

# BUSINESS, LEGAL AND TECHNOLOGY PROGRAMS

**Introduction:** The College offers a range of Business, Legal and Technology programs to the public in several different ways. Degree and certificate programs prepare students for entry-level positions in the workplace. The College's transfer programs prepare students for transfer to four-year institutions. Also, the College demonstrates its commitment to life-long learning through a series of continuing education offerings aimed at working professionals and alumni.

Legal education at Kapi'olani Community College is the only non-law school legal training program in the University of Hawai'i System. Kapi'olani CC's Paralegal program has won the Secretary's Award from the United States Department of Education. The Paralegal program has been continuously approved by the American Bar Association since 1978.

**Degree/Certificate Programs:** AS degree options are offered in the areas of Accounting, Information Technology, and Paralegal (Legal Assistant). Certificate of Achievement options are offered in Accounting, Information Security and Assurance, Information Technology, and Paralegal. Certificates of Competence are offered for Entrepreneurship, Help Desk Services, Information Security and Assurance, Management, Payroll Preparer, Programming, and Tax Preparer. An Advanced Professional Certificate (APC) is offered in Information Technology.

**Transfer Programs:** The College also provides transfer advising and support for students who plan to transfer to baccalaureate institutions such as the University of Hawai'i at Hilo, University of Hawai'i at Mānoa, the University of Hawai'i–West O'ahu, Chaminade University, or Hawai'i Pacific University. General information about transferring can be found in this catalog in the Transfer Advising section. For more information please contact Business, Legal and Technology Department counselors (808) 734-9107.

**Lifelong Learning Credit/Continuing Education Programs: Pacificliber** The Office of Continuing Education and Training (OCET) is dedicated to providing customized training, professional certification, and resources towards the advancement and enrichment of Hawai'i's workforce, professional, and personal development.

High quality competency-based training programs and non-credit courses address immediate and future workforce and professional development needs in the areas of Health Education, Culinary, Global Learning and Development, and the Office for International Affairs. Updated, flexible, and adaptive non-credit programs offer opportunities for professional growth beyond traditional college curriculum and are delivered through face-to-face, online, and hybrid learning environments. OCET programs: workforce focused training, professional development, certification renewal and attainment, customized training, personal enrichment, student transition to postsecondary education and employment.

For more information and to register, visit <http://continuinged.kapiolani.hawaii.edu> or email us at [kccocet@hawaii.edu](mailto:kccocet@hawaii.edu).

**\*\*\*CAREER and ACADEMIC OPTIONS**  
**BUSINESS, LEGAL AND TECHNOLOGY EDUCATION PROGRAMS**

**ACCOUNTING ACADEMIC and CAREER OPTIONS**

**Associate in Science – Accounting (60-65 credits)**

Entry-level positions in accounting in business and government such as accounts payable manager, accounts receivable manager, inventory systems manager, payroll administrator, tax accounting paraprofessional, cost accounting paraprofessional, property management accounting paraprofessional, accounting supervisor, independent small business accounting paraprofessional, tax services associate, tax preparer, office manager, small business accountant/information technology manager, SAGE 100 Accounting System Operator, QuickBooks Accounting System Manager, QuickBooks Consultant, Certified Fundamental Payroll professional, Enrolled Agent

**Certificate of Achievement – Accounting (30-33 credits)**

Entry-level Data Analytics assistant, Certified QuickBooks (R) ProAdvisor, Microsoft Office Specialist in Excel (R), bookkeeper/assistant bookkeeper, accounts payable clerk, accounts receivable clerk, inventory clerk, payroll clerk, tax accounting clerk, cost accounting clerk, property management accounting clerk, tax services associate, tax preparer, small business office manager, small business accountant/information technology manager

**Certificate of Competence – Payroll Preparer (15 credits)**

Payroll preparers, payroll clerks, and related clerical/accounting PN 131 obs at CPA and bookkeeping firms, payroll service bureaus, or in business or government

**Online Certificate of Competence – Payroll Preparer (15 credits)**

Payroll preparers, payroll clerks, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service bureaus, or in business or government

**Certificate of Competence – Tax Preparer (15-18 credits)**

Tax preparers, payroll clerks/payroll administrators, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service bureaus, or in business or government

**Online Certificate of Competence – Tax Preparer (15-18 credits)**

Tax preparers, payroll clerks/payroll administrators, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service bureaus, or in business or government

**INFORMATION TECHNOLOGY/INFORMATION SECURITY ACADEMIC and CAREER OPTIONS**

**Advanced Professional Certificate – Information Technology (18 credits)**

A career ladder for information technology students and professionals in the community to acquire additional information technology technical skill sets and/or pursue a Bachelor of Applied Science (BAS) degree in

## Information Technology at University of Hawai‘i–West O‘ahu

### **Associate in Science – Information Technology (60-62 credits)**

Computer support specialist, information security specialist, data specialist, data visualization specialist, technical support specialist, help desk technician, database developer or administrator, network administrator to set up and configure a local area network, front-end GUI interface programmer, or web developer using rapid prototyping tools to produce the front-end GUI interface with connectivity to appropriate databases at the back-end

### **Online Associate in Science – Information Technology (60-62 credits)**

Computer support specialist, information security specialist, data specialist, data visualization specialist, technical support specialist, help desk technician, database developer or administrator, network administrator to set up and configure a local area network, front-end GUI interface programmer, or web developer using rapid prototyping tools to produce the front-end GUI interface with connectivity to appropriate databases at the back-end

### **Certificate of Achievement – Information Security and Assurance (30-31 credits)**

Entry-level positions in a business or government environment involving computer hardware or software, or network cyber security, information security and assurance, cyber defense

### **Online Certificate of Achievement – Information Security and Assurance (30-31 credits)**

Entry-level positions in a business or government environment involving computer hardware or software, or network cyber security, information security and assurance, cyber defense

### **Certificate of Achievement – Information Technology (30-31 credits)**

Entry-level positions in information technology and non-information technology under direct supervision in the business work environment involving computer support: help desk, cabling and basic networking, minor office application support, and training

### **Certificate of Competence – Data Science (15 credits)**

Appropriate for upgrading the data pre-processing and analysis skills of industry members.

### **Online Certificate of Competence – Data Science (15 credits)**

Appropriate for upgrading the data pre-processing and analysis skills of industry members.

### **Certificate of Competence – Help Desk Services (15 credits)**

Appropriate for upgrading the support skills of industry members or for an entry-level position in a larger organization

### **Online Certificate of Competence – Help Desk Services (15 credits)**

Appropriate for upgrading the support skills of industry members or for an entry-level position in a larger organization

### **Certificate of Competence – Information Security and Assurance (15 credits)**

Appropriate for an entry-level position in information security and assurance, cyber security, cyber defense

### **Certificate of Competence – Programming (18 credits)**

Appropriate for upgrading the programming skills of industry members

## LEGAL EDUCATION ACADEMIC and CAREER OPTIONS

### **Associate in Science – Paralegal (60-62 credits)**

Paralegal, legal assistant

### **Online Associate in Science – Paralegal (60-62 credits)**

Paralegal, legal assistant

**\*students must complete at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction**

### **Certificate of Achievement – Paralegal (27 credits)**

Entry-level positions as a paralegal

### **Online Certificate of Achievement – Paralegal (27 credits)**

Entry-level positions as a paralegal

**\*students must complete at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction**

## MANAGEMENT ACADEMIC and CAREER OPTIONS

### **Certificate of Competence – Management (9 credits)**

First-Line Supervisors of Retail Workers, Marketing Specialist, Marketing Manager, Sales Manager

## ENTREPRENEURSHIP ACADEMIC and CAREER OPTIONS

### **Certificate of Competence – Entrepreneurship (9 credits)**

Small business owner, Start-up enterprise developer, or Social and Community Service Managers

## LIFELONG LEARNING ACADEMIC and CAREER OPTIONS

Continuing Education Registration Office (808) 734-9211 <http://continuinged.kapiolani.hawaii.edu>

Professional development courses designed specifically for working adults or adults needing to enhance their skills to refocus their careers or start on a new one. These courses focus on skills such as leadership and management, interpersonal communication, writing and public speaking, and small business management.

Advanced Technical Training courses include Info Tech Professional Certification preparation, software applications, AutoCAD, operating systems, and design tools for web development or graphic arts.

## ACCOUNTING CURRICULA

### ASSOCIATE IN SCIENCE, ACCOUNTING (60-63 SEMESTER CREDITS)

**Program Description:** The Associate in Science, Accounting (AS ACC) degree program at Kapi'olani Community College prepares students for paraprofessional accounting positions. Students seeking their first degree or first job, a skills upgrade or a job change, or those on track for their CPA license, Enrolled Agent, other professional certification get the skills they need.

The program gives students hands-on experience with current industry standard accounting information systems hardware, software, web resources, and business practices to make them job ready at a variety of entry-level opportunities. A concentration in communication, teamwork, and professional networking skills is built into all program courses. This emphasis, along with close ties to a broad base of local industry partners mean that internship opportunities are available at a wide array of businesses, CPA firms, government agencies, and non-profit organizations.

Courses are taught by dedicated faculty and industry professionals, and are offered in the daytime, evening, and online to accommodate all students. The program is a member of the American Council of Business Schools and Programs (ACBSP) and most courses are transferable to member schools. Articulation agreements with area universities let students transition seamlessly to the University of Hawai'i-West O'ahu's Bachelor of Arts (BABA) in Business Administration - Concentration in Accounting degree, or gives students transferable credit towards baccalaureate degrees at other area public and private universities.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Accounting, the student should have met the following Student Learning Outcomes (SLOs):

- Demonstrate the ability to identify key issues, research relevant data, and propose possible solutions for accounting and taxation issues encountered.
- Compile and prepare accurate and timely financial information for analysis, tax compliance, and informed business decisions.
- Perform accounting and reporting functions using an accounting information system.
- Gather, manage, track and query data using traditional and emerging technologies.
- Practice within the professional, ethical, and legal parameters of the accounting profession.
- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve organizational goals.
- Take advantage of independent learning opportunities to maximize personal and professional growth within the business environment.
- Recognize and adapt to the local/global organization and culture.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
ACCOUNTING  
(60-63 CREDITS)**

**First Semester**

ACC 132 (3)  
ACC 201 (3); or ACC 124 (3) and ACC 125 (3)  
BUS 100 (3) or BUS 250 (3) or MATH 115 (3)  
ICS 101 (3)  
SP 151 (3) or SP 251 (3)

**Second Semester**

ENG 100 (3) or ENG 209 (3) or ESL 100 (3)  
ACC 202 (3)  
ACC 221 (3)  
ACC 252 (3)  
ACC 255 (3)

**Third Semester**

At least 3 credits from AS Arts & Humanities Elective  
ACC 134 (3)  
ACC 231B (3)  
BLAW 200 (3)  
BUS 120 (3)

**Fourth Semester**

ACC 137 (3)  
ACC 251 (3) or ACC 261 (3)  
ACC 293 (3)  
At least 3 credits from AS Social Science Elective  
At least 3 credits from AS Natural Science Elective

*The issuance of an AS degree requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AS curriculum listed above, students must include and complete one writing intensive (WI) course. The mathematics courses applicable to the degree are limited to those courses emphasizing statistical skills.*

*Please note: A grade of “C” or higher in all accounting courses is required for the AS degree in Accounting. Lists of AS elective courses (KCC AS/AH, AS/NS and AS/SS) are in the “Degree and Certificate Programs” section.*

**ASSOCIATE IN SCIENCE,  
ACCOUNTING  
(60-63 SEMESTER CREDITS)**

**Program Description:** The Associate in Science, Accounting (AS ACC) degree program at Kapi‘olani Community College prepares students for paraprofessional accounting positions. Students seeking their first

degree or first job, a skills upgrade or a job change, or those on track for their CPA license, Enrolled Agent, other professional certification get the skills they need.

The program gives students hands-on experience with current industry standard accounting information systems hardware, software, web resources, and business practices to make them job ready at a variety of entry-level opportunities. A concentration in communication, teamwork, and professional networking skills is built into all program courses. This emphasis, along with close ties to a broad base of local industry partners mean that internship opportunities are available at a wide array of businesses, CPA firms, government agencies, and non-profit organizations.

Courses are taught by dedicated faculty and industry professionals, and are offered in the daytime, evening, and online to accommodate all students. The program is a member of the American Council of Business Schools and Programs (ACBSP) and most courses are transferable to member schools. Articulation agreements with area universities let students transition seamlessly to the University of Hawai'i-West O'ahu's Bachelor of Arts (BABA) in Business Administration - Concentration in Accounting degree, or gives students transferable credit towards baccalaureate degrees at other area public and private universities.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Accounting, the student should have met the following Student Learning Outcomes (SLOs):

- Demonstrate the ability to identify key issues, research relevant data, and propose possible solutions for accounting and taxation issues encountered.
- Compile and prepare accurate and timely financial information for analysis, tax compliance, and informed business decisions.
- Perform accounting and reporting functions using an accounting information system.
- Gather, manage, track and query data using traditional and emerging technologies.
- Practice within the professional, ethical, and legal parameters of the accounting profession.
- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve organizational goals.
- Take advantage of independent learning opportunities to maximize personal and professional growth within the business environment.
- Recognize and adapt to the local/global organization and culture.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

**CERTIFICATE OF ACHIEVEMENT,  
ACCOUNTING  
(30-33 SEMESTER CREDITS)**

**Program Description:** The Certificate of Achievement in Accounting (CA-ACC) program at Kapi'olani Community College prepares students for entry-level advanced clerical, junior paraprofessional, or professional accounting positions in public accounting firms, private businesses, governmental agencies, and non-profit organizations. The program offers many advantages, such as:

- Students can complete the program entirely through online courses, face-to-face live courses, or through a combination of both.
- Students learn about and utilize current and emerging industry standard accounting information and management systems, mobile apps, and cloud technologies.
- Students acquire basic skills in Data Analytics and can pursue introductory level industry certifications such as QuickBooks®, Excel®, and Payroll.
- Students have access to the convenient University of Hawaii Kapi'olani Community College Business Legal & Technology Certification Center (KAPCC BLT CERT CENTER).
- Students benefit from close relationships and connections between Kapi'olani Community College faculty, local industry professionals and professional organizations.
- Students receive instruction, guidance, and counseling from dedicated faculty and industry professionals both inside and outside of class.
- Students enhance their communication and teamwork skills through team projects and professional networking opportunities.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Accounting the student should have met the following Student Learning Outcomes (SLOs):

- Demonstrate the ability to identify key issues, research relevant data, and propose possible solutions for accounting and taxation issues encountered.
- Compile and prepare accurate and timely financial information for analysis, tax compliance, and informed business decisions.
- Perform accounting and reporting functions using an accounting information system.
- Gather, manage, track and query data using traditional and emerging technologies.
- Practice within the professional, ethical, and legal parameters of the accounting profession.
- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve organizational goals.
- Take advantage of independent learning opportunities to maximize personal and professional growth within the business environment.
- Recognize and adapt to the local/global organization and culture.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

## **CERTIFICATE OF ACHIEVEMENT CURRICULUM, ACCOUNTING (30-33 CREDITS)**

### **First Semester**

ACC 201 (3); or ACC 124 (3) and ACC 125 (3)

ACC 132 (3)

BUS 100 (3) or BUS 250 (3) or MATH 115 (3)



ICS 101 (3)  
SP 151 (3) or SP 251 (3)

**Second Semester**

ACC 134 (3) or ACC 137 (3)  
ACC 202 (3)  
ACC 252 (3)  
ACC 255 (3)  
ENG 100 (3) or ESL 100 (3) or ENG 209 (3)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: To fulfill the requirements for the certificate, a grade of “C” or higher is required in all accounting courses.*

**CERTIFICATE OF ACHIEVEMENT,  
ACCOUNTING (COMPLETELY ONLINE)  
(30-33 SEMESTER CREDITS)**

**Program Description:** The Online Certificate of Achievement in Accounting (CA-ACCT/D) program at Kapi'olani Community College prepares students for entry-level advanced clerical, junior paraprofessional, or professional accounting positions in public accounting firms, private businesses, governmental agencies, and non-profit organizations. The program offers many advantages, such as:

- Students can complete the program entirely through online courses.
- Students learn about and utilize current and emerging industry standard accounting information and management systems, mobile apps, and cloud technologies.
- Students acquire basic skills in Data Analytics and can pursue introductory level industry certifications such as QuickBooks®, Excel®, and Payroll.
- Students have access to the convenient University of Hawaii Kapi'olani Community College Business Legal & Technology Certification Center (KAPCC BLT CERT CENTER).
- Students benefit from close relationships and connections between Kapi'olani Community College faculty, local industry professionals and professional organizations.
- Students receive instruction, guidance, and counseling from dedicated faculty and industry professionals both inside and outside of class.
- Students enhance their communication and teamwork skills through team projects and professional networking opportunities.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Accounting the student should have met the following Student Learning Outcomes (SLOs):

- Demonstrate the ability to identify key issues, research relevant data, and propose possible solutions for accounting and taxation issues encountered.
- Compile and prepare accurate and timely financial information for analysis, tax compliance, and informed business decisions.

- Perform accounting and reporting functions using an accounting information system.
- Gather, manage, track and query data using traditional and emerging technologies.
- Practice within the professional, ethical, and legal parameters of the accounting profession.
- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve organizational goals.
- Take advantage of independent learning opportunities to maximize personal and professional growth within the business environment.
- Recognize and adapt to the local/global organization and culture.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

**CERTIFICATE OF ACHIEVEMENT CURRICULUM,  
ACCOUNTING (COMPLETELY ONLINE)  
(30-33 CREDITS)**

**First Semester**

ACC 201 (3); or ACC 124 (3) and ACC 125 (3)  
ACC 132 (3)  
BUS 100 (3) or BUS 250 (3) or MATH 115 (3)  
ICS 101 (3)  
SP 151 (3) or SP 251 (3)

**Second Semester**

ACC 134 (3) or ACC 137 (3)  
ACC 202 (3)  
ACC 252 (3)  
ACC 255 (3)  
ENG 100 (3) or ESL 100 (3) or ENG 209 (3)

*The issuance of an Online Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: To fulfill the requirements for the certificate, a grade of “C” or higher is required in all online accounting courses.*

**CERTIFICATE OF COMPETENCE,  
PAYROLL PREPARER  
(15 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence, Payroll Preparer trains graduates with a set of hands-on workplace skills that employers demand. These skills qualify graduates for entry level positions as payroll preparers, payroll clerks, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service

bureaus, or in business or government.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence, Payroll Preparer, the student should have met the following Student Learning Outcomes (SLOs):

- Demonstrate the ability to identify key issues, research relevant data, and propose possible solutions for accounting and taxation issues encountered.
- Compile and prepare accurate and timely financial information for analysis, tax compliance, and informed business decisions.
- Perform accounting and reporting functions using an accounting information system.
- Gather, manage, track and query data using traditional and emerging technologies.
- Practice within the professional, ethical, and legal parameters of the accounting profession.
- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve organizational goals.
- Take advantage of independent learning opportunities to maximize personal and professional growth within the business environment.
- Recognize and adapt to the local/global organization and culture.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

**ONLINE CERTIFICATE OF COMPETENCE,  
PAYROLL PREPARER  
(15 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence, Payroll Preparer trains graduates with a set of hands-on workplace skills that employers demand. These skills qualify graduates for entry level positions as payroll preparers, payroll clerks, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service bureaus, or in business or government.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence, Payroll Preparer, the student should have met the following Student Learning Outcomes (SLOs):

- Demonstrate the ability to identify key issues, research relevant data, and propose possible solutions for accounting and taxation issues encountered.
- Compile and prepare accurate and timely financial information for analysis, tax compliance, and informed business decisions.
- Perform accounting and reporting functions using an accounting information system.
- Gather, manage, track and query data using traditional and emerging technologies.
- Practice within the professional, ethical, and legal parameters of the accounting profession.
- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve organizational goals.
- Take advantage of independent learning opportunities to maximize personal and professional growth within the business environment.
- Recognize and adapt to the local/global organization and culture.

- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
PAYROLL PREPARER  
(15 CREDITS)**

**First Semester**

ACC 124 (3) or ACC 201 (3)

ACC 132 (3)

ACC 252 (3)

ICS 100 (3) or ICS 101 (3)

**Second Semester**

ACC 255 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) or 2.0 or higher for all courses required in the certificate.*

*Please note: For the Payroll Preparer certificate, a grade of “C” or higher is required in all applicable accounting courses.*

**CERTIFICATE OF COMPETENCE,  
TAX PREPARER  
(15-18 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence, Tax Preparer, trains students with a set of hands-on workplace skills that employers demand. These skills qualify graduates for entry-level positions as tax preparers, payroll clerks/payroll administrators, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service bureaus, or in business or government.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence, Tax Preparer, the student should have met the following Student Learning Outcomes (SLOs):

- Demonstrate the ability to identify key issues, research relevant data, and propose possible solutions for accounting and taxation issues encountered.
- Compile and prepare accurate and timely financial information for analysis, tax compliance, and informed business decisions.
- Perform accounting and reporting functions using an accounting information system.
- Gather, manage, track and query data using traditional and emerging technologies.
- Practice within the professional, ethical, and legal parameters of the accounting profession.

- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve organizational goals.
- Take advantage of independent learning opportunities to maximize personal and professional growth within the business environment.
- Recognize and adapt to the local/global organization and culture.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

**ONLINE CERTIFICATE OF COMPETENCE,  
TAX PREPARER  
(15-18 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence, Tax Preparer, trains students with a set of hands-on workplace skills that employers demand. These skills qualify graduates for entry-level positions as tax preparers, payroll clerks/payroll administrators, and related clerical/accounting jobs at CPA and bookkeeping firms, payroll service bureaus, or in business or government.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence, Tax Preparer, the student should have met the following Student Learning Outcomes (SLOs):

- Demonstrate the ability to identify key issues, research relevant data, and propose possible solutions for accounting and taxation issues encountered.
- Compile and prepare accurate and timely financial information for analysis, tax compliance, and informed business decisions.
- Perform accounting and reporting functions using an accounting information system.
- Gather, manage, track and query data using traditional and emerging technologies.
- Practice within the professional, ethical, and legal parameters of the accounting profession.
- Demonstrate interpersonal and professional communication skills in person and online; work collaboratively to achieve organizational goals.
- Take advantage of independent learning opportunities to maximize personal and professional growth within the business environment.
- Recognize and adapt to the local/global organization and culture.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
TAX PREPARER  
(15-18 CREDITS)**

**First Semester**

ACC 201 (3); or ACC 124 (3) and ACC 125 (3)

ACC 132 (3)

ACC 134 (3)

**Second Semester**

ACC 202 (3)

ACC 137 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: To fulfill the requirements for the Tax Preparer certificate, a grade of “C” or higher is required in all applicable accounting courses.*

**ONLINE CERTIFICATE OF COMPETENCE CURRICULUM,  
TAX PREPARER  
(15-18 CREDITS)**

**First Semester**

ACC 201 (3); or ACC 124 (3) and ACC 125 (3)

ACC 132 (3)

ACC 134 (3)

**Second Semester**

ACC 202 (3)

ACC 137 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: To fulfill the requirements for the Tax Preparer certificate, a grade of “C” or higher is required in all applicable accounting courses.*

**INFORMATION TECHNOLOGY CURRICULA**

**ADVANCED PROFESSIONAL CERTIFICATE,  
INFORMATION TECHNOLOGY  
(18 SEMESTER CREDITS)**

**Program Description:** The Information Technology Advanced Professional Certificate (APC) program is career-oriented and competency/outcomes-based. The program focuses on strong programming fundamentals, network connectivity, hands-on type projects, front-end graphical user interface (GUI) programming with strong connectivity to databases such as Microsoft ACCESS, Microsoft SQL Server, and Oracle in a stand alone as well as a web environment. This is all done within the context of supporting business activities. After satisfactory completion of 18 ITS credits at the 300 level, the student earns an Advanced Professional

Certificate in Information Technology. Graduates are prepared to perform services as a network administrator to set up and configure a server or local area network, front-end GUI interface programmer, or web developer using rapid prototyping tools to produce the front-end GUI interface with connectivity to appropriate databases at the back-end.

Students can take highly technical courses in Information Technology that build on the foundation and pillars they have constructed in their AS degree. These ITS courses at Kapi'olani Community College build up the already existent pillars of Networking/Cyber Security, Databases, and Programming, and develop a pillar in Web Development, a rapidly growing niche in Information Technology. Students may elect to continue their studies and have their three years of study at Kapi'olani Community College transfer to University of Hawai'i–West O'ahu via an articulation agreement between Kapi'olani Community College and University of Hawai'i–West O'ahu (UHWO), take a few more courses in business and management, and earn their Bachelor of Applied Science (BAS) with a Concentration in Information Technology. Additional classes in general education could be taken outside of the APC at Kapi'olani Community College to provide a rounded educational experience as well as ease the transfer to the BAS at University of Hawai'i–West O'ahu.

**Program Competencies:** Upon successful completion of the Advanced Professional Certificate in Information Technology, the student should be able to:

- Design and implement an application in VB.Net that connects to and draws from a contemporary database.
- Design, implement, and schedule reasonable personal computer and network security measures.
- Setup and Administer Windows Computer Server to provide business support services as needed.
- Code Web pages that are interactive, responsive to user input and environmental variables, and provide information and services in an attractive and timely manner.
- Code Web pages whose content and design are determined by database data.

**Program Student Learning Outcomes:** Upon successful completion of the Advanced Professional Certificate in Information Technology, the student should have met the following Program Student Learning Outcomes:

- Design and develop software solutions for contemporary business environments by employing appropriate problem solving strategies.
- Comprehend and resolve common desktop and network issues.
- Analyze common business functions and identify, design, and develop appropriate information technology solutions (in web, desktop, network, and/or database applications).
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

## **ADVANCED PROFESSIONAL CERTIFICATE CURRICULUM, INFORMATION TECHNOLOGY (18 CREDITS)**

### **First Semester**

ITS 381 (any alpha) (3)

ITS 382 (any alpha) (3)

ITS 389 (any alpha) (3)

### **Second Semester**

ITS 387 (any alpha) (3)

ITS 388 (any alpha) (3)

ITS 38x (any alpha) (3); Note: Any course topic not previously taken.

*Please note: A grade of “C” or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the Advanced Professional Certificate in Information Technology. Courses may be taken in any order.*

## **ASSOCIATE IN SCIENCE, INFORMATION TECHNOLOGY (60-61 SEMESTER CREDITS)**

**Program Description:** The Information Technology program is career-oriented, career-laddered, and competency-based. The program focuses on working with data, cyber security, programming fundamentals, network connectivity, and hands-on type projects. This is all done within the context of supporting business activities. Upon satisfactory completion of the required 60 credits, the student earns an Associate in Science degree. The AS degree student can also earn Certificates of Competence in Help Desk, Programming, and Cyber Security. Graduates are prepared to perform services as a cyber-security professional, computer support specialist, technical support specialist, help desk technician, database administrator, network administrator, front-end GUI interface programmer, or web developer using rapid prototyping tools to produce the front-end GUI interface with connectivity to appropriate databases at the back-end.

The AS program is articulated with 4-year programs, such as the University of Hawai‘i–West O‘ahu Bachelor of Applied Science (BAS) degree with a concentration in Information Technology and the University of Hawai‘i Maui College BAS degree in Applied Business and Information Technology (ABIT). To accomplish these articulations, the Information Technology program has created the third year Advanced Professional Certificate, 18 credits of Information Technology courses that build a bridge from the AS degree at Kapi‘olani Community College to the BAS degrees at University of Hawai‘i–West O‘ahu and University of Hawai‘i Maui College. Because the Information Technology program is career-laddered, it provides multiple entry and exit points for students to continue their studies and/or enter the world of work.

The AS program includes a combination of business, computer, and information technology (including cyber security) courses and selected general education courses that emphasize business concepts, business writing, or communications. Campus-based computer and networking projects, faculty-supervised laboratories, and workplace internships provide hands-on experience designed to prepare students for positions in the field. Students gain a perspective of the role that information technology plays in a business environment. The program also places an emphasis on teamwork, written and oral communication skills, and presentation skills within the context of a business environment.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Information Technology, the student should have met the following Student Learning Outcomes (SLOs):



- Design and develop technology solutions for contemporary business environments by employing appropriate problem-solving strategies.
- Collect and analyze data in support of contemporary business activities.
- Configure and administer networks to contribute to contemporary business solutions.
- Design and develop web solutions to address contemporary business objectives.
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
- Demonstrate knowledge of current information, network, and cyber security issues and implement best practices in mitigation and recovery.

## **ASSOCIATE IN SCIENCE DEGREE CURRICULUM, INFORMATION TECHNOLOGY (60-61 CREDITS)**

### **First Semester**

ENG 100 (3) or ESL 100 (3)

ICS 101 (3) or ICS 102 (3)

ITS 124 (3) or ICS 184 (3)

ITS 128 (3) or ICS 111 (3)

ITS 129 (3) or ICS 129 (3)

### **Second Semester**

BUS 250 (3) or MATH 103 or MATH 115 or MATH 135 or MATH 140 or higher-level mathematics (3-4)

ITS 122 (3)

ITS 144 (3)

At least 3 credits from AS Arts & Humanities Elective

At least 3 credits from AS Natural Science Elective

### **Third Semester**

ACC 201 (3)

ECON 130 (3)

ITS 142 (3)

ITS 148 (3) or ITS 149 (Alpha)

SP 151 (3) or SP 251 (3)

### **Fourth Semester**

ITS 227 (3)

ITS 293 (3)

Complete 2 of the following ITS 222 (3) or ITS 228 (3) or ITS 229 (Alpha) (3)

Complete 1 of the following ACC 202 (3) or BUS 195AL (3) or ECON 131 (3) or ITS 224 (3)

*The issuance of an AS degree requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: A grade of “C” or higher is required in all applicable Information Technology (ITS and ICS) courses in order to fulfill the requirements for the Information Technology degree. Lists of KCC AS/AH, AS/NS, AS/SS courses are in the college catalog under “Associate in Science Degree Courses.”*

## **ONLINE ASSOCIATE IN SCIENCE, INFORMATION TECHNOLOGY (60-61 SEMESTER CREDITS)**

**Program Description:** The Online Information Technology program is career-oriented, career-laddered, and competency-based. The program focuses on working with data, cyber security, programming fundamentals, network connectivity, and hands-on type projects. This is all done within the context of supporting business activities. Upon satisfactory completion of the required 60 credits, the student earns an Associate in Science degree. The AS degree student can also earn Online Certificates of Competence in Data Science, Help Desk, Programming, and Cyber Security. Graduates are prepared to perform services as a cyber-security professional, computer support specialist, technical support specialist, help desk technician, database administrator, network administrator, front-end GUI interface programmer, or web developer using rapid prototyping tools to produce the front-end GUI interface with connectivity to appropriate databases at the back-end.

The AS program is articulated with 4-year programs, such as the University of Hawai‘i–West O‘ahu Bachelor of Applied Science (BAS) degree with a concentration in Information Technology and the University of Hawai‘i Maui College BAS degree in Applied Business and Information Technology (ABIT). To accomplish these articulations, the Information Technology program has created the third year Advanced Professional Certificate, 18 credits of Information Technology courses that build a bridge from the AS degree at Kapi‘olani Community College to the BAS degrees at University of Hawai‘i–West O‘ahu and University of Hawai‘i Maui College. Because the Information Technology program is career-laddered, it provides multiple entry and exit points for students to continue their studies and/or enter the world of work.

The AS program includes a combination of business, computer, and information technology (including cyber security) courses and selected general education courses that emphasize business concepts, business writing, or communications. Campus-based computer and networking projects, faculty-supervised laboratories, and workplace internships provide hands-on experience designed to prepare students for positions in the field. Students gain a perspective of the role that information technology plays in a business environment. The program also places an emphasis on teamwork, written and oral communication skills, and presentation skills within the context of a business environment.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Information Technology, the student should have met the following Student Learning Outcomes (SLOs):

- Design and develop technology solutions for contemporary business environments by employing appropriate problem-solving strategies.
- Collect and analyze data in support of contemporary business activities.
- Configure and administer networks to contribute to contemporary business solutions.
- Design and develop web solutions to address contemporary business objectives.
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.

- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
- Demonstrate knowledge of current information, network, and cyber security issues and implement best practices in mitigation and recovery.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
INFORMATION TECHNOLOGY  
(60-61 CREDITS) COMPLETELY ONLINE**

**First Semester**

ENG 100 (3) or ESL 100 (3)

ICS 101 (3) or ICS 102 (3)

ITS 124 (3) or ICS 184 (3)

ITS 128 (3) or ICS 111(3)

ITS 129 (3) or ICS 129(3)

**Second Semester**

BUS 250 (3) or MATH 103 or MATH 115 or MATH 135 or MATH 140 or higher-level mathematics (3-4)

ITS 122 (3)

ITS 144 (3)

At least 3 credits from AS Arts & Humanities Elective

At least 3 credits from AS Natural Science Elective

**Third Semester**

ACC 201 (3)

ECON 130 (3)

SP 151 (3) or SP 251 (3)

Select 2 of the 3 IT Specializations (6):

ITS 142 (3)

ITS 148 (3)

ITS 149 (Alpha) (3) Select the available topic for ITS 149

**Fourth Semester**

ITS 227 (3)

ITS 293 (3)

Select 2 of the 3 IT Specializations (6):

ITS 222 (3)

ITS 228 (3)

ITS 229 (Alpha) (3) Select topic in ITS 229 provided ITS149

Select 1 of the following Information Technology Program Electives (3)

ACC 202 (3)

BUS 195AL

ECON 131 (3)

## ITS 224 (3)

*The issuance of an AS degree requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: A grade of “C” or higher is required in all applicable Information Technology (ITS and ICS) courses in order to fulfill the requirements for the Information Technology degree. Lists of KCC AS/AH, AS/NS, AS/SS courses are in the college catalog under “Associate in Science Degree Courses.”*

### **CERTIFICATE OF ACHIEVEMENT, INFORMATION TECHNOLOGY (30-31 SEMESTER CREDITS)**

**Program Description:** The Certificate of Achievement in Information Technology program is a competency-based program that is designed to prepare students for information technology and non-information technology entry-level positions in a business environment involving computer support: help desk, cabling and basic networking, minor office application support, and training. The certificate will enhance the information technology skills of the small business owner, non-IT account clerk, office administrator, office manager, and health, legal, hospitality, or other professional to become the key information technology support users in their respective areas.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Information Technology, the student should have met the following Student Learning Outcomes:

- Comprehend and resolve common desktop and network issues, including:
  - Take and categorize help desk requests.
  - Analyze help desk requests and locate possible solution resources.
  - Resolve help desk issues and/or talk the requester through the resolutions.
  - Document incidents for inclusion in updated database.
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

### **CERTIFICATE OF ACHIEVEMENT CURRICULUM, INFORMATION TECHNOLOGY (30-31 CREDITS)**

#### **First Semester**

BUS 120 (3)

ENG 100 (3) ESL 100 or ENG 209 (3)

ICS 101 (3) or ICS 102 (3)

ITS 124 (3) or ICS 184 (3)

ITS 128 (3)

**Second Semester**

BUS 250 (3) or MATH 103 or MATH 115 (3) or higher-level mathematics (3-4)

ACC 201 (3)

ITS 129 (3)

ITS 144 (3)

**Third Semester**

ITS 224 (3)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: In order to receive the certificate, a grade of “C” or higher is required in all Information Technology courses. ITS courses may be offered in 8 or 16-week sessions.*

**ONLINE CERTIFICATE OF ACHIEVEMENT,  
INFORMATION TECHNOLOGY  
(30-31 SEMESTER CREDITS)**

**Program Description:** The Online Certificate of Achievement in Information Technology program is a competency-based program that is designed to prepare students for information technology and non-information technology entry-level positions in a business environment involving computer support: help desk, cabling and basic networking, minor office application support, and training. The certificate will enhance the information technology skills of the small business owner, non-IT account clerk, office administrator, office manager, and health, legal, hospitality, or other professional to become the key information technology support users in their respective areas.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Information Technology, the student should have met the following Student Learning Outcomes:

- Comprehend and resolve common desktop and network issues, including:
  - Take and categorize help desk requests.
  - Analyze help desk requests and locate possible solution resources.
  - Resolve help desk issues and/or talk the requester through the resolutions.
  - Document incidents for inclusion in updated database.
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.

**CERTIFICATE OF ACHIEVEMENT CURRICULUM,  
INFORMATION TECHNOLOGY**

## **(30-31 CREDITS) COMPLETELY ONLINE**

### **First Semester**

BUS 120 (3)

ENG 100 (3) ESL 100 or ENG 209 (3)

ICS 101 ICS 102 (3)

ITS 124 (3) or ICS 184 (3)

ITS 128 (3)

### **Second Semester**

BUS 250 (3) or MATH 103 (3) or MATH 115 (3) or higher-level mathematics (3-4)

ACC 201 (3)

ICS 129 (3) or ITS 129 (3)

ITS 144 (3)

### **Third Semester**

ITS 224 (3)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: In order to receive the certificate, a grade of “C” or higher is required in all Information Technology courses. ITS courses may be offered in 8 or 16-week sessions.*

## **CERTIFICATE OF ACHIEVEMENT, INFORMATION SECURITY AND ASSURANCE (30-31 SEMESTER CREDITS)**

**Program Description:** The Certificate of Achievement in Information Security and Assurance program is a competency-based program that is designed to prepare students for information technology cyber security entry-level positions in a business or government environment involving computer hardware or software, or network cyber security. The certificate will enhance the information technology cyber security skills of the small business owner, non-information technology account clerk, office administrator, office manager, and health, legal, hospitality, or other professional to become the key information technology security support users in their respective areas.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Information Security and Assurance, the student should have met the following Student Learning Outcomes:

- Design and develop software solutions for contemporary business environments by employing appropriate problem solving strategies.
- Configure and administer database servers to support contemporary business environments.
- Collect and analyze data in support of contemporary business activities

- Design and develop web solutions to address contemporary business objectives
- Design and develop web solutions to address contemporary business objectives.
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
- Demonstrate knowledge of current information, network, and cyber security issues and implement best practices in mitigation and recovery.

### **CERTIFICATE OF ACHIEVEMENT CURRICULUM, INFORMATION SECURITY AND ASSURANCE (30-31 CREDITS)**

#### **First Semester**

ENG 100 (3) or ESL 100 (3)

ICS 101 or ICS 102 (3)

ITS 122 (3)

ITS 124 (3) or ICS 184 (3)

ITS 128 (3) or ICS 111 (3)

#### **Second Semester**

BUS 250 (3) or ICS 141 (3) or MATH 103 (3) or MATH 115 (3) or higher-level mathematics (3-4)

ACC 201 (3) or BUS 120 (3)

ICS 129 (3) or ITS 129 (3)

ITS 142 (3)

#### **Third Semester**

ITS 222 (3)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: In order to receive the certificate, a grade of “C” or higher is required in all Information Technology courses. ITS courses may be offered in 8 or 16-week sessions.*

### **ONLINE CERTIFICATE OF ACHIEVEMENT, INFORMATION SECURITY AND ASSURANCE (30-31 SEMESTER CREDITS)**

**Program Description:** The Online Certificate of Achievement in Information Security and Assurance program is a competency-based program that is designed to prepare students for information technology cyber security

entry-level positions in a business or government environment involving computer hardware or software, or network cyber security. The certificate will enhance the information technology cyber security skills of the small business owner, non-information technology account clerk, office administrator, office manager, and health, legal, hospitality, or other professional to become the key information technology security support users in their respective areas.

**Program Student Learning Outcomes:** Upon successful completion of the Online Certificate of Achievement in Information Security and Assurance, the student should have met the following Student Learning Outcomes:

- Design and develop software solutions for contemporary business environments by employing appropriate problem solving strategies.
- Configure and administer database servers to support contemporary business environments.
- Design and develop web solutions to address contemporary business objectives.
- Collect and analyze data in support of contemporary business activities
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
- Demonstrate knowledge of current information, network, and cyber security issues and implement best practices in mitigation and recovery.

### **CERTIFICATE OF ACHIEVEMENT CURRICULUM, INFORMATION SECURITY AND ASSURANCE (30-31 CREDITS) COMPLETELY ONLINE**

#### **First Semester**

ENG 100 (3) or ESL 100 (3)

ICS 101 or ICS 102 (3)

ITS 122 (3)

ITS 124 (3) or ICS 184 (3)

ITS 128 (3) or ICS 111 (3)

#### **Second Semester**

BUS 250 (3) or ICS 141 (3) or MATH 103 (3) or MATH 115 (3) or higher-level mathematics (3-4)

ACC 201 (3) or BUS 120 (3)

ICS 129 (3) or ITS 129

ITS 142 (3)

#### **Third Semester**

ITS 222 (3)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: In order to receive the certificate, a grade of “C” or higher is required in all Information Technology courses. ITS courses may be offered in 8 or 16-week sessions.*



**CERTIFICATE OF COMPETENCE,  
DATA SCIENCE  
(15 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in Data Science is an outcomes based program designed for the novice or professional information technology worker who has little to no experience in the field of data science. This certificate is appropriate for upgrading the database and data analytical skills of industry members or for a focus for information technology AS students. The certificate includes current data pre-processing and analysis issues, concepts, and practices.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Data Science, the student should have met the following Student Learning Outcomes:

- Configure and administer database servers to support contemporary business environments.
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Design and develop software solutions for contemporary business environments by employing appropriate problem solving strategies.
- Demonstrate knowledge of current information, network, and cyber security issues and implement best practices in mitigation and recovery.
- Utilize Data Analytics tools and techniques to create, manage, explore, and analyze large, complex datasets.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
DATA SCIENCE  
(15 CREDITS)**

**First Semester**

ICS 101 (3) or ICS 102 (3)  
ICS 129 (3) or ITS 129(3)

**Second Semester**

ITS 149R (3)  
ITS 149AD (3)

**Third Semester**

ITS 229P (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: A grade of “C” or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate. ITS courses may be offered as 8 or 16-week sessions.*

## **ONLINE CERTIFICATE OF COMPETENCE, DATA SCIENCE (15 SEMESTER CREDITS)**

**Program Description:** The Online Certificate of Competence in Data Science is an outcomes based program designed for the novice or professional information technology worker who has little to no experience in the field of data science. This certificate is appropriate for upgrading the database and data analytical skills of industry members or for a focus for information technology AS students. The certificate includes current data pre-processing and analysis issues, concepts, and practices.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Data Science, the student should have met the following Student Learning Outcomes:

- Configure and administer database servers to support contemporary business environments.
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Design and develop software solutions for contemporary business environments by employing appropriate problem solving strategies.
- Demonstrate knowledge of current information, network, and cyber security issues and implement best practices in mitigation and recovery.
- Utilize Data Analytics tools and techniques to create, manage, explore, and analyze large, complex datasets.

## **ONLINE CERTIFICATE OF COMPETENCE CURRICULUM, DATA SCIENCE (15 CREDITS)**

### **First Semester**

ICS 101 (3) or ICS 102 (3)  
ICS 129 (3) or ITS 129(3)

### **Second Semester**

ITS 149R (3)  
ITS 149AD (3)

### **Third Semester**

ITS 229P (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: A grade of “C” or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate. ITS courses may be offered as 8 or 16-week sessions.*

**CERTIFICATE OF COMPETENCE,  
HELP DESK SERVICES  
(15 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in Help Desk Services is an outcomes based program designed for the novice or professional information technology worker who has little to no experience in providing information technology help desk support. This certificate is appropriate for upgrading the support skills of industry members or for an entry-level position in a larger organization. The certificate includes current cyber security issues, concepts, threats, and mitigation strategies.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Help Desk Services, the student should have met the following Student Learning Outcomes:

- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Configure and administer networks to contribute to contemporary business solutions.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
- Comprehend and resolve common desktop and network issues.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
HELP DESK SERVICES  
(15 CREDITS)**

**First Semester**

ICS 101 or ICS 102 (3)

ITS 122 (3)

ITS 124 (3)

**Second Semester**

ITS 124 (3) or ICS 184 (3)

ITS 144 (3)

**Third Semester**

ITS 224 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: A grade of “C” or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate. ITS courses may be offered in 8 or 16-week sessions.*

**ONLINE CERTIFICATE OF COMPETENCE,  
HELP DESK SERVICES  
(15 SEMESTER CREDITS)**

**Program Description:** The Online Certificate of Competence in Help Desk Services is an outcomes based program designed for the novice or professional information technology worker who has little to no experience in providing information technology help desk support. This certificate is appropriate for upgrading the support skills of industry members or for an entry-level position in a larger organization. The certificate includes current cyber security issues, concepts, threats, and mitigation strategies.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Help Desk Services, the student should have met the following Student Learning Outcomes:

- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Configure and administer networks to contribute to contemporary business solutions.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
- Comprehend and resolve common desktop and network issues.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
HELP DESK SERVICES  
(15 CREDITS) COMPLETELY ONLINE**

**First Semester**

ICS 101 or ICS 102 (3)

ITS 122 (3)

**Second Semester**

ITS 124 (3) or ICS 184 (3)

ITS 144 (3)

**Third Semester**

ITS 224 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: A grade of “C” or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate. ITS courses may be offered in 8 or 16-week sessions.*

## **CERTIFICATE OF COMPETENCE, INFORMATION SECURITY AND ASSURANCE (15 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in Information Security and Assurance is an outcomes based program designed for the novice or professional information technology worker who has little to no experience in cyber security. This certificate is appropriate for upgrading the cyber security skills of industry members or for a focus for information technology AS students. Certificate topics include current cyber security issues, concepts, threats, and mitigation strategies.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Information Security and Assurance, the student should have met the following Student Learning Outcomes:

- Comprehend and resolve common desktop and network issues.
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Demonstrate knowledge of current information, network, and cyber security issues and implement best practices in mitigation and recovery.

## **CERTIFICATE OF COMPETENCE CURRICULUM, INFORMATION SECURITY AND ASSURANCE (15 CREDITS)**

### **First Semester**

ITS 122 (3)

ITS 124 (3)

### **Second Semester**

ITS 142 (3)

ITS 144 (3)

ITS 222 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: A grade of “C” or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate. ITS courses may also be offered in 8 or 16-week sessions.*

## **ONLINE CERTIFICATE OF COMPETENCE, INFORMATION SECURITY AND ASSURANCE (15 SEMESTER CREDITS)**

**Program Description:** The Online Certificate of Competence in Information Security and Assurance is an outcomes based program designed for the novice or professional information technology worker who has little to no experience in cyber security. This certificate is appropriate for upgrading the cyber security skills of industry members or for a focus for information technology AS students. Certificate topics include current cyber security issues, concepts, threats, and mitigation strategies.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Information Security and Assurance, the student should have met the following Student Learning Outcomes:

- Comprehend and resolve common desktop and network issues.
- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Demonstrate knowledge of current information, network, and cyber security issues and implement best practices in mitigation and recovery.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
INFORMATION SECURITY AND ASSURANCE  
(15 CREDITS) COMPLETELY ONLINE**

**First Semester**

ITS 122 (3)

ITS 124 (3)

**Second Semester**

ITS 142 (3)

ITS 144 (3)

ITS 222 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: A grade of “C” or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate. ITS courses may also be offered in 8 or 16-week sessions.*

**CERTIFICATE OF COMPETENCE,  
PROGRAMMING  
(15 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in Programming is a competency-based program designed for the novice or professional information technology worker who has little to no experience in programming. This certificate is appropriate for upgrading the programming skills of industry members or for a focus for Information Technology AS students.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Programming, the student should have met the following Student Learning Outcomes:

- Learn future technologies through acquired foundational skills and knowledge and employ them in new

business environments.

- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
- Analyze common business functions and identify, design, and develop appropriate information technology solutions (in web, desktop, network, and/or database applications).
- Design and develop software solutions for contemporary business environments by employing appropriate problem solving strategies, including: 1) Apply computational thinking to solve business problems using information technology; 2) Create a user interface in a contemporary object-oriented language to allow users to access business data; 3) Write code to connect a frontend user interface with a backend database using a contemporary object-oriented language; and 4) Document program written.

## **CERTIFICATE OF COMPETENCE CURRICULUM, PROGRAMMING (15 CREDITS)**

### **First Semester**

ITS 111 (3) or ITS 128 (3)

ICS 129 (3) or ITS 129 (3)

### **Second Semester**

ITS 148 (3)

### **Third Semester**

ITS 227 (3)

ITS 228 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) or 2.0 or higher for all courses required in the certificate.*

*Please note: A grade of “C” or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate. ITS courses may be offered in 8 or 16-week sessions.*

## **ONLINE CERTIFICATE OF COMPETENCE, PROGRAMMING (15 SEMESTER CREDITS)**

**Program Description:** The Online Certificate of Competence in Programming is a competency-based program designed for the novice or professional information technology worker who has little to no experience in programming. This certificate is appropriate for upgrading the programming skills of industry members or for a focus for Information Technology AS students.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Programming, the student should have met the following Student Learning Outcomes:

- Learn future technologies through acquired foundational skills and knowledge and employ them in new business environments.
- Practice communication, problem solving and decision-making skills through the use of appropriate technology and with the understanding of the business environment.
- Analyze common business functions and identify, design, and develop appropriate information technology solutions (in web, desktop, network, and/or database applications).
- Design and develop software solutions for contemporary business environments by employing appropriate problem solving strategies, including: 1) Apply computational thinking to solve business problems using information technology; 2) Create a user interface in a contemporary object-oriented language to allow users to access business data; 3) Write code to connect a frontend user interface with a backend database using a contemporary object-oriented language; and 4) Document program written.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
PROGRAMMING  
(15 CREDITS) COMPLETELY ONLINE**

**First Semester**

ITS 111 (3) or ITS 128 (3)  
ICS 129 (3) or ITS 129 (3)

**Second Semester**

ITS 148 (3)

**Third Semester**

ITS 227 (3)  
ITS 228 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) or 2.0 or higher for all courses required in the certificate.*

*Please note: A grade of “C” or higher is required in all applicable Information Technology courses in order to fulfill the requirements for the certificate. ITS courses may be offered in 8 or 16-week sessions.*



## PARALEGAL CURRICULUM

### ASSOCIATE IN SCIENCE, PARALEGAL (60-62 SEMESTER CREDITS)

**Program Description:** Kapi'olani Community College's Paralegal program is the only Hawai'i-based paralegal program offered in the State. Since 1978, it has been an American Bar Association-approved program and has been the major source of trained paralegals in the Hawai'i legal community. A paralegal is a legal professional who assists in the delivery of legal services, generally under the supervision of an attorney. A paralegal is a member of the legal team in private law offices, government agencies, and corporations, performing technical and paraprofessional responsibilities. These include interviewing and assisting clients, legal research and writing, communicating effectively, implementing legal procedures, preparing instruments and documents, assisting in judicial and administrative appearances, representing clients in selected administrative hearings, completing client projects, calendaring, and coordinating office functions. These functions overlap with those of an attorney. The program graduate will be qualified to work in a private law firm, corporation, public agencies, and public law firms.

A paralegal may not provide legal services directly to the public, except as permitted by law.

**Program Mission:** The Paralegal Program's mission is to provide paralegal education to students interested in careers as paralegals or for positions where communication, analytical, and organizational skills as well as knowledge of law and legal procedures are necessary. The program provides the foundation for students to think critically, and act ethically in the workplace and in the community. The program also prepares students to continue educational pursuits and encourages lifelong learning and community service.

**Program Approval:** The Paralegal Program has ABA Approval, which is the national mark of excellence for paralegal programs. The Program has enjoyed continuous ABA Approval since 1978.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Paralegal, the student should be able to:

- **Ethics:** Identify ethical issues that arise and apply rules of professional conduct to determine how to resolve them (e.g., show awareness of legal ethics, confidentiality, and unauthorized practice of law issues).
- **Communication:** Demonstrate oral and written skills required in legal settings (e.g., convey knowledge and ideas clearly and precisely).
- **Critical Thinking:** Demonstrate basic principles of legal analysis and apply critical thinking skill (e.g., integrate and synthesize concepts, generate options, and make logical and rational decisions).
- **Interpersonal Skills:** Demonstrate adaptability, flexibility, and sensitivity in working with diverse types of people, identify and resolve problems and disputes (e.g., establish effective working relationships with attorneys, coworkers, clients, and others).

- Professionalism: Demonstrate organizational skills to perform and prioritize assignments and utilize time efficiently (e.g., manage workflow, adhere to procedural deadlines, use resources and time efficiently).
- Technology & Information Literacy: Identify, evaluate, and use appropriate technology and resources to effectively investigate, research, and present legal issues (e.g., conduct library and online legal research, and prepare, edit, and transmit legal and court documents).

## **ASSOCIATE IN SCIENCE DEGREE CURRICULUM, PARALEGAL (60-61 CREDITS)**

### **First Semester**

ENG 100 (3) or ESL 100 (3)

LAW 101 (3)

LAW 102 (3)

LAW 105 (3)

LAW 111 (3)

### **Second Semester**

PHIL 110 (3) or MATH 100 or higher-level mathematics (3-4)

LAW 145 (3)

LAW 148 (3)

At least 6 credits from Legal Specialty LAW Courses

### **Third Semester**

ENG 200 (3) or SP 151 (3) or SP 181 (3) or SP 251 (3)

LAW 202 (3)

LAW 203 (3)

At least 6 credits from Legal Specialty LAW Courses. Legal Specialty LAW Courses are

LAW 104, LAW 121, LAW 131, LAW 136, LAW 140, LAW 141, LAW 151, LAW 166, LAW 171,  
LAW 176, LAW 181, LAW 206, LAW 212, LAW 236, LAW 240, LAW 282, LAW 283.

### **Fourth Semester**

At least 3 credits from AS Arts & Humanities Elective

At least 3 credits from AS Natural Science Elective

At least 3 credits from AS Social Science Elective

At least 3 credits from Advanced Legal Specialty LAW Courses. Advanced Legal Specialty LAW Courses are

LAW 212, LAW 236, LAW 240, LAW 282, LAW 283.

LAW 293P (3)

*The issuance of an AS degree requires that the student must earn a cumulative grade point ratio (GPR) or 2.0 or higher for all courses applicable toward the degree. To receive the AS degree in Paralegal studies, a grade of “C” or higher is required in all LAW courses applicable to the degree.*

*Please note: Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

**ONLINE ASSOCIATE IN SCIENCE,  
PARALEGAL  
(60-62 SEMESTER CREDITS)**

**\*students must complete at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction**

**Program Description:** This completely online AS degree is part of Kapi'olani Community College's Paralegal program, the only Hawai'i-based paralegal program offered in the State. Since 1978, it has been an American Bar Association-approved program and has been the major source of trained paralegals in the Hawai'i legal community. A paralegal is a legal professional who assists in the delivery of legal services, generally under the supervision of an attorney. A paralegal is a member of the legal team in private law offices, government agencies, and corporations, performing technical and paraprofessional responsibilities. These include interviewing and assisting clients, legal research and writing, communicating effectively, implementing legal procedures, preparing instruments and documents, assisting in judicial and administrative appearances, representing clients in selected administrative hearings, completing client projects, calendaring, and coordinating office functions. These functions overlap with those of an attorney. The program graduate will be qualified to work in a private law firm, corporation, public agencies, and public law firms.

A paralegal may not provide legal services directly to the public, except as permitted by law.

**Program Mission:** The Paralegal Program's mission is to provide paralegal education to students interested in careers as paralegals or for positions where communication, analytical, and organizational skills as well as knowledge of law and legal procedures are necessary. The program provides the foundation for students to think critically, and act ethically in the workplace and in the community. The program also prepares students to continue educational pursuits and encourages lifelong learning and community service.

**Program Approval:** The Paralegal Program has ABA Approval, which is the national mark of excellence for paralegal programs. The Program has enjoyed continuous ABA Approval since 1978.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Paralegal, the student should be able to:

- **Ethics:** Identify ethical issues that arise and apply rules of professional conduct to determine how to resolve them (e.g., show awareness of legal ethics, confidentiality, and unauthorized practice of law issues).
- **Communication:** Demonstrate oral and written skills required in legal settings (e.g., convey knowledge and ideas clearly and precisely).
- **Critical Thinking:** Demonstrate basic principles of legal analysis and apply critical thinking skill (e.g., integrate and synthesize concepts, generate options, and make logical and rational decisions).
- **Interpersonal Skills:** Demonstrate adaptability, flexibility, and sensitivity in working with diverse types of people, identify and resolve problems and disputes (e.g., establish effective working relationships with attorneys, coworkers, clients, and others).
- **Professionalism:** Demonstrate organizational skills to perform and prioritize assignments and utilize time efficiently (e.g., manage workflow, adhere to procedural deadlines, use resources and time

efficiently).

- Technology & Information Literacy: Identify, evaluate, and use appropriate technology and resources to effectively investigate, research, and present legal issues (e.g., conduct library and online legal research, and prepare, edit, and transmit legal and court documents).

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
PARALEGAL  
(60-61 CREDITS) COMPLETELY ONLINE**

**\*students must complete at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction**

**First Semester**

ENG 100 (3) or ESL 100 (3)

LAW 101 (3)

LAW 102 (3)

LAW 105 (3)

LAW 111 (3)

**Second Semester**

PHIL 110 (3) or MATH 100 or higher-level mathematics (3-4)

LAW 145 (3)

LAW 148 (3)

At least 6 credits from Legal Specialty LAW Courses

**Third Semester**

ENG 200 (3) or SP 151 (3) or SP 181 (3) or SP 251 (3)

LAW 202 (3)

LAW 203 (3)

At least 6 credits from Legal Specialty LAW Courses. Legal Specialty LAW Courses are

LAW 104, LAW 121, LAW 131, LAW 136, LAW 140, LAW 141, LAW 151, LAW 166, LAW 171,  
LAW 176, LAW 181, LAW 206, LAW 212, LAW 236, LAW 240, LAW 282, LAW 283.

**Fourth Semester**

At least 3 credits from AS Arts & Humanities Elective

At least 3 credits from AS Natural Science Elective

At least 3 credits from AS Social Science Elective

At least 3 credits from Advanced Legal Specialty LAW Courses. Advanced Legal Specialty LAW Courses are  
LAW 212, LAW 236, LAW 240, LAW 282, LAW 283.

LAW 293P (3)

*The issuance of an AS degree requires that the student must earn a cumulative grade point ratio (GPR) or 2.0 or higher for all courses applicable toward the degree. To receive the AS degree in Paralegal studies, a grade of "C" or higher is required in all LAW courses applicable to the degree.*

*Please note: Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under "Associate in Science Degree Courses."*

## **CERTIFICATE OF ACHIEVEMENT, PARALEGAL (27 SEMESTER CREDITS)**

**Program Description:** The Certificate of Achievement Program is designed for post-baccalaureate students interested in careers as paralegals or for positions where communication, analytical, and organizational skills as well as knowledge of law and legal procedures are necessary. The certificate program provides the foundation for students to think critically and act ethically in the workplace and in the community. The certificate program also prepares students to continue educational pursuits and encourages lifelong learning and community service.

A paralegal may not provide legal services directly to the public, except as permitted by law.

**Program Mission:** The Paralegal Program's mission is to provide paralegal education to students interested in careers as paralegals or for positions where communication, analytical, and organizational skills as well as knowledge of law and legal procedures are necessary. The program provides the foundation for students to think critically, and act ethically in the workplace and in the community. The program also prepares students to continue educational pursuits and encourages lifelong learning and community service.

### **Program Prerequisite:**

A bachelor's degree from an accredited four-year institution in the United States.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Paralegal, the student should meet the following learning outcomes:

- **Ethics:** Identify ethical issues that arise and apply rules of professional conduct to determine how to resolve them. (e.g., show awareness of legal ethics, confidentiality, and unauthorized practice of law issues).
- **Communication:** Demonstrate oral and written skills required in legal settings (e.g., convey knowledge and ideas clearly and precisely).
- **Critical Thinking:** Demonstrate basic principles of legal analysis and apply critical thinking skills. (e.g., integrate and synthesize concepts, generate options, and make logical and rational decisions).
- **Interpersonal Skills:** Demonstrate adaptability, flexibility, and sensitivity in working with diverse types of people, identify and resolve problems and disputes (e.g., establish effective working relationships with attorneys, coworkers, clients, and others).
- **Professionalism:** Demonstrate organizational skills to perform and prioritize assignments and utilize time efficiently. (e.g., manage workflow, adhere to procedural deadlines, use resources and time efficiently).
- **Technology & Information Literacy:** Identify, evaluate, and use appropriate technology and resources to effectively investigate, research, and present legal issues (e.g., conduct library and online legal research, and prepare, edit, and transmit legal and court documents).

## **CERTIFICATE OF ACHIEVEMENT CURRICULUM, PARALEGAL (27 CREDITS)**

**First Semester**  
**LAW 101 (3)**

LAW 102 (3)

LAW 105 (3)

LAW 111 (3)

LAW 145 (3)

### **Second Semester**

LAW 148 (3)

LAW 202 (3)

LAW 203 (3)

LAW 293P (3)

*The issuance of a Certificate of Achievement requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate. A grade of “C” or higher is required in all LAW courses applicable to the certificate.*

## **ONLINE CERTIFICATE OF ACHIEVEMENT, PARALEGAL**

### **(27 SEMESTER CREDITS)**

**\*students must complete at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction**

**Program Description:** The Certificate of Achievement Program is designed for post-baccalaureate students interested in careers as paralegals or for positions where communication, analytical, and organizational skills as well as knowledge of law and legal procedures are necessary. The certificate program provides the foundation for students to think critically and act ethically in the workplace and in the community. The certificate program also prepares students to continue educational pursuits and encourages lifelong learning and community service.

A paralegal may not provide legal services directly to the public, except as permitted by law.

**Program Mission:** The Paralegal Program's mission is to provide paralegal education to students interested in careers as paralegals or for positions where communication, analytical, and organizational skills as well as knowledge of law and legal procedures are necessary. The program provides the foundation for students to think critically, and act ethically in the workplace and in the community. The program also prepares students to continue educational pursuits and encourages lifelong learning and community service.

### **Program Prerequisite:**

A bachelor's degree from an accredited four-year institution in the United States.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Paralegal, the student should meet the following learning outcomes:

- **Ethics:** Identify ethical issues that arise and apply rules of professional conduct to determine how to resolve them. (e.g., show awareness of legal ethics, confidentiality, and unauthorized practice of law issues).
- **Communication:** Demonstrate oral and written skills required in legal settings (e.g., convey knowledge and ideas clearly and precisely).
- **Critical Thinking:** Demonstrate basic principles of legal analysis and apply critical thinking skills. (e.g., integrate and synthesize concepts, generate options, and make logical and rational decisions).
- **Interpersonal Skills:** Demonstrate adaptability, flexibility, and sensitivity in working with diverse types

of people, identify and resolve problems and disputes (e.g., establish effective working relationships with attorneys, coworkers, clients, and others).

- Professionalism: Demonstrate organizational skills to perform and prioritize assignments and utilize time efficiently. (e.g., track billable hours and adhere to procedural deadlines).
- Technology & Information Literacy: Identify, evaluate, and use appropriate technology and resources to effectively investigate, research, and present legal issues (e.g., conduct library and online legal research, and prepare legal documents).

**CERTIFICATE OF ACHIEVEMENT CURRICULUM,  
PARALEGAL  
(27 CREDITS) COMPLETELY ONLINE**

**\*students must complete at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction**

**First Semester**

LAW 101 (3)

LAW 102 (3)

LAW 105 (3)

LAW 111 (3)

LAW 145 (3)

**Second Semester**

LAW 148 (3)

LAW 202 (3)

LAW 203 (3)

LAW 293P (3)

*The issuance of a Certificate of Achievement requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate. A grade of “C” or higher is required in all LAW courses applicable to the certificate.*

## MANAGEMENT CURRICULA

### CERTIFICATE OF COMPETENCE, MANAGEMENT (9 SEMESTER CREDITS)

**Program Description:** The Certificate of Competence in Management is a practice-based program designed for the student whose goal is to be a professional manager and who has minimal or no experience in business management. This certificate is appropriate for upgrading managerial skills of industry members or for a focus in marketing and provides a means to the Associate in Science degree in Marketing.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Management, the student should be able to:

- Design and develop marketing solutions for current retail environments by employing appropriate marketing strategies.
- Apply knowledge of basic management skills to maximize employee productivity.
- Use foundational skills and knowledge to remain current with management strategies and trends and employ them in new business environments.

### CERTIFICATE OF COMPETENCE CURRICULUM, MANAGEMENT (9 CREDITS)

#### First Semester

MGT 120 (3)

MGT 122 (3)

MGT 124 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: To fulfill the requirements for the certificate, a grade of “C” or higher is required in all applicable Management courses.*

### CERTIFICATE OF COMPETENCE, ENTREPRENEURSHIP (9 SEMESTER CREDITS)

**Program Description:** The Certificate of Competence in Entrepreneurship is a practice-based program designed for the entrepreneur with minimal or no experience in business. This certificate is appropriate for



upgrading the skills necessary in creating a start-up business.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Entrepreneurship, the student should be able to:

- Design and develop a comprehensive business plan to start a small business.
- Design and develop a comprehensive small business marketing plan by using appropriate marketing strategies.
- Compile and prepare accurate financial information for tax compliance and informed business decisions.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
ENTREPRENEURSHIP  
(9 CREDITS)**

**First Semester**

ENT 125 (3)

ENT 130 (3)

ENT 150 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: To fulfill the requirements for the certificate, a grade of “C” or higher is required in all applicable Entrepreneurship courses.*

# CULINARY INSTITUTE OF THE PACIFIC PROGRAMS

**Introduction:** The College offers an array of Culinary Institute of the Pacific programs to the public. Degree and certificate programs prepare students for a wide range of positions in the workplace, from entry-level to managerial. The College's transfer programs prepare students for transfer to four-year institutions. Also, the college demonstrates its commitment to lifelong learning through a series of continuing education offerings aimed at the general public, industry professionals, current students, and alumni.

**Degree/Certificate Programs:** Three AS degree options are offered in Culinary Arts (Culinary Arts, Pastry Arts, and Institutional Food Service Management). A Certificate of Achievement is offered in Culinary Arts. Certificates of Competence are offered for Culinary Arts, Culinary Competition, Dining Room Service, and Pastry Arts. An Advanced Professional Certificate is offered in Culinary Arts. Some programs may be completed during evenings and/or weekends.

**Transfer Programs:** The College provides transfer advising and support for students who plan to transfer to baccalaureate institutions such as the University of Hawai'i–West O'ahu, and the University of Hawai'i at Mānoa. General information about transferring can be found in this catalog in the Transfer Advising section. For more information contact a Culinary Institute of the Pacific counselor.

**Mission:** Our mission is to provide a professional culinary and pastry arts education with emphasis in classical techniques for Hawai'i and the global community. This mission is achieved through a progressive curriculum, operational experience, multi-industry alliances, and the promotion of lifelong learning.

**Lifelong Learning Credit/Continuing Education Programs:** A series of continuing education courses complement the College's credit degree programs. These include short-term courses that are open to the public and the professional and cover a wide range of topics from cooking basics to advanced classes on cutting edge cuisines, with a special focus on Asia and the Pacific. For more information about continuing education courses and certificates, contact the College Information Office or the Continuing Education Registration Office (808-734-9211).

For more information and to register, visit <http://continuinged.kapiolani.hawaii.edu> or email us at [kccocet@hawaii.edu](mailto:kccocet@hawaii.edu).

**\*\*\*CAREER and ACADEMIC OPTIONS**  
**CULINARY INSTITUTE OF THE PACIFIC PROGRAMS**

**CULINARY ARTS ACADEMIC and CAREER OPTIONS**

**Associate in Science – Culinary Arts with a specialization in Culinary Arts (61-63 credits)**

Supervisory level cook, transfer to a 4-year college

**Associate in Science – Culinary Arts with a specialization in Pastry Arts (60-62 credits)**

Supervisory level baker or pastry cook

**Associate in Science – Culinary Arts with a specialization in Institutional Food Service Management (61-62 credits)**

Supervisory level institutional cook

**Certificate of Achievement – Culinary Arts (39-44 credits)**

Skilled cooking positions in hotels, restaurants and institutions

**Certificate of Competence – Culinary Arts (12 credits)**

Entry-level food preparation positions such as cook's helper, short order cook, or prep cook

**Advanced Professional Certificate – Culinary Arts (18 credits)**

Meets industry needs for advanced level chef and supervisory training and education

**Certificate of Competence – Culinary Competition (10 credits)**

Participation in sanctioned culinary competitions and salons, commis opportunities in competition, staging positions in culinary establishments

**Certificate of Competence – Dining Room Service (8 credits)**

Preparation for front-of-house positions such as host/hostess, wait/help or bus/help

**Certificate of Competence – Pastry Arts (19 credits)**

Entry-level positions in bake shops, bakeries, or patisseries

**LIFELONG LEARNING ACADEMIC and CAREER OPTIONS**

Continuing Education Registration Office (808-734-9211)

<http://continuinged.kapiolani.hawaii.edu>

Short term training courses for the general public and professionals including hands-on cooking classes, cooking demonstration classes, chefs-of-the-future (for kids), and classes featuring visiting chefs

**Certificate of Competence – Hazard Analysis Critical Control Points (HACCP) (16 hours)**

Operational and supervisory capacity in designing and implementing food safety and sanitation systems

## CULINARY ARTS CURRICULA

### ASSOCIATE IN SCIENCE, CULINARY ARTS WITH A SPECIALIZATION IN CULINARY ARTS (61-63 SEMESTER CREDITS)

**Program Description:** The Associate in Science degree, Culinary Arts with a specialization in Culinary Arts, is designed for students who are interested in becoming professional cooks and chefs and those who intend to transfer to a four-year college. It offers students the opportunity to apply and practice skills learned in all aspects of the culinary arts in a real world environment. Students who join the American Culinary Federation prior to successfully completing the AS degree program requirements will be eligible for certification upon successful completion of their cumulative practical exam(s).

**Program Student Learning Outcomes:** Upon successful completion of the AS degree program in Culinary Arts with a specialization in Culinary Arts, the student should be able to:

- Integrate the knowledge, skills and attitudes in all areas of basic food preparation, advanced culinary arts, basic baking, nutrition, menu planning, guest services, and operational controls and management required to meet the requirements for a Certified Culinarian by the American Culinary Federation Foundation.
- Incorporate within their work ethic the standards in attendance, behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
- Make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning.
- Explore and synthesize knowledge, attitudes and skills from a variety of cultural and academic perspectives to enhance our local and global communities.

### ASSOCIATE IN SCIENCE DEGREE CURRICULUM, CULINARY ARTS WITH A SPECIALIZATION IN CULINARY ARTS (61-63 CREDITS)

#### First Semester

AS/FW Written Communication

ENG 100, ESL 100 (3)

AS Natural Science

FSHE 185 The Science of Human Nutrition (3)

AS/AH Arts & Humanities Elective (3)

AMST 201 ART 101, 107D, 159, 175, 176, 189 ASAN 100 (AH or SS but not both), 201, 202 DNCE 150 EALL 261, 262, 271, 272 ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha) HIST 151, 152, 231, 232, 241, 242, 281, 282, 284, 288 HUM 269 (any alpha), 295 (any alpha) HWST 100, 107, 110, 207, 222, 257, 282 IS 109, 161 LING 102 MUS 106, 107, 108, 170, 229 PHIL 100, 102, 103, 213, 250 REL 149, 150, 205 SP 251 THEA 101, 221 WS 149

AS CULN Major

CULN 111 (2)

CULN 112 (2)

**Second Semester**

AS Mathematics/Logical Thinking

PHIL 111 Introduction to Inductive Logic (3), or

MATH 103 College Algebra or higher level mathematics, MATH 135 (3), MATH 140 (3), MATH 215 (4), MATH 241 (4), MATH 242 (4), MATH 243 (4), or MATH 244 (4), or

MATH 100 Survey of Mathematics (3), or

MATH 115 Introduction to Statistics and Probabilities (3), or

MATH 111 Mathematics for Elementary Teachers I (3)

MATH 112 Mathematics for Elementary Teachers II (3)

AS CULN Major

CULN 115 Menu Merchandising (2)

CULN 126 Culinary Fundamentals (4)

CULN 136 American & Sustainable Cuisines (4)

**Third Semester**

AS CULN Major

CULN 151 Baking Fundamentals (4)

CULN 161 Dining Services (4)

CULN 225 European/Mediterranean Cuisine (4)

**Fourth Semester**

AS/SS Social Science Elective (3)

ANTH 151, 152, 200, 210, ASAN 100 (AH or SS but not both), BOT 105, COM 201, ECON 120, 130, 131, GEO 102, 151, HDFS (formerly FAMR) 230, JOUR 150, PACS 108, POLS 110, 120, 130, PSY 100, 170, SOC 100, 214, 218, 231, 251, 257, SP 181, SSCI 102

AS CULN Major

CULN 240 Garde Manger (4)

CULN 226 Asia Pacific Cuisines (4)

**Fifth Semester**

AS CULN Major

CULN 272 Hospitality Purchasing and Cost Control (5)

CULN 272L Hospitality and Purchasing Cost Control Lab (1)

HOST 280 Hospitality Management (3)

AS CULN Major - Practical Experience

CULN 207 Intro to Culinary Competition (4) or

HOST 293 Hospitality and Tourism Internship (3)

*The issuance of an AS degree requires that the student must earn a GPR of 2.0 or higher for all courses applicable toward the degree.*

*Please note: For the AS degree in Culinary Arts, a grade of “C” or higher is required in all CULN courses. Students choosing to continue in the AS degree program in Culinary Arts with a specialization in Culinary Arts must complete the Certificate of Achievement in Culinary Arts with a 2.0 or higher GPR. CULN courses are typically offered as 8-week modular classes.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

### **ASSOCIATE IN SCIENCE, CULINARY ARTS WITH A SPECIALIZATION IN PASTRY ARTS (60-62 SEMESTER CREDITS)**

**Program Description:** The Associate in Science degree, Culinary Arts with a specialization in Pastry Arts is designed for students who are interested in becoming professional bakers and pastry chefs and those who intend to transfer to a four-year college. It offers students the opportunity to apply and practice skills learned in all aspects of the pastry arts in a real world environment. Students who join the American Culinary Federation prior to successfully completing the AS degree program requirements will be eligible for certification upon successful completion of a cumulative practical exam.

**Program Student Learning Outcomes:** Upon successful completion of the AS in Culinary Arts with a specialization in Pastry Arts, the student should be able to:

- Integrate the knowledge, skills and attitudes in all areas of basic food preparation, basic baking, advanced pastry arts, nutrition, menu planning, guest services, and operational controls and management required to meet the requirements for a Certified Pastry Culinarian by the American Culinary Federation Foundation.
- Incorporate within their work ethic the standards in attendance, behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
- Make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning.
- Explore and synthesize knowledge, attitudes and skills from a variety of cultural and academic perspectives to enhance our local and global communities.

### **ASSOCIATE IN SCIENCE DEGREE CURRICULUM, CULINARY ARTS WITH A SPECIALIZATION IN PASTRY ARTS (60-62 CREDITS)**

**First Semester**  
AS Written Communication

ENG 100, ESL 100 (3)

AS Natural Science

FSHE 185 The Science of Human Nutrition (3)

CULN 111 Introduction to the Culinary Industry (2)

CULN 112 Sanitation and Safety (2)

CULN 115 Menu Merchandising (2)

### **Second Semester**

AS Mathematics

PHIL 111 Introduction to Inductive Logic (3), or

MATH 103 College Algebra or higher level Mathematics, MATH 135 (3), MATH 140 (3), MATH 215 (4), MATH 241 (4), MATH 242 (4), MATH 243 (4) , or MATH 244 (4)

MATH 100 Survey of Mathematics (3), or

MATH 115 Introduction to Statistics and Probabilities (3), or

MATH 111 Mathematics for Elementary Teachers I (3), or

MATH 112 Mathematics for Elementary Teachers II (3)

AS CULN Major

CULN 126 Culinary Fundamentals (4)

CULN 161 Dining Services (4)

### **Third Semester**

AS CULN Major

CULN 151 Baking Fundamentals (4)

CULN 156 Artisan Breads and Pastry (4)

AS/OC Oral Communication (3)

SP 151, SP 181, or SP 251

AS/SS Social Science Elective (3)

ANTH 151, 152, 200, 210, ASAN 100 (AH or SS but not both), BOT 105, COM 201, ECON 120, 130, 131, GEO 102, 151, HDFS (formerly FAMR) 230, JOUR 150, PACS 108, POLS 110, 120, 130, PSY 100, 170, SOC 100, 214, 218, 231, 251, 257, SP 181, SSCI 102

### **Fourth Semester**

AS/AH Arts & Humanities Elective (3)

AMST 201 ART 101, 107D, 159, 175, 176, 189 ASAN 100 (AH or SS but not both), 201, 202 DNCE

150 EALL 261, 262, 271, 272 ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha)

HIST 151, 152, 231, 232, 241, 242, 281, 282, 284, 288 HUM 269 (any alpha), 295 (any alpha) HWST

100, 107, 110, 207, 222, 257, 282 IS 109, 161 LING 102 MUS 106, 107, 108, 170, 229 PHIL 100, 102,

103, 213, 250 REL 149, 150, 205 SP 251 THEA 101, 221 WS 149

AS CULN Major

CULN 272 Hospitality Purchasing and Cost Control (5)

CULN 272L Hospitality Purchasing and Cost Control Lab (1)

HOST 280 Hospitality Management (3)

**Fifth Semester**

AS CULN Major

CULN 252 Patisserie (4)

CULN 253 Confiserie (4)

AS PAST Major - Practical Experience

CULN 207 Intro to Culinary Competition (4) or

HOST 293 Hospitality and Tourism Internship (3)

*The issuance of an Associate in Science degree requires that the student must earn a GPR of 2.0 or higher for all courses applicable toward the degree.*

*Please note: For the AS degree in Culinary Arts with a specialization in Pastry Arts, a grade of “C” or higher is required in all CULN courses applicable toward the degree. CULN courses are typically offered as 8-week modular classes.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

**ASSOCIATE IN SCIENCE,  
CULINARY ARTS**

**WITH A SPECIALIZATION IN INSTITUTIONAL FOOD SERVICE MANAGEMENT  
(61-62 SEMESTER CREDITS)**

**Program Description:** The Associate in Science degree, Culinary Arts with a specialization in Institutional Food Service Management is designed for students who are interested in becoming professional cooks, food and dietary technicians, kitchen managers and Culinologists primarily in food service institutions and for those who intend to transfer to a four-year college. This program option offers students the opportunity to apply and practice skills learned in all aspects of the Culinary Arts in a real world environment. Students who join the American Culinary Federation (ACF) prior to successfully completing the AS degree program requirements will be eligible for ACF certification upon successful completion of their cumulative practical exam(s).

**Program Student Learning Outcomes:** Upon successful completion of the AS degree in Culinary Arts with a specialization in Institutional Food Service Management, the student should be able to:

- Integrate the knowledge, skills, and attitudes in all areas of basic food preparation, basic baking, advanced nutrition and wellness, menu planning, guest services, and operational controls and management essential to the advanced practice of Culinary Arts in an Institutional Food Service operation.
- Incorporate within their work ethic the standards in attendance behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
- Make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the



skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning.

- Explore and synthesize knowledge, attitudes and skills from a variety of cultural and academic perspectives to enhance our local and global communities.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
CULINARY ARTS  
WITH A SPECIALIZATION IN INSTITUTIONAL FOOD SERVICE MANAGEMENT  
(61-62 CREDITS)**

**First Semester**

AS/FW Written Communication  
ENG 100, ESL 100 (3)

**Major Requirements**

CULN 111 Introduction to the Culinary Industry (2)  
CULN 112 Sanitation and Safety (2)  
CULN 126 Culinary Fundamentals (4)  
CULN 161 Dining Services (4)

**Second Semester**

AS/AH Arts & Humanities Elective  
HWST 107 or HIST 151 or HIST 152 or MUS 107 or REL 150 (3)

**AS MATHEMATICS/LOGIC**

PHIL 111 Introduction to Inductive Logic (3), or  
MATH 103 College Algebra or higher level mathematics, MATH 135 (3), MATH 140 (3), MATH 215 (4), MATH 241 (4), MATH 242 (4), MATH 243 (4) or MATH 244 (4), or  
MATH 100 Survey of Mathematics (3), or  
MATH 115 Introduction to Statistics and Probabilities (3), or  
MATH 111 Mathematics for Elementary Teachers I (3), or  
MATH 112 Mathematics for Elementary Teachers II (3)

**Major Requirements**

CULN 115 Menu Merchandising (2)  
CULN 136 American and Sustainable Cuisines (4)  
CULN 225 European/Mediterranean Cuisine (4)

**Third Semester**

AS/SS Social Science Elective  
ANTH 151 or GEO 102 or GEO 151 (3)

**AS/NS Natural Science**

FSHE 185 The Science of Human Nutrition (3)

**Major Requirements**

CULN 151 Baking Fundamentals (4)  
CULN 240 Garde Manger (4)  
HOST 280 Hospitality Management (3)

## **Fourth Semester**

### **Major Requirements**

CULN 231	Food Innovation (4)
CULN 272	Hospitality Purchasing and Cost Control (5)
CULN 272L	Hospitality Purchasing and Cost Control Lab (1)

### **Major- Practical Experience Requirements**

HOST 293	Hospitality and Tourism Internship (3)
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*The issuance of an Associate in Science degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*Please note: For the AS degree in Culinary Arts with a specialization in Institutional Food Service Management a grade of “C” or higher is required in all CULN courses applicable to the degree. CULN courses are typically offered as 8-week modular courses.*

Lists of AS elective courses (KapCC AS/AH and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”

## **CERTIFICATE OF ACHIEVEMENT, CULINARY ARTS (39-44 SEMESTER CREDITS)**

**Program Description:** The Certificate of Achievement, Culinary Arts is a three-semester program of study. This program option is designed for students who are interested in gaining technical skills for skilled level positions in hotels, restaurants, and institutions. It offers students the opportunity to apply and practice skills learned in all aspects of the culinary arts in a real world environment. Students who join the American Culinary Federation prior to successfully completing the Certificate of Achievement program requirements will be eligible for certification upon successful completion of their cumulative practical exam(s).

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Culinary Arts, the student should be able to:

- Incorporate within their work ethic the standards in attendance, behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.
- Demonstrate the knowledge, skills and attitudes in all areas of basic food preparation, advanced culinary arts, basic baking, nutrition, menu planning, and guest services essential to the advanced practice of culinary arts.
- Explore and synthesize knowledge, attitudes and skills from a variety of cultural and academic perspectives to enhance our local and global communities.

## **CERTIFICATE OF ACHIEVEMENT CURRICULUM, CULINARY ARTS**

## **(39-44 CREDITS)**

### **First Semester**

#### CA Written Communication

ESOL 94 (7) or ESL 100 (3) or ENG 100S (3) or ENG 100 (3)

#### CA Mathematics/Logical Thinking

PHIL 111 Introduction to Inductive Logic (3), or

MATH 75X Introduction to Math Reasoning (4) or higher level mathematics, or

MATH 100 Survey of Mathematics (3), or

MATH 115 Introduction to Statistics and Probabilities (3)

#### Culinary Requirements

CULN 111 Introduction to the Culinary Industry (2)

CULN 112 Sanitation and Safety (2)

CULN 126 Culinary Fundamentals (4)

### **Second Semester**

#### CA Natural Science

FSHE 185 The Science of Human Nutrition (3)

#### Culinary Requirements

CULN 115 Menu Merchandising (2)

CULN 136 American & Sustainable Cuisines (4)

CULN 161 Dining Services (4)

### **Third Semester**

#### Culinary Requirements

CULN 151 Baking Fundamentals (4)

CULN 225 European/Mediterranean Cuisine (4)

CULN 240 Garde Manger (4)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: For the Certificate of Achievement in Culinary Arts, a grade of “C” or higher is required in all CULN courses. CULN courses are typically offered as 8-week modular classes.*

## **CERTIFICATE OF COMPETENCE,**

## **CULINARY ARTS**

## **(12 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence, Culinary Arts, is designed as a one-semester program of study. This program option is designed for students who are interested in obtaining entry-level jobs in hotel, restaurant, cafeteria, and casual restaurant kitchens. Technical cooking skills, the development of proper work

habits, attitudes, professionalism, and the practice of safety and sanitation procedures are stressed. It offers students the opportunity to apply and practice skills learned in all aspects of the culinary arts in a real world environment.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence program in Culinary Arts, the student should be able to:

- Demonstrate the knowledge, skills and attitudes in all areas of basic food preparation essential to the practice of culinary arts at the fundamental level.
- Incorporate within their work ethic the standards in attendance, behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.

## **CERTIFICATE OF COMPETENCE CURRICULUM, CULINARY ARTS (12 CREDITS)**

### **First Semester**

CULN 111 Introduction to the Culinary Industry (2)  
CULN 112 Sanitation and Safety (2)  
CULN 126 Culinary Fundamentals (4)

### **Second Semester**

CULN 136 American & Sustainable Cuisine (4)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate. CULN courses are typically offered as 8-week modular classes.*

*Please note: For the Certificate of Competence in Culinary Arts, a grade of “C” or higher is required in all CULN courses.*

## **ADVANCED PROFESSIONAL CERTIFICATE, CULINARY ARTS (18 SEMESTER CREDITS)**

**Program Description:** The Advanced Professional Certificate in Culinary Arts is a two-semester program of study. This program option is designed for students who have obtained their AS degree in Culinary Arts with a specialization in Culinary Arts and are interested in becoming chefs and/or for those who intend to continue into the BAS in Culinary Management program offered by the University of Hawai'i–West O'ahu. The challenge provided each candidate will be to apply the basic knowledge and skills learned from the prerequisite AS degree program to advanced level culinary management courses.

**Program Student Learning Outcomes:** Upon successful completion of the Advanced Professional Certificate

program in Culinary Arts the student should be able to:

- Integrate the knowledge, skills and attitudes in all areas of advanced culinary arts necessary to prepare qualified students for professional level careers in the contemporary culinary industry.
- Synthesize the conceptual, managerial and technical skills necessary to achieve a successful career in the culinary/food service industry.

### **ADVANCED PROFESSIONAL CERTIFICATE CURRICULUM, CULINARY ARTS (18 CREDITS)**

#### **First Semester**

CULN 310 (3)

CULN 321 (3)

CULN 380 (3)

#### **Second Semester**

CULN 322 (3)

CULN 330B (3)

CULN 360 (3)

*The issuance of an Advanced Professional Certificate requires that the student must earn a GPR of 2.0 or higher for all courses required in the certificate.*

*Please note: For the Advanced Professional Certificate in Culinary Arts, a grade of “C” or higher is required in all CULN courses.*

### **CERTIFICATE OF COMPETENCE, CULINARY COMPETITION (8 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in Culinary Competition is a two-semester program of study. It offers students the opportunity to apply and practice skills learned in culinary arts to all aspects in an American Culinary Federation (ACF) culinary competition. The certificate allows students to apply technical cooking skills, effective communication skills and develop proper work habits, attitudes, professionalism, teamwork, fiscal responsibility, and practice safety and sanitation procedures.

#### **Program Student Learning Outcomes:**

Upon successful completion of the Certificate of Competence in Culinary Competition the student should be able to:

- Apply the basic principles of sanitation and safety and be able to apply them in the food service operations.
- Reinforce personal hygiene habits and food handling practices that protect the health of the consumer.
- Value cross-cultural perspectives that will allow them to effectively function in the global community.

- Value ethical practices in both personal and professional situations.
- Practice standards in behavior, grooming and dress that reflect the mature work attitude expected of industry professional.
- Apply the experience of service-learning to both personal and academic development by becoming involved in community service activities.

### **CERTIFICATE OF COMPETENCE CURRICULUM, CULINARY COMPETITION (8 CREDITS)**

#### **First Semester**

CULN 207 Introduction to Culinary Competition (4)

#### **Second Semester**

CULN 208 The Experience of Competition (4)

*The issuance of a Certificate of Competence requires that the student must earn a GPR of 2.0 or higher for all courses required in the certificate.*

*Please note: For the Certificate of Competence in Culinary Competition, a grade of “C” or higher is required in all CULN courses. CULN courses are typically offered as 8-week modular classes.*

### **CERTIFICATE OF COMPETENCE, DINING ROOM SERVICE (8 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence, Dining Room Service, is a one-semester program of study. This program option is designed for students who are interested in obtaining entry-level front-of-house jobs in restaurants and hotel food and beverage departments. Dining room service and supervision techniques, sanitation and safety procedures, and effective communication skills are stressed. This program is recommended for students who wish to seek immediate employment as line-level dining room personnel, but with the skills required to progress into supervisory level positions.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence program in Dining Room Service, the student should be able to:

- Demonstrate the knowledge, skills and attitudes in all areas of customer service and dining room operations essential to the practice of culinary arts at the fundamental level.
- Incorporate within their work ethic the standards in attendance, behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.

## **CERTIFICATE OF COMPETENCE CURRICULUM, DINING ROOM SERVICE (8 CREDITS)**

### **First Semester**

CULN 111	Introduction to the Culinary Industry (2)
CULN 112	Sanitation and Safety (2)
CULN 161	Dining Services (4)

*The issuance of a Certificate of Competence requires that the student must earn a GPR of 2.0 or higher for all courses required in the certificate. CULN courses are typically offered as 8-week modular classes.*

*Please note: For the Certificate of Competence in Dining Room Service, a grade of “C” or higher is required in all CULN courses.*

## **CERTIFICATE OF COMPETENCE, PASTRY ARTS (16 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence, Pastry Arts, is a one-semester program of study. This program option is designed for students who are interested in becoming professional bakers and pastry chefs and those who intend to transfer to a four-year college. It offers students the opportunity to apply and practice skills learned in all aspects of the pastry arts in a real world environment. Students who join the American Culinary Federation prior to successfully completing the AS degree program requirements will be eligible for certification upon successful completion of a cumulative practice exam.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence program in Pastry Arts, the student should be able to:

- Demonstrate the knowledge, skills and attitudes in all areas of basic baking essential to the practice of pastry arts at the fundamental level.
- Incorporate within their work ethic the standards in attendance, behavior, grooming and dress that reflect the mature work attitude expected of industry professionals.

## **CERTIFICATE OF COMPETENCE CURRICULUM, PASTRY ARTS (16 CREDITS)**

### **First Semester**

CULN 111	Introduction to the Culinary Industry (2)
CULN 112	Sanitation and Safety (2)
CULN 126	Culinary Fundamentals (4)

**Second Semester**

CULN 151 Baking Fundamentals (4)

CULN 156 Artisan Breads and Pastries (4)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required for the certificate. CULN courses are typically offered as 8-week modular classes.*

*Please note: For the Certificate of Competence in Pastry Arts, a grade of “C” or higher is required in all CULN courses.*



## LIFELONG LEARNING

### **CERTIFICATE OF COMPETENCE, HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP) (16 SEMESTER HOURS)**

**Certificate Description:** This program will provide Food Service employees with in-depth knowledge and skills to better identify and evaluate critical potential food hazard points/situations at their employment facility. The program will also provide training to employees to eliminate and prevent these critical points/situations.

**Certificate Objectives:**

- Provide intermediate to advanced knowledge of food safety and sanitation to minimize or completely eliminate food-borne illnesses and outbreaks.
- Correctly, recognize and identify the various hazards involved in a food-serving establishment and apply practical knowledge at their place of work.
- Set critical limits to help monitor and verify food safety.

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Hazard Analysis Critical Control Points (HACCP), the student should be able to:

- Recognize and identify potentially hazardous foods.
- Recognize and identify the seven steps in a HACCP system and the Critical Control Points within the steps.
- Understand the importance of time and temperature abuse.
- Take the national certification by the National Restaurant Association.
- Understand food safety to prevent or eliminate food waste through spoilage.
- Able to develop training and monitoring programs for employees on the HACCP system.

**Certificate of Competence Requirements:** The certificate objectives will be satisfied by satisfactory completion of the following continuing education course:

A Practical Approach to HACCP Course (16 hours). The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. In order to earn this certificate of competence, the student must achieve a 75% passing score on the certification test and have completed a flow chart of their food establishment, identifying the seven steps in the HACCP system as well as the Critical Control Points within the system.

# HEALTH CAREER EDUCATION PROGRAMS

**Introduction:** Health Career Education at the College is comprised of three degree and certificate areas: Emergency Medical Services, Health Sciences, and Nursing. Health Career Education has long been an important and integral part of the College. Because of the growing awareness and concern in health care and interest in health career education, the College has expanded its programs and curricula. In addition, many natural science courses of a biomedical nature have been developed specifically to meet the needs of students preparing for health care careers. The College offers a range of Health Career Education programs to the public. Degree and certificate programs prepare students for entry-level positions in the workplace. The College's transfer programs prepare students for transfer to four-year institutions. Also, the college demonstrates its commitment to life-long learning through a series of continuing education offerings aimed at working professionals and alumni. Please go to <http://www.kcc.hawaii.edu> to view more information about Kapi'olani Community College.

**Degree/Certificate Programs:** Eight AS degree options are offered in the areas of Medical Assisting, Medical Laboratory Technician, Mobile Intensive Care Technician, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Radiologic Technology, and Respiratory Care. Certificates of Achievement are offered in Dental Assisting, Medical Assisting, Mobile Intensive Care Technician, and Practical Nursing. Twenty-one Certificates of Competence are offered in Health Career Education fields.

**Transfer Programs:** The College also provides transfer advising and support for students who plan to transfer to baccalaureate institutions such as the University of Hawai'i at Hilo, University of Hawai'i at Mānoa, the University of Hawai'i–West O'ahu or Hawai'i Pacific University. General information about transferring can be found in this catalog in the Transfer Advising section. For more information contact a Health Career Education counselor.

**Lifelong Learning Credit/Continuing Education Programs:** Continuing education short-term classes in healthcare and in areas related to health (exercise, medical topics, etc.) are available to health professionals and to the general public. These are offered through the Continuing Education Registration Office.

For more information about continuing education courses and certificates, contact the College Information Office or the Continuing Education Registration Office (808-734-9211) or visit <http://continuinged.kapiolani.hawaii.edu>.

## **\*\*\*CAREER and ACADEMIC OPTIONS**

### **THE HEALTH CAREER EDUCATION PROGRAMS**

#### **EMERGENCY MEDICAL SERVICES ACADEMIC and CAREER OPTIONS**

##### **Certificate of Competence – Emergency Medical Technician (15.6 credits)**

Graduates are eligible to take the National Registry of Emergency Medical Technicians Cognitive Examination. Successful completion of the exam will allow the graduate to apply for state of Hawaii licensure as an Emergency Medical Technician, thus allowing the graduate eligibility for employment with ambulance agencies.

##### **Certificate of Competence – Emergency Medical Technician (12.1 credits)**

Graduates are eligible to take the National Registry of Emergency Medical Technicians Cognitive Examination. Successful completion of the exam will allow the graduate to apply for state of Hawaii licensure as an Emergency Medical Technician, thus allowing the graduate eligibility for employment with ambulance agencies.

##### **Associate in Science – Mobile Intensive Care Technician (Paramedic) (71.33-75.33 credits)**

Mobile Intensive Care Technician

##### **Certificate of Achievement – Mobile Intensive Care Technician (40.33 credits)**

Entry-level Mobile Intensive Care Technician

#### **HEALTH SCIENCES ACADEMIC and CAREER OPTIONS**

##### **Certificate of Competence – Community Health Worker (16 credits)**

Community Health Worker

##### **Certificate of Achievement – Dental Assisting (28 credits)**

Dental Assistant

##### **Certificate of Competence – Dental Assisting (15 credits)**

Dental Assistant

##### **Certificate of Competence – Medical Assisting Healthcare Practice Management (20 credits)**

Medical Assistant (with advanced skills)

##### **Associate in Science – Medical Laboratory Technician (70-73 credits)**

Medical Laboratory Technician

##### **Associate in Science – Occupational Therapy Assistant (70-73 credits)**

Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Many states other than Hawai'i require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Recertification occurs every three years.

**Certificate of Competence – Activity Aide (5 credits)**

Activity Aide

**Associate in Science – Physical Therapist Assistant (72-73 credits)**

Graduates of the program will be able to sit for the National Physical Therapist Assistant Examination (NPTAE) administered by the Federation of State Boards of Physical Therapy (FSBPT). After successful completion of this exam, the individual will be a Licensed Physical Therapist Assistant (PTA).

**Associate in Science – Radiologic Technology (85-89 credits)**

Radiologic Technologist

**Associate in Science – Respiratory Care (95-96 credits)**

Credentialed Respiratory Care Practitioner

**NURSING ACADEMIC and CAREER OPTIONS**

**Associate in Science – Nursing (72-73 credits)**

Registered Nurse preparation

**Associate in Science – Nursing (Transition for Licensed Practical Nurses) (70-71 credits)**

Transition for Licensed Practical Nurse

**Certificate of Achievement – Practical Nursing (46 credits)**

Licensed Practical Nurses are employed in long term care, home care and in community health care settings.

**Certificate of Competence – Adult Residential Care Home Primary Care Giver Training (4 credits)**

Adult Residential Care Home Primary Care Giver Training

**Certificate of Competence – Nurse Aide (6 credits)**

Nurse Aide

**LIFELONG LEARNING ACADEMIC and CAREER OPTIONS**

Continuing Education Registration Office (808-734-9211)

<http://continuinged.kapiolani.hawaii.edu>

Short term training in areas related to health (exercise, medical topics, etc.)

**Certificate of Competence – Basic EKG (18 hours)**

Specialty nursing

**Certificate of Competence – Critical Care I (44.5 hours)**

Telemetry nursing

**Certificate of Competence – Critical Care II (42 hours)**

Specialty nursing

**Certificate of Competence – General Massage Therapy (320 hours)**

Massage Therapist

**Certificate of Competence – Mammography (29.5 hours)**

Mammographer

**Certificate of Competence – Medical Billing (80 hours)**

Medical Biller

**Certificate of Competence – Medical Transcription (135 hours)**

Medical Transcriptionist

**Certificate of Competence – Nursing Care of the Medically Fragile Child for RNs and LPNs (48 hours)**

Preparation for non-acute care of the medically fragile child

**Certificate of Competence – Pharmacy Technician (320 hours)**

Pharmacy Technician

**Certificate of Competence – Phlebotomy (164+ hours)**

Phlebotomist/Lab Assistant

**Certificate of Competence – Physical Agents for Occupational Therapists (44 hours)**

Physical Agents for Occupational Therapists

**Certificate of Competence – Professional Medical Coding (80 hours)**

Medical Coder

**Certificate of Competence – Respiratory and Rehabilitation Care of the Medically Fragile Child (for RNs and LPNs) (56 hours)**

Preparation for non-acute care of the medically fragile child

**Certificate of Competence – Specialty Massage Therapy (323-341 hours)**

Massage Therapy

**Certificate of Competence – Optometry Assistant (145 hours)**

Optometry

**Surgical Technology Phase I (175 hours)**

Preparation for entry-level Surgical Technologist

**Surgical Technology Phase II (175 hours)**

Preparation for entry-level Surgical Technologist

**Surgical Technology Phase III (175 hours)**

Preparation for entry-level Surgical Technologist

**Surgical Technology Phase IV (175 hours)**

Preparation for entry-level Surgical Technologist

**Surgical Technology Phase V (130 hours)**

Entry-level Surgical Technologist

**LOCATIONS OF ADDITIONAL SITES WITHIN THE STATE  
WHERE HEALTH CAREER TRAINING IS CONDUCTED**

Emergency Medical Services on Kaua'i, Maui, and Hawai'i Island

Kaua'i EMS Training at Kaua'i Community College.  
The building is called "Kaua'i EMS Training Center".

Kaua'i EMS Training Center  
3-1901 Kamuali'i Highway  
Līhu'e, Hawai'i 96766

Maui EMS Training at Maui College.  
The building is called "Maui EMS Training Center".

Maui EMS Training Center c/o Maui Community College  
310 Ka'ahumanu Avenue  
Kahului, Hawai'i 96732

Hilo EMS Training at Hawai'i Community College.  
The building is called "Building 380".

Hawai'i EMS Training Center  
Hawai'i Community College  
200 West Kāwili Street, Building 380, Rooms 36 (EMT) & 39 (MICT)  
Hilo, Hawai'i 96720

**Nursing**

The "Nursing Building" is the Health Science (HS) complex on the lower campus of Leeward Community College. Located at <http://www.leeward.hawaii.edu/campus-map>



## **SPECIAL REQUIREMENTS FOR PROGRAMS IN HEALTH CAREER EDUCATION**

**Notice:** Health career students are required to complete University-prescribed academic requirements that involve clinical practice in a University-affiliated health care facility setting with no substitution allowable for the completion of required clinical practice. Failure of a student to complete the prescribed clinical practice shall be deemed as not satisfying academic program requirements. It is the responsibility of the student to satisfactorily complete any background checks and drug testing that may be required by the affiliated health care facility to which he/she is assigned for clinical practice in accordance with procedures and timelines as prescribed by that health care facility.

**Insurance:** Students admitted to any of the Health Career Education programs with a clinical component are required to purchase non-refundable professional liability insurance prior to registration for the program courses. Information regarding liability insurance is sent to students with acceptance information.

**Pre-Admission Course Requirements:** Some of the programs have pre-admission course requirements that must be completed or in process of completion before the student applies to the program. In addition, the course load in AS degree programs may be lightened by completion of support courses prior to entry into the program. Some of the certificates of competence require degree completion in a specific area before admission.

The specific program curriculum of interest should be consulted to identify pre-entry requirements or recommendations. In addition, interested applicants should see a counselor (one of the Nursing advisors or Health Sciences/EMS advisors) to ensure early identification and appropriate advising.

**Special Admission Requirements:** Enrollment is limited in each of the Health Career Education departments - Nursing, Health Sciences, and Emergency Medical Services. Priority in filling these programs is given to qualified Hawai'i residents. Applicants must submit an "Application for Selective Admission Programs" which is available online. Students not currently enrolled at KapCC must also submit the UH System Application form. Notification of acceptance is sent by mail. See information on "Admitted Health Career Education Program Applicants" for information on health examinations and liability insurance. Admission to the Care Home Operator, Emergency Medical Technician, and Registered Nursing programs is open each semester. Admission to the Dental Assisting, Occupational Therapy Assistant, Physical Therapist Assistant and Radiologic Technology programs is open each fall semester. Admission to the Respiratory Care program is open each summer semester. Admission to the Medical Laboratory Technician and Mobile Intensive Care Technician programs occurs each spring semester. The Practical Nursing program admission is open every fall and summer semester. Further information regarding specific admission and application requirements may be obtained from the College Information Office, Emergency Medical Services (808-734-9288), Health Sciences (808-734-9270), and Nursing (808-734-9305). Please go to <http://www.kcc.hawaii.edu> to view more information about Kapi'olani Community College.



### **Application Periods for Health Career Education Programs:**

Fall (December 1 – March 1) semester: Application to the Medical Assisting program.

Fall (December 1 – April 1) and Spring (June 1 – November 1) semesters: Application to the Care Home Operator program.

Fall (December 1 – June 1) and Spring (June 2 – October 1) semesters: Application to the Emergency Medical Technician program on O'ahu. For information regarding deadlines on Maui call 808-244-4063, for the island of Hawai'i call 808-935-8002.

Fall (December 1 to February 1) and Spring (June 1 to September 1) semesters: Application to the Nursing program.

Fall (December 1 – June 30) semester: Application to the Dental Assisting program.

Fall (April 1 – May 31) semester: Application to the Physical Therapist Assistant program.

Fall (February 1 – April 15) and Summer (October 1 – December 15) semesters: Application to the Practical Nursing program.

Spring (June 1 – September 1) semester: Application to the Medical Laboratory Technician program.

Spring (June 1 – October 1) semester: Application to the Mobile Intensive Care Technician program.

Fall (April 1 to May 31) semester: Application to the Radiologic Technology program.

Summer (April 1 – May 30) semester: Application to the Respiratory Care program.

During the application period, testing, orientation, submission of required certification (high school transcript, college transcripts, graduation certificates), and requested residency documentation must be accomplished. Applicants should make every effort to apply early in the application period and to meet the testing and orientation dates assigned. It is the applicant's responsibility to have transcripts sent directly to the Kekauike Information and Service Center (KISC) from each high school and college attended. Hand carried or facsimile transcripts will not be accepted. Application forms for admission to Dental Assisting, Emergency Medical Technician, Medical Assisting, Medical Laboratory Technician, Mobile Intensive Care Technician, Physical Therapist Assistant, Radiologic Technology, and Respiratory Care programs may be obtained online.

Applicants who apply after the deadline or who complete other requirements (e.g., submission of transcripts, testing, orientation, and requested residency documentation) after the deadline, will be considered for acceptance on a space available basis only. All documents and transcripts submitted become the property of the

College. They will not be returned to the applicant.

**Acceptance Review:** All applicants whose required materials are received by the deadline and who meet requirements will be considered for admission to specific programs requested until quota is reached. Students on academic probation at the College will not be considered for selection to these programs.

**Acceptance Period for Health Career Education Programs:** Letters of acceptance or non-acceptance to the desired program will be sent by late May or late June for Fall entry, by late December for Spring entry, and by May for Summer entry.

**Accepted/Admitted Health Career Education Program Applicants:** All students accepted and admitted to Health Career Education programs must:

1. Submit a satisfactory health clearance form and two-step TB clearance to the departmental office by departmental deadline.
2. Purchase and show evidence of professional liability insurance to the program director/department chair prior to registration.

Please note: **Non-vaccinated students and less than Fully Vaccinated Students**, regardless of test result (i.e., even if the test is negative), may be ineligible for some educational activities (e.g., clinical and field work), that may prevent them from completing educational requirements, employment opportunities, and/or participation in certain face-to-face activities.

## EMERGENCY MEDICAL SERVICES CURRICULA

### **CERTIFICATE OF COMPETENCE, EMERGENCY MEDICAL TECHNICIAN (15.6 SEMESTER CREDITS)**

**Program Description:** The purpose of the Emergency Medical Technician Certificate of Competence program is to prepare students to provide basic life support to patients in the pre-hospital emergency care setting.

Graduates are eligible to take the National Registry of Emergency Medical Technicians Cognitive Examination. Successful completion of the exam will allow the graduate to apply for state of Hawaii licensure as an Emergency Medical Technician, thus allowing the graduate eligibility for employment with ambulance agencies.

**Special Admission Requirements for Emergency Medical Technician:** Program prerequisite courses must be completed prior to admission to the EMT program. After acceptance to the college, applicants to the Emergency Medical Technician program will be evaluated based on a point system that includes exam scores, letters of recommendation, and an interview. Interviews will be scheduled for applicants with the highest total scores in rank order, highest to lowest, until the admission quota is reached. The total qualifying score for the EMT program is based on the following criteria:

1. Traffic Abstract.
2. Valid Driver's License.
3. Drug/Background Screening
4. Current CPR card (American Heart Association)
5. First Aid card (American Heart Association First Aid, American Red Cross First Aid)
6. Verification of prior work/volunteer experience in the health field
7. Review National Registry of Emergency Medical Technicians (NREMT.org) policy on felony convictions.
8. Interview scores.
9. Cumulative GPR for college course work.
10. Placement into MATH 32, MATH 82, or higher, OR completion of MATH 32 or higher within the last 2 years. Placement into only MATH 75X does not meet qualification criteria.

#### **Application Period:**

Fall (December 1 – June 1) and Spring (June 2 – October 1) semesters: Application to the Emergency Medical Technician–I program.

#### **Program Prerequisites:**

- ENG 100 with a grade of "C" or higher
- HLTH 125 Medical Terminology with a grade of "C" or higher

**Program Student Learning Outcomes:** Upon successful completion of the Emergency Medical Technician (EMT) Certificate of Competence program, the student should be able to:

- Apply and possess the knowledge, skills, and critical thinking necessary for an entry-level Emergency Medical Technician required to ensure scene safety, effectively assess patient(s), make critical decisions, competently treat patient(s), safely extricate and appropriately transport patients in a variety of settings.
- Effectively communicate, interact and work appropriately with patients, family members, bystanders, fellow emergency workers, EMS partners/colleagues, hospital health care providers, and supervisors.
- Display proficiency managing emergencies on scene and identifying coping strategies to manage long-term stress.
- Demonstrate professional and ethical behavior as an EMS health care provider.
- Incorporate knowledge of multicultural perspectives to meet the needs of diverse populations.
- Develop effective treatment plans that ensure consistent high quality patient care, cognizant of EMS' role within a larger continuum of care.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
EMERGENCY MEDICAL TECHNICIAN  
(15.6 CREDITS)**

**First Semester**

EMT 120 (1.3)

EMT 125 (3.8)

EMT 111 (10.5)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: For the Certificate of Competence in EMT a grade of "C" or higher must be maintained in all required courses.*

**CERTIFICATE OF COMPETENCE,  
NATIONAL REGISTRY EMERGENCY MEDICAL TECHNICIAN  
(12.1 SEMESTER CREDITS)**

**Program Description:** The purpose of the National Registry Emergency Medical Technician Certificate of Competence is to prepare students to provide basic life support care in the prehospital setting.

**Special Admission Requirements for Emergency Medical Technician:** After acceptance to the college, applicants to the Certificate of Competence in National Registry Emergency Medical Technician program will be evaluated based on a point system. The total qualifying score for the NREMT program is based on the following criteria:

1. Valid Driver's License
2. Drug/Background screening
3. Current CPR card (American Heart Association)
4. First Aid card (American Heart Association First Aid, American Red Cross First Aid)

5. Review National Registry of Emergency Medical Technicians (NREMT.org) policy on felony convictions.

Program acceptance may also be granted via a sponsorship by a recognized Hawai'i public safety agency (fire departments, ocean safety/water safety departments, law enforcement, or as deemed appropriate by the EMS Department chairperson).

**Application Period:**

Fall (December 1 – June 1) and Spring (June 2 – October 1) semesters: Application to the National Registry Emergency Medical Technician program for Oahu. Please consult an Academic Advisor for programs on Kaua'i, Maui, and Hawai'i Island.

**Program Student Learning Outcomes:** Upon successful completion of the National Registry Emergency Medical Technician (EMT) Certificate of Competence program, the student should be able to:

- Apply and possess the knowledge, skills, and critical thinking necessary for an entry-level Emergency Medical Technician required to ensure scene safety, effectively assess patient(s), make critical decisions, competently treat patient(s), safely extricate and appropriately transport patients in a variety of settings.
- Effectively communicate, interact and work appropriately with patients, family members, bystanders, fellow emergency workers, EMS partners/colleagues, hospital health care providers, and supervisors.
- Display proficiency managing emergencies on scene and identifying coping strategies to manage long-term stress.
- Demonstrate professional and ethical behavior as an EMS health care provider.
- Incorporate knowledge of multicultural perspectives to meet the needs of diverse populations.
- Develop effective treatment plans that ensure consistent high quality patient care, cognizant of EMS' role within a larger continuum of care.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
NATIONAL REGISTRY EMERGENCY MEDICAL TECHNICIAN  
(12.1 CREDITS)**

**First Semester**

EMT 111 (10.5)

EMT 115 (1.6)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: For the Certificate of Competence in NREMT a grade of "C" or higher must be maintained in all required courses.*

**ASSOCIATE IN SCIENCE,  
MOBILE INTENSIVE CARE TECHNICIAN (PARAMEDIC)  
(73.93-77.93 SEMESTER CREDITS)**

**Program Description:** The Associate in Science degree in Mobile Intensive Care Technician is a 71.33-75.33 credit program offered through the Kapi'olani Community College, Department of Emergency Medical Services. It prepares students to function as healthcare providers in the pre-hospital setting. The program is divided into two levels that include the EMT and the MICT. In addition to the EMT and program courses, students must complete the following: BIOL 130/130L (or PHYL 141/141L and PHYL 142/142L); HLTH 125 - Survey of Medical Terminology; ENG 100 or ESL 100; MATH 103 or higher-level mathematics course; AS Humanities course (100 level or higher); FAMR 230 or HDFS 230.

Please note: PHYL 141/141L and PHYL 142/142L were formerly ZOOL 141/141L and ZOOL 142/142L.

**Advanced Standing Policy:** The MICT Program does not allow for advanced standing.

**Transfer of Credit:** The MICT Program follows the College policy regarding transfer of credit.

**Special Admission Requirements for Mobile Intensive Care Technician:** June 1 of each year is the deadline for applications to the Mobile Intensive Care Technician (MICT) program. The acceptance review period is June 1 - June 30 and is subject to change based on community need. For information about the acceptance review period for the island of Maui call 808-244-4063 and the island of Hawai'i call 808-935-8002). Applicants to the MICT program are required to have a current State of Hawai'i Emergency Medical Technician (EMT) License and CPR for the Healthcare Provider card.

After acceptance to the College, applicants to the Mobile Intensive Care Technician program will be evaluated based on a point system on items listed below. Selection will be based on the highest total scores until the admission quota is reached.

The total qualifying score for the MICT program entry is based on the following criteria:

1. Completion of the prerequisite courses with a "C" grade or higher (ENG 100 or ESL 100, MATH 103 or higher, HLTH 125, BIOL 130/130L or PHYL 141/141L with PHYL 142/142L)
2. GPA of all prerequisite courses taken
3. EMT knowledge exam (based on national EMS standards) score
4. EMT skills exam (National Registry Skills) score
5. Minimum of 100 documented BLS Team Leads on an transported ambulance.
6. Interview score average
7. Essay score
8. EMT course grade

Please note: PHYL 141/141L and PHYL 142/142L were formerly ZOOL 141/141L and ZOOL 142/142L.

**Application Period:**

June 1 of each year is the deadline for applications to the Mobile Intensive Care Technician (MICT) program.

**Program Student Learning Outcomes:** Upon successful completion of the University of Hawai'i–Kapi'olani Community College – Department of Emergency Medical Service's MICT program the student should be able to:

- Apply and possess the knowledge, skills, and critical thinking necessary for an entry-level Paramedic required to ensure scene safety, effectively assess patient(s), make critical decisions, competently treat patient(s), safely extricate and appropriately transport patients in a variety of settings.
- Effectively communicate, interact and work appropriately with patients, family members, bystanders, fellow emergency workers, EMS partners/colleagues, hospital health care providers, and supervisors.
- Display proficiency managing emergencies on scene and identifying coping strategies to manage long-term stress.
- Demonstrate professional and ethical behavior as an EMS health care provider.
- Incorporate knowledge of multicultural perspectives to meet the needs of diverse populations.
- Develop effective treatment plans that ensure consistent high quality patient care, cognizant of EMS' role within a larger continuum of care.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
MOBILE INTENSIVE CARE TECHNICIAN  
(73.93-77.93 CREDITS)**

**First Pre-Program Semester**

BIOL 130 (4) or PHYL 141 (3) and PHYL 142 (3)

BIOL 130L (1) or PHYL 141L (1) and PHYL 142L (1)

ENG 100 (3) or ESL 100 (3)

HLTH 125 (1)

MATH 103 (3) or MATH 115 (3) or MATH 135 (3) or MATH 140 (3) or MATH 241 (4) or higher-level mathematics (3-4)

**Second Pre-Program Semester**

EMT 111 (10.5)

EMT 120 (1.3)

EMT 125 (3.8)

**First Semester**

MICT 151 (0.62)

MICT 152 (3.15)

MICT 161 (1.06)

MICT 162 (3.08)

MICT 170 (2.06)

MICT 171 (1.6)

MICT 180 (2.76)

MICT 181 (1)  
MICT 190 (1.75)  
MICT 191 (1.77)

### **Second Semester**

MICT 203 (1.6)  
MICT 205 (1.88)  
MICT 320 (4.5)  
MICT 320 (4.5)  
MICT 330 (4.5)  
MICT 340 (4.5)

### **Third Semester**

MICT 330 (4.5)  
MICT 340 (4.5)  
MICT 360 (4.5)

### **Fourth Semester**

FAMR 230 or HDFS 230 (3)  
At least 3 credits from AS Arts & Humanities Elective

*The issuance of an Associate in Science degree in MICT requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: For the Associate in Science in MICT a grade of “B” or higher must be maintained in MICT 152, 162, 170, 180, 190, and 205. Required clinical courses (MICT 151, 161, 171, 181, 191, 203) must be passed at the 80% or higher level. Internship courses (MICT 320, 330, 340, 360) are currently credit/no credit grading only.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

## **CERTIFICATE OF ACHIEVEMENT MOBILE INTENSIVE CARE TECHNICIAN (40.33 SEMESTER CREDITS)**

**Program Description:** The Certificate of Achievement in Mobile Intensive Care Technician (MICT) provides the student with the necessary advanced care courses needed to competently care for patients who are acutely ill or injured in the pre-hospital setting. Students will gain the cognitive, affective and psychomotor skills needed to function as an entry level MICT. Graduates are qualified to take the National Registry Examination for certification as a Paramedic and be licensed in the state of Hawai'i. Once licensed, they meet the requirements to apply for work on a 911 responding ambulance. This certificate includes all of the technical classes required for the Associate in Science in MICT.

**Program Accreditation:** The MICT Program was fully accredited by the Commission on Accreditation of



Allied Health Education Programs (CAAHEP) in August 2014 for 5 years.

**Special Admission Requirements for Mobile Intensive Care Technician:** October 1 of each year is the deadline for applications to the Mobile Intensive Care Technician (MICT) program for students on O'ahu. For information about deadlines on the island of Maui call 808-244-4063 and island of Hawai'i call 808-935-8002. The acceptance review period for the island of O'ahu is November 1 - November 30. For information about the acceptance review period for the island of Maui call 808-244-4063 and the island of Hawai'i call 808-935-8002). Applicants to the MICT program are required to have a current State of Hawai'i Emergency Medical Technician (EMT) License and CPR for the Healthcare Provider card.

After acceptance to the College, applicants to the Mobile Intensive Care Technician program will be evaluated based on a point system on items listed below. Selection will be based on the highest total scores until the admission quota is reached.

The total qualifying score for the MICT program entry is based on the following criteria:

1. Completion of the prerequisite courses with a "C" grade or higher (ENG 100 or ESL 100, MATH 103 or higher, HLTH 125, BIOL 130/130L or PHYL 141/141L with PHYL142/142L)
2. GPA of all prerequisite courses taken
3. EMT knowledge exam (based on national EMS standards) score
4. EMT skills exam (National Registry Skills) score
5. A minimum of 300 documented transported ambulance calls. The 300 documented ALS calls may be accomplished through work experience as an EMT or through the KapCC EMT110V course.
6. Interview score average
7. Essay score
8. EMT course grade

Please note: PHYL 141/141L and PHYL 142/142L were formerly ZOOL 141/141L and ZOOL 142/142L.

**Program Prerequisites:**

- BIOL 130/130L (or PHYL 141/141L and PHYL 142/142L)
- ENG 100 or ESL 100
- Successful completion of EMT 100 and EMT 101
- HLTH 125 – Survey of Medical Terminology
- MATH 103, MATH 115, MATH 135, MATH 140, or MATH 241

Please note: PHYL 141/141L, PHYL 142/142L, and MATH 241 were formerly ZOOL 141/141L, ZOOL 142/142L, and MATH 205.

**Program Student Learning Outcomes:** Upon successful completion of the Mobile Intensive Care Technician (MICT) Certificate of Achievement program, the student should be able to:

- Apply and possess the knowledge, skills, and critical thinking necessary for a paramedic to ensure scene

safety, effectively assess patient(s), make critical decisions, competently treat patient(s), safely extricate and appropriately transport patients in a variety of settings.

- Effectively communicate, interact and work appropriately with patients, family members, bystanders, fellow emergency workers, EMS partners/colleagues, hospital health care providers, and supervisors.
- Display proficiency managing emergencies on scene, and identify coping strategies to manage long-term stress.
- Demonstrate professional and ethical behavior as an EMS health care provider.
- Incorporate knowledge of multicultural perspectives to meet the needs of diverse populations.
- Develop treatment plans that ensure consistent, high quality patient care, cognizant of EMS' role within a larger continuum of care.

**CERTIFICATE OF ACHIEVEMENT CURRICULUM,  
MOBILE INTENSIVE CARE TECHNICIAN  
(40.33 CREDITS)**

**First Semester**

MICT 151 (0.62)

MICT 152 (3.15)

MICT 161 (1.06)

MICT 162 (3.08)

MICT 170 (2.06)

MICT 171 (1.6)

MICT 180 (2.76)

MICT 181 (1)

MICT 190 (1.75)

MICT 191 (1.77)

**Second Semester**

MICT 203 (1.6)

MICT 205 (1.88)

MICT 320 (4.5)

**Third Semester**

MICT 330 (4.5)

MICT 340 (4.5)

MICT 360 (4.5)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: For the Certificate of Achievement in MICT a grade of “C” or higher must be maintained in all required courses.*

# HEALTH SCIENCES PROGRAMS

## COMMUNITY HEALTH WORKER CURRICULUM

### **CERTIFICATE OF COMPETENCE, COMMUNITY HEALTH WORKER (16 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in Community Health Worker program prepares students to function as outreach community health care workers to link disadvantaged families with existing health care resources. This outreach work is carried out by providing basic health screening services, identifying needs, providing information, making referrals to appropriate health care providers or agencies, and following up on referrals.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Community Health Worker program, the student should be able to:

- Integrate the roles of CHWs into case management phases demonstrating engagement, assessment and documentation/communication of the special needs and characteristics of unique individuals and communities.
- Identify vulnerable populations and the social conditions that contribute to their vulnerability and consider advocacy strategies to help alleviate those conditions.
- Demonstrate the attitudes, skills and knowledge of best practice strategies across a variety of populations in diverse human service settings.

### **CERTIFICATE OF COMPETENCE CURRICULUM, COMMUNITY HEALTH WORKER (16 CREDITS)**

#### **First Semester**

CHW 100 (3)

CHW 130 (3)

#### **Second Semester**

CHW 135 (3)

CHW 140 (3)

#### **Third Semester**

CHW 145 (4)

*The issuance of a Certificate of Competence requires that the student must earn a GPA of 2.0 or higher for all courses required in the certificate. A grade of “C” or higher must be earned in all required courses.*

## DENTAL ASSISTING CURRICULA

### CERTIFICATE OF ACHIEVEMENT, DENTAL ASSISTING (28 SEMESTER CREDITS)

**Program Description:** The Certificate of Achievement in Dental Assisting is a 2 semester, 28 credit program that has been awarded accreditation by the American Dental Association Commission on Dental Accreditation (ADACODA). The Certificate of Achievement in Dental Assisting program prepares individuals to work as clinical and administrative assistants in dental offices, clinics or other dental practice settings. The curriculum is aligned with standards of the American Dental Association Commission on Dental Accreditation (ADACODA) as well as the Hawaii Administrative Rules of the Board of Dental Examiners. Graduates of the accredited program will be immediately eligible to take the Dental Assisting National Board (DANB) examination to become Certified Dental Assistants (CDA).

#### **Application Period:**

Fall (December 1 – June 30) semester: Application to the Dental Assisting program.

#### **Special Admission Requirements for the Certificate of Achievement in Dental Assisting:**

Students are admitted on a best-qualified first-admitted basis.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Dental Assisting, the student should be able to:

- Demonstrate competency in the knowledge and skill required to systematically collect diagnostic data.
- Demonstrate competency in the knowledge and skill required for business office procedures.
- Develop competence in taking diagnostically acceptable radiographs on a variety of patients.
- Utilize materials learned in classes to prepare for the Dental Assisting National Board Certification exams.
- Perform at the entry-level in a specialty practice as a dental assistant.

### CERTIFICATE OF ACHIEVEMENT CURRICULUM, DENTAL ASSISTING (28 CREDITS)

#### **First Semester**

DENT 100 (3)  
DENT 100L (3)  
DENT 103 (1)  
DENT 103L (2)  
DENT 105 (2)  
DENT 106 (1)  
DENT 106L (1)  
DENT 108 (2)

#### **Second Semester**

DENT 200 (3)  
DENT 203 (2)  
DENT 205 (1)  
DENT 206L (2)  
DENT 208 (4)  
DENT 210 (1)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: For the Certificate of Achievement in Dental Assisting, a grade of “C” or higher must be maintained in all required courses.*

### **CERTIFICATE OF COMPETENCE, DENTAL ASSISTING (15 SEMESTER CREDITS)**

**Program Description:** The Dental Assisting program is a one-semester, daytime only, curriculum designed to prepare students for entry-level employment in private dental offices, hospital outpatient clinics, state and federal agencies, insurance companies and dental supply houses. Students receive instruction in basic dental operatory and laboratory skills and dental terminology.

#### **Special Admission Requirements for the Certificate of Competence in Dental Assisting:**

Students are admitted to the Certificate of Competence program on a best-qualified first-admitted basis.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Dental Assisting, the student should be able to:

- Assimilate and apply relevant knowledge necessary to function competently in the profession of dental assisting.
- Perform technical and clinical skills necessary to function competently in the profession of dental assisting.
- Maintain professional and ethical behavior as a healthcare provider.
- Communicate and interact appropriately and effectively.
- Incorporate knowledge of multicultural perspectives to meet the needs of diverse populations.
- Implement plans to achieve standard of patient care in a variety of clinical settings.
- Perform at the entry-level job description of a dental assistant.

### **CERTIFICATE OF COMPETENCE CURRICULUM, DENTAL ASSISTING (15 CREDITS)**

#### **First Semester**

DENT 100 (3)  
DENT 100L (3)  
DENT 103 (1)  
DENT 103L (2)  
DENT 105 (2)  
DENT 106 (1)  
DENT 106L (1)  
DENT 108 (2)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: In order to receive the Certificate of Competence in Dental Assisting, a grade of “C” or higher is required in each course.*

## MEDICAL ASSISTING CURRICULA

**Special Admission Requirements for Medical Assisting:** Additional information is listed in the “Special Requirements for programs in Health Career Education” section. Acceptance into the Medical Assisting program is based on a best qualified, first accepted rating system for (1) qualification for ENG 100; (2) qualification for MATH 32 or higher-level mathematics course; (3) grades of completed program support courses; (4) a typing test score; and (5) volunteer or work experience. Successful completion of the Certificate of Achievement in Medical Assisting or program director approval is required for entry into the AS degree program. Attendance at an orientation session is also required.

**Application Period:**

Fall (December 1 – March 1) semester: Application to the Medical Assisting program.

**Preparation for Medical Assisting:** There are no prerequisite courses that must be completed prior to program entry; however, First Aid and CPR certifications are required before the tenth week of the first semester of the program.

**MEDA Program Accreditation Information:**

Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assistant Education Review Board (MAERB)

Commission on Accreditation of Allied Health Education Programs  
9355 – 113<sup>th</sup> Street N., #7709  
Seminole, Florida 33775-7709  
Phone: (727) 210-2350  
[www.caahep.org](http://www.caahep.org)

### ASSOCIATE IN SCIENCE, MEDICAL ASSISTING (72-73 SEMESTER CREDITS)

**Program Description:** The Medical Assisting curriculum is designed to prepare students to assist physicians, in private medical offices and clinics and hospital outpatient clinics, with patient care as well as with routine office laboratory and diagnostic tests (clinical medical assisting). In addition, students are prepared to perform administrative medical office and business practices and procedures (administrative medical assisting).

The Associate in Science degree program in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the program are qualified to write the national certification examination of the American Association of Medical Assistants, Inc.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Medical Assisting, the student should be able to:

- Maintain professional and ethical behavior as a health care provider.
- Use general education knowledge and advanced administrative and clinical medical assisting skills in the delivery of quality patient care.
- Communicate, interact and work appropriately and effectively with patients, patients' family, peers, staff and supervisors.
- Identify and use multicultural perspectives to meet the needs of diverse populations.
- Perform administrative and clinical skills expected of a beginning practicing medical assistant in an entry-level position.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
MEDICAL ASSISTING  
(72-73 CREDITS)**

**First Semester**

MEDA 101 (1)  
MEDA 102 (1)  
MEDA 103 (1)  
MEDA 104 (1)  
MEDA 111 (4)  
MEDA 121 (1)  
MEDA 121L (1)  
MEDA 143 (3)

**Second Semester**

MEDA 122 (1)  
MEDA 122L (1)  
MEDA 152 (4)  
MEDA 163 (3)  
MEDA 175 (1)  
MEDA 201 (2)  
MLT 100 (2)

**Third Semester**

MEDA 210 (1)  
MEDA 215 (5)

**Fourth Semester**

ENG 100 (3)  
MATH 100 (3) or higher-level mathematics (3-4)  
MEDA 230 (3)  
MEDA 260 (3)  
PHYL 141 (3)  
PHYL 141L (1)



**Fifth Semester**

HDFS 230 (3)

HLTH 252 (3)

At least 3 credits from AS Arts & Humanities Elective

MEDA 271 (5)

MEDA 281 (3)

**Sixth Semester**

MEDA 290 (3)

MEDA 295 (3)

*The issuance of an AS degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*Please note: For the AS degree in Medical Assisting a grade of “C” or higher must be maintained in all required courses.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

**CERTIFICATE OF ACHIEVEMENT,  
MEDICAL ASSISTING  
(33 SEMESTER CREDITS)**

**Program Description:** This program provides a career ladder in medical assisting. Certificate graduates may continue their course of study and earn an Associate in Science degree in Medical Assisting.

The Medical Assisting curriculum is designed to prepare students to assist physicians, in private medical offices and clinics and hospital outpatient clinics, with patient care as well as with routine office laboratory and diagnostic tests (clinical medical assisting). In addition, students are prepared to perform administrative medical office and business practices and procedures (administrative medical assisting).

The Certificate of Achievement program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB). Associate degree graduates are qualified to write the national certification examination of the American Association of Medical Assistants, Inc.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Medical Assisting, the student should be able to:

- Perform administrative and clinical skills expected of a beginning practicing medical assistant in an entry-level position.
- Maintain professional and ethical behavior as a health care provider.
- Communicate, interact and work appropriately and effectively with patients, patients’ family, peers, staff

and supervisors.

- Discuss the value of lifelong learning and being an active member of a professional society.
- Identify and use multicultural perspectives to meet the needs of diverse populations.

**CERTIFICATE OF ACHIEVEMENT CURRICULUM,  
MEDICAL ASSISTING  
(33 CREDITS)**

**First Semester**

MEDA 101 (1)  
MEDA 102 (1)  
MEDA 103 (1)  
MEDA 104 (1)  
MEDA 111 (4)  
MEDA 121 (1)  
MEDA 121L (1)  
MEDA 143 (3)

**Second Semester**

MEDA 122 (1)  
MEDA 122L (1)  
MEDA 152 (4)  
MEDA 163 (3)  
MEDA 175 (1)  
MEDA 201 (2)  
MLT 100 (2)

**Third Semester**

MEDA 210 (1)  
MEDA 215 (5)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: For the Certificate of Achievement in Medical Assisting, a grade of “C” or higher must be maintained in all required courses.*

**CERTIFICATE OF COMPETENCE,  
MEDICAL ASSISTING HEALTHCARE PRACTICE MANAGEMENT  
(20 SEMESTER CREDITS)**

**Program Description:** The Medical Assisting Healthcare Practice Management curriculum is designed to prepare students to manage multiple processes, including the revenue cycle, compliance regulations, human resources, health information, and general business processes. This certificate prepares students to take the Certified Physician Practice Manager (CPPM) and the Certified Professional Coder (CPC) examinations.

These credentials provide additional opportunities for Medical Assistants to advance their careers in physician practice management and medical coding.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Medical Assisting Healthcare Practice Management, the student should be able to:

- Maintain professional and ethical behavior as a health care provider.
- Perform administrative and clinical skills expected of a beginning practicing medical assistant in an entry-level position.
- Communicate, interact and work appropriately and effectively with patients, patients' family, peers, staff and supervisors.
- Identify and use multicultural perspectives to meet the needs of diverse populations.
- Discuss the value of lifelong learning and being an active member of a professional society.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
MEDICAL ASSISTING HEALTHCARE PRACTICE MANAGEMENT  
(20 CREDITS)**

**First Semester**

MEDA 230 (3)

MEDA 260 (3)

**Second Semester**

MEDA 271 (5)

MEDA 281 (3)

**Third Semester**

MEDA 290 (3)

MEDA 295 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: For the Certificate of Competence in Medical Assisting Healthcare Practice Management, a grade of "C" or higher must be maintained in all required courses.*

## MEDICAL LABORATORY TECHNICIAN CURRICULUM

### ASSOCIATE IN SCIENCE, MEDICAL LABORATORY TECHNICIAN (70-73 SEMESTER CREDITS)

**Program Description:** This curriculum is designed to prepare students to perform many laboratory procedures and to operate and care for laboratory equipment. Graduates of this program will be eligible to challenge the national registry examination for MLT given by the American Society for Clinical Pathology (ASCP). When certified, the MLT graduate will meet the requirements to become licensed to work in the State of Hawai'i as a Medical Laboratory Technician.

**Special Admission Requirements for Medical Laboratory Technician:** Admission to the Medical Laboratory Technician program is on a best-qualified, first-accepted basis. The prerequisite courses must be completed or in process of being completed prior to application to the program. First Aid and one rescuer CPR certification is required by January 1, prior to program entry. Courses transferred from accredited institutions are accepted if course descriptions and competencies are consistent with or at a higher-level than KapCC courses listed as prerequisites. The requirement for MLT 100 may be waived for individuals certified as phlebotomists with one year of clinical laboratory experience. Additional information is listed in the "Special Requirements for Programs in Health Career Education" section.

#### **Application Period:**

Spring (June 1 – September 1) semester: Application to the Medical Laboratory Technician program.

#### **MLT Program Accreditation Information:**

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Rd.  
Suite 720  
Rosemont, Illinois 60015-5119  
Phone: (773) 714-8880

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Medical Laboratory Technician, the student should be able to:

- Perform routine clinical laboratory procedures within acceptable quality control parameters in Hematology, Chemistry, Immunohematology, and Microbiology under the general supervision of a Clinical Laboratory Scientist or Pathologist.
- Demonstrate technical skills, social behavior, and professional awareness incumbent upon a laboratory technician as defined by the American Society for Clinical Laboratory Science and the American Society of Clinical Pathologists.
- Effect a transition of information and experiences learned in the MLT program to employment situations and performance on the written examinations conducted by the American Society of Clinical Pathologists and/or the National Certifying Agency for Clinical Laboratory Personnel.

- Apply systematized problem solving techniques to identify and correct procedural errors, identify instrument malfunctions and seek proper supervisory assistance, and verify the accuracy of laboratory results obtained.
- Operate and maintain laboratory equipment, utilizing appropriate quality control and safety procedures.
- Perform within the guidelines of the code of ethics of the American Society for Clinical Laboratory Science, the American Society of Clinical Pathologists, and the restrictions established by state and local regulatory groups.
- Recognize and participate in activities which will provide current knowledge and upgrading of skills in laboratory medicine.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
MEDICAL LABORATORY TECHNICIAN  
(70-73 CREDITS)**

**First Pre-Program Semester**

BIOL 130 (4) or BIOL 171 (3) or PHYL 141 (3) and PHYL 142 (3)

CHEM 161 (3)

CHEM 161L (1)

ENG 100 (3) or ESL 100 (3)

MATH 103 (3) or higher-level mathematics (3-4)

MLT 100 (2)

**First Semester**

CHEM 162 (3)

CHEM 162L (1)

MICR 130 (3)

MICR 161 (2)

MLT 107 (3)

MLT 108 (3)

MLT 118 (2)

**Second Semester**

MLT 100B (1)

MLT 112 (3)

**Third Semester**

MLT 204 (2)

MLT 207 (3)

MLT 208 (3)

MLT 212 (4)

At least 3 credits from AS Social Science Elective

At least 3 credits from AS Arts & Humanities Elective

**Fourth Semester**

MLT 240 (1)

MLT 230 (2)

MLT 232 (3)

MLT 234 (4)

MLT 236 (3)

MLT 238 (3)

*The issuance of an AS degree requires that the student must earn a GPR of 2.0 or higher for all courses applicable toward the degree.*

*Please note: Clinical rotation is conducted in affiliated community hospitals and laboratories and involves a regular workweek of 40 hours for 18 weeks. Hours are scheduled by clinical staff and may include an evening shift. For the AS degree in MLT a grade of “C” or higher must be maintained in all required courses to continue this program. A student who does not satisfactorily complete the required courses as scheduled must have the program director’s approval to continue in the program.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

## OCCUPATIONAL THERAPY ASSISTANT CURRICULUM

### ASSOCIATE IN SCIENCE, OCCUPATIONAL THERAPY ASSISTANT (76-77 SEMESTER CREDITS)

**Program Description:** This curriculum is designed to prepare students to work under the supervision of a registered occupational therapist with clients who need to improve their independence in functional activities relating to activities of daily living, work or play/leisure as a result of injury, illness, the aging process, developmental delays, poverty, or cultural differences. These remediation activities take place in a variety of health care facilities such as hospitals, clinics, rehabilitation centers, public and private schools, nursing homes, home care settings and emerging areas of practice. Students have faculty-supervised clinical learning experiences in a variety of these settings.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20824-3449. Telephone 301-652-AOTA and 301-652-6611). Website address is [www.acoteonline.org](http://www.acoteonline.org).

Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the national Board for Certification in Occupational therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Many states other than Hawai'i require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Recertification occurs every three years.

**Special Admission Requirements for Occupational Therapy Assistant:** Additional information is listed in the "Special Requirements for Programs in Health Career Education" section. Acceptance into the Occupational Therapy Assistant program is on a best-qualified, first-accepted rating system for (a) grades of completed pre-requisites, and (b) minimum pre-requisite GPR of 2.75. Selection is based on total qualifying scores in rank order from the highest until admission quota is reached. Applications are located online at the KapCC website. Attendance at an OTA information session is required. Students on probation, suspension or having a GPR below 2.0 at KapCC are not eligible to apply. Priority selection is given to Hawai'i State residents; non-residents will be considered after all qualified residents have been accommodated.

**Preparation for OTA Program:** All prerequisite courses must be completed by the application deadline. Prerequisite courses include BIOL 130/130L or PHYL 141/141L and PHYL 142/142L, ENG 100, MATH 100, and HLTH 118. General education and support courses taken prior to program entry including FAMR/HDFS 230, AS Humanities course (100 level or higher), HLTH 125, OTA 110, and OTA 119 will lessen the credit load during the program.

Please note: PHYL 141/141L and PHYL 142/142L were formerly ZOOL 141/141L and ZOOL 142/142L.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Occupational Therapy Assistant, the student should be able to:

- Assimilate and relate the foundational content, basic tenets and theoretical perspective of Occupational Therapy and apply the relevant knowledge to function competently in the profession.
- Assist with theoretically-based screening and evaluation under the supervision of and in cooperation with the occupational therapist.
- Provide culturally relevant and occupation-based intervention and implementation to facilitate occupational performance and participation.
- Communicate clearly and effectively the distinct value of occupational therapy with clients, families, significant others, colleagues, service providers, and the public.
- Demonstrate knowledge of the service delivery and assist with management of occupational therapy services in order to function competently in the profession.
- Be a lifelong learner, keep current with evidence-based practice, and uphold safety, ethical standards, values, and attitudes of the occupational therapy profession.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
OCCUPATIONAL THERAPY ASSISTANT  
(76-77 CREDITS)**

**Pre-Program**

ENG 100 (3) or ESL 100 (3)

At least 3 credits from MATH 100 or a higher level mathematics course

HLTH 118 (3)

HLTH 290 (2)

HLTH 290L (1)

PHYL 141 (3)

PHYL 141L (1)

PHYL 142 (3)

PHYL 142L (1)

**First Semester**

OTA 110 (3)

OTA 111 (1)

HLTH 125 (1)

At least 3 credits from AS Arts & Humanities Elective

FAMR 230 (3) or HDFS 230 (3) or PSY 240 (3)

**Second Semester**

OTA 112 (3)

OTA 112L (1)

OTA 125 (2)

OTA 126 (1)

OTA 161 (3)

OTA 161L (1)



**Third Semester**

OTA 172 (3)

**Fourth Semester**

OTA 232 (2)

OTA 233 (1)

OTA 236 (3)

OTA 236L (1)

OTA 237 (3)

OTA 237L (1)

**Fifth Semester**

OTA 224 (2)

OTA 224L (1)

OTA 249 (2)

OTA 249L (1)

OTA 270 (7)

**Sixth Semester**

OTA 271 (7)

*The issuance of an AS degree requires that the student must earn a GPR of 2.0 or higher for all courses applicable toward the degree. A list of KCC AS/AH elective courses is in the “Degree and Certificate Programs” section. Please note: A grade of "C" or higher must be maintained in all required courses in order to continue in the Occupational Therapy Assistant program.*

**CERTIFICATE OF COMPETENCE,  
ACTIVITY AIDE  
(5 SEMESTER CREDITS)**

**Program Description:** This Certificate of Competence in Activity Aide prepares students to use specific craft materials and procedures in activities adapted to the needs of the patient and to communicate effectively with residents of long-term care facilities. The certificate is aimed at expanding the capabilities of health care providers to take on additional responsibilities as activity aides employed in long-term care settings.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Activity Aide, the student should be able to:

- Define self awareness and values and their effect on human behavior and helping.
- Discuss strategies for analyzing issues and making decisions to resolve personal and organizational ethical conflicts.
- Describe the effects of disability on the individual within the cultural context of family and society, as well as on occupational performance.
- Describe how sociocultural, socioeconomic, diversity factors and lifestyle choices impact contemporary society.
- Describe positive health behaviors and identify the importance of balancing areas of occupation with the achievement of health and wellness.
- Give examples of effective communication techniques and application using characteristics of effective helping, cultural sensitivity and assertiveness.
- Define professional burnout and identify stress management techniques to promote wellness.
- Fabricate crafts most commonly utilized in Occupational Therapy treatment and activity programs.
- Demonstrate therapeutic use of activities through grading, adapting and modifying the environment, tools, materials and occupations.
- Use the teaching-learning process and effectively interact through written, oral and nonverbal communication with client.
- Demonstrate competency in basic client management techniques to enhance mobility, including physical transfers, wheelchair management, and positioning.
- Use sound judgment in regard to safety of self and others, and adhere to safety regulations.
- Demonstrate proper maintenance and storage of various materials, equipment, tools and inventory of supplies.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
ACTIVITY AIDE  
(5 CREDITS)**

**First Semester**

OTA 119 (2)

HLTH 118 (3)

*The issuance of a Certificate of Competence requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate. A grade of “C” or higher must be earned in all required courses.*

## PHYSICAL THERAPIST ASSISTANT CURRICULUM

### ASSOCIATE IN SCIENCE, PHYSICAL THERAPIST ASSISTANT (72.5-73.5 SEMESTER CREDITS)

**Program Description:** The purpose of this curriculum is to prepare students for licensure and employment as a Physical Therapist Assistant (PTA) in Hawai'i and the United States with the knowledge and abilities to provide care in the variety of settings requiring the rehabilitation of patients who were born with a disability or are disabled as a result of illness, injury, or accident. The Physical Therapist Assistant works under the direction and supervision of Licensed Physical Therapists (PTs). PTAs implement the plan of care developed by the PT following the standards in the American Physical Therapy Association (APTA) Guide to Physical Therapist Practice, APTA Core Values, individual state practice acts and the APTA policies. The PTA program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

#### **Application Period:**

Fall (April 1 – May 31) semester: Application to the Physical Therapist Assistant program.

**Preparation for PTA Program:** The Pre-PTA sequence of courses MUST be completed prior to program entry. Courses transferred from accredited institutions are accepted if course descriptions and competencies are consistent with or at a higher-level than KapCC courses listed as acceptable prerequisites.

**Program Prerequisites:** Prerequisite courses must be completed with a grade of “C” or higher prior to program entry. Courses may be completed or in process of completion prior to application to the program. Equivalent courses from accredited institutions may be accepted for transfer. All required HLTH courses, except for HLTH 120, HLTH 125, HLTH 290 and HLTH 290L, which are prerequisites, may be taken prior to program entry on a space available basis or they must be taken in the semester in which they are scheduled.

#### **PTA Program Accreditation Information:**

Commission on Accreditation in Physical Therapy Education (CAPTE)  
American Physical Therapy Association  
1111 N. Fairfax Street  
Alexandria, Virginia 22314  
Phone: (703) 706-5300

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Physical Therapist Assistant, the student should be able to:

- Demonstrate entry-level competency of all required skills of a PTA for employment in the variety of PT

clinical settings applying the knowledge of human anatomy, physiology, pathophysiology, kinesiology and psychosocial, cultural and spiritual principles to the rehabilitation treatment process.

- Competently perform as a PTA adhering to the ethical codes of conduct, APTA core values, and legal and safety standards of the profession.
- Competently implement the plan of care and intervention goals in a safe, effective, efficient and appropriate manner as directed by the physical therapist.
- Competently interact/communicate with patients, families, significant others and other health care providers about the plan of care required in the rehabilitation process.
- Report and record client data, which effectively communicates the need and rationale for physical therapy intervention using appropriate medical terminology.
- Advocate for the profession and client as well as provide service to the professional organization's activities, and identify career development and lifelong learning opportunities.
- Qualify to take the National Physical Therapist Assistant licensing examination.

### **ASSOCIATE IN SCIENCE DEGREE CURRICULUM, PHYSICAL THERAPIST ASSISTANT (70.5-71.5 CREDITS)**

#### **First Pre-Program Semester**

ENG 100 (3)

MATH 103 (3) or higher-level mathematics (3-4)

PHYL 141 (3) or ZOOL 141 (3)

PHYL 141L (1) or ZOOL 141L (1)

SP 181 (3)

#### **Second Pre-Program Semester**

FAMR 230 (3) or HDFS 230 (3)

HLTH 125\* (1)

HLTH 290\* (2)

HLTH 290L\* (1)

PHYL 142 (3) or ZOOL 142 (3)

PHYL 142L (1) or ZOOL 142L (1)

PTA 101\* (1)

At least 3 credits from AS Arts & Humanities Elective (100 level or higher)

#### **First Semester**

HLTH 208 (1)

HLTH 208L (1)

HLTH 211 (1.5)

HLTH 211L (1.5)

HLTH 212 (1)

HLTH 212L (1)

HLTH 280 (3)

PTA 206 (1)

PTA 206L (1.5)

PTA 210 (2)

**Second Semester**

HLTH 270 (1)

PTA 214 (1)

PTA 214L (1)

PTA 231 (2)

PTA 244 (1.5)

PTA 244L (1.5)

PTA 249 (1.5)

PTA 249L (1.5)

PTA 265 (1)

PTA 265L (1)

PTA 275 (1)

PTA 282 (3.5)

**Third Semester**

PTA 251 (1)

PTA 283 (4.5)

PTA 284 (4.5)

*\*Prerequisite courses that must be completed with a grade of “C” or higher prior to the PTA program application deadline.*

*The issuance of an AS degree requires that the student must earn a GPR of 2.0 or higher (a grade of “C” or higher) for all courses applicable/required toward the degree. A grade of “C” or higher must be maintained/achieved in all required courses in order for the student to continue in the PTA program and earn the AS degree in PTA.*

*Please note: Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

## **RADIOLOGIC TECHNOLOGY CURRICULUM**

### **ASSOCIATE IN SCIENCE, RADIOLOGIC TECHNOLOGY (85-89 SEMESTER CREDITS)**

**Program Description:** The Radiologic Technology Program includes a combination of subject matter and faculty-supervised clinical experiences designed to prepare a person for the safe operation of x-ray equipment in clinical settings under the supervision of a radiologist or other physician. Satisfactory completion of the requirements for the AS degree permits the student to take the qualifying examinations of the ARRT, which is accepted by the Hawai'i Board of Radiologic Technology for state licensure. This program is accredited by the JRCERT.

**Special Admission Requirements for Radiologic Technology:** Additional information is listed in the “Special Requirements for programs in Health Career Education” section.

#### **Application Period:**

Fall (April 1 to May 31) semester: Application to the Radiologic Technology program.

**Program Prerequisites:** Satisfactory completion (a grade of “C” or higher) of MATH 135 or higher, ENG 100 or ESL 100, BIOL 130 or PHYL 141/142, BIOL 130L or PHYL 141L/142L, and HLTH 125 is required prior to application. Students must complete the courses not more than 5 years prior to the RAD program application deadline.

Please note: PHYL 141/141L and PHYL 142/142L were formerly ZOOL 141/141L and ZOOL 142/142L.

#### **Radiologic Technology Program Accreditation Information:**

Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 N. Wacker Drive, suite 2850  
Chicago, Illinois 60606-3182  
Phone: (312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Radiologic Technology, the student should be able to:

- Take diagnostically acceptable radiographs.
- Practice appropriate radiation safety measures.
- Adapt patient positioning, projections, and technical factors based on patient condition..
- Accurately critique radiographs for diagnostic quality and correct for any errors.
- Maintain professional and ethical behavior expected of a healthcare provider.
- Discuss the value of life-long learning and being an active member of a professional society.
- Communicate effectively as a team member with other students, staff, and radiologists.
- Communicate effectively with patients and the patients' family and friends.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
RADIOLOGIC TECHNOLOGY  
(85-88 CREDITS)**

**Pre-Program Semester (12-16 semester credits)**

AA/DB Biological Sciences and AS/NS Natural Sciences

BIOL 130 (4) or PHYL 141 (3) and PHYL 142 (3)

AA/DY Laboratory Science

BIOL 130L (1) or PHYL 141L (1) and PHYL 142L (1)

AS/FW Written Communication

ENG 100 or ESL 100 (3)

AS/FQ Quantitative Reasoning

MATH 135 (3) or higher-level mathematics (3-4)

HLTH 125 Survey of Medical Terminology (1)

**First Semester (15 semester credits)**

At least 3 credits from AS Arts & Humanities Elective

RAD 100 (3)

RAD 100L (1)

RAD 105 (2)

RAD 140 (6)

**Second Semester (17 semester credits)**

At least 3 credits from AS Social Sciences Elective

RAD 110 (3)

RAD 110L (1)

RAD 120 (3)

RAD 141 (6)

RAD 149 (1)

**Third Semester (8 semester credits)**

RAD 142 (7)

RAD 150 (1)

**Fourth Semester (14 semester credits)**

RAD 200 (3)

RAD 200L (1)

RAD 210 (3)

RAD 240 (6)

RAD 248 (1)

**Fifth Semester (12 semester credits)**

RAD 230 (3)

RAD 230L (1)

RAD 241 (6)

RAD 249 (1)

RAD 260 (1)

### **Sixth Semester (7 semester credits)**

RAD 242 (6)

RAD 255 (1)

*The issuance of an A.S. degree requires that the student must earn a G.P.R. of 2.0 or higher for all courses applicable toward the degree.*

*Please note: A grade of “C” or higher must be maintained in all required courses in order to continue in the Radiologic Technology program. All courses in radiologic technology may be transferable to institutions offering baccalaureate degrees in radiologic technology. At the present time, the University of Hawai‘i at Manoa does not have such a program. Information about transferring to a baccalaureate program in radiologic technology is available from program faculty.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

## **ONLINE ASSOCIATE IN SCIENCE, RADIOLOGIC TECHNOLOGY (85-89 SEMESTER CREDITS)**

**Program Description:** The Online Radiologic Technology Program includes a combination of subject matter and faculty-supervised clinical experiences designed to prepare a person for the safe operation of x-ray equipment in clinical settings under the supervision of a radiologist or other physician. Satisfactory completion of the requirements for the AS degree permits the student to take the qualifying examinations of the ARRT, which is accepted by the Hawai‘i Board of Radiologic Technology for state licensure. This program is accredited by the JRCERT.

**Special Admission Requirements for Radiologic Technology:** Additional information is listed in the “Special Requirements for programs in Health Career Education” section.

### **Application Period:**

Fall (April 1 to May 31) semester: Application to the Radiologic Technology program.

**Program Prerequisites:** Satisfactory completion (a grade of “C” or higher) of MATH 135 or higher, ENG 100 or ESL 100, BIOL 130 or PHYL 141/142, BIOL 130L or PHYL 141L/142L, and HLTH 125 is required prior to application. Students must complete the courses not more than 5 years prior to the RAD program application deadline.

Please note: PHYL 141/141L and PHYL 142/142L were formerly ZOOL 141/141L and ZOOL 142/142L.



**Non-Course Entrance Requirements:**

Completion of the HP Admission Assessment (online entrance exam) with a minimum score of 75% in all five (5) content areas. Also must demonstrate at least one year of residency on the neighbor island where the online program is being held.

**Radiologic Technology Program Accreditation Information:**

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive, suite 2850

Chicago, Illinois 60606-3182

Phone: (312) 704-5300

[www.jrcert.org](http://www.jrcert.org)

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Radiologic Technology, the student should be able to:

- Take diagnostically acceptable radiographs.
- Practice appropriate radiation safety measures.
- Adapt patient positioning, projections, and technical factors based on patient condition.
- Accurately critique radiographs for diagnostic quality and correct for any errors.
- Maintain professional and ethical behavior expected of a healthcare provider.
- Discuss the value of life-long learning and being an active member of a professional society.
- Communicate effectively as a team member with other students, staff, and radiologists.
- Communicate effectively with patients and the patients' family and friends.

**ONLINE ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
RADIOLOGIC TECHNOLOGY  
(85-89 CREDITS)****Pre-Program Semester (12-16 semester credits)**

AA/DB Biological Sciences and AS/NS Natural Sciences

BIOL 130 (4) or PHYL 141 (3) and PHYL 142 (3)

AA/DY Laboratory Science

BIOL 130L (1) or PHYL 141L (1) and PHYL 142L (1)

AS/FW Written Communication

ENG 100 or ESL 100 (3)

AS/FQ Quantitative Reasoning

MATH 135 (3) or higher-level mathematics (3-4)

HLTH 125 Survey of Medical Terminology (1))

**First Semester (15 semester credits)**

At least 3 credits from AS Arts & Humanities Elective

RAD 100 (3)

RAD 100L (1)

RAD 105 (2)

RAD 140 (6)

**Second Semester (17 semester credits)**

At least 3 credits from AS Social Sciences Elective

RAD 110 (3)

RAD 110L (1)

RAD 120 (3)

RAD 141 (6)

RAD 149 (1)

**Third Semester (8 semester credits)**

RAD 142 (7)

RAD 150 (1)

**Fourth Semester (14 semester credits)**

RAD 200 (3)

RAD 200L (1)

RAD 210 (3)

RAD 240 (6)

RAD 248 (1)

**Fifth Semester (12 semester credits)**

RAD 230 (3)

RAD 230L (1)

RAD 241 (6)

RAD 249 (1)

RAD 260 (1)

**Sixth Semester (7 semester credits)**

RAD 242 (6)

RAD 255 (1)

*The issuance of an A.S. degree requires that the student must earn a G.P.R. of 2.0 or higher for all courses applicable toward the degree.*

*Please note: A grade of “C” or higher must be maintained in all required courses in order to continue in the Radiologic Technology program. All courses in radiologic technology may be transferable to institutions offering baccalaureate degrees in radiologic technology. At the present time, the University of Hawai’i at Manoa does not have such a program. Information about transferring to a baccalaureate program in radiologic technology is available from program faculty.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

## RESPIRATORY CARE CURRICULUM

### ASSOCIATE IN SCIENCE, RESPIRATORY CARE (95-96 SEMESTER CREDITS)

**Program Description:** The Associate in Science degree in Respiratory Care is a fully accredited program that requires completed credits in liberal arts prior to entering the six semesters of professional training and additional credits of arts electives to receive the Associate in Science degree in Respiratory Care (ASRC) and registry eligibility to sit for national credentialing exams. The Respiratory Care program prepares students to care for patients with cardiovascular and pulmonary system disorders. Specifically, students will learn to perform routine therapy such as oxygen, lung inflation, and secretion management, as well as, critical care modalities such as ventilator management, arterial puncture and analysis, neonatal and pediatric care, sleep technology, hemodynamics, and ECG. Students also will receive laboratory training followed by hands-on experience in hospitals, labs, and home care sites.

**Special Admission Requirements for Respiratory Care:** Additional information is listed in the “Special Requirements for programs in Health Career Education” section. The Pre-Respiratory courses must be completed prior to entry into the program. Completion of and grades in these courses will be considered in the process of selecting students for the program. Respiratory Care program courses must be taken at KapCC; other preparatory courses may be completed at another college. Attendance at a program information and orientation session is also required. Admission to the Respiratory Care program is based on a best-qualified, competitive selection of students.

The criteria for selection include:

- (1.) Three letters of reference;
- (2.) Essay;
- (3.) Interview;
- (4.) Grades for prerequisite courses;
- (5.) Attendance at a program information and orientation session.

Official transcripts of completed coursework and verification of coursework in progress must be received by April 30th. Grade reports for spring semester courses must be received by May 30th.

#### **Application Period:**

Summer (April 1 – May 30) semester: Application to the Respiratory Care program.

#### **Program Fees:**

A professional fee of up to \$500.00 is charged each semester. Students may be required to purchase uniforms, school patches, and stethoscopes.

**Preparation for Respiratory Care:** The Pre-Respiratory courses (pre-program courses) must be completed or in the process of completion prior to application to the program. The 29 credits of Pre-Respiratory courses **MUST** be completed prior to program entry. The Pre-Respiratory courses (pre-program courses) are:

CHEM 100 or higher-level chemistry course  
ENG 100 or ESL 100  
HLTH 125  
KapCC AS/AH Humanities Elective (100 level or higher)  
MATH 100 or higher-level mathematics course  
MICR 130  
MICR 140L  
PSY 100 or HDFS 230  
PHYL 141  
PHYL 141L  
PHYL 142  
PHYL 142L

Please note: PHYL 141/141L and PHYL 142/142L were formerly ZOOL 141/141L and ZOOL 142/142L. HDFS 230 was previously offered as FAMR 230; and MICR 140L was previously offered as MICR 140.

**Respiratory Care Program Accreditation Information:**

Committee on Accreditation for Respiratory Care (CoARC)  
1248 Harwood Road  
Bedford, Texas 76021-4244  
Phone: (817) 283-2835 or 1-800-874-5615  
[www.coarc.com](http://www.coarc.com)

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Respiratory Care, the student should be able to:

- Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).
- Assimilate and apply relevant knowledge necessary to function competently as an advanced-level therapist.
- Perform technical and clinical skills necessary to function competently as an advanced-level therapist.
- Demonstrate professional behavior skills necessary to function competently as an advanced-level therapist.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
RESPIRATORY CARE  
(94-95 CREDITS)**

**First Pre-Program Semester (14-15 semester credits)**

AS/FW Written Communication  
ENG 100 (3) or ESL 100 (3)  
AS/FQ Quantitative Reasoning  
MATH 100 (3) or higher-level mathematics (3-4)

AA/DB Biological Sciences and AS/NS Natural Sciences

PHYL 141 (3) or ZOOL 141 (3)

AA/DY Laboratory Sciences

PHYL 141L (1) or ZOOL 141L (1)

AS/DS Social Sciences

PSY 100 (3) or HDFS 230 (3)

HLTH 125 (1)

**Second Pre-Program Semester (15 semester credits)**

AA/DP Physical Sciences and AS/NS Natural Sciences

CHEM 100 (3) or higher-level chemistry except CHEM 197, CHEM 198, CHEM 297 or CHEM 298

AA/DB Biological Sciences and AS/NS Natural Science

MICR 130 (3)

AA/DY Laboratory Sciences

MICR 140 (2) or MICR 140L (2)

AA/DB Biological Sciences and AS/NS Natural Sciences

PHYL 142 (3) or ZOOL 142 (3)

AA/DY Laboratory Science

PHYL 142L (1) or ZOOL 142L (1)

AS Electives

AS/AH At least 3 credits from AS Arts & Humanities Elective

**First Semester (4 semester credits)**

RESP 100 (1)

RESP 101 (3)

**Second Semester (14 semester credits)**

RESP 200 (3)

RESP 201 (3)

RESP 202 (5)

RESP 203 (3)

**Third Semester (13 semester credits)**

RESP 211 (2)

RESP 212 (5)

RESP 213 (3)

RESP 218 (3)

**Fourth Semester (6 semester credits)**

RESP 222 (4)

RESP 229 (2)

**Fifth Semester (10 semester credits)**

RESP 300 (3)

RESP 301 (3)

RESP 302 (4)

**Sixth Semester (13 semester credits)**

RESP 312 (4)

RESP 313 (3)

RESP 316 (3)

RESP 320 (3)

**Seventh Semester (4 semester credits)**

RESP 322 (4)

*The issuance of an AS degree requires that the student must earn a GPR of 2.0 or higher for all courses applicable toward the degree.*

*Please note: Clinical Practice will be in affiliated community hospitals. A grade of “C” or higher must be maintained in all Respiratory Care courses in order for the student to continue in the Respiratory Care program.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

# NURSING PROGRAMS

## ADULT RESIDENTIAL CARE HOME PRIMARY CARE GIVER TRAINING CURRICULUM

### CERTIFICATE OF COMPETENCE,

### ADULT RESIDENTIAL CARE HOME PRIMARY CARE GIVER TRAINING (4 SEMESTER CREDITS)

**Program Description:** The Adult Residential Care Home (ARCH) Primary Care Giver Training prepares the Primary Care Giver (PCG) to meet the Department of Health, Office of Health Care Assurance requirements to operate a licensed Adult Residential Care Home in the state of Hawaii. The Primary Care Giver provides live-in care for up to five residents in the care giver's home and serves as an advocate for the residents who have physical and/or mental disabilities.

### Program Entrance Requirements for Adult Residential Care Home Primary Care Giver Training: CNA:

1. Six months full-time work experience providing direct nurse aide care as an employee of a Department of Health, Medicare-approved ICF, SNF, home health agency, or hospital. State certification as a nurse aide may substitute for the nurse aide work experience.
2. Complete ONE of the following:
  - a. Accuplacer Reading Exam with a reading score of 250 or higher,
  - b. COMPASS English Placement Test with a reading score of 57 or higher,
  - c. Complete ENG 98 or ENG 100/ESL 100 with a grade of "C" or higher,
  - d. US high school diploma,
  - e. General Education Development (GED).

LPN/RN: Current Hawaii nursing license.

Other Requirements: Tuberculosis (TB) clearance; Measles/Mumps/Rubella (MMR) immunization.

### Application Period:

Open. Specific application dates will be posted on Kapi'olani Community College's website.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Adult Residential Care Home Primary Care Giver Training, the student should be able to:

- Function as a member of the Adult Residential Care Home team, operating under the rules and regulations of Chapter 100.1.
- Provide safe, simple basic nursing care to the residents of the Adult Residential Care Home.
- Use correct lines of communication when interacting with resident and regulatory and resource personnel.
- Recognize the legal and ethical responsibility of the Adult Residential Care Home Operator.
- Recognize the resident's rights and responsibilities.

- Assume accountability for own actions and behavior.
- Identify the basic needs of a person in health and illness.
- Recognize the major physical changes in structure and function of the body, especially with aging.
- Provide care that is culturally sensitive.
- Recognize and report significant changes in the resident's mental and physical health status.
- State the requirements for physical care for the terminally ill resident and ways to provide emotional support.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
ADULT RESIDENTIAL CARE HOME PRIMARY CARE GIVER TRAINING  
(4 CREDITS)**

**First Semester**

NURS 11 (1)

NURS 12 (1)

NURS 13 (1)

NURS 14 (1)

*In a credit course sequence, the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*NURS 11 is taken concurrently with NURS 12, 13, and 14. The courses are taken in the following sequence: NURS 14, NURS 12 and NURS 13.*

*Please note: To receive the Certificate of Competence in ARCH, a grade of "C" or higher is required for all courses.*



## NURSE AIDE CURRICULUM

### CERTIFICATE OF COMPETENCE, LONG TERM CARE NURSE AIDE (6 SEMESTER CREDITS)

**Program Description:** The Nurse Aide Program consists of two courses, NURS 100 and NURS100L that are taken concurrently. It prepares entry-level nurse aides to provide basic nursing care to clients who are ill and disabled ill and in the long-term care, subacute, acute, out-patient, and home health settings. Students learn to deliver basic personal care, infection control, communicate effectively, respect resident rights, and provide emotional support and care of special populations. After successful completion of NURS 100 and NURS 100L, the student will receive a Certificate of Competence. Graduates are eligible to take the National Nurse Aide Certification Exam (Prometric). Certified nurse aides may find employment opportunities in acute, long term care, and home health agencies. This program is approved by the Hawaii Department of Health Community Ties and aligns with Omnibus Budget Reconciliation Act (OBRA) guidelines.

**Special Admission Requirements for Nurse Aide Program:** Admission into the Nurse Aide Program is on a first-qualified, first-accepted basis with a minimum score of 61 on the COMPASS Reading test (or equivalent). Completion of ENG 21 or higher-level English course with a grade of "C" or higher, or a U.S. high school diploma, or a General Education Development (GED) Certificate may substitute for the COMPASS Reading Test Score. Applicants must not be on probation at Kapi'olani Community College.

**Program Competencies:** Upon successful completion of the Certificate of Competence in Nurse Aide, the student should be able to:

- Function in the role of the nurse aide as a member of the health care team, under the supervision of the LPN, RN or MD, in the subacute, long term care and home settings.
- Demonstrate adherence to resident rights and the legal and ethical responsibilities of the nurse aide.
- Perform basic nursing care safely, respecting cultural differences
- Implement effective communication skills.

### CERTIFICATE OF COMPETENCE CURRICULUM, NURSE AIDE (6 CREDITS)

#### First Semester

NURS 100 (4)

NURS 100L (2)

*The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. Students must pass NURS 100 with a 70% or higher grade and attain a "Pass" in NURS 100L in order to earn the Certificate of Competence. These two courses must be taken and successfully completed concurrently. If the student fails to pass either course and elects to repeat the program, both courses will be required to be taken concurrently.*



## NURSING CURRICULA

### ASSOCIATE IN SCIENCE, NURSING (72-73 SEMESTER CREDITS)

**Program Description:** The Associate in Science degree nursing curriculum is designed to prepare students for the nursing profession. Graduates of the program are eligible to take the National Licensure Examination -RN (NCLEX-RN) nursing examination. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN), Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326 ([www.acenursing.org](http://www.acenursing.org)). New students are admitted each semester and are given both theoretical instruction and an opportunity for clinical application of nursing skills as they prepare for entry-level practice as registered nurses. After graduates have passed the nursing licensure examination, they will be prepared to fill the beginning level positions as Registered Nurses in hospitals, physician's offices, or other health-related institutions, and participate in the planning, implementation and evaluation of nursing care for clients throughout the life span. Graduates are eligible for admission to the Bachelor of Science in Nursing programs at UH Mānoa and UH Hilo.

**Special Admission Requirements for the AS degree in Nursing:** Minimum requirements for admission to the nursing (Associate in Science degree in Nursing) program are based on satisfactory completion of specified prerequisite support courses, cumulative grade point ratio (GPR) of 2.5 or higher for all courses, and an Assessment Technologies Institute Test of Essential Academic Skills (TEAS) pre-admission exam with an adjusted individual total score of 65% or higher within the past three years.

Selection is on a best-qualified basis using the following criteria:

1. Grade point ratio (GPR) for prerequisite courses.
2. Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) pre-admission examination score.
3. Grade point ratio (GPR) for general support courses completed before the application deadline.
4. Training in a health-related field with direct patient care.
5. Paid work experience in a health-related field with direct patient care.

Priority is given to applicants who are qualified residents of the State of Hawai‘i. Prerequisite college courses must be completed before enrollment in the first nursing course. The Associate in Science degree in Nursing program with all complementary support services is offered each Fall and Spring at the KCC Diamond Head (DH) campus site and, depending on instructor availability and space, the Associate in Science degree in Nursing program is offered at its satellite campus site at Leeward Community College. Due to classroom space availability, individual nursing courses may be taught at either the Diamond Head campus site or at the satellite campus site at Leeward Community College.

#### **Application Period:**

Fall (December 1 to February 1) and Spring (June 1 to September 1) semesters: Application to the Nursing program.

**Prerequisites for the AS degree in Nursing:** Prerequisite courses that must be completed prior to application to the program, with a grade of “C” or higher are: ENG 100 or ESL 100 or higher-level English course; MATH 100 or higher-level mathematics course; FAMR/HDFS 230; PHYL 141 within 5 years of admission; PHYL

141L; PHYL 142; PHYL 142L; MICR 130; PSY 100 or ANTH 200; chemistry (1 year high school or 3 college credits). Applicants may take the remainder of the General Support Courses prior to entering the AS Nursing program to lessen the credit load during the program. Please refer to the “Degree and Certificate Programs” section for a list of KapCC AS Arts and Humanities courses.

Please note: PHYL 141/141L and PHYL 142/142L were formerly ZOOL 141/141L and ZOOL 142/142L.

**Preparation for the AS degree in Nursing:** All students admitted to the Associate in Science degree Nursing program must have current Health Care Provider CPR/AED certification prior to registration. It is the responsibility of each student to keep this certification current throughout enrollment in the nursing program. Health clearance and immunizations must be completed before the start of classes. It is required that students have health care insurance, as well as, complete all health requirements as mandated by industry and the College. A grade of “C” or higher must be maintained in all courses in order for the student to continue in the AS degree Nursing program and to graduate from the program. Readmission to the Associate in Science degree program and repetition of nursing courses is limited. Priority is given to applicants who are qualified residents of the State of Hawai‘i.

**Hawai‘i Statewide Nursing Consortium Curriculum:** Kapi‘olani Community College will be implementing the Hawai‘i Statewide Nursing Consortium (HSNC) curriculum beginning Fall 2012. This curriculum was designed to offer a unified approach to nursing education across the State and a seamless transition to the University of Hawai‘i at Mānoa Bachelor of Science in Nursing Program. Students pursuing a baccalaureate degree in nursing should be aware that there are additional core curriculum courses required for the UH Mānoa program. Students may begin taking these courses concurrently with the Associate in Science degree requirements to ensure a seamless transition into the UH Mānoa Baccalaureate Nursing Program. Graduates who have completed all of the UH Mānoa core requirements will be automatically enrolled into the fourth year of the UH Mānoa Baccalaureate Nursing Program. Graduates may also pursue their baccalaureate nursing degree at UH Hilo. Students who wish to attend UH Hilo must complete additional core requirements for the UH Hilo program and then apply for entry into the fourth year of UH Hilo’s Bachelor of Science in Nursing Program.

#### **Hawai‘i Statewide Nursing Consortium (HSNC) Competencies**

- 1. A competent nurse’s professional actions are based on core nursing values, professional standards of practice, and the law.**
  - 1.1 Core nursing values include social justice (from the American Nurses Association statement), caring, advocacy, respect for self and others, collegiality, and ethical behavior.
  - 1.2 Ethical dilemmas are embedded in clinical practice; an obligation of nurses is to notice, interpret, respond and reflect on these dilemmas using ethical principles and frameworks as a guideline.
  - 1.3 It is essential for nurses to participate in discussions of ethical issues in health care as they affect communities, society, and health professions.
  - 1.4 Professional nursing functions within legally defined standards of practice and state specific regulations.
- 2. A competent nurse develops insight through reflective practice, self-analysis, and self care through the understanding that:**

- 2.1 Ongoing reflection, critical examination, and evaluation of one's professional and personal life improves nursing practice.
- 2.2 Reflection and self-analysis encourage self-awareness and self-care.
- 2.3 Pursuing and advocating healthy behaviors enhance nurses' ability to care for clients.
3. **A competent nurse engages in ongoing self-directed learning and provides care based on evidence supported by research with the understanding that:**
  - 3.1 Knowledge and skills are dynamic and evolving; to maintain competency, one must continuously update his/her knowledge using reliable, current sources of information from the biological, social, medical, public health, and nursing sciences.
  - 3.2 The nurse uses legitimate sources of evidence for decision-making such as research evidence, standards of care, community perspectives and practical wisdom gained from experience.
  - 3.3 As best practices are continuously modified and new interventions are constant, the nurse incorporates changes into practice.
4. **A competent nurse demonstrates leadership in nursing and health care through the understanding that:**
  - 4.1 An effective nurse is able to take a leadership role to meet client needs, improve the health care system and facilitate community problem solving.
  - 4.2 A competent nurse effectively uses management principles, strategies, and tools.
  - 4.3 An effective nurse works with the health care team including the delegation of responsibilities and supervision.
5. **A competent nurse collaborates as part of a health care team.**
  - 5.1 The client is an essential member of the healthcare team.
  - 5.2 A collegial team is essential for success in serving clients.
  - 5.3 Effective team members must be able to give and receive constructive feedback.
  - 5.4 Colleagues create a positive environment for each other that values holistic client care.
6. **A competent nurse practices within, utilizes, and contributes to the broader health care system.**
  - 6.1 All components of the health care system must be incorporated when providing interdisciplinary care.
  - 6.2 The effective nurse contributes to improvements of the health care system through involvement in policy, decision-making processes and political activities.
7. **A competent nurse practices client-centered care.**
  - 7.1 Effective care is centered around a respectful relationship with the client that is based on empathy, caring, mutual trust, and advocacy.
  - 7.2 Nursing practice should reflect the attitudes, beliefs and values of clients.
  - 7.3 An understanding of the culture and history of the community is fundamental in the practice of nursing.
8. **A competent nurse communicates and uses communication technology**

**effectively through the understanding that:**

- 8.1 Effective use of communication is an essential part of all interventions to establish caring and therapeutic relationships to educate and advocate for clients.
- 8.2 When working with colleagues or clients, it is important to ensure that accurate, timely and complete communication has occurred.
- 8.3 Successful communication requires attention to elements of cultural influences, variations in the use of language, and a participatory approach.
- 8.4 Information and communication technologies provide essential information delivery of effective nursing care.

**9. A competent nurse demonstrates clinical judgment and critical thinking in the delivery of care of clients while maintaining safety through:**

- 9.1 Analysis and integration of available data.
- 9.2 Implementation of prioritized care based on evaluation of data.
- 9.3 Evaluation and analysis of the nurses' personal clinical performance.
- 9.4 A competent nurse engages in risk reduction activities and recognizes, communicates and intervenes to promote client safety.

**Program Student Learning Outcomes:** Upon successful completion of the AS degree in Nursing requirements, the student should be able to:

- Analyze ethical and legal issues while practicing nursing within the health care system.
- Evaluate professional behaviors and self-care to improve nursing practice.
- Provide nursing care that incorporates evidence supported by research.
- Demonstrate leadership in nursing practice.
- Collaborate with multidisciplinary health care team members.
- Participate in making recommendations for improving patient care within the health care system.
- Advocate for the delivery of client-centered care.
- Communicate effectively with clients, families, and health care team.
- Demonstrate effective clinical decision making in the delivery of nursing care.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
NURSING  
(72-73 CREDITS)**

**First Pre-Program Semester**

ENG 100 (3) or ESL 100 (3)

FAMR 230 (3) or HDFS 230 (3)

MATH 100 (3) or higher-level mathematics (3-4)

PHYL 141 (3)

PHYL 141L (1)

**Second Pre-Program Semester**

At least 3 credits from AS Arts & Humanities Elective

ANTH 200 (3) or PSY 100 (3)

MICR 130 (3)  
PHYL 142 (3)  
PHYL 142L (1)

**First Semester**

NURS 210 (3)  
NURS 210C (3)  
NURS 210L (3)  
NURS 211 (1)  
NURS 212 (3)

**Second Semester**

NURS 220 (4)  
NURS 220C (3)  
NURS 220L (3)  
PHRM 203 (3)

**Third Semester**

NURS 320 (4)  
NURS 320C (3)  
NURS 320L (3)

**Fourth Semester**

NURS 360 (3)  
NURS 360C (3)  
NURS 360L (3)  
NURS 362 (1)

*The issuance of an AS degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*Please note: In order to receive the AS degree in Nursing, a grade of “C” or higher must be maintained in all required courses.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

*Students will be eligible to sit for the National Licensure Examination-Practical Nurse (NCLEX-PN) after the Health and Illness II set of courses, NURS 320, NURS 320C, and NURS 320L.*

**ASSOCIATE IN SCIENCE,  
NURSING (TRANSITION FOR LICENSED PRACTICAL NURSES)  
(70-71 SEMESTER CREDITS)**

**Program Description:** The Associate in Science degree nursing curriculum is designed to prepare students for the nursing profession. Graduates of the program are eligible to take the NCLEX-RN nursing examination

(National Licensure Examination-Registered Nurse) to become a registered nurse. The program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326 ([www.acenursing.org](http://www.acenursing.org)). New students are admitted each semester and are given both theoretical instruction and an opportunity for clinical application of nursing skills as they prepare for entry-level practice as registered nurses. After graduates have passed the nursing licensure examination, they will be prepared to fill beginning level positions as Registered Nurses in hospitals, doctor's offices, or other health related institutions, and participate in the planning, implementation and evaluation of nursing care for clients throughout the life cycle. Graduates are eligible for admission to the fourth year of the Bachelor of Science in Nursing programs at UH Mānoa and UH Hilo.

**Special Admission Requirements for the AS degree in Nursing:** Special application deadlines for the AS degree in nursing program are: Fall semester entry, December 1 – February 1; Spring semester entry, June 1 – September 1. Minimum requirements for admission to the nursing (Associate in Science degree in Nursing) program are based on satisfactory completion of specified prerequisite support courses, cumulative grade point ratio (GPR) of 2.5 or higher for all courses, and an Assessment Technologies Institute Test of Essential Academic Skills (TEAS) pre-admission exam with an adjusted individual total score of 78% or higher within the past three years.

Selection is on a best-qualified basis using the following criteria:

1. Grade point ratio (GPR) for prerequisite courses.
2. Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) pre-admission examination score.
3. Grade point ratio (GPR) for general support courses completed before the application deadline.

Priority is given to applicants who are qualified residents of the State of Hawai'i. Prerequisite college courses must be completed before enrollment in the first nursing course.

**Prerequisites for the AS in Nursing:** Prerequisite courses that must be completed prior to application to the program, with a grade of "C" or higher are: ENG 100 or ESL 100; MATH 100 or higher-level mathematics course; FAMR/HDFS 230; PHYL 141; PHYL 141L; PHYL 142; PHYL 142L; MICR 130; PSY 100 or ANTH 200; chemistry (1 year high school or 3 college chemistry credits). Applicants may take the remainder of the General Support Courses prior to entering the AS Nursing program to lessen the credit load during the program. Please refer to the "Degree and Certificate Programs" section for a list of KapCC AS Arts and Humanities courses.

Please note: PHYL 141/141L and PHYL 142/142L were formerly ZOOL 141/141L and ZOOL 142/142L.

**Preparation for the AS in Nursing:** All students admitted to the Associate in Science degree Nursing program must have current Health Care Provider CPR/AED certification prior to registration. It is the responsibility of each student to keep this certification current throughout enrollment in the nursing program. Health clearance and immunizations must be completed before the start of classes. It is required that students have health care insurance, as well as, complete all health requirements as mandated by industry and the College. A grade of "C" or higher must be maintained in all courses in order for the student to continue in the AS degree Nursing program and to graduate from the program. Readmission to the Associate in Science degree program and repetition of nursing courses is limited. Priority is given to applicants who are qualified residents of the State of Hawai'i.



**Special Preparation and Special Prerequisites for the AS in Nursing (Transition for Licensed Practical Nurses):** A current, unencumbered, Hawai'i State LPN license is required. Based on the total number of credits for the first-semester fundamental practical nursing courses offered at Kapi'olani Community College, eight (8) nursing credits are granted for prior completion of an educational program which lead to the acquisition of a Hawai'i, practical nursing license.

**Hawai'i Statewide Nursing Consortium Curriculum:** Kapi'olani Community College will be implementing the Hawai'i Statewide Nursing Consortium (HSNC) curriculum beginning Fall 2012. This curriculum was designed to offer a unified approach to nursing education across the State and a seamless transition to the University of Hawai'i at Mānoa Bachelor of Science in Nursing Program. Students pursuing a baccalaureate degree in nursing should be aware that there are additional core curriculum courses required for the UH Mānoa program. Students may begin taking these courses concurrently with the Associate in Science degree requirements to ensure a seamless transition into the UH Mānoa Baccalaureate Nursing Program. Graduates who have completed all of the UH Mānoa core requirements will be automatically enrolled into the fourth year of the UH Mānoa Baccalaureate Nursing Program. Graduates may also pursue their baccalaureate nursing degree at UH Hilo. Students who wish to attend UH Hilo must complete additional core requirements for the UH Hilo program and then apply for entry into the fourth year of UH Hilo's Bachelor of Science in Nursing Program.

#### **Hawai'i Statewide Nursing Consortium (HSNC) Competencies**

- 1. A competent nurse's professional actions are based on core nursing values, professional standards of practice, and the law.**
  - 1.1 Core nursing values include social justice (from the American Nurses Association statement), caring, advocacy, respect for self and others, collegiality, and ethical behavior.
  - 1.2 Ethical dilemmas are embedded in clinical practice; an obligation of nurses is to notice, interpret, respond and reflect on these dilemmas using ethical principles and frameworks as a guideline.
  - 1.3 It is essential for nurses to participate in discussions of ethical issues in health care as they affect communities, society, and health professions.
  - 1.4 Professional nursing functions within legally defined standards of practice and state specific regulations.
- 2. A competent nurse develops insight through reflective practice, self-analysis, and self-care through the understanding that:**
  - 2.1 Ongoing reflection, critical examination and evaluation of one's professional and personal life improves nursing practice.
  - 2.2 Reflection and self-analysis encourage self-awareness and self-care.
  - 2.3 Pursuing and advocating healthy behaviors enhance nurses' ability to care for clients.
- 3. A competent nurse engages in ongoing self-directed learning and provides care based on evidence supported by research with the understanding that:**
  - 3.1 Knowledge and skills are dynamic and evolving; to maintain competency, one must continuously update his/her knowledge using reliable, current sources of information from the biological, social, medical, public health, and nursing sciences.
  - 3.2 The nurse uses legitimate sources of evidence for decision-making, such as research evidence, standards of care, community perspectives, and practical wisdom gained from

experience.

- 3.3 As best practices are continuously modified and new interventions are constant, the nurse incorporates changes into practice.

**4. A competent nurse demonstrates leadership in nursing and health care through the understanding that:**

- 4.1 An effective nurse is able to take a leadership role to meet client needs, improve the health care system and facilitate community problem solving.
- 4.2 A competent nurse effectively uses management principles, strategies, and tools.
- 4.3 An effective nurse works with the health care team, including the delegation of responsibilities and supervision.

**5. A competent nurse collaborates as part of a health care team.**

- 5.1 The client is an essential member of the healthcare team.
- 5.2 A collegial team is essential for success in serving clients.
- 5.3 Effective team members must be able to give and receive constructive feedback.
- 5.4 Colleagues create a positive environment for each other that values holistic client care.

**6. A competent nurse practices within, utilizes, and contributes to the broader health care system.**

- 6.1 All components of the health care system must be incorporated when providing interdisciplinary care.
- 6.2 The effective nurse contributes to improvements of the health care system through involvement in policy, decision-making processes, and political activities.

**7. A competent nurse practices client-centered care.**

- 7.1 Effective care is centered around a respectful relationship with the client that is based on empathy, caring, mutual trust, and advocacy.
- 7.2 Nursing practice should reflect the attitudes, beliefs and values of clients.
- 7.3 An understanding of the culture and history of the community is fundamental in the practice of nursing.

**8. A competent nurse communicates and uses communication technology effectively through the understanding that:**

- 8.1 Effective use of communication is an essential part of all interventions to establish caring and therapeutic relationships to educate and advocate for clients.
- 8.2 When working with colleagues or clients, it is important to ensure that accurate, timely, and complete communication has occurred.
- 8.3 Successful communication requires attention to elements of cultural influences, variations in the use of language, and a participatory approach.
- 8.4 Information and communication technologies provide essential information for delivery of effective nursing care.

**9. A competent nurse demonstrates clinical judgment and critical thinking in the delivery of care of clients while maintaining safety through:**

- 9.1 Analysis and integration of available data.
- 9.2 Implementation of prioritized care based on evaluation of data.
- 9.3 Evaluation and analysis of the nurses' personal clinical performance.

- 9.4 A competent nurse engages in risk reduction activities and recognizes, communicates and intervenes to promote client safety.

**Program Student Learning Outcomes:** Upon successful completion of the **AS in Nursing (Transition for Licensed Practical Nurses)** degree requirements, the student should be able to:

- Analyze ethical and legal issues while practicing nursing within the health care system.
- Evaluate professional behaviors and self-care to improve nursing practice.
- Provide nursing care that incorporates evidence supported by research.
- Demonstrate leadership in nursing practice.
- Collaborate with multidisciplinary health care team members.
- Participate in making recommendations for improving patient care within the health care system.
- Advocate for the delivery of client-centered care.
- Communicate effectively with clients, families, and health care team.
- Demonstrate effective clinical decision making in the delivery of nursing care.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
NURSING (TRANSITION FOR LICENSED PRACTICAL NURSES)  
(62-63 CREDITS)**

**First Pre-Program Semester**

ENG 100 (3) or ESL 100 (3)  
FAMR 230 (3) or HDFS 230 (3)  
MATH 100 (3) or higher-level mathematics (3-4)  
PHYL 141 (3)  
PHYL 141L (1)  
CHEM (High School or College Chemistry Course)

**Second Pre-Program Semester**

ANTH 200 (3) or PSY 100 (3)  
MICR 130 (3)  
PHYL 142 (3)  
PHYL 142L (1)  
NURS 212 (3)

**First Semester**

PHRM 203 (3)  
NURS 220 (4)  
NURS 220C (3)  
NURS 220L (3)

**Second Semester**

NURS 320 (4)  
NURS 320C (3)  
NURS 320L (3)

### **Third Semester**

NURS 360 (3)

NURS 360C (3)

NURS 360L (3)

NURS 362 (1)

Successful completion of a Practical Nursing Program equivalent to the KapCC Practical Nursing Program (8).

*The issuance of an AS degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*Please note: Students accepted into the Associate in Science degree in Nursing (Transition for Licensed Practical Nurses) should consult with a Nursing department academic advisor/counselor before attempting to register for NURS 220, NURS 220C, and NURS 220L, because the NURS 210, NURS 210C, NURS 210L, and NURS 211 courses are waived for Transition students.*

*Please note: In order to receive the AS degree in Nursing, a grade of "C" or higher must be maintained in all required courses. Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under "Associate in Science Degree Courses."*

### **CERTIFICATE OF ACHIEVEMENT, PRACTICAL NURSING (46 SEMESTER CREDITS)**

**Program Description:** The Practical Nursing program is designed to prepare graduates for entry-level positions as a Licensed Practical Nurse. The program consists of planned learning experiences in classroom, laboratory, and clinical settings based on a concept-based curriculum. Upon satisfactory completion of the program, students are eligible to take the licensing examination to become a Licensed Practical Nurse.

### **Special Admission Requirements for Practical Nursing:**

Minimum requirements for admission into the Practical Nursing program include:

- Successful completion of a Hawai'i State approved nurse aide program of at least 135 hours or 200 hours of work experience as a nurse aide within the past two years of application.
- Successful completion of HLTH 125 or equivalent medical terminology course.
- A minimum score of 60 must be obtained on a standardized "Test of Essential Skills" (TEAS)
- Successful completion of the following courses:
  - ESL 100 or ENG 100 or higher-level English course with a grade of "C" or higher.
  - MATH 100 or higher-level mathematics course with a grade of "C" or higher.
  - PHYL 141 with a grade of "C" or higher within five years of admission.
  - FAMR/HDFS 230 with a grade of "C" or higher.
  - PHYL 142 with a grade of "C" or higher
  - PHRM 203 with a grade of "C" or higher

Selection is on a best qualified basis using the following criteria:

- Grade point ratio (GPR) of prerequisite courses
- Grade point ratio (GPR) for general support courses completed before the application deadline. Support courses are the following:
  - PHYL 142
  - PHRM 110 or PHRM 203 or higher pharmacology
- Test of Essential Skills (TEAS) examination score.

Please note: PHYL 141/142 were formerly ZOOL 141/142.

**Application Period:**

Fall (April 1 – May 15) and Spring (August 1 – September 15) semesters.

**Preparation for the CA in Practical Nursing:** Prerequisite courses that must be completed prior to application to the program are: ENG 100 or ESL 100; MATH 100 or higher-level mathematics course; PHYL 141; FAMR/HDFS 230. Applicants may take the remainder of the General Support courses prior to entering the Practical Nursing program to lessen the credit load during the program.

All students admitted into the Practical Nursing Program must have current CPR certification prior to registration. It is the responsibility of each student to keep these certifications current throughout enrollment in the nursing program. Health clearance and immunizations must be completed before the start of classes. A grade of “C” or higher must be maintained in all courses in order for the student to continue in the Practical Nursing program and to graduate from the program. Readmission to the Practical Nursing program and repetition of nursing courses are limited. Priority is given to applicants who are qualified residents of the State of Hawai‘i. Prerequisite college courses must be completed before enrollment in the first nursing course.

Please note: PHYL 141/142 were formerly ZOOL 141/142.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Practical Nursing, the student should be able to:

- Analyze professional responsibilities within the scope of practice.
- Demonstrate commitment to professional development.
- Collaborate with health care team to provide quality client care.
- Provide culturally sensitive client-centered care.
- Provide effective communication with the client and team members.
- Incorporate clinical judgment when implementing the plan of care.

**CERTIFICATE OF ACHIEVEMENT CURRICULUM,  
PRACTICAL NURSING**

**(46 CREDITS)**

**First Pre-Program Semester**

ENG 100 (3) or ESL 100 (3)

MATH 100 (3) or higher-level mathematics (3-4)

PHYL 141 (3)

**Second Pre-Program Semester**

FAMR/HDFS 230 (3)

PHYL 142 (3)

PHRM 203 (3)

**First Semester**

NURS 101 (1)

NURS 111 (2)

NURS 111C (1.4)

NURS 111L (1.6)

NURS 121 (3.5)

NURS 121C (2.3)

NURS 121L (1.2)

**Second Semester**

NURS 131 (1)

NURS 131C (0.5)

NURS 131L (0.5)

NURS 132 (1.3)

NURS 132C (.35)

NURS 132L (.35)

NURS 133 (2)

NURS 133C (0.5)

NURS 133L (0.5)

**Third Semester**

NURS 141 (3.5)

NURS 141C (2.5)

NURS 141L (2)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*A grade of “C” or higher must be maintained in all certificate courses in order for the student to continue in the Practical Nursing program.*

## LIFELONG LEARNING

### CERTIFICATE OF COMPETENCE, BASIC EKG

**Certificate Description:** Basic EKG presents the anatomical structure and electrophysiological functioning of the heart, EKG recording and reading. It prepares learners to recognize common arrhythmias and identify their basic interpretation and treatment. This serves as a base from which to learn the content, skills and role of the nurse in a specialty area such as telemetry or critical care nursing.

**Certificate Objectives:** Prepare nurses and health care technicians to recognize electrocardiograph (EKG) tracings, relating them to common conditions of health and cardiovascular abnormalities.

Provide opportunities for the student to gain competence in the following areas:

- Differentiating between normal and abnormal EKG two lead tracings.
- Accurately measuring EKG complexes and events.
- Relating tracings to common cardiac pathologies.

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Basic EKG, the student should be able to:

- Recognize the proper placement of electrodes and procedure for doing a two lead EKG.
- Analyze EKG tracings, identifying normal and major abnormal electrical conduction patterns.
- Distinguish between common benign and potentially harmful atrial and ventricular dysrhythmias.

### Certificate of Competence Requirements:

The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve an average minimum grade of 70% in tests and assignments in order to earn this Certificate of Competence.

### CERTIFICATE OF COMPETENCE, CRITICAL CARE I

**Certificate Description:** Critical Care I provides a basic overview of the care of the monitored patient with cardiovascular, pulmonary, gastrointestinal, hematology, renal, GI, neurological, and endocrine conditions. This learning experience prepares the learner to apply acquired facts and principles to the care of acutely ill patients in telemetry and other similar specialty units under the direction of a preceptor.

**Certificate Prerequisite(s):** The prerequisites for this certificate are licensure as a RN or LPN or senior level nursing student status and completion of Basic EKG or equivalent within the last 3 years.

**Certificate Objectives:** Prepare nurses to function as entry-level team members in telemetry. Provide opportunities for the student to gain competence in the following areas:

- Assessment and provision of collaborative, rationale based nursing care for patients with cardiovascular, pulmonary, endocrine, renal, hematologic, neurologic conditions.
- Safe and knowledgeable drug and treatment administration.
- Maintenance of personal health and wellbeing.

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Critical Care I, the student should be able to:

- Explain the electromechanical and chemical functioning of the cardiovascular system and the impact of common dysfunctions on the patient.
- Safely and knowledgeably administer antiarrhythmic, thrombolytic, vasoactive and other drugs that improve cardiac output and cardiovascular functioning.
- Assess the pulmonary and perfusion status of the patient with pulmonary conditions and conditions that affect pulmonary status.
- Select appropriate care for patients with COPD, pulmonary edema or embolus and other conditions requiring oxygenation, intubation and/or ventilation.
- Compare and contrast the care of patients with pre-, intra- and post-renal conditions.
- Select care for patients with chronic renal failure.
- Differentiate between conditions of insufficiency and excess of the thyroid, pituitary and adrenal glands.
- Select care measures for patients with ketoacidosis and nonketoacidosis diabetes, liver dysfunction and failure.
- Relate the use of blood and blood products to the care and needs of patients with hematologic disorders such as anemia and neutropenia.
- Discuss health maintenance measures for nurses providing intensive care.

**Certificate of Competence Requirements:**

The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve an average minimum grade of 70% in tests and assignments in order to earn this Certificate of Competence.

**CERTIFICATE OF COMPETENCE,  
CRITICAL CARE II**

**Certificate Description:** Critical Care II focuses on hemodynamic monitoring and high acuity neurological, renal and cardiopulmonary care. Additional topics include sedation and paralytics and organ donor care. This learning experience prepares the learner to apply acquired facts and principles to the care of highly acutely ill patients under the direction of a preceptor.



**Certificate Prerequisite(s):** The prerequisite for this certificate is Critical Care I or one year of full-time telemetry experience within the last 3 years.

**Certificate Objectives:** Prepare nurses to function as entry-level team members in the critical care team.

Provide opportunities for the student to gain competence in the following areas:

- Assessment and provision of collaborative, rationale based nursing care for patients on hemodynamic monitoring, acute cardiovascular, pulmonary, renal and neurologic conditions.
- Safe and knowledgeable drug and treatment administration.
- Understanding of the ethical and legal responsibilities of the critical care nurse.]

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Critical Care II, the student should be able to:

- Compare and contrast the care of patients with coagulation disorders due to liver dysfunction and Disseminated Intravascular Coagulation.
- Recognize and state the significance of variations in hemodynamic measurements: HR, BP, RAP, PAP, PAWP, CO/CI, and SVR.
- Select nursing actions based on the major types of cardiomyopathy and valvular diseases.
- Differentiate between the causes, pathophysiology and collaborative management of different type of shock states.
- Compare and contrast the causes, pathophysiology, presenting symptoms and management of acute respiratory distress syndrome (ARDS) and acute respiratory failure (ARF).
- Discuss the selection, preparation and post-operative care of the transplant patient.

**Certificate of Competence Requirements:** The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve an average minimum grade of 70% in tests and assignments in order to earn this Certificate of Competence.

## **CERTIFICATE OF COMPETENCE, MAMMOGRAPHY**

**Certificate Description:** This certificate is designed to provide registered radiologic technologists with knowledge and skills required to perform mammography.

**Certificate Prerequisite(s):** American Registry of Radiological Technologists registry in radiologic technology.

**Certificate Objectives:**

- Provide registered radiologic technologists with the comprehensive knowledge and skills required to perform as a technologist in the specialty of mammography.

- To prepare radiologic technologists to perform mammography procedures under the direct supervision of a qualified individual as required to qualify to take the ARRT specialty examination for certification in mammography.
- To prepare radiologic technologists to take the ARRT specialty examination for certification in mammography.

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Mammography, the radiologic technologist should be able to:

- Educate patients on breast cancer risk factors, explain benefits versus risks of mammography, and prepare patients for the examination.
- Have a working knowledge of the anatomy and physiology of the breast, all malignant and benign breast diseases, procedures, treatments, and options as specified by the National Cancer Institute.
- Have a working knowledge of breast examinations (mammography, BSE, CBE) and medical history documentation.
- Have a working knowledge of requirements for filmscreen mammography; basic physics of radiation for breast imaging; X-ray films, screens, and cassettes.
- Have a working knowledge of MQSA quality control tests.
- Have an introduction to BIRADS by ACR.
- Have a working knowledge of: mammography techniques to include breast compression, interventional procedures for breast imaging, basic standard positions, additional positions, modifications of projections, and breast implants and positioning.
- Critique films for technical quality.
- Understand the mammography imaging chain and the final product.

**Certificate of Competence Requirements:** The above objectives will be satisfied by satisfactory completion of the following continuing education course:

HSRTM (29.5 hours lecture and lab).

The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve a minimum grade of 75% in order to earn this Certificate of Competence.

## **CERTIFICATE OF COMPETENCE, MASSAGE THERAPY, GENERAL**

**Certificate Description:** This certificate is designed to provide health care workers with introductory knowledge and skills to safely and skillfully apply scientific principles of basic massage therapy theory and practice; prepare for study of specialty massage therapy techniques, and fulfill part of the requirements to take the licensure examination in massage therapy.

**Certificate Prerequisite(s):** Student must be confident that:

- 1) his/her proficiency in the English language is sufficient to understand the course materials and to communicate with English-speaking clients and
- 2) that he/she meets technical standards which include:
  - auditory ability sufficient to monitor and assess health needs.
  - mobility sufficient to support and move clients; must be able to perform one-hour massage sessions while standing, bending over clients, reaching for supplies.
  - motor skills and arm strength sufficient to keep uniform pressure on client and adjust based on client response.
  - tactile ability sufficient for physical assessment.
  - visual ability sufficient for observation and assessment necessary in massage therapy setting.
  - ability to work calmly and quickly while providing massage services to the satisfaction of the client.

**Certificate Objectives:**

- Prepare students with foundational knowledge, skills and abilities in the basic study and application of massage therapy.
- Provide knowledge, skills, and abilities to safely apply techniques in general massage therapy.
- Provide foundational knowledge of human anatomy and physiology and related basic medical terminology.
- Provide laboratory and clinical practice to complement the students' didactic learning experiences in the above areas.

**Certificate Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in General Massage Therapy, the student should be able achieve minimum scores of 75% in the following:

- Define the role of the massage therapist as an integral member of the health care team.
- Explain basic principles of human anatomy and physiology and apply these principles to massage therapy techniques.
- Correlate significant anatomical relationships and pathologies with applications of basic massage therapy techniques, skills, and abilities.
- Explain basic principles of documentation, ethics, legal liability, and business practices involved in a massage therapy practice.
- Safely and effectively apply general massage therapy techniques in an on-campus clinical practice setting.
- Correctly state rationales for massage therapy techniques applied in both classroom and practice setting.

**Certificate of Competence Requirements:**

The requirements for this certificate will be met by satisfactory completion of the non-credit courses below:

HSMTh100	Introduction to Massage Therapy (15 hours lecture)
HSMTh101	Your Body and Your Health I (51 hours lecture/lab)
HSMTh102	Your Body and Your Health II (24 hours lecture)

HSMTh103	Your Body and Your Health III (30 hours lecture)
HSMTh104	Your Body and Your Health IV (30 hours lecture/lab)
HSMTh105	Massage Practice I: Application and Theory (45 hours lecture/lab)
HSMTh106	Massage Practice II: Advanced Application and Theory (45 hours lecture/lab)
HSMTh117	HSMTh100 Professional Issues (30 hours lecture)
HSMTh118	Massage Internship I (50 hours clinical)

The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve a minimum grade of 75% in tests, assignments, and evaluations for each course in order to earn this Certificate of Competence.

## **CERTIFICATE OF COMPETENCE, MESSAGE THERAPY, SPECIALTY**

**Certificate Description:** This certificate course of study builds upon an existing foundation of knowledge and skills in general massage therapy techniques and practice. The study of specialty massage therapy encompasses a wide range of techniques, each with its own special emphasis on philosophy and/or technique.

**Certificate Prerequisite(s):** Certificate of Competence in General Massage Therapy.

### **Certificate Objectives:**

- Provide knowledge, skills and abilities to safely apply principles of massage techniques in specialty areas:
  - Acupressure
  - Shiatsu
  - Lomilomi
  - Reflexology
  - Trigger Point Therapy
  - Sports Massage
  - Selection of two additional specialty areas which may include Medical Massage, Thai Massage, Massage for the Cancer Patient, Myofacial Release
- Provide laboratory and/or clinical practice to complement the students' didactic learning experiences in the above areas.
- Provide a comprehensive review of specialty massage techniques in preparation for the licensing board examination.

**Certificate Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Specialty Massage Therapy, the student should be able to:

- Objectively compare and contrast different forms of massage therapy.

- Discuss functions and indications for acupressure.
- Understand and correctly apply principles and techniques of acupressure to treat adult and pediatric clients with common disorders.
- Discuss fundamentals of theory and practice of shiatsu.
- Correctly apply basic shiatsu techniques to various parts of the body.
- Understand and apply Hawaiian concepts of energy supply and flow.
- Correctly apply Lomilomi techniques with and without oil to various parts of the body and for specific conditions.
- Identify and learn techniques to work reflex points and correlate with anatomy, physiology, and pathology of body systems.
- Understand and correctly apply reflexology treatment procedures and techniques.
- Palpate and assess trigger points throughout the muscle groups.
- Understand and correctly apply trigger point techniques.
- Understand and correctly apply sports massage techniques including application of heat and cold.
- Apply various massage techniques to meet the needs of clients.
- Know and understand indications, contra-indications and precautions in applying specific massage techniques to treat dysfunctional soft tissues of the body.

**Certificate of Competence Requirements:** The requirements for this certificate will be met by satisfactory completion of the non-credit courses below:

HSMTh215	Shiatsu (30 hours lecture/lab)
HSMTh220	Lomi Lomi (45 hours lecture/lab)
HSMTh230	Sports Massage (30 hours lecture/lab)
HSMTh240	Reflexology 30 hours lecture/lab)
HSMTh250	Acupressure (30 hours lecture/lab)
HSMTh290	Trigger Point Massage (30 hours lecture lab)
HSMTh300	Massage Internship II (50 hours clinical)

Two courses selected from:

- Myofacial Release (24 hours)
- Medical Massage (28 hours)
- Thai Massage (30 hours)

The student must achieve a minimum grade of 75% in tests, assignments, and evaluations in all courses in order to earn this Certificate of Competence.

**CERTIFICATE OF COMPETENCE,  
MEDICAL BILLING**

**Certificate Description:** This Certificate of Competence in Medical Billing will prepare health care workers as medical billers and patient accounts representative, and for certification as CAP.

**Certificate Objectives:**

- Prepare health care workers for employment as medical billers and patient accounts representatives.
- Provide knowledge of fundamentals of medical billing with correct diagnostic codes and clinical procedural codes.

**Certificate Learning Outcomes:** Upon successful completion of Certificate of Competence in Medical Billing, the student should be able to:

- Function in the role of a medical biller, or patient account representative in a medical office or clinic.
- Knowledgeably discuss all aspects of the guidelines for completing universal billing forms for all outpatient services.
- Explain the principles of evaluation and management documentation guidelines.
- Discuss the global surgical package concept and coding conventions.
- Accurately and correctly complete and submit CMS 1500/HCFA 1500 claim forms to any insurance carrier for payment.

**Certificate of Competence Requirements:**

The above objectives will be satisfied by satisfactory completion of the following non-credit courses:

HSMB101	Medical Billing Part I	(40 hours).
HSMB201	Medical Billing Part II	(40 hours).

The issuance of this certificate of competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve a minimum grade of 70% in written tests including completion of test claim forms in all courses in order to earn this certificate of competence.

**CERTIFICATE OF COMPETENCE,  
MEDICAL TRANSCRIPTION**

**Certificate Description:** This certificate is designed to provide health care workers with knowledge and skills to accurately and correctly transcribe dictated medical reports into standard word-processed formats.

**Certificate Objectives:**

- Provide skills and abilities to accurately transcribe taped dictation of various medical reports.
- Provide skills and abilities to function as entry-level medical transcriptionists.
- Prepare medical transcriptionists with the knowledge, skills and abilities to function as valued members of the health care team in a variety of settings.

**Certificate Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Medical Transcription, the student should be able to:

- Master medical terminology and keyboarding sufficiently to effectively and efficiently function as a medical transcriptionist.
- Discuss the importance of the role of the medical transcriptionist as an integral member of the health care team.
- Correctly operate transcription equipment.
- Select the appropriate format for a dictated medical report.
- Appropriately select and use various reference materials as sources of information.
- Correctly and accurately transcribe medical reports dealing with a variety of medical specialties and disease conditions.
- Edit reports for grammar and clarity without changing the medical meaning.
- Master transcription skills sufficiently to function as a competent and productive member of the health care team.

**Certificate of Competence Requirements:** The above objectives will be satisfied by satisfactory completion of the following non-credit courses conducted on the Internet:

HSMTr1	Module 1
HSMTr2	Module 2
HSMTr3	Module 3

This program requires that the student have easy access to the Internet. Issuance of a Certificate of Competence requires that the student's work has been evaluated and found to be satisfactory. Student work is submitted and evaluated on-line. Students must complete and submit transcription of required numbers of medical reports for each module. Evaluation of submissions will be based on number of transcription errors and use of appropriate format. There will be one mid-term and one final examination. The student must achieve a minimum score of 85% on the final examination to earn this Certificate of Competence.

## **CERTIFICATE OF COMPETENCE, NURSING CARE OF THE MEDICALLY FRAGILE CHILD FOR RNs AND LPNs**

**Certificate Description:** Nursing Care of the Medically Fragile Child prepares licensed nurses and respiratory care personnel to provide nursing care to children of this population in subacute settings such as the home and long term care facilities.

**Certificate Prerequisite(s):** Prerequisites include licensure as a RN or LPN or certification as a Respiratory Therapist. Others accepted at the discretion of the instructor. Prior to clinical experiences, the learner must show evidence of TB and other specified health clearances.

**Certificate Objectives:** Provide opportunities for the student to gain competence in the following areas:

- Applying the principles of nursing care of medically fragile children while assisting with their care.
- Communicating observations about the physical, physiological and social needs of medically fragile children to the preceptor.

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Nursing Care of the Medically Fragile Child for RNs and LPNs, the RN or LPN should be able to:

- Identify and discuss theoretical concepts in caring for a chronically ill, disabled, medically fragile child.
- Identify and demonstrate accurate assessment of the medically fragile patient's physical status.
- Verbalize and demonstrate basic principles of safety in patient care.
- Demonstrate appropriate gastrostomy care and documentation.
- Demonstrate accurate medication principles, calculation, and administration.
- Identify and demonstrate appropriate tracheostomy care.

**Certificate of Competence Requirements:** NUMFC101 (24 hours of lecture, 24 hours of lab and clinical observation)

The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve an average of 70% or higher in tests and assignments and a satisfactory rating in clinical performance in order to earn this Certificate of Competence.

## **CERTIFICATE OF COMPETENCE, OPTOMETRY ASSISTANT**

**Certificate Description:** This Program is a one-year apprenticeship employment program including a 145-hour campus course that prepares students for the national Certified Paraoptometric (CPO) Examination offered through the American Optometric Association. Optometry assistants learn to assist optometrists in running his/her optometry practice through well-developed on-the-job learning and related classroom instruction. Apprentices may be employed in private practices or clinics.

**Certificate Prerequisite(s):** The prerequisites for this certificate of study are good English communication skills and a 12th grade reading level.

**Certificate Objectives:**

- Demonstrate an understanding of the day-to-day functions, capabilities, duties, personnel, and work-flow of an optometric practice
- Demonstrate an understanding of the office principles utilized by optometric personnel (paraoptometrics)
- Demonstrate an understanding of the process of assisting doctors and patients



- Demonstrate preparation for the CPO Exam
- Understand the anatomy and physiology of the eye
- Understand basic eye disorders, diseases, and treatment
- Understand and explain the patient's medical eye examination information
- Be able to instruct patients on the different eyewear options to improve a patient's vision
- Understand office management skills including billing and coding

**Certificate of Competence Requirements:** The certificate objectives will be satisfied by satisfactory completion of the following continuing education course:

#### HLTH 3106 Optometry Assistant

The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The course and the on the job competencies must be completed satisfactorily in order to earn the Certificate of Competence.

The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve a minimum grade of 70% in both courses in order to earn this Certificate of Competence.

### **CERTIFICATE OF COMPETENCE, PHARMACY TECHNICIAN**

**Certificate Description:** This certificate is designed to provide health care workers with knowledge and skills to accurately and correctly assist the pharmacist in serving patients, maintain medication and inventory control systems, and participate in administration and management of pharmacy practice.

**Certificate Prerequisite(s):** The prerequisites for this certificate course of study are:

- (US) high school diploma or GED equivalent.
- Math competency demonstrated by ONE of the following: completion of one year of high school algebra or completion of MATH 82 or placement at MATH 88.
- English competency demonstrated by ONE of the following: grade of "C" or higher in ENG 100 or COMPASS reading placement score of 74 or higher.
- Typing/keyboarding ability: minimum 25, preferably 40 correct words per minute.

#### **Certificate Objectives:**

- Prepare pharmacy technicians for employment and for certification by taking the voluntary national examination administered by the Pharmacy Technician Certification Board.
- Provide skills and competencies in the areas of:
  - assisting the pharmacist in serving patients.
  - maintaining medication and inventory control systems.

- participation in the administration and management of pharmacy practice.

### **Certificate Student Learning Outcomes:**

Upon successful completion of the Certificate of Competence in Pharmacy Technician, the student should be able to:

- Function in the role of a pharmacy technician under the direction of the pharmacist.
- Receive prescription or medication orders and get all necessary and pertinent information to process the orders.
- Perform all types of calculations required to fill prescription and medication orders, including conversions of measurement systems.
- Correctly process prescription/order forms.
- Compound prescription/medication orders as required.
- Completely and accurately record and document each phase of the process of filling, distributing, and obtaining reimbursements/payments for prescription/medication orders.
- List brand and generic names of a minimum of 200 commonly used prescription drugs, their uses, how they work, and side effects if any; correlate their actions with the functions of the body systems on which they act.
- Maintain medication and inventory control systems.
- Participate effectively in quality assurance programs.
- Participate in administration and management of pharmacy practice.

**Certificate of Competence Requirements:** The above objectives will be satisfied by satisfactory completion of the following non-credit courses:

HSPhT101	Elements of Pharmacy Practice I (24 hours)
HSPhT105	Elements of Pharmacy Practice II (24 hours)
HSPhT110	Elements of Pharmacy Practice III (24 hours)
HSPhT115	Elements of Pharmacy Practice IV (24 hours)
HSPhT120	Pharmacy Technician Clinical (160 hours).

The student must achieve a minimum grade of 75% in all courses in order to earn this Certificate of Competence. Assessment of competencies and learning outcomes will be by written examinations, performance in laboratory exercises and examinations, and by evaluation of performance in clinical by pharmacy supervisors.

### **CERTIFICATE OF COMPETENCE, PHLEBOTOMY**

**Certificate Description:** This program will prepare competent phlebotomists who can begin working as phlebotomists/laboratory assistants with minimal training. This program is comprised of 64 hours of classroom

lecture and laboratory exercises and at least 100 hours of clinical practicum.

**Program Accreditation Information:**

This program is approved by the National Accrediting Agency for  
Clinical Laboratory Sciences (NAACLS)

5600 N. River Road

Suite 720

Rosemont, Illinois 60015-5119

Phone: 773-714-8880

**Certificate Prerequisite(s):** The prerequisites for this certificate of study are good English communication skills and a 12th grade reading level.

**Certificate Objectives:**

- Provide the laboratory community with competent phlebotomists who can begin working as phlebotomists/laboratory assistants with minimal training

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Phlebotomy, the student should be able to:

- Perform tasks assigned in a clinical laboratory as a phlebotomist/laboratory assistant
- Move up the career ladder to become medical laboratory technicians upon completion of the AS degree in MLT at KapCC

**Certificate of Competence Requirements:** The certificate objectives will be satisfied by satisfactory completion of the following continuing education course:

HSPBT100 Phlebotomy

The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. Both the lecture/lab and clinical practicum must be completed satisfactorily in order to earn the Certificate of Competence.

**CERTIFICATE OF COMPETENCE,  
PHYSICAL AGENTS FOR OCCUPATIONAL THERAPISTS**

**Certificate Description:** The Physical Agents for Occupational Therapists curriculum is designed to provide registered/licensed Occupational Therapists with knowledge and skills to safely apply the physical agents which are now defined as support to occupational therapy in the model Occupational Therapy Practice Act and in Hawai'i statutes regulating occupational therapy practice.

**Certificate Objectives:**

- Provide occupational therapists with knowledge, skills and competence to safely apply physical agents

which support occupational therapy as defined in the model Occupational Therapy Practice Act.

- Provide occupational therapists with knowledge, skills and competence to safely apply physical agents which support occupational therapy as defined in Hawai'i State statutes regulating occupational therapy practice.
- Provide knowledge base to correlate application of physical agents with physiology of trauma, repair, and pain modulation in support of occupational therapy.
- Provide skills and practice for competence in application of selected thermal and electrical modalities in support of occupational therapy.

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Physical Agents for Occupational Therapists, the student should be able to:

- Thoroughly understand the principles, nature, and effects of the physical agents used.
- Discuss with and explain to patients the rationale and effects of physical agents used.
- Correlate effects and application of physical agents with physiology of trauma, tissue repair, and pain modulation.
- State the mechanism of production and physiological effects of selected thermal and electrical modalities.
- State the indications, contraindications, and applications of selected thermal and electrical modalities.
- Demonstrate competence in choice and application of selected thermal and electrical modalities that support OT practice
- Demonstrate ability to problem-solve, think analytically, and modify parameters of physical agents used as related to observed responses and conditions presented.
- Document accurately the parameters used in application of physical agents.

**Certificate of Competence Requirements:** The above objectives will be satisfied by satisfactory completion of the following continuing education course:

HSOT310: Physical Agents for Occupational Therapists (44 hours)

The issuance of this Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must demonstrate competency in all modalities presented. The student must achieve a minimum grade of 75% on written examinations and other requirements in all courses in order to earn this Certificate of Competence.

## **CERTIFICATE OF COMPETENCE, PROFESSIONAL MEDICAL CODING**

**Certificate Description:** This certificate is designed to provide health care workers with the skills and knowledge to correctly and efficiently code clinical procedures and diagnoses for reimbursement from third-party payers. This program will prepare the student to take the certification exam for professional medical coders.

**Certificate Prerequisite(s):** The prerequisites for this course of study are: completion of a credit or continuing education medical terminology course, two years clinical experience, and two letters of recommendation attesting to clinical experience.

**Recommended preparation:** introductory courses in CPT and ICD-9 coding.

**Certificate Objectives:**

- Prepare health care workers for taking the examination administered by the American Academy of Professional Coders and for employment and certification as professional medical coders.
- Provide skills and competencies in the areas of: medical billing and compliance, coding procedures and diagnoses for all body systems, evaluation and management service principles and applications.

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Professional Medical Coding, the student should be able to:

- Qualify to take the examination to become a certified medical coder
- Function in the role of a medical coder in any health care setting
- Discuss all aspects of the guidelines and conventions for coding diagnoses and procedures.
- Apply principles of evaluation and management documentation guidelines
- Demonstrate understanding of the global surgical package concept and coding conventions.
- Accurately and efficiently apply coding conventions to procedures and diagnoses for all body systems

**Certificate of Competence Requirements:** The above objectives will be met by satisfactory completion of the following continuing education courses:

HSMA201 Professional Medical Coding - Part I (40 hours)

HSMA202A Comprehensive Medical Coding - Part 2 (40 hours)

The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve a minimum grade of 70% in both courses in order to earn this Certificate of Competence.

**CERTIFICATE OF COMPETENCE,  
RESPIRATORY AND REHABILITATIVE CARE OF THE MEDICALLY FRAGILE CHILD (FOR  
RNS AND LPNS)**

**Certificate Description:** Registered Nurses (RNs) and Licensed Practical Nurses (LPNs) will gain basic knowledge and skills in providing respiratory and rehabilitation care for medically fragile children placed in subacute care facilities in the community.

**Certificate Prerequisite(s):** TB and other specified health clearances are required before the clinical portion of

the curriculum.

**Certificate Objective:**

- Provide RNs and LPNs with the principles of respiratory and rehabilitative care of medically fragile children.

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Respiratory and Rehabilitative Care of the Medically Fragile Child (for RNs and LPNs), the RN or LPN should be able to:

- Demonstrate appropriate measures and procedures in airway management, suctioning, oxygen therapy, chest percussion and postural drainage, aerosol treatment, ventilator management, and respiratory assessment of the medically fragile child.
- Demonstrate understanding of appropriate basic physical therapy, speech therapy, and occupational therapy interventions in providing care for the medically fragile child.

**Certificate of Competence Requirements:** The above objectives will be satisfied by two continuing education courses:

HSMFC105 (24 hours of lecture/lab, 16 hours of clinical) - Respiratory Care of the Medically Fragile Child (for RN's and LPN's).

HSMFC102 (12 hours of lecture/lab, 4 hours of clinical) - Rehabilitative Care of the Medically Fragile Child (for RN's and LPN's).

The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve a minimum grade of 70% in both respiratory and rehab components and receive a satisfactory clinical evaluation in order to earn this Certificate of Competence.

## **SURGICAL TECHNOLOGY PHASE I**

**Course Description:** Surgical Technology Phase I utilizes classroom, laboratory and onsite simulated experiences to prepare students in the basics of the operating environment, gowning, gloving, setting up sterile instruments and maintaining a sterile environment. Students are introduced to the legal and ethical responsibilities and role of the Surgical Technologist.

**Course Prerequisite(s):** A U.S. high school diploma, G.E.D. certificate or equivalent\*, and acceptance to the Surgical Technology Program.

(\*two years of college in a foreign country plus a tested reading level of 12th grade or higher, ENG 100 in the last 5 years or 12 college credits with a "C" average).

**Objectives:** Provide opportunities for the student to gain competence in the following areas:

- Applying background knowledge in the basic sciences, aseptic technique and the operating room environment while performing basic gowning, gloving and instrument setup procedures.

- Practicing personal hygiene and basic aseptic techniques that prevent and contain infections.
- Observing the role of the surgical technologist as a surgical team member in accordance with hospital policies and procedures.
- Assisting in the role of second scrub on entry-level surgical procedures.

**Competencies:** Upon successful completion of the Surgical Technology Phase I course, the student should be able to do the following in a simulated lab setting:

- Prepare the room for a surgical procedure by dressing according to code then obtaining and opening supplies and instruments without contamination.
- Prepare self by scrubbing using proper technique, gowning and gloving without contamination.
- Prepare the sterile field by covering the Mayo stand, placing drapes in order of use, setting up the back table with instruments and supplies, preparing and counting needles, sponges, blades and instruments with the circulating nurse.
- Prepare the surgeon by assisting with gowning and gloving.
- Remove instruments and supplies, gown and gloves at the end of the procedure.

**Requirements:**

Continuing in the program requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve an average of 70% or higher in tests and assignments and a satisfactory rating in clinical performance.

## **SURGICAL TECHNOLOGY PHASE II**

**Course Description:** Surgical Technology Phase II continues classroom and onsite experiences to help students learn the basic surgical setup and shutdown, practicing surgical asepsis and providing table-side assistance in the second scrub role. This course adds skills and knowledge related to general surgery.

**Course Prerequisite(s):** Successful completion of Surgical Technology Phase I.

**Objectives:** Prepare surgical technologists as members of the operating room team who are qualified to pass the national certification examination for the surgical technologist.

Provide opportunities for the student to gain competence in the following areas:

- Applying background knowledge in the basic sciences, surgical anatomy and aseptic technique while assisting in general surgical procedures.
- Practicing personal hygiene and aseptic technique in preventing and containing infection while assisting with the set up for and break down after procedures.
- Assisting the surgical team member in accordance with hospital policies and procedures, ethical and legal codes.
- Performing in the role of second scrub on entry-level surgical procedures.

**Competencies:** Upon successful completion of Surgical Technology Phase II, the student should be able to:

- Assist in opening procedures by gowning and gloving self and physician, setup and draping.
- Explain the physical and chemical methods used to protect patients and workers from invasion by pathogenic microbes.
- Explain the operative sequence in the opening and closing of a wound and the effect of the surgical procedure on wound healing.
- Perform as second scrub on cases with the preceptor (students may first scrub on minor procedures at the discretion of preceptor).

**Requirements:**

Continuing in the program requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve an average of 70% or higher in tests and assignments and a satisfactory rating in clinical performance.

## **SURGICAL TECHNOLOGY PHASE III**

**Course Description:** Surgical Technology Phase III continues classroom and onsite experiences in which the student scrubs on general surgeries and specialty procedures. Students increase their knowledge and skill while assisting the surgeon, preparing and maintaining supplies and equipment and communicating as a member of the surgical team. This certificate adds skills and knowledge related to orthopedic, plastic, ear, nose and throat, genitourinary, cardiovascular and peripheral vascular surgery.

**Course Prerequisite(s):** Successful completion of Surgical Technology Phase II.

**Objectives:** Prepare surgical technologists as members of the operating room team who are qualified to pass the national certification examination for the surgical technologist.

Provide opportunities for the student to gain competence in the following areas:

- Applying background knowledge of the basic sciences, surgical anatomy and aseptic technique in general and specialty surgical procedures.
- Practicing personal hygiene and aseptic technique to prevent and contain infections while setting up the room, prepping and draping the patient, and breaking down after procedures.
- Assisting the surgical team member in accordance with hospital policies and procedures, ethical and legal codes.
- Performing in the role of second scrub on entry-level surgical procedures, as first scrub at the discretion of the preceptor.

**Competencies:** Upon successful completion of Surgical Technology Phase III, the student should be able to:

- Gown, glove and drape proficiently.



- Perform as first scrub, applying knowledge of the relevant anatomy, indications for surgery, patient preparation, special equipment and supplies, purpose and expected outcome, and possible complications.

**Requirements:**

Continuing in the program requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve an average of 70% or higher in tests and assignments and a satisfactory rating in clinical performance.

## **SURGICAL TECHNOLOGY PHASE IV**

**Course Description:** Surgical Technology IV continues classroom and onsite experiences in general and specialty procedures. Students apply knowledge of the basic sciences to their understanding of operative procedures and surgical care. They increase their proficiency in the role of first scrub as they begin to assume a fully participatory role on the surgical team. This certificate adds skills and knowledge related to neurosurgical, head and neck, thoracic, ophthalmic, and obstetrical and gynecological surgical procedures.

**Course Prerequisite(s):** Successful completion of Surgical Technology Phase III.

**Objectives:** Prepare surgical technologists as members of the operating room team who are qualified to pass the national certification examination for the surgical technologist.

Provide opportunities for the student to gain competence in the following areas:

- Applying background knowledge of the basic sciences, surgical anatomy and aseptic technique in general and specialty surgical procedures.
- Practicing personal hygiene and aseptic technique in preventing and containing infections.
- Functioning as a surgical team member in accordance with hospital policies and procedures, ethical and legal codes.
- Performing in the role of first scrub on entry-level surgical procedures.

**Competencies:** Upon successful completion of Surgical Technology Phase IV, the student should be able to:

- Prepare for procedures: open supplies, scrub, gown and glove, and set up back table and Mayo stand for entry-level procedures.
- Identify developing emergency situations, initiate appropriate action, and assist in treatment of the patient.
- Perform as first scrub for a variety of entry-level procedures, applying knowledge of the relevant anatomy, indications for surgery, patient preparation, special equipment and supplies, purpose and expected outcome, and possible complications.

**Requirements:**

Continuing in the program requires that the student's work has been evaluated and determined to be satisfactory. The student must achieve an average of 70% or higher in tests and assignments and a satisfactory

rating in clinical performance.

## **CERTIFICATE OF COMPETENCE, SURGICAL TECHNOLOGY PHASE V**

**Course Description:** Surgical Technology V provides clinical experiences in which the students finalize their skill as first scrub and as members of the surgical team. They function with increasing independence as they prepare for certification and perform as entry-level employment as Surgical Technologists.

**Course Prerequisite(s):** Successful completion of Surgical Technology Phase IV.

**Objectives:** Prepare surgical technologists as members of the operating room team who are qualified to pass the national certification examination for the surgical technologist.

Provide opportunities for the student to gain competence in the following areas:

- Applying background knowledge of the basic sciences, surgical anatomy and aseptic technique in surgical procedures.
- Practicing personal hygiene and aseptic technique in preventing and containing infections.
- Functioning as a surgical team member in accordance with hospital policies and procedures, ethical and legal codes.
- Performing in the role of first scrub on entry-level surgical procedures.

**Competencies:** Upon successful completion of Surgical Technology Phase V, the student should be able to:

- Function as beginning surgical technologists, demonstrating teamwork and a good surgical conscience at all times.
- Perform as first scrub for a variety of entry-level procedures, applying knowledge of the relevant anatomy, indications for surgery, patient preparation, special equipment and supplies, purpose and expected outcome, and possible complications.

# HOSPITALITY AND TOURISM PROGRAMS

**Introduction:** The College offers a range of Hospitality and Tourism programs to the public. Degree and certificate programs prepare students for entry-level positions in Hawai'i's number one industry. The College's transfer programs prepare students for transfer to four-year institutions. Also, the college demonstrates its commitment to life-long learning through a series of continuing education offerings aimed at working professionals and alumni through Interpret Hawai'i.

**Mission Statement:** The Hospitality and Tourism Programs have four objectives:

- To prepare students for immediate employment in entry-level and/or supervisory positions in the hospitality and tourism industry.
- To prepare students to transfer to four-year institutions offering baccalaureate degrees in Travel Industry Management or Hotel/Restaurant Management.
- To be the first choice for education and training for Hawai'i's visitor industry employees and managers.
- To export the department's expertise in hotel/restaurant operations, travel and tourism, and host culture and language applications to developing tourism countries.

**Degree/Certificate Programs:** The Hospitality and Tourism Education department offers an Associate in Science degree in Hospitality and Tourism with specializations in Hospitality Operations Management and Travel and Tourism Operations Management. Certificates of Achievement are offered in Hospitality Operations Management and Travel and Tourism Operations Management. Certificates of Competence are offered for Hospitality Operations, Travel and Tourism Operations, and Principles of Sustainable Tourism. An Advanced Professional Certificate is offered in Hospitality Operations Management.

**Transfer Programs:** The College also provides transfer advising and support for students who plan to transfer to baccalaureate institutions such as the University of Hawai'i at Hilo, University of Hawai'i at Mānoa, the University of Hawai'i–West O'ahu or Hawai'i Pacific University. General information about transferring can be found in this catalog in the Transfer Advising section. For more information, please contact a Hospitality counselor.

**Lifelong Learning/Continuing Education Programs:** A series of continuing education courses complement the College's credit degree programs. These include short term courses that cover a wide range of topics in hospitality, travel and host culture and language. Continuing Education classes are offered through the Continuing Education Registration Office, <http://continuinged.kapiolani.hawaii.edu>.

For more information about continuing education courses and certificates, contact the College Information Office or the Continuing Education Registration Office (808-734-9211). A variety of customized training and continuing education classes are available.

## **\*\*\*CAREER and ACADEMIC OPTIONS HOSPITALITY AND TOURISM PROGRAMS**

### **HOSPITALITY OPERATIONS ACADEMIC and CAREER OPTIONS**

#### **Associate in Science – Hospitality and Tourism with a specialization in Hospitality Operations Management (62-66 credits)**

Employment in lodging and food and beverage operations and transfer to a 4-year college

#### **Certificate of Achievement – Hospitality Operations Management (34-36 credits)**

Employment in lodging and food and beverage operations

#### **Certificate of Competence – Hospitality Operations (13 credits)**

Entry-level positions as lodging and food and beverage operations as reservationists, wait staff, host/hostesses, housekeepers, laundry workers, hotel front desk clerks, telephone operators, and uniformed services personnel

#### **Advanced Professional Certificate – Hospitality Operations Management (18 credits)**

Preparation for a Bachelor of Arts in Business Administration with a specialization in Hospitality and Tourism Operations at the University of Hawai'i–West O'ahu

### **TRAVEL AND TOURISM OPERATIONS ACADEMIC and CAREER OPTIONS**

#### **Associate in Science – Hospitality and Tourism with a specialization in Travel and Tourism Operations Management (62-66 credits)**

Transfer to a 4-year college and opportunities in airline operations, ticketing and reservations, travel agencies, tourism planning and development, meeting and convention coordination, special events, tour guiding and tour itinerary planning

#### **Certificate of Achievement – Travel and Tourism Operations Management (31-33 credits)**

Entry-level work in airline customer service position, cruise line operations, travel agency, tour company

#### **Certificate of Competence – Travel and Tourism Operations (16 credits)**

Appropriate for employment in a travel agency, tour company, or airline customer service position

#### **Certificate of Competence – Principles of Sustainable Tourism (9 credits)**

Appropriate for incumbent workers in sustainable paths in the tourism industry or to prepare workers for various positions such as: tour guides, cultural specialists, activity coordinators, interpretive docents, nature guides, energy and environmental resource specialists

## **HOSPITALITY AND TOURISM CURRICULA**

### **ADVANCED PROFESSIONAL CERTIFICATE, HOSPITALITY OPERATIONS MANAGEMENT (18 SEMESTER CREDITS)**

**Program Description:** The Advanced Professional Certificate in Hospitality Operations Management is an 18 credit advanced certificate of study that is designed to provide students with enhanced knowledge and skills beyond the current two-year Associate in Science degree and can lead to a Bachelor of Applied Science (BAS) in Hospitality Operations Management at the University of Hawai'i–West O'ahu (UHWO). The Advanced Professional Certificate in Hospitality Operations Management is designed for students and industry professionals who are committed to a professional career in the hospitality sector and wish to deepen their knowledge and credential their experience. Courses in the program are reflective of contemporary trends that are emerging in reaction to the evolving landscape of hospitality operations: new priorities to understand real estate, asset and revenue management; the rapid growth of timeshare/vacation ownership and; reshaped management and brand/franchise agreements creating new partnerships and alliances.

**Program Student Learning Outcomes:** Upon successful completion of the Advanced Professional Certificate in Hospitality Operations Management the student should be able to:

- Evaluate current relevant issues and trends in the foodservice industry, including sustainability, environmental, political, and/or cultural topics.
- Manage the impact and challenges of alcoholic beverage sales and service upon food service operations.
- Distinguish relevant macro-environmental trends that are, or could be, an influence on hospitality operations and be able to propose action plans to address the trends.
- Develop plans that define the strategic direction of a hospitality organization.
- Illustrate the principles of sound sustainable design and operation in hospitality that are beneficial to the environment and the culture, as well as the economy.
- Apply the methods of revenue management to effectively forecast and adjust pricing in order to maximize revenue in periods of both high and low demand.
- Illustrate new paradigms of hospitality ownership and describe their impacts on the management of the operation.

### **ADVANCED PROFESSIONAL CERTIFICATE CURRICULUM, HOSPITALITY OPERATIONS MANAGEMENT (18 CREDITS)**

#### **First Semester**

CULN 310 (3)

HOST 320 (3)

HOST 350 (3)

#### **Second Semester**

CULN 360 (3)

HOST 330 (3)

HOST 340 (3)

*The issuance of an Advanced Professional Certificate requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the Advanced Professional Certificate.*

**ASSOCIATE IN SCIENCE,  
HOSPITALITY AND TOURISM  
WITH A SPECIALIZATION IN HOSPITALITY OPERATIONS MANAGEMENT  
(62-66 SEMESTER CREDITS)**

**Program Description:** The Associate in Science in Hospitality and Tourism with a specialization in Hospitality Operations Management is designed to help students acquire both the knowledge and practical skills necessary to successfully qualify for work in various capacities in hotels and to transfer to a four-year program. It prepares students for employment in hotel and resort front office, concierge, reservations, housekeeping, sales, and uniformed services positions. The program also prepares students for transfer to a four-year travel industry management program.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree in Hospitality and Tourism with a specialization in Hospitality Operations Management the student should be able to:

- Use knowledge and skills associated with problem solving, creative and critical thinking, reflection and decision making to function effectively in the classroom, community and industry.
- Apply the concepts and skills necessary to achieve guest satisfaction.
- Demonstrate leadership and teamwork to achieve common goals.
- Conduct him/herself in a professional and ethical manner, and practice industry defined work ethics.
- Communicate effectively and confidently in the classroom, community and industry.
- Demonstrate knowledge of multicultural perspectives to meet the needs of the guests and employees.
- Lead with the knowledge that the foundation of tourism is based on the respect for the host culture with the responsibility to perpetuate the unique values, traditions, and practices of that place.
- Use knowledge of best practices to further sustainability (economic, environmental, and cultural/social) in the industry.
- Demonstrate ability to perform basic and supervisory level job functions in hotel and restaurant careers.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
HOSPITALITY AND TOURISM WITH A SPECIALIZATION IN HOSPITALITY OPERATIONS  
MANAGEMENT  
(62-66 CREDITS)**

**First Semester**

ENG 100 (3) or ESL 100 (3)

HOST 100 (3)

HOST 101 (3)

HOST 156 (4)

BUS 250 or PHIL 111 (3) or MATH 100 (3) or MATH 103 (3) or MATH 115 (3) or higher-level mathematics (3-4)

### **Second Semester**

HOST 150 (3)

HOST 154 (3)

HWST 100 (3)

ICS 100 (3) or ICS 101 (3)

SP 151 (3) or SP 152 (3)

### **Third Semester**

At least 3 credits from AS Natural Science Electives

JPN 131 (4) or any language 101 or higher-level language (3-4)

HOST 256 (3) or ACC 201 (3)

HOST 261 (3) or CULN 161 (4)

HOST 265 (3)

### **Fourth Semester**

At least 3 credits from AS Social Science Elective

HOST 259 (4)

HOST 270 (3)

HOST 280 (3)

HOST 293 (3)

*The issuance of an AS degree requires that the student must earn a cumulative GPR of 2.0 or higher.*

*Please note: For the AS degree in Hospitality and Tourism with a specialization in Hospitality Operations Management, a grade of “C” or higher is required in all major HOST, ACC and CULN courses.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

## **ASSOCIATE IN SCIENCE, HOSPITALITY AND TOURISM WITH A SPECIALIZATION IN TRAVEL AND TOURISM OPERATIONS MANAGEMENT (62-66 SEMESTER CREDITS)**

**Program Description:** The Associate in Science in Hospitality and Tourism with a specialization in Travel and Tourism Operations Management prepares students for employment in a variety of positions available in the large scope of the travel and tourism industry and to transfer to four-year programs. Students entering the workforce will find opportunities in airline operations, ticketing and reservations, travel agencies, tourism planning and development, meeting and convention coordination, special events and tour itinerary planning. In addition to the specialized Travel and Tourism courses, this program combines general education classes along with a complete hospitality core to provide students with a comprehensive program of study.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Science degree program in Hospitality and Tourism with a specialization in Travel and Tourism Operations Management, the student should be able to:

- Use knowledge and skills associated with problem solving, creative and critical thinking, reflection and decision making to function effectively in the classroom, community and industry.
- Apply the concepts and skills necessary to achieve guest satisfaction.
- Demonstrate leadership and teamwork to achieve common goals.
- Conduct him/herself in a professional and ethical manner, and practice industry defined work ethics.
- Communicate effectively and confidently in the classroom, community and industry.
- Demonstrate knowledge of multicultural perspectives to meet the needs of the guests and employees.
- Lead with the knowledge that the foundation of tourism is based on the respect for the host culture with the responsibility to perpetuate the unique values, traditions, and practices of that place.
- Use knowledge of best practices to further sustainability (economic, environmental, and cultural/social) in the industry.
- Demonstrate ability to perform basic and supervisory level job functions in travel and tourism careers.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
HOSPITALITY AND TOURISM WITH A SPECIALIZATION IN TRAVEL AND TOURISM  
OPERATIONS MANAGEMENT  
(62-66 CREDITS)**

**First Semester**

ENG 100 (3) or ESL 100 (3)

HOST 100 (3)

HOST 101 (3)

HOST 170 (3)

BUS 250 or PHIL 111 or MATH 100 (3) or MATH 115 (3) or MATH 103 (3)  
or higher-level mathematics (3-4)

**Second Semester**

HOST 168 (3)

HOST 171 (4)

HWST 100 (3)

ICS 100 (3) or ICS 101 (3)

SP 151 (3) or SP 251 (3)

**Third Semester**

At least 3 credits from AS Natural Science Electives

JPN 131 (4) or any language 101 or higher-level language (3-4)

HOST 256 (3) or ACC 201 (3)

HOST 261 (3) or CULN 161 (4)

HOST 265 (3)

**Fourth Semester**

At least 3 credits from AS Social Science Elective



HOST 259 (4)

HOST 270 (3)

HOST 280 (3)

HOST 293 (3)

*The issuance of an AS degree requires that the student must earn a cumulative GPR of 2.0 or higher.*

*Please note: For the AS degree in Hospitality and Tourism with a specialization in Travel and Tourism Operations Management, a grade of “C” or higher is required in all HOST, ACC and CULN courses.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under “Associate in Science Degree Courses.”*

### **CERTIFICATE OF ACHIEVEMENT, HOSPITALITY OPERATIONS MANAGEMENT (34-36 SEMESTER CREDITS)**

**Program Description:** The Certificate of Achievement in Hospitality Operations Management provides a comprehensive overview of hotel and restaurant operations, application of customer service skills, development of appropriate math and communication skills, an introduction to computer applications, and an appreciation of Hawaiian history, culture and language are emphasized. This program will allow students to exit with the knowledge and job skills necessary to qualify for immediate employment in guest services positions in lodging or food and beverage, or to continue on to fulfill their Associate in Science degree requirements.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Hospitality Operations Management, the student should be able to:

- Apply the concepts and skills necessary to achieve guest satisfaction.
- Conduct him/herself in a professional and ethical manner, and practice industry defined work ethics.
- Communicate effectively and confidently in the classroom, community and industry.
- Demonstrate teamwork to achieve common goals.
- Demonstrate an introductory knowledge of Hawaiian and multicultural perspectives to meet the needs of guests and employees.
- Demonstrate ability to perform basic and supervisory level job functions in hotel and restaurant careers.

### **CERTIFICATE OF ACHIEVEMENT CURRICULUM, HOSPITALITY OPERATIONS MANAGEMENT (34-36 CREDITS)**

#### **First Semester**

ENG 100 (3) or ESL 100 (3) or higher-level English

HOST 100 (3)

HOST 101 (3)

HOST 156 (4)

**Second Semester**

JPN 131 or any language 101 or higher-level language (3-4)

HOST 150 (3)

HOST 154 (3)

BUS 250 or PHIL 111 or MATH 75X or MATH 82 or MATH 100 or MATH 103 or MATH 115 or higher-level mathematics (3-4)

**Third Semester**

CULN 161 (4) or HOST 261 (3)

HWST 100 (3)

ICS 100 (3) or ICS 101 (3)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: For the Certificate of Achievement in Hospitality Operations Management, a grade of “C” or higher is required in all major HOST and CULN courses.*

**CERTIFICATE OF ACHIEVEMENT,  
TRAVEL AND TOURISM OPERATIONS MANAGEMENT  
(31-33 SEMESTER CREDITS)**

**Program Description:** The Certificate of Achievement in Travel and Tourism Operations Management provides students with the knowledge and job skills necessary to qualify for immediate employment in a travel agency, tour company, or airline customer service position, or to continue on to fulfill their Associate in Science degree requirements.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Achievement in Travel and Tourism Operations Management, the student should be able to:

- Apply the concepts and skills necessary to achieve guest satisfaction.
- Conduct him/herself in a professional and ethical manner, and practice industry defined work ethics.
- Communicate effectively and confidently in the classroom, community and industry.
- Demonstrate teamwork to achieve common goals.
- Demonstrate an introductory knowledge of Hawaiian and multicultural perspectives to meet the needs of guests and employees.
- Demonstrate ability to perform basic and supervisory level job functions in travel and tourism careers.

**CERTIFICATE OF ACHIEVEMENT CURRICULUM,  
TRAVEL and TOURISM OPERATIONS MANAGEMENT  
(31-33 CREDITS)**

### **First Semester**

ENG 100 (3) or ESL 100 (3) or higher-level English

PHIL 111 (3) or BUS 250 (3) or MATH 75X or MATH 82 or MATH 100 or MATH 103 or MATH 115 or higher-level mathematics (3-4)

HOST 100 (3)

HOST 101 (3)

HOST 170 (3)

### **Second Semester**

JPN 131 or any language 101 or higher-level language (3-4)

HWST 100 (3)

HOST 168 (3)

HOST 171 (3)

ICS 100 or ICS 101 (3)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.*

*Please note: For the Certificate of Achievement in Hospitality Operations Management, a grade of “C” or higher is required in all major HOST and CULN courses.*

## **CERTIFICATE OF COMPETENCE, HOSPITALITY OPERATIONS (13 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in Hospitality Operations is a one-semester program of study. Through this program, students will exit with the job skills necessary to qualify for entry-level positions in hotel housekeeping/laundry departments, food and beverage operations, and in front office and uniformed services departments. Development of housekeeping and front office technical skills, an understanding of food and beverage operations, as well as development of guest relations techniques, service attitudes, and professionalism is stressed. The program is recommended for students who plan to seek immediate employment as hotel and/or restaurant reservationists, housekeepers, laundry workers, hotel front desk clerks, telephone operators, and uniformed services personnel.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Hospitality Operations, the student should be able to:

- Apply the concepts and skills necessary to achieve guest satisfaction.
- Conduct him/herself in a professional and ethical manner, and practice industry-defined work ethics.
- Demonstrate ability to perform basic and supervisory level job functions in hotel/restaurant careers.

## **CERTIFICATE OF COMPETENCE CURRICULUM, HOSPITALITY OPERATIONS**

**(13 CREDITS)**

**First Semester**

HOST 100 (3)

HOST 150 (3)

HOST 154 (3)

HOST 156 (4)

*The issuance of a Certificate of Competence requires that the student must earn a cumulative GPR of 2.0 or higher.*

*Please note: For the Certificate of Competence in Hospitality Operations, a grade of “C” or higher is required in all applicable HOST courses.*

**CERTIFICATE OF COMPETENCE,  
TRAVEL AND TOURISM OPERATIONS  
(16 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in Travel and Tourism Operations provides students with the knowledge and job skills necessary to qualify for immediate employment in a travel agency, tour company, or airline customer service position, or to continue on to fulfill their Certificate of Achievement or Associate in Science degree requirements. An appreciation of Hawaiian history, culture and language are emphasized along with career preparation and planning.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate of Competence in Travel and Tourism Operations, the student should be able to:

- Apply the concepts and skills necessary to achieve guest satisfaction.
- Conduct him/herself in a professional and ethical manner, and practice industry defined work ethics.
- Demonstrate introductory knowledge of Hawaiian and multicultural perspectives to meet the needs of guests and employees.
- Demonstrate ability to perform basic and supervisory level job functions in travel and tourism careers.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
TRAVEL AND TOURISM OPERATIONS  
(16 CREDITS)**

**First Semester**

HOST 100 (3)

HOST 101 (3)

HOST 168 (3)

HOST 170 (3)

HOST 171 (4)

*The issuance of Certificate of Competence requires that the student must earn a cumulative GPR of 2.0 or higher.*

*Please note: For the Certificate of Competence in Travel and Tourism Operations, a grade of “C” or higher is required in all of the above HOST courses.*

### **CERTIFICATE OF COMPETENCE, PRINCIPLES OF SUSTAINABLE TOURISM (9 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in the Principles of Sustainable Tourism provides students with an introductory overview of the principles of sustainable and responsible tourism. Students will gain the knowledge to cultivate tourism as an industry that achieves environmentally and culturally responsible economic development within a destination. The program will emphasize cultural responsibility and regard the awareness of the host culture as integral to the success of tourism. Students will gain an appreciation for the authentic interpretation of culture, language, history, historical places/people, geography and geology.

**Program Student Learning Outcomes:** Upon successful completion of the Certificate Competence in the Principles of Sustainable Tourism, the student should be able to:

- Use knowledge of best practices to further sustainability (economic, environmental, and cultural/social) in the industry.
- Apply the concepts and skills necessary to achieve guest satisfaction.
- Demonstrate the knowledge that the foundation of tourism is based on the respect of the host culture with the responsibility to perpetuate the unique values, traditions, and practices of that place.

### **CERTIFICATE OF COMPETENCE CURRICULUM, PRINCIPLES OF SUSTAINABLE TOURISM (9 CREDITS)**

#### **First Semester**

HOST 101 (3)

HOST 168 (3)

HOST 265 (3)

*The issuance of a Certificate of Competence requires that the student must earn a cumulative GPR of 2.0 or higher.*

*Please note: For the Certificate of Competence in the Principles of Sustainable Tourism, a grade of “C” or higher is required in all of the above HOST courses.*

# ARTS & SCIENCES, TRANSFER PROGRAMS

**Introduction:** The College offers a variety of programs to prepare students for transfer to four-year institutions or for careers in the STEM, interface design, and animation professions.

**Degree/Certificate Programs:** A wide variety of degrees, concentrations, specializations, and certificates are available to students intending to transfer to a four-year university, build an educational foundation for lifelong learning, or prepare for a career:

- Associate in Arts in Liberal Arts
- Associate in Arts in Liberal Arts (Online)
- Associate in Arts in Liberal Arts with a concentration in Art
- Associate in Arts in Liberal Arts with a concentration in Business Administration
- Associate in Arts in Liberal Arts with a concentration in Business Administration (Online)
- Associate in Arts in Liberal Arts with a concentration in Economics
- Associate in Arts in Liberal Arts with a concentration in Elementary Education
- Associate in Arts in Liberal Arts with a concentration in Elementary Education (Online)
- Associate in Arts in Liberal Arts with a concentration in Elementary Education & Hawaiian Immersion
- Associate in Arts in Liberal Arts with a concentration in Elementary Education and Second Language Teaching
- Associate in Arts in Liberal Arts with a concentration in English
- Associate in Arts in Liberal Arts with a concentration in History
- Associate in Arts in Liberal Arts with a concentration in Human Development and Family Studies
- Associate in Arts in Liberal Arts with a concentration in Human Development and Family Studies (Online)
- Associate in Arts in Liberal Arts with a concentration in Pacific Island Studies
- Associate in Arts in Liberal Arts with a concentration in Psychology
- 
- Associate in Arts in Liberal Arts with a concentration in Second Language Teaching
- Associate in Arts in Liberal Arts with a concentration in Secondary Education
- Associate in Arts in Liberal Arts with a concentration in Secondary Education (Online)
- Associate in Arts in Liberal Arts with a concentration in Social Work
- Associate in Arts in Liberal Arts with a concentration in Social Work (Online)
- Associate in Arts in Hawaiian Studies
- Associate in Science in Educational Paraprofessional with a specialization in Second Language Teaching
- Associate in Science in Natural Science with a concentration in Biological Sciences
- Associate in Science in Natural Science with a concentration in Engineering
- Associate in Science in Natural Science with a concentration in Physical Sciences
- Associate in Science in Natural Science with a concentration in Information & Computer Science
- Associate in Science in New Media Arts with specialization in Animation
- Associate in Science in New Media Arts with specialization in Interface Design
- Academic Subject Certificates in Hawaiian Language, Hawaiian Studies, International Studies, Marine Option Program, Music, or Sustainability

- Certificate of Achievement in Biotechnology, STEM Education, Teaching English to Speakers of Other Languages
- Certificate of Competence in Biotechnology, Teaching English to Speakers of Other Languages
- Advanced Professional Certificate in Teaching English to Speakers of Other Languages

**Counseling for Transfer and Other Arts & Sciences Students:** The Maida Kamber Center for Career Exploration, Transfer, and Graduation Services provides quality information and guidance to assist all students to identify and select a major and career path. In addition, students who intend to transfer to a baccalaureate institution will find the Maida Kamber Center (MKC) to be a rich resource for transfer to baccalaureate campuses within the University of Hawai'i system as well as other institutions in Hawai'i or the continental U.S. The Center sponsors transfer workshops, career and transfer fairs, and career and interest testing. Access to online and print resources to support degree completion and graduation are also available. For more information, contact the Maida Kamber Center at (808) 734-9500 or visit the MKC in 'Ilima 104.

**Lifelong Learning Credit/Continuing Education Programs:** Continuing education short-term liberal arts classes are available to the general public. Classes are available in Interpretation, Languages and Cultures, Global Communication, and Senior Programs. These classes are offered through the Continuing Education Registration Office.

For more information about continuing education classes and certificates, contact the College Information Office or the Continuing Education Registration Office (808-734-9211), visit <http://continuinged.kapiolani.hawaii.edu>, or email us at [kccocet@hawaii.edu](mailto:kccocet@hawaii.edu).

## **\*\*\*CAREER and ACADEMIC OPTIONS**

### **ARTS & SCIENCES PROGRAMS**

#### **EDUCATIONAL PARAPROFESSIONAL**

##### **Associate in Science – Educational Paraprofessional with a specialization in Second Language Teaching (60-62 credits)**

Entry-level positions for Educational Assistants with English as a Second Language (ESL) students in various classroom settings, including public and private, K-12 and adult education settings, locally and abroad. Add-on TESOL Licensure for currently licensed Hawai'i Department of Education teachers.

##### **Certificate of Achievement - TESOL (Teaching English to Speakers of Other Languages)**

EL teachers and EL program coordinators in Hawai'i Department of Education (HIDOE) K-12 schools.  
**(30 credits)**

##### **Certificate of Competence – Educational Paraprofessionals, Teaching English to Speakers of Other Languages (21 credits)**

Preparation for individuals who want to facilitate language learning in an English as a Second Language (ESL) or English as a Foreign Language (EFL) situation. It also aims at preparing teachers to teach effectively in English for Specific Purposes (ESP), English for Academic Purposes (EAP), Survival English, or other teaching situation.

##### **Advanced Professional Certificate - Teaching English to Speakers of Other Languages (30 credits)**

TESOL Licensure for currently licensed Hawai'i Department of Education teachers to become EL teachers and EL program coordinators in Hawai'i Department of Education schools

#### **HAWAIIAN STUDIES ACADEMIC and CAREER OPTIONS**

##### **Associate in Arts – Hawaiian Studies (60 credits)**

Entry-level positions using knowledge related to Hawaiian culture

##### **Academic Subject Certificate – Hawaiian Studies (50-51 credits)**

Entry-level positions using knowledge related to Hawaiian culture

##### **Academic Subject Certificate – Hawaiian Language (4-20 credits)**

Career placement/completion of AA in Hawaiian Studies/transfer to 4-year degree program

#### **LIBERAL ARTS ACADEMIC and CAREER OPTIONS**

##### **Associate in Arts – Liberal Arts (60 credits)**

Entry to a four-year institution at the junior level

Entry-level positions in the workplace

##### **Online Associate in Arts – Liberal Arts (60 credits)**



Entry to a four-year institution at the junior level  
Entry-level positions in the workplace

**Associate in Arts – Liberal Arts with a concentration in Art (60 credits)**

To create a clear pathway for students at Kapi'olani Community College who are interested in transferring to pursue a Studio Art or Art History degree at the University of Hawai'i at Mānoa or another institution.  
Entry-level positions in the workplace.

**Associate in Arts – Liberal Arts with a concentration in Business Administration (60 credits)**

Entry to a four-year institution at the junior level.

Entry-level positions in the workplace

**Online Associate in Arts – Liberal Arts with a concentration in Business Administration (60 credits)**

Entry to a four-year institution at the junior level.

Entry-level positions in the workplace

**Associate in Arts – Liberal Arts with a concentration in Economics (60 credits)**

The purpose of the concentration in Economics is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of Economics.

Entry-level positions in the workplace

**Associate in Arts – Liberal Arts with a concentration in Elementary Education (60 credits)**

The purpose of the concentration in Elementary Education is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of Elementary Education. Students will be prepared for entry-level positions settings such as teacher assistants, educational paraprofessionals, community program teachers, and paraprofessional tutors working with students in pre-kindergarten through 5th grade.

**Online Associate in Arts – Liberal Arts with a concentration in Elementary Education (60 credits)**

The purpose of the concentration in Elementary Education is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of Elementary Education. Students will be prepared for entry-level positions settings such as teacher assistants, educational paraprofessionals, community program teachers, and paraprofessional tutors working with students in pre-kindergarten through 5th grade.

**Associate in Arts – Liberal Arts with a concentration in Elementary Education and Hawaiian Immersion (60 credits)**

The purpose of the concentration in Elementary Education and Hawaiian Immersion is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of Elementary Education and Hawaiian Immersion. Students will be prepared for entry-level positions settings such as teacher assistants, educational paraprofessionals, community program teachers, and paraprofessional tutors working with with Hawaiian Language speaking students, including Hawaiian Immersion students, in preK-12 settings.

**Associate in Arts – Liberal Arts with a concentration in Elementary Education and Second Language Teaching (60 credits)**

The purpose of the concentration in Elementary Education and Second Language Teaching (SLT) is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area

of Elementary Education and SLT. Students will be prepared for entry-level positions settings such as teacher assistants, educational paraprofessionals, community program teachers, and paraprofessional tutors working with second language learners in preK-12 settings.

**Associate in Arts – Liberal Arts with a concentration in English (60 credits)**

The purpose of the concentration in English is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of English.

Entry-level positions in the workplace

**Associate in Arts – Liberal Arts with a concentration in History (60 credits)**

The purpose of the concentration in History is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of History.

Entry-level positions in the workplace

**Associate in Arts – Liberal Arts with a concentration in Human Development and Family Studies (60 credits)**

The purpose of the concentration in Human Development and Family Studies is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of Human Development and Family Studies. Entry-level positions in the workplace include academic school counselor or college adviser; community outreach worker; preschool teacher; education coordinator; program administrator or associate; family, physical, or occupational therapist; teacher; social worker; doctor or nurse; university professor.

**Online Associate in Arts – Liberal Arts with a concentration in Human Development and Family Studies (60 credits)**

The purpose of the concentration in Human Development and Family Studies is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of Human Development and Family Studies. Entry-level positions in the workplace include academic school counselor or college adviser; community outreach worker; preschool teacher; education coordinator; program administrator or associate; family, physical, or occupational therapist; teacher; social worker; doctor or nurse; university professor.

**Associate in Arts – Liberal Arts with a concentration in Psychology (60 credits)**

The purpose of the concentration in Psychology is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of Psychology.

Entry-level positions in the workplace

**Associate in Arts – Liberal Arts with a concentration in Second Language Teaching (60 credits)**

The purpose of the Concentration in Second Language Teaching is to create a clear pathway for students interested in transferring to a 4-year institution with a bachelor's degree in the area of second language teaching and to gain entry-level teaching positions in the workplace.

**Associate in Arts – Liberal Arts with a concentration in Secondary Education (60 credits)**

The purpose of the concentration in Secondary Education is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of Secondary Education. Students will be prepared for entry-level positions settings such as teacher assistants, educational paraprofessionals, community program teachers, and paraprofessional tutors working with middle and high school students, grades 6th through 12th.

**Associate in Arts – Liberal Arts with a concentration in Social Work (60 credits)**

The purpose of the concentration in Social Work is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of Social Work.

Entry-level positions in the workplace are practiced in a wide variety of settings. Settings range from hospitals and clinics, schools, public welfare departments, and family and child welfare agencies to counseling agencies, mental health clinics, gerontology and geriatric programs, and immigrant/refugee centers.

**Online Associate in Arts – Liberal Arts with a concentration in Social Work (60 credits)**

The purpose of the concentration in Social Work is to create a clear pathway for students interested in transferring to a 4-year institution with a Bachelor's degree in the area of Social Work.

Entry-level positions in the workplace are practiced in a wide variety of settings. Settings range from hospitals and clinics, schools, public welfare departments, and family and child welfare agencies to counseling agencies, mental health clinics, gerontology and geriatric programs, and immigrant/refugee centers.

**Academic Subject Certificate – International Studies (38-41 credits)**

A stepping stone for preparing students for employment in education, business, government, journalism, teaching, nursing and other fields that increasingly seek graduates with both a liberal arts education and international understanding.

**Academic Subject Certificate – Marine Option Program (12 credits)**

A stepping stone for preparing students for employment in any field that would benefit from hiring graduates with an enhanced understanding of Hawai'i's marine environment.

**Academic Subject Certificate – Sustainability (14 credits)**

Sustainability careers are an emerging area of Hawaii's workforce, with sustainability-infused career paths in fields like hospitality, culinary arts, entrepreneurship, and climate change management. This certificate provides an introductory lens in general education that helps students discover these emergent career fields.

**NATURAL SCIENCE ACADEMIC and CAREER OPTIONS**

**Associate in Science Degree in Natural Science**

Entry to a four-year institution at the junior level. Entry-level positions in the workplace.

**Associate in Science – Natural Science with a concentration in Biological Sciences (60 credits)**

Entry to a four-year institution at the junior level. Entry-level positions in the workplace. Possible careers include: Food Safety & Quality Specialist, Laboratory Technician, Field Biologist, Botanist, Microbiologist, Medical Technologist, Pharmacy Technician, Occupational Health Specialist

**Associate in Science – Natural Science with a concentration in Engineering (60 credits)**

Entry to a four-year institution at the junior level. Entry-level positions in the workplace. Possible careers include: Civil Engineer, Materials Scientist, Electrical Engineer, Quality Assurance Engineer, Safety Engineer, Research & Development Engineer.

**Associate in Science – Natural Science with a concentration in Information & Computer Science (60 credits)**

Entry to a four-year institution at the junior level. Entry-level positions in the workplace. Possible careers include: IoT Architect, VR/AR Engineer, Database Administrator, Mobile App Developer, Software Developer, Cybersecurity Specialist, Robotics Engineer, Data Scientist, Game Developer.

**Associate in Science – Natural Science with a concentration in Physical Sciences (60 credits)**

Entry to a four-year institution at the junior level. Entry-level positions in the workplace. Possible careers include: Materials Scientist, Geoscientist, Energy Auditor, Conservationist, Environmentalist, Hydrologist, Natural Resource Manager, Physicist, Chemist, Astronomer, Meteorologist, Oceanographer

**Associate in Science – Natural Science with a concentration in Pre-Computer Science**

Entry to a four-year institution at the junior level. Entry-level positions in the workplace

**Certificate of Achievement – Biotechnology (42 credits)**

Entry-level employment in the biotechnology industry and research labs

**Certificate of Achievement – STEM Education (37-39 credits)**

The purpose of the Certificate of Achievement in STEM Education is to holistically support all students on their individual journey to become well-prepared STEM educators by providing quality instruction, support, and experiences through an 'āina-based framework.

**Certificate of Competence – Biotechnology (11 credits)**

Entry-level employment in research labs and in commercial biotechnology laboratories and production facilities. Employment in laboratories utilizing molecular diagnostics.

**NEW MEDIA ARTS ACADEMIC and CAREER OPTIONS**

**Associate in Science – New Media Arts with a specialization in Animation (72-74 credits)**

Entry-level positions in special effects design, computer animation, digital video editing, web design, interactive writing, sound design, and game design

**Associate in Science – New Media Arts with a specialization in Interface Design (72-74 credits)**

Entry-level positions in graphical interface design, special effects design, digital video editing, web design, and interactive writing

## HAWAIIAN STUDIES CURRICULA

### ASSOCIATE IN ARTS, HAWAIIAN STUDIES (60 SEMESTER CREDITS)

**Program Description:** The Associate in Arts in Hawaiian Studies at Kapi'olani Community College prepares students to transfer to four-year institutions. This 60-credit program provides a clear, explicit, coherent pathway for students intending to transfer into the Hawaiian Studies major at a baccalaureate institution. The program provides curricula that focus on Hawaiian culture and knowledge. This Associate in Arts degree is an expansion upon the Academic Subject Certificate in Hawaiian Studies and includes all of the broader General Education requirements for a liberal arts degree.

**Program Student Learning Outcomes:** Upon successful completion of the Associate in Arts degree in Hawaiian Studies, the student should be able to:

- Describe aboriginal Hawaiian linguistic, cultural, historical and political concepts.
- Utilize aboriginal Hawaiian-based knowledge and methods in other areas of inquiry such as the sciences, the arts, humanities, and social sciences, and other professional endeavors.
- Articulate and analyze topics relevant to the aboriginal Hawaiian community using college-level research and writing methods.

### ASSOCIATE IN ARTS DEGREE CURRICULUM, HAWAIIAN STUDIES (60 CREDITS)

#### First Semester

ENG 100 (3) or ESL 100 (3)

ICS 141 or MATH 100 or MATH 103 or MATH 112 or MATH 115 or MATH 132 or MATH 135 or MATH 140 or MATH 215 or MATH 241 or MATH 242 or MATH 244 or PHIL 110 or PHIL 111 (3-4)

HAW 101 (4)

AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha) (1-4)

HWST 107 (3)

#### Second Semester

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

HAW 102 (4)

ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269

(any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222, EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250 (1-4) BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)  
HWST 270 (3)

### **Third Semester**

SP 151, 181, 251, THEA 221, 222 (3)  
ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)  
*Note: EARTH 103 was formerly GG 103*  
BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2)  
ANTH 200, 210, ASAN 100, BOT 105, COM 201, ECON 120, 130, 131, ED 284, 289, ES 101, FAMR 230, HDFS 230, HWST 255, JOUR 150, LAW 101, PACS 108, POLS 110, 120, 130, 207, PSY 100, 170, 212, 225, 240, 250, 260, 270, SLT 102, 103, SP 181, SSCI 200, SOC 100, 214, 218, 231, 251, 257, WS 202 (formerly cross-listed as PSY 202) (2 courses from different disciplines)  
Please note that PSY 225 was formerly SOCS 225.

HAW 201 (4)  
HWST 281 (3)  
HWST 281L (1)  
AA elective (3)

### **Fourth Semester**

HAW 202 (4)  
HWST 207 (3)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*Please note: As part of the AA in Hawaiian Studies curriculum listed above; students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course. Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

## **ACADEMIC SUBJECT CERTIFICATE, HAWAIIAN STUDIES (50-51 SEMESTER CREDITS)**

**Program Description:** An Academic Subject Certificate in Hawaiian Studies is a credential awarded to

students who successfully complete a short-term structured series of courses in an interdisciplinary program. Students who earn a minimum grade point ratio (GPR) of 2.0 in two years (16 credits) of Hawaiian language, complete the Written Communication (FW) requirement, complete the Symbolic Reasoning (FS) requirement, and maintain that GPR while completing HIST 284 (Hawaiian History), HWST 107 (Hawai'i: Center of the Pacific) and 21 elective credits of related academic coursework, will be eligible for this certificate. Completion of this certificate will lead the student onto pathways of science, art, and/or history depending upon the courses completed.

**Program Mission:** Create pathways with a Hawaiian language and cultural base for students continuing on to a four-year degree or the workforce.

**Program Goal:** To assure that our graduates are well equipped with the tools needed to succeed on the pathway chosen on their own volition.

**Program Student Learning Outcomes:** A student who successfully completes this series of courses and earns an Academic Subject Certificate in Hawaiian Studies should be able to:

- **(Knowledge)** Demonstrate proficiency in Hawaiian language and Hawaiian culture at the intermediate level.
- **(Comprehension)** Identify social problems and economic issues in the contemporary Pacific and assess their impact on Hawai'i and other Pacific Islands.
- **(Application)** Demonstrate a familiarity with a variety of texts that make up the knowledge embodied by Pacific Islanders, including oral traditions, primary and secondary literature as well as visual and tactile expressions of their cultures.
- **(Synthesis)** Synthesize information about how islanders' physical environment has shaped culture as well as hypothesize on the effects of the increasingly environment in the modern period.
- **(Evaluation)** Relate coursework with his/her past, present, and future.
- **(Attitudes)** Appreciate the language, art, religion, philosophy, and material way of life of Hawaiian society.
- **(Attitudes)** Recognize and choose educational pathways developed through self-reflection.

**Program Assessment Tool:** Academic Subject Certificate in Hawaiian Studies.

INTENDED OUTCOMES/OBJECTIVES	ASSESSMENT CRITERIA	IMPLEMENTATION PROCEDURES (what, when, who)
(Knowledge) Demonstrate proficiency in Hawaiian language and Hawaiian culture at the intermediate level.	<b>ENTRY LEVEL ASSESSMENT:</b> A) Hawaiian language placement exam. B) Placement into ENG 100.	<b>ENTRY LEVEL:</b> A) Hawaiian language coordinator corrects the exam and places accordingly. B) HASC coordinator confirms placement into ENG 100. C) Student placed on retention plan

	<b>EXIT LEVEL ASSESSMENT:</b> A) Completion of HAW 202 and HIST 284. B) Eportfolio of 3 oral presentation and 3 written projects pertaining to HAW 101-202.	<b>EXIT LEVEL:</b> Assessment of individual's portfolio by the Academic Subject Certificate Committee.
<b>(Comprehension)</b> Identify social problems and economic issues in the contemporary Pacific and asses their impact on Hawai'i and other Pacific Islands.	<b>ENTRY LEVEL ASSESSMENT:</b> None	<b>ENTRY LEVEL:</b> Have an eportfolio
	<b>EXIT LEVEL ASSESSMENT:</b> A) two projects submitted to eportfolio from HWST 107	<b>EXIT LEVEL:</b> Two projects from HWST 107 reviewed by HASC committee.
<b>(Application)</b> Demonstrate a familiarity with a variety of texts that make up the knowledge embodied by Pacific Islanders, including oral traditions, primary and secondary literature as well as visual and tactile expressions of their cultures.	<b>ENTRY LEVEL ASSESSMENT:</b> None	<b>ENTRY LEVEL:</b> Completion of HAW 101-202, HIST 284, HWST 107.
	<b>EXIT LEVEL ASSESSMENT:</b> Student chooses coursework that best demonstrates the intended outcome, uploads work as artifact on the Nā Wa'a and provides a written reflection in the process.	<b>EXIT LEVEL:</b> Review of HASC paper by HASC committee.
<b>(Synthesis)</b> Synthesize information about how islanders' physical environment has shaped culture as well as hypothesize on the effects of the increasingly environment in the modern period.	<b>ENTRY LEVEL ASSESSMENT:</b> None.	<b>ENTRY LEVEL:</b> Have an eportfolio



	<b>EXIT LEVEL ASSESSMENT:</b> Student chooses coursework that best demonstrates the intended outcome, uploads work as artifact on the Nā Wa‘a and provides a written reflection in the process.	<b>EXIT LEVEL:</b> Assessment by HASC of Nā Wa‘a eportfolio reflections.
<b>(Evaluation)</b> Relate coursework with his/her past, present, and future.	<b>ENTRY LEVEL ASSESSMENT:</b> HASC application	<b>ENTRY LEVEL:</b> Completion of application.
	<b>EXIT LEVEL ASSESSMENT:</b> A) 2.0 GPR or higher.	<b>EXIT LEVEL:</b> A) Exit interview with HASC committee. Interview will reflect past, and present attitudes of education and future plans. B) HASC confirms completion of all requirements.
	<b>ASSESSMENT OF ALUMNI:</b> Career placement/ transfer to 4 year degree program, other.	<b>ALUMNI:</b> Information is given to HASC coordinator to be kept in ALUMNI database. HASC coordinator will do correspondence with alumni annually.
<b>(Attitudes)</b> Appreciate the language, art, religion, philosophy, and material way of life of Hawaiian society.	<b>ENTRY LEVEL ASSESSMENT:</b> HASC application/LASSI test	<b>ENTRY LEVEL:</b> Completion of application.
	<b>EXIT LEVEL ASSESSMENT:</b> A) Student chooses coursework that best demonstrates the intended outcome, uploads work as artifact on the Nā Wa‘a and provides a written reflection in the process. B) LASSI is taken again during final semester.	<b>EXIT LEVEL:</b> A) Exit interview with HASC committee. Interview will reflect appreciation of courses taken. B) Review of Nā Wa‘a eportfolio.

<b>(Attitudes)</b> Recognize and choose educational pathways developed through self-reflection.	<b>ENTRY LEVEL ASSESSMENT:</b> HASC application	<b>ENTRY LEVEL:</b> Have an eportfolio
	<b>EXIT LEVEL ASSESSMENT:</b> Career placement/ transfer to 4 year degree program, other.	<b>EXIT LEVEL:</b> A) Exit interview with HASC committee. Interview will reflect future plans.

### **ACADEMIC SUBJECT CERTIFICATE CURRICULUM, HAWAIIAN STUDIES (50-51 CREDITS)**

ENG 100 or ESL 100 (3)

BUS 100 or ICS 141 or MATH 100 or MATH 103 or MATH 112 or MATH 115 or MATH 132 or MATH 135 or MATH 140 or MATH 215 or MATH 241 or MATH 242 or MATH 244 or PHIL 110 or PHIL 111 (3-4)

HAW 101 (4)

HAW 102 (4)

HAW 201 (4)

HAW 202 (4)

HIST 284 (3)

HWST 107 (3)

ART 189, DNCE 212, DNCE 213, EALL 269, HAW 261, HAW 262, HWST 270 (6; select two courses from this list)

BOT 130 (3) or ZOOL 200 (3)

GEO 101 (3) or EARTH 103 (3) *Note: EARTH 103 was formerly GG 103*

BOT 130L (1) or GEO 101L (1) or ZOOL 200L (1)

ANTH 200 (3) or BOT 105 (3) or PACS 108 (3)

ART 189 (3), ART 290 (3), DNCE 212 (3), DNCE 213 (3), HWST 100 (3), HWST 216 (3), HIST 288 (3), HUM 269 (1-3), EALL 269 (3), HAW 224 (3), HAW 261 (3), HAW 262 (3), HWST 270 (3) (6; select a minimum of six credits from this list)

#### **Completion of a Nāwa‘a portfolio**

**20-30 hours of Community Service/Service Learning** approved by the Hawaiian ASC coordinator.

*The issuance of an Academic Subject Certificate requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate. Any student who demonstrates that he or she has Hawaiian language skills equal to the 202 level (or higher) may request a waiver of the above listed language credit requirement. A student with an approved Hawaiian language waiver may substitute other courses from the Hawaiian Studies ASC curriculum to make up the credit requirements.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogQ@hawaii.edu](mailto:catalogQ@hawaii.edu)*

**ACADEMIC SUBJECT CERTIFICATE,  
HAWAIIAN LANGUAGE  
(4-20 SEMESTER CREDITS)**

**Program Description:** The Academic Subject Certificate in Hawaiian Language will provide students with a strong foundation of Hawaiian Language in terms of speaking, writing, listening, and reading through traditional and contemporary resources. This certificate will encourage students to complete an Associate in Arts degree in Hawaiian Studies and continue their education earning a baccalaureate degree. In addition, this certificate will enhance the Hawaiian speaking community in Hawai'i that fulfills one of the University of Hawai'i's goals to foster and promote Hawaiian culture and language on all campuses.

**Program Student Learning Outcomes:** Upon successful completion of the Academic Subject Certificate in Hawaiian Language, the student should be able to:

- Demonstrate proficiency in Hawaiian language orally and in writing to communicate and reflect on traditional and contemporary issues in Hawaiian language, culture and history.
- Apply and interpret Hawaiian vocabulary and other language skills that integrate mālama honua learning activities, school, work, family in real life applications.
- Demonstrate Hawaiian perspective to the poetic, cultural heritage and distinctly Hawaiian world views embodied in Hawaiian language resources.

**ACADEMIC SUBJECT CERTIFICATE CURRICULUM,  
HAWAIIAN LANGUAGE  
(4-20 CREDITS)**

**First Semester**

HAW 101 (4)

**Second Semester**

HAW 102 (4)

**Third Semester**

HAW 201 (4)

**Fourth Semester**

HAW 202 (4)

The four language courses above or the one course below plus back language credits in Hawaiian

#### HAW 290 (4)

*The issuance of an Academic Subject Certificate requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate. Any student who demonstrates that he or she has Hawaiian language skills equal to the 202 level (or higher) may request a waiver of the above listed language credit requirements. Prior to a student enrolling into HAW 290, the student will undergo an assessment conducted by the instructor. The assessment includes writing, reading, speaking, listening, and cultural understanding. These five elements of language learning are important elements that are assessed from HAW 101 to HAW 202.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogQ@hawaii.edu](mailto:catalogQ@hawaii.edu)*

## LIBERAL ARTS CURRICULA

### ASSOCIATE IN ARTS, LIBERAL ARTS (60 SEMESTER CREDITS)

**Program Description:** The Associate in Arts (AA) degree in Liberal Arts is designed to give students the skills, knowledge, and attitudes necessary to transfer to a four-year college / university, seek employment, contribute to their communities, and pursue lifelong learning. These skills, knowledge, and attitudes include creative problem solving, clear communication, analytical thinking, informed decision making, ethical judgment, teamwork and collaboration, and strong leadership.

**AA Degree Requirements:** Some courses fulfill both the University of Hawai'i at Mānoa and Kapi'olani Community College general education core requirements. Others fulfill only Kapi'olani Community College requirements. Students intending to transfer to University of Hawai'i at Mānoa must be careful when selecting courses that satisfy only Kapi'olani Community College requirements. Students should note that baccalaureate degree requirements vary at University of Hawai'i at Mānoa and should see their academic advisor for program details. As part of the AA curriculum, students must complete two writing intensive (WI) courses. The Hawaiian/ASL/foreign language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102) and/or through demonstrated proficiency at same level.

**Course Substitutions:** Substitutions to the AA degree requirements may be granted if identical substitutions are officially granted by a college at University of Hawai'i at Mānoa. Please see an academic advisor for details. Students majoring in Liberal Arts may substitute other courses for a specific requirement if the Vice Chancellor for Academic Affairs agrees that the substitution is required at the college to which the student intends to transfer. The student must complete and submit a course waiver form with supporting documentation.

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

Articulation information may be viewed at <https://manoa.hawaii.edu/gened/students/articulation/>

**Program Student Learning Outcomes:** Upon successful completion of the AA degree in Liberal Arts, the student should be able to:

- Through various modes of inquiry, demonstrate how aesthetics engage the human experience, revealing the interconnectedness of knowledge and life.
- Ethically compose, convey, and interpret varied perspectives with respect to an intended audience using visual, oral, written, social, and other forms of communication.
- Make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning.
- Evaluate one's own ethics and traditions in relation to those of other peoples and embrace the diversity of human experience while actively engaging in local, regional, and other global communities.
- Explore and synthesize knowledge, attitudes, and skills from a variety of cultural and academic perspectives to enhance our local and global communities.

## **ASSOCIATE IN ARTS DEGREE CURRICULUM, LIBERAL ARTS (60 CREDITS)**

### **First Semester**

**AA/FW** – Written Communication (3 credits)

(One course [3 credits] required for the degree)

ENG 100, ESL 100

**AA/FQ** – Quantitative Reasoning (3-4 credits)

(One course [at least 3 credits] required for the degree)

BUS 100, 250, ICS 141, MATH 100, 103, 112, 115, 132, 135, 140, 215, 241, 242, PHIL 111

**AA/FG** – Global and Multicultural Perspectives (3 credits)

(Two courses [6 credits] required for the degree; each course from a different group: A, B, or C)

**Group A (FGA)** ANTH 151, ART 175, HIST 151; REL 149/WS 149

**Group B (FGB)** ANTH 152, ART 176, GEO 102, HIST 152, SSCI 102;

**Group C (FGC)** GEO 151, MUS 107, REL 150

Note: GEO 102 and 151 were formerly GEOG 102 and 151, respectively

**AA/HSL** – Hawaiian or Second Language (4 credits)

(Two courses [8 credits] required for the degree, both in the same language)

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101

**AA Elective** (3 credits)

(At least 17 credits required for the degree; see note on elective courses below)

Any course on the AA/FW, AA/FQ, AA/FG, AA/DA, AA/DH, AA/DL, AA/DS, AA/DB, AA/DP, AA/DY, and AA/HSL lists that has not already fulfilled a General Education requirement, or any course in the AA Elective list below (1-4).

### **Second Semester**

**AA/FG** – Global and Multicultural Perspectives (3 credits)

(Two courses [6 credits] required for the degree; each course from a different group: A, B, or C)

**Group A (FGA)** ANTH 151, ART 175, HIST 151; REL 149/WS 149

**Group B (FGB)** ANTH 152, ART 176, GEO 102, HIST 152, SSCI 102;

**Group C (FGC) GEO 151, MUS 107, REL 150**

Note: GEO 102 and 151 were formerly GEOG 102 and 151, respectively

**AA/HSL – Hawaiian or Second Language (4 credits)**

(Two courses [8 credits] required for the degree, both in the same language)

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102,  
SPAN 102

**AA/DA, AA/DH, AA/DL – Arts, Humanities, and Literature (3 credits)**

(Two courses [at least 6 credits total] required for the degree, each from a different area: DA, DH, or DL)

**AA/DA – Arts (1-3 credits)**

ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126,  
127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229,  
243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293,  
294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161,  
MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 122Z, 170, 183, 201, 206, 229,  
231C, 253, SP 151 (OC), 233, 251 (OC), THEA 101, 221 (OC), 222 (OC)

**AA/DH – Humanities (1-4 credits)**

AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHNS 290, HAW  
290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231,  
232, 241, 242, 281, 282, 284, 288, HUM 269 (any alpha), 295 (any alpha), IS  
109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, 290 PHIL 100, 101,  
103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL – Literature and Language (3-4 credits)**

EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any  
alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239,  
SPAN 250

**DB or DP – Natural Sciences (3-4 credits)**

(Two courses [at least 6 credits] required for the degree, each from a different area: one DB and one DP)

**AA/DB – Biological Sciences (3-4 credits)**

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE  
185, MICR 130, PHYL 141, 142, 160, PSY 230, ZOOL 200

Note: PHYL 141 and 142 were formerly ZOOL 141 and 142, respectively.

**AA/DP – Physical Sciences (3-4 credits)**

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE  
160, 211, 260, GEO 101, EARTH 103, OEST 101, OCN 201, PHYS 100, 151, 152,  
170, 272, 274

Note: GEO 101 was formerly GEOG 101; EARTH 103 was formerly GG 103.

**AA Elective (3 credits)**

(At least 17 credits required for the degree; see note on elective courses below)

Any course on the AA/FW, AA/FQ, AA/FG, AA/DA, AA/DH, AA/DL, AA/DS,  
AA/DB, AA/DP, AA/DY, and AA/HSL lists that has not already fulfilled a  
General Education requirement, or any course in the AA Elective list below (1-4).

**Third Semester**

**AA/DA, AA/DH, AA/DL – Arts, Humanities, and Literature (3 credits)**

(At least two courses [6 credits total] required for the degree, each from a different area: DA, DH, or DL)

**AA/DA – Arts (1-3 credits)**

ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 122Z, 170, 183, 201, 206, 229, 231C, 253, SP 151 (OC), 233, 251 (OC), THEA 101, 221 (OC), 222 (OC)

**AA/DH – Humanities (1-4 credits)**

AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHNS 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 269 (any alpha), 295 (any alpha), IS 109, JPNS 131, 290, KOR 290, LING 102, MUS 106, 170, 290 PHIL 100, 101, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL – Literature and Language (3 credits)**

EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, PACS 257, SPAN 250

**DB or DP – Natural Sciences (3-4 credits)**

(Two courses [at least 6 credits] required for the degree, each from a different area: one DB and one DP)

**AA/DB – Biological Sciences (3-4 credits)**

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, PHYL 141, 142, 160, PSY 230, ZOOL 200

Note: PHYL 141 and 142 were formerly ZOOL 141 and 142, respectively.

**AA/DP – Physical Sciences (3-4 credits)**

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, OEST 101, OCN 201, PHYS 100, 151, 152, 170, 272, 274

Note: GEO 101 was formerly GEOG 101; EARTH 103 was formerly GG 103.

**AA/DY – Laboratory Sciences (1-2 credits)**

(One course [at least 1 credit] required for the degree; this course must be paired with a corresponding DB or DP course)

BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, EARTH 101L, GEO 101L, MICR 140L, 161, 230, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L

Note: PHYL 141L and 142L were formerly ZOOL 141L and 142L, respectively; EARTH 101L was formerly GG 101L; GEO 101L was formerly GEOG 101L

**AA/DS – Social Sciences (3 credits)**

(Two courses [6 credits] required for the degree, each course from a different discipline)

ANTH 200, 210, ASAN 100, BOT 105, COM 201, ECON 120, 130, 131, ED 284, 289, ES 101, HWST 255, HDFS 230, LING 150, PACS 108, POLS 110, 120, 130, 207, PSY 100, 170, 202, 212, 225, 240, 250, 260, 270, SLT 102, 103, SP 181 (OC), SSCI 200, 260, SOC 100, 214, 218, 231, 251, 257

Note: HDFS 230 was formerly FAMR 230, PSY 225 was formerly SOCS 225

**AA Elective (6 credits)**

(At least 17 credits required for the degree; see note on elective courses below)



Any course on the AA/FW, AA/FQ, AA/FG, AA/DA, AA/DH, AA/DL, AA/DS, AA/DB, AA/DP, AA/DY, and AA/HSL lists that has not already fulfilled a General Education requirement, or any course in the AA Elective list below (1-4).

#### **Fourth Semester**

##### **AA/DS – Social Sciences (3 credits)**

(Two courses [6 credits] required for the degree, each course from a different discipline)

ANTH 200, 210, ASAN 100, BOT 105, COM 201, ECON 120, 130, 131, ED 284, 289, ES 101, HWST 255, HDFS 230, LING 150, PACS 108, POLS 110, 120, 130, 207, PSY 100, 170, 202, 212, 225, 240, 250, 260, 270, SLT 102, 103, SP 181 (OC), SSCI 200, 260, SOC 100, 214, 218, 231, 251, 257 (3)

Note: HDFS 230 was formerly FAMR 230, PSY 225 was formerly SOCS 225

##### **AA Elective (9 credits)**

(At least 17 credits required for the degree; see note on elective courses below)

Any course on the AA/FW, AA/FQ, AA/FG, AA/DA, AA/DH, AA/DL, AA/DS, AA/DB, AA/DP, AA/DY, and AA/HSL lists that has not already fulfilled a General Education requirement, or any course in the AA Elective list below (1-4).

#### **Note on elective courses:**

A minimum of 17 credits of electives in Liberal Arts courses numbered at or above the 100 level or non-Liberal Arts courses that meet major requirements are required. These include all of the courses listed above as well as the additional courses listed below. Students are encouraged to meet with the appropriate academic advisor to obtain an up-to-date listing of approved elective courses. Hawaiian and second language courses at the 201 and 202 levels meet the AA elective requirements. Additional courses included as electives:

ACC 201, ACC 202, ANTH 200, ASL 201, 202, 203, 204, BLAW 200, CHN 201, 202, CULN (all), PACS 201, 202, 294, ED 276, 277, 278 (any alpha), 283, 285, 290, 294, EE 296, ENG 108G, 200, 209, 225, ESS 140, 180, FIL 201, 202, FR 201, 202, HAW 202, 202, 224, HWST 110, 281, 281L, HLTH (all), HOST (all), HUM 210, ICS 111, 141, 211, 212, 241, IS 103, 104, 108, 108L, 111, 120, JOUR 150, 205, 227, 250, JPN 131, 257 (any alpha), 201, 202, KOR 201, 202, LAW 101, 102, 104, 105, 111, 121, 131, 136, 140, 141, 145, 151, 166, 176, 206, MATH 111, ME 213, OCN 101, PACS 201, 202, 203, PHRM 203, RESP (all), SLT 203 (any alpha), 290, SPAN 201, 202

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course. Students must also complete one oral communication (OC) course, indicated by (OC) in the course listings above.*

*Please refer to <https://www.hawaii.edu/offices/vp-academic-strategy/academic-programs-and-policy/hap/> for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**ONLINE ASSOCIATE IN ARTS,  
LIBERAL ARTS  
(60 SEMESTER CREDITS) COMPLETELY ONLINE**

**Program Description:** The completely online Associate in Arts (AA) degree in Liberal Arts is designed to give students the skills, knowledge, and attitudes necessary to transfer to a four-year college / university, seek employment, contribute to their communities, and pursue lifelong learning. These skills, knowledge, and attitudes include creative problem solving, clear communication, analytical thinking, informed decision making, ethical judgment, teamwork and collaboration, and strong leadership.

**AA Degree Requirements:** Some courses fulfill both the University of Hawai'i at Mānoa and Kapi'olani Community College general education core requirements. Others fulfill only Kapi'olani Community College requirements. Students intending to transfer to University of Hawai'i at Mānoa must be careful when selecting courses that satisfy only Kapi'olani Community College requirements. Students should note that baccalaureate degree requirements vary at University of Hawai'i at Mānoa and should see their academic advisor for program details. As part of the AA curriculum, students must complete two writing intensive (WI) courses. The Hawaiian/ASL/foreign language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102) and/or through demonstrated proficiency at same level.

**Course Substitutions:** Substitutions to the online AA degree requirements may be granted if identical substitutions are officially granted by a college at University of Hawai'i at Mānoa. Please see an academic advisor for details.

Students majoring in Liberal Arts may substitute other courses for a specific requirement if the Vice Chancellor for Academic Affairs agrees that the substitution is required at the college to which the student intends to transfer. The student must complete and submit a course waiver form with supporting documentation.

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

Articulation information may be viewed at <https://manoa.hawaii.edu/gened/students/articulation/>

**Program Student Learning Outcomes:** Upon successful completion of the online AA degree in Liberal Arts, the student should be able to:

- Through various modes of inquiry, demonstrate how aesthetics engage the human experience, revealing the interconnectedness of knowledge and life.
- Ethically compose, convey, and interpret varied perspectives with respect to an intended audience using visual, oral, written, social, and other forms of communication.
- Make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning.
- Evaluate one's own ethics and traditions in relation to those of other peoples and embrace the diversity of human experience while actively engaging in local, regional, and other global communities..
- Explore and synthesize knowledge, attitudes, and skills from a variety of cultural and academic perspectives to enhance our local and global communities.

## **ASSOCIATE IN ARTS DEGREE CURRICULUM, LIBERAL ARTS, (60 CREDITS) COMPLETELY ONLINE**

### **First Semester**

**AA/FW** – Written Communication (3 credits)

(One course [3 credits] required for the degree)

ENG 100, ESL 100

**AA/FQ** – Quantitative Reasoning (3-4 credits)

(One course [at least 3 credits] required for the degree)

BUS 100, 250, ICS 141, MATH 100, 103, 112, 115, 132, 135, 140, 215, 241, 242, PHIL 111

**AA/FG** – Global and Multicultural Perspectives (3 credits)

(Two courses [6 credits] required for the degree; each course from a different group: A, B, or C)

**Group A (FGA)** ANTH 151, ART 175, HIST 151; REL 149/WS 149

**Group B (FGB)** ANTH 152, ART 176, GEO 102, HIST 152, SSCI 102;

**Group C (FGC)** GEO 151, MUS 107, REL 150

Note: GEO 102 and 151 were formerly GEOG 102 and 151, respectively

**AA/HSL** – Hawaiian or Second Language (4 credits)

(Two courses [8 credits] required for the degree, both in the same language)

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101

**AA Elective** (3 credits)

(At least 17 credits required for the degree; see note on elective courses below)

Any course on the AA/FW, AA/FQ, AA/FG, AA/DA, AA/DH, AA/DL, AA/DS, AA/DB, AA/DP, AA/DY, and AA/HSL lists that has not already fulfilled a General Education requirement, or any course in the AA Elective list below (1-4).

### **Second Semester**

**AA/FG** – Global and Multicultural Perspectives (3 credits)

(Two courses [6 credits] required for the degree; each course from a different group: A, B, or C)

**Group A (FGA)** ANTH 151, ART 175, HIST 151; REL 149/WS 149

**Group B (FGB)** ANTH 152, ART 176, GEO 102, HIST 152, SSCI 102;

**Group C (FGC)** GEO 151, MUS 107, REL 150

Note: GEO 102 and 151 were formerly GEOG 102 and 151, respectively

**AA/HSL – Hawaiian or Second Language (4 credits)**

(Two courses [8 credits] required for the degree, both in the same language)

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102

**AA/DA, AA/DH, AA/DL – Arts, Humanities, and Literature (3 credits)**

(Two courses [at least 6 credits total] required for the degree, each from a different area: DA, DH, or DL)

**AA/DA – Arts (1-3 credits)**

ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 122Z, 170, 183, 201, 206, 229, 231C, 253, SP 151 (OC), 233, 251 (OC), THEA 101, 221 (OC), 222 (OC)

**AA/DH – Humanities (1-4 credits)**

AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHNS 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, 290 PHIL 100, 101, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL – Literature and Language (3-4 credits)**

EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

**DB or DP – Natural Sciences (3-4 credits)**

(Two courses [at least 6 credits] required for the degree, each from a different area: one DB and one DP)

**AA/DB – Biological Sciences (3-4 credits)**

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, PHYL 141, 142, 160, PSY 230, ZOOL 200

Note: PHYL 141 and 142 were formerly ZOOL 141 and 142, respectively.

**AA/DP – Physical Sciences (3-4 credits)**

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, OEST 101, OCN 201, PHYS 100, 151, 152, 170, 272, 274

Note: GEO 101 was formerly GEOG 101; EARTH 103 was formerly GG 103.

**AA Elective (3 credits)**

(At least 17 credits required for the degree; see note on elective courses below)

Any course on the AA/FW, AA/FQ, AA/FG, AA/DA, AA/DH, AA/DL, AA/DS, AA/DB, AA/DP, AA/DY, and AA/HSL lists that has not already fulfilled a General Education requirement, or any course in the AA Elective list below (1-4).

**Third Semester**

**AA/DA, AA/DH, AA/DL – Arts, Humanities, and Literature (3 credits)**

(At least two courses [6 credits total] required for the degree, each from a different area: DA, DH, or DL)

**AA/DA – Arts (1-3 credits)**

ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 122Z, 170, 183, 201, 206, 229, 231C, 253, SP 151 (OC), 233, 251 (OC), THEA 101, 221 (OC), 222 (OC)

**AA/DH** – Humanities (1-4 credits)

AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHNS 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 269 (any alpha), 295 (any alpha), IS 109, JPNS 131, 290, KOR 290, LING 102, MUS 106, 170, 290 PHIL 100, 101, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL** – Literature and Language (3 credits)

EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, PACS 257, SPAN 250

**DB or DP** – Natural Sciences (3-4 credits)

(Two courses [at least 6 credits] required for the degree, each from a different area: one DB and one DP)

**AA/DB** – Biological Sciences (3-4 credits)

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, PHYL 141, 142, 160, PSY 230, ZOOL 200

Note: PHYL 141 and 142 were formerly ZOOL 141 and 142, respectively.

**AA/DP** – Physical Sciences (3-4 credits)

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, OEST 101, OCN 201, PHYS 100, 151, 152, 170, 272, 274

Note: GEO 101 was formerly GEOG 101; EARTH 103 was formerly GG 103.

**AA/DY** – Laboratory Sciences (1-2 credits)

(One course [at least 1 credit] required for the degree; this course must be paired with a corresponding DB or DP course)

BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, EARTH 101L, GEO 101L, MICR 140L, 161, 230, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L

Note: PHYL 141L and 142L were formerly ZOOL 141L and 142L, respectively; EARTH 101L was formerly GG 101L; GEO 101L was formerly GEOG 101L

**AA/DS** – Social Sciences (3 credits)

(Two courses [6 credits] required for the degree, each course from a different discipline)

ANTH 200, 210, ASAN 100, BOT 105, COM 201, ECON 120, 130, 131, ED 284, 289, ES 101, HWST 255, HDFS 230, LING 150, PACS 108, POLS 110, 120, 130, 207, PSY 100, 170, 202, 212, 225, 240, 250, 260, 270, SLT 102, 103, SP 181 (OC), SSCI 200, 260, SOC 100, 214, 218, 231, 251, 257

Note: HDFS 230 was formerly FAMR 230, PSY 225 was formerly SOCS 225

**AA Elective** (6 credits)

(At least 17 credits required for the degree; see note on elective courses below)

Any course on the AA/FW, AA/FQ, AA/FG, AA/DA, AA/DH, AA/DL, AA/DS, AA/DB, AA/DP, AA/DY, and AA/HSL lists that has not already fulfilled a

General Education requirement, or any course in the AA Elective list below (1-4).

#### **Fourth Semester**

##### **AA/DS – Social Sciences (3 credits)**

(Two courses [6 credits] required for the degree, each course from a different discipline)

ANTH 200, 210, ASAN 100, BOT 105, COM 201, ECON 120, 130, 131, ED 284, 289, ES 101, HWST 255, HDFS 230, LING 150, PACS 108, POLS 110, 120, 130, 207, PSY 100, 170, 202, 212, 225, 240, 250, 260, 270, SLT 102, 103, SP 181 (OC), SSCI 200, 260, SOC 100, 214, 218, 231, 251, 257 (3)

Note: HDFS 230 was formerly FAMR 230, PSY 225 was formerly SOCS 225

##### **AA Elective (9 credits)**

(At least 17 credits required for the degree; see note on elective courses below)

Any course on the AA/FW, AA/FQ, AA/FG, AA/DA, AA/DH, AA/DL, AA/DS, AA/DB, AA/DP, AA/DY, and AA/HSL lists that has not already fulfilled a General Education requirement, or any course in the AA Elective list below (1-4).

#### **Note on elective courses:**

A minimum of 17 credits of electives in Liberal Arts courses numbered at or above the 100 level or non-Liberal Arts courses that meet major requirements are required. These include all of the courses listed above as well as the additional courses listed below. Students are encouraged to meet with the appropriate academic advisor to obtain an up-to-date listing of approved elective courses. Hawaiian and second language courses at the 201 and 202 levels meet the AA elective requirements. Additional courses included as electives:

ACC 201, ACC 202, ANTH 200, ASL 201, 202, 203, 204, BLAW 200, CHN 201, 202, CULN (all), DEAF 201, 202, 294, ED 276, 277, 278 (any alpha), 283, 285, 290, 294, EE 296, ENG 108G, 200, 209, 225, ESS 140, 180, FIL 201, 202, FR 201, 202, HAW 202, 202, 224, HWST 110, 281, 281L, HLTH (all), HOST (all), HUM 210, ICS 111, 141, 211, 212, 241, IS 103, 104, 108, 108L, 111, 120, JOUR 150, 205, 227, 250, JPN 131, 257 (any alpha), 201, 202, KOR 201, 202, LAW 101, 102, 104, 105, 111, 121, 131, 136, 140, 141, 145, 151, 166, 176, 206, MATH 111, ME 213, OCN 101, PACS 201, 202, 203, PHRM 203, RESP (all), SLT 203 (any alpha), 290, SPAN 201, 202

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course. Students must also complete one oral communication (OC) course.*

*Please refer to <https://www.hawaii.edu/offices/vp-academic-strategy/academic-programs-and-policy/hap/> for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*



## **CONCENTRATIONS WITHIN THE LIBERAL ARTS CURRICULA**

### **ASSOCIATE IN ARTS, LIBERAL ARTS WITH A CONCENTRATION IN ART (60 SEMESTER CREDITS)**

#### **Program Description:**

The Associate in Arts degree in Liberal Arts with a concentration in Art provides students with a strong studio art experience and art history curriculum that integrates conceptual and technical artistic skills with personal and creative exploration. Upon completion of this 60-credit program that satisfies all the requirements for the AA degree in Liberal Arts, students will be prepared to transfer to a four-year institution to further their study (BA/BFA) in the various areas of studio art, including ceramics, design, drawing, painting, photography, sculpture and art history or continue on their journey of becoming a professional artist. The Associate in Arts degree in Liberal Arts with a concentration in Art requires 27 total credits of which 12 credits are required courses. In addition, a total of 15 credits are required from a list of studio art electives.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Art:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Art should be able to:

- Successfully apply the formal elements and principles of art and design.
- Exhibit fundamental skills and concepts relative to the practice of visual arts.
- Complete the creative problem-solving process from planning and discovery to implementation and evaluation.
- Exhibit an ability to communicate effectively both visually and verbally the intent of completed artwork.
- Demonstrate a broad grasp of the history of art within cultural contexts and a more specialized knowledge of certain periods, cultures, and issues.

### **ASSOCIATE IN ARTS DEGREE CURRICULUM, LIBERAL ARTS WITH A CONCENTRATION IN ART (60 CREDITS)**

#### **First Semester**

AA/FW Written Communication  
ENG 100 (3) or ESL 100 (3)

#### AA/DB Biological Science

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4) AA/DY Lab BIOL 101L, 124L, 130L, \*171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2) *Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*



## Core

ART 101 Introduction to Visual Arts (3)  
ART 113 Introduction to Drawing (3)  
ART 116 Introduction to 3D Composition (3)

## Second Semester

AA/FQ Quantitative Reasoning

BUS 100, 250, MATH 100, 103, 112, 115, 135, 140, 241, 242, PHIL 111, ICS 141 (3-4)

AA/HSL Hawaiian or Second Language

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101 (4)

*Recommend to take HSL 102 in third semester*

AA/FG

ART 175 Survey of Global Art I or ART 176 Survey of Global Art II

AA Concentration in Art/Elective (2-4)

ART 105, 106J, 107, 111, 113, 115, 123, ^189 (strongly recommended), 213, 214, 260, \*IS 161  
(strongly recommended)

AA Concentration in Art/Elective (2-4)

## Third Semester

AA/FG

ART 175 Survey of Global Art I or ART 176 Survey of Global Art II HSL 102

AA/HSL Hawaiian or Second Language

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

AA/DH Humanities or AA/DL Languages, Linguistics and Literature

AMST 201, \*ART 270 (strongly recommended), ASAN 201, 202, ASL 290, CHN 290, HAW 290,  
\*HWST 100, 107, 207, 257, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, IS 109, JPN 131, 290,  
KOR 290, \*LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, \*REL 151, 202, 209, 210,  
215, 222, \*SLT 202 (any alpha), \*EALL 261, 262, 269 (any alpha), 271, 272, \*ENG 270 (any alpha),  
271 (any alpha), 272 (any alpha), 273 (any alpha), \*HAW 261, 262, \*HWST 270, LLEA 239, SPAN  
250 (3)

AA/DS Social Science (3)

ANTH 200, 210, ASAN 100, ^BOT 105, \*COM 201, DEAF 201, ECON 120, 130, 131, ED 284, 289,  
\*^ES 101, \*HDFS 230, HWST 255, \*JOUR 150, LAW 101, ^PACS 108, POLS 110, 120, 130, 207,  
PSY 100, 170, \*212, 225, 240, 250, 260, 270, \*SLT 102, 103, SP 181 (OC), SSCI 200, SOC 100, 214,  
\*218, 231, 251, 257, SW 200 (3)

AA Concentration in Art/Elective (2-4)

## Fourth Semester

AA/DP Physical Science

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101,  
ERTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

*Note: EARTH 103 was formerly GG 103.*

AA/DY Lab if necessary

AA/DS Social Science (3) from different discipline from course taken previously

AA Concentration in Art/Elective (2-4)

AA Concentration in Art/Elective (2-4)

*\* A course that articulates with UHM Art Department*

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses (marked with \* above). Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course (marked with ^ above). Students must also complete one Oral Communication course (marked with OC above).*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**ASSOCIATE IN ARTS,  
LIBERAL ARTS  
WITH A CONCENTRATION IN BUSINESS ADMINISTRATION  
(60 SEMESTER CREDITS)**

**Program Description:** This concentration within the Associate in Arts in Liberal Arts is designed for students who intend to transfer to the University of Hawai'i at Mānoa, Shidler College of Business. This AA concentration fulfills the current Kapi'olani Community College AA Liberal Arts requirements while paying particular attention to the admission requirements to UHM's baccalaureate program.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Business Administration:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Business Administration should be able to:

- Record and report financial information for sole proprietorships in service and retail operations using accounting theory and methods
- Use methods for evaluating financial performance for corporations, including cost accounting, budgeting, break-even analysis, ratio analysis, and cash flow analysis.
- Apply principles of business and managerial communications through analyzing various kinds of business messages and writing informatively, analytically, and persuasively for business purposes.
- Explain concepts in Micro and Macroeconomics, with emphasis on price system and market structures,

and modern theory of income determination indicating how and why income, production, employment and price levels fluctuate.

- Describe laws impacting business operations.
- Utilize major computer application packages as tools in business problem-solving.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS  
WITH A CONCENTRATION IN BUSINESS ADMINISTRATION  
(60 CREDITS)**

**First Semester**

ENG 100 (3), ESL 100 (3)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

One in the first semester and one in the second semester

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101 (4)

PSY 100 (3) or SOC 100 (3)

ICS 101 (3)

**Second Semester**

BUS 250 or MATH 241 (3-4)

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

Two courses, each course from a different group: DA, DH, or DL

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222

**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

ECON 130 (3)

**Third Semester**

Natural Science Courses (7-10 credits)

**AA/DB:** BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

**AA/DP:** ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

**AA/DY:** BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2)

*Note: EARTH 103 was formerly GG 103.*

*Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

ACC 201 (3)

BLAW 200 (3)

ECON 131 (3)

#### **Fourth Semester**

SP 151 (3) or SP 251 (3)

ACC 202 (3)

ENG 209 (3)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (H) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

### **ASSOCIATE IN ARTS, LIBERAL ARTS (ONLINE) WITH A CONCENTRATION IN BUSINESS ADMINISTRATION (60 SEMESTER CREDITS)**

**Program Description:** This concentration within the Associate in Arts in Liberal Arts is designed for students who intend to transfer to the University of Hawai'i at Mānoa, Shidler College of Business. This online AA concentration fulfills the current Kapi'olani Community College AA Liberal Arts requirements while paying particular attention to the admission requirements to UHM's baccalaureate program.

**Program Student Learning Outcomes for the online AA in Liberal Arts with a concentration in Business Administration:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the online Associate in Arts in Liberal Arts with a concentration in Business Administration should be able to:

- Record and report financial information for sole proprietorships in service and retail operations using accounting theory and methods
- Use methods for evaluating financial performance for corporations, including cost accounting,

budgeting, break-even analysis, ratio analysis, and cash flow analysis.

- Apply principles of business and managerial communications through analyzing various kinds of business messages and writing informatively, analytically, and persuasively for business purposes.
- Explain concepts in Micro and Macroeconomics, with emphasis on price system and market structures, and modern theory of income determination indicating how and why income, production, employment and price levels fluctuate.
- Describe laws impacting business operations.
- Utilize major computer application packages as tools in business problem-solving.

**ONLINE ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS  
WITH A CONCENTRATION IN BUSINESS ADMINISTRATION  
(60 CREDITS)**

**First Semester**

ENG 100 (3), ESL 100 (3)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

One in the first semester and one in the second semester

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101(4)

PSY 100 (3) or SOC 100 (3)

ICS 101 (3)

**Second Semester**

BUS 250 or MATH 241 (3-4)

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

Two courses, each course from a different group: DA, DH, or DL

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222

**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

ECON 130 (3)

**Third Semester**

Natural Science Courses (7-10 credits)

**AA/DB:** BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

**AA/DP:** ASTR 110, BIOG 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

**AA/DY:** BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2)

*Note: EARTH 103 was formerly GG 103.*

*Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

ACC 201 (3)

BLAW 200 (3)

ECON 131 (3)

#### **Fourth Semester**

SP 151 (3) or SP 251 (3)

ACC 202 (3)

ENG 209 (3)

*The issuance of an online AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (H) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

### **ASSOCIATE IN ARTS, LIBERAL ARTS WITH A CONCENTRATION IN ECONOMICS (60 SEMESTER CREDITS)**

**Program Description:** The Associate in Arts degree in Liberal Arts with a concentration in Economics prepares students to transfer to four-year institutions. This 60-credit program satisfies all of the requirements for the A.A. degree in Liberal Arts. Additionally, the program imparts students with solid knowledge and skills toward a Bachelor degree in Economics. After successful completion of the program, students will have a strong understanding of the field of Economics, and good foundational knowledge of the research methods and statistics used by economists, as well as a clear sense of the major perspectives, which define the field of Economics. Targeted advising and a carefully planned course sequence will enable students to successfully

transfer to baccalaureate institutions in Hawai'i that have Economics majors, such as the University of Hawai'i at Mānoa, the University of Hawaii West Oahu, the University of Hawai'i Maui College, and the University of Hawai'i at Hilo, or to any other four-year university.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Economics:** In

addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Economics should be able to:

- Explain how the American economic system works, including various approaches to the organization of production and the allocation of resources.
- Explain how policies of microeconomics nature achieve national and specific goals of public policy.
- Explain the specific tools of classical, Keynesian, and macroeconomics analysis, e.g. demand and supply, the consumption function, the multiplier effect, the quantity theory of money, and the accelerator effect, all of which analyze the change in and determination of national income.
- Explain government fiscal and Federal Reserve policies and apply these to current economic events.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS  
WITH A CONCENTRATION IN ECONOMICS  
(60 CREDITS)**

**First Semester**

MATH 103, MATH 135, MATH 140, MATH 241 (3-4)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151\*;

Group B (FGB) ANTH 152, GEO 102, HIST 152\*, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

One course in the first semester and one in the third semester

SP 151, 181, 251, THEA 221, 222 (3)

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101 (4)

Two courses, each course from a different group: DA, DH, or DL

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222

**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

**Second Semester**

ENG 100, ESL 100 (3)

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

Natural Science Courses (7-10 credits)

**AA/DB:** BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

**AA/DP:** ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

**AA/DY:** BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2)

*Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

*Note: EARTH 103 was formerly GG 103.*

ECON 130 (3) Note: required Pre-Major

### Third Semester

ECON 131 (3)

ASL 201, CHN 201, FIL 201, FR 201, HAW 201, JPN 201, KOR 201, SPAN 201 (4)

### Fourth Semester

**SOCS 225 no longer exists at our campus. Did this econ degree get updated?**

SOCS 225\*\* (3) Note: Required Pre-Major

ASL 202, CHN 202, FIL 202, FR 202, HAW 202, JPN 202, KOR 202, SPAN 202 (4)

A minimum of 7 credits of electives in Liberal Arts courses numbered at or above the 100 level or non-Liberal Arts courses that meet major requirements. Students are encouraged to meet with the appropriate academic advisor to obtain a listing of approved elective courses. Hawaiian/second language courses at the 201 and 202 level meet the AA elective requirements.

*\* HIST 151 or HIS 152 recommended if students plan to take ECON 341 or ECON 342, Upper Division I ECON courses at UHM.*

*\*\* SOCS 225 will substitute for ECON 321 (a core requirement for Economics majors at UHM) but does not count toward the 24 Upper Division (300+ level) credits required for a B.A. in Economics. Students must take an additional 300+ level Economics elective. Please see attached memo from the UHM Department of Economics to the UHM College of Social Sciences Dean.*

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*



*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**ASSOCIATE IN ARTS,  
LIBERAL ARTS  
WITH A CONCENTRATION IN ELEMENTARY EDUCATION  
(60 SEMESTER CREDITS)**

**Program Description:** The AA degree in Liberal Arts with a concentration in Elementary Education is a 60-credit program that provides personalized advising and a carefully planned course sequence to fulfill all of the requirements for the AA degree in Liberal Arts. This program prepares students with the necessary competencies to successfully apply to a teacher licensure-track program at baccalaureate institutions (e.g., University of Hawai'i at Mānoa, College of Education, University of Hawai'i at West Oahu, Chaminade University), and/or work in entry-level positions (e.g., teacher assistants, educational paraprofessionals, tutors) with preschool and elementary school students, pre-kindergarten through 5th grade.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Elementary Education:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Elementary Education should be able to:

- Apply critical thinking, reflection, and problem-solving skills to make informed decisions as a teacher candidate.
- Demonstrate culturally responsive, inclusive, and equitable approaches and practices to foster engaging and meaningful learning experiences for all students.
- Develop collaborative partnerships to strengthen the educational success of all students.
- Advocate for quality education and the right to education for all learners.
- Conduct educational research using sound quantitative and/or qualitative methods.
- Demonstrate professionalism in interactions and situations as a teacher candidate.
- Demonstrate continuous improvement and growth in the field of education.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS  
WITH A CONCENTRATION IN ELEMENTARY EDUCATION  
(60 CREDITS)**

**First Semester**

AA/FW Written Communication

ENG 100, ESL 100 (3)

AA Concentration in ELEM ED Program Elective

MATH 111 Mathematics for Elementary Teachers I (3)

AA Concentration in ELEM ED

ED 285 Classroom Management Within the Instructional Process (WI) (3)

ED 290 Foundations of Education (3)

AA/FG Global and Multicultural Perspectives Electives (3)

(1 course, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102

Group C (FGC) GEO 151, MUS 107, REL 150

## **Second Semester**

AA/DS Social Science

ED 284 Foundations of Inclusion in Teaching (WI) (3)

HDFS 230 Survey of Human Development (3)

AA Concentration in ELEM ED

ED 283 Family-Professional Partnerships in Education (3)

ED 289 Educational Psychology (3)

AA/FS Symbolic Reasoning

MATH 112 Mathematics for Elementary Teachers II (3)

## **Third Semester**

AA/DH Humanities/Hawaiian, Asian, and Pacific Issues (HAP)

HWST 107 Hawai'i: Center of the Pacific (3)

AA/DB Biological Science (3)

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

AA/DY Lab (1-2)

BIOL 101L, 124L, 130L, \*171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L

*Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

AA/FG Global and Multicultural Perspectives Electives (3)

(1 course, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102

Group C (FGC) GEO 151, MUS 107, REL 150

AA Concentration in ELEM ED

ED 275 Tutoring in Education (1)

ED 277 Introduction to Multicultural Education (3)

ED 278 (alpha) Special Topics in Education (1)

## **Fourth Semester**

AA/DA Art or AA/DL Languages, Linguistics, and Literatures (3)

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222. MUS 253 highly recommended.

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

**AA/OC Oral Communication (3)**

SP 151 Personal and Public Speech or THEA 221 Beginning Acting 1

**AA/DP Physical Science (3)**

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

*Note: EARTH 103 was formerly GG 103.*

**AA Concentration in ELEM ED**

ED 276 Technology in Education (3)

ED 294 Education Capstone and Practicum (3)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**ONLINE ASSOCIATE IN ARTS,  
LIBERAL ARTS  
WITH A CONCENTRATION IN ELEMENTARY EDUCATION  
(60 SEMESTER CREDITS)**

**Program Description:** The Associate in Arts (AA) degree in Liberal Arts is designed to give students the skills, knowledge, and attitudes necessary to transfer to a four-year college / university, seek employment, contribute to their communities, and pursue lifelong learning. These skills, knowledge, and attitudes include creative problem solving, clear communication, analytical thinking, informed decision making, ethical judgment, teamwork and collaboration, and strong leadership.

The online concentration in Elementary Education within the AA degree in Liberal Arts with is a 60-credit program that provides personalized advising and a carefully planned course sequence to fulfill all of the requirements for the AA degree in Liberal Arts. This program prepares students with the necessary competencies to successfully apply to a teacher licensure-track program at baccalaureate institutions (e.g., University of Hawai'i at Mānoa, University of Hawai'i at West Oahu, Chaminade University), and/or work in entry-level positions (e.g., teacher assistants, educational paraprofessionals, tutors) with preschool and elementary school students, pre-kindergarten through 5th grade..

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Elementary Education:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written

communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Elementary Education should be able to:

- Apply critical thinking, reflection, and problem-solving skills to make informed decisions as a teacher candidate.
- Demonstrate culturally responsive, inclusive, and equitable approaches and practices to foster engaging and meaningful learning experiences for all students.
- Develop collaborative partnerships to strengthen the educational success of all students.
- Advocate for quality education and the right to education for all learners.
- Conduct educational research using sound quantitative and/or qualitative methods.
- Demonstrate professionalism in interactions and situations as a teacher candidate.
- Demonstrate continuous improvement and growth in the field of education.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS  
WITH A CONCENTRATION IN ELEMENTARY EDUCATION  
(60 CREDITS) COMPLETELY ONLINE**

**First Semester**

AA/FW Written Communication

ENG 100, ESL 100 (3)

AA Concentration in ELEM ED Program Elective

MATH 111 Mathematics for Elementary Teachers I (3)

AA Concentration in ELEM ED

ED 285 Classroom Management Within the Instructional Process (WI) (3)

ED 290 Foundations of Education (3)

AA/FG Global and Multicultural Perspectives Electives (3)

(1 course, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102

Group C (FGC) GEO 151, MUS 107, REL 150

**Second Semester**

AA/DS Social Science

ED 284 Foundations of Inclusion in Teaching (WI) (3)

HDFS 230 Survey of Human Development (3)

AA Concentration in ELEM ED

ED 283 Family-Professional Partnerships in Education (3)

ED 289 Educational Psychology (3)

AA/FS Symbolic Reasoning

MATH 112 Mathematics for Elementary Teachers II (3)

**Third Semester**

AA/DH Humanities/Hawaiian, Asian, and Pacific Issues (HAP)

HWST 107 Hawai'i: Center of the Pacific (3)

AA/DB Biological Science (3)

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230,

PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

**AA/DY Lab (1-2)**

BIOL 101L, 124L, 130L, \*171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHY 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L

*Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

**AA/FG Global and Multicultural Perspectives Electives (3)**

(1 course, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102

Group C (FGC) GEO 151, MUS 107, REL 150

**AA Concentration in ELEM ED**

ED 275 Tutoring in Education (1)

ED 277 Introduction to Multicultural Education (3)

ED 278 (alpha) Special Topics in Education (1)

**Fourth Semester**

**AA/DA Art or AA/DL Languages, Linguistics, and Literatures (3)**

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222. MUS 253 highly recommended.

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

**AA/OC Oral Communication (3)**

SP 151 Personal and Public Speech or THEA 221 Beginning Acting 1

**AA/DP Physical Science (3)**

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

*Note: EARTH 103 was formerly GG 103.*

**AA Concentration in ELEM ED**

ED 276 Technology in Education (3)

ED 294 Education Capstone and Practicum (3)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS  
WITH A CONCENTRATION IN ELEMENTARY EDUCATION AND HAWAIIAN IMMERSION  
(60 CREDITS)**

**Program Description:** The Associate in Arts degree in Liberal Arts with a concentration in Elementary Education and Hawaiian Immersion is a 60-credit program that provides personalized advising and a carefully planned course sequence to fulfill all of the requirements for the AA degree in Liberal Arts. This program prepares students with the necessary competencies to successfully apply to a teacher licensure-track program at baccalaureate institutions (i.e., University of Hawai'i at Mānoa, College of Education - Elementary ED & Hawaiian Immersion Program) and/or work in entry-level positions (e.g., teacher assistants, educational paraprofessionals, tutors) with Hawaiian Language speaking students, including Hawaiian Immersion students, in preK-12 settings. Furthermore, this degree program provides students with strong intermediate language skills in Hawaiian using ACTFL standards.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Elementary Education and Hawaiian Immersion:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Elementary Education and Hawaiian Immersion should be able to:

- Apply critical thinking skills to make informed decisions as a teacher candidate.
- Develop collaborative partnerships to strengthen the educational success of all students.
- Demonstrate culturally responsive, inclusive, and equitable approaches and practices to foster engaging and meaningful learning experiences for all students.
- Advocate for quality education and the right to education for all learners.
- Conduct educational research using sound quantitative and/or qualitative methods.
- Demonstrate professionalism in interactions and situations as a teacher candidate.
- Demonstrate continuous improvement and growth in the field of education.
- Demonstrate intermediate language skills in Hawaiian using ACTFL standards.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS WITH A CONCENTRATION IN ELEMENTARY EDUCATION  
AND HAWAIIAN IMMERSION (60 CREDITS)**

**First Semester**

AA/FW Written Communication

ENG 100, ESL 100 (3)

AA/FQ Quantitative Reasoning

MATH 112 Mathematics for Elementary Teachers II (3)

AA/HSL Hawaiian or Second Language

HAW 101 Elementary Hawaiian I (4)

AA Concentration in ELEM ED & Hawaiian Immersion

ED 278C Special Topics in Education: Issues in Second Language Hawaiian Immersion Instruction (1)

ED 290 Foundations of Education (3)

**Second Semester**

AA/FG Global and Multicultural Perspectives Electives (3)

(1 course, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102

Group C (FGC) GEO 151, MUS 107, REL 150

AA/HSL Hawaiian or Second Language

HAW 102 Elementary Hawaiian II (4)

AA/DH Humanities/Hawaiian, Asian, and Pacific Issues (HAP)

HWST 107 Hawai'i: Center of the Pacific (3)

AA/DS Social Science

HDFS 230 Survey of Human Development (3)

AA Concentration in ELEM ED & Hawaiian Immersion

ED 289 Educational Psychology (3)

**Third Semester**

AA/DB Biological Science (3)

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185,

MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

AA/DY Lab (1-2)

BIOL 101L, 124L, 130L, \*171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L

*At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

AA/HSL Hawaiian or Second Language

HAW 201 Intermediate Hawaiian I (4)

AA Concentration in ELEM ED & Hawaiian Immersion

ED 277 Introduction to Multicultural Education (3)

ED 285 Classroom Management Within the Instructional Process (WI) (3)

**Fourth Semester**

AA/FG Global and Multicultural Perspectives Electives (3)

(1 course, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102

Group C (FGC) GEO 151, MUS 107, REL 150

AA/DA Arts/OC Oral Communication (3)

SP 151, SP 181, 251, THEA 221, or THEA 222

AA/DP Physical Science (3)

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

*Note: EARTH 103 was formerly GG 103.*

*At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

AA/HSL Hawaiian or Second Language

HAW 202 Intermediate Hawaiian II (4)

AA/DS Social Science

ED 284 Foundations of Inclusion in Teaching (WI) (3)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

## **ASSOCIATE IN ARTS DEGREE CURRICULUM, LIBERAL ARTS WITH A CONCENTRATION IN ELEMENTARY EDUCATION AND SECOND LANGUAGE TEACHING (60 CREDITS)**

**Program Description:** The AA degree in Liberal Arts with a concentration in Elementary Education and Second Language Teaching is a 60-credit program that provides personalized advising and a carefully planned course sequence to fulfill all of the requirements for the AA degree in Liberal Arts. This program prepares students with the necessary competencies to successfully apply to a teacher licensure-track program at baccalaureate institutions (i.e., University of Hawai'i at Mānoa, College of Education - Multilingual Learners Program), and/or work in entry-level positions (e.g., teacher assistants, educational paraprofessionals, tutors) with second language learners in preK-12 settings. Furthermore, this degree program provides students with a framework for second language learning and teaching, skills and strategies for second language teaching, linguistic principles to support second language learning, and advocacy strategies to support second language learners.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Elementary Education and Second Language Teaching:** In addition to the general student learning outcomes of the AA



Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication, and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Elementary Education and Second Language Teaching should be able to:

- Apply critical thinking skills to make informed decisions as a teacher candidate.
- Demonstrate culturally responsive, inclusive, and equitable approaches and practices to foster engaging and meaningful learning experiences for all students.
- Develop collaborative partnerships to strengthen the educational success of all students.
- Advocate for quality education and the right to education for all learners.
- Conduct educational research using sound quantitative and/or qualitative methods.
- Demonstrate professionalism in interactions and situations as a teacher candidate.
- Demonstrate continuous improvement and growth in the field of education.
- Demonstrate an ability to effectively facilitate the language development of students based on individual language needs.

## **ASSOCIATE IN ARTS DEGREE CURRICULUM, LIBERAL ARTS WITH A CONCENTRATION IN ELEMENTARY EDUCATION AND SECOND LANGUAGE TEACHING (60 CREDITS)**

### **First Semester**

AA/FW Written Communication

ENG 100, ESL 100 (3)

AA/FS Symbolic Reasoning

MATH 112 Mathematics for Elementary Teachers II (3)

AA/FG Global and Multicultural Perspectives Electives (3) (1 course, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEOG 102, HIST 152, SSCI 102

Group C (FGC) GEOG 151, MUS 107, REL 150

AA Concentration in ELEM ED & SLT

ED 285 Classroom Management Within the Instructional Process (WI) (3)

ED 290 Foundations of Education (3)

### **Second Semester**

MATH 111 Mathematics for Elementary Teachers I (3)

AA/DS Social Science

ED 284 Foundations of Inclusion in Teaching (WI) (3)

AA/FG Global and Multicultural Perspectives Electives (3) (1 course, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEOG 102, HIST 152, SSCI 102

Group C (FGC) GEOG 151, MUS 107, REL 150

AA Concentration in ELEM ED & SLT

SLT 103 Language Teaching (3)

LING 102 Introduction to the Study of Language (3)

### Third Semester

#### AA/DS Social Science

HDFS 230 Survey of Human Development (3)

#### AA/DB Biological Science (3)

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

#### AA/DY Lab (1-2)

BIOL 101L, 124L, 130L, \*171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEOG 101L, GG 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.

#### AA Concentration in ELEM ED & SLT

ED 277 Introduction to Multicultural Education (3)

SLT 102 Language Learning (3)

AA Elementary ED Elective (2)

### Fourth Semester

#### AA/DH Humanities/Hawaiian, Asian, and Pacific Issues (HAP)

HWST 107 Hawai'i: Center of the Pacific (3)

#### AA/DA/OC Oral Communication (3)

SP 151, 181, 251, THEA 221, or 222

#### AA/DP Physical Science (3)

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

#### AA Concentration in ELEM ED & SLT

ED 289 Educational Psychology (3)

SLT 202B Concepts & Issues in Second Language Teaching (3)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses (marked with \* above). Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course (marked with ^ above). Students must also complete one Oral Communication course (marked with OC above).*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu).*

**ASSOCIATE IN ARTS,  
LIBERAL ARTS  
WITH A CONCENTRATION IN ENGLISH  
(60 SEMESTER CREDITS)**

**Program Description:** The Associate in Arts degree in Liberal Arts with a concentration in English provides students with a strong foundation in English and fulfills the Introductory Literature Program course requirement for English majors at UH Mānoa. Upon completion of this 60-credit program that satisfies all the requirements for the AA degree in Liberal Arts, students will be prepared to transfer to a four-year institution to major in English.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in English:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in English should be able to:

- Analyze a work of literature as a reflection of its cultural and historical context.
- Identify major themes in a work of literature and explore their implications.
- Analyze structure; explain how form contributes to meaning.
- Use literary evidence to support interpretations and analysis of literary works.
- Produce clear and effective written responses to literature.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS  
WITH A CONCENTRATION IN ENGLISH  
(60 CREDITS)**

**First Semester**

ENG 100 (3)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

One course in the first semester, one in the second semester

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101 (4)

SP 181 (3)

KapCC AA/DA, AA/DB, AA/DH, AA/DL, AA/DS, AA/DP (3)

**Second Semester**

BUS 100, MATH 112, 135, 140, 244, PHIL 110, BUS 250, MATH 115, 132, 215, PHIL 111, ICS 141, MATH 100, 103, 241, 242 (3-4)

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

ENG 272B (3) or ENG 272M (3) Note: ENG 272B or ENG 272M is strongly recommended to be taken as WI and HAP

ENG 200 (3) Note: Strongly recommended to be taken in second semester

### Third Semester

ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222, AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha) (1-4)

Natural Science Courses (7-10 credits)

**AA/DB:** BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

**AA/DP:** ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

**AA/DY:** BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2)

*Note: EARTH 103 was formerly GG 103.*

*Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

Select three courses from the following list to be taken in the third and fourth semesters:

ENG 270B, ENG 270E, ENG 270F, ENG 270M, ENG 270N, ENG 271D, ENG 271N, ENG 271P, ENG 272B, ENG 272F, ENG 272G, ENG 272M, ENG 272N, ENG 272P, ENG 272Q, ENG 273C, ENG 273N (3)

KapCC AA/DA, AA/DB, AA/DH, AA/DL, AA/DS, AA/DP (3)

### Fourth Semester

ANTH 200, 210, ASAN 100, BOT 105, COM 201, ECON 120, 130, 131, ED 284, 289, ES 101, FAMR 230, HDFS 230, HWST 255, JOUR 150, LAW 101, PACS 108, POLS 110, 120, 130, 207, PSY 100, 170, 212, 225, 240, 250, 260, 270, SLT 102, 103, SSCI 200, SOC 100, 214, 218, 231, 251, 257, WS 202 (formerly cross-listed as PSY 202).

Please note that PSY 225 was formerly SOCS 225

KapCC AA/DA, AA/DB, AA/DH, AA/DL, AA/DS, AA/DP (3)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**ASSOCIATE IN ARTS,  
LIBERAL ARTS  
WITH A CONCENTRATION IN HISTORY  
(60 SEMESTER CREDITS)**

**Program Description:**

The Associate in Arts degree in Liberal Arts with a concentration in History provides students with a strong History foundation. Upon completion of this 60-credit program that satisfies all the requirements for the AA degree in Liberal Arts, students will be prepared to transfer to the University of Hawai'i at Mānoa to major in History.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in History:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in History should be able to:

- Analyze the importance of individuals and global processes in history.
- Interpret and use primary documents.
- Develop a clear argument using recognized historical methods.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS  
WITH A CONCENTRATION IN HISTORY  
(60 CREDITS)**

**First Semester**

ENG 100, ESL 100 (3)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

Note: HIST 151 or HIST 152 is required.

One course in the first semester, one in the second semester

SP 151, SP 181, SP 251, THEA 221 (3) Note: SP 151 (DA), SP 251 (DA), THEA 221 (DA) and SP 181 (DS) can fulfill both the OC requirement as well as a DA or DS requirement.

AA/HSL Hawaiian or Second Language

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101 (4)

Recommend to take HSL 102 in second semester

AA/DS Social Science

ANTH 200, 210, ASAN 100, ^BOT 105, \*COM 201, DEAF 201, ECON 120, 130, 131, ED 284, 289, \*^ES 101, \*HDFS 230, HWST 255, \*JOUR 150, LAW 101, ^PACS 108, POLS 110, 120, 130, 207, PSY 100, 170, \*212, 225, 240, 250, 260, 270, \*SLT 102, 103, SP 181 (OC), SSCI 200, SOC 100, 214, \*218, 231, 251, 257, SW 200 (3)

Two courses from two different disciplines

Note: ES 101 strongly recommended. Please note that PSY 225 was formerly SOCS 225

AA Elective (2-4)

## Second Semester

AA/FQ Quantitative Reasoning

BUS 100, 250, MATH 100, 103, 112, 115, 135, 140, 241, 242, PHIL 111, ICS 141 (3-4)

AA/DH Humanities

\*HIST 231, 232, 241, 242, 281, 282, 284, 288 (3)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

Note: HIST 151 or HIST 152 is required.

One course in the first semester, one in the second semester

AA/HSL Hawaiian or Second Language

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

AA Elective (2-4)

## Third Semester

AA/DB Biological Science

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

AA/DP Physical Science

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

*Note: EARTH 103 was formerly GG 103.*

AA/DY Lab

BIOL 101L, 124L, 130L, \*171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2) *Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

AA/DS Social Science (3)

AA Elective (2-4)

AA Elective (2-4)

## Fourth Semester

AA/DA Arts or AA/DL Languages, Linguistics, and Literatures

ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, ^189, 207, 213, 214, 223, 225, 269 (any alpha), DNCE 121, 122, 131, 132, 150, 212, 213, \*IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 251 (OC), THEA 101, 221 (OC), 222, \*EALL 261,

262, 269 (any alpha), 271, 272, \*ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), \*HAW 261, 262, \*HWST 270, LLEA 239, SPAN 250 (2-3)

Natural Science course with lab (if not previously completed) (3-6)

Core requirement

HIST 200+

AA Elective (2-4)

AA Elective (2-4)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Students pursuing the AA concentration in History must earn a grade of "C" or higher in all HIST courses. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses (marked with \* above). Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course (marked with ^ above). Students must also complete one Oral Communication course (marked with OC above).*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

## **ASSOCIATE IN ARTS,**

### **LIBERAL ARTS**

#### **WITH A CONCENTRATION IN HUMAN DEVELOPMENT and FAMILY STUDIES**

#### **(60 SEMESTER CREDITS)**

**Program Description:** The AA degree in Liberal Arts with a Concentration in Human Development and Family Studies (HDFS) is a 60-credit program that satisfies all of the requirements for the AA degree in Liberal Arts. This concentration provides students with the foundation of the ecological systems-based study of lifespan development that provides students with solid knowledge and skills to be successful in entering university HDFS Bachelor of Science programs and future careers in human development and family studies.

#### **Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Human Development and Family Studies:**

In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Family Resources should be able to:

- Compare and contrast the various theories of human development and behavior.
- Describe biological, cognitive, and psychosocial development for each life-span period.
- Investigate the existence of similarities, differences, and uniqueness in human development among

individuals and their cultures.

- Summarize ideas, utilizing critical thought and reflection, clearly in all modes of communication.
- Apply human development theories and concepts to personal, social, educational, and occupational experiences.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS  
WITH A CONCENTRATION IN HUMAN DEVELOPMENT and FAMILY STUDIES  
(60 CREDITS)**

**First Semester**

ENG 100, ESL 100 (3)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 07, REL 150

One course in the first semester, one in the second semester

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101 (4)

FAMR 230, HDFS 230 (3)

**Second Semester**

BUS 100, MATH 112, 135, 140, 244, PHIL 110, BUS 250, MATH 115, 132, 215, PHIL 111, ICS 141, MATH 100, 103, 241, 242 (3-4)

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

Two courses, each course from a different group: DA, DH, or DL

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222

**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

**Third Semester**

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

*Note: EARTH 103 was formerly GG 103*

BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2)

ECON 120, ECON 130 (3)

**Fourth Semester**

SP 151, 181, 251, THEA 221, 222 (3)



### FSHE 185 (3)

A minimum of 18 credits of electives in Liberal Arts courses numbered at or above the 100 level or non-Liberal Arts courses that meet major requirements. Students are encouraged to meet with the appropriate academic advisor to obtain a listing of approved elective courses. Hawaiian/second language courses at the 201 and 202 level meet the AA elective requirements.

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (H) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

### **(ONLINE) ASSOCIATE IN ARTS, LIBERAL ARTS WITH A CONCENTRATION IN HUMAN DEVELOPMENT and FAMILY STUDIES (60 SEMESTER CREDITS)**

**Program Description:** The online AA degree in Liberal Arts with a Concentration in Human Development and Family Studies (HDFS) is a 60-credit program that satisfies all of the requirements for the online AA degree in Liberal Arts. This totally online concentration provides students with the foundation of the ecological systems-based study of lifespan development that provides students with solid knowledge and skills to be successful in entering university HDFS Bachelor of Science programs and future careers in human development and family studies.

#### **Program Student Learning Outcomes for the Online AA in Liberal Arts with a concentration in Human Development and Family Studies:**

In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Online Associate in Arts in Liberal Arts with a concentration in Family Resources should be able to:

- Compare and contrast the various theories of human development and behavior.
- Describe biological, cognitive, and psychosocial development for each life-span period.

- Investigate the existence of similarities, differences, and uniqueness in human development among individuals and their cultures.
- Summarize ideas, utilizing critical thought and reflection, clearly in all modes of communication.
- Apply human development theories and concepts to personal, social, educational, and occupational experiences.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
(ONLINE) LIBERAL ARTS  
WITH A CONCENTRATION IN HUMAN DEVELOPMENT and FAMILY STUDIES  
(60 CREDITS)**

**First Semester**

**AA FW**

ENG 100, ESL 100 (3)

**AA Global and Multicultural Perspectives Electives**

*(2 courses, each course from a different group: A, B, or C)*

*One course in the first semester, one in the second semester*

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 07, REL 150

*One course in the first semester, one in the second semester*

**AA HSL**

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101 (4)

FAMR 230, HDFS 230 (3)

**Second Semester**

**AA FQ**

BUS 100, MATH 112, 135, 140, 244, PHIL 110, BUS 250, MATH 115, 132, 215, PHIL 111, ICS 141,  
MATH 100, 103, 241, 242 (3-4)

**AA HSL**

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

Two courses, each course from a different group: DA, DH, or DL

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128,  
129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253,  
256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213,  
HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP  
151, 233, 251, THEA 101, 221, 222

**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST  
100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288,  
HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106,  
170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any  
alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

**Third Semester**

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH  
103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

*Note: EARTH 103 was formerly GG 103*

BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2)  
ECON 120, ECON 130 (3)

#### **Fourth Semester**

SP 151, 181, 251, THEA 221, 222 (3)  
FSHE 185 (3)

A minimum of 18 credits of electives in Liberal Arts courses numbered at or above the 100 level or non-Liberal Arts courses that meet major requirements. Students are encouraged to meet with the appropriate academic advisor to obtain a listing of approved elective courses. Hawaiian/second language courses at the 201 and 202 level meet the AA elective requirements.

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (H) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

### **ASSOCIATE IN ARTS, LIBERAL ARTS WITH A CONCENTRATION IN PSYCHOLOGY (60 SEMESTER CREDITS)**

#### **Program Description:**

The Associate in Arts (AA) degree in Liberal Arts is designed to give students the skills, knowledge, and attitudes necessary to transfer to a four-year college or university, seek employment, contribute to their communities, and pursue lifelong learning. These skills, knowledge, and attitudes include creative problem-solving, clear communication, analytical thinking, informed decision-making, ethical judgment, teamwork and collaboration, and strong leadership.

The concentration in Psychology within the Associate in Arts (AA) degree in Liberal Arts prepares students to transfer to four-year institutions. This 60-credit program satisfies all of the requirements for the A.A. degree in Liberal Arts. Additionally, the program provides students with solid knowledge and skills toward a Bachelor's degree in Psychology. After successful completion of the program, students will have a strong understanding of the field of Psychology, and good foundational knowledge of the research methods and statistics used by psychologists, as well as a clear sense of major perspectives which define the field of Psychology. Targeted advising and a carefully planned course sequence enable students to successfully transfer to baccalaureate institutions in Hawai'i that have Psychology-related majors, such as the University of Hawai'i at Mānoa, University of Hawai'i Maui College, and the University of Hawai'i at Hilo.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Psychology:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in History should be able to:

- Identify the concepts, language, and major theories of the discipline to account for psychological phenomena.
- Compare and contrast the major perspectives of Psychology: behavioral, neuroscience, cognitive, evolutionary, humanistic, psychodynamic, and sociocultural.
- Apply psychological concepts, theories, and research findings as these relate to everyday life.
- Demonstrate knowledge of research methods, hypothesis testing, and appropriate use of statistics to assess hypothesis.

## **ASSOCIATE IN ARTS DEGREE CURRICULUM, LIBERAL ARTS WITH A CONCENTRATION IN PSYCHOLOGY (60 CREDITS)**

### **First Semester**

AA/FW Written Communication (3)

ENG 100, ESL 100

AA/FQ Quantitative Reasoning (3)

BUS 100, BUS 250, ICS 141, MATH 100, MATH 103, MATH 112, MATH 115, MATH 132, MATH 135, MATH 140, MATH 215, MATH 241, MATH 242, MATH 244 (3-4)

Two courses, each course from a different group: DA, DH, or DL

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 183, 201, 206, 231C, 253, SP 151 (OC), 233 (OC), 251, THEA 101, 221 (OC), 222 (OC)

**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

AA Concentration in PSY(3)

PSY 100

## **Second Semester**

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, ART 175, HIST 151, REL 149, WS 149;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

One course in the second semester, one in the third semester.

Natural Science Courses (7-10 credits)

**AA/DB:** PSY 230 (3)

**AA/DP:** ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

*Note: EARTH 103 was formerly GG 103*

**AA/DY:** BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2)

*Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

PSY 270 (3)

## **Third Semester**

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, PSY 225 (3), SPAN 101 (4)

PSY 225 (3) Note: Required Pre-Major PSY 225 was formerly SOCS 225

PSY 212 (WI) (3) Note: Required Pre-Major

## **Fourth Semester**

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

PSY 240 (3)

PSY 250 or PSY 260 (WI) (3)

AA Elective other than PSY (6; two three-credit courses)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogQ@hawaii.edu](mailto:catalogQ@hawaii.edu)*

**ASSOCIATE IN ARTS,  
LIBERAL ARTS  
WITH A CONCENTRATION IN SECOND LANGUAGE TEACHING  
(60 SEMESTER CREDITS)**

**Program Description:** The Associate in Arts (AA) degree in Liberal Arts is designed to give students the skills, knowledge, and attitudes necessary to transfer to a four-year college / university, seek employment, contribute to their communities, and pursue lifelong learning. These skills, knowledge, and attitudes include creative problem solving, clear communication, analytical thinking, informed decision making, ethical judgment, teamwork and collaboration, and strong leadership.

The Second Language Teaching concentration within the AA degree in Liberal Arts prepares students to transfer to four-year institutions. This 60-credit program satisfies all of the requirements for the AA degree in Liberal Arts and also provides students with knowledge and skills to be successful in entering a university program in second language teaching, teacher education, and other closely related fields. The degree provides students with an understanding of a framework for second language learning and teaching, skills and strategies for second language teaching, the diversity of second language learners, legal issues and advocacy strategies to support second language learners, classroom management strategies, linguistic principles to support second language learning, and the importance of assessment for second language learning. The degree also provides students with numerous opportunities to discuss and research current issues and challenges in second language education, advocate for second language students and their families, and engage in a variety of service learning and field experiences working with children and adults in public and private classroom settings. Personalized advising and a carefully planned course sequence enable students to successfully transfer to baccalaureate institutions in Hawai'i that have language education-related majors, such as the University of Hawai'i at Mānoa, Second Language Studies Department and College of Education, and Hawai'i Pacific University, TESL Program.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Second Language Teaching:**

In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Second Language Teaching should be able to:

- Use informed decision making to function effectively in the classroom, school, local, and/or professional communities.
- Use communication skills to work effectively with students, their families, school administrators, teachers, staff, and other related personnel.
- Use instructional and behavioral management strategies to facilitate a positive learning environment for students.

- Demonstrate knowledge and skills specific to the instruction and support of students in a variety of settings.
- Demonstrate an ability to effectively facilitate the language development of students based on individual language needs.
- Demonstrate professionalism and ethical practices in the classroom, school, local, and professional communities.

**ASSOCIATE IN ARTS,  
LIBERAL ARTS  
WITH A CONCENTRATION IN SECOND LANGUAGE TEACHING  
(60 SEMESTER CREDITS)**

**First Semester**

AA/FW Written Communication

ENG 100, ESL 100 (3)

AA/FS Quantitative Reasoning

Any AA/FQ (3-4) (3)

AA/FG Global and Multicultural Perspectives Electives (3) (1 course, each course from a different group: A, B, or C)

Group A (FGA) (3)

Group B (FGB) (3)

Group C (FGC) (3)

AA/DS Social Sciences (HAP)

PACS 108(3)

AA Elective

Any AA Elective (3)

**Second Semester**

AA/FG Global and Multicultural Perspectives Electives (3) (1 course from a different group than the first semester: A, B, or C)

Group A (FGA) (3)

Group B (FGB) (3)

Group C (FGC) (3)

AA/DA Arts (OC)

SP 151 (3) or SP 251 (3) or THEA 221 (3) or THEA 222 (3)

AA/DH Humanities

LING 102 (3)

AA/DS Social Sciences

HDFS 230 (3)

AA/Concentration

SLT 103 (3)

**Third Semester**

AA/HSL Hawaiian or Second Language

Any HSL 101 (4)

AA/DB Biological Science or AA/DP Physical Sciences

Any AA/DB or any AA/DP (3-4)

AA Concentration

SLT 102 (3)  
SLT 203B (3)  
ED 285 (3)

**AA/DY Lab (1-2)**

BIOL 101L, 124L, 130L, \*171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L *Two semester courses from the list of DB and DP. At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

**Fourth Semester**

**AA/HSL Hawaiian or Second Language**

Any HSL 102 (4) of the same subject as the third semester

**AA/DB Biological Science or AA/DP Physical Sciences**

Any AA/DB or any AA/DP (3-4)

**AA/DY Lab (1-2)**

*A paired laboratory course from one of the two DB and DP lecture courses.*

**AA/Concentration**

SLT 202B (3)  
SLT 290 (3)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Students pursuing the AA concentration in Second Language Teaching (SLT) must earn a grade of “C” or higher in all SLT courses.*

*Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course and one Oral Communication (OC) course.*

*The Hawaiian/Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogQ@hawaii.edu](mailto:catalogQ@hawaii.edu)*

**ASSOCIATE IN ARTS,  
LIBERAL ARTS  
WITH A CONCENTRATION IN SECONDARY EDUCATION  
(60 SEMESTER CREDITS)**

**Program Description:** The AA degree in Liberal Arts with a concentration in Secondary Education is a 60-credit program that provides personalized advising and a carefully planned course sequence to fulfill all of the



requirements for the AA degree in Liberal Arts. This program prepares students with the necessary competencies to successfully apply to a teacher licensure-track program at baccalaureate institutions (e.g., University of Hawai'i at Mānoa, College of Education, University of Hawai'i at West Oahu, Chaminade University, and/or work in entry-level positions (e.g., teacher assistants, educational paraprofessionals, tutors) with middle and high school students, grades 6th through 12th.

### **Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Secondary Education:**

In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Secondary Education should be able to:

- Apply critical thinking skills to make informed decisions as a teacher candidate
- Demonstrate culturally responsive, inclusive, and equitable approaches and practices to foster engaging and meaningful learning experiences for all students.
- Develop collaborative partnerships to strengthen the educational success of all students.
- Advocate for quality education and the right to education for all learners.
- Apply critical thinking, reflection, and problem-solving skills to make informed decisions as a teacher.
- Conduct educational research using sound quantitative and qualitative methods.
- Demonstrate professionalism in interactions and situations as a teacher candidate.
- Demonstrate continuous improvement and growth in the field of education.

### **ASSOCIATE IN ARTS DEGREE CURRICULUM, LIBERAL ARTS WITH A CONCENTRATION IN SECONDARY EDUCATION (60 CREDITS)**

#### **First Semester**

AA/FW Written Communication

ENG 100, ESL 100 (3)

AA/FQ Quantitative Reasoning

MATH 100, 103, 112, 115, 135, 140, 241, 242, PHIL 111, ICS 141 (3-4)

AA/FG Global and Multicultural Perspectives Electives (3)

*(1 course, each course from a different group: A, B, or C)*

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102

Group C (FGC) GEO 151, MUS 107, REL 150

AA Concentration in SEC ED

ED 285 Classroom Management Within the Instructional Process (WI) (3)

ED 290 Foundations of Education (3)

#### **Second Semester**

AA/DS Social Science

ED 284 Foundations of Inclusion in Teaching (WI) (3)

HDFS 230 Survey of Human Development (3)

AA/FG Global and Multicultural Perspectives Electives (3)

*(1 course, each course from a different group: A, B, or C)*

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102

Group C (FGC) GEO 151, MUS 107, REL 150

AA Concentration in SEC ED

ED 289 Educational Psychology (3)

AA Concentration Program Elective or Course in SEC ED Major (3)

### Third Semester

AA/DA Art, AA/DH Humanities, or AA/DL Languages, Linguistics, and Literatures (6)

*Two courses, each course from a different group: DA, DH, or DL:*

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222

**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 282, 282L, 285, HIST 222, 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 202, 205, 209, 210, 215, 222, SLT 202 (any alpha)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

AA/DB Biological Science (3)

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

AA/DY Lab (1-2)

BIOL 101L, 124L, 130L, \*171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L

*At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

AA Concentration in SEC ED

ED 277 Introduction to Multicultural Education (3)

AA Concentration Program Elective or Course in SEC ED Major (2-3)

### Fourth Semester

AA/OC Oral Communication (3)

SP 151, 181, 251, THEA 221, or 222

AA/DP Physical Science (3-4)

ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEO 101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274

*Note: EARTH 103 was formerly GG 103*

AA Concentration in SEC ED

ED 283 Family-Professional Partnerships (3)

AA Concentration Program Elective or Course in SEC ED Major (6)

*\* For students transferring to the UHM & UHWO College of Education Programs, a grade of "C" or higher is required in these courses.*

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must*

*complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (H) course. Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogQ@hawaii.edu](mailto:catalogQ@hawaii.edu)*

## **ONLINE ASSOCIATE IN ARTS, LIBERAL ARTS WITH A CONCENTRATION IN SECONDARY EDUCATION (60 SEMESTER CREDITS) COMPLETELY ONLINE**

**Program Description:** The Associate in Arts (AA) degree in Liberal Arts is designed to give students the skills, knowledge, and attitudes necessary to transfer to a four-year college / university, seek employment, contribute to their communities, and pursue lifelong learning. These skills, knowledge, and attitudes include creative problem solving, clear communication, analytical thinking, informed decision making, ethical judgment, teamwork and collaboration, and strong leadership.

The online Concentration in Secondary Education within the AA degree in Liberal Arts with is a 60-credit program that provides personalized advising and a carefully planned course sequence to fulfill all of the requirements for the AA degree in Liberal Arts. This program prepares students with the necessary competencies to successfully apply to a teacher licensure-track program at baccalaureate institutions (e.g., University of Hawai'i at Mānoa, University of Hawai'i at West Oahu, Chaminade University, and/or work in entry-level positions (e.g., teacher assistants, educational paraprofessionals, tutors) with middle and high school students, grades 6th through 12th.

### **Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Secondary Education:**

In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Secondary Education should be able to:

- Apply critical thinking skills to make informed decisions as a teacher candidate

- Demonstrate culturally responsive, inclusive, and equitable approaches and practices to foster engaging and meaningful learning experiences for all students.
- Develop collaborative partnerships to strengthen the educational success of all students.
- Advocate for quality education and the right to education for all learners.
- Apply critical thinking, reflection, and problem-solving skills to make informed decisions as a teacher.
- Conduct educational research using sound quantitative and qualitative methods.
- Demonstrate professionalism in interactions and situations as a teacher candidate.
- Demonstrate continuous improvement and growth in the field of education.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS  
WITH A CONCENTRATION IN SECONDARY EDUCATION  
(60 CREDITS)**

**First Semester**

AA/FW Written Communication

ENG 100, ESL 100 (3)

AA/FQ Quantitative Reasoning

BUS 100, 250, ICS 141, MATH 100, 103, 112, 115, 135, 140, 215, 241, 242, PHIL 111, (3-4)

AA/FG Global and Multicultural Perspectives Electives (3)

*(1 course, each course from a different group: A, B, or C)*

Group A (FGA) ANTH 151, ART 175, HIST 151, REL 149, WS 149

Group B (FGB) ANTH 152, ART 176, GEO 102, HIST 152, SSCI 102

Group C (FGC) GEO 151, MUS 107, REL 150

AA Concentration in SEC ED (6)

ED 285 Classroom Management Within the Instructional Process (WI) (3)

ED 290 Foundations of Education (3)

**Second Semester**

AA/DS Social Science

ED 284 Foundations of Inclusion in Teaching (WI) (3)

HDFS 230 Survey of Human Development (3)

AA/FG Global and Multicultural Perspectives Electives (3)

*(1 course, each course from a different group: A, B, or C)*

Group A (FGA) ANTH 151, HIST 151

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102

Group C (FGC) GEO 151, MUS 107, REL 150

AA Concentration in SEC ED

ED 289 Educational Psychology (3)

AA Concentration Program Elective or Course in SEC ED Major (3)

**Third Semester**

AA/DA Art, AA/DH Humanities, or AA/DL Languages, Linguistics, and Literatures (6)

*Two courses, each course from a different group: DA, DH, or DL:*

**AA/DA:** ART 101, 104, 105, 106J, 107, 107D, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212,

213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 122B, 183, 201, 206, 229 231C, 253, SP 151 (OC), 233(OC), 251(OC), THEA 101(OC), 221(OC), 222(OC). MUS 253 highly recommended  
**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 282, 282L, 285, HIST 222, 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, 290, PHIL 100, 101, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

**AA/DB Biological Science (3)**

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200. *The DB lecture course must also be paired with a laboratory course (see below).*

**AA/DY Lab (1)**

BIOL 101L, 124L, 130L, \*171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, EARTH 101L, GEO 101L, MICR 140L, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L

*At least one lecture course each must be chosen from DB and DP. One of the two lecture courses must also have a paired laboratory course.*

**AA Concentration in SEC ED**

ED 277 Introduction to Multicultural Education (3)

**AA Concentration Program Elective or Course in SEC ED Major (2-3)**

**Fourth Semester**

**AA/OC Oral Communication (3)**

SP 151, 181, 251, THEA 221, or 222

**AA/DP Physical Science (3-4)**

ASTR 110, BIOC 141, 244, CE 270, 271, CHEM 100, 161, 162, 272, 273, EE 211, EARTH 103, GEO 101, OCN 201, OEST 101, PHYS 100, 151, 152, 170, 272, 274

*Note: EARTH 103 was formerly GG 103*

**AA Concentration in SEC ED**

ED 283 Family-Professional Partnerships (3)

**AA Concentration Program Elective or Course in SEC ED Major (6)**

*\* For students transferring to the UHM & UHWO College of Education Programs, a grade of “C” or higher is required in these courses.*

*The issuance of an online AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the online AA curriculum listed above, students must complete two writing intensive (WI) courses (marked with WI above). Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course (marked with HAP above). Students must also complete one Oral Communication course (marked with OC above).*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that they have foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**ASSOCIATE IN ARTS,  
LIBERAL ARTS  
WITH A CONCENTRATION IN SOCIAL WORK  
(60 SEMESTER CREDITS)**

**Program Description:**

The Associate in Arts degree in Liberal Arts with a concentration in Social Work prepares students to transfer to four-year institutions. This 60-credit program satisfies all of the requirements for the A.A. degree in Liberal Arts. Additionally, the program imparts students with solid knowledge and skills toward a Bachelor degree in Psychology. After successful completion of the program, students will have a strong understanding of the field of Psychology, and good foundational knowledge of the research methods and statistics used by psychologists, as well as a clear sense of the major perspectives, which define the field of Psychology. Targeted advising and a carefully planned course sequence enable students to successfully transfer to baccalaureate institutions in Hawai'i that have Psychology-related majors, such as the University of Hawai'i at Mānoa, University of Hawai'i Maui College, and the University of Hawai'i at Hilo.

**Program Student Learning Outcomes for the AA in Liberal Arts with a concentration in Social Work:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the Associate in Arts in Liberal Arts with a concentration in Social Work should be able to:

- Understand and discuss the historical development of social work as a profession.
- Identify and discuss social work values and their implications to social work practice in the context of a multicultural society.
- Be aware of oppression and social injustices inflicted upon the individuals, families, and communities that social workers serve and be able to discuss issues related to diversity and oppression in society, particularly as they apply to special populations distinguished by such things as race, ethnicity, culture, class, gender, sexual orientation, religion, physical or mental ability, age, national origin.
- Understand and describe the theoretical foundations upon which the profession rests, including the manner in which the individual affects and is affected by their social environment (i.e., families, groups, organizations, and communities).
- Understand and describe social work skills and generalist social work practice.
- Identify and describe at least two fields of practice and the social work services developed to rectify/reduce problems in those areas.

**ASSOCIATE IN ARTS DEGREE CURRICULUM,  
LIBERAL ARTS**

## **WITH A CONCENTRATION IN SOCIAL WORK (60 CREDITS)**

### **First Semester**

ENG 100, ESL 100 (3)

PSY 100, 170, 212, 230, 240, 250, 260, 270 (3)

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101 (4)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

One course in the first semester, one in the second semester.

One course from DA:

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222

### **Second Semester**

PHIL 111 (3)

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

One course in the first semester, one in the second semester.

Natural Science Courses (3 credits)

**AA/DB:** BIOL 101, 124, 130, 171, 172, 265, 275; ESS 100; FSHE 185; MICR 130, 230; PHYL 141, 142, 160; PSY 230

At least one lecture course each must be chosen from DB and DP in the second and third semesters. One of the two lecture courses must also have a paired laboratory course.

SW 200 (3)

### **Third Semester**

POLS 110, 120, 130, 207 (3)

PSY 100, 170, 212, 230, 240, 250, 260, 270 (3)

SW 200 (3)

Natural Science Courses (5-6 credits)

**AA/DP:** ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEOG101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

**AA/DY:** BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2)

*Note: EARTH 103 was formerly GG 103*

Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP in the second and third semesters. One of the two lecture courses must also have a paired laboratory course.

#### **Fourth Semester**

SP 151, 251, THEA 221, 222 (3)

One course each from DH and DL:

**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha) (1-4)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

AA Electives (6; two three-credit courses)

*The issuance of an AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one Hawaiian, Asian and Pacific Issues (HAP) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

### **ONLINE ASSOCIATE IN ARTS, LIBERAL ARTS WITH A CONCENTRATION IN SOCIAL WORK (60 SEMESTER CREDITS)**

#### **Program Description:**

The online Associate in Arts degree in Liberal Arts with a concentration in Social Work is a 60-credit program that satisfies all of the requirements for the A.A. degree in Liberal Arts. This online concentration provides students with the foundation to be successful in entering university Bachelor of Science programs and future careers in Social Work.

#### **Program Student Learning Outcomes for the online AA in Liberal Arts with a concentration in Social**

**Work:** In addition to the general student learning outcomes of the AA Liberal Arts program in critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication and understanding of self and community, students completing the online Associate in Arts in Liberal Arts with a



concentration in Social Work should be able to:

- Understand and discuss the historical development of social work as a profession.
- Identify and discuss social work values and their implications to social work practice in the context of a multicultural society.
- Be aware of oppression and social injustices inflicted upon the individuals, families, and communities that social workers serve and be able to discuss issues related to diversity and oppression in society, particularly as they apply to special populations distinguished by such things as race, ethnicity, culture, class, gender, sexual orientation, religion, physical or mental ability, age, national origin.
- Understand and describe the theoretical foundations upon which the profession rests, including the manner in which the individual affects and is affected by their social environment (i.e., families, groups, organizations, and communities).
- Understand and describe social work skills and generalist social work practice.
- Identify and describe at least two fields of practice and the social work services developed to rectify/reduce problems in those areas.

## **ONLINE ASSOCIATE IN ARTS DEGREE CURRICULUM, LIBERAL ARTS WITH A CONCENTRATION IN SOCIAL WORK (60 CREDITS)**

### **First Semester**

ENG 100, ESL 100 (3)

PSY 100, 170, 212, 230, 240, 250, 260, 270 (3)

ASL 101, CHN 101, FIL 101, FR 101, HAW 101, JPN 101, KOR 101, SPAN 101 (4)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

One course in the first semester, one in the second semester.

One course from DA:

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222

### **Second Semester**

PHIL 111 (3)

ASL 102, CHN 102, FIL 102, FR 102, HAW 102, JPN 102, KOR 102, SPAN 102 (4)

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

One course in the first semester, one in the second semester.

Natural Science Courses (3 credits)

**AA/DB:** BIOL 101, 124, 130, 171, 172, 265, 275; ESS 100; FSHE 185; MICR 130, 230; PHYL

141, 142, 160; PSY 230

*At least one lecture course each must be chosen from DB and DP in the second and third semesters. One of the two lecture courses must also have a paired laboratory course.*

SW 200 (3)

### **Third Semester**

POLS 110, 120, 130, 207 (3)

PSY 100, 170, 212, 230, 240, 250, 260, 270 (3)

SW 200 (3)

Natural Science Courses (5-6 credits)

**AA/DP:** ASTR 110, BIOC 141, 244, CHEM 100, 161, 162, 272, 273, CE 270, 271, EE 160, 211, 260, GEOG101, EARTH 103, ME 213, OCN 201, PHYS 100, 122, 151, 152, 170, 272, 274 (3-4)

*Note: EARTH 103 was formerly GG 103*

**AA/DY:** BIOL 101L, 124L, 130L, 171L, 172L, 265L, 275L, BOT 101L, 130L, 201L, CHEM 161L, 162L, 272L, 273L, GEO 101L, EARTH 101L, MICR 140, 161, 240, OCN 201L, PHYL 141L, 142L, 160L, PHYS 100L, 122L, 151L, 152L, 170L, 272L, SCI 295 (any alpha), ZOOL 200L (1-2)

*Two semester courses from the above list. At least one lecture course each must be chosen from DB and DP in the second and third semesters. One of the two lecture courses must also have a paired laboratory course.*

### **Fourth Semester**

SP 151, 251, THEA 221, 222 (3)

One course each from DH and DL:

**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha) (1-4)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

AA Electives (6; two three-credit courses)

*The issuance of an online AA degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Please note: As part of the online AA curriculum listed above, students must complete two writing intensive (WI) courses. Students must also complete one online Hawaiian, Asian and Pacific Issues (HAP) course.*

*Please refer to [http://www.hawaii.edu/gened/articulation\\_kapcc.htm](http://www.hawaii.edu/gened/articulation_kapcc.htm) for the most current listing of approved Hawaiian, Asian and Pacific courses. The Hawaiian / Second language requirement may be met through the completion of first level study of approved language foreign to the student (i.e., through 102 or higher-level) and/or through demonstrated proficiency at the same level or higher. Any student who demonstrates that he or she has foreign language skills equal to the 102 level (or higher) may request a waiver of the foreign language credit requirement.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

## ACADEMIC SUBJECT CERTIFICATES WITHIN LIBERAL ARTS

### ACADEMIC SUBJECT CERTIFICATE, HAWAIIAN LANGUAGE (16-20 SEMESTER CREDITS) \*\*\*

**Program Description:** The Academic Subject Certificate in Hawaiian Language will provide students with a strong foundation of Hawaiian Language in terms of speaking, writing, listening, and reading through traditional and contemporary resources. This certificate will encourage students to complete an Associate in Arts degree in Hawaiian Studies and continue their education earning a baccalaureate degree. In addition, this certificate will enhance the Hawaiian speaking community in Hawai'i that fulfills one of the University of Hawai'i's goals to foster and promote Hawaiian culture and language on all campuses.

#### Program Learning Outcomes:

- Demonstrate proficiency in Hawaiian language orally and in writing to communicate and reflect on traditional and contemporary issues in Hawaiian language, culture and history.
- Apply and interpret Hawaiian vocabulary and other language skills that integrate mālama honua learning activities, school, work, family in real life applications.
- Demonstrate Hawaiian perspective to the poetic, cultural heritage and distinctly Hawaiian world views embodied in Hawaiian language resources.

### ACADEMIC SUBJECT CERTIFICATE, HAWAIIAN STUDIES (50 SEMESTER CREDITS)

**Program Description:** An Academic Subject Certificate in Hawaiian Studies is a credential awarded to students who successfully complete a short-term structured series of courses in an interdisciplinary program. Students who earn a minimum grade point ratio (GPR) of 2.0 in two years (16 credits) of Hawaiian language, complete the Written Communication (FW) requirement, complete the Symbolic Reasoning (FS) requirement, and maintain that GPR while completing HIST 284 (Hawaiian History), HWST 107 (Hawai'i: Center of the Pacific) and 21 elective credits of related academic coursework, will be eligible for this certificate. Completion of this certificate will lead the student onto pathways of science, art, and/or history depending upon the courses completed.

**Program Learning Outcomes:** Upon successful completion of the Academic Subject Certificate in Hawaiian Studies, a student should be able to:

- (*Knowledge*) Demonstrate proficiency in Hawaiian language and Hawaiian culture at the intermediate

level.

- (*Comprehension*) Identify social problems and economic issues in the contemporary Pacific and assess their impact on Hawai'i and other Pacific Islands.
- (*Application*) Demonstrate a familiarity with a variety of texts that make up the knowledge embodied by Pacific Islanders, including oral traditions, primary and secondary literature as well as visual and tactile expressions of their cultures.
- (*Synthesis*) Synthesize information about how islanders' physical environment has shaped culture as well as hypothesize on the effects of the increasingly environment in the modern period.
- (*Evaluation*) Relate coursework with his/her past, present, and future.
- (*Attitudes*) Appreciate the language, art, religion, philosophy, and material way of life of Hawaiian society.
- (*Attitudes*) Recognize and choose educational pathways developed through self-reflection.

### **ACADEMIC SUBJECT CERTIFICATE, INTERNATIONAL STUDIES (38-41 SEMESTER CREDITS)**

**Program Description:** Kapi'olani Community College offers its students a unique opportunity to study the languages and cultures of the world in an interdisciplinary program leading to an Academic Subject Certificate in International Studies. An Academic Subject Certificate in International Studies is a credential awarded to students who successfully complete a short-term structured series of courses in an interdisciplinary program. Students who earn a grade of "C" or higher in the required two years of coursework in a European language, and who earn a grade of "C" or higher in each course in 18 credits of related academic coursework, will be eligible for this certificate.

**Program Learning Outcomes:** Upon successful completion of the Academic Subject Certificate in International Studies, a globally competent student should be able to:

(*Knowledge*)

- Understand his/her culture in a global and comparative context -- that is, recognize that his/her culture is one of many diverse cultures and that alternate perceptions and behaviors may be based in cultural differences.
- Demonstrate knowledge of global issues, processes, trends, and systems (i.e., economic and political interdependency among nations, environmental-cultural interaction, transnational governance bodies, and nongovernmental organizations).
- Demonstrate knowledge of other cultures (beliefs, values, perspectives, practices, and products).

(*Skills*)

- Use knowledge, diverse cultural frames of reference, and alternate perspectives to think critically and solve problems.
- Communicate and connect with people in other language communities in a range of settings for a variety

of purposes, developing skills in each of the four modalities: speaking (productive), listening (receptive), reading (receptive), and writing (productive).

- Use foreign language skills and/or knowledge of other cultures to extend his/her access to information, experiences, and understanding.
- Use writing to discover and articulate ideas about the world.
- Apply numeric, graphic, or other forms of symbolic reasoning accurately and appropriately.

*(Attitudes)*

- Appreciate the language, art, religion, philosophy, and material way of life of different cultures.
- Accept cultural differences and tolerates cultural ambiguity.
- Demonstrate an ongoing willingness to seek out international or intercultural opportunities.

**ACADEMIC SUBJECT CERTIFICATE CURRICULUM,  
INTERNATIONAL STUDIES  
(38-41 CREDITS)**

ENG 100, ESL 100 (3)

BUS 100, BUS 250, ICS 141, MATH 100, MATH 103, MATH 115, MATH 135, MATH 140, MATH 215,  
MATH 241, MATH 242 (3-4)

Four courses, two courses each from DH and DL.

**AA/DH:**

No more than one course from the following group

ART 270, HIST 231, HIST 232, PHIL 213

No more than one course from the following group

ART 280, HIST 241, HIST 242

No more than one course from the following group

ART 290, HUM 269, REL 222

**AA/DL**

EALL 261, EALL 262, EALL 269, EALL 271, EALL 272, LLEA 239

Two courses from two different disciplines:

ANTH 200, ASAN 100, POLS 120, POLS 207

Select one language from the following list (a total of 14-16 credits):

CHN 101, CHN 102, CHN 201, CHN 202, FIL 101, FIL 102, FIL 201, FIL 202, FR 101, FR 102, FR 201, FR 202, JPN 101, JPN 102, JPN 201, JPN 202, KOR 101, KOR 102, KOR 201, KOR 202, SPAN 101, SPAN 102, SPAN 201, SPAN 202

*The issuance of an Academic Subject Certificate requires that the student must earn a grade of "C" or higher for all courses required in the certificate. Any student who demonstrates that he or she has foreign language skills equal to the 202 level (or higher) in one of the languages listed above may request a waiver of the above listed language credit requirement. Any classified student at Kapi'olani Community College may apply for back credits in language. The back credits will count toward Kapi'olani Community College degrees and certificates. A student who receives a foreign language waiver but does not receive back credits must substitute other courses from the International Studies ASC curriculum to make up the credit requirements.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**ACADEMIC SUBJECT CERTIFICATE,  
MARINE OPTION PROGRAM  
(12 SEMESTER CREDITS)**

**Program Description:** The Marine Option Program (MOP) is a unique University of Hawai'i (UH) system wide program available to students at all UH campuses. Through MOP, students from any field of study can obtain a marine related focus within their own degree while earning an Academic Subject Certificate. MOP emphasizes experiential-based, cross-disciplinary education and provides opportunities to apply traditional coursework to practical hands-on skills through a marine related internship or research project. This certificate includes four credits of required coursework, six credits of marine related electives, and two credits of independent study / research to facilitate a unique MOP skill project where students (with faculty guidance) design and conduct a personal marine or aquatic project related to their educational goals. Completion of the MOP certificate will enhance student success in obtaining employment in any occupation where enhanced ocean awareness is applicable, or for further study at a 4-year institution.

**Program Student Learning Outcomes:** Upon successful completion of the Marine Option Program (MOP) Academic Subject Certificate (ASC), the student should be able to:

- Evaluate how the ocean impacts Hawai'i's economy and society.
- Integrate knowledge obtained from marine related course work into their academic degree pathway thereby increasing their appreciation for and engagement in Hawai'i's marine and aquatic ecosystems.
- Develop motivation, initiative and proficiency in their ability to design, conduct, analyze and report (both written and in oral form) a project of their choosing through the completion of the MOP skills project.

**ACADEMIC SUBJECT CERTIFICATE CURRICULUM,  
MARINE OPTION PROGRAM (MOP)  
(12 CREDITS)**

OCN 101 (1)  
OCN 201, ZOOL 200 (3)  
OCN 195VI, SCI 295BL (2)

Six credits from the list below or any marine related course accepted for the MOP certificate at other UH campuses:

BIOL 124, BIOL 124L, BIOL 172, BIOL 172L, BIOL 265, BIOL 265L, BOT 130, BOT 130L, EARTH 103, HWST 100, HWST 216, OCN 201, OCN 201L, PACS 108, ZOOL 200, ZOOL 200L

*Note: EARTH 103 was formerly GG 103*

*The issuance of an Academic Subject Certificate requires that the student must earn a grade of "C" or higher for all courses required in the certificate.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

## **ACADEMIC SUBJECT CERTIFICATE, SUSTAINABILITY (14 SEMESTER CREDITS)**

**Program Description:** The Academic Subject Certificate in Sustainability is designed to provide an interdisciplinary lens on local and global issues of sustainability, and connect students with an interest in sustainability to appropriate courses and majors. The Sustainability Option (Academic Subject Certificate in Sustainability) also includes a service-learning or independent research option to engage students with real-world solutions in an island context.

**Program Mission:** The Academic Subject Certificate in sustainability provides an interdisciplinary lens on local and global issues of sustainability, connecting students with an interest in sustainability to appropriate courses, majors, research, community-based applications, and emerging career fields.

**Program Learning Outcomes:** Upon successful completion of the Academic Subject Certificate in Sustainability, a globally competent student should be able to:

- Evaluate one's own ethics and traditions in relation to those of other peoples and embrace the diversity of human experience while actively engaging in local, regional, and other global communities.

## **ACADEMIC SUBJECT CERTIFICATE CURRICULUM, SUSTAINABILITY (14 CREDITS)**

Select any three sustainability focused courses (total of 9 credits) from the following list. Please note that available class sections (CRNs) may vary from semester to semester. You must ensure that you register for a class section that has S-Focused (for Sustainability Focused) in the title listed in class availability. Class section titles without S-Focused do not fulfill the requirements for the Academic Subject Certificate (ASC) in Sustainability.

ECON 130, ENG 100, ENG 209 (WI), ENG 272P (WI), IS 161, SLT  
108, PHIL 103, SSCI 260, Any class section with S-Focused in the title

A minimum of one sustainability focused three credit science course is required. The corresponding numbered science lab section is recommended, but you could also select any Sustainability Focused (S-Focused) lab section (one credit).

BIOL 124, BIOL 130 (3)  
BIOL 124L, BIOL 130L

Select one sustainability capstone course from the list below.  
SCI 295 (any alpha), HUM 295 (any alpha)

*The issuance of an Academic Subject Certificate requires that the student must earn a grade of "C" or higher for all courses required in the certificate. Please note: When completing the ASC along with an Associate in*

*Arts (AA) degree in Liberal Arts, students must complete two writing intensive (WI) courses, and must also complete one Hawaiian, Asian and Pacific Issues (HAP) course to meet the AA requirements.*

*Students participating in the ASC in Sustainability will complete a co-curricular orientation module: Introduction to Sustainability in Hawai'i.*

*Students who have successfully completed one or more Sustainability Focused class sections at Kapi'olani Community College (beginning 2014) may petition for the back credit to be applied to the ASC in Sustainability.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogQ@hawaii.edu](mailto:catalogQ@hawaii.edu)*



## EDUCATIONAL PARAPROFESSIONALS CURRICULA

### ASSOCIATE IN SCIENCE, EDUCATIONAL PARAPROFESSIONAL WITH A SPECIALIZATION IN SECOND LANGUAGE TEACHING (60 SEMESTER CREDITS)

**Program Description:** The AS degree for Educational Paraprofessionals with a specialization in Second Language Teaching (SLT) will prepare students to work as assistants with English as a Second Language (ESL) students in various classroom settings, including public and private, K-12 and adult education settings, locally and abroad. The program is intended to serve ESL teachers and assistants presently working in the field to update and refine their skills, and individuals preparing for work in the field of ESL.

**Program Student Learning Outcomes:** Upon successful completion of the AS degree, Educational Paraprofessional with a specialization in Second Language Teaching, the student should be able to:

- Demonstrate an ability to effectively facilitate the language development of students based on individual language needs.
- Demonstrate knowledge and skills specific to the instruction and support of ELL students in a variety of settings.
- Demonstrate professionalism and ethical practices in the classroom, school, local, and professional communities.
- Use communication skills to work effectively with students, their families, school administrators, teachers, staff, and other related personnel.
- Use informed decision making to function effectively in the classroom, school, local, and professional communities.
- Use instructional and behavioral management strategies to facilitate a positive learning environment for students.

### ASSOCIATE IN SCIENCE DEGREE CURRICULUM, EDUCATIONAL PARAPROFESSIONALS, SECOND LANGUAGE TEACHING (60 CREDITS)

#### First Semester

AS/FW Written Communication (3)

ENG 100 or ESL 100

AS/FQ Quantitative Reasoning

PHIL 111 (3), MATH 100 (3) or MATH 103 (3) or MATH 112 (3) or MATH 115 (3) or MATH 132 (3) or MATH 135 (3) or higher-level mathematics (3-4)

AS/Arts & Humanities courses

ART 101 (3) or MUS 253 (3)

AS/FG

FGA (3) or FGB (3) or FGC (3)

AS/HAP

HWST 107 (3) or HWST 284 (3) or HWST 288 (3) or PACS 108 (3)

### **Second Semester**

AS/Major

LING 102 (3)

SLT 103 (3)

AS/SS

HDFS 230 (3)

AS/OC

SP 251 (3)

AS Elective

Any AS/NS (Natural Science) Elective (3)

### **Third Semester**

AS/Major

ED 277 (3)

ED 285 (3)

SLT 102 (3)

SLT 203B (3)

AS Elective

SLT 303 or any AS/AH (Arts & Humanities) Elective (3) or any AS/SS (Social Science) Elective (3) or any AS/NS (Natural Science) Elective (3)

### **Fourth Semester**

AS/Major

SLT 202B (3)

SLT 290 (3) or SLT 390 (3)

AS Elective

SLT 302 or any AS/AH (Arts & Humanities) Elective or any or any AS/SS (Social Science) Elective (3) or any AS/NS (Natural Science) Elective (3)

AS Elective

SLT 312 or any AS/AH (Arts & Humanities) Elective or any or any AS/SS (Social Science) Elective (3) or any AS/NS (Natural Science) Elective (3)

AS Elective

SLT 313 or any AS/AH (Arts & Humanities) Elective or any or any AS/SS (Social Science) Elective (3) or any AS/NS (Natural Science) Elective (3)

*The issuance of an AS degree requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*Please note: In order to receive the AS Educational Paraprofessional, Second Language Teaching degree a grade of "C" or higher must be maintained in all Educational Paraprofessional and SLT courses.*

*Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under "Associate in Science Degree Courses."*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**CERTIFICATE OF ACHIEVEMENT  
in TESOL  
(TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES)  
(30 CREDITS)**

**Program Description:** The Certificate of Achievement in TESOL (Teaching English to Speakers of Other Languages) will prepare currently licensed, in-service Hawaii Department of Education (HIDOE) teachers for certification and licensure as Every Student Succeeds Act (ESSA) Hawaii-qualified TESOL (Teaching English to Speakers of other Languages)-licensed teachers. The certificate includes 10 courses that together are aligned to the TESOL Standards and have been approved for TESOL add-on licensure by the Hawaii Teacher Standards Board (HTSB).

**Pre-Program Requirements:**

Student must be a currently licensed Hawaii Department of Education teacher.

**Program Learning Outcomes:** Upon successful completion of the Advanced Professional Certificate, TESOL (Teaching English to Speakers of Other Languages), the student should be able to:

- Demonstrate an ability to effectively facilitate the language development of students based on individual language needs.
- Demonstrate knowledge and skills specific to the instruction and support of ELL students in a variety of settings.
- Demonstrate professionalism and ethical practices in the classroom, school, local, and professional communities.
- Use communication skills to work effectively with students, their families, school administrators, teachers, staff, and other related personnel.
- Use informed decision making to function effectively in the classroom, school, local, and professional communities.
- Use instructional and behavioral management strategies to facilitate a positive learning environment for students.

**CERTIFICATE OF ACHIEVEMENT CURRICULUM,  
EDUCATIONAL PARAPROFESSIONALS,  
TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES  
(30 CREDITS)**

**First Semester (6 credits)**

SLT 102 (3)  
LING 102 (3)

**Second Semester (9 credits)**

SLT 103 (3)  
SLT 202B (3)  
SLT 390 (3)

**Third Semester (6 credits)**

SLT 203B (3)  
SLT 303 (3)

**Fourth Semester (9 credits)**

SLT 302 (3)  
SLT 312 (3)  
SLT 313 (3)

*The issuance of a Certificate of Achievement requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate. Students pursuing the CA-TESOL must earn a grade of “C” or higher in all courses required in the certificate.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogQ@hawaii.edu](mailto:catalogQ@hawaii.edu)*

**CERTIFICATE OF COMPETENCE,  
EDUCATIONAL PARAPROFESSIONALS  
EMPHASIS: TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES  
(21 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in TESOL (Teaching English to Speakers of Other Languages) will prepare students to work as ESL assistants and teachers in various educational settings. This certificate will serve to upgrade job skills of in-service Educational Paraprofessionals in the Hawai‘i Department of Education (HIDOE) to work with English as a Second Language (ESL) students, provide TESOL certification to in-service content teachers in the HIDOE, and provide TESOL certification necessary for students to work as ESL assistants and teachers in many international settings.

**Program Student Learning Outcomes:** Upon completion of the Certificate of Competence for Educational Paraprofessionals, Emphasis: Teaching English to Speakers of Other Languages, the student should be able to:

- Demonstrate informed decision making to function effectively in the classroom, school, local, and professional communities.
- Apply communication skills to work effectively with students, their families, school administrators, teachers, staff, and other related personnel.

- Apply instructional and behavioral management strategies to facilitate a positive learning environment for students.
- Demonstrate professionalism and ethical practices in the classroom, school, local, and professional communities.
- Apply knowledge and skills specific to the instruction and support of ELL students in a variety of settings.
- Demonstrate an ability to effectively facilitate the language development of students based on individual language needs.

*The issuance of a Certificate of Competence requires that the student must earn a GPR of 2.0 or higher for all courses required in the certificate.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**CERTIFICATE OF COMPETENCE,  
EDUCATIONAL PARAPROFESSIONALS  
EMPHASIS: TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES  
(21 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in TESOL (Teaching English to Speakers of Other Languages) will prepare students to work as ESL assistants and teachers in various educational settings. This certificate will serve to upgrade job skills of in-service Educational Paraprofessionals in the Hawai'i Department of Education (HIDOE) to work with English as a Second Language (ESL) students, provide TESOL certification to in-service content teachers in the HIDOE, and provide TESOL certification necessary for students to work as ESL assistants and teachers in many international settings.

**Program Student Learning Outcomes:** Upon completion of the Certificate of Competence for Educational Paraprofessionals, Emphasis: Teaching English to Speakers of Other Languages, the student should be able to:

- Demonstrate informed decision making to function effectively in the classroom, school, local, and professional communities.
- Apply communication skills to work effectively with students, their families, school administrators, teachers, staff, and other related personnel.
- Apply instructional and behavioral management strategies to facilitate a positive learning environment for students.
- Demonstrate professionalism and ethical practices in the classroom, school, local, and professional communities.
- Apply knowledge and skills specific to the instruction and support of ELL students in a variety of

settings.

- Demonstrate an ability to effectively facilitate the language development of students based on individual language needs.

**CERTIFICATE OF COMPETENCE CURRICULUM,  
EDUCATIONAL PARAPROFESSIONALS,  
EMPHASIS: TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES  
(21 CREDITS)**

ED 285 (3)  
LING 102 (3)  
SLT 102 (3)  
SLT 103 (3)  
SLT 202 (3)  
SLT 203 (3)  
SLT 290 (3)

*The issuance of a Certificate of Competence requires that the student must earn a GPR of 2.0 or higher for all courses required in the certificate.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**ADVANCED PROFESSIONAL CERTIFICATE IN TESOL  
(TEACHING ENGLISH to SPEAKERS of OTHER LANGUAGES)  
(30 SEMESTER CREDITS)**

**Program Description:** The Advanced Professional Certificate in TESOL (Teaching English to Speakers of Other Languages) will prepare currently licensed, in-service Hawai'i Department of Education (HIDOE) teachers for certification and licensure as Every Student Succeeds Act (ESSA) Hawai'i-qualified TESOL (Teaching English to Speakers of other Languages)-licensed teachers. The certificate includes 10 courses that together are aligned to the TESOL Standards and have been approved for TESOL add-on licensure by the Hawai'i Teacher Standards Board (HTSB).

**Program Student Learning Outcomes:** Upon successful completion of the Advanced Professional Certificate in Teaching English to Speakers of Other Languages, the student should be able to:

- Demonstrate an ability to effectively facilitate the language development of students based on individual language needs.
- Demonstrate knowledge and skills specific to the instruction and support of ELL students in a variety of settings.
- Demonstrate professionalism and ethical practices in the classroom, school, local, and professional communities.
- Use communication skills to work effectively with students, their families, school administrators,

teachers, staff, and other related personnel.

- Use informed decision making to function effectively in the classroom, school, local, and professional communities.
- Use instructional and behavioral management strategies to facilitate a positive learning environment for students.

**ADVANCED PROFESSIONAL CERTIFICATE IN TESOL  
(TEACHING ENGLISH to SPEAKERS of OTHER LANGUAGES) CURRICULUM,  
(30 CREDITS)**

**First Semester (6 credits)**

SLT 102 (3)

LING 102 (3)

**Second Semester (9 credits)**

SLT 103 (3)

SLT 202B (3)

SLT 390 (3)

**Third Semester (6 credits)**

SLT 203B (3)

SLT 303 (3)

**Fourth Semester (9 credits)**

SLT 302 (3)

SLT 312 (3)

SLT 313 (3)

*The issuance of an Advanced Professional Certificate requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: In order to receive the Advanced Professional Certificate in Teaching English to Speakers of Other Languages a grade of "C" or higher must be maintained in all certificate courses.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

## **NATURAL SCIENCE CURRICULA**

### **ASSOCIATE IN SCIENCE, NATURAL SCIENCE (60 SEMESTER CREDITS)**

**Program Description:** The Associate in Science degree in Natural Science prepares students to transfer to four-year institutions. This 60 credit program provides clear, explicit, coherent pathways for students intending to transfer into Science, Technology, Engineering and Mathematics (STEM) majors at baccalaureate institutions. The program provides curricula that focus on basic science and mathematics as well as more advanced research and mentoring experiences. The degree provides students with undergraduate research opportunities as they move through STEM curricular pathways. Targeted advising and appropriate course sequencing enable efficient transfer of STEM students.

**Program Student Learning Outcomes:** Upon successful completion of the AS degree in Natural Science, the student should be able to:

- Apply scientific knowledge, skills, and methods to problem solving, with a special emphasis on Hawai'i, where appropriate.
- Utilize analytical reasoning or mathematical techniques to describe physical or biological phenomena.
- Conduct inquiry-based investigations using computer algorithms, engineering design reviews, and/or the scientific process.
- Critically review discipline-specific literature and effectively communicate unbiased research orally and in writing.

### **ASSOCIATE IN SCIENCE DEGREE, NATURAL SCIENCE WITH A CONCENTRATION IN BIOLOGICAL SCIENCES (60 CREDITS)**

**Program Description:** The Associate in Science degree in Natural Science prepares students to transfer to four-year universities and colleges. This 60-credit program provides clear, explicit, and coherent biological sciences pathways for students intending to transfer into Science, Technology, Engineering, and Mathematics (STEM) majors at baccalaureate institutions. The program provides curricula that focus on basic science and mathematics, as well as more advanced laboratory and field training, and mentoring experiences. Students are provided with enriched undergraduate research opportunities as they matriculate through the biological sciences curriculum. Targeted advising and appropriate course sequencing support the efficient transfer of STEM students.

### **ASSOCIATE IN SCIENCE DEGREE CURRICULUM, NATURAL SCIENCE WITH A CONCENTRATION IN BIOLOGICAL SCIENCES (60 CREDITS)**



### **First Semester**

ENG 100, ESL 100 (3)

MATH 241 (4)

Select one course from DA, DH, or DL

**AA/DA:** ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222

**AA/DH:** AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 281, 281L, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha)

**AA/DL:** EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

CHEM 161 (3)

CHEM 161L (1)

### **Second Semester**

CHEM 162 (3)

CHEM 162L (1)

BIOL 171 (3)

BIOL 171L (1)

### **Third Semester**

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

ANTH 200, 210, ASAN 100, BOT 105, COM 201, ECON 120, 130, 131, ED 284, 289, ES 101, FAMR 230, HDFS 230, HWST 255, JOUR 150, LAW 101, PACS 108, POLS 110, 120, 130, 207, PSY 100, 170, 212, 225, 240, 250, 260, 270, SLT 102, 103, SP 181, SSCI 200, SOC 100, 214, 218, 231, 251, 257, WS 202 (formerly cross-listed as PSY 202)

Please note that PSY 225 was formerly SOCS 225.

BIOL 172 (3)

BIOL 172L (1)

### **Fourth Semester**

BIOL 265, BIOL 275 (3)

BIOL 265L, BIOL 275L (1-2)

Elective courses (20-21 credits). \*\* Indicates strongly recommended for this concentration.

ASTR 110, BIOC 141, BIOC 244, BIOL 101, BIOL 101L, BIOL 124, BIOL 124L, BIOL 130, BIOL 130L, BIOL 265\*\*, BIOL 265L\*\*, BIOL 275\*\*, BIOL 275L\*\*, BOT 101\*\*, BOT 101L\*\*, BOT 130\*\*, BOT 130L\*\*, BOT 201\*\*, BOT 201L\*\*, CHEM 100, CHEM 272\*\*, CHEM 272L\*\*, CHEM 273\*\*, CHEM 273L\*\*, CE 270, CE 271, EE 160, EE 211, EE 260, EE 296, EARTH 103, GEO 101L,

ICS 101, ICS 110, ICS 111, ICS 141, ICS 211, ICS 212, ICS 241, MATH 100, MATH 111, MATH 112, MATH 115, MATH 215, MATH 242\*\*, MATH 243, MATH 244, ME 213, MICR 130, MICR 140L, MICR 161, MICR 230, MICR 240, OCN 101, OCN 201, OCN 201L, PHYL 141, PHYL 141L, PHYL 142, PHYL 142L, PHYL 160, PHYL 160L, PHYS 151, PHYS 151L, PHYS 152, PHYS 152L, PHYS 170, PHYS 170L, PHYS 272, PHYS 272L, PHYS 274, SCI 295, ZOOL 200\*\*, ZOOL 200L\*\*;

*Note: EARTH 103 was formerly GG 103, GEO 101L was formerly GEOG 101L*

*Any course on the KapCC AA/DA, AA/DH, or AA/DL list that has not already been used to fulfill General Education requirements; Any 101/102/201/202 course that fulfills the KapCC AA/HSL (Hawaiian or Second Language) requirement.*

*The issuance of an AS degree require that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

## **ASSOCIATE IN SCIENCE DEGREE, NATURAL SCIENCE WITH A CONCENTRATION IN ENGINEERING (60 CREDITS)**

**Program Description:** The Associate in Science degree in Natural Science prepares students to transfer to four-year universities and colleges. This 60-credit program provides clear, explicit, and coherent engineering pathways for students intending to transfer into Science, Technology, Engineering and Mathematics (STEM) majors at baccalaureate institutions. The program provides curricula that focus on basic science and mathematics as well as more advanced research and mentoring experiences. Students are provided with enriched undergraduate research opportunities as they matriculate through the engineering curriculum. Targeted advising and appropriate course sequencing support the efficient transfer of STEM students.

## **ASSOCIATE IN SCIENCE DEGREE CURRICULUM, NATURAL SCIENCE WITH A CONCENTRATION IN ENGINEERING (60 CREDITS)**

### **First Semester**

ENG 100, ESL 100 (3)

MATH 241 (4)

ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222, AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288,

HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha), EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250 (1-4)

CHEM 161 (3)

CHEM 161L (1)

EE 160 (4)

### **Second Semester**

CHEM 162 (3)

MATH 242 (4)

PHYS 170 (3)

PHYS 170L (1)

### **Third Semester**

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

ANTH 200, 210, ASAN 100, BOT 105, COM 201, ECON 120, 130, 131, ED 284, 289, ES 101, FAMR 230, HDFS 230, HWST 255, JOUR 150, LAW 101, PACS 108, POLS 110, 120, 130, 207, PSY 100, 170, 212, 225, 240, 250, 260, 270, SLT 102, 103, SP 181, SSCI 200, SOC 100, 214, 218, 231, 251, 257, WS 202 (formerly cross-listed as PSY 202) (3)

Please note that PSY 225 was formerly SOCS 225

PHYS 272 (3)

PHYS 272L (1)

MATH 243 (4)

CE 270, EE 211 (3-4)

### **Fourth Semester**

MATH 244 (4)

Elective courses (5-6 credits) \*\* indicates strongly recommended for this concentration

ASTR 110, BIOC 141, BIOC 244, BIOL 101, BIOL 171, BIOL 171L, BIOL 172, BIOL 172L, BIOL 265, BIOL 265L, BIOL 275, BIOL 275L, BOT 201, BOT 201L, CHEM 272, CHEM 272L, CHEM 273, CE 270\*\*, CE 271\*\*, EE 211\*\*, EE 260\*\*, EE 296\*\*, EARTH 101L, EARTH 103, ICS 111\*\*, ICS 141, ICS 211, ICS 212, ICS 241, MATH 100, MATH 115, ME 213\*\*, MICR 130, MICR 140, MICR 161, MICR 230, MICR 240, OCN 201, PHYS 151, PHYS 151L, PHYS 152, PHYS 152L, PHYS 274\*\*, PHYL 141, PHYL 141L, PHYL 142, PHYL 142L, PHYL 160, PHYL 160L, SCI 295, ZOOL 200, ZOOL 200L; Any course on the KapCC AA/DA, AA/DH, or AA/DL list that has not already been used to fulfill General Education requirements; Any 101/102/201/202 course that fulfills the KapCC AA/HSL (Hawaiian or Second Language) requirement.

*Note: EARTH 103 was formerly GG 103*

*The issuance of an AS degree require that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**ASSOCIATE IN SCIENCE DEGREE,  
NATURAL SCIENCE  
WITH A CONCENTRATION IN INFORMATION AND COMPUTER SCIENCE  
(60 CREDITS)**

**Program Description:** The Associate in Science degree in Natural Science with a concentration in Information & Computer Science provides a pathway for students intending to transfer into Bachelor of Science in Computer Science or related programs at four-year universities and colleges. The major focuses on problem-solving, algorithm development, implementation, and testing using programming languages such as Java, C++, and C in addition to general science and mathematics coursework. Students are provided with enriched undergraduate research opportunities as they matriculate through the curriculum. Targeted advising and appropriate course sequencing enable efficient transfer of STEM students.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
NATURAL SCIENCE  
WITH A CONCENTRATION IN INFORMATION & COMPUTER SCIENCE  
(60 CREDITS)**

**First Semester (14 credits)**

AS/FW Written Communication

ENG 100, ESL 100 (3)

AS/FQ Quantitative Reasoning

MATH 241 (4)

AA Global and Multicultural Perspective Electives (3)

Group A (FGA) ANTH 151, ART 175, HIST 151, REL 149, WS 149;

Group B (FGB) ANTH 152, ART 176, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

AA/DP Physical Sciences and AS/NS Natural Sciences

CHEM 161 (3)

CHEM 161L (1)

**Second Semester (16 credits)**

AA/DP Physical Sciences and AS/NS Natural Sciences

CHEM 162 (3)

CHEM 162L (1)

AA Global and Multicultural Perspective Electives (3)

( (must be from a different group from First Semester: A, B, or C)

Group A (FGA) ANTH 151, ART 175, HIST 151, REL 149, WS 149;

Group B (FGB) ANTH 152, ART 176, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

A/S Major

ICS 111 (3)

ICS 141 (3)

PHYS 151 (3)

PHYS 151L (1)

AS/NS Electives (3)

### **Third Semester (16 credits)**

Arts, Humanities and Literatures (2)

ART 101, 104, 105, 106J, 107, 107D, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121 (any alpha), 183, 201, 206, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222; AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HIST 222, 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), HWST 100, 107, 110, 207, 216, 257, 281, 282, 282L, 285, IS 109, JPNS 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 202, 205, 209, 210, 215, 222, SLT 202 (any alpha); EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, PACS 257, SPAN 250; Any course on the KapCC AA/DA, AA/DH, or AA/DL list that has not already been used to fulfill General Education requirements

AS/Major

ICS 211 (3)

ICS 241 (3)

PHYS 151 (3) or PHYS 170 (4)

PHYS 151L (1) or PHYS 170L (1)

AS/NS Electives Courses (4)

### **Fourth Semester (14 credits)**

AS/Major

ICS 212 (3)

Social Sciences (3)

AS/NS Elective Courses (14 credits) \*\* indicates strongly recommended for this concentration

ASTR 110, BIOC 141, BIOC 244, BIOL 101, BIOL 124, BIOL 171, BIOL 171L, BIOL 172, BIOL 172L, BIOL 265, BIOL 265L, BIOL 275, BIOL 275L, BOT 201, BOT 201L, CHEM 272, CHEM 272L, CHEM 273, EE 211, EE 260, EE 296, EARTH 101L, EARTH 103, ICS 101\*\*, ICS 110\*\*, MATH 100, MATH 115, MATH 242\*\*, MICR 130, MICR 140, MICR 161, MICR 230, MICR 240, OCN 201, PHYL 141, PHYL 141L, PHYL 142, PHYL 142L, PHYL 160, PHYL 160L, PHYS 152\*\*, PHYS 152L\*\*, PHYS 170, PHYS 170L, PHYS 272, PHYS 272L, PHYS 274, SCI 295, ZOOL 200, ZOOL 200L; *Any course on the KapCC AA/DA, AA/DH, or AA/DL list that has not already been used to fulfill*

*General Education requirements; Any 101/102/201/202 course that fulfills the KapCC AA/HSL (Hawaiian or Second Language) requirement.*

*Note: EARTH 103 was formerly GG 103*

*The issuance of an AS degree require that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogQ@hawaii.edu](mailto:catalogQ@hawaii.edu)*

ASSOCIATE IN SCIENCE DEGREE,  
NATURAL SCIENCE  
WITH A CONCENTRATION IN PHYSICAL SCIENCES  
(60 CREDITS)

**Program Description:** The Associate in Science degree in Natural Science prepares students to transfer to four-year universities and colleges. This 60-credit program provides clear, explicit, and coherent physical sciences pathways for students intending to transfer into Science, Technology, Engineering and Mathematics (STEM) majors at baccalaureate institutions. The program provides curricula that focus on basic science and mathematics as well as more advanced research and mentoring experiences. Students are provided with enriched undergraduate research opportunities as they matriculate through the physical sciences curriculum. Targeted advising and appropriate course sequencing support the efficient transfer of STEM students.

ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
NATURAL SCIENCE  
WITH A CONCENTRATION IN PHYSICAL SCIENCES  
(60 CREDITS)

**First Semester**

ENG 100, ESL 100 (3)

MATH 241 (4)

ART 101, 104, 105, 106J, 107, 111, 112, 113, 114, 115, 116, 120, 123, 125, 126, 127, 128, 129, 156, 157, 159, 189, 202, 207, 212, 213, 214, 223, 225, 226, 229, 243, 244, 245, 246, 247, 249, 253, 256, 257, 258, 269 (any alpha), 284, 285, 293, 294, 295, 296, DNCE 121, 122, 131, 132, 150, 212, 213, HWST 222, IS 161, MUS 108, 114, 121B, 121C, 121D, 121Z, 122B, 183, 201, 206, 229, 231C, 253, SP 151, 233, 251, THEA 101, 221, 222, AMST 201, ART 270, 280, 290, ASAN 201, 202, ASL 290, CHN 290, HAW 290, HWST 100, 107, 110, 207, 216, 257, 282, 282L, 285, HIST 231, 232, 241, 242, 281, 282, 284, 288, HUM 210, 269 (any alpha), 295 (any alpha), IS 109, JPN 131, 290, KOR 290, LING 102, MUS 106, 170, PHIL 100, 101, 102, 103, 213, 250, REL 151, 215, 222, SLT 202 (any alpha), EALL 261, 262, 269 (any alpha), 271, 272, ENG 270 (any alpha), 271 (any alpha), 272 (any alpha), 273 (any alpha), HAW 261, 262, HWST 270, LLEA 239, SPAN 250

CHEM 161 (3)

CHEM 161L (1)

**Second Semester**

CHEM 162 (3)

CHEM 162L (1)

MATH 242 (4)

PHYS 170 (3)

PHYS 170L (1)

**Third Semester**

AA Global and Multicultural Perspectives Electives

(2 courses, each course from a different group: A, B, or C)

Group A (FGA) ANTH 151, HIST 151;

Group B (FGB) ANTH 152, GEO 102, HIST 152, SSCI 102;

Group C (FGC) GEO 151, MUS 107, REL 150

ANTH 200, 210, ASAN 100, BOT 105, COM 201, ECON 120, 130, 131, ED 284, 289, ES 101, FAMR 230, HDFS 230, HWST 255, JOUR 150, LAW 101, PACS 108, POLS 110, 120, 130, 207, PSY 100, 170, 212, 225, 240, 250, 260, 270, SLT 102, 103, SP 181, SSCI 200, SOC 100, 214, 218, 231, 251, 257, WS 202 (formerly cross-listed as PSY 202) (3)

Please note that PSY 225 was formerly SOCS 225.

PHYS 272 (3)

PHYS 272L (1)

**Fourth Semester**

BIOL 101, 124, 130, 171, 172, 265, 275, BOT 101, 130, 201, ESS 100, FSHE 185, MICR 130, 230, PHYL 141, 142, 160, PSY 230, ZOOL 200 (3-4)

Elective Courses (17 credits) \*\* indicates strongly recommended for this concentration

ASTR 110, BIOC 141, BIOC 244, BIOL 101, BIOL 101L, BIOL 124, BIOL 124L, BIOL 130, BIOL 130L, BIOL 171, BIOL 171L, BIOL 172, BIOL 172L, BIOL 265, BIOL 265L, BIOL 275, BIOL 275L, BOT 101, BOT 101L, BOT 105, BOT 130, BOT 130L, BOT 201, BOT 201L, CHEM 272\*\*, CHEM 272L\*\*, CHEM 273\*\*, CHEM 273L\*\*, CE 270, CE 271, EE 160, EE 211, EE 260, EE 296, EARTH 103, GEO 101L, ICS 101, ICS 110, ICS 111, ICS 141, ICS 211, ICS 212, ICS 241, MATH 100, MATH 111, MATH 112, MATH 115, MATH 215, MATH 243\*\*, MATH 244\*\*, ME 213, MICR 130, MICR 140, MICR 161, MICR 230, MICR 240, OCN 101, OCN 201, OCN 201L, PHYL 141, PHYL 141L, PHYL 142, PHYL 142L, PHYS 160, PHYS 160L, PHYS 151, PHYS 151L, PHYS 152, PHYS 152L, PHYS 274\*\*, SCI 295 (any alpha)\*\*, ZOOL 200, ZOOL 200L;

*Note: EARTH 103 was formerly GG 103, GEO 101L was formerly GEOG 101L.*

*Any course on the KapCC AA/DA, AA/DH, or AA/DL list that has not already been used to fulfill General Education requirements; Any 101/102/201/202 course that fulfills the KapCC AA/HSL (Hawaiian or Second Language) requirement.*

*The issuance of an AS degree require that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

**CERTIFICATE OF ACHIEVEMENT,  
BIOTECHNOLOGY  
(42 SEMESTER CREDITS)**

**Program Description:** Biotechnology is a commercial, medical or research endeavor that uses living cells or their components to create useful products. The applications of biotechnology are widely employed in pharmaceuticals, fermentation technologies agriculture, the diagnosis and prevention of disease, vaccine development and production, forensics and bioremediation. The Certificate of Achievement in Biotechnology prepares students for entry-level employment in the biotechnology industry and research labs. Students learn basic laboratory skills, equipment operation and maintenance, quality control, safety and good manufacturing practices.

**Program Student Learning Outcomes:** Upon successful completion of this program, the student should be able to:

- Demonstrate competence in performing fundamental laboratory procedures and protocols common to biotechnology research, development and production in the fields of molecular biology, bacteriology, cell biology, biochemistry and immunology.
- Apply the scientific method to experiment and conduct research logically and safely following all safety, operational and record keeping protocols and apply knowledge to formulate and test hypotheses and analyze results and troubleshoot problems as well as to anticipate biological, chemical and other hazards.
- Analyze, research, and synthesize laboratory and published data using appropriate bioinformatics computational tools and software, and report results in standard scientific formats such as poster, oral and written presentations.

**CERTIFICATE OF ACHIEVEMENT CURRICULUM,  
BIOTECHNOLOGY  
(42 CREDITS)**

**First Semester**

ENG 100, ESL 100 (3)

MATH 135 (3)

CHEM 161 (3)

CHEM 161L (1)

MICR 130 (3)

MICR 140 (2)

**Second Semester**

CHEM 162 (3)

CHEM 162L (1)

BIOL 171 (3)

BIOL 171L (1)

MICR 161 (2)



### **Third Semester**

CHEM 272 (3)

CHEM 272L (2)

BIOL 172 (3)

BIOL 172L (1)

### **Fourth Semester**

BIOL 275 (3)

BIOL 275L, MICR 240 (2)

MICR 230 (2)

SCI 295MI (1)

*The issuance of a Certificate of Achievement requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: For the Certificate of Achievement in Biotechnology, a grade of "C" or higher must be maintained in all required courses.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

## **CERTIFICATE OF ACHIEVEMENT, STEM EDUCATION (37-39 SEMESTER CREDITS)**

**Program Description:** The Certificate of Achievement in STEM Education is a 37 to 39-credit program that provides personalized advising and a carefully planned course sequence to fulfill all of the requirements for the AS degree in Natural Sciences. This program provides a curricula that focuses on basic Science, Technology, Engineering and Mathematics (STEM), and prepares students with the necessary competencies to successfully apply to a teacher licensure-track program at baccalaureate institutions (e.g., University of Hawai`i at Mānoa, College of Education), and/or work in entry-level positions (e.g., teacher assistants, educational paraprofessionals, tutors) with students in K-12 settings in STEM.

**Program Student Learning Outcomes:** Upon successful completion of this program, the student should be able to:

- Use instructional and behavioral management strategies to facilitate a positive learning environment for students.
- Demonstrate knowledge and skills specific to the instruction and support of students in a variety of settings.
- Use informed decision making to function effectively in the classroom, school, local, and/or professional communities.
- Demonstrate professionalism and ethical practices in the classroom, school, local, and professional

communities.

- Use communication skills to work effectively with students, their families, school administrators, teachers, staff, and other related personnel.
- Apply scientific knowledge, skills, and methods to problem solving, with a special emphasis on Hawai'i, where appropriate.
- Conduct inquiry-based investigations using computer algorithms, engineering design reviews, and/or the scientific process.
- Utilize analytical reasoning or mathematical techniques to describe physical or biological phenomena.
- Critically review discipline-specific literature and effectively communicate unbiased research orally and in writing.

### **CERTIFICATE OF ACHIEVEMENT CURRICULUM, STEM EDUCATION (37-39 CREDITS)**

#### **First Semester**

ENG 100, ESL 100 (3)

MATH 241 (4)

CHEM 161 (3)

CHEM 161L (1)

ED 277 (3)

#### **Second Semester**

BIOL 171 (3)

BIOL 171L (1)

ICS 101, EE 160, ICS 111 (3-4)

ED 284 (as WI) (3)

ED 289 (3)

#### **Third Semester**

PHYS 151, PHYS 170 (3-4)

PHYS 151L, PHYS 170L (1)

ED 285 (as WI) (3)

ED 290 (3)

*The issuance of a Certificate of Achievement in STEM Education requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree. Students must earn a grade of "C" or higher in all Education courses.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*

### **CERTIFICATE OF COMPETENCE,**

## **BIOTECHNOLOGY (11 SEMESTER CREDITS)**

**Program Description:** The Certificate of Competence in Biotechnology prepares students for entry level work in laboratories specializing in microbiology, molecular biology, cell biology and immunology. The curriculum offers a strong theoretical foundation in biotechnology and extensive opportunities for honing the laboratory skills needed to work in biotech laboratories. This certificate is particularly suited as a supplemental credential for students in the Medical Laboratory Technician program.

**Program Student Learning Outcomes:** Upon successful completion of this program, the student should be able to:

- Demonstrate competence in performing fundamental laboratory procedures and protocols common to biotechnology research and development in the fields of molecular biology, microbiology, cell biology, biochemistry and immunology.
- Apply the scientific method to experiment and conduct research logically and safely following all safety, operational and record keeping protocols and apply knowledge to formulate and test hypotheses and analyze results and troubleshoot problems as well as to anticipate biological, chemical and other hazards.
- Analyze, research, and synthesize laboratory and published data using appropriate bioinformatics computational tools and software, and report results in standard scientific formats such as poster, oral and written presentations.

## **CERTIFICATE OF COMPETENCE CURRICULUM, BIOTECHNOLOGY (11 CREDITS)**

### **First Semester**

MICR 130 (3)

MICR 140 (2)

MICR 161 (2)

### **Second Semester**

MICR 230 (2)

MICR 240 (2)

*The issuance of a Certificate of Competence requires that the student must earn a cumulative grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the certificate.*

*Please note: For the Certificate of Competence in Biotechnology, a grade of "C" or higher must be maintained in all required courses.*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogQ@hawaii.edu](mailto:catalogQ@hawaii.edu)*

## NEW MEDIA ARTS CURRICULA

The New Media Arts program at Kapi'olani Community College prepares students for professional work in the fields of digital media design, computer animation, and the converging industries that require advanced skills in multimedia design and production. The program is intended to serve professionals updating and refining their job skills and students preparing for a career in digital design or production. The program integrates classroom instruction with hands-on production skills in a learning environment that encourages the collaborative process inherent in professional multimedia design and production.

**Special Admission Requirements for New Media Arts:** Program application materials including official transcripts, portfolios, and essays must be received by April 1 for fall semester admission. Grade reports for spring courses are due May 30.

The prerequisites must be completed before entry into the New Media Arts AS degree program. Completion of coursework and grades will be considered in selecting students for the program. Admission to the New Media Arts program is based on a competitive selection of students. The criteria for selection include:

1. Grades for prerequisite courses.
2. Visual Art Portfolio.
3. Essay.

### **Program Description for specialization in Animation:**

The Associate in Science degree, New Media Arts with a specialization in Animation, prepares students for careers in 3D computer animation, video game development, and emerging industries employing 3D computer graphics.

The program is intended to serve professionals updating and refining their job skills and students preparing for a career in animation. The program integrates classroom instruction with hands-on production experience in a learning environment that encourages the collaborative process inherent in professional practice.

The Associate in Science degree, New Media Arts with a specialization in Animation, will introduce students to the field of 3D computer animation, exploring the complex interplay of theory, aesthetics, technology, and production methodologies.

### **Program Prerequisites for specialization in Animation:**

1. Any Written Communication (FW) course.
2. Any Symbolic Reasoning (FS) course.
3. ART 101, ART 112, ART 113, ART 115, ART 116 or ART 123.
4. Any KapCC AS Social Sciences Elective.
5. Any KapCC AS Natural Sciences Elective.

**ASSOCIATE IN SCIENCE,  
NEW MEDIA ARTS  
WITH A SPECIALIZATION IN ANIMATION  
(72-74 SEMESTER CREDITS)**

**Program Student Learning Outcomes:** Upon successful completion of the AS degree in New Media Arts with a specialization in Animation, the student should be able to:

- Apply knowledge of the theory, history, and principles of design and/or animation in the creation of new media art.
- Apply successful problem-solving skills utilizing industry standard applications, technologies, and techniques in the creative and technical production process.
- Participate as a team member to make collaborative decisions toward shared objectives with civility, interpersonal skills, and a respect for cultural diversity.
- Communicate effectively both visually and verbally in the classroom, community, and/or industry.
- Synthesize the concepts and skills in the creation of a culminating project that integrates conceptual thinking and aesthetic application.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
NEW MEDIA ARTS  
WITH A SPECIALIZATION IN ANIMATION  
(72-74 CREDITS)**

**Pre-Program Semester 1**

ENG 100, ESL 100 (3)

AS Social Sciences Elective (100 level or higher) (3-4)

ART 101 (3)

ART 112 (3)

ART 113 (3)

**Pre-Program Semester 2**

BUS 100, MATH 112, 135, 140, 244, PHIL 110, BUS 250, MATH 115, 132, 215, PHIL 111, ICS 141, MATH 100, 103, 241, 242 (3-4)

AS Natural Sciences Elective (3-4)

ART 115, ART 116, ART 123 (3)

**First Semester**

ART 126 (3)

ART 156 (3)

ART 202 (3)

ART 214 (3)

**Second Semester**

ART 157 (3)

ART 212 (3)

ART 226 (3)

ART 247 (3)

### **Third Semester**

ART 246 (3)

ART 257 (3)

ART 256 (3)

ART 293, ART 294 (3)

### **Fourth Semester**

ART 284 (3)

ART 284 (3)

ART 293, ART 294 (3)

ART 296 (3)

*The issuance of an AS degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*Please note: Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under "Associate in Science Degree Courses."*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogQ@hawaii.edu](mailto:catalogQ@hawaii.edu)*

## **ASSOCIATE IN SCIENCE, NEW MEDIA ARTS WITH A SPECIALIZATION IN INTERFACE DESIGN (72-74 SEMESTER CREDITS)**

**Program Description:** The Associate in Science degree, New Media Arts with a specialization in Interface Design, prepares students for careers as interface designers with a focus on web design. Interface Design course topics include graphic design, web design, front-end interface programming, typography, graphic symbolism, digital multimedia, and motion graphic design. Additional courses include digital imaging, design history and portfolio development.

The program is intended to serve students preparing for a career in interface design and professionals updating and refining their job skills. The program integrates classroom instruction with hands-on production skills in a learning environment that encourages the full design process for interface design as dictated by the industry and utilized in the field.

The Associate in Science degree, New Media Arts with a specialization in Interface Design, will introduce students to the theory, technology, aesthetics, business, and production process of interface design.

**Program Student Learning Outcomes:** Upon successful completion of the AS degree in New Media Arts with a specialization in Interface Design, the student should be able to:

- Apply knowledge of the theory, history, and principles of design and animation in the creation of new media art.
- Apply successful problem-solving skills utilizing industry standard applications, technologies, and techniques in the creative and technical production process.
- Participate as a team member to make collaborative decisions toward shared objectives with civility, interpersonal skills, and a respect for cultural diversity.
- Communicate effectively both visually and verbally in the classroom, community, and industry.
- Synthesize the concepts and skills in the creation of a culminating project that integrates conceptual thinking and aesthetic application.

**ASSOCIATE IN SCIENCE DEGREE CURRICULUM,  
NEW MEDIA ARTS  
WITH A SPECIALIZATION IN INTERFACE DESIGN  
(72-74 CREDITS)**

**Pre-Program Semester 1**

ENG 100, ESL 100 (3)

ART 101 (3)

ART 112 (3)

ART 115 (3)

**Pre-Program Semester 2**

ART 113 (3)

BUS 100, MATH 112, 135, 140, 244, PHIL 110, BUS 250, MATH 115, 132, 215, PHIL 111, ICS 141, MATH 100, 103, 241, 242 (3-4)

AS Social Sciences Elective (100 level or higher) (3)

AS Natural Sciences Elective (3-4)

**First Semester**

ART 120 (3)

ART 125 (3)

ART 159 (3)

ART 257 (3)

**Second Semester**

ART 127 (3)

ART 128 (3)

ART 202 (3)

ART 229 (3)

**Third Semester**

ART 129 (3)

ART 249 (3)

ART 258 (3)

ART 293 (3)

**Fourth Semester**

ART 285 (3)

ART 285 (3)

ART 295 (3)

ART 293 (3)

*The issuance of an AS degree requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses applicable toward the degree.*

*Please note: Lists of AS elective courses (KapCC AS/AH, AS/NS and AS/SS) are in the college catalog under "Associate in Science Degree Courses."*

*If required, information about this degree or certificate program can be made available in an alternative format upon request to [catalogO@hawaii.edu](mailto:catalogO@hawaii.edu)*



## LIFELONG LEARNING

### **CERTIFICATE OF COMPETENCE, SAFETY, INJURY PREVENTION AND CONDITIONING TECHNIQUES FOR COACHES I**

**Certificate Description:** This program of study is intended to prepare coaches, at all levels, to recognize and respond to emergencies that may occur during practice and athletic competition; to prepare coaches to recognize, prevent, and care for basic athletic injuries; to assist the professional medical team by initiating the proper care; to design conditioning programs which will enhance sport performance while minimizing the potential for injury. As a courtesy to the student, the skills proficiency and written exam for the American Red Cross Certification in CPR and First Aid will be offered following the course.

#### **Certificate Objectives:**

- Provide the basic first aid procedures in the event of an injury.
- Provide theory and practice of Cardio Pulmonary Resuscitation in the event of an emergency.
- Provide the basic principles of injury recognition, as well as strategies for the care and prevention of athletic injuries.
- Provide the principles of personal hygiene and basic precautions for preventing disease transmission when dealing with bodily fluids.
- Provide the basic principles of injury prevention, conditioning, and strength training while creating athletic conditioning programs.
- Provide guidelines for the role of coach as a sports medicine team member in accordance with all school/organization policies and procedures.

**Certificate Competencies:** Upon successful completion of the Certificate of Competence in Safety, Injury Prevention and Conditioning Techniques for Coaches I, the student should be able to:

- Recognize and respond appropriately to sudden illness, bone and joint injuries, and burns following American Red Cross guidelines.
- Recognize and respond appropriately to cardiac emergencies following American Red Cross guidelines.
- Assemble a first aid kit.
- Follow American Red Cross guidelines for preventing disease transmission.
- Design strength & conditioning programs that will enhance sport performance while minimizing the potential for overuse and acute injury.
- Respond appropriately to directions/requests by other members of the medical team.

**Certificate of Competence Requirements:** The above objectives will be satisfied by satisfactory completion of the following continuing education course:

Safety, Injury Prevention and Conditioning Techniques for Coaches I (13.5 hours).

As a courtesy to the student, the skills proficiency and written exam for the American Red Cross Certification in

CPR and First Aid will be offered following the course. The issuance of this Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. The student must pass all skills proficiencies, as well as achieve a minimum grade of 80% on a written exam in order to earn this Certificate of Competence.

## **CONTINUING EDUCATION and TRAINING**

The Office of Continuing Education and Training (OCET) is dedicated to providing customized training, professional certification, and resources towards the advancement and enrichment of Hawai'i's workforce, professional, and personal development.

High quality competency-based training programs and non-credit courses address immediate and future workforce and professional development needs in the areas of Health Education, Culinary, Global Learning and Development, and the Office for International Affairs. Updated, flexible, and adaptive non-credit programs offer opportunities for professional growth beyond traditional college curriculum and are delivered through face-to-face, online, and hybrid learning environments.

OCET programs :

- Workforce focused training
- Professional Development
- Certification renewal and attainment
- Customized training
- Personal Enrichment
- Student transition to postsecondary education and employment

For more information and to register, visit <http://continuinged.kapiolani.hawaii.edu> or email us at [kccocet@hawaii.edu](mailto:kccocet@hawaii.edu).

## **CULINARY**

The Professional Development series of classes are designed for current industry professionals who are interested in fine tuning their culinary techniques and skills and current culinary students interested in going more in-depth than classroom time allows. Classes are held in the culinary arts laboratories and lecture rooms. In most cases, you have the opportunity to prepare and produce certain foods, sample, and discuss methods and techniques with the chef instructor. The culinary series are modular. This means you may pick and choose classes that fit your personal interests. In order to ensure individual attention and safety, class enrollment is limited. To enroll, please call 808-734-9211.

We are able to customize contract training sessions for employers that wish to upgrade the basic and/or advanced culinary and pastry arts skillsets of the employees. Training is also available in the areas of food safety (ServSafe), restaurant management, menu merchandising, nutrition, cooking for health and wellness, food innovation, alcohol awareness, and beer and wine education. Email [frankg@hawaii.edu](mailto:frankg@hawaii.edu) to arrange for a free consultation.

## **GLOBAL LEARNING AND DEVELOPMENT (GLAD)**

Global Learning and Development specializes in workforce training and professional development in the areas

of business, hospitality, customer service, communication, language, culture, and industry specific certification. In alignment with the evolving workforce and professional demands, GLAD specializes in incorporating global competencies into skills based programs and courses to assist individuals and organizations advance their expertise and abilities in their current or future jobs. Through its public noncredit programs and courses, GLAD trains the individual so they possess the knowledge and awareness of immediate industry standards, beyond the scope of the traditional college course of study, and to succeed in their professional roles.

Opportunities for Hawai'i's employers in both the public and private sectors to customize professional training pathways for their business or organizational structure and expectations are available through Global Learning and Development. Some of the program highlights are the State of Hawai'i Certification for Tour Drivers and Guides, Certification for Hospitality Supervisors, Certification for Hospitality Housekeeping Executives, Global Communications Series, and Career Success and Development Series.

For programs, courses, and registration, visit <http://continuinged.kapiolani.hawaii.edu/global-learning-development/>

## **HEALTH EDUCATION NON-CREDIT (HENC)**

The Health Education Non-Credit (HENC) Program delivers courses and programs to meet the educational needs of individuals in health career training and personal health and wellness courses.

HENC programs help individuals secure the professional training needed to enter the health care job market as well as move up their career ladder with strengthened skills. HENC serves employers by providing customized training to meet their specific needs.

HENC also provides courses designed to help individuals improve their personal health and wellness via the empowerment increased information brings.

The HENC faculty and staff look forward to helping you meet your health related goals with our wide range of courses and programs.

Please send questions related to current non-credit health courses and programs to [NCHealth@hawaii.edu](mailto:NCHealth@hawaii.edu).

## **OFFICE FOR INTERNATIONAL AFFAIRS**

The Office for International Affairs (OIA) is responsible for overseeing all international programs and activities on the University of Hawaii, Kapi'olani Community College campus. Under OIA are the Honda International Center, the International Club, the International Café, the International Festival and International Education Week.

OIA has overall responsibility for the more than 800 international students enrolled at Kapi'olani Community College as well as various study abroad programs for resident students. This includes the Freeman Foundation

scholarship program that sends students to China, Japan and Korea for a semester of study abroad as well as a semester of intensive language training on the Kapi'olani Community College campus. Students from all seven University of Hawai'i Community Colleges are welcome to apply for the grants.

OIA is also involved in internationalizing all aspects of the Kapi'olani Community College curriculum and its faculty and staff.

Any questions can be directed to Dr. Joseph Overton, Director of the Office for International Affairs ([overton@hawaii.edu](mailto:overton@hawaii.edu)).

## **MISSION STATEMENTS and PROGRAM ACCREDITATION INFORMATION**

### **CULINARY ARTS DEPARTMENT**

Our mission is to provide a quality education in the culinary and pastry arts with an emphasis on blending the classical techniques with the global influences of Hawai'i's unique geographic location. This mission is achieved through a progressive curriculum, operational excellence, multi-industry alliances and the promotion of lifelong learning.

American Culinary Federation  
6816 Southpoint Parkway, Suite 400  
Jacksonville, FL 32216  
Phone: (904) 824-4468

### **HOSPITALITY AND TOURISM EDUCATION DEPARTMENT**

#### **Mission Statement**

- To prepare students for immediate employment in entry-level and/or supervisory positions in the travel and tourism industry.
- For success in transferring to four-year baccalaureate programs in Travel Industry Management, Hotel/Restaurant Management or Business Administration.
- To be the first choice for education and training for Hawai'i's visitor industry employees and managers.
- To export the department's expertise in hotel/restaurant operations, travel and tourism, and host culture and language applications to developing tourism countries.

Accreditation Commission for Programs in Hospitality Administration (ACPHA)  
P.O. Box 400  
Oxford, MD 21654  
Phone: (410) 226-5527

### **LEGAL EDUCATION**

#### **Mission Statement**

The Legal Education mission is to provide legal education to all students interested in legal studies. The credit programs prepare graduates to perform a significant role in the delivery of legal services. The department values personal fulfillment and professional development that results from lifelong learning, therefore, credit and non-credit classes, workshops, seminars, and television shows are developed and offered that respond to the needs of prospective, current, and graduate students, as well as to practicing legal professionals, the legal community, and other interested individuals.

## **LIBERAL ARTS DEPARTMENT**

### **Mission Statements**

#### **AA degree in Liberal Arts with a concentration in Elementary Education**

The mission of the AA degree in Liberal Arts with a Concentration in Elementary Education is to holistically support all students on their individual journey to become well-prepared educators by providing quality instruction, support, and experiences through an 'āina-based framework.

#### **AA degree in Liberal Arts with a Concentration in Elementary Education & Hawaiian Immersion**

The mission of the AA degree in Liberal Arts with a Concentration in Elementary Education and Hawaiian Immersion is to holistically support all students on their individual journey to become well-prepared educators by providing quality instruction, support, and experiences through an 'āina-based framework.

#### **AA degree in Liberal Arts with a Concentration in Elementary Education and Second Language Teaching**

The mission of the AA degree in Liberal Arts with a Concentration in Elementary Education and Second Language Teaching is to holistically support all students on their individual journey to become well-prepared educators by providing quality instruction, support, and experiences through an 'āina-based framework.

#### **AA degree in Liberal Arts with a Concentration in Secondary Education**

The mission of the AA degree in Liberal Arts with a Concentration in Secondary Education is to holistically support all students on their individual journey to become well-prepared educators by providing quality instruction, support, and experiences through an 'āina-based framework.

#### **Certificate of Achievement in STEM Education**

The mission of the Certificate of Achievement in STEM Education is to holistically support all students on their individual journey to become well-prepared educators by providing quality instruction, support, and experiences through an 'āina-based framework.

## **MARKETING PROGRAM**

Kapi'olani Community College provides open access to higher education opportunities in pursuit of academic, career, and lifelong learning goals to the diverse communities of Hawai'i. Committed to student success

through engagement, learning, and achievement, we offer high quality certificates and associate degrees, and transfer pathways that prepare indigenous, local, national, and international students for their productive futures.

ACBSP Accreditation (2015), an educational accreditation. The Accreditation Council for Business Schools and Programs is a U.S. organization offering accreditation services to business programs focused on teaching and learning. <https://www.acbsp.org/>

ACBSP World Headquarters  
11520 West 119th Street  
Overland Park, KS 66213  
Phone: (913) 339-9356

### **MEDICAL ASSISTING PROGRAM**

Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) on the recommendation of the *Medical Assistant Education Review Board* (MAERB).

Commission on Accreditation of Allied Health Education Programs  
9355 – 113<sup>th</sup> Street N., #7709  
Seminole, Florida 33775-7709  
Phone: (727) 210-2350  
[www.caahep.org](http://www.caahep.org)

### **MEDICAL LABORATORY TECHNICIAN PROGRAM**

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Road,  
Suite 720  
Rosemont, IL 60018-5119  
Phone: (847) 939-3597, (773) 714-8880  
FAX: 773 714-8886  
Website: <http://www.naacls.org>

The mission of the Medical Laboratory Technician program is to deliver and maintain a student-centered clinical laboratory education program that employs industry standards through partnerships with the healthcare community.

### **NURSING PROGRAM**

Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE,  
Suite 850  
Atlanta, Georgia 30326  
[www.acenursing.org](http://www.acenursing.org)



## **OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

Accreditation Council for Occupational Therapy Education (ACOTE)  
of the American Occupational Therapy Association  
4720 Montgomery Lane, Suite 200  
Bethesda, MD 20824-3449  
Phone: 301-652-AOTA

## **PARALEGAL PROGRAM - ABA APPROVAL**

The Paralegal Program has ABA Approval, which is the national mark of excellence for paralegal programs.  
The Program has enjoyed continuous ABA Approval since 1978.  
American Bar Association Standing Committee on Paralegals  
Legal Services Division--19th Floor  
321 North Clark Street  
Mail Stop 19.1  
Chicago, IL 60610-4714

## **PHLEBOTOMY PROGRAM**

Approved by:  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Road, Suite 720  
Rosemont, IL 60018-5119  
Phone: (847) 939-3597, (773) 714-8880  
FAX: 773 714-8886  
Website: <http://www.naacls.org>

## **PHYSICAL THERAPIST ASSISTANT PROGRAM**

Commission on Accreditation in Physical Therapy Education (CAPTE)  
American Physical Therapy Association  
1111 N. Fairfax Street  
Alexandria, Virginia 22314  
Phone: (703) 706-5300

## **RADIOLOGIC TECHNOLOGY PROGRAM**

Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 N. Wacker Drive, suite 900  
Chicago, Illinois 60606-2901  
Phone: (312) 704-5300

## **RESPIRATORY CARE PROGRAM**

Committee on Accreditation for Respiratory Care (CoARC)

1248 Harwood Road

Bedford, Texas 76021-4244

Phone: (817) 283-2835 or 1-800-874-5615

## **RETAIL MANAGEMENT PROGRAM**

W AFC Retail Management Certificate (2017), an industry certificate. The mission of the Western Association of Food Chains is to help the industry attract, retain and advance high potential food industry associates through exposure to educational programs and leadership opportunities.

Western Association of Food Chains

4010 Watson Plaza dr. Suite 211

Lakewood, California 90712

## **SUSTAINABILITY PROGRAM**

Mission Statement

The Academic Subject Certificate in sustainability provides an interdisciplinary lens on local and global issues of sustainability, connecting students with an interest in sustainability to appropriate courses, majors, research, community-based applications, and emerging career fields.