Your Pipeline to Exciting Careers

University of Hawai’i Community Colleges

Choosing the Right Career

Administrative Support
Agriculture
Business & Management
Health Services
Human Services
Marketing & Sales
Operators, Fabricators & Laborers
Precision Production, Craft & Repair
Professional Specialty
Public Services
Technicians & Related Support
Preparing individuals to move into a satisfying career is what we do best at the Community Colleges. Whether you plan to enter the job market after two years or transfer to a four-year university, we can help you set the right course toward meeting your career goals.

As you read through this brochure, keep an open mind to all the possibilities. Many great career opportunities are found in fields which are considered “nontraditional.” If you need assistance in making the right choice, please call one of our academic advisors. They will provide you with more detailed information so that you can make the best possible decision.
Get a Good Start at a Community College

A Community College education means that, in most cases, you’ll be on your way to gainful employment after only two years of study. For career plans which require a baccalaureate degree, Community College course credits are transferrable to the University of Hawai‘i at Mānoa, Hilo and West O‘ahu, and most other four-year institutions. The following are the degrees and certificates offered:

**Associate in Arts (AA)** - This degree provides you with the skills and competencies essential for successful completion of a baccalaureate degree. An Associate in Arts degree from a University of Hawai‘i Community College is recognized as fulfilling the general education requirements at all University of Hawai‘i baccalaureate degree granting campuses.

**Associate in Science (AS)** - This technical-occupational degree emphasizes mathematics and sciences, entirely at the baccalaureate level. It provides you with the skills and competencies for gainful employment, and prepares you for transfer to baccalaureate programs in applicable fields.

**Associate in Applied Science (AAS)** - The technical-occupational degree provides you with skills and competencies emphasizing the development of hands-on skills for gainful employment. This degree is generally not designed for transfer directly into a baccalaureate program, though it may include baccalaureate level course offerings.

**Associate in Technical Studies (ATS)** - This two-year degree is intended to target emerging career areas which cross traditional boundaries. It allows you to customize your course of study by using courses from two or more existing programs.

**Academic Subject Certificate (ASC)** - This certificate provides an emphasis in selected Liberal Arts areas such as psycho-social development, Hawaiian studies, Hawaiian culture, Asian studies, Hawaiian/Pacific studies and can be earned concurrently with the AA degree.

**Certificate of Achievement (CA)** - This is a medium-term technical-occupational credential consisting of a sequence of credit courses designed to provide you with entry level or job upgrading skills.

**Certificate of Completion (CC)** - This is a short-term technical-occupational credential consisting of a sequence of credit courses designed to provide you with entry level or job upgrading skills.

**Certificate of Competence (CertCo)** - This is a short-term credential consisting of credit and/or noncredit courses designed to provide you with technical-occupational skills and competencies.

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**Ten reasons why choosing a Community College makes good sense.**

1. Affordable tuition.
2. More than 60 degree and certificate programs of study.
3. Small class sizes for optimal learning.
4. State-of-the-art equipment and teaching facilities for hands-on experience.
5. Quality instruction from highly skilled and knowledgeable teachers.
6. Career programs that move you immediately into the job market.
7. College transfer agreements that make for easy transition to four-year colleges and universities.
8. Seven campuses to choose from.
9. Day, evening and weekend classes (at most campuses).
10. Distance learning classes via Internet, cable and closed-circuit television through Hawai‘i Interactive Television System (HITS).
University of Hawai‘i Community Colleges Programs

**Accounting**
In the world of business and commerce, there is a continuing demand for bookkeepers and accountants. The Accounting program is designed to provide you with a comprehensive understanding of the theory and concepts that underlie accounting practice, and prepare you for employment in entry-level positions in the accounting field in both government and private business.

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

**Aeronautics Maintenance Technology**
The Aeronautics Maintenance program is housed in a state-of-the-art facility near Honolulu International Airport, and is an approved aviation maintenance technician training facility operating under Federal Aviation Administration Air Agency Certificate No. D19T087R with Airframe, Powerplant, and combined Airframe and Powerplant ratings. It is the only such program in the Pacific Basin.

**Agricultural Careers**
- Nursery Management
- Horticulture and Landscape
- Vegetable Management

The Agricultural Career program provides instruction for training, retraining, or skills upgrading in the agriculture field. It may also transfer to a baccalaureate program if you desire to continue your education (see your academic advisor). Projections point to a continued need for well-trained people in all aspects of the green industry. Hotels and condominiums face increasing demands for personnel to design and maintain aesthetically pleasing landscapes. Golf course and recreational facilities require knowledgeable people to establish and maintain healthy turfgrass. And farms and plantations will need informed individuals to implement new technologies and sustainable agriculture techniques.

**Agriculture Technology**
If you desire entry-level employment in the field of plant landscaping, then you'll be interested in this program which offers a Certificate of Completion. With the right skills and competencies learned in this program, you can find work in landscape maintenance, turfgrass maintenance, nursery operations and/or retail plant outlets.

**Applied Trades**
Any person who has completed or is enrolled in a State of Hawai‘i or Federally-approved apprenticeship program is eligible for admission to the Honolulu Community College Associate in Science degree program in Applied Trades.

**Auto Body Repair and Painting**
Auto Body Repair and Painting prepares you for entry-level employment in the auto body repair trade. Instruction covers principles on the repair of auto body sheet metal and the application of body fillers and color coatings.
Automotive Mechanics Technology
The Automotive Mechanics Technology program is a competency-based program based on the standards specified by the National Automotive Technicians Education Foundation (NATEF). The program prepares individuals for a career as an automotive technician. There are a number of related jobs within the industry such as auto shop service writer, service station technician, new car dealer technician, independent garage technician, commercial fleet technician, used car lot technician, truck line technician and specialty shop technician.

Building Maintenance
The Building Maintenance program has multiple purposes. It prepares you in general building maintenance of large or small structures. It serves to acquaint you with various building trades should you desire to explore different trades prior to selecting a specialization.

Business Careers
The Business Careers program provides education, training and skills upgrading in the field of business and prepares you for transfer to a baccalaureate degree program. (See an academic advisor for special course requirements.) The program is designed to prepare you for employment in a variety of occupations from sales and marketing to supervision and business management.

Carpentry Technology
Carpentry is one of the basic trades in the construction field. Entrance into this trade is usually obtained through serving a four-year apprenticeship. The Carpentry Department offers a program of instruction which, when successfully completed, provides an excellent background for an apprenticeship program (see Applied Trades).

Commercial Aviation
The Commercial Aviation program is a five-semester program of study that prepares you for a career as a pilot for charter and tour services, cargo and transport services, and flight instruction. In addition to the classroom curriculum, you will have the opportunity to fly, logging up to 250 hours of flight time. The Associate in Science degree in commercial aviation is transferrable to the University of North Dakota's (UND) Center for Aerospace program, which leads to a bachelor's degree in commercial aviation.

Communication Arts
The Communication Arts program embraces three areas of study which are all interrelated: Design (visual solutions), Print (production skills for print media), and Multimedia (on-line publishing). All focus on meeting the ever-changing needs of business and industry. The Communication Arts program prepares you for entry level employment in graphic design, advertising design, desktop publishing, electronic imaging and prepress, on-line publishing, digital photography, and all aspects of the publishing and printing industries, including service bureaus and other related industries.

*Special enrollment requirements for these programs. See an academic advisor.
Community Health Worker*
This is a program to prepare you to function as a primary health care provider to link disadvantaged families with existing health care resources. This 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.

Computer, Electronics and Networking Technology (CENT)
As computers become increasingly important in everyday activities at work, school, and in the home, the demand for experts in computing, electronics and networking technologies is outpacing the supply of qualified professionals. Graduates are immediately recruited for employment by businesses and industries requiring such skilled professionals. The technician of today needs to have a broad base of electronic theory and hands-on experience to be able to design and repair new computer systems, as well as to interface new systems with older ones. This two-year program of study prepares you for employment in the electronics and computing industries.

Cosmetology
The Cosmetology program is part of an international member school system that teaches the technique known as Pivot Point, which is a training method that revolutionized hair and beauty education. This training offers you the highest degree of manipulative skills and theory which meet the standards and requirements of the State Board of Cosmetology and of other careers in the world of hair and beauty. This knowledge and ability is achieved first through lecture and demonstration, followed by actual work in a salon atmosphere. The Cosmetology program is designed to prepare you for the State Board of Cosmetology Examination. Upon passing the examination, you will become a licensed cosmetologist.

Court Reporter
This Certificate of Completion program is designed to prepare you for a career as a court reporter able to write at 225 words per minute. With your training, you may begin a promising career as a hearings reporter, secretary reporter and police reporter.

Dental Assisting*
The Dental Assisting program prepares you for employment in private dental offices, hospitals, out-patient clinics, State and Federal agencies, insurance companies, and dental supply houses. Individuals are trained in basic dental operatory and laboratory skills.

Diagnostic Medical Sonography*
Diagnostic Medical Sonographers find employment in hospitals, clinics, private offices, and mobile services under the general supervision of a physician. As a sonographer, you will perform various sonographic examinations (using sound waves to produce images of various parts of the body), and provide basic patient care, obtaining pertinent clinical history, and assisting the physician during invasive procedures.

Diesel Mechanics Technology
The program is designed to provide you with knowledge of heavy duty truck
engines and chassis components and to develop your proficiency in the repair and maintenance of heavy duty truck equipment.

**Digital Media (also known as New Media Arts)**
This program is designed to develop interdisciplinary skills necessary for the production of multimedia. The Digital Media certificate is not intended to train individuals for specific jobs, but is designed for those working in such fields as education, advertising, computer science, graphic arts, television, music or any occupation which requires the development of materials of a digital media nature.

**Drafting Technology**
The Drafting Technology program is designed to prepare you for immediate employment as an architectural or engineering drafter. You may also use this program to prepare for employment in building construction, interior design drafting, construction supervision, surveying, and various other fields. Or, you may want to continue your education and apply your course credits toward a bachelor’s degree in architecture or engineering. The program has two options — an architectural option and engineering option. Both emphasize drafting fundamentals and construction materials and methods. However, the architectural option also emphasizes working drawings and architectural graphics, while the engineering option emphasizes engineering computations and surveying.

**Early Childhood Education**
This program meets the requirement for employment as a teacher, lead caregiver, teacher-director, or director of a private preschool in programs licensed by the State Department of Human Services.

**Electronic and Computer Engineering Technology**
Similar to the CENT program, the Electronic and Computer Engineering Technology program offers you a course of study leading to a certificate in Electronic Engineering Technology, or an Associate in Science degree in Electronic or Computer Engineering Technology. Electronic technicians are trained to apply principles of Digital and Microprocessor Technology, Industrial Control Interfaces, Amplifier Circuits, and development and reading of Control Logic and Schematics. The laboratories provide hands-on training utilizing the latest equipment related to Electronics and used in the industry.

**Electronic Installation and Maintenance Technology**
The program combines theory with laboratory activities to develop the skills essential for the electrical trade. You’ll learn the fundamentals of electricity and wiring of simple circuits, then progress to residential interior wiring, three phase alternating current power, and wiring of more complex circuits and equipment. The curriculum is designed to prepare you for entry level in the electrical industry.

**Electronics Technology**
This program provides experiences which will enable you to master job tasks that require entry-level skills in the electronics industry. This program is not aimed at an in-depth development of skills in any one occupation, but is structured to prepare you with skills necessary to enter a number of occupations within the electronics technology cluster.

**Emergency Medical Technician**
This program will prepare you to provide basic life support to patients in the pre-hospital emergency care setting. Upon successful completion of this program, you will have the skills, knowledge and competencies to perform in an entry-level position as

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*Special enrollment requirements for these programs. See an academic advisor.
an emergency medical technician who can recognize, initiate and continue non-invasive treatments for: surgical, medical, cardiac, and psychiatric emergencies; trauma; and airway and respiratory problems.

**Facilities Engineering Technology**
The Facilities Engineering Technology program is specifically designed to prepare students with basic entry-level skills necessary to enter the building maintenance occupation for employment with major hotels, condominiums and other large facilities.

**Fashion Technology**
The Fashion Technology program provides you with comprehensive training in apparel production and fashion designing required by entrepreneurs and businesses in the fashion industry. The program develops technical skills required for job entry, retraining for the garment industry, and upgrading of sewing and pattern making skills for those already employed in the field. Laboratory activities promote the development of skills in designing, pattern drafting, and construction of basic and advanced apparel.

**Fire and Environmental Emergency Response**
The Fire and Environmental Emergency Response program is designed to prepare you academically for the Fire Service field in such careers as an insurance adjuster, investigator, safety and building inspector, as well as a fire fighter.

**Food Service**
- Baking
- Culinary Arts
- Dining Room

If you wish to become a chef or a professional baker and pastry chef, then the Culinary Arts program will help you reach your goals. Each degree candidate will be challenged to apply the knowledge and skills gained in the program to operate and manage a food service operation as a profit center. Upon completion of the degree program requirements and one year of work experience in the industry, you will be eligible for certification by the American Culinary Federation. Options are available for specialization in such areas as culinary arts, patisserie, school food service, and health care food service. Also available is a Certificate of Completion in dining room service. Please check with your academic advisor as options vary at each campus.

**Hotel Operations**
With the increase in tourism, there is a growing demand for hotel and restaurant employees. The intensive training provided in the Hotel Operations program will help you obtain employment in either small or large hotels or food establishments.

**Human Services**
If you like to help people, young and old, then the Human Services program might be of interest to you. The program is designed to prepare you for
a variety of occupations which involve working with children or adults. It is built around a core of courses which provide skills and knowledge needed by the human service workers employed as an education assistant, social service aide, health aide and other community service-related occupations.

Human Services - Community Service
This program will prepare you for employment as a human service worker in diverse settings such as group homes, mental retardation and community mental health centers; family, child and youth service agencies; and programs concerned with alcoholism, drug abuse, family violence, and aging.

Industrial Education
A coordinated undergraduate program of preparation for Industrial Arts

Information and Computer Science
The growing interdisciplinary use of information processing systems has increased the need for a comprehensive program in Computer Science. The curriculum leading to an Associate in Science degree in Computer Science is designed to prepare you for employment as a technical assistant to professional and administrative personnel. There are two options to choose from: Microcomputer Support Specialist or Database Support Specialist. The course credits are transferrable to a baccalaureate program.

Information Technology (formerly Data Processing)
The Business Computer Information Systems program is a career-laddered, competency-based program that trains you in business-related computer operations, local area networks, programming, and systems analysis. Upon completion of the first 30 credits, you earn a Certificate of Achievement and are qualified to work as an entry-level computer operator or network administrator. Upon completion of 60 credits, you earn an Associate in Science degree and are qualified to work as an entry-level operator, network engineer, or programmer/analyst.

Legal Secretary
This Certificate of Completion program will provide the requisite knowledge and skills to enable you to work as a legal secretary in Hawaii’s legal market. The program does not involve training in traditional secretarial skills, since most students obtain these basic skills from sources other than the Legal Secretary program. The training emphasizes the mastery of computer skills, familiarity with legal office procedures, preparation of legal documents, knowledge of legal theory and procedure, and actual work experience through Cooperative Education in a law office setting.

Management
This program prepares you for entry-level employment and supervisory positions in government and private industry. The program provides for career mobility.

*Special enrollment requirements for these programs. See an academic advisor.
Marine Technologies - Boat Maintenance and Repair
The Boat Maintenance and Repair program prepares you for employment in the marine service and manufacturing industries. Individuals who successfully complete the program will acquire the skills necessary for successful entry-level employment. Learn to become a marine diesel maintenance and repair specialist, marine electricity and electronics technician, marine mechanic or boat maintenance and repair specialist.

Medical Assisting*
This is a career-laddered program that prepares you for employment assisting physicians in private medical offices and clinics, and hospital outpatient clinics. Upon completion of the Certificate of Achievement, you may continue this course of study to earn an Associate in Science degree in medical assisting. The Associate in Science degree program is accredited by the Commission on Accreditation of Allied Health Education Programs.

Medical Laboratory Technician*
Medical laboratory technicians perform many laboratory procedures, as well as operate and care for laboratory equipment. When certified, the medical laboratory technician will meet the requirements to become licensed to work in the State of Hawaii. There are no prerequisites for program entry; however, First Aid and CPR certifications are required as part of program completion.

Mobile Intensive Care Technician (paramedic)*
This program will prepare you to provide advanced life support functions to patients in the pre-hospital emergency care setting. Upon successful completion, you will acquire the skills and competencies to perform advanced life support procedures, as listed in Board of Medical Examiners rules for Emergency Ambulance Personnel, including the ability to initiate and continue invasive and non-invasive treatments for: surgical, medical, cardiac, and psychiatric emergencies; trauma; and airway and respiratory problems.

Nursing*
The Nursing career-laddered program provides preparation at several levels of competency: Nurse Aide, Practical Nurse and Registered Nurse. The Nurse Aide training is a Certificate of Completion program preparing individuals to work in hospitals, extended-care facilities, private nursing agencies, and home health agencies, under the supervision of a licensed practical nurse or registered nurse. Completion of the nurse aide level is recommended but not required for entrance into the practical nurse program.

Practical Nurse training is a Certificate of Achievement program that prepares individuals for work in hospitals, extended-care facilities, private nursing agencies, home health agencies, clinics and physician offices under the supervision of a registered nurse or physician. Graduates are eligible to take the National Council of State Boards of Nursing - Practical Nursing Examination.
The Registered Nurse program offers an Associate in Science degree and is designed to prepare you for the nursing profession. Graduates are eligible to sit for the State Board of Nursing examination to become registered nurses. After you pass the nursing licensure examination, you’ll find employment in beginning level positions as a registered nurse in hospitals, doctors’ offices or other health-related institutions. Graduates are also eligible for admission to the third year of the Bachelor of Science in nursing program at UH Mānoa.

**Occupational and Environmental Safety Management**

Occupational and Environmental Safety and Health is one of the fastest growing fields in the country. The two-year Occupational and Environmental Safety Management program is designed to provide practical training in occupational and environmental safety and health. Graduates from the program are qualified to work as occupational safety and health inspectors, safety officers, and environmental technicians in governmental agencies, environmental consultant firms, construction companies, insurance companies, and other types of private industries.

**Occupational Therapy Assistant***

As an occupational therapy assistant, you will learn to work under the supervision of a registered occupational therapist teaching people of all ages the physical skills and psycho-social skills needed for everyday living. After completing your Associate in Science degree, you’ll find that many places hire occupational therapy assistants. Among them are hospitals, school systems, nursing homes, mental health centers, and rehabilitation hospitals.

**Office Administration and Technology**

This program is designed to prepare you for employment in administrative support positions in office settings in business, government and other related industries. The program provides for career mobility.

**Paralegal (formerly legal assistant)**

The Paralegal program is a new and growing field. The paralegal (legal assistant) is a person who assists in the delivery of legal services by performing the technical and paraprofessional aspects of maintaining any law practice. The paralegal is someone specially trained to perform, under the supervision of an attorney, legal functions traditionally undertaken by either an attorney or an expert legal secretary.

**Physical Therapist Assistant***

The purpose of this program is to prepare you for licensure and employment as a physical therapist assistant with the knowledge and abilities to provide care in the hospital, clinic, home, school, or long-term care facility for the rehabilitation of patients who were born with a disability or are disabled as a result of illness or accident. Physical therapist assistants work under the direction and supervision of licensed physical therapists.

**Radiologic Technology***

The Radiologic Technology curriculum includes a combination of subject matter and faculty-supervised clinical experiences designed to prepare you for the safe use of x-ray equipment in clinical settings under the supervision of a radiologist or other physician.

**Refrigeration and Air Conditioning Technology**

The Refrigeration and Air Conditioning Technology program will prepare you for entry into the field of refrigeration and air conditioning by providing a thorough grounding in its fundamental and technical aspects.

*Special enrollment requirements for these programs. See an academic advisor.
Respiratory Care*
This program enables individuals who are interested in caring for others to develop skills in a unique area of health care. You’ll learn to use sophisticated medical equipment to treat people with respiratory problems such as asthma, emphysema, pneumonia, and cystic fibrosis. This is an Associate in Science degree program.

Sales and Marketing
- Marketing
- Sales and Marketing
If you're planning for a career in the field of merchandising/marketing, then this program is a good place to start. The competency-based curriculum is designed to prepare you for a career as an assistant buyer or assistant department manager. It will also prepare you for other basic merchandising/marketing training for possible advancement to management positions.

Sheet Metal and Plastics Technology
This curriculum is designed to qualify you for entry into the field of sheet metal as an advanced apprentice. You will develop skills in fabricating air conditioning ducts, architectural metal work, welding and fabricating plastics and pattern development.

Substance Abuse Counseling
The Certificate of Completion in the Substance Abuse Counseling program provides training for people interested in pursuing work as alcohol and drug abuse counselors, as well as for those already working in the field who wish to hone their skills and knowledge. Additionally, the program may be helpful for those working in law enforcement, nursing, education, rehabilitation counseling and in other areas of human services. The program prepares you to take the State certification exam.

Television Production
If you would like to work in the field of television and video production, then this program will help you fulfill your career goal. While prior knowledge of television production is not necessary, you will be required to commit substantive time to this demanding and rigorous program. Camera operation, lighting, audio/video engineering, editing, television graphics and direction/studio production are just some of the skills that will prepare you for jobs in television, video and other related industries.

Travel and Tourism
The Travel and Tourism program is designed to provide the skills and competencies for employment in the field of travel and tourism operations and supervision, and for transfer to a four-year college or university. Whether you are planning to enter the field, or are already employed within the industry, this program will provide the foundation necessary for career advancement or a career change.
Welding Technology
The curriculum is designed to meet the minimum skill standards established by the American Welding Society (AWS) for Entry Level Welders. Training is given in both theory and practical skills in the various phases of welding and cutting.

Welding and Sheetmetal Technology
This program prepares you for employment as a welder or sheet metal worker in the construction, food processing or manufacturing industries. Job responsibilities may include fabricating, repairing, or maintaining metal products on equipment, buildings and systems.

If you need help in selecting a program of study that will lead to a satisfying career, please visit one of our campuses or contact an academic advisor for assistance.

Here’s how to reach us.

**Island of O‘ahu**

**Honolulu Community College**
874 Dillingham Boulevard
Honolulu, Hawai‘i 96817
Ph: (808) 845-9129
Fax: (808) 847-9872
http://www.hcc.hawaii.edu

**Kapi‘olani Community College**
4303 Diamond Head Road
Honolulu, Hawai‘i 96816
Ph: (808) 734-9559
Fax: (808) 734-9447
http://www.kcc.hawaii.edu

**Leeward Community College**
96-045 Ala Ike Street
Pearl City, Hawai‘i 96782
Ph: (808) 455-0217
Fax: (808) 455-0471
http://www.lcc.hawaii.edu

**Windward Community College**
5-720 Ke‘ahahala Road
Kāne‘ohe, Hawai‘i 96744
Ph: (808) 235-7432
Fax: (808) 247-5362
http://www.wcc.hawaii.edu

**Neighbor Islands**

**Hawai‘i Community College**
200 West Kawili Street
Hilo, Hawai‘i 96720-4091
Ph: (808) 974-7662
Fax: (808) 974-7692
http://www.hawcc.hawaii.edu

**Kaua‘i Community College**
3-1901 Kaumualii Highway
Līhu‘e, Hawai‘i 96766
Ph: (808) 245-8225
Fax: (808) 245-8297
http://www.kauaiicc.hawaii.edu

**Maui Community College**
310 Ka‘ahumanu Avenue
Kahului, Hawai‘i 96732
Ph: (808) 984-3267
Fax: (808) 242-9618
http://www.mauiccc.hawaii.edu

*Special enrollment requirements for these programs. See an academic advisor.*
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<th>Program</th>
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AA = Associate in Arts  AS = Associate in Science  AAS = Associate in Applied Science  ATS = Associate in Technical Studies
CA = Certificate of Achievement  CC = Certificate of Completion  CertCo = Certificate of Competence
I = Instruction is offered in this area, but no degree. Students obtain a degree in an approved degree program. Please consult with an academic advisor.
ISLAND OF O‘AHU
Honolulu Community College
Kapi‘olani Community College
Leeward Community College
Windward Community College

NEIGHBOR ISLANDS
Hawai‘i Community College
Kaua‘i Community College
Maui Community College

UNIVERSITY OF HAWAI‘I COMMUNITY COLLEGES

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