community Health Worker: 8 credits**

Community Health Worker 150(4)  
 Pharmacology 103(1), 104(1), 105(1)  
 Health 150(1)

**Community Health Worker: 9 credits**

Community Health Worker 155(3)  
 Human Services 111(3), 140(3)

**Full-time students would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
CHW 150 Community Health Worker	4	CHW 155 Community Health Worker Externship	3
PHRM 103 Introduction to Pharmacology	1	HSER 111 Community Action	3
PHRM 104 Pharmacological Treatment of Disease	1	HSER 140 Individual Counseling	<u>3</u>
PHRM 105 Administration of Medications	1		9
HLTH 150 Introduction to Diseases	<u>1</u>		
	8		

**Dental Assisting**

The Dental Assisting program is a two-semester program that prepares individuals to work as a Chairside Assistant in dental offices and settings. The employment rate for Dental Assistants in Maui County is expected to increase by 33 percent in the 6-year period through the year 2011.

The curriculum is organized in accordance with requirements of the American Dental Association Commission on Dental Accreditation for a Dental Assisting program and with consultation from the Maui County Dental Association and the Maui County Dental Alliance. Hands on experience is achieved through clinical practice in the Maui Oral Health Center and in dental offices. Graduates are eligible to take the national Dental Assisting Certification Exam. The following minimum competencies are required of students entering the Dental Assisting program: a) English 22 with grade C or better, or placement at English 100; b) Biology 100 with grade C or better; and c) entry-level computer literacy (competency test administered on request). Application deadline for the Fall cohort is May 1.

Contact the Allied Health department chair, Nancy Johnson, at 984-3250 or by email at nancyjoh@hawaii.edu

**Requirements for Certificate of Completion (C.C.): 23 credits**

Dental Assistant 90(3), 150(2), 151(5), 152(4), 154(1)  
 164(3), 165(2), 176(2), 177(1)

*Grade C or better is required in all courses.*

**Full-time students would take courses in this sequence:\***

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
DENT 150 Orientation to Dental Assisting	2	DENT 152 Chairside Dental Assisting	4
DENT 151 Introduction to Chairside Dental Assisting	5	DENT 154 Dental Materials	1
DENT 164 Oral Biology I	3	DENT 165 Oral Biology II	2
DENT 176 Dental Radiography I	2	DENT 177 Dental Radiography II	<u>1</u>
DENT 120 Dental Office Management	<u>3</u>		8
	15		

*\* Note: Scheduling is designed for students to complete the program in two semesters within a cohort. Advanced standing is granted to Certified Dental Assistants who demonstrate competency. The process of evaluating competency includes satisfactory performance on course examinations and clinical competency demonstrated by performance.*

### Health Related Programs

Under the umbrella of the Nursing program are a number of allied health programs enabling individuals to gain the education and training needed to gain entry to various nursing-related professions. Grade C or better is required in all courses for a certificate or degree from the nursing/allied health program, unless stipulated otherwise.

☞ Contact the Allied Health department chair, Nancy Johnson, at 984-3250 or by email at nancyjoh@hawaii.edu

### Requirements for Certificates of Competence (Cert.Co.):

#### **Nurse Aide Training (NAT): 6 credits**

Nursing 16(6) *Nurse Aide Training takes one semester.*  
*There is no selection process for Nurse Aide Training.*  
*Prerequisite: ENG 19 or higher.*

Prepares individuals to work in hospitals, extended care facilities, private nursing agencies, and home health agencies under supervision of an LPN or RN. *Graduates are eligible to take the Omnibus Reconciliation Act Examination given by American Red Cross.*

#### **Adult Residential Care Home Operator (ARCH): 3 credits**

Nursing 12(1), 13(1), 14(1)  
*Three 5-week courses offered during one semester.*

Prepares individuals to apply for certification to operate a Care Home in the State of Hawai'i.

#### **Elder Care/Personal Care Attendant: 4 credits**

Nursing 15(4) *Prerequisite: 18 years or older; and placement at Basic English, or higher. Students with Basic English placement must enroll concurrently in Maui Language Institute or a Basic English course.*

Prepares individuals to provide basic care for patients in their home or community-based setting such as an assisted-living facility or day care center. *Note.— This Cert.Co. does not prepare individuals for the Nurse Aide certification exam; instead see Nurse Aide Training Cert.Co.*

#### **Medical Assistant: See Business Technology section**

#### **Medication Assistant: 3 credits**

Pharmacology 103(1), 104(1), 105(1)  
*Three 5-week courses offered during one semester.*  
*Prerequisite: BIOL 100 with grade C or better, or consent.*

Prepares individuals to work in assisted living and community-based settings.

*Recommended: NURS 16 with grade C or better.*

### Nursing Career Ladder

The Nursing Career Ladder continues preparation at two higher levels of competency: Practical Nurse (PN) – Certificate of Achievement (C.A.) and Registered Nurse (RN) – Associate in Science (A.S.) Admission begins with the PN Program. See below for additional requirements to advance to the RN Program. The Nursing Career Ladder program articulates with the University of Hawai'i Bachelor of Science in Nursing. The conceptual framework and curriculum have incorporated the concepts of the Betty Neuman Systems Model. Priority for admission is given to fully qualified State of Hawai'i residents as determined by the registrar for tuition purposes.

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☞ *The Nursing Career Ladder Program is accredited by the National League for Nursing Accrediting Commission, Inc. (61 Broadway, 33rd Floor, New York, NY 10006 • 800-669-1656 • www.nlnac.org) and the Hawai'i State Board of Nursing.*

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#### • **Practical Nurse - Certificate of Achievement (C.A.)**

Practical Nurse program graduates with the Certificate of Achievement are prepared to work under the supervision of a registered nurse or a physician in hospitals, extended care facilities, private nursing agencies, home health agencies, clinics, and physician offices. Application for admission to the PN program must be completed by January 31 for Fall admission and September 15 for Spring admission. PN courses include two semesters and one summer session. Graduates are eligible to take the National Council of State Boards of Nursing-Practical Nursing Examination (NCLEX-PN®). The graduate who passes the NCLEX-PN® is then a Licensed Practical Nurse (LPN.)

#### • **Registered Nurse - Associate in Science Degree (A.S.)**

RN program graduates with the Associate in Science Degree are prepared for beginning level positions in hospitals, extended care facilities, clinics, physician offices, private nursing agencies, and home health agencies. Licensed Practical Nurses may apply to the RN Program; all other students apply to the PN program. Application for admission to the Registered Nurse (RN) program must be completed by January 31 for Fall admission and September 15 for Spring admission.

The student who continues on to the RN program must have successfully completed the PN courses, passed NURS 157 and N157L with a B grade or better, scored 83.5 or higher on the RN program admission math exam, scored 71 percent or higher on the Health Education System, Inc (HESI) Exit PN exam and passed the NCLEX-PN® within one month of the beginning of the RN program. MCC Practical Nurse graduates who do not continue directly into the RN Program, as well as Licensed Practical Nurses who did not graduate from the MCC Career Ladder program, are considered for admission to the RN Program. They must complete transition courses (NURS 157/157L) at MCC the semester before entering the RN Program. RN graduates are eligible to take the National Council of State Boards of Nursing-Registered Nursing Examination (NCLEX-RN®). The graduate who passes the NCLEX-RN® is then a licensed Registered Nurse (RN.)


### Nursing Career Ladder – PN/RN Program Admission Process

For admission to the Maui Community College PN/RN program, complete all steps outlined below by January 31 for Fall admission and September 15 for Spring admission. *Admission to MCC does not guarantee admission to the PN/RN Nursing program.* Licensed Practical Nurses may apply to the RN program; all other students apply to the PN program. Applicants accepted into the PN/RN program will be notified of current health requirements for the program at the time of acceptance. Applicants not selected will be assisted in correcting deficiencies. Per UH Board of Regents policy, priority is given to State of Hawai'i residents for admission to high-demand programs (PN and RN). (See *Definition of Residency in section on Admission & Registration*).

- Apply to Maui Community College on a Common Application Form which may be downloaded from the web at: [www.hawaii.edu/academics/admissions/sysapp07.pdf](http://www.hawaii.edu/academics/admissions/sysapp07.pdf)  
Send completed application to MCC Student Services with negative tuberculosis clearance taken within one year of the first day of instruction and proof of Measles, Mumps, Rubella (MMR) immunization. Send one copy of official transcripts from previous colleges to “Registrar, Maui Community College.” For transcript evaluation for “advanced standing credits” make an appointment, as soon as possible, with an MCC academic counselor. Call 984-3306 to schedule.
- Attend a required pre-nursing group counseling session. Call 984-3250 to schedule. COMPASS test scores are required for group counseling. Attend a session as soon as possible for early assistance with academic and career planning. Failure to properly sequence courses could delay admission to the Nursing program.
- Complete the following required prerequisites:
  1. Within two years of application to the Nursing program, one of the two following conditions must be met: 1) COMPASS math placement at MATH 25, or 2) completion of MATH 23 or higher with grade C or better.
  2. Within two years of application to the Nursing program, regardless of English courses taken, complete the COMPASS English placement test and score at least 79 for reading and 74 for writing.
  3. ENG 100(3); MICR 130(3) and 140(2); ZOOL 141(4) and 142(4).

Selection for the PN/RN Nursing program is competitive. Selection criteria include:

- Grades in prerequisite courses above and other non-nursing courses required for graduation: PSY 100, PSY 240, Communication elective, and Humanities elective;
- Experience in health care (nurse aide preferred);
- National League for Nursing Preadmission Test score; and
- References.

 Contact the program coordinator, Marge Kelm, at 808 984-3477 or by email at [kelm@hawaii.edu](mailto:kelm@hawaii.edu)

### Requirements for Certificate of Achievement (C.A.) - Practical Nurse: 44 credits

Nursing 153(4), 153L(5), 155(1), 155L(1), 156(2), 156L(2), 157(2), 157L(2), 158(1), 240(2), 240L(2)	Psychology 100(3), 240(3) English 100(3) Pharmacology 203 (3)
Zoology 141(4), 142(4)	

### Requirements for Associate in Science (A.S.) Degree - Registered Nurse: 73 credits

*All C.A. courses(44) plus:*

Nursing 253(2), 253L(2), 255(1), 255L(1), 256(2), 256L(3), 257(2), 257L(4), 258(1)	Microbiology 130(3) - <i>Natural Science requirement</i> Microbiology 140(2) - <i>Natural Science requirement</i> Humanities elective(3) - <i>100 level or higher</i>
COM 145, ENG 102, or SP 151(3)- <i>Communication elective</i>	

*Note: Nursing 254(1) & 254L(1) are also required for LPNs who are not Maui Community College graduates.*

### Additional PN and RN Requirements

- Grade C or better in all non-nursing courses.
- All non-nursing courses must be numbered 100 or above. It is highly recommended that as many non-nursing courses as possible are completed prior to entering the PN and RN nursing courses.
- *Practical Nursing:* Grade C or better in all nursing courses.
- *Registered Nursing:* a) Successful completion of the PN program; b) Passing the NCLEX - PN; c) Grade B or better in: NURS 157, 157L, 253, 253L, 255, 255L, 256, 256L, 257, 257L, 258 (and NURS 254 & 254L for non-MCC PN graduates).

(continued on the next page)

## Nursing Career Ladder—RN Program with option to stop at PN

## Most students have a three-year plan following this suggested course sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*PSY 100 Survey of Psychology	3	*PSY 240 Developmental Psychology	3
*ZOOL 141 Human Anatomy & Physiology	4	*ZOOL 142 Human Anatomy & Physiology	4
*ENG 100 Composition I	3	MICR 130 General Microbiology	3
COM 145, ENG 102, or SP 151 - <i>Communication elective</i>	3	MICR 140 General Microbiology Laboratory	2
MATH 23 Practical Algebra**	<u>3</u>	Humanities elective - <i>HIST 151 meets BSN requirements</i>	<u>3</u>
	13-16		15

PN - Options I & II: First Semester (Fall or Spring)	Credits
*NURS 153 Nursing Concepts & Skills	4
*NURS 153L Nursing Concepts & Skills Lab	5
*NURS 155 Child Health Nursing I	1
*NURS 155L Child Health Nursing I Lab	1
*NURS 158 Issues & Trends in Nursing	<u>1</u>
	12

PN - Option I: Second Semester (Spring)	Credits	PN - Option II: Second Semester (Summer)	Credits
*NURS 156 Adult Health Nursing I	2	*NURS 156 Adult Health Nursing I	2
*NURS 156L Adult Health Nursing I Lab	2	*NURS 156L Adult Health Nursing I Lab	<u>2</u>
*NURS 240 Family Health Nursing	2		4
*NURS 240L Family Health Nursing Lab	2		
*PHRM 203 General Pharmacology	<u>3</u>	PN - Option II: Third Semester (Fall)	Credits
	8-11	*NURS 157 Adult Health Nursing II***	2
PN - Option I: Third Semester (Summer)	Credits	*NURS 157L Adult Health Nursing II Lab***	2
*NURS 157 Adult Health Nursing II***	2	*NURS 240 Family Health Nursing	2
*NURS 157L Adult Health Nursing II Lab***	<u>2</u>	*NURS 240L Family Health Nursing Lab	2
	4	*PHRM 203 General Pharmacology	<u>3</u>
PN graduates take NCLEX-PN® for licensure			8-11
		PN graduates take NCLEX-PN® for licensure	

\* Note: Courses required for PN Certificate of Achievement

\*\* Note: Within two years of application to the Nursing program, one of the two following conditions must be met:

1) COMPASS math placement at MATH 25 or 2) completion of MATH 23 or higher, with grade C or better.

\*\*\* Note: Required for admittance to RN program for LPNs who are not MCC graduates and MCC PN graduates not continuing directly.


RN - First Semester (Fall or Spring)	Credits	RN - Second Semester (Fall or Spring)	Credits
NURS 253 Mental Health/Psychiatric Nursing	2	NURS 255 Child Health Nursing II	1
NURS 253L Mental Health/Psychiatric Nursing Lab	2	NURS 255L Child Health Nursing II Lab	1
NURS 256 Adult Health Nursing III	2	NURS 257 Adult Health Nursing IV	2
NURS 256L Adult Health Nursing III Lab	<u>3</u>	NURS 257L Adult Health Nursing Lab IV	4
	9	NURS 258 Issues & Trends in Nursing	<u>1</u>
			9
		RN graduates take NCLEX-RN® for licensure	

## Notes.—

1. NURS 254 & 254L are additionally required for LPNs who are not MCC graduates.
2. Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. Failure of students to complete the prescribed clinical practice shall be deemed as not satisfying academic program requirements. It is the responsibility of students to satisfactorily complete affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility.

The purpose of the Auto Body Repair & Painting program is to train individuals for entry-level employment in the auto body repair and painting trade.

Instruction covers principles on the repair of auto body sheet metal and the application of body fillers and color coatings. There are extensive demonstrations in the proper use and maintenance of special tools and equipment, including special welding techniques. Basic mechanic hand tools, supplies, books, and working clothes are required for enrollment.

 Contact the program coordinator, Dennis Tanga, at 984-3214 or by emailing dtanga@hawaii.edu

**Requirements for Certificates of Completion (C.C.):**

**Corrosion: 10 credits**

Auto Body Repair & Painting 20EFGHI(10)

**Auto Body Refinishing: 10 credits**

Auto Body Repair & Painting 22EFGHI(10)

**Requirements for Certificate of Achievement (C.A.): 47 credits**

Auto Body Repair & Painting 20(10), 22(10),  
40(10), 41(10)

Mathematics 50T(2), 50X(1), 50Y(1)  
Communication: English 19 or higher(3)

**Requirements for Associate in Applied Science (A.A.S.) Degree: 62 credits**

*All C.A. courses(47) plus:*

English 22, 55, 100, 106, or

Communication 145(3) - *English/Communication requirement*

Physics 50(3) - *Natural Science requirement*

Humanities elective(3)

Social Science elective(3)

Elective(3)

**Full-time students would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ABRP 20E Basic Auto Body	2	*ABRP 22E Basic Auto Refinishing	2
*ABRP 20F Basic Metal Work	2	*ABRP 22F Refinishing Equipment & Techniques	2
*ABRP 20G Auto Sheet Metal	2	*ABRP 22G Complete Refinishing Techniques	2
*ABRP 20H Body & Fender	2	*ABRP 22H Touch-Up Refinishing Techniques	2
*ABRP 20I Auto Body Repair Practicum	2	*ABRP 22I Refinishing Practicum	2
*ENG 19 or higher	3	PHYS 50 Technical Physics	3
*MATH 50T Elementary Measurement	2	*MATH 50Y Metric Measurement	<u>1</u>
*MATH 50X Ratio & Proportions	<u>1</u>		14
	16		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
*ABRP 40E Automotive Trim & Glass	2	*ABRP 41E Minor Collision Repair	2
*ABRP 40F Dimensioning Collision Damage	2	*ABRP 41F Mechanical Systems	2
*ABRP 40G Frame Alignment & Repair	2	*ABRP 41G Plastic Panel Repair	2
*ABRP 40H Structural Sectioning	2	*ABRP 41H Management & Estimating	2
*ABRP 40I Major Repairs Practicum	2	*ABRP 41I Minor Repairs Practicum	2
ENG 22, 55, 100, 106, or COM 145	3	Humanities elective	3
Social Science elective	<u>3</u>	Elective	<u>3</u>
	16		16

*\* Note: Courses required for the Certificate of Achievement.*

The purpose of the Automotive Technology program is to train students for employment in automotive service and repair. The laboratory phase of courses uses modern tools and equipment while performing actual “live” service and repairs on automobiles. The classroom phase includes discussion of principles on the operation of automotive systems and components, demonstration of repair techniques, textbook assignments and quizzes. Basic mechanic hand tools, supplies, books, and working clothes are required for enrollment. A tool list is available from the instructor.

The Automotive Technology program prerequisite requires placement for English 22 or higher, or consent of instructor, for all Automotive Technology courses except AMT 16, AMT 20, and AMT 80. Students must maintain a valid driver’s license throughout the duration of the Automotive course of study.

☎ Call the program coordinator, Thomas Hussey, at 984-3236 or by emailing [thussey@hawaii.edu](mailto:thussey@hawaii.edu)

#### Requirements for Certificates of Competence (Cert.Co.):

##### Heating & Air Conditioning: 3 credits

Automotive Technology 43(3)

##### Brakes: 3 credits

Automotive Technology 53(3)

##### Suspension & Steering: 3 credits

Automotive Technology 55(3)

#### Requirements for Certificate of Achievement (C.A.): 50-54 credits

Automotive Technology 20(3),\*\* 30(7), 40B(4),  
40C(4), 40G(4), 41C(3), 43(3), 46(4), 50(4),  
53(3), 55(3)  
Welding 19BC(2)

Physics 50(3) - *Natural Science elective*  
English 22, 55, 100, or 106(3)  
Mathematics 27(3) or 50TXY(4)\*\*\*

#### Requirements for Associate in Applied Science (A.A.S.) Degree: 66-70 credits

*All C.A. courses(51-55) plus:*

Automotive Technology 60(7)  
Communication 145 or English 100, 106, or higher(3)

Humanities elective(3)  
Social Science elective(3)

#### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*AMT 20 Introduction to Automotive Mechanics**	0-3	*AMT 30 Engines	7
*AMT 43 Heating & Air Conditioning	3	*AMT 53 Brakes	3
*AMT 46 Power Train	4	*PHYS 50 Technical Physics	3
*AMT 50 Automatic Transmission	4	*MATH 50TX or MATH 27***	<u>3</u>
*AMT 55 Suspension & Steering	3		16
*ENG 22, 55, 100, or 106	<u>3</u>		
	17-20		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
*AMT 40B Fuel & Emission Systems	4	*AMT 40G Ignition Systems	4
*AMT 40C Electrical/Electronics I	4	AMT 60 Diagnostic & Repair	7
*AMT 41C Electrical/Electronics II	3	*WELD 19BC Welding for Trades & Auto	2
COM 145, or ENG 100, 106, or higher	3	Humanities elective	3
MATH 50Y Metric Measurement***	<u>0-1</u>	Social Science elective	<u>3</u>
	14-15		19

\* Note: Courses required for Certificate of Achievement.


\*\* Note: All AMT students are required to take AMT 20 in their first semester at Maui Community College unless they have earned the 2+2 credit or have been waived by the program coordinator.

\*\*\* Note: Students demonstrating competence in MATH 50T, 50X, and 50Y may take MATH 27 or higher.

The Applied Business & Information Technology (ABIT) program, leading to a baccalaureate degree, offers options to students seeking preparation in small to mid-sized business management, e-commerce, and related or integrated career opportunities. The mission of the program is to prepare graduates to be productive professionals who can make responsible business decisions and use information technology wisely in a changing world. The major emphasis of the curriculum is business, and also stresses the effective use of information technology. The program also includes a strong interdisciplinary liberal arts program with courses in the humanities and social sciences, English, communication, and mathematics.

Although this degree can be earned in four years taking 15-18 credits per semester, students taking fewer credits per semester will take longer to complete the requirements. Students interested in the ABIT program are encouraged to contact an ABIT counselor, program coordinator, or faculty member about the requirements of the program.

Students are encouraged to follow the Business Careers Option III path (*on page 31*) to complete their lower division requirements. Students should refer to page 17 of this catalog for complete program requirements. Grade C or better in all upper division courses is required for ABIT majors. *For accreditation disclaimer please, see page 7.*

 Contact the program coordinator, David Grooms, at 984-3348 or by email at [grooms@hawaii.edu](mailto:grooms@hawaii.edu) or contact the program counselor, Crystal Alberto, at 984-3294 by email at [calberto@hawaii.edu](mailto:calberto@hawaii.edu)

**Upper division requirements for Bachelor of Applied Science (B.A.S.) Degree: 61 credits**

- |   |   |
|---|---|
| Accounting 300(3)                               | Information & Computer Science 320(3), 340(3), 360(3), 385(3), 420(3) |
| Business 301(1), 318(3), 320(3), 415(3), 495(6) | English 310(3)  |
| Management 310(3), 400(3)                       | Communication 459(3)  |
| Marketing 300(3)                                | Any two specialization electives(3,3):                                |
| Philosophy 323(3)                               | Business 322, 420, Marketing 400,                                     |
| Psychology/Communication 353(3)                 | or Information & Computer Science 463                                 |

**Full-time students would take courses in this sequence:**

Junior Year (Fall)	Credits	Junior Year (Spring)	Credits
BUS 301 Introduction to ABIT	1	BUS 318 Principles of Finance	3
ACC 300 Intermediate Financial Acct I	3	BUS 320 Entrepreneurship	3
ICS 320 Introduction to Info Systems & E-Commerce	3	ICS 340 Introduction to Visual Basic	3
ICS 360 Database Application Design	3	ICS 385 Electronic Commerce	3
MGT 310 Principles of Management	3	ENG 310 Research & Writing	3
MKT 300 Principles of Marketing	3		15
	16		

Senior Year (Fall)	Credits	Senior Year (Spring)	Credits
BUS 415 New Venture Business Planning	3	BUS 495 ABIT Capstone	6
MGT 400 Managing the Growing Business	3	COM 459 Intercultural Communication II	3
ICS 420 E-Commerce Development	3	Specialization elective	3
PHIL 323 Professional Ethics	3	Specialization elective	3
PSY/COM 353 Conflict Management & Resolution	3		15
	15		

**Tuition and Fees:**

A tuition differential exists for upper division courses numbered 300 or higher. *See page 61 for tuition and fees.*

The Business Careers program provides:

- Certificates of Competence (Cert.Co.) in Supervision, Entrepreneurship, Marketing, and Leadership Training, which are designed for students and community members who wish to acquire or upgrade their skills and knowledge.
- A one-year Certificate of Achievement (C.A.) in Business Careers, which provides essential skills and knowledge in business, communication, writing, and mathematics.
- A two-year Associate in Applied Science (A.A.S.) in Business Careers. The A.A.S. is articulated with the UH West Oahu B.A. in Business Administration (B.A.B.A.), which is available in Maui County. The A.A.S. can also provide the first two years for the MCC Bachelor of Applied Science (B.A.S.) in Applied Business & Information Technology (ABIT). Accreditation for the ABIT is pending from the Senior Commission of the Western Association of Schools and Colleges (WASC).
- Transferable courses for four-year business programs at UH Manoa, UH Hilo, and other colleges and universities are available in conjunction with the Associate in Arts (A.A.) degree program.

Students planning to transfer to business programs at UH Manoa, UH Hilo, UH West Oahu, or other colleges and universities, or to continue with MCC's proposed ABIT program, should see a counselor or the program coordinator about specific requirements for entrance to the baccalaureate programs. Not all Business Careers program courses will fulfill these requirements nor are transferable.

Students entering the Business Careers program need to complete the admissions requirements for the College and take the placement tests for English and mathematics. Many courses require a specific English placement score. Students interested in transferring to a baccalaureate program should take the appropriate mathematics sequence immediately in order to complete required mathematics course(s) needed for transfer. For students who do not meet the prerequisites for required courses, the following courses are suggested as preparation: English 19 or other appropriate English course(s); appropriate mathematics course(s); IS 105, LSK 30 or 110; and/or computer or computer preparation course(s). Students should consult with a counselor or the program coordinator.

Graduation requirements for the C.A. are 32 or more credits with a 2.0 or higher GPA and no more than 15 credits taken for CR/NC grades. Grade C or better is required in the following courses: 3 credits of ENG 55 or higher; 3 credits of COM 145 or BUS/COM 130; 3 credits of Accounting. Complete requirements are listed below.

Graduation requirements for the A.A.S. are 62-66 credits with a 2.0 or higher GPA with no more than 30 credits taken for CR/NC grades including: the C.A. requirements above and 3 additional credits of English with grade C or better.

If planning to transfer to a baccalaureate program, students should elect letter grades (e.g. A, B, C, etc.) for all courses. Baccalaureate degree programs have specific GPA requirements for entrance, which may be higher than 2.0. Check the specific program's GPA requirements.

☎ Contact the program coordinator, Rick Miller, at 984-3211 or by email at rickm@hawaii.edu

#### Requirements for Certificates of Competence (Cert. Co.):

<b>Entrepreneurship I (3 credits):</b>	BUS 125(3)
<b>Entrepreneurship II (9 credits):</b> ( <i>Prereq: Cert.Co. Entrepreneurship I</i> )	MGT 124(3), ACC 124 or 201(3), BLAW 200(3)
<b>Marketing (3 credits):</b>	MKT 120(3)
<b>e-Marketing (9 credits):</b> ( <i>Prereq: Cert.Co. Marketing</i> )	BUSN 150(3), 261(3), 262(3)
<b>Supervision I (3 credits):</b>	MGT 118(3)
<b>Supervision II (9 credits):</b>	MGT 118(3), 122 (3); BUS/COM 130 (3)
<b>Leadership Training (9 credits):</b>	IS 101(3), 105C(1), 105D(1); BUS/COM 130 or COM 145(3); CASE 193v or HSER 193v or ED 191v(1)

#### Requirements for Certificate of Achievement (C.A.): 32 credits

Business 120(3)	Business Technology 189(3)**
Accounting 124(3) and 125(3), or Accounting 201(3) and Business elective(3)	Business Technology 150 or Information & Computing Science 101(3)
Marketing 120 or approved alternative(3)*	Management 122 or Psychology 100 or Sociology 100(3)*
Business elective(3)*	Interdisciplinary Studies 106(2)
	Business/Communication 130(3)
	English 55 or 100(3)***

#### Requirements for Associate in Applied Science (A.A.S.): 62-66 credits (*depending on Option selected*)

All C.A. courses(32) plus:

Business Law 200 or approved alternative (3) *	Natural Science elective(3) or (7) - <i>depending on option selected*</i>
English 100 or 209(3)***	Social Science elective(3)*
Humanities elective(3)	Program electives(15)*

\* Note: Consult a counselor, the program coordinator, or appropriate faculty member.

\*\* Note: Or other appropriate mathematics course. Consult the catalog and/or a counselor or the Program Coordinator for the appropriate math sequence for your specific degree.

\*\*\* Note: The preferred English course combinations are: 1) ENG 55 and 100 or 2) ENG 100 and 209. Students who are planning to transfer must complete ENG 100 and 209.

**Business Careers program offers three options based on students' educational goals:**

- Option I:** A.A.S. Business Careers Option, for students seeking a general two-year business program. *See below.*
- Option II:** A.A.S. Business Careers/B.A.B.A. UH West Oahu, for students planning to transfer to the B.A. in Business Administration at UH-West Oahu. *See page 30.*
- Option III:** A.A.S. Business Careers/proposed B.A.S. ABIT, for students planning to enter the B.A.S. in Applied Business and Information Technology (ABIT) at Maui Community College. *See page 31.*

**Option I - A.A.S. Business Careers Option: 62-63 credits**

**Full-time students who are planning a two-year general business program leading to an A.A.S. in Business Careers would take courses in this sequence.** (*This course sequence map for Option I can be used as a guideline for Option II.*)

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
ACC 124 Principles of Accounting I****	3	and ACC 125 Principles of Accounting II****	3
<b>OR</b>			
ACC 201 Financial Accounting	3	and Business elective - <i>See list on next page</i>	3
BUSN 150 Introduction to Business Computing, or ICS 101 Computing Literacy & Applications	3	BUSN 189 Business Mathematics**	3
BUS 120 Introduction to Business	3	MGT 122 Organizational Behavior, or PSY 100 Survey of Psychology, or SOC 100 Survey of General Sociology*	3
IS 106 College Orientation I	2	MKT 120 Introduction to Marketing, or approved alternative*	3
ENG 55 Business Communication-Written, or ENG 100 Composition I***	3	Business elective* - <i>See list on page 30</i>	<u>3</u>
BUS/COM 130 Business Communication-Oral	<u>3</u>		15
	17		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
BLAW 200 Legal Environment of Business, or approved alternative*	3	Humanities elective*	3
ENG 100 Composition I, or ENG 209 Managerial Writing*	3	Social Science elective*	3
Natural Science elective*	3-4	Program electives*	<u>9</u>
Program electives*	<u>6</u>		15
	15-16		

\* Note: Consult a counselor, the program coordinator, or appropriate faculty member.

\*\* Note: Or other appropriate mathematics course. Consult the catalog and/or a counselor or the program coordinator for the appropriate math sequence for your specific degree.

\*\*\* Note: The preferred English course combinations are: 1) ENG 55 and 100 or 2) ENG 100 and 209. Students who are planning to transfer must complete ENG 100 and 209.

\*\*\*\* Note: Students who take ACC 124 and 125 and transfer to UH-West Oahu or enter the proposed ABIT program will need to take ACC 202; however, only 6 credits of Accounting will be accepted for transfer.

Note.— Courses may be offered in a different semester or in both semesters.

(continued on the next page)

**Option I - A.A.S. Business Careers Option: 62-63 credits** *(continued from the preceding page)***Business Elective -**

Choose one 3-credit course from the following:\*

- ACC 202 Managerial Accounting(3)\*
- BUS 125 Starting a Small Business(3)
- BUSN 261 Web Construction Fund & Marketing(3)
- BUSN 262 e-Commerce Web Construction & Marketing(3)
- MGT 118 Introduction to Supervision(3)
- ECON 130 Principles of Economics: Microeconomics(3)
- ECON 131 Principles of Economics: Macroeconomics(3)
- Other course approved by program coordinator or appropriate faculty member(3)

\*Note: If ACC 201 is taken, Business electives are 6 credits.

Students planning to transfer to a baccalaureate program need ACC 202.

**Program Electives -**

Choose 5 courses totaling 15 credits from the Business Elective list above and/or from the following list:

- ACC 132 Payroll & Hawaii General Excise Taxes(3)
- ACC 150 Using Computers in Accounting(3)
- ACC 155 Using Spreadsheets in Accounting(3)
- ACC 190v Topic in Accounting(1-3)

- ACC 137 Business Income Taxation(3)
- BUS 90v Specialized Topic in Business(1-6)
- BUS 193v Cooperative Education(1-6)
- BUS 290v Advanced Topic in Business(1-6)
- BUS 295 Case Studies in Business(3)
- BUSN 151 Intermediate Business Computing(3)
- BUSN 110 Office Computer Troubleshoot & Maint(3)
- COM 145 Interpersonal Communication I(3)
- COM 210 Intercultural Communication I(3)
- ECON 120 Introduction to Economics (3)
- ICS 102 Internet Resources(3)
- MGT 124 Human Resources Management(3)
- MKT 160 Advertising & Promotion(3)
- PSY 100 Survey of Psychology(3)
- PSY 170 Psychology of Adjustment(3)
- PSY 250 Social Psychology(3)
- SP 151 Personal & Public Speaking(3)
- SP 251 Principles of Effective Public Speaking(3)
- Other course(s) approved by program coordinator or appropriate faculty member(3)

**Option II - A.A.S. Business Careers/B.A.B.A. UH West Oahu: 62-66 credits**

Students may use the sequence map for OPTION I on page 29 as a guideline for taking courses. Substitutions must have prior approval. A maximum of 66 lower division credits numbered 100 and above may be transferred. See an MCC counselor, the program coordinator, or the University of Hawai'i Center, Maui counselor for specifics about the B.A. in Business Administration offered by UH West Oahu to plan courses and the sequence in which to take them.

**Required Courses -**

- ACC 201 Financial Accounting(3)\*
- ACC 202 Managerial Accounting(3)
- BUSN 150 Introduction to Business Computing, or ICS 101 Computing Literacy and Applications(3)
- BLAW 200 Legal Environment of Business(3)
- BUS 120 Principles of Business(3)
- BUS/COM 130 Business Communication - Oral(3)
- COM 145 Interpersonal Communication I, or COM 210 Intercultural Communication I, or SP 151 Personal and Public Speaking(3)
- ECON 130 Principles of Economics: Microeconomics(3) - *Social Science elective*
- ECON 131 Principles of Economics: Macroeconomics(3)
- ENG 100 Composition I(3)

- ENG 209 Managerial Writing(3)
- ENG 210 Advanced Composition I(3) - *waives UH West Oahu course HUM 310 with grade C or better*
- IS 106 College Orientation I(2)
- MATH 115 Statistics(3)
- MGT 122 Organizational Behavior(3)
- MKT 120 Principles of Marketing(3)
- PSY 100 Survey of Psychology, or SOC 100 Survey of General Sociology, or POLS 110 Introduction to Political Science, or ANTH(3) - *100-level or above*
- Business Elective:
  - BUS 125 Small Business Management, or
  - MGT 118 Introduction to Supervision, or
  - MKT 160 Advertising and Promotion, or
  - BUSN 261 Web Construction Fund & Marketing, or
  - BUSN 262 e-Commerce Web Construction & Mkt (3)
- Humanities elective:
  - PHIL 100 Introduction to Philosophy: Survey of Problems, or
  - PHIL 101 Introduction to Philosophy: Morals and Society, or a History course(3) - *not a COM, ENG or SP course*
- Natural Science elective(3-4) - *100-level or above*
- Mathematics/Natural Science requirement:
  - Math or Natural Science (3-4) - *100-level or above*

\* Note: Students who take ACC 124 and 125 and transfer to UH West Oahu or enter the proposed ABIT program need ACC 202; however, only 6 credits of accounting are accepted for transfer.

**Option III - A.A.S. Business Careers/B.A.S. ABIT: 66 credits**

For information and counseling in the Applied Business & Information Technology (ABIT) baccalaureate program, see a counselor, the program coordinator, or a faculty member. Selecting the correct courses is important to efficiently complete the A.A.S./B.A.S. option. Students planning on continuing with the B.A.S. in ABIT should take the following courses. ABIT majors are required to earn letter grades (e.g. A,B,C,etc.) in all courses required for the ABIT program. *For accreditation disclaimer please see page 7.*

**Full-time students would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
BUS 120 Introduction to Business	3	BUSN 151 Intermediate Business Computing, or ICS 115 Microcomputer Applications	3
BUSN 150 Introduction to Business Computing, or ICS 101 Computing Literacy & Applications	3	ECON 131 Principles of Economics: Macroeconomics	3
IS 106 College Orientation I	2	PSY 100 Survey of Psychology, or SOC 100 Survey of General Sociology	3
BUS/COM 130 Business Communication-Oral, or COM 145 Interpersonal Communication I, or COM 210 Intercultural Communication I	3	HWST 107 Hawai'i: Center of the Pacific, or HWST 231 Hawaiian Culture, or HIST 284 History of Hawai'i	3
Elective	3	MATH 135 Pre-Calculus: Elementary Functions	3
ENG 100 Composition I	<u>3</u>	Natural Science elective	<u>3</u>
	17		18
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 201 Financial Accounting	3	ACC 202 Managerial Accounting	3
ECON 130 Principles of Economics: Microeconomics	3	BUSN 110 Office Computer Troubleshooting	3
SP 251 Principles of Effective Public Speaking	3	ICS 214 Fundamentals of Design for Print & Web	3
ENG 209 Managerial Writing	3	MATH 115 Statistics	3
Natural Science elective	<u>4</u>	Elective - <i>BLAW 200 recommended</i>	<u>3</u>
	16		15

*Notes.—*


1. *Students who have at least 60 credits and all the courses listed in this option can apply at any time for an A.A.S. in Business Careers degree whether they plan to complete the ABIT degree or not.*
2. *Students who have at least 60 credits and are not planning on completing the B.A.S. in ABIT may apply for an A.A.S. in Business Careers (See Option I). The following substitutions are allowed: BUSN 189 or any approved math course may replace MATH 135; MATH 115 may be replaced with an approved elective; and the 4 credit Natural Science elective is not required.*
3. *Students who wish to continue in the ABIT program need 54 allowable credits and a 2.5 GPA to advance to this program.*
4. *Courses may be offered in a different semester or in both semesters.*

The Business Technology career ladder is competency based and focuses on the skills, knowledge, and attitudes needed to prepare for office positions in government or industry. The curriculum includes specialties, as well as general offerings, to broaden students' background and to enhance employment and promotion possibilities. The Business Technology umbrella offers a Certificate of Competence (Cert. Co.), two Certificates of Completion (C.C.), a Certificate of Achievement (C.A.), and an Associate in Applied Science (A.A.S.) degree with specialties in Information Processing, Legal Office, Medical Office, and Health Unit Coordinator.

The Cert. Co. (Basic Office Skills) reviews skills prerequisite to the balance of the career ladder program. Competency attainment may be demonstrated through pre-testing prior to registration, high school articulation or transcript evaluation, or waived with consent of the program coordinator. The C.C. prepares students for entry-level positions, Receptionist, General Office Clerk, File Clerk, or Clerk Typist. The C.A. prepares students for the more complex roles of Administrative Assistant or Computer Operator.

The A.A.S. degree advances skills and provides focus in four specialty areas. The Information Processing specialty prepares students for responsible positions using integrated word processing, database, and spreadsheet applications, as well as preparing for certification as a Microsoft or Corel Expert. The Legal Office specialty prepares for work in a legal office as an entry-level Legal Secretary. The Medical Office specialty prepares for entry-level positions in a medical office or pharmacy and for certification as a Medical Office Administrator or a Pharmacy Assistant. Health Unit Coordinator covers basic nursing care and tasks in a health care setting especially for those with broad responsibilities in a small medical office or aspiring to be a Certified Health Unit Coordinator.

Majors are encouraged to meet with the program coordinator early in their studies for academic advising. Grade C or better in each required course (excluding electives) must be attained to qualify for all certificates and degrees.

 Contact the program coordinator, Ku'uiipo Lum, at 984-3237 or by email at [kuuipol@hawaii.edu](mailto:kuuipol@hawaii.edu)

#### Requirements for Certificate of Competence (Cert.Co.):

##### Basic Office Skills – Pre-Business Technology: 5-8 credits

Business Technology 89(1), 70(1), 121(3)

Mathematics 20(1) or 22(3), or placement at Mathematics 23

*(Summer bridge or Fall courses, articulation, or testing)*

English 22 or 55(3), or placement at ENG 100

*Note.—The Cert.Co. is awarded to students who complete at least four of the required credits through enrollment in MCC courses. Up to five BUSN credits may be satisfied through pre-testing prior to registration, high school articulation or transcript evaluation, or by obtaining program coordinator's consent.*

#### Requirements for Certificate of Completion (C.C.):

##### Business Technology: 16 credits

Business 120 or Business Technology 161(3)

Business Technology 150(3), 166(1), 170(3), 189(3)

English 100(3)

##### Medical Assistant I: 23 credits

Business Technology 150(3), 161(3), 189(3), 193v(3)

Biology 100(3)

Nursing 10(1), 50(4)

English 22 or 55(3)

#### Requirements for Certificate of Achievement (C.A.): 33 credits

*All Business Technology C.C. requirements(16), plus:*

Business Technology 122(2), 123(3), 151(3), 157(3)

English 209(3)

Business/Communication 130(3) - *Humanities requirement*

#### Requirements for Associate in Applied Science (A.A.S.) Degrees: 63-64 credits

##### Core Courses for A.A.S.: 48 credits

*All C.A. courses(33), plus:*

Accounting 124 or 201(3)

Business Technology 193v(3), 292(3)

Social Science elective(3)

General Education elective(3)

##### Information Processing Specialty: 63 credits

*Core courses(48), plus:*

Business Technology 110 or 261(3), 232(3), 237(3)

Elective(3): ACC 125, BUSN 110, 183, 261, 262,

ICS 161 or 205

Natural Science elective(3)

##### Health Unit Coordinator: 63 credits

*Core courses(48), plus:*

Biology 100(3) - *Natural Science requirement*

Business Technology 185(3)

Nursing 16(5), 50(4)

##### Legal Office Specialty: 63 credits

*Core courses(48), plus:*

Business Law 200(3)

Business Technology 110 or 261(3), 286(3)

Natural Science elective(3)

Business elective(3)

##### Medical Office Specialty: 64 credits

*Core courses(48), plus:*

Biology 100(3) - *Natural Science requirement*

Business Technology 110 or 261(3), 185(3)

Nursing 50(4)

Pharmacology 106(3)

*(continued on the next page)*

**Certificate of Completion (C.C.) - Business Technology**

First Semester (Fall)	Credits
*BUS 120 Principles of Business, or BUSN 161 Customer Service	3
*BUSN 150 Introduction to Business Computing	3
*BUSN 166 Orientation to Employment	1
*BUSN 170 Records & Information Management	3
*BUSN 189 Business Mathematics	3
*ENG 100 Composition I	<u>3</u>
	16

**Certificate of Achievement (C.A.)**

Second Semester (Spring)	Credits
*BUSN 122 Computer Keyboard Mastery	2
*BUSN 123 Word Processing for Business	3
*BUSN 151 Intermediate Business Computing	3
*BUSN 157 Desktop Publishing For Business	3
*BUS/COM 130 Business Communication-Oral	3
*ENG 209 Business & Managerial Writing	<u>3</u>
	17

**Full-time A.A.S. students would take courses in one of these sequences depending upon specialization:**

**Information Processing Specialty**

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 124 or ACC 201	3	BUSN 193v Business Technology Coop Education	3
BUSN 110 Office Computer Troubleshoot-Maint, or BUSN 261 Web Page Construction Fund & Marketing	3	BUSN 292 Integrated Office Procedures	3
BUSN 232 Business Computer Spreadsheets	3	Elective: ACC 125, BUSN 110, 183, 261, 262, ICS 161 or 205	3
BUSN 237 Business Computer Database	3	Natural Science elective	3
Social Science elective	<u>3</u>	General Education elective	<u>3</u>
	15		15

**Legal Office Specialty**

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 124 or ACC 201	3	BUSN 193v Business Technology Coop Education	3
BUSN 110 Office Computer Troubleshoot-Maint, or BUSN 261 Web Page Construction Fund & Marketing	3	BUSN 286 Legal Terminology & Procedures	3
BLAW 200 Legal Environment of Business	3	BUSN 292 Integrated Office Procedures	3
Natural Science elective	3	Business elective	3
Social Science elective	<u>3</u>	General Education elective	<u>3</u>
	15		15

**Medical Office Specialty**

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 124 Principles of Accounting, or ACC 201 Introduction to Financial Accounting	3	BUSN 185 Processing Physician Orders	3
PHRM 106 Pharmacy Technology	3	BUSN 193v Business Technology Coop Education	3
BIOL 100 Human Biology - <i>Natural Science elective</i>	3	BUSN 292 Integrated Office Procedures	3
Social Science elective	3	BUSN 110 Office Computer Troubleshoot-Maint, or BUSN 261 WebPage Construction Fund & Marketing	3
General Education elective	<u>3</u>	NURS 50 Health Unit Coordinator	<u>4</u>
	15		16

**Health Unit Coordinator**

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 124 Principles of Accounting I, or ACC 201 Introduction to Financial Accounting	3	BUSN 185 Processing Physician Orders	3
NURS 16 Nurse Aide Training	5	BUSN 193v Business Technology Co-op Education	3
NURS 50 Health Unit Coordinator	4	BUSN 292 Integrated Office Procedures	3
BIOL 100 Human Biology - <i>Natural Science elective</i>	<u>3</u>	Social Science elective	3
	15	General Education elective	<u>3</u>
			15

\*Note: Courses required for Certificate of Achievement.

**Building Maintenance**

The Building Maintenance program has multiple purposes. It prepares students in general building maintenance of large or small structures. It serves to acquaint students with various building trades should they desire to explore different trades prior to selecting a concentration. It also serves the community to the extent that any course can be taken with only minimal Mathematics and English prerequisites. Basic hand tools and work clothing are required.

Contact the program coordinator, Mark Slattery, at 984-3246 or by email at markslat@hawaii.edu

**Requirements for Certificates of Competence (Cert.Co.):****Basic Electronics: 7 credits**

Electricity 20(3)  
Electronics 31BC(2,2)

**Electrical Maintenance: 5 credits**

Electricity 20(3), 23(2)

**Maintenance Painting: 4 credits**

Maintenance 20(2), 40(2)

**Small Equipment Repair: 6 credits**

Electricity 23(2)  
Maintenance 20(2), 60(2)

**Maintenance Plumbing: 4 credits**

Maintenance 20(2), 50(2)

**Requirements for Certificate of Achievement (C.A.): 34 credits**

Maintenance 20(2), 40(2), 50(2), 60(2), 70(2)  
Carpentry 20(3), 93v(1)  
Electricity 20(3), 23(2)  
Blueprint 22(3)  
Welding 19BD(1,1)

Health 31(1)  
Occupational Safety & Health 20(1)  
Communication: English 19 or higher(3)  
Mathematics 50T(2), 50Y(1)  
Elective(2): Maintenance 30, 65, 93v suggested

**Full-time students would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*MAIN 20 Introduction to Building Maintenance	2	*MAIN 50 Plumbing I	2
*MAIN 40 Painting and Decorating	2	*MAIN 60 Small Equipment Repair	2
*CARP 20 Basic Carpentry Skills	3	*MAIN 70 Preventive Maintenance	2
*CARP 93v Internship	1	*BLPRT 22 Blueprint Reading & Drafting	3
*OSH 20 Introduction to Occupational Safety & Health	1	*ELEC 20 Introduction to Electricity	3
*HLTH 31 First Aid and Safety	1	*ELEC 23 Electrical Wiring I	2
*WELD 19B Introduction to Welding for Trades	1	*MATH 50Y Metric Measurement	1
*WELD 19D Welding for Construction Applications	1	*Suggested elective:	
*ENG 19 or higher	3	MAIN 30 Masonry,	
*MATH 50T Elementary Measurement	2	MAIN 65 Air Conditioning & Refrigeration, or	
	17	MAIN 93v Co-op	2
			17

\* Note: Courses required for the Certificate of Achievement.

Note.—While the Building Maintenance program is under construction, new majors are not being accepted into the program until further notice.  
See Schedule of Courses for currently available offerings.

**Carpentry**

Carpenters are employed in almost every type of construction activity. Carpentry is an occupation requiring the ability to layout, cut, join, and shape wood and other materials to form a quality product. Hand tools, safety equipment, and work clothes are required for enrollment.

Contact the program coordinator, Don Ainsworth, at 984-3384 or by email at donains@hawaii.edu

**Requirements for Certificate of Competence (Cert. Co.):**

**Basic Carpentry: 6 credits**

Carpentry 20(3), 93v(3)

**Framing and Exterior Finish: 6 credits**

Carpentry 41(3), 42(3)

**Interior Finish, Cabinets, and Stairs: 6 credits**

Carpentry 43(3), 44(3)

**Green Building: 5 credits**

Carpentry 190v(2), 193v(3)

**Requirements for Certificate of Achievement (C.A.): 30 credits**

Carpentry 20(3), 41(3), 42(3), 93v(2), 193v(3)

English 55 or higher(3)

Mathematics 50T(2), 50Y(1)

Blueprint 22(3)

Occupational Safety & Health 20(1)

Health 31(1)

Maintenance 30(2)

Elective(3): AEC, ENRG, ELEC, MAIN, WELD

**Requirements for Associate in Applied Science (A.A.S.) Degree: 60 credits**

*All C.A. courses(30) plus:*

Communication 145 or Speech 151(3)

Carpentry 43(3), 44(3), 190v(3), 193v(4)

Natural Science elective(3)

Social Science elective(3)

Humanities elective(3)

Elective(5): AEC, ENRG, ELEC, MAIN, WELD

**Full-time students would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*CARP 20 Basic Carpentry Skills	3	*CARP 41 Rough Framing	3
*CARP 93v Internship	2	*CARP 42 Exterior Finish	3
*MAIN 30 Masonry	2	*CARP 193v Internship	3
*Elective: ENRG, ELEC, MAIN, WELD	3	*ENG 55 or higher	3
*OSH 20 Introduction to Occupational Safety & Health I	1	*BLPR 22 Blueprint Reading & Drafting	3
*HLTH 31 First Aid and Safety	1		15
*MATH 50T(2), 50Y(1)	5		
	15		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
CARP 43 Interior Finish	3	CARP 190v Topic in Carpentry	3
CARP 44 Cabinets and Stairs	3	CARP 193v Internship	2
CARP 193v Internship	2	Humanities elective	3
Communication 145 or Speech 151	3	Natural Science elective	3
Electives: AEC, ENRG, ELEC, MAIN, WELD	5	Social Science elective	3
	16		14

\*Note: Courses required for Certificate of Achievement.

Note.—While the Carpentry Technology program is under construction, new majors are not being accepted into the program until further notice.

See Schedule of Courses for currently available offerings.

**Drafting**

Drafting Technology is a certificate program that covers drafting principles of building construction. It is designed to prepare students for employment as architectural or engineering technicians. The program focuses on the knowledge, attitudes, and skills necessary for success in residential and commercial design and working drawings.

Contact the program coordinator, Don Ainsworth, at 984-3384 or by email at donains@hawaii.edu

**Requirements for Certificate of Achievement (C.A.): 29 credits**

Architectural Engineering & CAD Tech 110(4), 114(3),  
118(3), 120(3), 123(3), 124(3), 127(3)

English 22 or higher(3)\*\* - *English/Communication requirement*  
Mathematics 23 or higher(3), Mathematics 50U(1)\*\*

**Full-time students would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*AEC 110 Basic AutoCAD	4	*AEC 120 Introduction to Construction Drawing	3
*AEC 114 Architectural Graphics	3	*AEC 123 Residential Planning & Design	3
*AEC 118 Construction Materials	3	*AEC 124 Advanced ArchiCAD	3
*ENG 22 or higher**	3	*AEC 127 Civil Engineering Drawing	3
*MATH 50U Angular Measurement	<u>1</u>	*MATH 23 or higher**	<u>3</u>
	14		15

\*Note: Courses required for a Certificate of Achievement.

\*\*Note: Students transferring to the School of Architecture at UH Manoa should take Mathematics 140 and English 100.

Note.—While the Drafting Technology program is under construction, new majors are not being accepted into the program until further notice.  
See Schedule of Courses for currently available offerings.

**Welding**

The Welding program covers the use of oxyacetylene, electric arc, TIG, and MIG welding equipment. Laboratory activity includes demonstrations on all basic welding procedures, stress testing of welds, safety factors, and special welding processes involving ferrous and nonferrous metals. Hand tools, safety equipment, and work clothing are required.

Contact the program coordinator, Don Ainsworth, at 984-3384 or by email at donains@hawaii.edu

**Requirements for Certificate of Competence (Cert.Co.):****Welding for Trades: 3 credits**

Welding 19B(1), 19C(1), 19D(1)

**Requirements for Certificates of Completion (C.C.):****Basic Welding: 10 credits**

Welding 22B(2), 22C(2), 22D(2), 22E(2), 22F(2)

**Intermediate Welding: 10 credits**

Welding 32B(2), 32C(2), 32D(2), 32E(2), 32F(2)

**Requirements for Certificate of Achievement (C.A.): 36 credits**

Welding 22B(2), 22C(2), 22D(2), 22E(2), 22F(2),  
32B(2), 32C(2), 32D(2), 32E(2), 32F(2)

Blueprint 30(3)

Health 31(1)

Occupational Safety & Health 20(1)

Interdisciplinary Studies 105C(1)

Communication: English 19 or higher(3)

Mathematics 50T(2), 50U(1), 50Y(1)


Elective(3): MGT 118, 122, BUS 125, or Co-op

Note.—While the Welding program is under construction, new majors are not being accepted into the program until further notice.  
See Schedule of Courses for currently available offerings.

**Sustainable Technology**

The Sustainable Technology career ladder program focuses on the design, retrofit, and maintenance of sustainable construction, including energy efficient systems using day-lighting, passive cooling, and recyclable construction materials; renewable power derived from wind, sun, and water; and electricity-saving equipment using such new technology as off-grid systems and computer-controlled consumption. Maui companies and consumers are moving to sustainable systems in view of incentives to reduce consumption of oil-based energy and imported products.

Competency-based instruction covers the knowledge, attitude, and skills necessary for success in integrated energy and resource management. Hands-on experience is achieved through internships at the College and with community businesses. The program allows students to exit with four Certificates of Competence, a Certificate of Achievement, and an Associate in Applied Science degree.

 Contact the program coordinator, Don Ainsworth, at 984-3384 or by email at donains@hawaii.edu

**Requirements for Certificates of Competence (Cert.Co.):**

**Energy Management: 7 credits**

Energy 101(3), 102(3), 193v(1)

**Energy Control: 7 credits**

Energy 101(3), 104(3), 193v(1)

**Energy Production: 7 credits**

Energy 101(3), 103(3), 193v(1)

**Biomass Processes: 7 credits**

Energy 101(3), 105(3), 103v(1)

**Requirements for Certificate of Achievement (C.A.): 33 credits**

Energy 101(3), 102(3), 103(3), 104(3), 105(3), 193v(4)  
Electricity 20(3)  
Health 31(1)

Occupational Safety & Health 20(1)  
Speech 151 or Communication/Business 130(3)  
English 55 or English 100(3)  
Mathematics 23(3)

**Requirements for Associate in Applied Science (A.A.S.) Degree: 65 credits**

*All C.A. courses(33) plus:*

Energy 193v(4)  
Physics 50(3)  
Science 122(4) - *Natural Science requirement*  
ICS 101 or BUSN 150(3)  
English 100 or 209(3)

Humanities elective(3)  
Social Science elective(3)  
Technical electives(9) with consent:  
AEC, ELEC, ETRO, CARP, MAIN,  
WELD, ICS, BUSN, AG, or AMT

**Full-time students would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ENRG 101 Introduction to Sustainable Technology	3	*ENRG 102 Energy Management Systems	3
*ENRG 103 Energy Production Systems	3	*ENRG 104 Energy Storage Control	3
*ELEC 20 Introduction to Electricity	3	*ENRG 105 Biomass Processes	3
*HLTH 31 First Aid & Safety	1	*SP 151 Personal & Public Speaking, or	
*OSH 20 Introduction to Occupational Safety & Health	1	COM/BUS 130 Business Comun-Oral	3
*MATH 23 Practical Algebra	3	*ENG 55 Business Communications-Written, or	
*ENRG 193v Internship	<u>2</u>	ENG 100 Composition I	3
	16	*ENRG 193v Internship	<u>2</u>
			17
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
BUSN 150 or ICS 101	3	SCI 122 Physical Science	4
PHYS 50 Technical Physics	3	ENG 100 Composition I, or	
Social Science elective	3	ENG 209 Business & Managerial Writing	3
Technical electives - <i>see above</i>	5	Humanities elective	3
ENRG 193v Internship	<u>2</u>	Technical electives - <i>see above</i>	4
	16	ENRG 193v Internship	<u>2</u>
			16

*\*Note: Courses required for Certificate of Achievement.*

*Note.—While the Sustainable Technology program is under construction, new majors are not being accepted into the program until further notice. See Schedule of Courses for currently available offerings.*

### Sustainable Construction Technology

The Sustainable Construction Technology program prepares students in general building construction and maintenance of large or small structures. It allows students to explore different trades prior to selecting a specialization.

✉ Contact the program coordinator, Don Ainsworth, at 984-3384 or by email at [donains@hawaii.edu](mailto:donains@hawaii.edu)

#### Requirements for Certificate of Competence (Cert.Co.)

##### Basic Carpentry Skills: 6 credits

Introduction to Building & Construction 20(3)  
Carpentry 20(3)

##### Rough & Finished Carpentry: 8 credits

Carpentry 41(3), 43(3), 193v (2)

##### Basic Drafting Skills: 6 credits

Blueprint 22(3), Architectural Engineering & CAD Tech 80(3)

##### Energy Production: 6 credits

Energy 101(3), 103(3)

##### Safety: 2 credits

Occupational Safety & Health 20(1), Health 31(1)

##### Maintenance Electrical: 5 credits

Electricity 20(3), 23(2)

##### Maintenance Painting: 4 credits

Maintenance 20(2), 40(2)

##### Maintenance Plumbing: 4 credits

Maintenance 20(2), 50(2)

##### Small Equipment Repair: 6 credits

Electricity 23(2), Maintenance 20(2), 60(2)

#### Requirements for Certificate of Completion (C.C.): 16 credits

Electricity 20(3)

Energy 101(3)

Health 31(1)

Introduction to Building & Construction 20(3)

Maintenance 20(2)

Mathematics 50T(2), 50Y(1)

Occupational Safety & Health 20(1)

The Electronic & Computer Engineering Technology (ECET) program provides students with the skills and knowledge required for entry level employment in high-technology industry as electronic technicians, telecom technicians, network administrators, windows/Unix system administrators, or high performance computer technicians.

The ECET program works closely with the MCC Maui high-technology industry advisory board to insure students gain skills required for employment in local companies. The program provides internship and job placement opportunities in a variety of engineering technology positions.

The ECET program offers a career-ladder with three levels of competency: 1) A Certificate of Completion (C.C.) for course work in Electronics and Computer fundamentals; 2) a Certificate of Achievement (C.A.) with preparation for A+ computer technician and Cisco CCNA network technician industry certifications; and 3) an Associate in Science (A.S.) degree with a choice of three specialties. The specialties provide training in:

- Electronic Engineering Technology, which includes electro-optics instrumentation, adaptive optics for astronomical applications, detectors, amplifiers, power supplies, computer hardware, and robotics.
- Networking Technology, which includes Windows and Unix system administration, routers, hubs, and switches.
- High Performance Computing (HPC) Technology, which focuses on installation, maintenance, and programming of HPC cluster computers.

 Contact the program coordinator, Mark Hoffman, at 984-3321 or by email at markhoff@hawaii.edu

#### **Requirements for Certificate of Completion (C.C.) - Electronic & Computer Engineering Technology: 22-23 credits**

*Required preparation: Placement at least MATH 27 or 107, placement at least ENG 22, and ICS 101, or consent.*

Electronics 101(3), 105(4), 201(4)

Physics 105(4)

Information & Computer Science 111(4)

Mathematics 107 or 135 or higher (3-4)

*Electives must number 100 or above.*

#### **Requirements for Certificate of Completion (C.C.) - High Performance Computing (HPC): 19 credits**

Information & Computer Science 251(4), 252 (4), 258(3), 275(4), 298(4)

#### **Requirements for Certificate of Achievement (C.A.) - Electronic & Computer Engineering Technology: 37-38 credits**

*All C.C. courses(22-23) plus:*

Electronics 130(4), 140(4), 240(4)

English 100(3)

#### **Requirements for Associate of Science (A.S.) Degree - Electronic & Computer Engineering Technology: 67-68 credits**

*All C.A. courses(37-38) plus:*

Electronics 193v(1), 293v(1)

Humanities elective(3) (*Electives must number 100 or above.*)

Social Science elective(3) (*Electives must number 100 or above.*)

SP 151, BUS/COM 130, or COM 145(3) -- *Communication elective*

Plus one of the following specialties(19):

##### **Electronics Specialty: 19 credits**

Electronics 110(4), 112(4), 205(4), 298(4)

Information & Computer Science 211(3)

##### **Networking Specialty: 19 credits**

Electronics 285(3), 298(4)

Information & Computer Science 251(4), 252(4), 275(4)

##### **High Performance Computing Specialty: 19 credits**

Information & Computer Science 251(4), 252(4), 258(3), 275(4), 298(4)

*(continued on the next page)*

Full-time students would take courses in one of the following sequences:

### Electronics Specialty

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ETRO 101 Introduction to Electronics Technology	3	*ETRO 105 Electronic Circuit Analysis I	4
*ICS 111 Introduction to Computer Science	4	*ETRO 201 Digital Computer Technology I	4
*PHYS 105 Principles of Technology	4	**ETRO 130 Computer Hardware & Operating Systems	4
**ENG 100 Composition I	3	ICS 211 Introduction to Computer Science II	3
*MATH 107 Math for Electronics & Computers	<u>4</u>	Communication elective ( <i>SP 151, BUS/COM 130, or COM 145</i> )	<u>3</u>
	18		18
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ETRO 110 Electronics Technology I	4	ETRO 112 Electronics Technology II	4
**ETRO 140 Computer Networking I	4	**ETRO 240 Computer Networking II	4
ETRO 205 Digital Computer Technology II	4	ETRO 298 Topics Project in Electronic Tech	4
ETRO 193v Internship I	1	ETRO 293v Internship II	1
Humanities elective ( <i>must number 100 or above</i> )	<u>3</u>	Social Science elective ( <i>must number 100 or above</i> )	<u>3</u>
	16		16

### Networking Specialty

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ETRO 101 Introduction to Electronics Technology	3	*ETRO 105 Electronic Circuit Analysis I	4
*MATH 107 Math for Electronics & Computers	4	*ETRO 201 Digital Computer Technology I	4
*PHYS 105 Principles of Technology	4	**ETRO 130 Computer Hardware & Operating Systems	4
**ENG 100 Composition I	3	ICS 251 Introduction to Unix/Linux	<u>4</u>
*ICS 111 Introduction to Computer Science	<u>4</u>		16
	18		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
**ETRO 140 Computer Networking I	4	**ETRO 240 Computer Networking II	4
ICS 275 Introduction to HPC Clusters	4	ETRO 285 Windows System Admin & Security	3
ICS 252 Unix/Linux System Administration	4	ETRO 298 Topics Project in Electronic Tech	4
ETRO 193v Internship I	1	ETRO 293v Internship II	1
Humanities elective ( <i>must number 100 or above</i> )	<u>3</u>	Social Science elective ( <i>must number 100 or above</i> )	<u>3</u>
	16	Communication elective ( <i>SP 151, BUS/COM 130, or COM 145</i> )	<u>3</u>
			18

### High Performance Computing Specialty

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ETRO 101 Introduction to Electronics Technology	3	*ETRO 105 Electronic Circuit Analysis I	4
*ICS 111 Introduction to Computer Science	4	*ETRO 201 Digital Computer Technology I	4
*PHYS 105 Principles of Technology	4	**ETRO 130 Computer Hardware & Operating Systems	4
**ENG 100 Composition I	3	ICS 251 Introduction to Unix/Linux	<u>4</u>
*MATH 107 Math for Electronics and Computers	<u>4</u>		16
	18		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
**ETRO 140 Computer Networking I	4	**ETRO 240 Computer Networking II	4
ETRO 193v Internship I	1	ETRO 293v Internship II	1
ICS 252 Unix/Linux System Administration	4	ICS 258 Programming for HP Clusters	3
ICS 275 Introduction to HPC Clusters	4	ICS 298 Special Topics Project in CS	4
Humanities elective ( <i>must number 100 or above</i> )	<u>3</u>	Social Science elective ( <i>must number 100 or above</i> )	<u>3</u>
	16	Communication elective ( <i>SP 151, BUS/COM 130, or COM 145</i> )	<u>3</u>
			18

\* Note: Courses required for Certificate of Completion.

\*\* Note: Courses required for Certificate of Achievement.

The Fashion Technology program provides comprehensive training in apparel production and fashion design required by entrepreneurs and businesses in the fashion industry. The program develops technical skills required for job entry, retraining for the garment industry, and upgrading of sewing and pattern making skills for those already employed in the field.

Laboratory activities promote the development of skills in designing, pattern drafting, and construction of basic and advanced apparel. The use of industry equipment and sewing techniques are demonstrated in group instruction. When special techniques and problems are encountered, students are given specialized instruction.

📞 Contact the program coordinator, Cheryl Maeda, at 984-3292 or by email at [maedache@hawaii.edu](mailto:maedache@hawaii.edu)

**Requirements for Certificates of Completion (C.C.):**

**Seamstress: 12 credits**

Fashion Technology 25(3), 40(3), 113(3), 115(3)

**Dressmaker: 18 credits - Offered as needed**

Fashion Technology 60(3), 61(3), 113(3), 115(3),  
215(3), 216(3)

**Fashion-Fabric Salesperson: 12 credits**

Fashion Technology 40(3), 93v(3), 111(3), 113(3)

**Requirements for Certificate of Achievement (C.A.): 36-37 credits**

Fashion Technology 25(3), 40(3), 90(3), 111(3),  
113(3), 115(3), 215(3), 216(3), 217(3)

Fashion Technology 90, or

FT elective approved by program coordinator(3)

Communication: English 55 or higher(3)

Business Technology 189 or Mathematics 50TXY(3-4)

**Requirements for Associate in Applied Science (A.A.S.) Degree: 60-61 credits**

*All C.A. courses(36-37) plus:*

Accounting 124(3)

Marketing 130 or BUSN 150 or ICS 101(3)

Business 125(3)

Communication: English or Speech(3)

Humanities elective(3)

Natural Science elective(3)

Social Science elective(3)

Fashion Technology or General Education elective(3)

**Full-time students would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*FT 111 Art & Design in Fashion	3	*FT 25 Ready-to-Wear Clothing Production	3
*FT 113 Clothing Construction Methods I	3	*FT 216 Fashion Design & Sketching	3
*FT 115 Clothing Construction Methods II	3	ACC 124 Principles of Accounting I	3
*MATH 50T & MATH 50X/50Y, or BUSN 189	3-4	BUS 125 Starting a Small Business	3
FT or General Education Elective	<u>3</u>	*ENG 55 or higher	<u>3</u>
	15-16		15
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
*FT 90 Special Topics	3	*FT 90 Special Topics or FT elective	3
*FT 40 Fabric Analysis	3	*FT 215 Flat Pattern Making I	3
MKT 130, BUSN 150, or ICS 101	3	*FT 217 Flat Pattern Making II	3
Natural Science	3	English or Speech - <i>English/Communication elective</i>	3
Social Science elective	<u>3</u>	Humanities elective	<u>3</u>
	15		15

\* Note: Courses required for Certificate of Achievement.

The Food Service career ladder program is based on three levels of competencies offered in three specialty areas: Culinary Arts, Baking, and Restaurant Supervision. The competency-based instruction focuses on the skills, knowledge, and attitudes needed for success in the hospitality industry. The Restaurant Supervision emphasis will be articulated with various four-year baccalaureate schools. It is designed to give the learner maximum transferable credits to allow for a smooth transition without “losing” large chunks of credits when moving on to the baccalaureate level.

Lab requirements include basic hand tools, knives, safety shoes, books, appropriate uniform, proof of current negative TB test, and compliance with FSER personal hygiene code requirements. Both the Culinary Arts and the Baking Associate in Applied Science specialty degrees are fully accredited by the American Culinary Federation Accrediting Commission.

It is strongly recommended that students delay entry into FSER courses until they have reached minimum placement test levels of English 22/55 or higher and Mathematics 50 or higher, or meet with Food Service faculty or counselors.

📞 Contact the program coordinator, Chris Speere, at 984-3690 or by email at [speere@hawaii.edu](mailto:speere@hawaii.edu)

### Requirements for Certificates of Competence (Cert.Co.):

#### Culinary Arts

<b>Pantry Cook: 2 credits</b>	Food Service 54(2)
<b>Waiter/Waitress: 3 credits</b>	Food Service 41(3)
<b>Preparation Cook: 4 credits</b>	Food Service 50(2), 60(2)
<b>Sanitation: 1 credit</b>	Food Service 21(1)
<b>Short Order Cook: 2 credits</b>	Food Service 52(2)
<b>Storeroom Clerk: 4 credits</b>	Food Service 34(4)

#### Baking

**Baker's Helper: 4 credits** Food Service 62(4)

### Requirements for Certificate of Completion (C.C.) - Pastry Cook: 12 credits

Food Service 62(4), 64(4), 65(4)

### Requirements for Certificate of Achievement (C.A.) - Culinary Arts: 30 credits

Food Service 20(2), 21(1), 41(3), 46(2), 48(2), 50(2),  
52(2), 54(2), 60(2), 70(5), 191v(1)

Communication: English 22, 55, 100, or 106(3)\*  
Mathematics 50H, 100, or 135(3)\*

### Requirements for Associate in Applied Science (A.A.S.) Degrees:

#### Culinary Arts: 63 credits

*All Culinary Arts C.A. courses(30) plus:*  
Food Service 23(2), 34(4), 42(1), 62(4), 72(4), 293v(3)  
Business/Communication 130, Communication 145,  
Speech 151, English 100, or Learning Skills 110(3)  
Management 118(3)  
Food Science & Human Nutrition 185(3)-*Natural Science elective*  
Humanities elective(3)  
Social Science elective(3)

#### Baking: 64 credits

*All Culinary Arts C.A. courses(30) plus:*  
Food Service 34(4), 62(4), 64(4), 65(4), 293v(3)  
Business/Communication 130, Communication 145,  
Speech 151, English 100, or Learning Skills 110(3)  
Management 118(3)  
Food Science & Human Nutrition 185(3)-*Natural Science elective*  
Humanities elective(3)  
Social Science elective(3)

#### Restaurant Supervision: 72 credits

*All Culinary Arts C.A. courses(30) plus:*  
Food Service 23(2), 34(4), 44(3), 293v(3)  
Accounting 124, 125(6) or 201, 202(6)  
Business/Communication 130, Communication 145,  
Speech 151, or Learning Skills 110(3)  
Business Technology 150(3)  
Management 118(3), 122(3), 124(3)  
Food Science & Human Nutrition 185(3)-*Natural Science requirement*  
Humanities elective(3)  
Social Science elective(3)

\* *Note: ENG 100 and MATH 100 or 135 are required for the A.A.S. in Restaurant Supervision.*

**Full-time Culinary Arts or Baking students would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*FSER 20 Introduction to the Food Service Industry	2	*FSER 41 Introduction to Dining Room Service	3
*FSER 21 Food Service Sanitation	1	*FSER 70 Advanced Cookery	5
*FSER 46 Skillbuilding I	2	*FSER 191v Work Practicum & Seminar in FSER	1
*FSER 48 Skillbuilding II	2	*ENG 22, 55, 100, or 106	3
*FSER 50 Fundamentals of Cookery	2	*MATH 50H, 100, or 135	<u>3</u>
*FSER 52 Short Order Cookery	2		15
*FSER 54 Cold Food Pantry	2		
*FSER 60 Intermediate Cookery	<u>2</u>		
	15		
<b>Third Semester (Fall)</b>	<b>Credits</b>	<b>Fourth Semester (Spring)</b>	<b>Credits</b>
FSER 34 Purchasing and Controls	4	FSER 293v Culinary Arts Field Experiences	3
FSER 62 Fundamentals of Baking	4	FSHN 185 Food Science & Human Nutrition	3
MGT 118 Introduction to Supervision	3	Social Science elective	3
BUS/COM 130, COM 145, SP 151, ENG 100, or LSK 110	3	Culinary Arts(7): FSER 23 Menu Merchandising(2)	7
Humanities elective	<u>3</u>	FSER 42 Introduction Beverage Dept(1)	
	17	FSER 72 Buffet Preparation(4), OR	
		Baking(8): FSER 64 Advanced Baking I(4)	8
		FSER 65 Advanced Baking II(4)	<u>—</u>
			16-17

**Full-time Restaurant Supervision students would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*FSER 20 Introduction to the Food Service Industry	2	*FSER 41 Introduction to Dining Room Service	3
*FSER 21 Food Service Sanitation	1	*FSER 70 Advanced Cookery	5
*FSER 46 Skillbuilding I	2	*FSER 191v Work Practicum & Seminar in FSER	1
*FSER 48 Skillbuilding II	2	*ENG 100 Composition I	3
*FSER 50 Fundamentals of Cookery	2	*MATH 100 or MATH 135	<u>3</u>
*FSER 52 Short Order Cookery	2		15
*FSER 54 Cold Food Pantry	2		
*FSER 60 Intermediate Cookery	<u>2</u>		
	15		
<b>Third Semester (Fall)</b>	<b>Credits</b>	<b>Fourth Semester (Spring)</b>	<b>Credits</b>
FSER 34 Purchasing & Controls	4	FSER 23 Menu Merchandising	2
MGT 118 Introduction to Supervision	3	FSHN 185 Food Science & Human Nutrition	3
ACC 124 Principles of Accounting, or		FSER 293v Culinary Arts Field Experience	3
ACC 201 Introduction to Financial Accounting	3	ACC 125 Principles of Accounting, or	
BUSN 150 Introduction to Business Computing	3	ACC 202 Introduction to Business Accounting	3
BUS/COM 130, COM 145, SP 151, or LSK 110	<u>3</u>	Social Science elective	<u>3</u>
	16		14
<b>Fifth Semester (Fall)</b>	<b>Credits</b>		
FSER 44 Beverage Operations	3		
MGT 122 Organizational Behavior	3		
MGT 124 Human Resources Management	3		
Humanities elective	<u>3</u>		
	12		

\* Note: Courses required for C.A. in Culinary Arts Specialty.

The Hospitality & Tourism program focuses on developing the skills, knowledge, and attitudes needed for success in the hospitality industry, one of the fastest growing industries in Hawai'i. The intensive training offered by the Hospitality & Tourism program helps individuals obtain employment in either small or large hotels, or in food establishments and other sites in the visitor industry. Students who select this program should have the interest and desire to greet and help people. Hospitality & Tourism is a career ladder program that moves progressively from the 9-credit Certificate of Competence, 15-credit Certificate of Completion to the 33-credit Certificate of Achievement, culminating with the 63-credit Associate in Applied Science degree. The A.A.S. track requires completion of an internship or field experience, which enables students to gain practical on-the-job training. The program is organized with a core of courses demonstrating various aspects of the hotel industry, enveloped by a variety of offerings from the hotel, business, and general course fields designed to broaden students' background and enhance employability.

Students may earn certification provided by the American Hotel & Lodging Association (AH&LA) in selected Hospitality & Tourism courses. Specific HOST courses are articulated to the University of Hawai'i at Manoa, as well as to other community colleges in the University of Hawai'i system. Hospitality & Tourism majors are required to meet with the Hospitality & Tourism program coordinator or counselors early in their studies for academic advising. Hospitality & Tourism majors must earn grade C or better in Hospitality & Tourism courses to qualify for the Cert. Co., C.C., C.A., and A.A.S. degree. A minimum 2.0 GPA is required.

☞ Contact the program coordinator, Lorelle Peros, at 984-3343 or by email at [lorelle@hawaii.edu](mailto:lorelle@hawaii.edu)

#### Requirements for Certificate of Competence (Cert.Co.): 9 credits

Hospitality & Tourism 20(3), English 55(3), Math 23(3)

#### Requirements for Certificate of Completion (C.C.): 15 credits

Hospitality & Tourism 101(3), 152(3) English 100(3)  
Business Technology 150 or ICS 101(3) Mathematics 100 or Business Technology 189(3)

#### Requirements for Certificate of Achievement (C.A.): 33 credits

*All C.C. courses(15) plus:*  
Hospitality & Tourism 150(3), 154(3) Hawaiian Studies 107(3) - *Humanities elective*  
Management 118(3) English 209(3)  
Business/Communication 130 or Speech 151(3)

#### Requirements for Associate in Applied Science (A.A.S.) Degree: 63 credits

*All C.A. courses(33) plus:*  
Hospitality & Tourism 250(3), 270(3), 293v(3), 298(3) Accounting 124\* & 125, or 201(3); and 202(3)  
Hospitality & Tourism 193v or HOST elective(3) Economics 120 or 131(3) - *Social Science elective*  
Hospitality & Tourism 260 or Business Law 200(3) Natural Science elective(3)

#### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
HOST 101 Introduction to Hospitality Industry	3	HOST 150 Housekeeping Operations	3
HOST 152 Front Office Operations	3	HOST 154 Food & Beverage Operations	3
ENG 100 Composition I	3	MGT 118 Introduction to Supervision	3
MATH 100 Survey of Mathematics, or BUSN 189 Business Mathematics	3	HWST 107 Hawai'i Center of the Pacific	3
BUSN 150 Introduction to Business Computing, or ICS 101 Computer Literacy & Applications	<u>3</u> 15	ENG 209 Business and Managerial Writing	3
		BUS/COM 130 Business Communication-Oral, or SP 151 Personal & Public Speaking	<u>3</u> 18
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
HOST 250 Hospitality Sales & Marketing	3	HOST 270 Hospitality Management	3
HOST 260 Hospitality Law, or BLAW 200 Business Law	3	HOST 293v Hospitality Internship	3
HOST 193v Co-op or HOST elective	3	HOST 298 Hospitality Capstone	3
ACC 124 Principles of Accounting I* and ACC 125 Principles of Accounting II, or ACC 201 Introduction to Financial Accounting	3	ACC 202 Managerial Accounting	3
Natural Science elective	<u>3</u> 15	ECON 120 Introduction to Economics, or ECON 131 Principles of Economics: Macroeconomics	<u>3</u> 15

\* Note: ACC 124 and 125 can be taken in lieu of ACC 201 (only 3 credits will count toward the degree requirements)

The Human Services program is designed to prepare students to work with people of all ages. The curriculum is organized around a core of courses that provide skills and knowledge needed by human service workers. In addition to the General Human Services degree, there are two areas of specialization in which an Associate in Science degree is granted: Early Childhood Education and Substance Abuse Counseling.

Contact the program coordinator, Elaine Yamashita, at 984-3208 or by email at [yamash@hawaii.edu](mailto:yamash@hawaii.edu) for a careful selection of courses.

**Requirements for Certificate of Competence (Cert.Co.):** 2.0 GPA required in courses taken for Cert.Co.

**Case Management: 9 credits**

Human Services 140(3), 248(3), 193v or 293v(3)

**Substance Abuse Counseling I: 9 credits**

Human Services 245(3), 270(3), 193v or 293v(3)

**Substance Abuse Counseling II: 9 credits**

Human Services 140(3), 268(3), 193v or 293v(3)

**Preschool Child Development Associate: 9 credits**

Education 105(3), 110(3), 131(3)

**Youth Development Practitioner: 9 credits**

Human Services 130(3), 270(3), IS 105 BCD(1,1,1)

**Requirements for Certificate of Completion (C.C.):**

**Early Childhood Education: 22 credits**

Education 105(3), 110(3), 131(3), 190 or 191v(4)\*\*, 291v(3)\*\*  
 Education/Family Resources 140(3) - *Cross-listed courses*  
 Education 245/Family Resources 235(3) - *Cross-listed courses*  
 3.2 GPA required in C.C. courses & grade C or better in each

**Substance Abuse Counseling: 21 credits**

Human Services 140(3), 193v(3), 245(3), 248(3), 268(3), 270(3), 293v(3)  
 2.0 GPA required in C.C. courses & grade C or better in each

**Requirements for Certificate of Achievement (C.A.): 31-32 credits**

**General Human Services or Substance Abuse Counseling Specialization**

Human Services 110(3)  
 Family Resources 230(3) or Psychology 240(3)  
 Education 190/191v\*\* or Human Services 193v(4)  
 Sociology 218, or Psychology 170, or 202, or 260(3)  
 Psychology 100(3) - *General Education requirement*

IS105C(1) - *Optional for in-service personnel*  
 English 22 or 100(3)  
 Philosophy 110,\* or Mathematics 100, or 111, or 115(3)  
 Information & Computer Sciences 100 or above (3)  
 Specialization/interest elective(6)\*\*

**Early Childhood Specialization**

Education 105(3), 131(3), 190 or 191v(4)\*\*  
 Education or Family Resources courses(6)\*\*\*  
 English 100(3)  
 Human Services 110(3)

Humanities or Natural Science elective(3-4)  
 Philosophy 110,\* or Mathematics 100, 111, or 115(3)  
 (*MATH 115 strongly recommended*)  
 Psychology 100, or Sociology 100, or Anthropology 200(3)

**Requirements for Associate in Science (A.S.) Degree: 62-66 credits**

**General Human Services or Substance Abuse Counseling Specialization**

*All C.A. courses(31-32) plus:*  
 Communication 145 or Speech 151(3)  
 Education 291v\*\* or Human Service 293v(4)  
 English 100(3) (*if not taken for C.A.*)  
 Sociology 100(3)

Humanities elective(3)\*\*\*  
 Natural Science elective(3-4)\*\*\*  
 Specialization/interest elective(9)\*\*\*  
 Electives(6)

**Early Childhood Specialization**

*All C.A. courses(31-32) plus:*  
 Education 110(3), 115(3), 263(3), 264(3), 275(3),  
 ED/FAMR 140(3), ED 245/FAMR 235(3) (*if not taken for C.A.*)  
 Education 291v(4)  
 Art 101(3)

English 210(3)  
 Communication 145 or Speech 151(3)  
 Humanities elective(3-6)  
 Natural Science elective(3-4) (*if not taken for C.A.*)

\* Note: Students using PHIL 110 to meet this requirement must place at the MATH 100 level in order to graduate.

\*\* Note: Students may be required to obtain a physical or doctor's note, and to be fingerprinted, all at students' expense.

\*\*\* Note: Electives related to students' specialization or occupational interest as determined with program advisor. The Substance Abuse Counseling Specialization requires the courses for the Certificates of Completion in Substance Abuse Counseling (21 credits.)

**Full-time students in General Human Services or Substance Abuse Counseling Specialization would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*FAMR 230 Human Development	3	*HSER 193v Practicum in Community Service	4
*HSER 110 Introduction to Human Services	3	*SOC 218 Intro to Social Problems, PSY 170 Psychology of Adjustment, PSY 202 Psychology of Women, or PSY 260 Psychology of Personality	3
*ICS 101 <i>or higher</i>	3	*MATH 100, 111, 115, or PHIL 110**	3
*PSY 100 Survey of Psychology	3	*Specialization/interest electives****	3
*ENG 22 Introduction to Composition, or ENG 100 Composition I	3	Humanities or Natural Science elective****	<u>3</u>
*Specialization/interest electives****	<u>3</u>		16
	18		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
HSER 293v Practicum in Community Service	4	IS 105C Orientation to Employment	0-1
SOC 100 Survey of General Sociology	3	ENG 100 Composition I - <i>if not taken for C.A.</i>	0-3
COM 145 Interpersonal Communication or SP 151 Personal and Public Speech	3	Specialization/interest electives****	3
Specialization/interest electives****	3	Electives	<u>6</u>
Humanities or Natural Science elective****	<u>3-4</u>		9-13
	16-17		

**Full-time students in the Early Childhood Education Specialization would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ED 105 Introduction to Early Childhood	3	ED 110 Developmentally Appropriate Practices	3
*ED 131 Early Childhood Development	3	*ED 190/191v Early Childhood Field Experience IA or IB***	4
*ENG 100 Composition I	3	*HSER 110 Introduction to Human Services	3
ED 245/FAMR 235 Child, Family, Community	3	MATH 115 Statistics	3
*PSY 100 Survey of Psychology, SOC 100 Survey of Sociology, or ANTH 200 Cultural Anthropology	<u>3</u>	*Humanities or Natural Science elective	<u>3-4</u>
	15		16-17
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ED 115 Health, Safety, Nutrition	3	ED 264 Inquiry & Physical Curriculum	3
ED/FAMR 140 Guidance of Children in Groups	3	ED 275 Inclusion of Children with Special Needs	3
ED 263 Language & Creative Expression Curriculum	3	ED 291v Early Childhood Field Experience II***	4
COM 145 Interpersonal Communication, or SP 151 Personal and Public Speech	3	ART 101 Introduction to Visual Arts	3
Natural Science elective - <i>if not taken for C.A.</i>	3-4	ENG 210 Expository Writing II	<u>3</u>
Humanities elective	<u>3-6</u>		16
	18-22		

\* Note: Courses required for Certificate of Achievement.

\*\* Note: Students using PHIL 110 to meet this requirement must place at the MATH 100 level in order to graduate.

\*\*\* Note: Students may be required to obtain a physical or doctor's note, and to be fingerprinted, all at students' expense.

\*\*\*\* Note: Electives related to students' specialization or occupational interest as determined with program advisor. The Substance Abuse Counseling Specialization requires the courses for the Certificates of Completion in Substance Abuse Counseling (21 credits.)