

PROGRAMS AVAILABLE AT KAUA'I COMMUNITY COLLEGE

	Certificate of Competence	Certificate of Achievement	Academic Subject Certificate	Associate in Applied Science Degree	Associate in Science Degree	Associate in Arts Degree
ACCOUNTING		X		X		
Basic Accounting.....	X					
Accounting Office Assistant	X					
Accounting Assistant	X					
Payroll Preparer	X					
Small Business Accounting.....	X					
Tax Preparer	X					
AUTOMOTIVE TECHNOLOGY		X		X		
Drive Train Specialist	X					
Engine Specialist	X					
Undercar Specialist.....	X					
HEV Diagnostic and Repair	X					
HEV Preventive Maintenance and Repair	X					
Automotive Green Technology		X				
Electronics/Computer Control Technician		X				
Heavy Line Technician		X				
Driveability Technician		X				
Master Automobile Service Technology		X				
BUSINESS				X		
Management Essentials.....	X					
Retail Essentials.....	X					
Entrepreneurship	X	X				
Management		X				
BUSINESS TECHNOLOGY	X	X		X		
Medical Office Receptionist.....	X					
Office Assistant.....	X					
Virtual Office Assistant	X					
CARPENTRY TECHNOLOGY		X		X		
CREATIVE MEDIA					X	
Digital Film	X					
Digital Graphic Design	X					
CULINARY ARTS	X	X		X		
Food Prep.....	X					
EARLY CHILDHOOD EDUCATION	X	X			X	

PROGRAMS AVAILABLE AT KAUA'I COMMUNITY COLLEGE

	Certificate of Competence	Certificate of Achievement	Academic Subject Certificate	Associate in Applied Science Degree	Associate in Science Degree	Associate in Arts Degree
<u>ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY</u>	X	X		X		
Solar Energy Technology / Technician.....	X					
<u>ELECTRONICS TECHNOLOGY</u>		X			X	
Cisco I	X					
Cisco II	X					
Computer Support Specialist	X					
Electronics	X					
Network Support Specialist	X					
Network Administrator and Security		X				
<u>FACILITIES ENGINEERING TECHNOLOGY</u>	X					
Mechanical, Electrical, and Plumbing.....	X					
<u>GEOGRAPHIC INFORMATION SYSTEMS</u>	X					
<u>HEALTH SERVICE</u>						
Administrative Medical Assisting.....	X					
Adult Residential Care Home Operator.....	X					
Massage Therapy	X					
Medical Assisting.....		X				
Nurse Aide.....	X					
School Health Aide.....	X					
<u>HOSPITALITY AND TOURISM</u>		X		X		
Hospitality Essentials	X					
Hospitality Management	X					
Hospitality Sales and Marketing	X					
<u>LIBERAL ARTS</u>						
Hawaiian Studies.....			X			X
Liberal Arts						X
Fitness Professional			X			
Hawaiian Botany.....	X					
Marine Option Program.....			X			
Plant Biology and Tropical Agriculture.....			X			
Polynesian Voyaging			X			
<u>NATURAL SCIENCE</u>						
Concentration in Biological Sciences					X	
Concentration in Physical Sciences.....					X	
Concentration in Pre-Engineering.....					X	
<u>NURSING</u>						
Practical Nursing		X				
Registered Nursing.....					X	
<u>PLANT BIOLOGY AND TROPICAL AGRICULTURE</u>	X	X			X	
<u>SUSTAINABILITY SCIENCE</u>	X	X				

DEGREES AND CERTIFICATES

Associate in Arts degree (A.A.)

The Associate in Arts degree is a 2-year baccalaureate direct transfer liberal arts degree, consisting of at least 60 semester credits at the 100 and 200 levels. It is intended for students who plan to transfer to a 4-year institution or for students desiring two years of general education beyond high school. Only courses numbered 100 or above may count toward the degree, and all area requirements must be satisfied. The courses are likely to be transferable to any university. A transferrable course, however, may not be applicable to a particular program or major at the other institution. Therefore, it is highly recommended that the student consult with a counselor at the start of the liberal arts program. The issuance of an A.A. degree requires that the student must earn a cumulative GPA of 2.0 or better for all courses applicable toward the degree.

Associate in Science degree (A.S.)

The Associate in Science degree is a 2-year technical-occupational-professional degree, consisting of at least 60 semester credits, entirely at the baccalaureate level, which provides students with skills and competencies for gainful employment. Required courses are numbered 100 or above. The issuance of an A.S. degree requires that the student must earn a cumulative GPA of 2.0 or better for all courses applicable toward the degree.

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

The Associate in Applied Science degree is a 2-year technical-occupational-professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a baccalaureate program. A.A.S. programs may, however, include some baccalaureate-level course offerings. The issuance of an A.A.S. degree requires that the student must earn a cumulative GPA of 2.0 or better for all courses applicable toward the degree.

Certificate of Achievement (C.A.)

The Certificate of Achievement is a college credential for students who have successfully completed designated medium-length-technical-occupational-professional education credit course sequences which provide them with entry-level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 51 credit hours (unless external employment requirements exceed this number). The issuance of a C.A. requires that the student must earn a cumulative GPA of 2.0 or better for all courses required in the certificate.

Certificate of Competence (C.O.)

The Certificate of Competence is a college credential for students who have successfully completed designated short-term credit or non-credit courses which provide them with job upgrading or entry-level skills. These course sequences shall be at least 4 credit hours, but may not exceed 23 credit hours. The issuance of a C.O. requires that the student's work has been evaluated and determined to be satisfactory. In credit course sequences, the student must earn a cumulative GPA of 2.0 or better for all courses required in the certificate.

Academic Subject Certificate (A.S.C.)

The Academic Subject Certificate is a college credential for students who have successfully completed a specific sequence of credit courses from the A.A. curriculum. The sequence must fit within the structure of the A.A. degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours. The issuance of the A.S.C. requires that the student must earn a cumulative GPA of 2.0 or better for all courses required in the certificate.

College catalogs are published once per year or less frequently and do not always reflect the most recent campus actions involving core courses. For the most recent information concerning core courses, students should check with their advisors.

GENERAL SKILLS/ED CORE OPTIONS

<u>Category</u>	<u>Course Options</u>
<u>A.S. DEGREE</u>	
(General Skills) Communication	ENG 100 or any FW designation
Cultural Environment	Any Humanities course numbered 100 or higher or any DA, DH, or DL designation
Mathematics	MATH 100 or higher, PHIL 110, or any FS designation
Natural Environment	Any Natural Science course numbered 100 or higher or any DB or DP designation
(General Education) Social Environment	Any Social Science course numbered 100 or higher or any DS designation
<u>A.A.S. DEGREE</u>	
Computer/Technology	BUSN 121, BUSN 123, BUSN 124, BUSN 125, BUSN 130, CULN 271, ICS 101 or higher
Cultural Environment	ANTH 150*, ANTH 200, ANTH 205*, ANTH 210*, ANTH 220, BOT 105, CULN 130, HOST 101, SP 185, any Humanities course, or any DA, DH, or DL designation, including languages
Natural Environment	CULN 185, HLTH 140, ICS 101, any Natural Science course, or any DB/DP designation
Oral Communication	BUS 130, CULN 160, SP 151, SP 185, SP 231, SP 251
Social Environment	BUS 120, ECED 105, ECED 131, ECED 140, ECED 245, HOST 100, HPER 195, MGT 122, PHIL 101, any Social Science course, or any DS designation
Thinking, Reasoning/Mathematics	ACC 124, ACC 201, BUSN 189, ICS 111, MATH 100 or higher, PHIL 110, any FS designation
Written Communication	BUS 175, ENG 100, ENG 104 or higher, JOUR 205, LING 102, any WI course, or any FW designation
	<i>* Inactive courses</i>

Diversification, Foundations, and Graduation Requirement Courses

DIVERSIFICATION (Arts) - DA

ART 101 (F2013-S2018)
ART 105 (F2013-S2018)
ART 107D (F2017-S2022)
ART 111 (F2013-S2018)
ART 113 (F2013-S2018)
ART 123 (F2013-S2018)
ART 207D (F2017-S2022)
ART 223 (F2013-S2018)
ART 243 (F2017-S2022)
ART 244 (F2017-S2022)
ENG 104 (F2017-S2022)
HWST 128 (F2017-S2022)
HWST 177 (F2017-S2022)
MUS 121B (F2017-S2022)
MUS 121C (F2017-S2022)
MUS 121D (F2013-S2018)
MUS 121F (F2013-S2018)
MUS 122B (F2017-S2022)
MUS 122C (F2017-S2022)
MUS 166 (F2017-S2022)
MUS 201 (F2017-S2022)
MUS 202 (F2017-S2022)
MUS 203G (F2017-S2022)
MUS 204 (F2017-S2022)
MUS 220 (F2017-S2022)
MUS 253 (F2017-S2022)
SP 151 (F2017-S2022)
SP 231 (F2017-S2022)
SP 251 (F2017-S2022)
THEA 221 (F2017-S2022)
THEA 222 (F2017-S2022)

DIVERSIFICATION (Biological Sciences) - DB

BIOL 100 (F2017-S2022)
BIOL 123 (F2017-S2022)
BIOL 171 (F2013-S2018)
BIOL 172 (F2013-S2018)
BIOL 208 (F2017-S2022)
BOT 130 (F2017-S2022)
HLTH 155 (F2016-S2021)
MARE 171 (F2013-S2018)
MARE 172 (F2013-S2018)
MICR 130 (F2017-S2022)
PBT 141 (F2017-S2022)
PBT 275 (F2015-S2020)
SCI 121 (F2017-S2022)
ZOO 105 (S2017-S2022)
ZOO 141 (F2017-S2022)
ZOO 142 (F2017-S2022)

DIVERSIFICATION (Humanities) - DH

HIST 241 (F2015-S2020)
HIST 242 (F2015-S2020)
HIST 250 (F2015-S2020)
HIST 281 (F2015-S2020)
HIST 282 (F2015-S2020)
HIST 284 (F2017-S2022)
HIST 284K (F2017-S2022)
HWST 107 (F2017-S2022)
HWST 111 (F2017-S2022)
HWST 281 (F2017-S2022)
LING 102 (F2017-S2022)
PHIL 100 (F2015-S2020)
PHIL 101 (F2015-S2020)
PHIL 204 (F2015-S2020)
PHIL 211 (F2015-S2020)
PHIL 213 (F2015-S2020)
REL 205 (F2017-S2022)
REL 210 (F2015-S2020)

DIVERSIFICATION (Literature) - DL

ENG 250 (F2017-S2022)
ENG 251 (F2017-S2022)
ENG 252 (F2017-S2022)
ENG 253 (F2017-S2022)
ENG 254 (F2017-S2022)
ENG 255 (F2017-S2022)
ENG 256 (F2017-S2022)
ENG 257 (F2017-S2022)
ENG 257N (F2017-S2022)
ENG 257T (2015-2020)
ENG 261 (F2017-S2022)
HAW 261 (F2017-S2022)
HAW 262 (F2017-S2022)
HWST 270 (F2016-S2021)
REL 122 (F2015-S2020)

DIVERSIFICATION (Physical Sciences) - DP

ASTR 110 (F2016-S2021)
CHEM 151 (F2017-S2022)
CHEM 161 (F2017-S2022)
CHEM 162 (F2017-S2022)
GG 101 (F2015-S2020)
OCN 120 (F2017-S2022)
OCN 201 (F2016-S2021)
PHYS 151 (F2017-S2022)
PHYS 152 (F2017-S2022)
PHYS 170 (F2017-S2022)
PHYS 272 (F2017-S2022)
SCI 122 (F2013-S2018)
SSM 110 (F2017-S2022)
SSM 275 (F2016-S2021)

Diversification, Foundations, and Graduation Requirement Courses • continued •

DIVERSIFICATION (Social Sciences) - DS

ANTH 200 (F2017-S2022)
ANTH 220 (F2017-S2022)
BOT 105 (F2017-S2022)
ECON 130 (F2017-S2022)
ECON 131 (F2017-S2022)
GIS 189 (F2016-S2021)
GIS 200 (F2017-S2022)
POLS 110 (F2017-S2022)
PSY 100 (F2017-S2022)
PSY 220 (F2017-S2022)
SOC 100 (F2017-S2022)
SOC 220* (F2017-S2022)
SP 181 (S2017-S2022)
SP 185 (F2017-S2022)
SSCI 250 (F2017-S2022)

*Currently inactive

DIVERSIFICATION (Lab) - DY

BIOL 100L (F2017-S2022)
BIOL 123L (F2017-S2022)
BIOL 171L (F2013-S2018)
BIOL 172L (F2013-S2018)
BOT 130L (F2017-S2022)
CHEM 151L (F2017-S2022)
CHEM 161L (F2017-S2022)
CHEM 162L (F2017-S2022)
GG 101L (F2015-S2020)
MARE 171L (F2013-S2018)
MARE 172L (F2013-S2018)
MICR 140 (F2017-S2022)
PHYS 151L (F2017-S2022)
PHYS 152L (F2017-S2022)
PHYS 170L (F2016-S2021)
PHYS 272L (F2017-S2022)
SCI 121L (F2017-S2022)
SCI 122L (F2013-S2018)
ZOO 141L (F2017-S2022)
ZOO 142L (F2017-S2022)

DIVERSIFICATION (Biological Science and Lab) - DB + DY

BOT 101 (F2017-S2022)
HORT 200 (F2015-S2020)

DIVERSIFICATION (Physical Science and Lab) - DP + DY

PBT 204 (F2014-S2019)

FOUNDATIONS (Global and Multicultural Perspectives) - FGA

HIST 151 (F2016-S2021)

FOUNDATIONS (Global and Multicultural Perspectives) - FGB

HIST 152 (F2016-S2021)
PHIL 103 (F2017-S2022)
SSM 101 (F2015-S2020)

FOUNDATIONS (Global and Multicultural Perspectives) - FGC

REL 150 (F2014-S2019)

FOUNDATIONS (Symbolic Reasoning) - FS

MATH 100 (F2016-S2021)
MATH 103 (F2017-S2022)
MATH 112 (F2016-S2021)
MATH 115 (F2014-S2019)
MATH 140X (F2015-S2020)
MATH 205 (F2016-S2021)
MATH 206 (F2017-S2022)
PHIL 110 (F2014-S2019)

FOUNDATIONS (Written Communication) - (FW)

ENG 100 (F2016-S2021)

GRADUATION REQUIREMENT (Alternative Communication)

ART 105
ART 106
ART 107D
ART 111
ART 112
ART 113
ART 123
ART 157
ART 207D
ART 211
ART 213
ART 223
ART 225
ART 229
ART 243
ART 244
ART 249
ENG 104
ENG 117
ENG 215
FR 101
FR 102
HAW 101
HAW 102
HAW 201
HAW 202
HAW 221
HAW 222
HAW 261
HAW 262
HWST 128
ICS 111
ICS 120V
JOUR 205
JPNS 101
JPNS 102
JPNS 201
JPNS 202
MATH 135
MATH 140

Diversification, Foundations, and Graduation Requirement Courses

• continued •

GRADUATION REQUIREMENT (Alternative Communication) •continued •

MATH 205
MATH 206
MUS 121B
MUS 121C
MUS 122B
MUS 122C
MUS 201
MUS 202
MUS 203G
MUS 204
MUS 220
MUS 253
MUS 254
SP 185
SP 231
SPAN 101
SPAN 102
SPAN 201
SPAN 202
THEA 221

GRADUATION REQUIREMENT (Health and Wellness)

BOT 130L (2015-2020)
CULN 185 (2015-2020)
HLTH 140 (2014-2019)
HLTH 155 (2014-2019)
HPER 100 (2014-2019)
HPER 130 (2014-2019)
HPER 131 (2015-2020)
HPER 132 (2015-2020)
HPER 137 (2014-2019)
HPER 148 (2016-2021)
HPER 152 (2014-2019)
HPER 160 (2014-2019)
HPER 170 (2014-2019)
HPER 171 (2015-2020)
HPER 197 (2015-2020)
HPER 270 (2016-2021)
HWST 128 (2015-2020)
MUS 121B (2015-2020)
MUS 122B (2015-2020)
ZOO 141 (2014-2019)
ZOO 142 (2014-2019)

GRADUATION REQUIREMENT (Pacific Cultures)

ANTH 220
BOT 105
ENG 261
HAW 261
HAW 262
HIST 284
HIST 284K
HWST 20P
HWST 107
HWST 111
HWST 128
HWST 129
HWST 177
HWST 228
HWST 229
HWST 251
HWST 270
HWST 281
HWST 282
HWST 285
HWST 290
HWST 295
PHIL 102
REL 205

Reporting on Gainful Employment Programs

Gainful Employment programs at Kauai Community College are certificate programs for which students can obtain Title IV financial aid and are at least 16 credits in length. The table below shows the most recent information for Gainful Employment programs at KCC.

<u>Program</u>	<u>Degree</u>	<u>Credits</u>	<u>CIP Code</u>	<u>Median Title IV Aid Amount in 2015-16</u>	<u>Job Placement Rate</u>	<u>Cohort Enrollment Who Received Title IV at Any Time</u>	<u>Cohort Count Who Finished in 100% Time</u>	<u>Cohort Title IV Debt</u>	<u>Resident Tuition and Fees</u>	<u>Non-Resident Tuition and Fees</u>	<u>Books and Supplies</u>
<u>Accounting</u>	CA	31	52-0301	-	75%	*	0	-	\$4,083.00	\$10,717.00	\$1,926.00
<u>Accounting, Assistant</u>	CO	21	52-0301	\$2,180.50	75%	*	0	-	\$2,769.00	\$7,263.00	\$1,050.00
<u>Accounting, Office Assistant</u>	CO	18	52-0301	-	75%	*	0	-	\$2,391.00	\$6,243.00	\$900.00
<u>Accounting, Payroll Preparer</u>	CO	21	52-0301	\$1,345.00	75%	0	0	-	\$2,769.00	\$7,263.00	\$1,050.00
<u>Accounting, Small Business Accounting</u>	CO	21	52-0301	\$2,084.50	75%	*	0	-	\$2,769.00	\$7,263.00	\$1,050.00
<u>Accounting, Tax Preparer</u>	CO	21	52-0301	-	75%	0	0	-	\$2,769.00	\$7,263.00	\$1,050.00
<u>Autobody Repair and Painting</u>	CA	39	47-0603	-	50%	*	0	-	\$5,145.00	\$13,491.00	\$4,650.00
<u>Automotive Mechanic Technology</u>	CA	51	47-0604	\$2,161.00	67%	*	0	-	\$6,711.00	\$17,625.00	\$2,550.00
<u>Business Entrepreneurship</u>	CA	42	52-0701	\$2,887.50	n.d.	0	0	-	\$5,523.00	\$14,511.00	\$2,100.00
<u>Business Management</u>	CA	42	52-0299	\$711.00	n.d.	0	0	-	\$5,523.00	\$14,511.00	\$2,700.00
<u>Business Technology</u>	CA	33	52-0407	\$1,388.00	80%	*	0	-	\$4,335.00	\$11,397.00	\$1,650.00
<u>Business Technology, Virtual Office Assistant</u>	CO	23	52-0407	-	80%	*	0	-	\$3,021.00	\$7,943.00	\$1,150.00
<u>Business, Entrepreneurship</u>	CO	18	52-0701	-	n.d.	0	0	-	\$2,391.00	\$6,243.00	\$900.00
<u>Carpentry Technology</u>	CA	53	46-0201	\$727.00	100%	*	0	-	\$6,963.00	\$18,305.00	\$2,650.00
<u>Culinary Arts</u>	CA	38	12-0599	\$1,830.25	72%	*	0	\$947.00	\$5,019.00	\$13,151.00	\$2,276.00
<u>Culinary Arts</u>	CO	16	12-0599	\$1,623.25	72%	*	*	-	\$2,139.00	\$5,563.00	\$1,176.00
<u>Culinary Arts</u>	CO	16	12-0599	-	72%	*	0	-	\$2,139.00	\$5,563.00	\$800.00
<u>Culinary Arts, Advanced Culinary</u>	CA	40	12-0599	\$1,824.00	72%	*	0	-	\$5,271.00	\$13,831.00	\$2,000.00
<u>Digital Film</u>	CO	21	09-0702	-	60%	0	0	-	\$2,769.00	\$7,263.00	\$1,050.00
<u>Digital Graphic Design</u>	CO	21	09-0702	-	60%	10	*	\$5,442.00	\$2,769.00	\$7,263.00	\$1,650.00
<u>Early Childhood Education</u>	CA	39	13-1210	\$2,149.00	90%	*	0	\$8,412.00	\$5,145.00	\$13,491.00	\$1,950.00
<u>Electrical Installation and Maintenance Technology</u>	CA	47	46-0302	\$2,509.75	100%	*	0	-	\$6,153.00	\$16,211.00	\$2,350.00
<u>Electronic Technology</u>	CA	27	11-1001	\$1,982.00	60%	*	0	-	\$3,579.00	\$9,357.00	\$1,350.00
<u>Electronic Technology</u>	CO	21	09-0702	\$397.50	76%	*	0	-	\$2,769.00	\$7,263.00	\$1,050.00
<u>Facilities Engineering</u>	CO	23	19-0604	\$828.25	93%	24	*	\$7,192.00	\$3,021.00	\$7,943.00	\$1,150.00
<u>Facilities Engineering, Mechanical, Electric, and Plumbing</u>	CO	23	19-0604	\$1,975.50	93%	11	*	-	\$3,021.00	\$7,943.00	\$1,526.00
<u>Hospitality and Tourism</u>	CA	44	52-0904	-	76%	*	0	-	\$5,775.00	\$15,191.00	\$2,200.00
<u>Hospitality and Tourism, Hospitality Management</u>	CO	21	52-0904	\$1,454.00	76%	*	0	\$969.00	\$2,769.00	\$7,263.00	\$1,050.00
<u>Medical Assisting</u>	CA	43	51-0801	\$1,636.00	72%	11	0	\$2,476.00	\$5,649.00	\$14,851.00	\$2,150.00
<u>Plant Biology and Tropical Agriculture</u>	CA	35	26-0308	-	100%	0	0	-	\$4,587.00	\$12,077.00	\$1,750.00
<u>Practical Nursing</u>	CA	50	51-3901	\$1,967.00	72%	33	0	\$4,001.00	\$6,585.00	\$17,285.00	\$2,500.00
<u>Sustainable Science Management</u>	CA	27	30-3301	\$2,166.00	n.d.	0	0	-	\$3,579.00	\$9,357.00	\$1,350.00

Notes:

Degree type CA (Certificate of Achievement) and CO (Certificate of Competence)

On-time graduation rate is based on completing the program in 100% of calculated program length according to the US DoE Gainful Employment Disclosure template Quick Start guide (March 2017).

Job placement is based on 2015-16 Perkins Data. Programs without placement data are indicated with "n.d."

Median cohort student loan debt is for the life of each debt holding student in the cohort (GE Quickstart Guide, 2017).

Cohorts were calculated according to program length and date of entry.

*In order to protect student confidentiality, cells with fewer than 10 students are redacted.

ACCOUNTING

Business Education Division

The accounting curriculum promotes the dynamic yet practical nature of the accounting profession. An emphasis on the integration of knowledge and technology forms a solid foundation that will support versatile career and educational endeavors. Students are engaged in skills and competencies to succeed as paraprofessionals in business environments such as bookkeeping, payroll processing, tax preparation or supporting roles in government, new or continuing small businesses, or other large industries such as hospitality, tourism, or agriculture. All certificates and degrees allow students to blend a mixture of college-level, technical, occupational, and/or baccalaureate-leading, transferable courses. The curriculum is considerate of socio-economic and academic diversity and encourages life-long learning.

A grade of "C" or higher in all Accounting program courses is required for graduation.

Program Student Learning Outcomes (PSLOs) approved 02/06/13:

1. Convey financial information clearly and appropriately to the audience and purpose.
2. Organize, analyze, interpret, and present timely and accurate financial information.
3. Apply accounting principles and techniques as needed.
4. Use standard and emerging technologies to perform basic office functions and to improve quality and productivity.
5. Maintain professional and personal development.
6. Demonstrate work attitude, behavior, and appearance that contribute to continued employability.
7. Use critical thinking skills that reflect legal and ethical standards and values of the accounting profession.

Certificate of Competence (Basic Accounting): 9 credits

	CREDITS
ACC 124 Principles of Accounting I.....	3
ACC 125 Principles of Accounting II.....	3
ACC 126* Principles of Accounting III.....	3

*ACC 252 will fulfill the requirement for ACC 126.

TOTAL 9

Certificate of Competence (Accounting Office Assistant): 18 credits

	CREDITS
ACC 124* Principles of Accounting I.....	3
ACC 125* Principles of Accounting II.....	3
ACC 255 Using Excel in Accounting.....	3

*ACC 201 will fulfill the requirements for ACC 124 and ACC 125.

Computer/Technology.....3
ACC 252, BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 101, or ICS 111

Thinking, Reasoning/Mathematics.....3
BUSN 189 or any 100-level or higher MATH course, FS designated course, or Core Options

Written Communication.....3
Core Options

TOTAL 18

Certificate of Competence (Accounting Assistant): 21 credits

	CREDITS
ACC 124* Principles of Accounting I.....	3
ACC 125* Principles of Accounting II.....	3
ACC 252 Using QuickBooks in Accounting.....	3
ACC 255 Using Excel in Accounting.....	3

*ACC 201 will fulfill the requirements for ACC 124 and ACC 125.

Computer/Technology.....3
BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 101, or ICS 111

Thinking, Reasoning/Mathematics.....3
BUSN 189 or any 100-level or higher MATH course, FS designated course, or Core Options

Written Communication.....3
Core Options

TOTAL 21

Certificate of Competence (Payroll Preparer): 21 credits

	CREDITS
ACC 124* Principles of Accounting I.....	3
ACC 132 Payroll and Hawai'i General Excise Tax.....	3

*ACC 201 will fulfill the requirement for ACC 124.

Computer/Technology.....6
ACC 252**, ACC 255**; BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 101, or ICS 111

**Recommended

Electives.....3
BUS; BUSN; ECOM; ECON; ENT; HIST; HOST; HWST; MATH; MGT; MKT; POLS; PSY; REL; SMKT; SOC; SP; or 2nd language

Thinking, Reasoning/Mathematics.....3
BUSN 189 or any 100-level or higher MATH course, FS designated course, or Core Options

Written Communication.....3
Core Options

TOTAL 21

Certificate of Competence (Small Business Accounting): 21 credits

	CREDITS
ACC 124* Principles of Accounting I.....	3
ACC 125* Principles of Accounting II.....	3
ACC 132 Payroll and Hawai'i General Excise Tax.....	3
ACC 252 Using QuickBooks in Accounting.....	3
ACC 255 Using Excel in Accounting.....	3

*ACC 201 will fulfill the requirements for ACC 124 and ACC 125.

Computer/Technology.....3
BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 101, or ICS 111

Written Communication.....3
Core Options

TOTAL 21

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

ACCOUNTING

Business Education Division

• continued •

Certificate of Competence (Tax Preparer): 21 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I.....	3
ACC 125* Principles of Accounting II	3
ACC 134 Individual Income Tax Preparation.....	3
ACC 137 Business Income Tax Preparation	3
ACC 255 Using Excel in Accounting.....	3
*ACC 201 will fulfill the requirements for ACC 124 and ACC 125.	
<u>Computer /Technology</u>	3
ACC 252; BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 101, or ICS 111	
<u>Written Communication</u>	3
Core Options	
<u>TOTAL 21</u>	

Certificate of Achievement (Accounting): 28-31 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I.....	3
ACC 125* Principles of Accounting II	3
ACC 132 Payroll and Hawai'i General Excise Tax.....	3
ACC 134 Individual Income Tax Preparation.....	3
ACC 193V** Cooperative Education.....	1
ACC 252 Using QuickBooks in Accounting.....	3
ACC 255 Using Excel in Accounting.....	3
*ACC 201 will fulfill the requirements for ACC 124 and ACC 125.	
**Variable option for additional credit(s) if ACC 201 is taken.	
<u>Computer /Technology</u>	3
BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 101, or ICS 111	
<u>Electives</u>	3
BUS; BUSN; ECOM; ECON; ENT; HIST; HOST; HWST; MATH; MGT; MKT; POLS; PSY; REL; SMKT; SOC; SP; or 2nd language	
<u>Thinking, Reasoning/Mathematics</u>	3
BUSN 189 or any 100-level or higher MATH course, FS designated course, or Core Options	
<u>Written Communication</u>	3
Core Options	
<u>TOTAL 28-31</u>	

Associate in Applied Science Degree (Accounting): 60-61 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I.....	3
ACC 125* Principles of Accounting II	3
ACC 126* Principles of Accounting III.....	3
ACC 132 Payroll and Hawai'i General Excise Tax.....	3
ACC 134 Individual Income Tax Preparation.....	3
ACC 137 Business Income Tax Preparation	3
ACC 193V** Cooperative Education.....	1
ACC 252 Using QuickBooks in Accounting.....	3
ACC 255 Using Excel in Accounting.....	3
BLAW 200 Legal Environment of Business.....	3
*ACC 201 will fulfill the requirements for ACC 124 and ACC 125.	
ACC 202 will fulfill the requirement for ACC 126.	
**Variable option for additional credit(s) if ACC 201 is taken.	
<u>Computer /Technology</u>	3
BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 101, or ICS 111	
<u>Cultural Environment</u>	3
ANTH 200; HWST 107, HWST 111; PHIL 100; REL 150; or Core Options	
<u>Electives</u>	6
BUS; BUSN; ECOM; ECON; ENT; HIST; HOST; HWST; MATH; MGT; MKT; POLS; PSY; REL; SMKT; SOC; SP; or 2nd language	
<u>Natural Environment</u>	3
Any 100-level or higher Natural Science, DB, DP, or Core Options	
<u>Oral Communication</u>	3
Core Options	
<u>Social Environment</u>	6
ECON 130, ECON 131; MGT 124; POLS; SOC; or Core Options	
<u>Thinking, Reasoning/Mathematics</u>	3
BUSN 189 or any 100-level or higher MATH course, FS designated course, or Core Options	
<u>Written Communication</u>	6
ENG 100 Composition I	3
and choose from the following [3] Core Options	
<u>TOTAL 60-61</u>	

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

ADULT RESIDENTIAL CARE HOME OPERATOR

Health Education Division

Students in the Adult Residential Care Home Operator (CHO) program will receive instruction in common diseases, nutrition, making medication available, communication, rehabilitation, regulations accounts, and community resources. Students will receive a solid understanding of the elements of the Hawai'i Administrative Rules title 11 chapter 100.1. This program will allow students to apply for licensure as a state approved adult residential care home operator.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Demonstrate knowledge of and be able to practice the principles of resident care.
2. Incorporate the concepts of the social model through family and community centered approaches.
3. Demonstrate knowledge of community resources that may be utilized by residents and primary caregiver.
4. Demonstrate skill in first aid, nutrition, and nursing and behavioral management of all CHO residents.
5. Demonstrate knowledge of the licensure requirements for CHO facilities.

Certificate of Competence (Adult Residential Care Home Operator): 4 credits

NURS 12	ARCH: Common Diseases, Special Diets, and Medications	2
NURS 13	ARCH: Specialized Populations, Communication, and Rehabilitation	1
NURS 14	ARCH: Regulations, Accounts, and Community Resources	1

TOTAL 4

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

AUTOMOTIVE TECHNOLOGY

Trade Technology Division

The Automotive Technology program is a competency-based program designed following standards specified by the National Automotive Education Foundation (NATEF). The competencies the student is expected to achieve in the program are based on the task described by NATEF. A student who successfully completes the program will receive training in all of the eight areas described by NATEF: A-1 Engine Repair; A-2 Automatic Transmission and Transaxle; A-3 Manual Drive Train and Axles; A-4 Suspension and Steering; A-5 Brakes; A-6 Electrical/ Electronic Systems; A-7 Heating and Air Conditioning; and A-8 Engine Performance. In order to meet global changes, the automotive industry has gone Green with Hybrid and Electric vehicles. Our program will meet the industry needs by providing training in sustainable energy with Hybrid and Electric Vehicle (HEV) Technology and alternative fuels.

The goals of the program are to prepare the student with the skills and competencies necessary for a successful career as an automotive technician, to instill in the student the work habits and attitude necessary to work in a highly competitive field, and to provide the student with the basic skills necessary to become a lifelong learner in order to keep abreast of the latest technological changes in the automobile.

The Automotive Technology program courses are clustered into certificates, each providing a set of marketable workplace skills. The Certificates of Competence (COs) in HEV Preventive Maintenance and Repair and the HEV Diagnostic and Repair lead to a Certificate of Achievement (CA) in Automotive Green Technology. The Drive Train Specialist, Engine Specialist, and Undercar Specialist lead to the CA in Automotive Technology Heavy Line Technician. In addition, other certificates earned are the Electronics/Computer Controls Technician, Driveability Technician, and Master Automobile Service Technology CAs that lead to the Associate in Applied Science (AAS) degree. This two-year AAS degree program is offered every year.

This program is articulated with other UH Community College Automotive programs. Students should plan to enroll in all the Automotive Technology program courses offered each semester in order to earn the desired certificate or degree in the shortest time possible. Students are strongly encouraged to consult with an academic advisor to help them plan the best path for reaching their academic goals.

The cost of tools and supplies for the program is approximately \$2,500. This cost can vary considerably, depending on where the student chooses to buy tools and supplies.

Program Admission Requirements:

Applicants will be admitted into the Automotive Technology program on a "first applied, first qualified" basis. Students not meeting prerequisites may take non-AMT designated courses required in the program and begin the cycle of AMT courses once prerequisites are met. First-semester courses require qualification into ENG 106 or higher, and MATH 100 or higher OR concurrent enrollment in AMT 20 and MATH 75X. Students must maintain a valid driver's license throughout the course of study.

A GPA of 2.0 or higher in all AMT courses is needed to meet graduation requirements.

Program Student Learning Outcomes (PSLOs) approved 04/30/2015:

1. Demonstrate technical proficiency in entry-level skills for employment in the automotive service field or related areas.
2. Apply the theory behind automotive procedures and use critical thinking when performing service, maintenance, diagnostics, and repair of all major automotive systems.
3. Comply with personal and environmental safety practices in accordance with applicable safety and environmental regulations.
4. Identify and use appropriate tools, testing, and measuring equipment required to accomplish each task established by the National Automotive Technology Education Foundation (NATEF).
5. Locate references, training information and manufacturer's procedures from industry resources using the appropriate technology and perform tasks in accordance with their research.
6. Perform all diagnostic and repair tasks in accordance with manufacturer's recommended procedures as published.
7. Communicate effectively both orally and in writing.

Certificate of Competence (Drive Train Specialist): 10 credits

	CREDITS
AMT 20	Introduction to Automotive Technology2
AMT 40E	Electrical/Electronic Systems I4
AMT 46	Manual Drive Trains and Axles4
	TOTAL 10

Certificate of Competence (Engine Specialist): 12 credits

	CREDITS
AMT 20	Introduction to Automotive Technology2
AMT 30	Engines.....6
AMT 40E	Electrical/Electronic Systems I4
	TOTAL 12

Certificate of Competence (Undercar Specialist): 13 credits

	CREDITS
AMT 20	Introduction to Automotive Technology2
AMT 40E	Electrical/Electronic Systems I4
AMT 53	Brakes.....3
AMT 55	Suspension and Steering4
	TOTAL 13

Certificate of Competence (HEV Diagnostic and Repair): 18 credits

	CREDITS
AMT 40E	Electrical/Electronic Systems I4
AMT 40H	Engine Performance II.....5
AMT 171	HEV I – Introduction to Hybrid and Electric Vehicle Technology3
AMT 173	HEV III – Diagnostic and Repair3
ETRO 18	General Electronics3
	TOTAL 18

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

AUTOMOTIVE TECHNOLOGY

Trade Technology Division

• continued •

Certificate of Competence (HEV Preventive Maintenance and Repair): 19 credits

	CREDITS
AMT 30	Engines6
AMT 40E	Electrical/Electronic Systems I4
AMT 171	HEV I – Introduction to Hybrid and Electric Vehicle Technology3
AMT 172	HEV II – Preventive Maintenance and Repair3
ETRO 18	General Electronics3
TOTAL 19	

Certificate of Achievement (Automotive Green Technology): 27 credits

	CREDITS
AMT 30	Engines6
AMT 40E	Electrical/Electronic Systems I4
AMT 40H	Engine Performance II5
AMT 171	HEV I – Introduction to Hybrid and Electric Vehicle Technology3
AMT 172	HEV II – Preventive Maintenance and Repair3
AMT 173	HEV III – Diagnostic and Repair3
ETRO 18	General Electronics3
TOTAL 27	

Certificate of Achievement (Electronics/Computer Control Technician): 27 credits

	CREDITS
AMT 40B	Fuel and Emissions3
AMT 40D	Engine Performance I3
AMT 40E	Electrical/Electronic Systems I4
AMT 40G	Electrical/Electronic Systems II3
AMT 40H	Engine Performance II5
AMT 41	Ignition Systems2
AMT 43	Heating and Air Conditioning4
ETRO 18	General Electronics3
TOTAL 27	

Certificate of Achievement (Heavy Line Technician): 27 credits

	CREDITS
AMT 20	Introduction to Automotive Technology2
AMT 30	Engines6
AMT 40E	Electrical/Electronic Systems I4
AMT 46	Manual Drive Trains and Axles4
AMT 50	Automatic Transmissions/Transaxles4
AMT 53	Brakes3
AMT 55	Suspension and Steering4
TOTAL 27	

Certificate of Achievement (Driveability Technician): 30 credits

	CREDITS
AMT 40E	Electrical/Electronic Systems I4
AMT 30	Engines6
AMT 40B	Fuel and Emissions3
AMT 40D	Engine Performance I3
AMT 40G	Electrical/Electronic Systems II3
AMT 40H	Engine Performance II5
AMT 41	Ignition Systems2
AMT 60	Diagnostic and Repair4
TOTAL 30	

Certificate of Achievement (Master Automobile Service Technology): 51 credits

	CREDITS
AMT 20	Introduction to Automotive Technology2
AMT 30	Engines6
AMT 40B	Fuel and Emissions3
AMT 40D	Engine Performance I3
AMT 40E	Electrical/Electronic Systems I4
AMT 40G	Electrical/Electronic Systems II3
AMT 40H	Engine Performance II5
AMT 41	Ignition Systems2
AMT 43	Heating and Air Conditioning4
AMT 46	Manual Drive Trains and Axles4
AMT 50	Automatic Transmissions/Transaxles4
AMT 53	Brakes3
AMT 55	Suspension and Steering4
AMT 60	Diagnostic and Repair4
TOTAL 51	

Associate in Applied Science Degree (Automotive Mechanics Technology): 69 credits

	CREDITS
AMT 20	Introduction to Automotive Technology2
AMT 30	Engines6
AMT 40B	Fuel and Emissions3
AMT 40D	Engine Performance I3
AMT 40E	Electrical/Electronic Systems I4
AMT 40G	Electrical/Electronic Systems II3
AMT 40H	Engine Performance II5
AMT 41	Ignition Systems2
AMT 43	Heating and Air Conditioning4
AMT 46	Manual Drive Trains and Axles4
AMT 50	Automatic Transmissions/Transaxles4
AMT 53	Brakes3
AMT 55	Suspension and Steering4
AMT 60	Diagnostic and Repair4
ETRO 18	General Electronics3
<u>Communication</u>3	
Core Options	
<u>Cultural Environment</u>3	
Core Options	
<u>Natural Environment</u>3	
PHYS 101	Career and Technical Education Physics3
<u>Social Environment</u>3	
Core Options	
<u>Thinking, Reasoning/Mathematics</u>3	
Core Options	
TOTAL 69	

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

BUSINESS

Business Education Division

The Associate in Science in Business degree will prepare students for entry-level positions in business, industry, and non-profit organizations. It is designed for students who seek to gain a solid foundation of the basic business concepts and skills necessary to contribute and create solutions in today's business environment. Upon successful completion of this program, students will acquire the knowledge and skills to apply management, marketing, and accounting concepts to improve operational performance in a business setting. This degree can help an individual jump-start a career in business or prepare them for transfer to a four-year institution.

Program Student Learning Outcomes (PSLOs) approved 09/10/2013:

1. Develop critical thinking and interpersonal skills applicable to real-world problems.
2. Utilize creativity and logical strategies and techniques to solve complex business issues.
3. Implement and apply current technical solutions to business activities, systems, and processes.
4. Apply foundational management principles to the functions of planning, organizing, coordinating, and decision making to business operations.
5. Demonstrate fundamental knowledge of business and technical skills to support lifelong professional development.

Certificate of Competence (Entrepreneurship): 18 credits

	CREDITS
ENT 125 Starting a Business	3
ENT 150 Basic Accounting and Finance for Entrepreneurs	3
HOST 100 Career and Customer Service Skills	3
<u>Computer Technology</u>	3
BUSN 121, BUSN 130, BUSN 150; ICS 101	
<u>Marketing Options</u>	3
ENT 130; ECOM 100; MKT 130; SMKT 150	
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
TOTAL 18	

Certificate of Competence (Management Essentials): 21 credits

	CREDITS
MGT 120 Principles of Management	3
MGT 122 Human Relations in Business	3
<u>Choose from the following</u>	3
BUS 120 or MATH 115	
<u>Marketing Options</u>	3
ENT 130; ECOM 100; MKT 130; SMKT 150	
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
<u>Thinking, Reasoning / Mathematics</u>	3
BUSN 189 Business Mathematics	3
<u>Written Communication</u>	3
BUS 175 (WI); ENG 100, ENG 209*	

*Not currently offered at Kaua'i CC but available at other UH campuses.

TOTAL 21

Certificate of Competence (Retail Essentials): 15 credits

	CREDITS
HOST 100 Career and Customer Service Skills	3
MGT 122 Human Relations in Business	3
MKT 130 Principles of Retailing	3
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
<u>Thinking, Reasoning / Mathematics</u>	3
BUSN 189 Business Mathematics	3

TOTAL 15

Certificate of Achievement (Entrepreneurship): 42 credits

	CREDITS
BLAW 200 Legal Environment of Business	3
BUS 293V Cooperative Education	3
ECON 130 Principles of Microeconomics	3
ENT 125 Starting a Business	3
ENT 150 Basic Accounting and Finance for Entrepreneurs	3
HOST 100 Career and Customer Service Skills	3
MGT 122 Human Relations in Business	3
<u>Choose from the following</u>	3
BUS 120 or MATH 115	
<u>Computer Technology</u>	3
BUSN 121, BUSN 130, BUSN 150; ICS 101	
<u>Marketing Options</u>	6
ENT 130; ECOM 100; MKT 130; SMKT 150	
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
<u>Thinking, Reasoning / Mathematics</u>	3
BUSN 189 Business Mathematics	3
<u>Written Communication</u>	3
BUS 175 (WI); ENG 100, ENG 209*	

*Not currently offered at Kaua'i CC but available at other UH campuses.

TOTAL 42

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

BUSINESS

Business Education Division

• continued •

Certificate of Achievement (Management): 42 credits

	<u>CREDITS</u>
ACC 201 Introduction to Financial Accounting	3
ACC 202 Introduction to Managerial Accounting	3
BLAW 200 Legal Environment of Business.....	3
BUS 293V Cooperative Education.....	3
ECON 130 Principles of Microeconomics	3
HOST 100 Career and Customer Service Skills	3
MGT 120 Principles of Management	3
MGT 122 Human Relations in Business.....	3
<u>Choose from the following</u>	3
BUS 120 or MATH 115	
<u>Computer Technology</u>	3
BUSN 121, BUSN 130, BUSN 150; ICS 101	
<u>Marketing Options</u>	3
ENT 130; ECOM 100; MKT 130; SMKT 150	
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
<u>Thinking, Reasoning/Mathematics</u>	3
BUSN 189 Business Mathematics	3
<u>Written Communication</u>	3
BUS 175 (WI); ENG 100, ENG 209*	

*Not currently offered at Kaua'i CC but available at other UH campuses.

TOTAL 42

Associate in Science (Business): 61 credits

	<u>CREDITS</u>
ACC 201 Introduction to Financial Accounting	3
ACC 202 Introduction to Managerial Accounting	3
BLAW 200 Legal Environment of Business.....	3
BUS 293V Cooperative Education.....	3
ECON 130 Principles of Microeconomics	3
ECON 131 Principles of Macroeconomics.....	3
ENT 125 Starting a Business	3
ENT 150 Basic Accounting and Finance for Entrepreneurs	3
HOST 100 Career and Customer Service Skills	3
MGT 120 Principles of Management	3
MGT 122 Human Relations in Business.....	3
<u>Choose from the following</u>	3
BUS 120 or MATH 115	
<u>Computer Technology</u>	3
BUSN 121, BUSN 130, BUSN 150; ICS 101	
<u>Cultural Environment</u>	3
ANTH 200; HWST 107; PHIL 100; POLS 110; PSY 100; REL 150; SOC 100	
<u>Marketing Options</u>	6
ENT 130; ECOM 100; MKT 130; SMKT 150	
<u>Natural Environment</u>	4
Any 100-level or higher natural science course. DB 3 credits or DP 3 credits, and DY 1 credit.	
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
<u>Thinking, Reasoning/Mathematics</u>	3
MATH 100, MATH 103, MATH 135 or higher	
<u>Written Communication</u>	3
BUS 175 (WI); ENG 100, ENG 209*	

*Not currently offered at Kaua'i CC but available at other UH campuses.

TOTAL 61

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

BUSINESS TECHNOLOGY

Business Education Division

The Business Technology program focuses on skills, attitudes, and knowledge needed to prepare students for employment in government and industry positions such as administrative assistants, information processors, receptionists, clerks, or secretaries. Courses include both business and general offerings to broaden students' background and to enhance employment and promotion possibilities.

A GPA of 2.0 or higher in all BUS and BUSN courses is needed to meet graduation requirements.

Program Student Learning Outcomes (PSLOs) approved 01/25/2017:

1. Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
2. Use research, critical thinking, and decision-making skills to make informed choices and solve problems for personal and work-related situations.
3. Apply appropriate strategies to secure employment, retain a job, and advance in a career.
4. Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
5. Work as a responsible member of a team to meet an organization's objectives.
6. Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
7. Analyze, synthesize, and evaluate real-world problems in quantitative terms.

Certificate of Competence (Office Assistant): 12 credits

		CREDITS
BUS 175	Business Communications - Written	3
BUSN 121	Introduction to Word Processing	3
BUSN 164	Career Success	3
HOST 100	Career and Customer Service Skills	3
TOTAL 12		

Certificate of Competence (Business Technology): 21 credits

		CREDITS
BUS 175	Business Communications - Written	3
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
ECOM 100	Introduction to E-Commerce	3
HOST 100	Career and Customer Service Skills	3
<u>Thinking, Reasoning/Mathematics</u>		3
BUSN 189 or MATH 103 or higher		
TOTAL 21		

Certificate of Competence (Medical Office Receptionist): 23 credits

		CREDITS
BUSN 106	Introduction to Medical Coding	3
BUSN 123	Word Processing for Business	3
BUSN 150	Introduction to Business Computing	3
BUSN 170	Records and Information Management	3
BUSN 193V	Cooperative Education	1
HOST 100	Career and Customer Service Skills	3
<u>Electives</u>		3
HLTH 140	Introduction to Human Body Systems and Related Medical Terminology	3
<u>Natural Environment (One of the following pairs)</u>		4
BIOL 100/BIOL 100L or SCI 121/SCI 121L		
TOTAL 23		

Certificate of Competence (Virtual Office Assistant): 23 credits

		CREDITS
BUSN 150	Introduction to Business Computing	3
BUSN 151	Intermediate Business Computing	3
BUSN 158	Social Media and Collaboration Tools for Business	3
BUSN 159	Creating and Managing the Virtual Office	3
BUSN 164	Career Success	3
BUSN 193V	Cooperative Education	2
<u>One of the following</u>		3
ACC 124 or ACC 201		
<u>One of the following</u>		3
BUSN 121 or BUSN 123		
TOTAL 23		

Certificate of Achievement (Business Technology): 33 credits

		CREDITS
BUS 175	Business Communications-Written	3
BUSN 123	Word Processing for Business	3
BUSN 150	Introduction to Business Computing	3
BUSN 151	Intermediate Business Computing	3
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
BUSN 179	Business English	3
ECOM 100	Introduction to E-Commerce	3
HOST 100	Career and Customer Service Skills	3
<u>Social Environment</u>		3
Core Options		
<u>Thinking, Reasoning/Mathematics</u>		3
BUSN 189 or MATH 103 or higher		
TOTAL 33		

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

**BUSINESS
TECHNOLOGY**
Business Education Division
• continued •

Associate in Applied Science Degree (Business Technology): 60 credits

	<u>CREDITS</u>
BUS 175 Business Communications-Written	3
BUSN 123 Word Processing for Business	3
BUSN 150 Introduction to Business Computing	3
BUSN 151 Intermediate Business Computing	3
BUSN 158 Social Media and Collaboration Tools for Business	3
BUSN 164 Career Success	3
BUSN 170 Records and Information Management.....	3
BUSN 179 Business English.....	3
BUSN 193V Cooperative Education.....	3
ECOM 100 Introduction to E-Commerce.....	3
HOST 100 Career and Customer Service Skills	3
<u>One of the following</u>	3
ACC 124 or ACC 201	
<u>Cultural Environment</u>	3
Core Options	
<u>Electives</u>	5
Any 100-level or higher course	
<u>Natural Environment</u>	4
Core Options	
<u>Oral Communication</u>	3
Core Options	
<u>Social Environment</u>	3
Core Options	
<u>Thinking, Reasoning/Mathematics</u>	3
BUSN 189 or MATH 103 or higher	
<u>Written Communication</u>	3
Core Options	
 <u>TOTAL 60</u>	

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

CARPENTRY TECHNOLOGY

Trade Technology Division

The Carpentry Technology program provides the basic entry-level skills in the construction of buildings. Skilled carpenters are required in areas of new building construction, repair, and alteration of buildings. The program provides an introduction into the sustainable and green construction methods and materials, while offering instruction in the states building codes for energy efficiency. This program also enhances the graduate’s entry into the carpenters apprenticeship program.

Program Admission Requirements:

- 1) Qualified for ENG 106 and either qualified for MATH 82X or concurrent enrollment in MATH 75X or higher; or 2) approval of instructor.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Read and understand blueprints sufficiently to use them to plan a project.
2. Select materials properly for a given project.
3. Maintain and care for the tools required in the carpentry industry.
4. Know and utilize Occupational Safety and Health Administration (OSHA) and State safety regulations to minimize risk and protect self and others.
5. Communicate successfully orally and in writing using computer technology.
6. Understand and demonstrate the craftsmanship standards of dependability, punctuality, and quality.

Certificate of Achievement (Carpentry Technology): 54 credits

CREDITS

BLPR 22	Blueprint Reading	3
BLPR 40	Advanced Blueprint Reading and Estimates	3
CARP 20B	Introduction to Carpentry I	3
CARP 20C	Introduction to Carpentry II	8
CARP 22B	Concrete Forms I	5
CARP 22C	Concrete Forms II	6
CARP 41B	Rough Framing and Exterior Finish I	6
CARP 41C	Rough Framing and Exterior Finish II	5
CARP 42B	Finishing I	6
CARP 42C	Finishing II	5
<u>Thinking, Reasoning/Mathematics</u>		4
MATH 75X	Introduction to Mathematical Reasoning	4

TOTAL 54

Associate in Applied Science Degree (Carpentry Technology): 67 credits

CREDITS

BLPR 22	Blueprint Reading	3
BLPR 40	Advanced Blueprint Reading and Estimates	3
CARP 20B	Introduction to Carpentry I	3
CARP 20C	Introduction to Carpentry II	8
CARP 22B	Concrete Forms I	5
CARP 22C	Concrete Forms II	6
CARP 41B	Rough Framing and Exterior Finish I	6
CARP 41C	Rough Framing and Exterior Finish II	5
CARP 42B	Finishing I	6
CARP 42C	Finishing II	5
WELD 17	Introduction to Welding	2
<u>Communication</u>		3
BUS 130; ENG 100, ENG 106; SP 151, SP 231		
<u>Cultural Environment</u>		3
Core Options		
<u>Natural Environment</u>		3
PHYS 101	Career and Technical Education Physics	3
<u>Social Environment</u>		3
Core Options		
<u>Thinking, Reasoning/Mathematics</u>		3
MATH 100 or higher		

TOTAL 67

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

CISCO CERTIFIED NETWORKING ASSOCIATE PROGRAM

Trade Technology Division

The Cisco Certified Networking Associate (CCNA) program is a four course program that uses web-based computer instruction and a lab setting that closely resembles a real networking environment to explore networking technology. Students gain skills needed for designing, building and maintaining computer networks. Scheduled class periods include review and hands-on lab exercises and projects. Testing is done online. The total time commitments for successful completion is 90 hours per semester. Students who pass Cisco's national examination will earn a CCNA certification that is recognized world-wide. This rapidly expanding field offers career opportunities in networking and provides a career ladder into more advanced networking technology certifications. Women and minorities are encouraged to apply.

Certificate of Competence (CISCO I): 6 credits

		<u>CREDITS</u>
ETRO 140B	Cisco Networking 1	3
ETRO 140C	Cisco Networking 2	3
TOTAL 6		

Certificate of Competence (CISCO II): 6 credits

The following CCNA courses can be applied towards the Associate in Science degree in Electronics Technology.

		<u>CREDITS</u>
ETRO 240B	Cisco Networking 3	3
ETRO 240C	Cisco Networking 4	3
TOTAL 6		

Other Courses

ETRO 187	Computer Hardware and OS (4)
ETRO 299V*	Router Security (3)
ETRO 299V*	PIX Firewall (3)
ETRO 299V*	Wireless Networks (3)

*Cisco courses offered as directed studies.

CREATIVE MEDIA

Language, Arts, and Humanities Division

Students in the Creative Media program will receive quintessential learning experiences in the production of professional digital communication technologies, including video production, audio recording, still photography, graphic design, animation, and website development. This comprehensive program provides an abundance of lessons and hands-on activities that give students experiences needed to locate and retain professional careers.

Students may continue to UH West O'ahu to obtain a Bachelor of Applied Science Degree with a concentration in Creative Media or a Bachelor of Arts in Humanities with a concentration in Creative Media. Students planning to transfer to UH West O'ahu are strongly encouraged to seek academic advising upon admission to Kaua'i CC.

Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Apply effective communication skills with peers and clients, demonstrating a high-level of emotional intelligence.
2. Use creative media applications and equipment professionally, demonstrating efficient and safe operating procedures.
3. Apply professional, ethical and legal principles when creating creative media.
4. Develop measurable objectives for creative media projects.
5. Produce professional-quality creative media projects using critical thinking and basic design concepts.

Certificate of Competence (Digital Film): 21 credits

		<u>CREDITS</u>
ART 107D	Introduction to Digital Photography	3
ART 112	Introduction to Digital Arts	3
ART 157	Introduction to Digital Video/Storytelling	3
ART 207D	Intermediate Digital Photography	3
ART 248	Digital Post-Production	3
ENG 100	Composition I	3
ICS 101	Digital Tools for the Information World	3
TOTAL 21		

Certificate of Competence (Digital Graphic Design): 21 credits

		<u>CREDITS</u>
ART 112	Introduction to Digital Arts	3
ART 113	Introduction to Drawing	3
ART 125	Introduction to Graphic Design	3
ART 126	3D Computer Graphics I	3
ART 229	Interface Design I	3
ENG 100	Composition I	3
ICS 101	Digital Tools for the Information World	3
TOTAL 21		

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

CREATIVE MEDIA

Language, Arts, and Humanities Division

• continued •

Associate in Science (Creative Media): 60 credits

	CREDITS
ART 107D Introduction to Digital Photography	3
ART 112 Introduction to Digital Arts	3
ART 125 Introduction to Graphic Design	3
ART 157 Introduction to Digital Video/Storytelling	3
ENG 100 Composition I	3
ICS 101 Digital Tools for the Information World	3
SP 151 Personal and Public Speaking	3
<u>Creative Media Electives</u>	15
ART 126, ART 159*, ART 207D, ART 229, ART 249, or ART 267 *pending approval	
<u>Diversification: Social Sciences (DS)</u>	3
Any course designated as DS	
<u>Nine credits from the following</u>	9
ENG 104, ENG 257N; ENT 125; or any course designated as DB or DP (the one-credit lab does not count towards this degree); or any course designated as DA, DH, DL, or FG	
<u>One of the following</u>	3
MATH 100 or higher	
<u>Six credits from the following</u>	6
ART 113, ART 225, ART 248, ART 257*; or ICS 111 *pending approval	
<u>Three credits from the following</u>	3
HWST 107 or higher	
<u>TOTAL 60</u>	

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

CULINARY ARTS

Business Education Division

The Certificate of Competence (CO) in Culinary Arts--Food Prep requires 8 credits and prepares students for entry-level positions in the food service industry. Students are able to demonstrate competency in basic food preparation, sanitation, and safety and customer service. Completion of this certificate does not assure entry into the Culinary Arts Certificate of Achievement (CA) or Associate in Applied Science (AAS) degree cycle.

The Kaua'i Community College Career Ladder Culinary Arts program is designed to provide technical knowledge and basic skills training for students choosing to enter the culinary field, as well as upgrade skills of those already employed in the food service industry. "Hands-on" laboratory training reinforces theoretical knowledge and prepares graduates for positions in professional food service careers. With job experience, graduates of the Culinary Arts program may advance to positions such as chefs, kitchen managers, and restaurant managers.

Successful completion of the 14-credit CO in Culinary Arts allows students to continue to the CAs and/or to the AAS degree program. Graduates will also be eligible to apply for the American Culinary Federation "Certified Culinarian" certificate.

Program Admission Requirements:

Although applicants will be admitted into the Culinary Arts program, admission into the Culinary Arts AAS laboratory cycle (except CULN 101B/C and CULN 102B/C) is on a "first applied, first qualified" basis. Once qualified, the student must initiate the registration process (i.e., submit health clearances, gain academic advising, register for classes, and attend the mandatory orientation). A new culinary laboratory cycle begins each fall semester.

Applicants must demonstrate basic skills proficiency in writing and mathematics as part of acceptance into the CO in Culinary Arts, CAs, and AAS degree programs. Priority admittance into the Culinary Arts fall AAS degree cycle will be given to continuing students who have met the following requirements by the March 1 priority deadline:

- (1) Met minimum English requirements (qualified for ENG 100X using ACT between 11-17, Smarter Balance score 3 plus "C" or higher in high school senior English, or Smarter Balance score 2 plus "B" or higher in high school senior English);
- (2) Met minimum math requirements (qualified for MATH 82X or placing into Math Level 2); and
- (3) Completed CULN 101B/C and/or CULN 102B/C with a grade of "B" or higher, and maintained a 2.0 GPA in all courses applicable toward a CO in Culinary Arts or higher degree.

The CO in Culinary Arts--Food Prep is open admissions. Applicants exploring the culinary arts field who wish to gain a general survey of basic culinary skills and/or are working on completing the reading, writing, and/or math program prerequisites are encouraged to enroll in the CO in Culinary Arts--Food Prep program.

Students planning to apply for admission to the University of Hawai'i at West O'ahu and attain the Bachelor's of Applied Science with a concentration in Culinary Management are required to successfully complete ENG 100 and MATH 103. Please see UHWO website for current admissions information.

A grade of "C" or higher is required for all Culinary Arts program courses.

CULINARY ARTS
Business Education Division
 • continued •

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Communicate with guests, co-workers, and supervisors by using oral, written, and nonverbal skills required in food services operations. (COMMUNICATION)
2. Demonstrate reasoning and decision-making skills that reflect critical thinking (problem-solving, creative thinking, quantitative reasoning, application, and resource management) and the current state of culinary arts/science. (COGNITION)
3. Use print materials, personal communications, observations, and electronic media efficiently and ethically to locate, retrieve, evaluate, organize, and present information needed to meet educational, personal, and professional objectives. (INFORMATION COMPETENCY)
4. Apply work ethics, attitudes, and professional codes of conduct in the workplace with guests and with members of the culinary team including co-workers and supervisors. (SOCIAL RESPONSIBILITY)
5. Demonstrate commitment to culinary arts and food service practices through professional behaviors that meet industry standards. (PERSONAL RESPONSIBILITY)

Certificate of Competence (Food Prep): 8 credits

CREDITS

One of the following pairs

CULN 101B	Introduction to Food Service, Basic Skills, and Sanitation.....	4
CULN 101C	Introduction to Food Service, Short Order, and Quantity Food Cookery.....	4
	or	
CULN 102B	Introduction to Food Service, Breakfast Cookery, and Cafeteria Service.....	4
CULN 102C	Introduction to Food Service, Pantry Development, and Basic Baking.....	4

TOTAL 8

Certificate of Competence (Culinary Arts): 14 credits

CREDITS

CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 116	Introduction to Culinary Sustainability	1
CULN 120	Fundamentals of Cookery.....	4
CULN 130	Intermediate Cookery.....	5

TOTAL 14

Certificate of Achievement (Culinary Arts): 24 credits

CREDITS

CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 116	Introduction to Culinary Sustainability	1
CULN 120	Fundamentals of Cookery.....	4
CULN 130	Intermediate Cookery.....	5
CULN 150	Fundamentals of Baking	5
CULN 160	Dining Room and Beverage Service.....	5

TOTAL 24

Certificate of Achievement (Advanced Culinary Arts): 32 credits

CREDITS

CULN 115	Menu Merchandising	2
CULN 185	Culinary Nutrition	3
CULN 221	Continental Cuisine	5
CULN 222	Asian Pacific Cuisine	5
CULN 240	Garde Manger.....	5
CULN 271	Hospitality Purchasing and Cost Control	4
CULN 275	Human Resource Management and Supervision	3
CULN 294	Culinary Arts Practicum	5

Note: The CA in Culinary Arts must be completed before continuing to the Advanced Culinary Arts certificate.

TOTAL 32

Associate in Applied Science Degree (Culinary Arts): 62-63 credits

CREDITS

CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 115	Menu Merchandising	2
CULN 116	Introduction to Culinary Sustainability	1
CULN 120	Fundamentals of Cookery.....	4
CULN 130	Intermediate Cookery.....	5
CULN 150	Fundamentals of Baking	5
CULN 160	Dining Room and Beverage Service.....	5
CULN 185	Culinary Nutrition	3
CULN 221	Continental Cuisine	5
CULN 222	Asian Pacific Cuisine	5
CULN 240	Garde Manger.....	5
CULN 271	Hospitality Purchasing and Cost Control	4
CULN 275	Human Resource Management and Supervision	3
CULN 294	Culinary Arts Practicum	5

One of the following

MATH 100 (recommended) or higher

Written Communication

ENG 100 or ENG 106 (recommended)

TOTAL 62-63

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

EARLY CHILDHOOD EDUCATION

Health Education Division

The Early Childhood Education (ECED) program prepares students with the knowledge, skills, and dispositions needed to work collaboratively with young children and families in various professional capacities. The training that students receive blends theory and practice through coursework and hands-on experiences in the real world of a preschool program at the Child Development Center at Kaua'i Community College. Designed as a cohort model, a new group of students will be admitted every two years. Students will progress through the program together, completing a 9-credit Certificate of Competence and a 39-credit Certificate of Achievement enroute toward completing the 62-credit Associate in Science (AS) degree in Early Childhood Education.

There are several pathways that students graduating with the AS in ECED can follow within the State of Hawai'i. Students may continue to UH West O'ahu (Bachelor's in Social Science in Early Childhood Education) or UH Mānoa (Bachelor of Education in Elementary and Early Childhood Education or in Early Childhood and Special Education). Students who plan to transfer are strongly encouraged to seek academic advising upon admission to Kaua'i CC.

Program Admission Requirements:

To be admitted to the Early Childhood Education Program students must:

- be qualified for ENG 100

By the beginning of the second semester, students must:

- pass the fingerprinting and background check required by the State of Hawai'i Department of Human Services for individuals working with young children (fee required)

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Use knowledge of child development of individual children to create healthy, challenging learning environments and experiences.
2. Build respectful partnerships with children's families.
3. Observe, document, and assess children's development and learning in partnership with families.
4. Build positive relationships and guide children through supportive interactions.
5. Plan, implement, and assess learning experiences using appropriate content, concepts, and methods.
6. Base decisions and actions on ethical and other professional standards.
7. Demonstrate collaboration, critical thinking, and reflection.
8. Advocate for children and their families within the program.

Certificate of Competence (Early Childhood Education): 9 credits

	CREDITS
ECED 105	Introduction to Early Childhood Education3
ECED 110	Developmentally Appropriate Practices.....3
ECED 131	Child Development: Theory Into Practice.....3

TOTAL 9

Certificate of Achievement (Early Childhood Education): 39 credits

	CREDITS
ECED 105	Introduction to Early Childhood Education3
ECED 110	Developmentally Appropriate Practices.....3
ECED 115	Health, Safety, and Nutrition for the Young Child.....3
ECED 131	Child Development: Theory Into Practice3
ECED 140	Guidance of Young Children in a Group Setting3
ECED 190	Field Experience in Early Childhood Education I..4
ECED 192	Beginning Preschool Seminar and Laboratory ...2
ECED 245	Child, Family, and Community3

<u>Communications</u>	6
ENG 100	Composition I.....3
SP 151	Personal and Public Speaking.....3

<u>Diversification: Arts (DA)</u>	3
Any course / courses designated as DA	

<u>Diversification: Social Sciences (DS)</u>	3
Any course / courses designated as DS (PSY 220 is recommended)	

<u>Pacific Cultures (PC) or Hawaiian, Asian, and Pacific Issues (HAP)</u>	3
Any course / courses designated as PC or HAP	

TOTAL 39

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

EARLY CHILDHOOD EDUCATION

Health Education Division • continued •

Associate in Science Degree (Early Childhood Education): 62 credits

	<u>CREDITS</u>
ECED 105	Introduction to Early Childhood Education3
ECED 110	Developmentally Appropriate Practices.....3
ECED 115	Health, Safety, and Nutrition for the Young Child.....3
ECED 131	Child Development: Theory Into Practice.....3
ECED 140	Guidance of Young Children in a Group Setting.....3
ECED 170	Introduction to Working with Infants and Toddlers.....3
ECED 190	Field Experience in Early Childhood Education I4
ECED 192	Beginning Preschool Seminar and Laboratory2
ECED 245	Child, Family, and Community3
ECED 263	Language and Creative Expression Curriculum.....3
ECED 264	Inquiry and Physical Curriculum.....3
ECED 290C	Field Experience in Early Childhood Education II.....4
<u>Communications</u>	6
ENG 100	Composition I.....3
SP 151	Personal and Public Speaking.....3
<u>Diversification: Arts (DA)</u>	3
Any course/courses designated as DA	
<u>Diversification: Biological Sciences (DB) and Physical Sciences (DP)</u>	3
Any course/courses designated as DB or DP	
<u>Diversification: Laboratory (science) (DY)</u>	1
Any laboratory course designated as DY	
<u>Diversification: Humanities (DH)</u>	3
Any course/courses designated as DH	
<u>Diversification: Social Sciences (DS)</u>	3
Any course/courses designated as DS (PSY 220 is recommended)	
<u>Mathematics</u>	3
MATH 100 or higher	
<u>Pacific Cultures (PC) or Hawaiian, Asian, and Pacific Issues (HAP)</u>	3
Any course/courses designated as PC or HAP	
<u>TOTAL 62</u>	

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY

Trade Technology Division

The Electrical Installation and Maintenance Technology (EIMT) program is comprehensive, fulfilling the requirements for entry level positions in the electrical field; providing technical knowledge needed as well as the essential hands-on skills that meet the condition for achieving success in the electrical field. Emphasis is placed on wiring in accordance with both the provisions contained in the National Electrical Code and the energy conservation codes. Successful completion of the Electrical Installation and Maintenance Technology program, will prepare an individual to take the State of Hawai'i Maintenance Electrician License test.

Program Admission Requirements:

1) Qualified for ENG 100X or ENG 106 and either qualified for MATH 82X or higher or concurrent enrollment in MATH 75X or higher; or 2) approval of instructor.

Program Student Learning Outcomes (PSLOs) approved 09/17/2014:

1. Read and understand blueprints sufficiently to use them to plan a project.
2. Select materials properly for a given project that comply with published codes and deliver energy efficient outcomes.
3. Maintain and care for the tools required in the electrical industry.
4. Utilize Occupational Safety and Health Administration (OSHA) and State safety regulations to minimize risk and protect self and others.
5. Communicate successfully orally and in writing using computer technology.
6. Demonstrate the craftsmanship standards of dependability, punctuality, and quality.

Certificate of Competence (Solar Energy Technology/Technician): 14 credits

CREDITS

ELEC 22	Wiring Materials, Methods and NEC Codes.....3
ELEC 70	Renewable Energy PV I.....3
ELEC 75	Renewable Energy Advanced PV.....3
ELEC 85	Renewable Energy PV Technical Sales.....3
FENG 23	Plumbing Basics and Repair.....2

TOTAL 14

Certificate of Competence (Electrical Installation and Maintenance Technology): 15 credits

CREDITS

BLPR 22	Blueprint Reading3
ELEC 22	Wiring Materials, Methods and NEC Codes3
ELEC 41	Industrial Motor Controls I3
ELEC 70	Renewable Energy PV I.....3
ETRO 18	General Electronics3

TOTAL 15

Certificate of Achievement (Electrical Installation and Maintenance Technology): 47 credits

CREDITS

BLPR 22	Blueprint Reading3
ELEC 22	Wiring Materials, Methods and NEC Codes3
ELEC 30	Electrical Installation Theory I4
ELEC 32	Electrical Installation Laboratory I6
ELEC 40	Electrical Installation Theory II.....4
ELEC 41	Industrial Motor Controls I3
ELEC 42	Electrical Installation Laboratory II.....6
ELEC 46	AC-DC Systems and Equipment6
ELEC 70	Renewable Energy PV I.....3
ETRO 18	General Electronics3

One of the following3
ELEC 75 or ELEC 85

Thinking, Reasoning /Mathematics3
MATH 100 or higher (except MATH 111 and MATH 112)

TOTAL 47

Associate in Applied Science Degree (Electrical Installation and Maintenance Technology): 62 credits

CREDITS

BLPR 22	Blueprint Reading3
ELEC 22	Wiring Materials, Methods and NEC Codes3
ELEC 30	Electrical Installation Theory I4
ELEC 32	Electrical Installation Laboratory I6
ELEC 40	Electrical Installation Theory II4
ELEC 41	Industrial Motor Controls I3
ELEC 42	Electrical Installation Laboratory II6
ELEC 46	AC-DC Systems and Equipment6
ELEC 70	Renewable Energy PV I.....3
ETRO 18	General Electronics3

One of the following3
ELEC 75 or ELEC 85

Cultural Environment3
Core Options

Natural Environment3
PHYS 101 or higher

Oral Communication3
SP 151 Personal and Public Speaking.....3

Social Environment.....3
Core Options

Thinking, Reasoning /Mathematics3
MATH 100 or higher (except MATH 111 and MATH 112)

Written Communication3
Core Options

TOTAL 62

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

ELECTRONICS TECHNOLOGY

Trade Technology Division

Students enrolled in the Electronics Technology program receive an education in basic electronics, computer technology, computer programming, RF and optical systems, and networking that includes knowledge of DC/AC/Semiconductor circuits, digital electronics, lasers, computers, and networks. Graduates may enter the workforce as entry-level technicians or continue their education in Electronics or Computer Engineering Technology baccalaureate programs.

Program Admission Requirements:

1) Placement in ENG 100; 2) "C" or higher in MATH 82X or placement in MATH 103; or 3) approval of instructor.

Program Student Learning Outcomes (PSLOs) approved 09/12/2014:

1. Demonstrate an appropriate mastery of the knowledge, techniques, and skills in the use of contemporary tools of electronics technology.
2. Demonstrate theoretical and technical knowledge of components, systems, and control processes that govern the outcomes of systems for purposes of operation, maintenance, and improvement.
3. Apply current technical knowledge in the analysis and solution of technical problems.
4. Function effectively on teams interacting with all levels of personnel, fully participating, and adding to the dynamics of the group.
5. Communicate effectively orally, in writing, and by means of the various electronic communication devices.
6. Exhibit professional, ethical, and social responsibilities showing a respect for diversity and an awareness of contemporary professional, societal, and global issues.
7. Explain the importance of commitment to quality, timeliness, and continuous professional improvement in adapting to emerging technologies.

Certificate of Competence (Cisco I): 6 Credits

	<u>CREDITS</u>
ETRO 140B Cisco Networking 1	3
ETRO 140C Cisco Networking 2	3
TOTAL 6	

Certificate of Competence (Cisco II): 6 Credits

	<u>CREDITS</u>
ETRO 240B Cisco Networking 3	3
ETRO 240C Cisco Networking 4	3
TOTAL 6	

Certificate of Competence (Electronics Technology): 8 Credits

	<u>CREDITS</u>
ETRO 18 General Electronics	3
ETRO 121 Electronics Fabrication and Assembly	2
ICS 101 Digital Tools for the Information World	3
TOTAL 8	

Certificate of Competence (Computer Support Specialist): 10 credits

	<u>CREDITS</u>
ETRO 18 General Electronics	3
ETRO 140B Cisco Networking 1	3
ETRO 187 Computer Hardware and OS	4
TOTAL 10	

Certificate of Competence (Network Security Specialist): 17 credits

	<u>CREDITS</u>
ETRO 140B Cisco Networking 1	3
ETRO 140C Cisco Networking 2	3
ETRO 187 Computer Hardware and OS	4
ETRO 244 Cisco CCNA Security	4
ETRO 275 Fundamentals of Linux	3
TOTAL 17	

Certificate of Achievement (Electronics Technology): 27 credits

	<u>CREDITS</u>
ETRO 120 Electronics I	3
ETRO 120L Electronics I Lab	1
ETRO 121 Electronics Fabrication and Assembly	2
ETRO 122 Electronics II	3
ETRO 122L Electronics II Laboratory	1
ETRO 143 Digital Electronics	3
ETRO 143L Digital Electronics Laboratory	1
ICS 101 Digital Tools for the Information World	3
ICS 111 Introduction to Computer Science I	4
<u>Oral Communication</u>	
SP 251 Principles of Effective Public Speaking	3
<u>Written Communication</u>	
ENG 100 Composition I	3

TOTAL 27

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

ELECTRONICS TECHNOLOGY

Trade Technology Division

• continued •

Certificate of Achievement (Network Administration and Security): 35 credits

	CREDITS
ETRO 18	General Electronics3
ETRO 140B	Cisco Networking 13
ETRO 140C	Cisco Networking 23
ETRO 187	Computer Hardware and OS4
ETRO 240B	Cisco Networking 33
ETRO 240C	Cisco Networking 43
ETRO 244	Cisco CCNA Security.....4
ETRO 275	Fundamentals of Linux3
ICS 101	Digital Tools for the Information World3
<u>Oral Communication</u>	3
SP 251	Principles of Effective Public Speaking.....3
<u>Written Communication</u>	3
ENG 100	Composition I3
	<u>TOTAL 35</u>

Associate in Science Degree (Electronics Technology): 62 credits

	CREDITS
ETRO 120	Electronics I.....3
ETRO 120L	Electronics I Lab1
ETRO 121	Electronics Fabrication and Assembly2
ETRO 122	Electronics II.....3
ETRO 122L	Electronics II Laboratory1
ETRO 140B	Cisco Networking 13
ETRO 140C	Cisco Networking 23
ETRO 143	Digital Electronics3
ETRO 143L	Digital Electronics Laboratory1
ETRO 161	Introduction to Optics and Photonics3
ETRO 187	Computer Hardware and OS4
ETRO 240B	Cisco Networking 33
ETRO 240C	Cisco Networking 43
ETRO 280	Microprocessor Architecture, Programming, and Interfacing3
ICS 101	Digital Tools for the Information World3
ICS 111	Introduction to Computer Science I4
MATH 103	College Algebra3
SCI 122	Introduction to Science: Physical Science3
SCI 122L	Introduction to Physical Science Laboratory1
<u>Cultural Environment</u>	3
Core Options	
<u>Oral Communication</u>	3
SP 251	Principles of Effective Public Speaking.....3
<u>Social Environment</u>	3
Core Options	
<u>Written Communication</u>	3
ENG 100	Composition I3
	<u>TOTAL 62</u>

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

FACILITIES ENGINEERING TECHNOLOGY

Trade Technology Division

The Facilities Engineering Technology program prepares individuals for employment in jobs requiring multiple maintenance competencies. These competencies will allow graduates to obtain general maintenance positions in a variety of industries. Graduates will have gained knowledge in electrical applications and practices; refrigeration and air conditioning systems; and drywall, painting, and construction methods.

Program Admission Requirements:

1) Qualified for ENG 106 and either qualified for MATH 82X or concurrent enrollment in MATH 75X or higher; 2) "C" or higher in CARP 20B; or 3) approval of instructor.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Read and understand blueprints sufficiently to use them to plan a project.
2. Select materials properly for a given project.
3. Maintain and care for the tools required in the construction and maintenance industry.
4. Know and utilize Occupational Safety and Health Administration (OSHA) and State safety regulations to minimize risk and protect self and others.
5. Communicate successfully in writing, orally, and with computer technology.
6. Understand proper mechanical, electrical, and carpentry codes and standards applicable to construction and repair.
7. Understand and demonstrate the craftsmanship standards of dependability, punctuality, and quality.

Certificate of Competence (Facilities Engineering Technology): 23 credits

	CREDITS
BLPR 22	Blueprint Reading3
ELEC 22	Wiring Materials, Methods and NEC Codes.....3
ETRO 18	General Electronics3
FENG 20	Facility Safety and Accident Prevention.....1
FENG 21	Introduction to Building Maintenance.....3
FENG 22	Interior Finishing.....1
FENG 23	Plumbing Basics and Repair.....2
FENG 30	Basic Fundamentals of Air Conditioning and Refrigeration3
<u>Electives</u>	4
AEC 81, AEC 99V, AEC 110; AMT 80; CARP 20B, CARP 99V; ELEC 41; FENG 40, FENG 99V; WELD 17	
<u>TOTAL 23</u>	

Certificate of Competence (FENG Mechanical, Electrical, and Plumbing): 23 credits

	CREDITS
BLPR 22	Blueprint Reading3
ELEC 22	Wiring Materials, Methods and NEC Codes3
ELEC 41	Industrial Motor Controls I3
ETRO 18	General Electronics3
FENG 23	Plumbing Basics and Repair2
FENG 30	Basic Fundamentals of Air Conditioning and Refrigeration3
FENG 40	Commercial Refrigeration and Air Conditioning Diagnostics3
<u>Electives</u>	3
AEC 81, AEC 99V, AEC 110; AMT 80; CARP 20B, CARP 99V; FENG 99V; WELD 17	
<u>TOTAL 23</u>	

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

FITNESS PROFESSIONAL

Liberal Arts (Health Education Division)

The Fitness Professional program is designed to prepare students to become certified personal trainers in the community. They will be prepared to set up personal training programs, give basic nutritional guidance, and market themselves.

CPR certification is required before graduation.

Liberal Arts Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Communicate effectively both orally and in writing in Standard American English, and interpret, and /or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.
3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.
8. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

Academic Subject Certificate (Fitness Professional): 19-21 credits

		<u>CREDITS</u>
ENG 100	Composition I	3
ENT 130	Marketing for the Small Business	3
HLTH 285	Human Nutrition	3
HPER 100	Health, Wellness, and Fitness	2
HPER 199V	Special Studies	1
HPER 270	Personal Trainer	2
SP 151	Personal and Public Speaking	3
<u>Choose at least two courses</u>		2-4
HPER 152*, HPER 160*, HPER 170		

*Recommended

TOTAL 19-21

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

GEOGRAPHIC INFORMATION SYSTEMS

Science and Mathematics Division

Geographic Information Systems (GIS) is a computerized system used to design, capture, store, manipulate, analyze, manage, and present geographically referenced information or data. GIS combines cartography, statistical analysis, and databases to manipulate spatial areas for a given application.

Program Admission Requirements:
Qualified for ENG 100.

Program Student Learning Outcomes (PSLOs) approved 10/17/2013:

1. Analyze and describe contemporary and interdisciplinary geographical representation, with a focus on social and environmental management issues.
2. Apply acquired knowledge and skills, incorporating geographic perspectives into their major fields of specialization.
3. Critically analyze the specific advancements of geographical representation, and support geographic decisions and the furthering of geographic scientific and technological knowledge, especially related to the presentation of geographic mapping across cultures and through time, and assessing theories and assumptions about mapping and decision-making that relate to the student's particular academic focus.
4. Illustrate critical thinking skills in decision-making that reflect ethical and professional understandings of geographic mapping.
5. Describe and analyze the politics and influences of geographical representation.
6. Construct maps utilizing digital techniques, computer assisted design (CAD), database development, and map design.
7. Communicate successfully orally and in writing in Standard American English, and interpret, and/or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
8. Analyze and demonstrate quantitative methods appropriately, based upon a scientific understanding of the physical and natural world, and an understanding of the mathematics of digitized geographical representation.

Certificate of Competence (Geographic Information Systems): 6 credits

		<u>CREDITS</u>
GIS 189	GIS, Mapping, and Society	3
GIS 200	Interpreting and Creating GIS Maps.....	3
TOTAL 6		

Certificate of Competence (Advanced Geographic Information Systems): 16 credits

		<u>CREDITS</u>
GIS 189	GIS, Mapping, and Society	3
GIS 200	Interpreting and Creating GIS Maps.....	3
GIS 205	GIS Database Design and Programming	3
GIS 205L	GIS Database Design and Programming Laboratory	1
GIS 213	Advanced Geospatial Techniques.....	3
GIS 214	Practicum in GIS.....	3
TOTAL 16		

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

HAWAIIAN BOTANY

Liberal Arts

(Science and Mathematics Division)

A coordinated offering of BOT 130-Plants in the Hawaiian Environment (3 credits), BOT 130L-Plants in the Hawaiian Environment Laboratory (1 credit), and BOT 105-Ethnobotany (3 credits) will provide the student with the science behind and the experience in as well as the cultural context of Hawaiian botany.

Students must earn a GPA of 3.0 or better for all courses required in the certificate.

Liberal Arts Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Communicate effectively both orally and in writing in Standard American English, and interpret, and /or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.
3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.
8. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

Certificate of Competence (Hawaiian Botany): 7 credits

	<u>CREDITS</u>
BOT 105	Ethnobotany.....3
BOT 130	Plants in the Hawaiian Environment.....3
BOT 130L	Plants in the Hawaiian Environment Laboratory.....1

TOTAL 7

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

HAWAIIAN STUDIES

Language, Arts, and Humanities Division

The Hawaiian Studies Academic Subject Certificate program is designed for students to gain a basic background in Hawaiian Studies. The course of study encompasses Hawaiian language, culture, environment, and values. It will satisfy a number of basic course requirements for the Hawaiian Studies and Hawaiian Language Bachelor Degree programs at the University of Hawai'i at Manoa and the University of Hawai'i at Hilo. It will also satisfy employer needs for employees who have completed a course of study in Hawaiian culture, language, environment, and values.

The Associate in Arts AA in Hawaiian Studies is a 60-credit degree program intended to either provide the first two years of a baccalaureate program in Hawaiian Studies or prepare the student for study in other, broader fields of science, humanities, arts, and social sciences.

Program Admission Requirements (for AA in Hawaiian Studies): The program will be governed by the same admission policies as the current Liberal Arts A.A. program, and advising and counseling will be available from a special designated counselor at Student Services.

Program Student Learning Outcomes (PSLOs) approved 03/18/2015:

1. Describe aboriginal Hawaiian linguistic, cultural, historical, and political concepts.
2. Apply aboriginal Hawaiian concepts, knowledge, and methods to the areas of science, humanities, arts, and social sciences in academics and in other professional endeavors.
3. Engage, articulate, and analyze topics relevant to the aboriginal Hawaiian community using college-level reading skills, research methods, and writing and speaking techniques.
4. Apply appropriate mathematical and logical concepts and methods to understand, analyze, and explain issues.
5. Synthesize aboriginal Hawaiian problem-solving skills and creative thinking strategies with other approaches then applying this learning to new and varied situations.
6. Identify, allocate, and utilize technological and natural resources effectively and responsibly.

Academic Subject Certificate (Hawaiian Studies): 26 credits

	CREDITS
HAW 101 Elementary Hawaiian I	4
HAW 102 Elementary Hawaiian II	4
HWST 107 Hawai'i: Center of the Pacific	3

Electives (At least one course must be taken from each of the following areas) 15

Hawaiian Environment:

BIOL 123/BIOL 123L; BOT 105, BOT 130/BOT 130L; HWST 251, HWST 281, HWST 282, HWST 285, HWST 295

Hawaiian Language:

HAW 201, HAW 202, HAW 221, HAW 222, HAW 262

Culture, History, and Arts:

ANTH 220; HAW 261; HIST 284, HIST 284K; HWST 111, HWST 128, HWST 129, HWST 177, HWST 199V, HWST 228, HWST 270, HWST 290, HWST 299V; REL 205

TOTAL 26

Associate in Arts Degree (Hawaiian Studies): 60 credits

	CREDITS
HAW 101 Elementary Hawaiian I	4
HAW 102 Elementary Hawaiian II	4
HWST 107 Hawai'i: Center of the Pacific	3
HWST 270 Hawaiian Mythology	3

Diversification: Arts (DA), Humanities (DH), and Literatures (DL): Two of the three courses (6 credits) must be taken from different designations 9

DA:

HWST 128, HWST 177; MUS 121F

DH:

HIST 284, HIST 284K; HWST 111, HWST 281, HWST 290; REL 205

DL:

ENG 261; HAW 261; HWST 228

Diversification: Biological Sciences (DB) 3
BIOL 123, BIOL 208; BOT 130

Diversification: Laboratory (science) (DY) 1
BIOL 123L or BOT 130L

Diversification: Physical Sciences (DP) 3
ASTR 110; OCN 120, OCN 201

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

HAWAIIAN STUDIES

Language, Arts, and Humanities Division

• continued •

Associate in Arts Degree (Hawaiian Studies): 60 credits (continued)

CREDITS

Diversification: Social Sciences (DS): Must be from two different disciplines6
ANTH 200, ANTH 220; BOT 105

Foundations: Global and Multicultural Perspectives (FG): Two courses from different time periods (FGA, FGB, or FGC).....6

FGA:
HIST 151

FGB:
HIST 152; SSM 101

FGC:
REL 150

Foundations: Symbolic Reasoning (FS).....3
MATH 100, MATH 103, MATH 112, MATH 140X, MATH 205, MATH 206; PHIL 110; or any course designated as FS

Foundations: Written Communication (FW).....3
ENG 100 Composition I3

Electives: Choose a minimum of 9 credits from any of the categories9

Culture, History, and Arts:
HAW 261; HIST 284, HIST 284K; HWST 111, HWST 128, HWST 129, HWST 199V, HWST 290, HWST 299V; REL 205

Hawaiian Environment:
BIOL 123/BIOL 123L; BOT 105, BOT 130/BOT 130L; HWST 251, HWST 281, HWST 282, HWST 285, HWST 295

'Olelo:
HAW 201, HAW 202, HAW 221, HAW 222, HAW 262

Oral Communication3
SP 151, SP 231, SP 251

Graduation Requirements:
Hawaiian, Asian, and Pacific Issues (HAP) course:
At least one (1) HAP course must be completed for graduation

Writing Intensive (WI):
At least two (2) WI courses must be completed for graduation

TOTAL 60

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

HOSPITALITY AND TOURISM

Business Education Division

The Hospitality and Tourism (HOST) program at Kaua'i Community College is designed to ensure students success in their chosen hospitality careers. The program is designed to meet the needs of those who are already employed in the hospitality services industry, as well as those who wish to prepare themselves for entry into this global field. We welcome you to experience the diversity and professionalism that make this career choice a sustainable opportunity.

Current certificates include the following:

- * Certificate of Competence (CO) in Hospitality Essentials (9 credits)
- * Certificate of Competence (CO) in Hospitality and Tourism (15 credits)
- * Certificate of Competence (CO) in Hospitality Management (21 credits)
- * Certificate of Competence (CO) in Hospitality Sales and Marketing (21 credits)
- * Certificate of Achievement (CA) in Hospitality and Tourism (33 credits)
- * Associate in Applied Science (AAS) in Hospitality and Tourism (61 credits)

A Spring 2006 University of Hawai'i System Articulation Agreement facilitates matriculation of students and transfer of courses across the University System.

The Hospitality and Tourism program has an articulated career ladder with the University of Hawai'i West O'ahu Business program leading to a Bachelor's in Business degree. Kaua'i Community College students completing the Associate in Applied Science degree UH West O'ahu Articulation Option in Hospitality Services have the opportunity to transfer to UH West O'ahu. Students wishing to participate in the Bachelor's in Business program must notify their Kaua'i Community College academic advisor that they want to track into the UH West O'ahu Articulation Option Associate in Applied Science degree program.

A grade of "C" or higher in all Hospitality and Tourism program courses is required for graduation.

Program Student Learning Outcomes (PSLOs) approved 09/10/2014:

1. Demonstrate critical thinking skills to effectively function in the hospitality and tourism industry.
2. Demonstrate an awareness of diversity and exhibit professional work ethics that promote positive service interactions and teamwork skills.
3. Utilize interpersonal written and oral communication skills necessary for effective organizational operations.
4. Incorporate the principles of Aloha to promote the sustainability of Hawaiian cultural values in the hospitality industry.

Certificate of Competence (Hospitality Essentials): 9 credits

		CREDITS
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
<u>Written Communication</u>		3
Core Options		

TOTAL 9

Certificate of Competence (Hospitality and Tourism): 15 credits

		CREDITS
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
<u>Computer Technology</u>		3
BUSN 121, BUSN 130, BUSN 150; ICS 101		
<u>Oral Communication</u>		3
BUS 130 or SP 151		
<u>Written Communication</u>		3
Core Options		

TOTAL 15

Certificate of Competence (Hospitality Management): 21 credits

		CREDITS
BUSN 130	Spreadsheet and Database	3
HOST 150	Housekeeping Operations	3
HOST 152	Front Office Operations	3
HOST 290	Hospitality Management	3
<u>Business Elective</u>		3
BUS 120 or MGT 124		
<u>Oral Communication</u>		3
BUS 130 or SP 151		
<u>Written Communication</u>		3
Core Options		

TOTAL 21

Certificate of Competence (Hospitality and Sales Marketing): 21 credits

		CREDITS
BUSN 130	Spreadsheet and Database	3
HOST 100	Career and Customer Service Skills	3
HOST 101	Introduction to Hospitality and Tourism	3
<u>Business Elective</u>		3
BUS 120 or MGT 124		
<u>Marketing Elective</u>		3
ECOM 100; ENT 130; MKT 130; SMKT 150		
<u>Oral Communication</u>		3
BUS 130 or SP 151		
<u>Written Communication</u>		3
Core Options		

TOTAL 21

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

HOSPITALITY AND TOURISM

Business Education Division

• continued •

Certificate of Achievement (Hospitality and Tourism): 33 credits

	<u>CREDITS</u>
HOST 100 Career and Customer Service Skills	3
HOST 101 Introduction to Hospitality and Tourism	3
HOST 150 Housekeeping Operations	3
HOST 152 Front Office Operations.....	3
HOST 154 Food and Beverage Operations.....	3
HOST 290 Hospitality Management	3
HOST 293V Cooperative Education.....	3
<u>Computer Technology</u>	3
BUSN 121, BUSN 130, BUSN 150; ICS 101	
<u>Oral Communication</u>	3
BUS 130 or SP 151	
 <u>Thinking, Reasoning/Mathematics</u>	 3
BUSN 189; MATH 100, MATH 103 or higher; PHIL 110	
<u>Written Communication</u>	3
Core Options	
<u>TOTAL 33</u>	

Associate in Applied Science Degree (Hospitality and Tourism): 61 credits

	<u>CREDITS</u>
BLAW 200 Legal Environment of Business.....	3
HOST 100 Career and Customer Service Skills	3
HOST 101 Introduction to Hospitality and Tourism	3
HOST 150 Housekeeping Operations	3
HOST 152 Front Office Operations.....	3
HOST 154 Food and Beverage Operations.....	3
HOST 290 Hospitality Management	3
HOST 293V Cooperative Education.....	3
<u>Business Elective</u>	3
BUS 120 or MGT 124	
<u>Choose from the following</u>	3
ACC 124 or ACC 201	
<u>Computer Technology</u>	3
BUSN 130, BUSN 150; ICS 101	
<u>Cultural Environment</u>	3
ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150	
<u>Elective</u>	6
Any 100-level or higher course	
<u>Natural Environment</u>	4
Any 100-level or higher DB or DP designated course and a one-credit science (DY) lab	
<u>Oral Communication</u>	3
BUS 130 or SP 151	
<u>Social Environment</u>	3
ECON 130 or ECON 131	
<u>Thinking, Reasoning/Mathematics</u>	3
BUSN 189; MATH 100, MATH 103 or higher; PHIL 110	
<u>Written Communication</u>	6
BUS 175; ENG 100, ENG 215 or higher	
<u>TOTAL 61</u>	

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

LIBERAL ARTS (AA)

Language, Arts, and Humanities/Science and Mathematics Divisions

The Liberal Arts program provides courses that develop general intellectual capacities, such as reason and judgment. These studies encourage students to think clearly and creatively, to seek and assess information, and to communicate effectively. As the liberal arts are the foundation for a good education in any field, many of the courses are prerequisite for career and technical programs. Beyond the mission of preparing students for further education, however, the Liberal Arts program is committed to developing well-rounded individuals with the skills to face the challenges of life and to make positive contributions to society.

Program Admission Requirements:

Kaua'i Community College has an open door policy so that once students are admitted to the College they can designate themselves as Liberal Arts students and be in the program.

Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Communicate effectively both orally and in writing in Standard American English, and interpret, and/or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.
3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.
8. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

Students wishing to major in Liberal Arts will be asked to choose one of six Liberal Arts concentrations:

- Liberal Arts – Exploratory Arts and Humanities
- Liberal Arts – Exploratory Business
- Liberal Arts – Exploratory Education
- Liberal Arts – Exploratory Health
- Liberal Arts – Exploratory Social Science
- Liberal Arts – Exploratory STEM*

* Science, Technology, Engineering, and Math

All of these Liberal Arts concentrations will meet the Liberal Arts AA graduation requirements found on the next page, with most of the electives chosen in one of the six concentration disciplines. These concentrations are for students who are not ready to commit to another specialized degree program on our campus, of those we have, or who wish to be exposed to a broader general discipline before transferring into a more specialized area at one of the University of Hawai'i four-year institutions after completing our Liberal Arts AA degree.

LIBERAL ARTS (AA)

Language, Arts, and Humanities/Science and Mathematics Divisions

• continued •

Associate in Arts Degree (Liberal Arts): 60 credits

	CREDITS
Communications	6
(It is recommended that a writing course be taken during the first semester.)	
Foundations: Written Communication (FW) [3] Three credits of any course designated as FW	
Oral Communication [3] BUS 130; SP 151, SP 185, SP 251	
Diversification: Arts (DA), Humanities (DH), and Literatures (DL)	7-9
DA [1-3] Any course designated as DA	
DH [3] Any course designated as DH	
DL [3] Any course designated as DL	
Diversification: Biological Sciences (DB), Laboratory (science) (DY), and Physical Sciences (DP)	10-13
DB: At least one course designated as DB	
DP: At least one course designated as DP	
DY: At least one course designated as DY	
Diversification: Social Sciences (DS)	9
Nine credits of courses designated as DS from at least two disciplines	
Electives	14-19
Courses numbered 100 or higher	
Foundations: Global and Multicultural Perspectives (FG): Two courses from different time periods (FGA, FGB, or FGC)	6
Three credits of any course designated as FGA or FGC [3] and Three credits of any course designated as FGB or FGC [3]	
Foundations: Symbolic Reasoning (FS)	3
Three credits of any course designated as FS	

Graduation Requirements:

Graduation requirements are generally completed within the required 60-credit AA degree.

Alternative Communication (AC):

Any course designated as AC

Health and Wellness: Cognitive Health (CH)/Physical

Health (PH):

Two credits of any course/courses designated as CH or PH

Pacific Cultures (PC):

At least one course designated as PC

Writing Intensive (WI):

At least one course designated as WI

Writing Intensive Courses (3 credits):

Each semester, courses from a variety of disciplines are offered which are designated Writing Intensive (WI). These courses emphasize using writing as a tool to help students think actively about course content; in addition, WI instructors commit to helping students improve their writing ability. WI courses require students to write 4,000 words over the course of a semester; at least 1,000 words must be polished prose. Completion of one WI course is required for the AA degree in Liberal Arts; however, students planning to transfer to UH Mānoa or UH Hilo may opt to take several WI courses to help meet these schools' requirements. Current WI course offerings appear on the Class Availability link on the KCC homepage.

TOTAL 60

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

MARINE OPTION PROGRAM ACADEMIC SUBJECT CERTIFICATE Liberal Arts (Science and Mathematics Division)

The Marine Option Program (MOP) is a University of Hawai'i systemwide program with participation by students at all universities and community colleges in the UH System, except Kapi'olani Community College. This is an experiential program offering students opportunities to learn about the marine and freshwater environments. Students work with marine scientists in many different areas of interest applying their academic knowledge to the real world while learning practical marine and lab skills. The MOP Academic Subject Certificate can then be used when applying for marine-related jobs or for further study at a four-year institution.

Program Admission Requirements:

The student must be enrolled at Kaua'i Community College in the Liberal Arts program.

The student must complete at least twelve total credits including six credits consisting of three required courses (OCN 101, OCN 201, and OCN 199V) and six credits of electives including one of the listed laboratory courses.

*Program Student Learning Outcomes (PSLOs)
approved 02/06/2013:*

1. Increased understanding and appreciation of marine and freshwater systems by undergraduates in any major at all UH campuses.
2. Enhanced employability and opportunities for advanced study as a result of knowledge, skills, and contacts acquired through experiential education and networking.

Academic Subject Certificate (Marine Option Program): 12 credits

OCN 101	Introduction to Marine Option Program	1
OCN 199V	Marine Research and Directed Reading	2
OCN 201	Science of the Sea	3

Electives6
 BIOL 123, BIOL 123L*; BOT 130, BOT 130L*; CHEM 151, CHEM 151L*, CHEM 161, CHEM 161L*; GG 101, GG 101L*; HWST 281; MARE 264**, MARE 364**; MICR 130, MICR 140*; OCN 120; PHYS 151, PHYS 151L*, PHYS 170, PHYS 170L*; SCI 121, SCI 121L*; SSCI 250; ZOOL 101, ZOOL 101L*

*Indicates course fulfills the laboratory requirement.
 **MARE 264 and MARE 364 are both intensive summer field experience courses in Quantitative Underwater Ecological Survey Techniques (QUEST) offered through UH Hilo. The courses are open systemwide to qualifying students.

TOTAL 12

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

MASSAGE THERAPY

Health Education Division

The two-semester integrated curriculum consists of credit and non-credit courses, which meet the requirements of the Hawai'i State Board of Massage and the National Certification Board for Therapeutic Massage and Body Work Certification. Modalities include energy therapy, chair massage, basic and advanced Namikoshi Shiatsu therapy, Swedish massage, sports massage, and Hawaiian Lomilomi. Other topics covered include ethics, anatomy, physiology, medical terminology, fundamentals of therapeutic massage, health and wellness, structural kinesiology, Hawai'i State law, rules and regulations governing massage, and business management.

Program Admission Requirements:

Qualified for ENG 100.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Provide safe massage by integrating anatomy, pathology, physiology and kinesiology, principles of proper body mechanics, principles of infection control, and cardiopulmonary resuscitation training.
2. Utilize the theory and practice of massage to effectively blend a variety of massage modalities into performing a full body massage.
3. Identify indications and contraindications to determine techniques appropriate for each client.
4. Demonstrate the incorporation assessment of the client's health in determining the appropriate massage technique.
5. Identify the laws, rules, and regulations, governing the practice of massage.
6. Demonstrate ethical behavior in the client/therapist relationship.

**Certificate of Competence (Massage Therapy):
6 credits and 510 non-credit hours**

		<u>CREDITS</u>
HLTH 140	Introduction to Human Body Systems and Related Medical Terminology	3
HLTH 155	Introduction to the Study of Diseases	3

TOTAL 6

NON-CREDIT COURSES:

	<u>HOURS</u>
Theory and Demonstration of Massage.....	86
Different Modalities/Practicum.....	420
CPR.....	4

TOTAL 510

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

MEDICAL ASSISTING

Health Education Division

The Medical Assisting (MEDA) program is designed to prepare students to assist physicians and APRNs in private medical offices and outpatient clinics with patient care as well as routine office laboratory and diagnostic tests. Students are also prepared to perform administrative medical office and business practices and procedures. Students will earn a Certificate of Achievement (CA) upon completion of the program. The Administrative Medical Assisting program will prepare students to assist healthcare providers in private medical offices and outpatient clinics. Students will be prepared in administrative, financial, and business medical office practices and healthcare operations. Students will earn a Certificate of Competence (CO) upon completion of the program.

Program Admission Requirements:

Students will be admitted as a cohort in the fall semester each year. The program application period will be open from December 1 through April 1. Acceptance will be on a first applied, first qualified basis. Progression onto the spring semester will require a "C" or higher in all required MEDA program courses in the fall.

For the CO, ACC 124, ENG 100, and MATH 75X or higher must be completed prior to entry.

For the CA, ACC 124, ENG 100, HLTH 140, and MATH 75X or higher must be completed prior to entry. Students will be required to have completed a nurses aide course or have six months of equivalent clinical healthcare experience.

Program Student Learning Outcomes (PSLOs) approved 03/18/2015:

1. Demonstrate effective communication skills with all members of the healthcare team (affective).
2. Demonstrate ethical and legal behavior to maintain patient safety and confidentiality (affective).
3. Apply medical office business, financial and administrative concepts and practices (cognitive).
4. Apply critical thinking skills and concepts of medical assisting to maintain quality patient care and efficient administrative procedures (cognitive).
5. Perform clinical and administrative medical assisting skills appropriate for entry-level practice in an ambulatory care setting (psychomotor).

Certificate of Competence (Administrative Medical Assisting): 22-23 credits

	<u>CREDITS</u>
ENG 100 Composition I	3
MEDA 105 Introduction to Medical Assisting	3
MEDA 143 Administrative Medical Assisting I.....	3
MEDA 165 Administrative Medical Assisting II	2
<u>Choose from the following</u>	3-4
MATH 75X or higher	
<u>Support courses</u>	8
ACC 124 Principles of Accounting I.....	3
HLTH 155 Introduction to the Study of Diseases	3
HLTH 240 Medical Law and Professional Ethics	2
<u>TOTAL 22-23</u>	

Certificate of Achievement (Medical Assisting): 42-43 credits

	<u>CREDITS</u>
ENG 100 Composition I	3
MEDA 105 Introduction to Medical Assisting	3
MEDA 120 Clinical Medical Assisting I.....	3
MEDA 123 Clinical Medical Assisting II.....	3
MEDA 143 Administrative Medical Assisting I.....	3
MEDA 165 Administrative Medical Assisting II	2
MEDA 176 Administration of Medications	3
MEDA 210 Medical Assisting Certification Review	1
MEDA 220 Medical Assisting Externship.....	4
<u>Choose from the following</u>	3-4
MATH 75X or higher	
<u>Diversification: Social Sciences (DS)</u>	3
Any course designated as DS	
<u>Support Courses: 11 credits</u>	
ACC 124 Principles of Accounting I.....	3
HLTH 140 Introduction to Human Body Systems and Related Medical Terminology	3
HLTH 155 Introduction to the Study of Diseases	3
HLTH 240 Medical Law and Professional Ethics	2
<u>TOTAL 42-43</u>	

NATURAL SCIENCE, BIOLOGICAL SCIENCES

Science and Mathematics Division

The purpose of the Associate in Science in Natural Science (ASNS) degree is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the ASNS degree to better market their science background or in preparation for transfer to a four-year institution. The ASNS in Biological Sciences provides a clear pathway to properly prepare students for transfer with core introductory courses and laboratories in biology, chemistry, and physics typically required in the first two years of a broad range of biological science baccalaureate degrees at four-year universities.

Students must earn a “C” or higher in all courses specifically required for their ASNS concentration (e.g., CHEM 161, PHYS 170, etc.). A minimum of 60 credits are required but the total and individual subtotals can vary depending on “double dipping” between general education, electives, and graduation requirements. Double dipping between concentration requirements and electives is not allowed. Before enrolling in any general education or elective courses, students looking to transfer to a four-year institution should carefully consider courses required for their prospective major that might be fulfilled with transferable courses at Kaua’i Community College (e.g., CHEM 162L, MATH 231, EE courses, additional general education Diversification requirements, etc.). Students should also consider other opportunities for double dipping for focus designation requirements for UH Mānoa (e.g., choosing a FG/DH/DL/DA/DS course that also fulfills UH Mānoa’s WI or HAP focus requirements).

Program Admission Requirements:

Kaua’i Community College (KCC) has an open door policy so that once students are admitted to the College they can designate themselves as Natural Science students and be in the program.

Natural Science Program Student Learning Outcomes (PSLOs) approved 03/01/2013:

1. Analyze data effectively using currently available technology.
2. Communicate scientific ideas and principles clearly and effectively.
3. Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
4. Apply fundamental concepts and techniques in their chosen natural science field of study, such as biology, chemistry, engineering, physics, etc.

Associate in Science Degree in Natural Science (concentration in Biological Sciences): 60 credits

	CREDITS
BIOL 171L	Introduction to Biology Laboratory I.....1
BIOL 172	Introduction to Biology II3
BIOL 172L	Introduction to Biology Laboratory II.....1
CHEM 161	General Chemistry I.....3
CHEM 161L	General Chemistry Laboratory I.....1
CHEM 162	General Chemistry II3
CHEM 162L	General Chemistry Laboratory II.....1
MATH 205	Calculus I.....4
MATH 206	Calculus II4
PHYS 151*	College Physics I3
PHYS 151L*	College Physics I Laboratory.....1
PHYS 152**	College Physics II3
PHYS 152L**	College Physics II Laboratory1

*PHYS 170 and PHYS 170L fulfill the requirements for PHYS 151 and PHYS 151L.

**PHYS 272 and PHYS 272L fulfill the requirements for PHYS 152 and PHYS 152L.

Diversification: Arts (DA), Humanities (DH), or Literatures (DL)3
Three credits of any course designated as DA, DH, or DL

Diversification: Biological Sciences (DB)3
BIOL 171 Introduction to Biology I.....3

Diversification: Social Sciences (DS).....3
Any course designated as DS

Electives (At least 12-13 credits):
Any transfer-level course

Foundations: Global and Multicultural Perspectives (FG):
Two courses from different time periods (FGA, FGB, or FGC)6
HIST 151 or REL 150 [3]
and
HIST 152 or REL 150 [3]

Foundations: Written Communication (FW)3
ENG 100 or any course designated as FW

Graduation Requirements:

The following requirement must be satisfied within the 60-credit ASNS degree.

Writing Intensive (WI):
At least one course designated as WI

TOTAL 60

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

NATURAL SCIENCE, PHYSICAL SCIENCES

Science and Mathematics Division

The purpose of the Associate in Science in Natural Science (ASNS) degree is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the ASNS degree to better market their science background or in preparation for transfer to a four-year institution. The ASNS in Physical Sciences provides a clear pathway to properly prepare students for transfer with core introductory courses and laboratories in chemistry, mathematics, and physics typically required in the first two years of a broad range of physical science baccalaureate degrees at four-year universities.

Students must earn a “C” or higher in all courses specifically required for their ASNS concentration (e.g., CHEM 161, PHYS 170, etc.). A minimum of 60 credits are required but the total and individual subtotals can vary depending on “double dipping” between general education, electives, and graduation requirements. Double dipping between concentration requirements and electives is not allowed. Before enrolling in any general education or elective courses, students looking to transfer to a four-year institution should carefully consider courses required for their prospective major that might be fulfilled with transferable courses at Kaua’i Community College (e.g., CHEM 162L, MATH 231, EE courses, additional general education Diversification requirements, etc.). Students should also consider other opportunities for double dipping for focus designation requirements for UH Mānoa (e.g., choosing a FG/DH/DL/DA/DS course that also fulfills UH Mānoa’s WI or HAP focus requirements).

Program Admission Requirements:

Kaua’i Community College (KCC) has an open door policy so that once students are admitted to the College they can designate themselves as natural science students and be in the program.

Natural Science Program Student Learning Outcomes (PSLOs) approved 03/01/2013:

1. Analyze data effectively using currently available technology.
2. Communicate scientific ideas and principles clearly and effectively.
3. Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
4. Apply fundamental concepts and techniques in their chosen natural science field of study, such as biology, chemistry, engineering, physics, etc.

Associate in Science Degree in Natural Science (concentration in Physical Sciences): 60 credits

	CREDITS
CHEM 161	General Chemistry I.....3
CHEM 161L	General Chemistry Laboratory I.....1
CHEM 162	General Chemistry II3
MATH 205	Calculus I.....4
MATH 206	Calculus II4
PHYS 170	General Physics I.....4
PHYS 170L	General Physics I Laboratory1
PHYS 272	General Physics II.....3
PHYS 272L	General Physics II Laboratory1

Diversification: Arts (DA), Humanities (DH),
Literatures (DL)3
Three credits of any course designated as DA, DH, or DL

Diversification: Biological Sciences (DB) or Physical
Sciences (DP)3-4
Any course designated as DB or DP (can be fulfilled by required or elective course)

Diversification: Social Sciences (DS).....3
Any course designated as DS

Electives (At least 17-18 credits)
Any transfer-level course

Foundations: Global and Multicultural Perspectives (FG):
Two courses from different time periods (FGA, FGB, or FGC)....6
HIST 151 or REL 150 [3]
and
HIST 152 or REL 150 [3]

Foundations: Written Communication (FW)3
ENG 100 or any course designated as FW

Graduation Requirements:

The following requirement must be satisfied within the 60-credit ASNS degree.

Writing Intensive (WI):
At least one course designated as WI

TOTAL 60

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

NATURAL SCIENCE, PRE-ENGINEERING

Science and Mathematics Division

The ASNS program with a pre-engineering concentration provides the first two years of an engineering student's education, preparing the student for continued study in a baccalaureate degree program. The courses provide the student with a strong science and math background regardless of the chosen field of engineering, as well as many of the required general education core requirements. Most of the courses are required by all engineering schools for all fields of engineering.

Program Admission Requirements:

Qualified for MATH 205 and qualified for ENG 100.

Pre-Engineering Program Student Learning Outcomes (PSLOs) approved 04/08/2015:

1. An ability to apply knowledge of mathematics to fundamental chemical and physical science applications.
2. An ability to write programs and use computer hardware and software to solve pre-engineering problems.
3. An ability to work in teams on a significant and meaningful design experience or project.
4. An ability to analyze and interpret data.
5. An ability to use modern engineering tools.
6. An ability to communicate effectively using oral, written, and electronic venues.
7. A recognition of the need for life-long learning.

Associate in Science degree in Natural Science (concentration in Pre-Engineering): 60 credits

CREDITS

EE 160	Programming for Engineers	4
EE 211	Basic Circuit Analysis I.....	4
MATH 206	Calculus II	4
MATH 231	Calculus III	3
MATH 232	Calculus IV	3
PHYS 170	General Physics I.....	4
PHYS 170L	General Physics I Laboratory	1
PHYS 272	General Physics II.....	3
PHYS 272L	General Physics II Laboratory	1
<u>Diversification: Arts (DA)</u>		3
SP 251	Principles of Effective Public Speaking.....	3
<u>Diversification: Humanities (DH) or Literatures (DL)</u>		3
Three credits of any course/courses designated as DH or DL		
<u>Diversification: Physical Sciences (DP) and laboratory (science) (DY)</u>		8
CHEM 161	General Chemistry I.....	3
CHEM 161L	General Chemistry Laboratory I.....	1
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry Laboratory II.....	1
<u>Diversification: Social Sciences (DS)</u>		3
ECON 130 or ECON 131		
<u>Electives</u>		3
ASTR 110; BIOL 171, BIOL 171L, BIOL 172, BIOL 172L; EE 213*, EE 260*, EE 296*; ICS 111*; MATH 100; MICR 130, MICR 140; OCN 201; PHYS 151, PHYS 151L, PHYS 152, PHYS 152L; ZOOL 141, ZOOL 141L, ZOOL 142, ZOOL 142L		

*Strongly suggested

Foundations: Global and Multicultural Perspectives (FG): Two courses from different groups (FGA, FGB, or FGC)

6

Three credits of any course designated as FGA (prehistory to 1500)

Three credits of any course designated as FGB (1500 to modern times)

Three credits of any course designated as FGC (prehistory to modern times)

Foundations: Symbolic Reasoning (FS)

4

MATH 205 Calculus I.....

4

Foundations: Written Communication (FW)

3

ENG 100 Composition I

3

TOTAL 60

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

NURSE AIDE

Health Education Division

This program prepares entry-level nurse aides to provide care to the elderly, ill, and disabled. The program prepares nurse aides for employment under the supervision of a licensed practical nurse, registered nurse, or physician in skilled nursing, long term, assisted living, clinics, hospitals, and home settings. After successful completion, students are eligible to take the State of Hawai'i Nurse Aide certification exam.

Program Admission Requirements:

Qualified for ENG 100X. Basic Life Support CPR certification.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. Describe the roles and responsibilities of the nurse aide as a member of the health care team.
2. Provide safe, basic, culturally relevant nurse aide care to clients in various health settings.
3. Demonstrate effective basic nursing skills, appropriate to the nurse aide role.
4. Communicate effectively in both oral and written format with clients, families, and other members of the health care team.
5. Describe and adhere to ethical and legal principles that guide nurse aide care.
6. Identify emotional and physical needs of clients and optimal ways to meet them.
7. Identify and demonstrate appropriate professional conduct in various health care settings.
8. Describe and demonstrate basic problem-solving skills appropriate to nurse aide practice.
9. Demonstrate effective use of equipment to provide safe nurse aide care.
10. Apply knowledge and skills learned to resident care in clinical settings.

Certificate of Competence (Nurse Aide): 5 credits

CREDITS

NURS 100	Nurse Aide	3
NURS 100L	Nurse Aide Clinical Lab	2

TOTAL 5

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

NURSING

Health Education Division

The Kaua'i Community College Career Ladder Nursing program is built around the career ladder concept that allows flexibility in career and educational planning. The program admits new students every fall semester. The Career Ladder Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN) formerly known as NLNAC, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone: (404) 975-5000. The ACEN (www.acenursing.org) is officially recognized as the accredited agency for nursing education by the National Council of State Boards of Nursing, Council for Higher Education Accreditation, and the U.S. Department of Education. Successful completion of the first level of the curriculum leads to a Certificate of Achievement (CA) and eligibility to take the State Board Examination for licensure as a Practical Nurse. The first level curriculum requires two semesters and one summer session, resulting in the CA. Continuation into the second level of the Career Ladder Nursing program is based upon satisfactorily meeting established criteria for entry of continuing students into the second level. The second level requires an additional two semesters and leads to an Associate in Science (AS) Degree and eligibility to take the State examination for licensure as a Registered Nurse. Graduates will also be eligible for admissions to the fourth year of the Bachelor of Science in Nursing program at UH Mānoa after completing additional prerequisite courses which can be taken concurrently with the AS degree program. Licensed Practical Nurses (LPNs) seeking advanced standing into the second level of the Career Ladder Nursing program must meet established criteria for entry of LPNs into the second level.

Program Admission Requirements:

Complete Nursing program prerequisites with:

1. A grade of "C" or higher (C- is not accepted).
2. Science and math courses must be completed within seven (7) years from being qualified for the Nursing program.
3. A minimum GPA of 2.75.
4. Complete the Test of Essential Academic Skills (TEAS) exam with scaled scores at the Basic Level or higher in all content areas. Developmental Level scores in any content area will not be accepted.
5. The Nursing Program Admissions Committee will utilize an admissions rubric approved by the Nursing program faculty as the basis for admission into the Nursing program. Prospective students should see the Health Science counselor for the current admissions rubric.

A grade of "C" or higher in all Nursing program courses is required for graduation. Students need to complete computerized proficiency testing on a Standardized Exit Exam with a satisfactory exam score in the spring semester of the second level. Students failing to obtain a satisfactory score will be required to complete a designated NCLEX-RN review course at his/her own expense before the AS Degree in Nursing can be confirmed.

Program Student Learning Outcomes (PSLOs) approved 02/06/2013:

1. A competent nurse's professional actions are based on core nursing values, professional standards of practice, and the law.
2. A competent nurse develops insight through reflective practice, self-analysis, and self-care.
3. A competent nurse engages in ongoing self-directed learning and provides care based on evidence supported by research.
4. A competent nurse demonstrates leadership in nursing and health care.
5. A competent nurse collaborates as part of a health care team.
6. A competent nurse practices within, utilizes, and contributes to the broader health care system (including the Global Community).
7. A competent nurse practices client-centered care.
8. A competent nurse communicates and uses technology effectively.
9. A competent nurse demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety.

Certificate of Achievement (Practical Nursing): 50 credits

	CREDITS
Nursing program prerequisites	
ENG 100	Composition I3
MICR 130*	General Microbiology3
NURS 212	Pathophysiology3
PSY 220	Developmental Psychology3
ZOOL 141	Human Anatomy and Physiology I3
ZOOL 141L	Human Anatomy and Physiology Laboratory I1
ZOOL 142	Human Anatomy and Physiology II3
ZOOL 142L	Human Anatomy and Physiology Laboratory II1
*Although MICR 140 is a corequisite course, this course is highly recommended but not required for the program.	
<u>One of the following</u>3	
MATH 100 or any MATH course 100-level or higher designated as FS	
After admission	
NURS 203	General Pharmacology3
NURS 210	Health Promotion Across the Lifespan9
NURS 211	Professionalism in Nursing I1
NURS 220	Health and Illness I10
NURS 230	Clinical Immersion I4
TOTAL 50	

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

NURSING

Health Education Division

• continued •

Associate in Science Degree (Registered Nursing): 70 credits

		<u>CREDITS</u>
<u>Nursing program prerequisites</u>		23
ENG 100	Composition I	3
MICR 130*	General Microbiology	3
NURS 212	Pathophysiology	3
PSY 220	Developmental Psychology	3
ZOOL 141	Human Anatomy and Physiology I	3
ZOOL 141L	Human Anatomy and Physiology Laboratory I	1
ZOOL 142	Human Anatomy and Physiology II	3
ZOOL 142L	Human Anatomy and Physiology Laboratory II	1
*Although MICR 140 is a corequisite course, this course is highly recommended but not required for the program.		
<u>One of the following</u>		3
MATH 100 or any MATH course 100-level or higher designated as FS		
<u>After admission</u>		47
NURS 203	General Pharmacology	3
NURS 210	Health Promotion Across the Lifespan	9
NURS 211	Professionalism in Nursing I	1
NURS 220	Health and Illness I	10
NURS 230	Clinical Immersion I	4
NURS 320	Health and Illness II	10
NURS 360	Health and Illness III	9
NURS 362	Professionalism in Nursing II	1
<u>TOTAL 70</u>		

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

PLANT BIOLOGY AND TROPICAL AGRICULTURE

Science and Mathematics Division

The Plant Biology and Tropical Agriculture academic program is designed to meet the needs of students interested in agriculture. The AS in Plant Biology and Tropical Agriculture may be utilized as a terminal degree for students wishing to enter the workforce directly. Certificate programs in Plant Biology and Tropical Agriculture are also available to meet a range of academic and career needs. Graduates with an AS degree or certificates in Plant Biology and Tropical Agriculture will qualify for a range of different agricultural occupations that provide improved career opportunities and income.

Program Student Learning Outcomes (PSLOs) approved 02/19/2014:

1. Use appropriate scientific and agricultural terminology to communicate in different settings and with different audiences.
2. Identify and analyze the biotic and abiotic factors that affect agricultural production and describe how these factors are managed at the local, state, national, and global level.
3. Apply principles and practices from tropical agriculture and plant and soil sciences to improve production and profitability.
4. Apply the scientific method and available technology to understand and manage agronomic and agribusiness challenges and opportunities.
5. Explain contemporary social, political, economic, and ethical issues involving food, agriculture and the environment.
6. Use practical hands-on field and laboratory investigation skills in plant biology and tropical agriculture.

Certificate of Competence (Plant Biology and Tropical Agriculture): 15 credits

	CREDITS
¹ BOT 101*	General Botany4
BOT 130	Plants in the Hawaiian Environment3
BOT 130L	Plants in the Hawaiian Environment Laboratory1
HORT 200	Introduction to Horticulture3
PBT 100	Orientation to Hawai'i Agriculture Industry1
PBT 264	Introduction to Horticulture and Plant Propagation3

*BIOL 171/BIOL 171L will fulfill the requirement for BOT 101.

¹Some courses fulfill both concentration requirements and the general education requirements for Foundations Symbolic Reasoning (FS) and Diversification Biological Sciences (DB) and Science Lab (DY) or Diversification Physical Sciences (DP) and Science Lab (DY).

TOTAL 15

Certificate of Achievement (Plant Biology and Tropical Agriculture): 35 credits

	CREDITS
¹ BOT 101*	General Botany4
BOT 130	Plants in the Hawaiian Environment3
BOT 130L	Plants in the Hawaiian Environment Laboratory1
HORT 200	Introduction to Horticulture3
PBT 100	Orientation to Hawai'i Agriculture Industry1
PBT 141	Integrated Pest Management3
PBT 204	Fundamentals of Tropical Soil Science4
PBT 264	Introduction to Horticulture and Plant Propagation3
PBT 275	Introduction to Crop Improvement3
PBT 290V	Plant Biology and Tropical Agriculture Internship3

*BIOL 171/BIOL 171L will fulfill the requirement for BOT 101.

Foundations: Symbolic Reasoning (FS)3
MATH 115 or any MATH course designated as FS

¹One of the following pairs4
CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L

¹ Some courses fulfill both concentration requirements and the general education requirements for Foundations Symbolic Reasoning (FS) and Diversification Biological Sciences (DB) and Science Lab (DY) or Diversification Physical Sciences (DP) and Science Lab (DY).

TOTAL 35

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

PLANT BIOLOGY AND TROPICAL AGRICULTURE

Science and Mathematics Division

• continued •

Associate in Science Degree (Plant Biology and Tropical Agriculture): 60 credits

	<u>CREDITS</u>
¹ BOT 101* General Botany	4
BOT 130 Plants in the Hawaiian Environment	3
BOT 130L Plants in the Hawaiian Environment Laboratory	1
HORT 200 Introduction to Horticulture	3
PBT 100 Orientation to Hawai'i Agriculture Industry	1
PBT 141 Integrated Pest Management	3
PBT 204 Fundamentals of Tropical Soil Science	4
PBT 264 Introduction to Horticulture and Plant Propagation	3
PBT 275 Introduction to Crop Improvement	3
PBT 290V Plant Biology and Tropical Agriculture Internship	3
 [*] BIOL 171/BIOL 171L will fulfill the requirement for BOT 101.	
<u>Diversification: Arts (DA), Humanities (DH), or Literatures (DL)</u>	3
Three credits of any course designated as DA, DH, or DL	
<u>Diversification: Social Sciences (DS)</u>	3
BOT 105 (recommended) or any course designated as DS	
<u>Electives</u>	10
Any course numbered 100 or higher	
 Note: Electives consist of any transfer-level courses beyond the specified degree requirements that can be applied towards the minimum 60 credits needed for graduation. Examples include baccalaureate program general education requirements, prerequisites for required courses, excess internship credits, or courses of relevance or personal interest. More than the minimum 60 credits may occur if WI and PC graduation requirements are not fulfilled with other general education courses, or if additional course prerequisites are needed.	
<u>Foundations: Global and Multicultural Perspectives (FG): Two courses from different groups: FGA, FGB, or FGC)</u>	6
Three credits of any course designated as FGA (prehistory to 1500)	
Three credits of any course designated as FGB (1500 to modern times)	
Three credits of any course designated as FGC (prehistory to modern times)	
<u>Foundations: Symbolic Reasoning (FS)</u>	3
MATH 115 or any MATH course designated as FS	
<u>Foundations: Written Communication (FW)</u>	3
ENG 100 or any course designated as FW	
<u>¹One of the following pairs</u>	4
CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L	

¹Some courses fulfill both concentration requirements and the general education requirements for Foundations Symbolic Reasoning (FS) and Diversification Biological Sciences (DB) and Science Lab (DY) or Diversification Physical Sciences (DP) and Science Lab (DY).

TOTAL 60

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

PLANT BIOLOGY AND TROPICAL AGRICULTURE ACADEMIC SUBJECT CERTIFICATE

Liberal Arts (Science and Mathematics Division)

The Plant Biology and Tropical Agriculture (PBS) Academic Subject Certificate is designed to provide students with education and training in horticulture, propagation/micropropagation, agriculture, pest management, and crop improvement.

Liberal Arts Program Student Learning Outcomes (PSLOs) approved 10/15/2014:

1. Communicate effectively both orally and in writing in Standard American English, and interpret, and/or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
2. Make and express critical judgments about issues and ideas after accessing, analyzing, and synthesizing relevant information, using technology where appropriate; use creative and critical thinking skills to weigh the relative merits of opposing positions; and apply knowledge of formal systems of reasoning and logical fallacies in arriving at informed opinions.
3. Apply quantitative methods appropriately; analyze real-life situations using numeric, graphical, and symbolic models, and verbally explain these models; and recognize the impact of mathematics on the sciences, society, and everyday life.
4. Analyze the behavior of people from psychological, sociological, philosophical, and anthropological perspectives, and knowledgeably consider the social, political, and economic implications of human interactions in order to make informed personal and social choices.
5. Support opinions and make decisions based upon a scientific understanding of the physical and natural world, and appropriately apply the scientific method to test ideas, measure and evaluate results, develop models, solve problems, and generate new ideas.
6. Demonstrate a sympathetic awareness of the values and beliefs of their own and other cultures; explain the historical dimensions of contemporary affairs and issues; analyze the interactive roles that social, religious, artistic, political, economic, scientific, and technological forces play in society; and engage responsibly in their roles as citizens with issues affecting themselves, their families, their communities, and the world.
7. Demonstrate an aesthetic appreciation of creative and original expression and, making use of natural gifts, acquired knowledge, and the intense discipline of art, engage in creative activities which enrich their quality of life.
8. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

Academic Subject Certificate (Plant Biology and Tropical Agriculture): 23 credits

	CREDITS
HORT 200	Introduction to Horticulture3
PBT 100	Orientation to Hawai'i Agriculture Industry1
PBT 141	Integrated Pest Management3
PBT 264	Introduction to Horticulture and Plant Propagation3
PBT 275	Introduction to Crop Improvement3
PBT 290V	Plant Biology and Tropical Agriculture Internship 2-3
SCI 121*	Introduction to Science (Biological Science)3
SCI 121L*	Introduction to Science Laboratory (Biological Science)1
*BOT 101 will fulfill the requirements for SCI 121 and SCI 121L.	
<u>One of the following</u>3	
CHEM 151 or CHEM 161	
<u>One of the following</u>1	
CHEM 151L or CHEM 161L	

TOTAL 23

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

POLYNESIAN VOYAGING ACADEMIC SUBJECT CERTIFICATE

Liberal Arts (Language, Arts, and Humanities Division)

The Polynesian Voyaging Academic Subject Certificate program is designed for students interested in exploring, experiencing, and understanding the scientific, historical, and cultural aspects of non-instrument wayfinding as it pertains to the exploration and settlement of Polynesia.

Program Student Learning Outcomes (PSLOs) approved 05/01/2013:

1. Identify the basic principles of non-instrument wayfinding.
2. Describe how the major starlines are utilized by contemporary wayfinders in navigating.
3. Describe the basic physics of sailing in the Pacific Ocean.
4. Explain the movement of people in Polynesia from a cultural and historical context.

Academic Subject Certificate (Polynesian Voyaging): 20 credits

		<u>CREDITS</u>
HWST 20P	Basic Woodworking.....	2
HWST 107	Hawai'i: Center of the Pacific.....	3
HWST 281	Ho'okele I: Polynesian Voyaging and Astronomy	3
HWST 282	Ho'okele II: Polynesian Navigation and Seamanship	4
<u>Electives</u>		8
ANTH 220; ASTR 110; BOT 105; OCN 201; PHYS 151, PHYS 151L; SCI 122, SCI 122L		
TOTAL		20

SCHOOL HEALTH AIDE

This program prepares entry level school health aides who can function successfully in the school health environment. Students will learn to provide culturally sensitive and competent care to elementary, middle, and high school students. Graduates of the 75-hour program are eligible to apply for a School Health Aide position with the Hawai'i Department of Education (DOE) and School Health Aide Level II.

Program Admission Requirements:

High School diploma or equivalent. Completion of a First Aid course. Current CPR certificate.

Program Student Learning Outcomes (PSLOs) approved 06/30/2016:

1. Function in the role of a school health aide under the supervision of a health care professional.
2. Provide safe and age-specific care to school aged children within the scope of a school health aide.
3. Demonstrate adherence to legal and ethical responsibilities of a school health aide.
4. Communicate effectively with students, parents, school staff, and health care professionals.

Certificate of Competence (School Health Aide): 6 credits

		<u>CREDITS</u>
NURS 23	School Health Aide Level I	3
NURS 25	School Health Aide Level II.....	3

TOTAL 6

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.

SUSTAINABILITY SCIENCE

Science and Mathematics Division

The Sustainability Science Certificate of Achievement is interdisciplinary and focuses on understanding and finding solutions to real world problems. It addresses some of the most critical challenges Kaua'i, Hawai'i, and the world. The skills and knowledge students gain in the program provide a solid background in science, math, and other disciplines preparing them for the local workforce and/ or transfer into many different Associate and Bachelor degree programs in the University of Hawai'i system.

Program Admission Requirements:

The student must be enrolled at Kaua'i Community College.

Qualified for ENG 100 or concurrent enrollment in ENG 97 or higher and either qualified for MATH 82X or concurrent enrollment in MATH 75X or higher; or approval of instructor.

Program Student Learning Outcomes (PSLOs) approved 02/05/2014:

1. Detail valid sustainability concerns and potential solutions, the inter-related nature of these concerns, and their implications in an island context.
2. Identify and describe the basic scientific components behind existing and emerging technologies in a variety of areas related to sustainability.
3. Demonstrate skills needed to work towards sustainability in a variety of contexts, including collaboration, making presentations, preparing reports, and the use of appropriate science and technology and other information gathering techniques to access information.
4. Design comprehensive solutions to basic sustainability problems that are well researched and supported.
5. Use scientific principles or methods to critically evaluate proposed solutions to basic sustainability problems.

Certificate of Competence (Sustainability Science): 12 credits

CREDITS

SSM 101	Sustainability in a Changing World	3
SSM 275	Basic Energy Production	3
<u>Sustainability Science Electives</u>		6
AG 103/ AG 103B; HORT 200; SSM 110, SSM 201		

TOTAL 12

Certificate of Achievement (Sustainability Science): 25-27 credits

CREDITS

SSM 101	Sustainability in a Changing World	3
SSM 275	Basic Energy Production	3
<u>Sustainability Science Electives</u>		6
AG 103/ AG 103B; HORT 200; SSM 110, SSM 201		
<u>Diversification: Biological Sciences (DB) and Laboratory (science) (DY): Three credits of DB required</u>		4-5
BIOL 123/BIOL 123L, BIOL 171/BIOL 171L; BOT 101, BOT 130/ BOT 130L; MICR 130/MICR 140; SCI 121/SCI 121L		
<u>General Education Electives (No more than four credits from any one category)</u>		9-10
<u>Accounting/Finance:</u>		
ACC 124, ACC 125, ACC 201; ENT 150		
<u>Mathematics:</u>		
MATH 115 or MATH 140		
<u>Physical Science:</u>		
CHEM 151/CHEM 151L or CHEM 162/CHEM 162L		
<u>Written Communication:</u>		
BUS 175 or ENG 100		

TOTAL 25-27

If applicable, for a list of Core Options, see page 55.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 56-58.