

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 Maui CC's ABIT program, 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, David Grooms, at 984-3348, or by email at [grooms@hawaii.edu](mailto:grooms@hawaii.edu) for more information.

### Requirements for Certificate of Achievement (CA): 30 credits

Accounting 124(3), 125(3), 132(3), 150(3)**	Business/Communication 130(3)
Business Technology 150, or	Any two: English 55, 100, 209(3,3)
Information & Computer Science 101 or 115(3)	General Education elective(3) ( <i>See page 20.</i> )
Business elective(3)***	

### Requirements for Associate in Applied Science (AAS) Degree: 60 credits

*All CA courses(30) plus:*

Accounting 134(3), 155(3), 202(3), 295(3)	Social Science elective(3)
Business electives(6)***	Natural Science elective(3)
Humanities elective(3)	Mathematics 103,**** 115, or higher(3)

### 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, or	
*ACC 132 Payroll Accounting	3	ACC 201 Introduction to Financial Accounting**	3
*BUSN 150 Introduction to Business Computing, or		*ACC 150 Accounting Using QuickBooks®	3
ICS 101 Digital Tools for the Information World, or		*ENG 100 Composition I, or	
ICS 115 Microcomputer Applications	3	ENG 209 Business & Managerial Writing	3
*ENG 55 Business Communication - Written, or		*BUS/COM 130 Business Communication - Oral	3
ENG 100 Composition I	3	*Business elective***	<u>3</u>
General Education elective	<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 elective***	3
Humanities elective	3	Natural Science elective	3
Social Science elective	<u>3</u>	MATH 103 College Algebra,**** or	
	15	MATH 115 Statistics, or	
		MATH 135 Pre-Calculus: Elementary Functions, or	
		MATH 203 Calculus for Business and Social Sciences	<u>3</u>
			15

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

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

\*\* *Note: Option 1: ACC 124, ACC 125, and ACC 202;  
Option 2: ACC 124, ACC 201, and ACC 202; or  
Option 3: ACC 201, ACC 202, 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.*

\*\*\*\* *Note: Required for transfer to UH West O'ahu Business Administration.*

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 (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) (or 200(3))

#### Corrections I: 9 credits

Administration of Justice 101(3), 150(3)  
Sociology 218(3) (or 200(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 (CA): 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 or Hawaiian Studies 107(3)  
Psychology 100 or 170(3)  
English 22, 55, or 100(3)  
COM 145, BUS/COM 130, or SP 151(3)  
Mathematics 22 or higher(3)

### Requirements for Associate in Applied Science (AAS) Degree: 63 credits

*All CA 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 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 crosslisted with SOC 231.*

Agriculture & 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 (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 (CC):

#### Turfgrass Specialist: 23 credits

Agriculture 122(3), 174(3), 233(2), 235(3), 260(3), 194v(3)  
English 22, 100, or 106(3)  
Mathematics 50(3)

*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 (CA):

#### Courses required for all four CA programs: 27 credits

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

Automotive Technology 80(2)

English 22, 100, or 106(3)

#### Floriculture Management: 34 credits

Agriculture 263(3), 269(3), 290(1)

#### Nursery Management: 34 credits

Agriculture 266(3), 269(3), 290(1)

#### Horticulture & Landscape Maintenance: 40 credits

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

#### 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 (AAS) Degree: 60 credits

#### Horticulture & Landscape Maintenance: 60 credits

*All CA Horticulture & Landscape courses(40) plus:*

Electives(5) from AG Elective List below

General Education(15) listed below

#### Sustainable Tropical Crop Management: 60 credits

*All CA Horticulture & Landscape courses(39) plus:*

Electives(6) from AG Elective List below

General Education(15) listed below

#### General Education required for both AAS programs: 16 credits

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

ICS 101 or BUSN 150(3)

Humanities elective(3)

Natural Science elective(3)

Social Science elective(3)

#### 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 194v(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

## 28 Allied Health — Community Health Worker/Dental Assisting

### Allied Health — 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 for information.

#### Requirements for Certificates of Competence (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>	<i>Grade C or better is required in all courses.</i>	
	8		

### Allied Health — Dental Assisting

The Dental Assisting program is a two-semester program that is accredited by the American Dental Association Commission on Dental Accreditation (ADACODA) and 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 31.6 percent in the 6-year period 2004 through 2014.

The curriculum is organized in accordance with requirements of the American Dental Association Commission on Dental Accreditation with consultation from the Maui County Dental Association. Hands-on experience is achieved through clinical practice in the Maui Oral Health Center and in dental offices. Graduates are eligible to take the Dental Assisting National Board (DANB).

Per the UH Board of Regents policy, priority for admission to the high demand Dental Assisting and Dental Hygiene programs is given first to fully qualified State of Hawai'i residents as determined by the registrar for tuition purposes. Qualified non-residents are considered after qualified Hawai'i residents have filled all available openings. *Admission to Maui CC does not guarantee admission to the Dental Assisting program.* 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; and b) Biology 100 with grade C or better. *The application deadline for the Fall cohort is May 1.* Visit the Maui CC dental website at: [maui.hawaii.edu/dental](http://maui.hawaii.edu/dental)

☞ Contact the Dental Assisting program coordinator, Joyce Yamada, at 276-1199, or by email at yamadojo@hawaii.edu for information.

#### Requirements for Certificate of Completion (CC): 23 credits

Dental Assisting 120(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.*

#### The cadre (cohort) takes courses in this sequence:\*

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

\*Note: Process for credit by examination (demonstrating competency) is available. DENT 154, 176, and 177 are eligible for Credit by Exam to those students who hold an active Certified Dental Assistant (Dental Assisting National Board - DANB) license.

Note: Scheduling is designed for students to complete the program in two semesters within a cohort.

Note: All transfer applicants who have taken dental assisting course work at another accredited dental assisting program will be evaluated on an individual basis. The applicant must present a letter from the former dental assisting program, stating the circumstances necessitating the transfer. Opportunities for transfer applicants to enter dental assisting classes are limited to those instances where space becomes available.

**Allied Health — Dental Hygiene**

The Dental Hygiene program is a four semester and one summer session program within a cohort\* that prepares individuals to work in general and specialty dental offices, hospitals, schools, and public health agencies. Students are trained in educational methods and preventive clinical services that qualify them as dental health educators and competent clinicians. Emphasis is placed on the correlations among prevention, education, and the clinical phases of dental hygiene practice as well as basic and social sciences. The program is the second step in the Dental Assisting/Dental Hygiene Career Ladder.

The curriculum is organized in accordance with requirements of the American Dental Association Commission on Dental Accreditation for a Dental Hygiene program and with consultation from the Maui County Dental Association and the Maui County Dental Alliance. The program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “initial accreditation.” The Commission is a specialized accrediting body recognized by the United States Department of Education. The commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. Graduates are eligible to take the National Board of Dental Hygiene Exam, Central Regional Dental Testing Service Exam, and the Hawai’i Dental Hygiene Board Exam for licensure. The following minimum courses are required of students entering the Dental Hygiene program: ENG 100, MATH 100 or 115, MICR 130 and 140, ZOOL 141 and 142, and DENT 154\*\*, 164, 165, 176\*\*, 177\*\*, all with grade of C or better. General education AS requirements may be completed early to reduce courseload and to be more competitive in the selection process.

*The application deadline for Fall Cohort is May 1. Visit the Maui CC dental website at: [maui.hawaii.edu/dental](http://maui.hawaii.edu/dental)*

☞ Contact the Dental Hygiene program coordinator, Rosie Vierra, at 984-3313, or by email at [rivierra@hawaii.edu](mailto:rivierra@hawaii.edu) for information.

**Requirements for Associate in Science (AS): 64 credits**

- |   |  |
|---|--|
| Dental Hygiene 150(2), 153(2), 155(1), 156(3), 173(1), 254(3),<br>255(2), 256(1), 257(2), 258(2), 260(4), 261(2), 262(5),<br>263(5), 264(2), 265(1), 266(2), 267(1), 268(1), 269(1) | Pharmacology 203(3)<br>Psychology 100(3)<br>Sociology 100 or Anthropology 200(3)<br>Speech 151(3)<br>Humanities elective (3) |
| Biochemistry 241(3)   |  |
| Food Science and Human Nutrition 285(3)   |  |

**Additional Dental Hygiene requirements:** 1) *Grade C or better in all General Education and didactic Dental Hygiene courses, and*  
2) *Grade B or better in all clinical Dental Hygiene courses.*

**Cohort takes courses in this sequence:\***

First Semester (Fall)	Credits	Third Semester (Fall)	Credits
DH 150 Oral Histology and Embryology	2	DH 258 Periodontics 2 and Advanced Clinical Techniques	2
DH 153 Assessment Procedures in Dental Hygiene	2	DH 262 Clinical Dental Hygiene 3	5
DH 155 Dental Emergencies	1	DH 264 Community Dental Health	2
DH 156 Pre-Clinical Dental Hygiene	3	DH 268 Advanced Dental Radiography & Interpretation	1
DH 173 Dental Health Education	1	SP 151 Personal and Public Speech	3
BIOC 241 Fundamentals of Biochemistry	3		10-13
PHRM 203 General Pharmacology	3		
PSY 100 Survey of Psychology	3		
	9-18		
Second Semester (Spring)	Credits	Fourth Semester (Spring)	Credits
DH 254 Pathology for DH and Special Patient Populations	3	DH 263 Clinical Dental Hygiene 4	5
DH 255 Oral Pathology in Dental Hygiene	2	DH 265 Law and Ethics in Dental Hygiene	1
DH 256 Applied Pharmacology in Dentistry	1	DH 269 Advanced Dental Radiography and Interpretation	1
DH 257 Periodontics 1 and Advanced Clinical Techniques	2	SOC 100 Survey of General Sociology, or	
DH 260 Clinical Dental Hygiene 1	4	ANTH 200 Cultural Anthropology	3
DH 267 Dental Radiography and Interpretation	1		7-10
FSHN 285 The Science of Human Nutrition	3		
Humanities elective	3		
	13-19		
Summer Session (5 weeks)	Credits		
DH 261 Clinical Dental Hygiene 2	2		
DH 266 Local Anesthesia and Pain Control	2		
	4		

\* Note: Scheduling is designed for students to complete the program in 4 semesters and a summer session within a cohort.

\*\*Note: DENT 154, 176, and 177 are eligible for Credit by Exam to those students who hold an active Certified Dental Assitant (Dental Assisting National Board-DANNB) license. See website <http://www.maui.hawaii.edu/dental>

## 30 Allied Health — Health Related Programs/Nursing Career Ladder

### Allied Health — Health Related Programs

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

✋ Contact the Allied Health department chair, Nancy Johnson, at 984-3250, or by email at [nancyjoh@hawaii.edu](mailto:nancyjoh@hawaii.edu) for information.

#### Requirements for Certificates of Competence (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 Certification Examination given by American Red Cross.*

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

Nursing 12(1), 13(1), 14(1)

Prepares individuals to apply for certification to operate a Care Home in the State of Hawai'i. *Three 5-week courses offered during one semester.*

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

##### Medication Assistant: 3 credits

Pharmacology 103(1), 104(1), 105(1)

*Prerequisite: BIOL 100 with grade C or better, or consent.*

Prepares individuals to work in assisted living and community-based settings. *Three 5-week courses offered during one semester. Recommended: NURS 16 with grade C or better.*

### Allied Health — Nursing Career Ladder

Fall 2009 continuing nursing students will follow the curriculum map on page 31. Fall 2009 nursing *applicant* students will be preparing for admission and will follow the new Hawai'i Statewide Nursing Curriculum (HSNC) map on page 32. The new HSNC curriculum provides three exit options, Practical Nurse (PN), Associate in Science Registered Nurse (RN), and the Bachelor of Science Registered Nurse (BSN). Students admitted to the HSNC who successfully complete required courses will be admitted to the fourth year UH Mānoa Bachelor of Science courses.

The same admission process to the Nursing program will be used for both the current program and the new HSNC curriculum. 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. Per the UH Board of Regents policy, priority for admission is given to fully qualified State of Hawai'i residents as determined by the registrar for tuition purposes.

*For most current information about Nursing program admission and curriculum, visit the Maui CC website at <http://maui.hawaii.edu/nursing>*

- **Practical Nurse - Certificate of Achievement (CA):** PN graduates with the CA 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.
- **Registered Nurse - Associate in Science Degree (AS):** RN graduates with the AS degree are prepared for beginning level positions in hospitals, extended care facilities, clinics, physician offices, private nursing agencies, and home health agencies.
- **Registered Nurse - Bachelor of Science Degree (BS):** RN graduates with a BS degree are prepared as generalist professional nurses to deliver care in a variety of health care settings.

### Nursing Career Ladder Admission Process

For admission to the Maui CC Nursing program, complete all steps outlined below by January 31 for Fall admission. Spring admission is pending available funds. *Admission to Maui CC does not guarantee admission to the Nursing program.* Applicants who are accepted are notified of current health requirements for the program at the time of acceptance. Applicants not selected are assisted in correcting deficiencies.

- Apply to Maui CC on a Common Application Form (download at [www.hawaii.edu/admissions/sysapp09.pdf](http://www.hawaii.edu/admissions/sysapp09.pdf)). Send a completed application to Maui CC 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." Call 984-3306 as soon as possible for an appointment with an academic counselor for a transcript evaluation for "advanced standing credits."
- Call 984-3250 as soon as possible to schedule a required pre-nursing group counseling session for early assistance with academic and career planning. Math and English COMPASS scores are required for group counseling. Failure to properly sequence courses could delay admission.
- 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), and ZOOL 141(4) and 142(4).

Selection for the Nursing program is competitive. Criteria include: Grades in prerequisite courses listed 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); and National League for Nursing Preadmission Test score.

✋ Contact the First Level program coordinator, Julie Potter-Dunlop, at 808 984-3455, or by email at [jpotterd@hawaii.edu](mailto:jpotterd@hawaii.edu) for information.

**Requirements for Certificate of Achievement (CA) - Practical Nurse: 44 credits**

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

**Requirements for Associate in Science (AS) Degree - Registered Nurse: 73 credits**

All CA courses(44) plus:

Nursing 253(2), 253L(2), 255(1), 255L(1), Microbiology 130(3), Microbiology 140(2) - *Natural Science requirements*  
256(2), 256L(3), 257(2), 257L(4), 258(1) Humanities elective(3) - *100-level or above*  
COM 145, ENG 102, or SP 151(3) - *Communication elective* Pharmacology 203(3)

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

**Additional Nursing 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 Nursing program. **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-Maui CC PN graduates).

**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 I	4	*ZOOL 142 Human Anatomy & Physiology II	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
First Level (Fall)	Credits	First Level (Spring)	Credits
*NURS 153 Nursing Concepts & Skills	4	*NURS 156 Adult Health Nursing I	2
*NURS 153L Nursing Concepts & Skills Lab	5	*NURS 156L Adult Health Nursing I Lab	2
*NURS 155 Child Health Nursing I	1	*NURS 240 Family Health Nursing	2
*NURS 155L Child Health Nursing I Lab	1	*NURS 240L Family Health Nursing Lab	2
*NURS 158 Issues & Trends in Nursing	<u>1</u>	PHRM 203 General Pharmacology	<u>3</u>
	12		11
First Level (Summer)	Credits		
*NURS 157 Adult Health Nursing II***	2	<i>PN graduates take NCLEX-PN® for licensure</i>	
*NURS 157L Adult Health Nursing II Lab***	<u>2</u>		
	4		

\* 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 Maui CC graduates and Maui CC PN graduates not continuing directly.

Second Level (Fall)	Credits	Second Level (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>
		<i>RN graduates take NCLEX-RN® for licensure</i>	9

Note: NURS 254 & 254L are additionally required for LPNs who are not Maui CC graduates.

## 32 Allied Health — Nursing Career Ladder

### University of Hawai'i Statewide Nursing Program — for nursing applicants beginning Fall 2009

Hawai'i Statewide Nursing Curriculum (HSNC) Liberal Arts Course Checklist Graduation Requirement Form can be downloaded from:  
<http://maui.hawaii.edu/nursing>


#### Most students follow this suggested course sequence:

(For Choice of General Education requirements, visit the MauiCC website at <http://maui.hawaii.edu/nursing>)

General Education Requirements (Fall)	Credits	General Education Requirements (Spring)	Credits
*ZOO 141 Human Anatomy & Physiology	4	*ZOO 142 Human Anatomy & Physiology	4
*PSY 100 Survey of Psychology	3	*PSY 240 Developmental Psychology	3
**MATH 100 Survey of Mathematics	3	**Global & Multicultural Perspectives ( <i>Choice</i> )	3
*ENG 100 Composition I	3	*MICRO 130 General Microbiology	3-5
**Physical Science ( <i>Choice</i> )	<u>3</u>	**MICRO 140 General Microbiology Lab	<u>3</u>
	16	*Arts, Humanities, Literature ( <i>Choice</i> )	<u>3</u>
			16-18
First Level (Fall)	Credits	First Level (Spring)	Credits
*NURS 210 Health Promotion across the Life Span	9	*NURS 220 Health and Illness I	10
*NURS 211 Professionalism in Nursing I	1	**Global & Multicultural Perspectives ( <i>Choice</i> )	3
*NURS 212 Pathophysiology	<u>3</u>	*PHRM 203 General Pharmacology	<u>3</u>
	13		16
First Level (Summer)	Credits		
*NURS 230 Clinical Immersion I	4		
<b>Total Maui CC Certificate of Achievement</b>	<b>44</b>	<i>PN graduates take NCLEX-PN for licensure</i>	
Second Level (Fall)	Credits	Second Level (Spring)	Credits
*NURS 320 Health and Illness II: Family Health	10	**NURS 360 Health and Illness III	9
**MATH 115 Statistics	3	*NURS 362 Professionalism in Nursing II	1
**Arts, Humanities, Literature ( <i>Choice</i> )	<u>3</u>	**NURS 363 Nursing Research	3
	16	**Elective	<u>3</u>
			16
<b>Total Maui CC Associate in Science</b>	<b>73</b>	<i>RN graduates take NCLEX-RN for licensure</i>	
Third Level (Fall)	Credits	Third Level (Spring)	Credits
**NURS 450 Community, Public, & Global Health	10	**NURS 460 Clinical Immersion & Leadership Development	10
**Hawaiian, Asian, & Pacific Issues ( <i>NURS TBA</i> )	3	**NURS 461 Advanced Patho/Neurobiology	3
**NURS 453 Genetics	<u>3</u>	**Nursing elective	<u>2</u>
	16		15
<b>Total UH Manoa Bachelor of Science</b>	<b>124-126</b>		

\* Note: Required for AS and BS.

\*\* Note: Required for BS.

 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](http://www.nlnac.org)) and the Hawai'i State Board of Nursing.

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 for more information.

**Requirements for Certificates of Completion (CC):**

**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 (CA): 46 credits**

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

Mathematics 50(3)

Communication: English 19 or higher(3)

**Requirements for Associate in Applied Science (AAS) Degree: 61 credits**

*All CA courses(46) 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	<u>3</u>
*MATH 50 Technical Mathematics	<u>3</u>		13
	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 at 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) for more information.

### Requirements for Certificates of Competence (CO):

#### Heating & Air Conditioning: 3 credits

Automotive Technology 43(3)

#### Suspension & Steering: 3 credits

Automotive Technology 55(3)

#### Brakes: 3 credits

Automotive Technology 53(3)

### Requirements for Certificate of Achievement (CA): 50-53 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 50(3)\*\*\*

### Requirements for Associate in Applied Science (AAS) Degree: 66-69 credits

*All CA courses(50-53) plus:*

Automotive Technology 60(7)  
Communication 145 or English 100, 106, 209 or 210(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 50***	<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, 209, or 210	<u>3</u>	Humanities elective	3
	14	Social Science elective	<u>3</u>
			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 50 may take MATH 100 or higher.

The Business Careers program provides:

- Certificates of Competence (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 (CA) in Business Careers, which provides essential skills and knowledge in business, communication, writing, and mathematics.
- A two-year Associate in Applied Science (AAS) in Business Careers. The AAS is articulated with the UH West Oahu B.A. in Business Administration (BABA), which is available in Maui County. The AAS can also provide the first two years for the Maui CC Bachelor of Applied Science (BAS) in Applied Business & Information Technology (ABIT). The ABIT degree is accredited by 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 (AA) 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 Maui CC's 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 admission 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 CA 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 AAS are 62-66 credits with a 2.0 or higher GPA with no more than 30 credits taken for CR/NC grades including: the CA 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 GPA requirements.

✋ Contact the program coordinator, Rick Miller, at 984-3211 or by email at rickm@hawaii.edu for more information.

#### Requirements for Certificates of Competence (CO):

<b>Entrepreneurship I (3 credits):</b>	BUS 125(3)
<b>Entrepreneurship II (9 credits):</b> ( <i>Prereq: 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: 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 (CA): 32 credits

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

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

*All CA 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: Preferred combinations are: 1) ENG 55 & 100 or 2) ENG 100 & 209. Students planning to transfer must complete ENG 100 & 209.*

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

**Option I:** AAS Business Careers Option, for students seeking a general two-year business program. *See below.*

**Option II:** AAS Business Careers/BABA UH West Oahu, for students planning to transfer to the BA in Business Administration at UH West Oahu. *See page 37.*

**Option III:** AAS Business Careers/BAS ABIT, for students planning to enter the BAS in Applied Business and Information Technology (ABIT) at Maui Community College. *See page 38.*

**Option I - AAS Business Careers Option: 62-63 credits**

**Full-time students planning a two-year general business program for an AAS 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 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 - AAS 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 & Hawai'i General Excise Taxes(3)
- ACC 137 Business Income Taxation(3)
- ACC 150 Using Computers in Accounting(3)
- ACC 155 Using Spreadsheets in Accounting(3)
- ACC 190v Topic in Accounting(1-3)
- 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 Speech(3)
- SP 251 Principles of Effective Public Speaking(3)
- Other course(s) approved by program coordinator or appropriate faculty member(3)

**Option II - AAS Business Careers/BABA 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 or above may be transferred. See a Maui CC counselor, the program coordinator, or the University of Hawai'i Center, Maui counselor for specifics about the BA 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 Speech(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 ABIT program need ACC 202; however, only 6 credits of accounting are accepted for transfer.*

**Option III - AAS Business Careers/BAS 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 AAS/BAS option. Students planning on continuing with the BAS 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.

**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 Digital Tools for the Information Age	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	3
ENG 100 Composition I	3	HIST 284 History of Hawai'i	3
Elective	<u>3</u>	MATH 135 Pre-Calculus: Elementary Functions	3
	17	Natural Science elective	<u>3</u>
			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 Business and Managerial Writing	3	MATH 115 Statistics	3
Natural Science elective with lab	<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 AAS 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 BAS in ABIT may apply for an AAS 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 (CO), two Certificates of Completion (CC), a Certificate of Achievement (CA), and an Associate in Applied Science (AAS) degree with specialties in Information Processing, Legal Office, Medical Office, and Health Unit Coordinator.

The 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 CC prepares students for entry-level positions such as Receptionist, General Office Clerk, File Clerk, or Clerk Typist. The CA prepares students for the more complex roles of Administrative Assistant or Computer Operator.

The AAS 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.

☞ Contact the program coordinator, Chuck Carletta at 984-3305, or by email at [carletta@hawaii.edu](mailto:carletta@hawaii.edu) for more information.

*Majors are encouraged to meet with a 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.*

#### Requirements for Certificate of Competence (CO):

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

Business Technology 89(1), 70(1), 121(3)  
Mathematics 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 CO is awarded to students who complete at least four of the required credits through enrollment in Maui CC 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 (CC):

##### 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 (CA): 31 credits

*All Business Technology CC requirements(16), plus:*  
Business Technology 123(3), 151(3), 157(3)

English 209(3)  
Business/Communication 130(3) - *Humanities requirement*

#### Requirements for Associate in Applied Science (AAS) Degrees: 63-64 credits

##### Core Courses for AAS: 48 credits

*All CA 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 (CC) - 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 (CA)**

Second Semester (Spring)	Credits
*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>
	15

**Full-time AAS 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.

The Culinary Arts 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 Culinary 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.

Minimum placement test levels of English 22/55 or higher and Mathematics 50 or higher are recommended for all new incoming culinary arts students. It is strongly recommended that prospective students meet with Culinary Arts faculty or counselors before entry into listed CULN and FSER courses.

☞ Contact the program coordinator, Chris Speere, at 984-3690, or by email at [speere@hawaii.edu](mailto:speere@hawaii.edu) for more information including the appropriate purchase of program approved standard uniforms, shoes and knife sets.

### Requirements for Certificates of Competence (CO):

#### Culinary Arts

<b>Storeroom Clerk: 4 credits</b>	Food Service 34(4)
<b>Short Order Cook: 2 credits</b>	Food Service 52(2)
<b>Pantry Cook: 2 credits</b>	Food Service 54(2)
<b>Waiter/Waitress: 3 credits</b>	Food Service 41(3)
<b>Sanitation: 2 credits</b>	Culinary 112(2)
<b>Preparation Cook: 4 credits</b>	Culinary 120(4)

#### Baking

<b>Baker's Helper: 4 credits</b>	Food Service 62(4)
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### Requirements for Certificate of Completion (CC) - Pastry Cook: 12 credits

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

### Requirements for Certificate of Achievement (CA) - Culinary Arts: 31 credits

Food Service 41(3), 46(2), 48(2), 52(2), 54(2), 70(5), 191v(1)  
Culinary 111(2), 112(2), 120(4)

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

### Requirements for Associate in Applied Science (AAS) Degrees:

#### Culinary Arts: 64 credits

*All Culinary Arts CA courses(31) 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*  
Humanities elective(3)  
Social Science elective(3)

#### Baking: 65 credits

*All Culinary Arts CA 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*  
Humanities elective(3)  
Social Science elective(3)

#### Restaurant Supervision: 73 credits

*All Culinary Arts CA 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 AAS in Restaurant Supervision.

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

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*CULN 111 Introduction to the Culinary Industry	2	*FSER 41 Introduction to Dining Room Service	3
*CULN 112 Sanitation and Safety	2	*FSER 70 Advanced Cookery	5
*FSER 46 Skillbuilding I	2	*FSER 191v Work Practicum & Seminar in Culinary Arts	1
*FSER 48 Skillbuilding II	2	*ENG 22, 55, 100, or 106	3
*FSER 52 Short Order Cookery	2	*MATH 50H, 100, or 135	<u>3</u>
*FSER 54 Cold Food Pantry	2		15
*CULN 120 Fundamentals of Cookery	<u>4</u>		
	16		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
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), <b>OR</b>	
		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
*CULN 111 Introduction to the Culinary Industry	2	*FSER 41 Introduction to Dining Room Service	3
*CULN 112 Culinary Sanitation	2	*FSER 70 Advanced Cookery	5
*FSER 46 Skillbuilding I	2	*FSER 191v Work Practicum & Seminar in Culinary Arts	1
*FSER 48 Skillbuilding II	2	*ENG 100 Composition I	3
*FSER 52 Short Order Cookery	2	*MATH 100 or MATH 135	<u>3</u>
*FSER 54 Cold Food Pantry	2		15
*CULN 120 Fundamentals of Cookery	<u>4</u>		
	16		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
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
Fifth Semester (Fall)	Credits		
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 CA in Culinary Arts Specialty.

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 its 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 (CC) for course work in Electronics and Computer fundamentals; 2) a Certificate of Achievement (CA) with math, physics, and computer science basics; and 3) Associate in Science (AS) degrees that provide training in:

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

☞ Students entering the ECET program should contact the program coordinator to create a plan of study.

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

**Requirements for Certificate of Completion (CC): 10 credits**

Electronics 101(3), 102(4)

Information & Computer Science 101(3)

**Requirements for Certificate of Achievement (CA): 24 credits**

*All CC courses(10) plus:*

English 100(3)

Information and Computer Science 110(3)

Physics 105(4)

Mathematics 107(4)

**Requirements for Associate of Science (AS) Degree: 74 credits**

*All CA courses(24) plus:*

Electronics 105(4), 140(4), 193v(1), 201(4), 205(4),  
293v(1), 298(4)

Information and Computer Science 111(4)

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

Humanities elective(3) - 100-level or above

Social Science elective(3) - 100-level or above

Technical electives (15) from this list:

Electronics 106(4), 110(4), 112(4), 130(4), 160(1), 161(3),  
166(3), 240(4), 285(3)

Information & Computer Science 151C(3), 211(3), 251(4),  
252(4), 258(3), 275(4), 298(4)

*(continued on the next page)*

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

Note: Each student's plan may be different from this sequence.

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ETRO 101 Introduction to Electronics Technology	3	ETRO 105 Electronic Circuit Analysis I	4
*ETRO 102 Instrumentation for Engineering Technicians	4	** ENG 100 Composition I	3
*ICS 101 Digital Tools for the Information World	<u>3</u>	** MATH 107 Math for Electronics & Computers	4
	10	Technical elective - <i>must be from ECET list</i>	*** <u>3</u>
			14
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ETRO 201 Digital Computer Technology	4	ETRO 205 Digital Computer Technology I	4
ETRO 140 Computer Networking I	4	ICS 111 Introduction to Computer Science I	4
** ICS 110 Introduction to Computer Programming	3	General Education elective - <i>100-level or above</i>	3
** PHYS 105 Principles of Technology	<u>4</u>	Technical elective - - <i>must be from ECET list</i>	*** <u>3</u>
	15		14
Fifth Semester (Fall)	Credits	Sixth Semester (Spring)	Credits
General Education elective - <i>100-level or above</i>	3	ETRO 298 Special Project in Electronics Technology	4
Technical elective - <i>must be from ECET list</i>	*** 3	General Education elective - <i>100-level or above</i>	3
Technical elective - <i>must be from ECET list</i>	*** 3	Technical elective - <i>must be from ECET list</i>	*** 3
ETRO 193v Internship I	<u>1</u>	ETRO 293v Internship II	<u>1</u>
	10		11

\* Note: Courses required for Certificate of Completion.

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

\*\*\* Note: Credit may be more than 3 depending on course selected.

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) for more information.

**Requirements for Certificates of Completion (CC):**

**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 (CA): 36 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 50(3)

**Requirements for Associate in Applied Science (AAS) Degree: 60 credits**

*All CA 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 50, or BUSN 189	3	BUS 125 Starting a Small Business	3
FT or General Education elective	<u>3</u>	*ENG 55 or higher	<u>3</u>
	15		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 elective	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 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. 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 AAS 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 focusing on 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 CO, CC, CA, and AAS 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) for more information.

#### Requirements for Certificate of Competence (CO): 9 credits

Hospitality & Tourism 20 or 101(3) English 22 or 55 or 100(3)  
Math 23(3)

#### Requirements for Certificate of Completion (CC): 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 (CA): 33 credits

*All CC 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 (AAS) Degree: 63 credits

*All CA 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 Digital Tools for the Information World	<u>3</u> 15	*ENG 209 Business and Managerial Writing	3
		*BUS/COM 130 Business Communication-Oral, or SP 151 Personal & Public Speech	<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: Courses required for the Certificate of Achievement.

\*\* 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 Associate in Science (AS) degree specializations: 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 (CO):

*2.0 GPA required in courses taken for 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)

##### Dynamics of Family Violence: 9 credits

Human Services 140(3), 245(3), 256(3)

#### Requirements for Certificate of Completion (CC):

##### Early Childhood Education: 22 credits

Education 105(3), 110(3), 131(3), 190 or 191v(4)\*\*, 291v(3)\*\*

Education/Family Resources 140(3) - *Crosslisted courses*

Education 245/Family Resources 235(3) - *Crosslisted courses*

*3.2 GPA required in CC 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 CC courses & grade C or better in each.*

##### Early Childhood Option: Any 12 credits from this list:

*(For those with bachelor's degrees in any field other than ECE or Elem. Ed.)*

Education 105(3), 110(3), 115(3), 131(3), 140/FAMR 140(3),

245/FAMR 235(3), 190(4), 191v(1-4), 291v(1-4), 263(3), 264(3),

or 275(3) *2.0 GPA required in CC courses & grade C or better in each.*

#### Requirements for Certificate of Achievement (CA): 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 (AS) Degree: 62-66 credits

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

*All CA courses(31-32) plus:*

Communication 145 or Speech 151(3)

Education 291v\*\* or Human Service 293v(4)

English 100(3) *(if not taken for CA)*

Sociology 100(3)

Humanities elective(3)\*\*\*

Natural Science elective(3-4)\*\*\*

Specialization/interest elective(9)\*\*\*

Electives(6)

##### Early Childhood Specialization

*All CA 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 CA)*

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 CA)*

\* *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, or PSY 170 Psychology of Adjustment, or PSY 202 Psychology of Women, or PSY 260 Psychology of Personality	3
*ICS 101 or higher	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>		<u>3</u>
	18		16
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 CA</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, or 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 CA</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).

## 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, Carlton Atay, at 984-3256, or by email at [catay@hawaii.edu](mailto:catay@hawaii.edu) for more information.

### Requirements for Certificates of Competence (CO):

#### Basic Carpentry Skills: 6 credits

Carpentry 20(3)  
Blueprint 22(3)

#### Rough and Finish 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)

#### 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)

#### Welding for Trades: 2 credits

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

### Requirements for Certificate of Completion (CC): 16 credits

Carpentry 20(3)  
Electricity 20(3)  
Energy 101(3)  
Health 31(1)

Maintenance 20(2)  
Mathematics 50(3)  
Occupational Safety & Health 20(1)

### Requirements for Certificate of Achievement (CA): 33 credits

*All CC courses(16) plus:*

Architectural Engineering & CAD Tech 80(3)  
Blueprint 22(3)  
Carpentry 41(3)

Energy 103(3)  
Maintenance 40(2)  
English 22 or English 55(3)

### Requirements for Associate in Applied Science (AAS) Degree: 64-67 credits

*All CA courses(33) plus:*

Carpentry 43(3)  
Electricity 23(2)  
Maintenance 30(2), 50(2), 60(2), 70(2)  
Welding 19B(1), 19D(1)  
Cooperative Education 193v(2)

*(In the appropriate alpha - see program coordinator or counselor.)*

Business/Communication 130, or  
Communication 145 or Speech 151(3)  
Social Science elective(3)  
Natural Science elective(3)  
Humanities elective(3)  
Technical electives(2-5): Maintenance 65(2), Carpentry 42(3),  
Industrial Education, Building, & Construction 20(3),  
or other courses within the program: AEC, BLPR, CARP,  
ELEC, ENRG, MAIN

## 50 Sustainable Construction Technology

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

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*CARP 20 Basic Carpentry Skills	3	*AEC 80 Basic Drafting	3
*ELEC 20 Intro to Electricity	3	*BLPRT 22 Blueprint Reading & Drafting	3
*ENRG 101 Intro to Sustainable Technology	3	*CARP 41 Rough Carpentry	3
*HLTH 31 First Aid and Safety	1	*ENRG 103 Energy Production Systems	3
*MAIN 20 Intro to Building Maintenance	2	*MAIN 40 Painting & Decorating	2
*MATH 50 Technical Mathematics	3	*ENG 22 Intro to Composition, or	
*OSH 20 Intro to Occupational Safety & Health I	<u>1</u>	ENG 55 Business Communications-Written	<u>3</u>
	16		17
Third Semester (Fall)		Fourth Semester (Spring)	
CARP 43 Interior Finish	3	ELEC 23 Electrical Wiring I	2
COOP 193V Internship Construction Academy***	2	MAIN 70 Preventive Maintenance	2
MAIN 30 Masonry	2	Technical electives:	
MAIN 50 Plumbing	2	CARP 42 Exterior Finishing(3),	
MAIN 60 Small Equipment Repair	2	IEDB 20 Intro to Building and Construction(3),**	
WELD 19B/19D Welding for Trades	2	MAIN 65 Air Conditioning & Refrigeration(2)	
BUS/COM 130 Business Communication - Oral, or		or other AEC, BLPR, CARP, ELEC, ENRG, MAIN	2-5
COM 145 Interpersonal Communication, or		Humanities elective	3
Speech 151 Personal & Public Speech	<u>3</u>	Natural Science elective	3
	16	Social Science/Humanities elective	<u>3</u>
			15-18

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

\*\*Note: This course is also offered in high schools of Maui County which is being offered now as a part of their Construction Academy courses.

\*\*\*Note: Check with the program coordinator or a counselor for the correct alpha for this course.