

Kaua`i Community College



*University of Hawai`i*

2006 • 2007 Catalog



Kaua`i Community College  
3-1901 Kaumuali`i Highway  
Lihu`e, Kaua`i , Hawai`i 96766

(808) 245 • 8311

[kauai.hawaii.edu](http://kauai.hawaii.edu)



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October 2006

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Trade-Technical Division .....	245-8264
Bookstore .....	245-8273
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Director of KCC Training .....	245-8234
Assistant Dean of Instruction for Academic Support .....	245-8336
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The Learning Center .....	245-8346, 245-8341
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## OUR CREDENTIALS

- Kauaʻi Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.
- Special accreditation for the “Career-Ladder Nursing Program” has been granted by the Hawaiʻi State Board of Nursing and the National League for Nursing Accrediting Commission.
- Kauaʻi Community College is an approved educational institution for education and training under the Veteran’s Educational Assistance Act (G.I. Bill), the Veterans’ Readjustment Act, and the Dependents’ Educational Act.
- This catalog provides general information about Kauaʻi Community College, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necessarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents.
- The University of Hawaiʻi is an Equal Opportunity/Affirmative Action Employer.



Several symbols reflecting College and community values have been associated with Kauaʻi Community College. In keeping with being your University on Kauaʻi, the College's official seal is now the same seal used by all the UH campuses.

The College logo, created by Graphic Artist Suesue Okada in 1988, and the 1980 Bumpei Akaji sculpture at the entrance of the campus both place high value on Kauaʻi's natural environment. The logo is symbolic of Kauaʻi: "The sun, the winds, the mountain, the ocean — all are important aspects of Kauaʻi. This island world colors our being, affects what we become. In the same way, the College fosters our pursuit of knowledge, awareness, and growth, helping us attain serenity and completeness." The sculpture is associated with the KCC Foundation: "Nani Kauaʻi: Ke mau nei ke ea o Kauaʻi i Puhi ʻaina malu" (Beautiful Kauaʻi: The spirit of Kauaʻi thrives in the peaceful land of Puhi). The KCC Alumni Association uses as its symbol the kukui or candlenut tree whose nut was used by ancient Hawaiians as a candle; thus kukui means light and the tree symbolizes enlightenment and education.



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Figure out the cost of your tuition and fees and see what financial aid opportunities are available.

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Turn to this section to find out about the different services available to assist you in reaching your educational goals. Services to students include admissions, registration, financial aid, counseling, child care, job placement, library, computer labs, tutoring, and others. Among the student activities are student government and a variety of clubs. Special services and programs range from apprenticeship programs to non-credit courses and customized training, from the Performing Arts Center to international education and opportunities to earn a Baccalaureate or graduate degree via distance education.

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This is the "fine print" section with the information about tuition and fees and the rules and regulations that govern your academic life at Kaua'i Community College.

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Check this section to find out which program is for you: Certificate and degree programs designed to teach practical marketable skills or courses leading to a 2-year degree program and/or transfer to a 4-year institution. Program sheets help track your progress toward your goal.

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Turn to this section for detailed information about course content, prerequisites, number of credits, and the number of hours per week that the class meets.

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Please check a current Schedule of Classes to confirm these dates.

2006

## SPRING

2007

Academic advising begins for continuing students .....	Sept 1 (2006)
Registration begins for continuing students .....	Dec 4
Academic advising/registration begins for new and returning students .....	Dec 11
First day of instruction .....	Jan 8
Begin fee charges for late registration:	
\$5 registration fee for in-person transaction (no charge for transaction done on the web)	
\$30 late registration fee for all transactions .....	Jan 8
Last day to add semester courses .....	Jan 12
Last day for 100% tuition refund for semester length course .....	Jan 12
Last day for 100% student activity fee refund for complete withdrawal only .....	Jan 12
Martin Luther King Day (Holiday) .....	Jan 15
Last day for 50% tuition refund for semester length course .....	Jan 28
Last day of erase period .....	Jan 28
Presidents' Day (Holiday) .....	Feb 19
Last day to petition for semester graduation .....	Feb 23
Faculty Excellence in Education Conference (no classes) .....	Mar 2
Last day for changes: withdrawal from semester courses,	
credit/no credit option for semester courses, declare auditor for semester courses,	
split-level changes, and incomplete grade changes .....	Mar 16

## 2006 • 2007 DATES TO REMEMBER

Please check a current Schedule of Classes to confirm these dates.

### SPRING (continued)

2007

Spring recess .....	Mar 26 - 30
Kuhio Day (Holiday) .....	Mar 26
Good Friday (Holiday) .....	Apr 6
Last day of instruction .....	May 2
Evaluation/final examination days .....	May 3 - 4, 7 - 9
End of semester .....	May 11
Commencement .....	May 11

### SUMMER

2007

Academic advising and registration for all students .....	Apr 9
Kamehameha Day (Holiday) .....	Jun 11
First day of instruction .....	Jun 12
Begin fee charges for late registration:	
\$5 registration fee for in-person transaction (no charge for transaction done on the web)	
\$10 late registration fee for all transactions .....	Jun 12
Last day to add semester courses .....	Jun 15
Last day for 100% tuition refund for semester length courses .....	Jun 15
Last day for 50% tuition refund for semester length course .....	Jun 20
Last day of erase period .....	Jun 20
Last day to petition for semester graduation .....	Jun 21
Independence Day (Holiday).....	Jul 4
Last day for changes: withdrawal from semester courses, credit/no credit option for semester courses, declare auditor for semester courses, split-level changes, and incomplete grade changes .....	Jul 7
Last day of instruction .....	Jul 24
Evaluation/final examination days .....	Jul 25
End of semester .....	Jul 25



## A message from Peggy Cha, Chancellor . . .

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Welcome to Kaua'i Community College, your University of Hawai'i on Kaua'i. You've taken a very important step to reach your education and career goals. A college education can open a window on the broader world as well as greater opportunities. The expectations of a college education are also greater in terms of time, effort, and self-discipline. You will certainly learn the technical and specialized skills and knowledge relevant to your chosen field, but you will also be challenged to master our campus wide Student Learning Outcomes.

- **Communication:** Effectively use language and non-verbal communication consistent with and appropriate to the audience and purpose.
- **Cognition:** Use critical thinking skills to analyze, synthesize and evaluate ideas.
- **Information Competency:** Conduct, present and use research necessary to achieve educational, professional, and personal objectives.
- **Social Responsibility:** Interact with others demonstrating respect toward their opinions, feelings and values.
- **Personal Responsibility:** Demonstrate self-management through practices that promote physical, mental, and emotional well-being.



By mastering these learning outcomes you will equip yourself to succeed on any pathway you may choose. And the instructors, counselors and staff at Kaua'i Community College are all here to help you reach your goals. I hope to see you at KCC, your place to start, your place to grow.

## MISSION:

**Kaua'i Community College is an open access, post-secondary institution that serves the community of Kaua'i and beyond. We provide education/training in a caring, student-focused, and intellectually stimulating environment. This education/training contributes to the development of life-long learners who think critically, appreciate diversity, and lead successful, independent, socially responsible, and personally fulfilling lives.**

As a respected leader and powerful economic engine on Kaua'i, we create quality of life for our graduates and community. As an integral part the University of Hawai'i system, we provide an expansive continuum of opportunities in academic, technical, vocational and cultural programs. We offer open access and solutions for community needs, as well as stepping stones for our diverse local and global student body to achieve their dreams. Our mission is accomplished through:

- Timely and timeless learning, both practical and theoretical, comprehensive and accessible to students of all ages and backgrounds.
- An appreciation for intellectual pursuits which fosters in our students the ability to analyze problems, think critically, and communicate ideas effectively through writing, speech, and/or an artistic medium.
- Creative synergies of curriculum and programs which maximize the use of technology for global reach and adaptability to change.
- Programs and facilities to attract, support and house an international student body.
- Partnerships: campus, community, UH system, state, national and global.
- Active, involved leadership and participation throughout our campus.
- Community leadership and service, institutionally and individually.
- Customized programs and events, which broaden our reach and expand our role for visitors, residents, and students seeking degrees or simply the joy of learning.
- Ongoing assessment and evaluation of services, changing and improving as needed.
- Professional development and support for all employees.

## Kaua'i Community College Goals

### 1. Access

To provide open access to educational excellence for a diverse student population.

- 1.1 Outreach: Increase access to and participation in college programs through coordinated and continually improving marketing and recruitment activities.
- 1.2 Enrollment: Enhance educational success through retention initiatives.
- 1.3 Placement and Scheduling: Enhance utilization of placement testing and course scheduling processes.
- 1.4 Support Services for Access: Strengthen support services processes to better meet student needs.

### 2. Learning & Teaching

To promote excellence in learning and in teaching for transfer, career/technical, remedial/developmental education and life-long learning.

- 2.1 Articulation: Improve communication and articulation processes with other KCC programs as well as secondary and postsecondary institutions.
- 2.2 Curriculum: Ensure quality, relevancy and currency of curriculum to meet the needs of our diverse student population and community.

## Kaua'i Community College Goals (continued)

2.3 Remediation/Developmental: Review the college's current strategies for dealing with remedial students and, based on the findings, modify offerings to meet their needs.

2.4 Student Learning Outcomes: Develop, implement and sustain an assessment process that fosters innovative and continuous improvement of student learning outcomes at the college, program, and course level.

2.5 Academic Support: Support student success through accessible, reliable, and user-focused academic support services.

2.6 Faculty and Staff: Create an environment that attracts, retains, and supports qualified personnel.

2.7 Facilities: Maintain facilities, equipment, and technological infrastructure to support institutional and student needs.

2.8 Financial Resources: Strengthen processes to develop and better utilize fiscal resources.

### **3. Workforce Development**

To provide a trained workforce by offering programs that prepare students for both employment and future career development.

3.1 Articulate educational programs with workforce needs by utilizing input from advisory groups and other relevant sources of information.

3.2 Meet workforce needs, increase students' rates of certification, licensure, job placement and/or transfer to appropriate baccalaureate programs by providing relevant education and training programs.

### **4. Personal Development**

To provide life-long learning opportunities in the areas of personal and professional development.

4.1 Foster faculty and staff currency of expertise in their areas of responsibility through support of professional development activities.

4.2 Foster personal enrichment of students by providing opportunities that broaden their college experience.

### **5. Community Development**

To contribute to community development and enrichment through campus leadership and collaboration.

5.1 Establish active collaborative arrangements to support community goals and needs.

### **6. Diversity**

To foster global understanding and appreciation for diversity.

6.1 Support diversity and cultural awareness through campus programs.

6.2 Foster global understanding, develop partnerships with communities and organizations both within and beyond Hawai'i.

## Kaua'i Community College Student Learning Outcomes

**Communication:** Effectively use language and non-verbal communication consistent with and appropriate to the audience and purpose.

- Reading: Read and comprehend written material critically and effectively at the appropriate program level.
- Writing: Write in a clear and organized fashion, at the appropriate program level, to explain ideas, to express feelings, and to support conclusions, claims, or theses.
- Speaking: Speak in an understandable and organized fashion to explain ideas, to express feelings, and to support conclusions, claims, or theses.
- Listening: Listen actively, respectfully, and critically to the substance of others' comments.

**Cognition:** Use critical thinking skills to analyze, synthesize, and evaluate ideas.

- Problem Solving: Identify and analyze real or potential problems and develop, test, and evaluate possible solutions, using the scientific method where appropriate.
- Creative Thinking: Formulate ideas and concepts in addition to using those of others.
- Quantitative Reasoning: Use appropriate program level mathematical concepts and methods to understand, analyze, and explain issues in quantitative terms.
- Application: Apply knowledge and skills to appropriate contexts and transfer knowledge and skills to new and varied situations.
- Resource Management: Identify, organize, and allocate resources effectively.

**Information Competency:** Conduct, present and use research necessary to achieve educational, professional, and personal objectives.

- Information Literacy: Use print materials, personal communications, observations, and electronic media to locate, retrieve, and evaluate information. Understand the ethical, social and legal issues surrounding the use of information.
- Technological Competency: Apply technology effectively to locate, interpret, organize and present information.

**Social Responsibility:** Interact with others demonstrating respect toward their opinions, feelings, and values.

- Teamwork: Participate actively in group efforts to seek effective results.
- Respect for Diversity: Display an understanding of and respect for other people and cultures.
- Effective Citizenship: Demonstrate responsibility for being an informed, ethical, and active citizen of Kaua'i, the nation, and the world.

**Personal Responsibility:** Demonstrate self-management through practices that promote physical, mental, and emotional well-being.

- Ethics and Values: Demonstrate an understanding of ethical issues and a sense of values to make sound judgments and decisions.
- Aesthetic Appreciation: Create or show appreciation for artistic and individual expression.



## What's new at Kaua'i Community College?



### College Success Program

The goal of the College Success Program is to help KCC students attain, succeed, and excel in their academic careers. Each semester, College Success offers learning communities — “families” of students who enroll in a linked schedule of classes that feature coordinated instruction, innovative teaching methods, group and individual tutoring, and team advising. These learning communities can either be paired classes — such as math and science — or a full schedule of courses into which students enroll as a cohort. College Success also offers a variety of other programs and services to help all students make the best of their college careers, including Focus Lab study groups for challenging classes; individual and group tutoring in a broad range of subjects; a new course, IS 103, Introduction to College; as well as success strategies workshops and other special events throughout the year. In addition, the Success Program sponsors Summer Bridge, designed to help new students make a smooth transition to college, and, in collaboration with the Math/Science Lab’s Math brush-up, plans to offer a COMPASS English brush-up class beginning in the summer of 2007. The mission of College Success is to help students develop competence, confidence, and mastery not only of their course work, but of their college experience as a whole.

## Special Services for ESL and International Students

Is English a foreign language for you? Do you know somebody who would benefit from additional ESL support? The Learning Center at KCC offers a range of special services to both international students and residents whose first language is not English. Services that we offer include: supplemental academic instruction (credit and non-credit); faculty and student English tutors; written and audio materials; access to ESL tutorial software; the KCC International Students Club; and much more! For more information call Kimo Perry at 245-8341.



## Compass Brush-Up Program

Not sure of your math skills? Haven't taken a math class for a while? Want to save time and money by placing into higher-level classes at KCC? The COMPASS Brush-Up Program will help you to improve your test scores on the math part of the COMPASS placement test. Weekly sessions will help you with test-taking strategies; give you sample test questions; provide individualized assessment of your current math level; and recommend a course of study tailored to your level. You will have access to a web-based math program for six weeks. Students are invited to participate in the Brush-Up program at a low cost of \$50.00, including diagnostic testing, on-line tutorial software, and in-class presentations. For more information call Kimo Perry in the Learning Center at 245-8341.

## The Perfect HOST and OAT goes BTECH!!!

The Hospitality Services and Hotel Operations Program has changed its name to Hospitality and Tourism or HOST. The current name provides a broader umbrella for the wide variety of services that fall under this discipline such as tourism, hotel operations, and hospitality services. The codes for all HOPE courses have changed so now, for example, you will be searching for HOST 124 in your next Schedule of Courses.

The Office Administration and Technology Program has a new name! It is now known as the Business Technology Program or BTECH for short. This name change will encompass many of the technical changes that are happening in the business field today and it is flexible enough to absorb future changes in the discipline. The course identification codes which were formerly OAT as in OAT 130 have been changed to Business or BUSN 130.



## Math and Science Learning Center

Want to improve your skills in mathematics and science? Kauai Community College has a new Math and Science Learning Center. Whether you need a review of the basics or assistance in advanced courses, our staff can help. Make an appointment for individual tutoring or stop by with a group. We will help you gain confidence in your ability to solve math and science problems through your own reasoning. For more information, contact Matthew Cochran at [mcochran@hawaii.edu](mailto:mcochran@hawaii.edu) or call your counselor.

## Look at our connections!

Articulation agreements with other colleges and universities  
can help you in reaching your educational goals.

Student exchange agreements offer the opportunity to experience other cultures.

*Kaua`i Community College has agreements with the following colleges and universities:*

- Bow Valley Community College, Calgary, Canada
- Brigham Young University in Hawai`i (BYU)
- Chaminade University
- Chiba Keizai College, Chiba, Japan
- Christ Church Polytechnic, New Zealand
- Hawai`i Pacific University (HPU)
- Idaho State University
- Kitty's Cookery and Catering, Ltd., Hong Kong, China
- Nara College of Arts, Nara, Japan
- Normandale Community College, Normandale, Minnesota
- Okinawa Christian Junior College, Okinawa, Japan
- Okinawa Christian College, Okinawa, Japan
- UH Community Colleges
- UH Hilo
- UH Mānoa
- UH West O`ahu
- University of Nevada at Las Vegas (UNLV)
- University of Northern Colorado
- University of the Ryukyus, Okinawa, Japan
- University of Southern Colorado

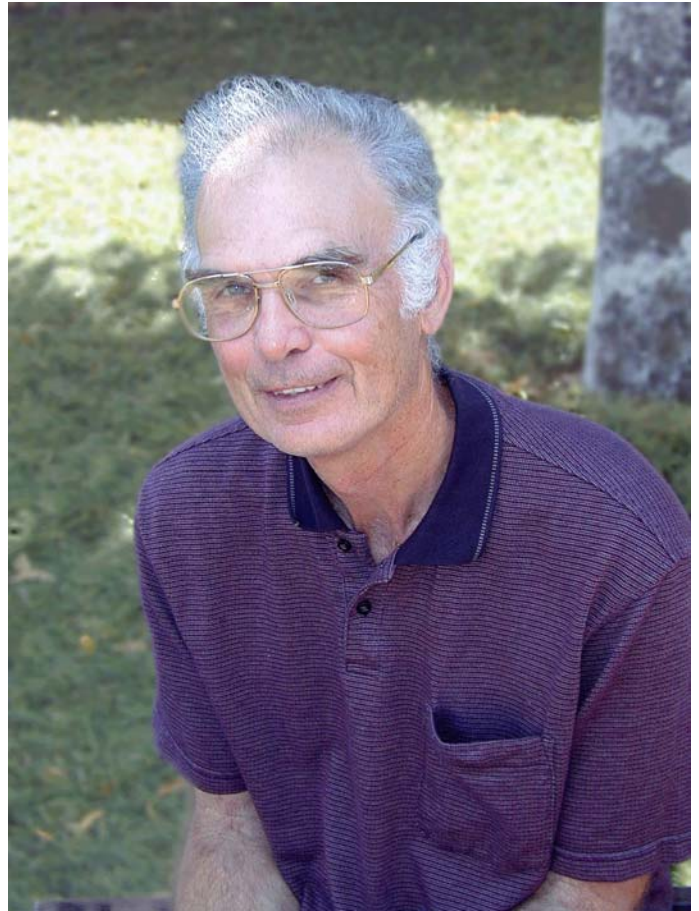


## 2006 Excellence in Teaching Award **Albert Spencer**

As a professor of accounting, Albert Spencer introduces confidence, a readiness to cope with challenges in school, life, the work place environment, and a desire for life-long learning in the students he comes into contact with.

He believes in using cross discipline in his teachings and that no one discipline can stand alone.

A student commented, "One thing that really impressed me about Al Spencer was when we expressed our confusion on a test question. He thanked us for sharing and said that the feedback will help improve his teaching method."



## 2006 Outstanding Student Employee of the Year **Margie Blackburn**

Margie Blackburn is the embodiment of the employee who gives at least 110% of her time, energy, and dedication to her job and the people she works with. Margie is innovative, flexible, and cheerful, handling a fast-paced multi-tasking environment with expertise and grace. An office assistant of the highest caliber, Margie meticulously performs her duties.

She is a creative self-starter who is punctual, organized, and routinely exceeds expectations. She also has the unique ability to respond confidently and with diplomacy to problems that might have escalated to conflicts in less expert hands. Margie displays a genuine regard for people that shines through in all her dealings with others, an empathy that's impossible to falsify.

*So your goal is to live and work on Kaua`i  
while you earn a bachelor's or graduate degree?*

**The University Center at Kaua`i Community College  
wants to provide programs that meet your needs.**

Programs that are helping people earn and learn-study and stay on Kaua`i:

BA Business Administration  
BA Hawaiian Studies  
BA Psychology  
BA Social Sciences with Applied Track  
BED Elementary Education  
BS Nursing  
Master of Business Administration  
Master of Library and Information Studies  
MED Counseling and Guidance, Rehabilitation Counseling  
MED Educational Administration, K-12  
MED Special Education  
MS Information and Computer Sciences  
MS Nursing  
Certificate, Database Management  
Certificate, Post Baccalaureate in Secondary Education  
Certificate, Post Baccalaureate in Special Education  
Certificate, Public Health - Maternal and Child Health Leadership  
Certificate, Substance Abuse and Addictions Studies  
Certificate, Travel Industry Management

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3-1901 Kaumuali`i Highway  
Lihu`e, HI 96766

# KAUAʻI COMMUNITY COLLEGE

The College	<p>Kauaʻi Community College, a 2-year public community college, is the only college on the island of Kauaʻi. Its 200-acre campus is located just west of the major town of Lihue. Begun in 1928 as a vocational school, it became a comprehensive community college in 1965.</p>
The Island	<p>Kauaʻi, with a population of about 58,000, lies 100 miles northwest of Honolulu, the State capitol and major population center of Hawaiʻi. The island retains many aspects of rural island life. The northernmost and oldest of the major Hawaiian islands, it is 627 square miles in area with a diameter of 32 miles, yet the climate varies dramatically from desert to rain forest with altitudes ranging from sea level to 5,148 feet. The beauty, the diverse cultures, and the climate are major island resources.</p>
The University of Hawaiʻi System	<p>Kauaʻi Community College is one of seven colleges in the University of Hawaiʻi System. Also included in the system are the University of Hawaiʻi campuses at Mānoa, Hilo, and West Oʻahu. Other community colleges include one on Hawaiʻi, one on Maui, and four on Oʻahu, together with the Employment Training Center.</p>
Administrative Organization	<p>The University of Hawaiʻi is governed by a Board of Regents appointed by the Governor of the State. The President of the University serves as the executive officer of the Board. The Chancellor of Kauaʻi Community College is responsible to the President of the University and Chancellor for Community Colleges. The Faculty Senate and the Associated Students of Kauaʻi Community College, together with the Chancellor's regular staff, provide advisory services to the Chancellor on matters of campus operation.</p> <p>The College has 5 academic divisions: Business Education; Health Education; Language, Arts, and Humanities; Science and Mathematics; and Trade-Technology.</p>
Curricula	<p>Kauaʻi Community College offers lower-division, transfer-level courses for students who plan to transfer to a 4-year college or university occupational courses for students seeking competency or improvement in employable skills, and general education courses for all students to provide them with awareness of the ideas and ideals of our society.</p> <p><b><u>Liberal Arts:</u></b> The program provides transfer-level general education through courses in communications, humanities, mathematics, natural sciences, and social sciences. Successful completion of the 2-year Liberal Arts program leads to an Associate in Arts Degree. Students who follow the prescribed sequence of transfer courses will be able to meet the general education "core" requirements at Mānoa, Hilo, and West Oʻahu campuses of the University of Hawaiʻi, as well as those of most other 4-year colleges and universities, should they decide to continue their education at a 4-year institution. While most of the transfer courses offered are in the Liberal Arts area, a few transfer courses are also offered in business education. Certain business and trade-technical courses that are normally regarded as non-transfer may also be considered as transfer courses since they are accepted by some mainland colleges and also by the University of Hawaiʻi's College of Education for those students who are prospective secondary school teachers in business, industrial arts, and industrial technology. (See the Instructional Programs section in this catalog.)</p> <p><b><u>Business Education:</u></b> Major areas include accounting; office administration and technology; and visitor industry programs in culinary arts, hotel operations, and hospitality services. These areas of emphasis may lead to a Certificate of Completion, a Certificate of Achievement, or an Associate in Applied Science Degree.</p> <p><b><u>Health Service:</u></b> A "Career-Ladder Nursing Program," consisting of 2 levels (Practical Nursing and Registered Nursing), is offered. A student successfully completing the first level of the curriculum is awarded a Certificate of Achievement in Practical Nursing and is eligible to take the State Board examination for licensure as a Practical Nurse. Successful completion of the second level of the curriculum leads to an Associate in Science Degree in Nursing and eligibility to take the State Board examination for licensure as a Registered Nurse.</p> <p><b><u>Trade-Technology:</u></b> Offerings include auto body repair and painting, automotive mechanics technology, electronics technology, and facilities engineering technology. The College also offers CISCO-certified training as an option in Electronics Technology. These programs may lead to a Certificate of Completion, a Certificate of Achievement, or an Associate in Applied Science Degree.</p>
Degrees and Certificates	<p>Associate in Arts, various Associate in Applied Science and Associate in Science Degrees are awarded by Kauaʻi Community College to students who successfully complete the requirements for graduation. Certificates of Achievement, Certificates of Completion, and Certificates of Competence are awarded to students who complete the requirements of selected programs.</p> <p>See Degrees and Certificates, page 57.</p>
Academic Year	<p>The College operates on the semester system. Some courses are modular, ranging from 2 to 7 weeks. Day and evening classes are available for full-time and part-time credit and non-credit students from 8:00 a.m. to 9:00 p.m. Courses may meet 5 or fewer times per week.</p>

Academic Year (continued)	A summer program includes limited on-campus offerings and courses delivered by other UH campuses via HITS (also known as ITV), Cable TV, and Internet. During the summer sessions, most courses must be self-supporting; therefore, tuition rates are higher than they are for the fall and spring semesters.
Core Courses	The College catalog is published yearly and does not always reflect the most recent campus actions involving core courses. For the most recent information about core courses, check with a counselor.
International Education	Opportunities for students to interact with international students at the College and to experience culture and language study abroad have a Pacific focus. Current international agreements exist with Japan, Okinawa, and New Zealand. For international students interested in enrolling at the College, see the Getting Started and the College Policies and Procedures sections of the catalog.
Student Services	The College provides excellent student support services, including academic advising, career planning, personal counseling, financial aid, and assistance with admissions and registration.
Faculty	The faculty is composed of men and women who have completed advanced training and degrees in their fields. Each has demonstrated subject matter competency, the ability to teach that subject matter, the motivation to remain current in his/her discipline, and concern for students.
Academic Freedom	The College is proud of its faculty. They are a dynamic group of committed professionals. In their individual ways, they help our students to achieve their educational goals and to lead richer lives. Faculty members are entitled to freedom in the classroom in discussing subjects of expertise, in the conduct of research in their field of special competence, and in the publication of the results of their research. Faculty members, in speaking and writing outside the University upon subjects beyond the scope of their own field of study, are entitled to precisely the same freedom and are subject to the same responsibility as attaches to all other citizens. When thus speaking as a citizen, they should be free from censorship or discipline. The commitment to academic freedom in the conduct of research does not imply that a Faculty member's research is not subject to critical review and judgment as to its quality and significance.
Library	<p>The KCC Library has a collection of over 54,000 books and over 3,900 non-print titles as well as a subscription of 180 periodical titles. An electronic catalog provides access to all UH System libraries, to local and national indexes, and to on-line databases. In addition, the Library has access to the 2 million volumes at the Mānoa campus through the interlibrary loan service.</p> <p>The Library offers ample seating for students. Small group meeting rooms are available for students working on projects. A computer lab within the library provides access to the Internet and to the campus network. Video players/monitors to view videos in the Library collection, electronic coin-operated typewriters, microfilm readers/printers, photocopying machines, and a reserve desk for instructor-provided materials are available.</p>
Computer Labs	Several computer labs provide individuals and classes with access to PC and Macintosh computers. Students can apply for computer accounts which provide access to e-mail and Internet.
The Learning Center	The Learning Center is an academic support unit committed to providing services and programs to meet the diverse needs of the student population. The Center assists students to become independent, self-confident, and efficient learners and to develop requisite skills enabling them to meet the College's academic standards, succeed in obtaining their career and life goals, and become productive members of society now and in the future. Programs and services include tutorial assistance in content courses and in writing and thinking; individualized study skills instruction; and workshops in word processing, e-mail, Internet use, and learning strategies. The Center is equipped with state-of-the-art computer technology and houses computers and instructional software in specific disciplines.
Kaua'i Community College Training	<p>Flexible, timely responses to needs beyond the traditional college curriculum are the hallmark of the Office of Continuing Education and Training (OCET). Instructional courses focus on training programs in the business and visitor industries, vocational upgrading, and personal enhancement and development. Special programs include re-training for dislocated workers, international study tours, and cultural performances staged at the College's Performing Arts Center. A variety of instructional, cultural, recreational, vocational, problem-solving, and general informational services are available.</p> <p>Non-credit courses are open to anyone who can benefit from them. While there are no prerequisites, specific courses may require some prior experience to obtain maximum benefit. NON-CREDIT COURSES DO NOT MEET THE REQUIREMENTS FOR A COLLEGE CERTIFICATE OR DEGREE.</p>
University Center	As an island state, Hawai'i is well-suited to distance education programs. Kaua'i Community College serves as a University Center for the island of Kaua'i, providing support for courses and programs made available from other institutions within the University of Hawai'i System. Baccalaureate, graduate degrees, and certificates can be obtained on Kaua'i. Programs are delivered via ITV (interactive television), Internet, and/or in person.



# Getting Started At Kaua'i Community College



# GETTING STARTED AT KAUA'I COMMUNITY COLLEGE

Admissions and Records  
Kaua'i Community College  
3-1901 Kaumuali'i Highway  
Līhu'e, Hawai'i 96766  
Phone: (808) 245-8225  
Email: [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu)  
[kauai.hawaii.edu](http://kauai.hawaii.edu)

Follow these steps to become a student at Kaua'i Community College.

## *Am I eligible to attend Kaua'i Community College?*

Any U.S. high school graduate (or equivalent), or any person 18 years or older who shows evidence of being able to benefit from instruction, is eligible for admission to Kaua'i Community College, subject to the availability of resources.

## *How do I enroll?*

1. APPLICATION      You may pick up a University of Hawai'i System Application Form at the KCC Admissions and Records Office or at any University of Hawai'i campus. You may also check with the counseling office at a Hawai'i high school to see if they have forms available. You may also request that an application be mailed to you by calling, e-mailing, or writing the Admissions and Records Office. Please check the deadline for turning in your application. That deadline is listed on the application form. Non-resident applicants are required to pay a \$25 application fee.  
  
Programs with Special Admission Requirements:  
  
Applicants for the Electrical Installation and Maintenance Technology, Electronics Technology, Facilities Engineering Technology, Culinary Arts, Nurse Aide, and "Career Ladder" Nursing programs must meet additional admission requirements. Specific information regarding application procedures and admission requirements may be obtained from the Student Services Office.
2. TRANSCRIPTS      Request that official academic transcripts from previous high school and/or college be mailed to the Admissions and Records Office. You may be exempt from submitting high school transcripts if (1) you attended high school more than 10 years ago or (2) you are not applying for admission into the "Career Ladder" Nursing program. You may be exempt from submitting college transcripts if you are applying as an unclassified (non-degree seeking) student and you do not plan to enroll in English or math courses or any course with English or math prerequisites.  
  
You must have official transcripts from EACH non-UH school sent directly by EACH school to the Admissions Office. Transcripts sent via fax or personally delivered/mailed are not acceptable. If you are applying for the fall semester, the transcript should include all courses completed through the previous fall semester. If you are applying for the spring semester, the transcript should include all courses completed through the previous summer.  
  
Transcripts of courses taken at any of the ten UH campuses need not be requested.
3. LETTER OF ACCEPTANCE      After your application is complete, you will receive an acceptance letter. The letter will verify your (a) major, (b) tuition status, and (c) information about academic advising and registration. You may call the Admissions and Records Office if you have any questions about your acceptance letter. All documents, transcripts, and forms submitted become the property of the College; they will not be returned to you.
4. PLACEMENT TEST      Take a KCC placement test before you go for your academic advising. You must demonstrate English and math placement levels. Tests are free of charge. You will need to schedule an appointment with the Student Services Office to take the test.
5. TUBERCULOSIS (TB) CLEARANCE      Submit proof of TB clearance to the Admissions and Records Office prior to registration. All students in the UH System must provide a TB clearance certificate. You will not be allowed to register without the required TB clearance. Refer to Health Requirements in the College Policies and Procedures section.

6. MEASLES  
CLEARANCE

Submit proof of measles clearance (immunizations or immunity), if required of you, to the Admissions and Records Office prior to registration. The College requires the following students to submit proof of measles clearance:

- a. Born after 1956 and did not attend a Hawai'i high school.
- b. Foreign: students, immigrants, or visitors.

Refer to Health Requirements in the College Policies and Procedures section.

7. ACADEMIC  
ADVISING

Meet with a counselor to develop an academic plan. Academic advising is by appointment. Academic advising is provided when you have decided on a particular major so you can plan the things you need to do and how long it will take you to reach your goal. If you are an unclassified (non-degree seeking) student, you do not have to go through academic advising, but it is available if you would like it. It is highly recommended for unclassified students wishing to work towards a certificate or degree but who are undecided about a major/program.

Counseling is based on your individual interests, abilities, aptitudes, and needs. Advising is available year-round to assist you in defining your academic and occupational goals. You are encouraged to see a counselor to resolve personal problems that may interfere with your studies. In addition to individual counseling, several classes are offered each semester on career exploration and student success.

8. SCHEDULE  
OF CLASSES

Check the Schedule of Classes; this will probably be the most important publication you will use while you are at KCC. The Schedule of Classes comes out in November for the following spring semester and in April for the following fall semester. The Summer Schedule comes out in April.

The Schedule lists enrollment and registration dates and information; tuition and fees; distance education courses available from other University of Hawai'i institutions; refund deadlines; add/drop procedures; course/program costs; campus directory; and the final examination schedule.

The Schedule of Classes is distributed to island households in one of the local newspapers. You can pick up a Schedule of Classes in the Admissions and Records Office, the Library, The Learning Center, or the Bookstore, or call the Admissions and Records Office to have one mailed to you. The Schedule of Classes is also available on the web at <kauai.hawaii.edu>.

9. REGISTRATION

UH Community College students are able to register through the MyUH Online Portal. You can also register in person. All new classified students are required to see a counselor for academic advising prior to registration. You are officially registered after payment of tuition and fees.

*How do I apply for financial aid?*

The Free Application for Federal Student Aid (FAFSA) is a primary form used by the College to determine student eligibility for need-based financial aid. Please remember to put Kauai CC's federal school code: 001614 on your application. You must apply each school year to receive financial aid.

The FAFSA can be completed either by paper or by going on-line to the following web site: <http://www.fafsa.ed.gov>. The student and one parent (if dependent) must apply for personal identification numbers (PIN): <http://www.pin.ed.gov> if you apply for financial aid on-line.

A Student Aid Report (SAR) will be generated by the Central Processor and sent electronically to the College. The College will review your application and determine your eligibility for financial aid. Our College's priority deadline is March 1<sup>st</sup>. You may check on your financial aid status by logging into your myuhportal.

*What if I am a returning KCC student?*

If you attended Kauai Community College in the past and you are not currently enrolled, you need to submit a new application for admission. You can call or e-mail, to request that a form be mailed, or you can come in to the Admissions and Records Office to pick one up. You can also print the application from the web.

### *How do I know if I am a resident?*

An official determination of your residency status will be made after you submit your application. You may be required to provide documentation to verify your residency status. If you do not qualify as a bona fide resident of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time you register, you must pay non-resident tuition. Once you are classified as a non-resident, you will continue to be classified as a non-resident until you can present satisfactory evidence to the Registrar that proves otherwise.

Certain students are granted statutory exemption for the residency regulation. See the Residency entry in this catalog for more specific residency information.

### *What if I transfer from another college?*

Complete an application and provide official transcripts (sent directly from the school you previously attended to KCC's Admissions and Records Office). Official transcripts become the property of the College and will not be forwarded to any other institution (outside of the University of Hawai'i System) or individuals or copied for students. In order for your transcripts to be reviewed, you need to fill out the Request for Transcript Evaluation Form.

Credit for courses completed at regionally accredited colleges and universities may be accepted toward meeting graduation requirements only if courses completed are substantially equivalent to offerings at the College. In addition, the grade earned must be a "D" or higher. If you completed courses within the University of Hawai'i System, you must have earned a grade of "D" or higher.

### *What if I have CLEP or Advanced Placement Credits?*

KCC awards college credit for acceptable scores earned on selected CLEP General Examinations and Subject Examinations and for acceptable scores earned on the Advanced Placement Examinations in accordance with CLEP and AP policies and criteria adopted by the University of Hawai'i at Mānoa. For more information, please see your counselor or the Admissions and Records Office.

### *What do I need to do if I am an immigrant student?*

If you are an immigrant (permanent resident alien), submit a copy (front and back) of your permanent resident alien registration card.

### *What do I do if I am an international student?*

Kaua'i Community College is authorized under Federal law to enroll non-immigrant alien students. Interested F-1 visa students who are overseas and those who are already in the United States of America, need to submit the following:

1. University of Hawai'i System Application Form.
2. University of Hawai'i Supplementary Information Form for Foreign Applicants. Evidence of support in U.S. currency must be attached showing that adequate financial support will be provided during the entire period of enrollment.
3. Official TOEFL (Test of English as a Foreign Language) scores sent directly to Kaua'i Community College by the Educational Testing Service. Minimum score for admission is 450 (paper based testing) or 133 (computer based testing).

Applicants exempt from taking the test are those:

- a. Whose native language is English, from Australia, Canada (except Quebec), Ireland, New Zealand, United Kingdom, or the United States.
- b. Who have completed three years of high school education or 30 semester credits of college-level work (30 transfer semester credits for the Associate in Arts Degree program) from an accredited college or university in the United States, Australia, Britain, Canada,

Ireland, United Kingdom or New Zealand.

- c. Who are transferring from an accredited college or university in the United States, Australia, Britain, Canada, Ireland, United Kingdom or New Zealand, and have completed the equivalent of freshman-level English with a grade of "D" or better.
4. High school and college academic transcripts translated in English sent directly to Kaua'i Community College by the schools.
5. Kaua'i Community College Confidential Health Form completed by a medical official which presents evidence of good health.

All non-resident international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policies of Board of Regents of the University of Hawai'i and the policies of the Kaua'i Community College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Kaua'i Community College is authorized under Federal law to enroll non-immigrant alien students.

Contact the Office of the Dean of Students at 245-8212 for rules and regulations and admission requirements.

### *What if I have a disability?*

Federal law prohibits the College from making pre-admission inquiry about disabilities, so we may not know if you have any special needs. Information regarding disabilities, voluntarily given or inadvertently received, will be kept confidential and will not affect admission decisions. If you inform us of disability-related needs, we can prepare appropriate support services. To discuss special needs, call the Disability Services Counselor at 245-8314.

### *Am I eligible for veteran's educational benefits?*

Kaua'i Community College is an approved educational institution for education and training under the Veteran's Educational Assistance Act (G.I. Bill), the Veterans' Educational Readjustment Act, and the Dependents' Act. Information regarding eligibility, entitlement, and types of education and training available for veterans may be obtained at the Admissions and Records Office or the Veterans' Administration Regional Office.

### *What if I am in the military?*

If you are an active member of the military (or a military dependent) stationed in Hawai'i, submit a copy of your military orders to Hawai'i and complete Item F of the application form.

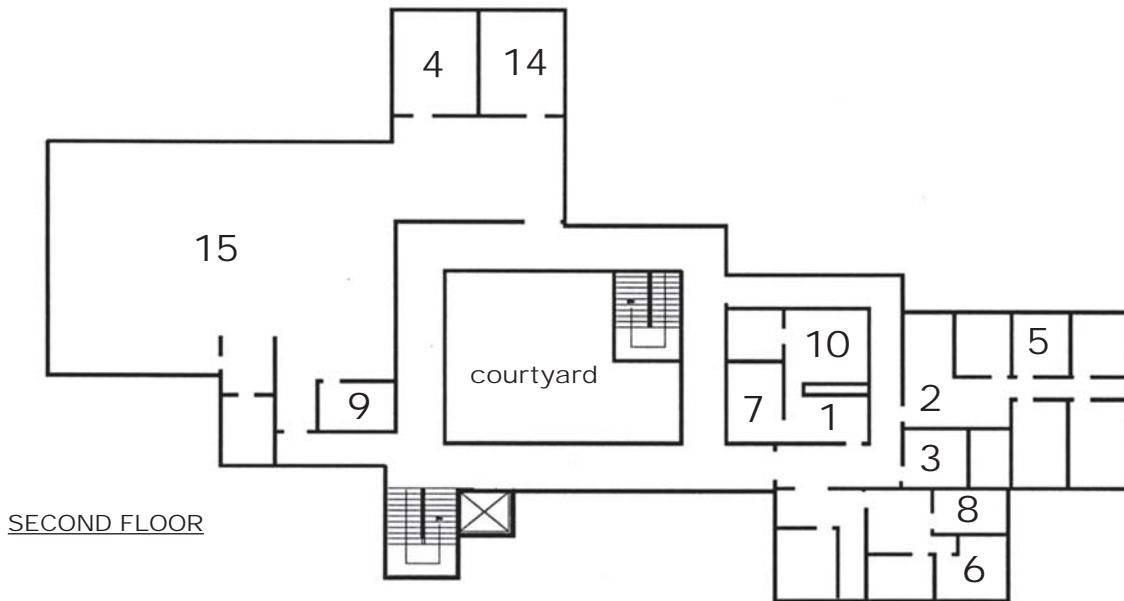
### *Can I enter college while I am still attending high school?*

If you are an academically-accomplished or vocationally-gifted high school junior or senior who has successfully completed all relevant secondary curriculum offerings available in your high school, you may enroll at Kaua'i Community College on a space-available basis while attending high school. Written approval from the high school and parents must be submitted with your application (Early Admissions Parent/School Approval Form). Complete information and application forms and procedures are available from your high school counselor or from KCC's Admissions and Records Office. Submit your application listing "SPEA" as your major together with the Early Admissions Parent/School Approval Form.

*Running Start* is a statewide program that provides an opportunity for academically qualified juniors and seniors to enroll in college classes through the University of Hawai'i System as part of their high school coursework. This unique partnership between the Department of Education and the University of Hawai'i System allows public high school students to attend college classes during the fall, spring, and summer while earning both high school and college credits. Students should contact their high school counselor for more information and to see if they qualify.

# CAMPUS CENTER

In the Campus Center are a number of people who can help you become a student at Kaua'i Community College.  
Check the services below and find their location on the diagram.



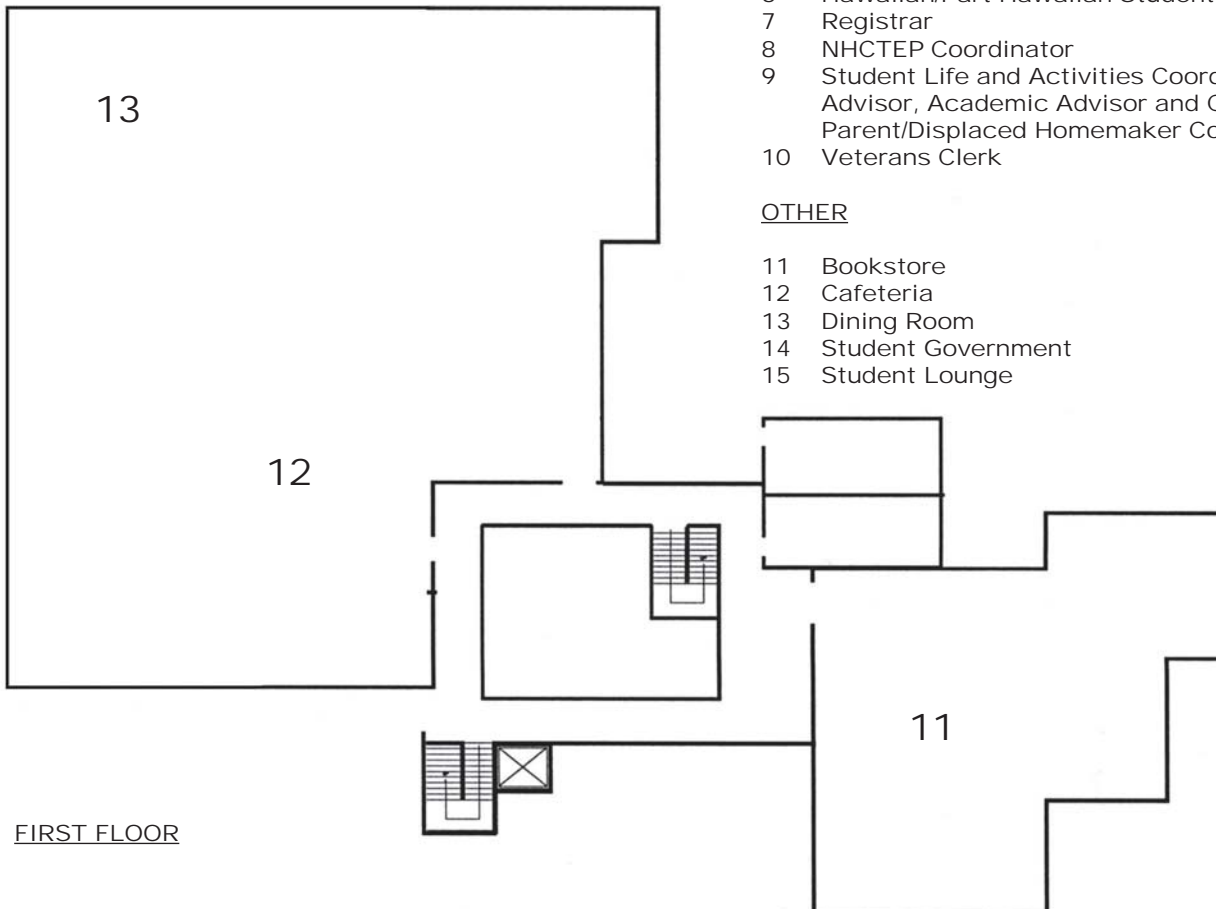
SECOND FLOOR

## STUDENT SERVICES OFFICES

- 1 Admissions and Records
- 2 Counselors
- 3 Special Needs Counselor
- 4 Financial Aid
- 5 Admissions Counselor
- 6 Hawaiian/Part-Hawaiian Student Counselor
- 7 Registrar
- 8 NHCTEP Coordinator
- 9 Student Life and Activities Coordinator, ASKCC Advisor, Academic Advisor and Counselor, Single Parent/Displaced Homemaker Counselor
- 10 Veterans Clerk

## OTHER

- 11 Bookstore
- 12 Cafeteria
- 13 Dining Room
- 14 Student Government
- 15 Student Lounge



FIRST FLOOR

# College Costs And Financial Information





Proposed Fall 2006 and Spring 2007  
SCHEDULE OF TUITION and FEES *(Per Semester)*

No. of Credits	Activity Fee (All Students) *	Resident Tuition	Resident Total	Non-Resident Tuition **	Non-Resident Total
1	15.00	56.00	<b>71.00</b>	249.00	<b>264.00</b>
2	15.00	112.00	<b>127.00</b>	498.00	<b>513.00</b>
3	15.00	168.00	<b>183.00</b>	747.00	<b>762.00</b>
4	15.00	224.00	<b>239.00</b>	996.00	<b>1,011.00</b>
5	15.00	280.00	<b>295.00</b>	1,245.00	<b>1,260.00</b>
6	15.00	336.00	<b>351.00</b>	1,494.00	<b>1,509.00</b>
7	15.00	392.00	<b>407.00</b>	1,743.00	<b>1,758.00</b>
8	15.00	448.00	<b>463.00</b>	1,992.00	<b>2,007.00</b>
9	15.00	504.00	<b>519.00</b>	2,241.00	<b>2,256.00</b>
10	15.00	560.00	<b>575.00</b>	2,490.00	<b>2,505.00</b>
11	15.00	616.00	<b>631.00</b>	2,739.00	<b>2,754.00</b>
12	15.00	672.00	<b>687.00</b>	2,988.00	<b>3,003.00</b>

\* Effective Spring 2007

\*\* Non-resident tuition may vary between Community College campuses.

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Proposed Summer  
SCHEDULE OF TUITION and FEES *(Per Semester)*

Summer 2007 - \$147 (per credit, resident)  
Summer 2007 - \$180 (per credit, non-resident)

All tuition and fee charges at University of Hawai'i campuses are subject to change in accordance with requirements of state law and/or action by the Board of Regents or the University administration.

# COLLEGE COSTS AND FINANCIAL INFORMATION

**Payment of Tuition and Fees** For registration to be official, all tuition and fees must be paid in full before the closing of the day on the published deadlines. Deferred payment of tuition and fees is forbidden by University of Hawai'i Policy. Failure to make full payment may result in cancellation of registration for the semester.

**Special Tuition Fees** **Activity**  
An Activity Fee is charged each semester for both residents and non-residents. •Spring 2007 (\$15.00) •Fall 2007 (\$20.00) •Spring 2008 (\$25.00) •Fall 2008 (\$30.00)

**Apprenticeship Tuition and Fees**

Apprentice and Journey Work: \$.40 per clock hour.

**Cable**

A fee is charged when a student registers in some courses offered via cable television to recover the amount of any per student charge required under a license agreement or contract for use of copyrighted television courseware.

**College Catalog**

The college catalog is available at the Kaua'i Community College website or for purchase at the KCC bookstore.

**Course Changes**

A \$5.00 fee is charged for each request for course change (adding or dropping) done in-person after the last day of regular registration (no charge for transaction done on the web).

**Credit by Examination Tuition and Fees**

Charges for credit by examination are based on the prevailing tuition and fee schedule.

**Dishonored Check Service Fee**

A \$15.00 service charge will be assessed for each returned check. Additional charges may be assessed.

**Fee Slip (Student Schedule/Bill) Duplicate**

A \$2.00 duplicating fee is charged for each fee slip (Student Schedule/Bill) copy.

**Graduation**

A fee of \$15.00 is payable at the time the student receives confirmation of graduation.

**Hawaiian Language Diploma**

A \$15.00 fee is charged for a Hawaiian Language Diploma. This diploma is in addition to, and not an alternative for, the regular English language diploma.

**Late Registration**

A fee of \$30.00 is charged when a student registers after the last day of regular registration.

**Non-Credit Course Tuition and Fees**

Fees for non-credit courses vary. For details, see the KCC Training (Office of Continuing Education and Training) course schedule.

**Nursing Lab Fee**

Students enrolled in the Career Ladder Nursing Program will be charged a \$200.00 lab fee each semester.

**Other Educational Records**

A \$1.00 fee is charged for each copy of any other educational record requested by the student or other eligible person.

**Summer Tuition**

Summer 2007 • Resident - \$147.00 • Non-resident - \$180.00

<p>Special Tuition Fees (continued)</p>	<p><b><u>Transcript</u></b>  A \$5.00 fee is charged for each transcript that is sent to another college outside the University of Hawai'i System or for student copies.</p> <p>A \$15.00 fee is charged for all "rush" transcripts (processed within 24 hours), sent within or outside of the University of Hawai'i System or for student copies.</p> <p>DO NOT send transcripts within the UH system (exception: send transcripts if you attended KCC prior to Fall 1986 - no fee required, except for "RUSH").</p> <p>Financial Obligations to the University  Students who have financial obligations (such as tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas, and registration.</p> <p>A copy of the "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai'i," promulgated by the Board of Regents, is on file in the Student Services Office.</p> <p>Refunds  <b><u>Financial Aid Refund/Repayment Policy</u></b>  Federal regulations require each University participating in the Title IV Federal Student Aid Programs, to have a written policy for the refund and repayment of federal aid received by students who withdraw during a term for which payment has been received.</p> <p>These policies are effective only if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 % of the enrollment period.</p> <p><b><u>Repayment Policy</u></b>  The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of the return of the Title IV funds to the programs from which they were awarded.</p> <p>A repayment may be required when cash has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that the student was enrolled.</p> <p>If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed.</p> <p>The responsibility for returning unearned aid is allocated between KCC and the student according to the portion of disbursed aid that could have been used to cover KCC charges and the portion that could have been disbursed directly to the student once University charges were covered. KCC will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes to the Title IV programs and the College.</p> <p><b><u>Tuition and Fees Refund</u></b>  Refunds are processed by the Business Office.</p> <p><b><u>Semester Length Courses: Student Activity Fees</u></b>  A 100% Student Activity Fee refund is given for complete withdrawal made within the first week of instruction. No refund is given for complete withdrawal made after the first week of instruction.</p> <p><b><u>Non-Semester Length Courses: Tuition &amp; Special Course Fees</u></b>  The refund period at all institutions shall be 20% of the instructional period. The instructional period includes all calendar days beginning from the first day of instruction and ending on the last day of instruction. No refunds will be made for courses where the instructional period is 10 days or less, except before the first day of instruction. Refunds for credit courses that are not semester long shall be as follows:</p> <ol style="list-style-type: none"> <li>1. 100% refund for complete withdrawal only if made on or before the last day of late registration (add period) as established at each institution.</li> </ol>
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2. 50% refund for complete withdrawal or change in status or tuition rate if made after the late registration period (add period) but on or before the end of the refund period as defined above, unless otherwise stipulated by federal regulations

**Non-Semester Length Courses: Activity Fees**

1. 100% refund of the student activity fee for complete withdrawal only if made on or before the first day of instruction.
2. No refund of the student activity fee if complete withdrawal is made after the first day of instruction.

Financial Aid Program  
(Financial Aid Programs are subject to change.)

The mission of financial aid is to facilitate student achievement of academic goals by providing financial resources to students who would otherwise be unable to pursue post-secondary education. The underlying principle behind financial aid programs is that parents and students have a primary responsibility to pay for college as their means permit.

**To qualify for most financial aid programs you must meet the following requirements:**

- be a U.S. citizen or an eligible non-citizen (permanent resident).
- be enrolled at least half-time in a degree granting program (classified student).
- be making satisfactory academic progress toward a degree.
- not be in default on a loan or owe a refund on a federal grant.
- demonstrate financial need.
- have obtained a high school diploma, GED, or have passed a federally-approved test.
- have registered with Selective Service, men only.

**Federal Financial Aid Program includes:**

**FEDERAL PELL GRANTS:** These are federal entitlements available to any qualified, needy undergraduate student who is attending college at least half-time and who has not previously earned a Bachelor's degree.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG):** These grants are available to undergraduate students with exceptional financial need who are attending school at least half-time.

**FEDERAL WORK STUDY PROGRAM (FWSP):** This program provides funds for part-time employment. Students are limited to a maximum of 20 hours per week during the academic terms. An individual student's award is based upon his or her individual need and the availability of funds.

**FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM (FFELP)** are loans from private lenders such as banks and credit unions that are guaranteed by a state agency. There are three loan types:

**SUBSIDIZED FEDERAL STAFFORD LOAN:** Annual loan limits differ depending on a student's academic level and existing Stafford loan balance. The interest rate is variable not to exceed 8.25%. The interest is paid or subsidized during deferment periods. Repayment begins six months after the borrower ceases to be enrolled at least a half-time or separates from the college.

**UNSUBSIDIZED FEDERAL STAFFORD LOAN:** Very similar to the subsidized loan's annual and aggregate limits, interest rate, and deferment. However, interest begins to accrue upon disbursement of the funds. Student loan deferments are available.

**FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS):** This program provides additional loan funds for student's educational expenses. Parents of dependent students may borrow up to the calculated cost of attendance minus other student aid, for their child from the FPLUS program. The interest rate on FPLUS loans are variable but does not exceed 9%. Interest begins to accrue upon disbursement of the funds.

## State, Institutional, Private, and Other Financial Assistance

**HAWAII STATE INCENTIVE GRANT (HSIG):** Tuition grants are available to needy undergraduate students attending school at least half-time. To qualify, a student must be eligible for a Pell Grant and be a resident of Hawai'i for tuition purposes.

**B PLUS SCHOLARSHIP** – Graduate of a public high school after 2005; cumulative g.p.a. of at least 3.0; Hawai'i resident; was eligible for free or reduced lunch program; and seeking a degree in any field of study at any UH campus.

**STATE HIGHER EDUCATION LOAN (SHEL):** This loan program is available to Hawai'i residents. Awards are based on demonstrated financial need and availability of funds. Repayment begins 9 months after the student ceases to be enrolled on at least a half-time basis. Deferments are available.

**HAWAII STATE TUITION WAIVERS** - Kaua'i Community College issues a limited number of need-based, merit, and non-need based tuition waivers. Priority is given to students demonstrating financial need. The deadline to apply for waivers is August 1st for fall and January 1st for spring.

**Short-Term Student Loans:** Classified students attending KCC at least half time may borrow 30-day emergency funds to purchase text books only.

### Financial Aid Satisfactory Academic Progress Policy

This policy applies to ALL students receiving some form of financial assistance at KCC. Developed in accordance with federal and state regulations the financial aid satisfactory academic progress policy sets forth both qualitative and quantitative standards. Need based financial aid applicants who transferred from another school must have their academic transcripts evaluated. Financial assistance is awarded based on remaining credits required for completion of the student's primary major. Evaluation of progress begins upon acceptance into an academic program offered by KCC. Qualitative: A minimum 2.0 current and cumulative grade point average. Quantitative: A minimum number of credit hours to be completed.

Enrollment:	Minimum credits to be completed:
Full-time (12+credits)	9
3/4 time (9-11 credits)	8
1/2 time (6-8 credits)	6
Below 1/2 (1-5 credits)	all credits attempted

The maximum time frame in which a student is expected to complete his or her program shall be no longer than 150% of the credit hours required to complete the published length of that program. Students who do not reach the accepted level of credit completion (75%) and grade point average (2.0) at the mid-point of any given degree or certificate will no longer be eligible for financial aid. All credits attempted including summer session are evaluated against the maximum time frame. Double majors are not recognized. Pre-majors have the same time frame as students who have been accepted into a program.

The following grades will be considered as credits enrolled but not successfully completed: "I," "N," "NC," "NCE," and "F." An "I" is considered as completed when the alternative letter grade is posted to the student's records. Audit "L" grades are not allowed. "W" grades will not be held against a student's maximum time frame if financial aid was not received.

Students may receive assistance for repeating courses in which a grade of "D" or lower was received. For courses in which a grade of "C" or higher was earned, financial assistance will be granted only upon instructor's written recommendation to repeat.

FOR ADDITIONAL INFORMATION ON APPLICATIONS, ELIGIBILITY REQUIREMENTS, OTHER SCHOLARSHIPS, AND OTHER FINANCIAL AID PROGRAMS CONTACT THE FINANCIAL AID OFFICE AT 245-8256.

## Scholarship Programs

**CHARLES R. HEMENWAY SCHOLARSHIP:** This is an institutional scholarship program to assist financially needy residents attending at least half time.

**PACIFIC ASIAN SCHOLARSHIP:** Institutional scholarship to assist students from the Pacific, East Asian or Southeast Asian region to pursue a course of study important to that region. Students must have a 3.5 cumulative GPA and attend college full time. Students with F1 Visa's are eligible to apply.

**RUTH E. BLACK SCHOLARSHIP:** Institutional scholarship program established to financially assist sons or daughters of contractors, engineers, and construction workers. To qualify, students must be a resident of Hawai'i, have a minimum 2.5 GPA, and be enrolled full time. First priority is given to sons or daughters; second, to students pursuing a construction related field of study; and third to other qualified students.

**HI VETERAN MEMORIAL SCHOLARSHIP:** This is an institutional scholarship program developed to assist financially needy students with a cumulative grade point average of 2.5, attending college full-time. A letter of recommendation is required.

**ANTONE K. AND EDENE N. VIDINHA SCHOLARSHIP:** This is an institutional scholarship program for Kaua'i residents attending KCC at least half time. Categories of eligibility include: high school (Kaua'i schools only) and KCC scholastic achievement, financial need (must complete federal application form), adults in transition, college/work performance, and transferring KCC students (must have earned 12 credits at KCC). Transferring scholarships are limited only to University of Hawai'i campuses and to programs not offered at KCC.

More college scholarships are located at our website: [kauai.hawaii.edu](http://kauai.hawaii.edu). The deadline to apply for campus scholarships is March 31 for the upcoming school year.

See Federal Financial Aid and State, Institutional, Private, and other Financial Assistance, pages 29 and 30.

## Senior Citizen

You may attend classes as a "Visitor" without having to pay tuition and fees if you are a senior citizen who (1) is 60 years or older during the week immediately following the late registration period; (2) is a bona fide resident of the State of Hawai'i as described by University of Hawai'i's definition; and (3) meet course prerequisites, if any. If you are a new or returning visitor, you will need to complete an application form for residency determination purposes. Grades or credits will not be recorded and your name will not appear on the instructor's official class roster. Acceptance into classes is after the late registration period.

## Special Education Benefits Program

### **Disabilities:**

Information for students with disabilities may be obtained from the Hawai'i Division of Vocational Rehabilitation. Contact the Special Needs Coordinator at 245-8314. TDD - 245-8314.

### **Veterans' Benefits:**

For information on the G.I. Bill or other veterans' benefits, contact the Veterans' Regional Administration Office or the Admissions and Records Office clerk at 245-8224.

## Student Employment

**FEDERAL WORK STUDY PROGRAM (FWSP)** funds part-time employment on campus. Students are limited employment to a maximum of 20 hours per week during the academic terms. An individual student's award is based upon his or her individual need and the availability of funds. To work on-campus you must be a classified student enrolled in at least six or more credits. Visit the Student Employment website at <http://sece.its.hawaii.edu> to complete a job application, search for jobs and to pick up job referrals.

## Veterans' Administration

Kaua'i Community College is an approved educational institution for education and training under the Administration Veteran's Educational Assistance Act (GI Bill), and the Dependents' Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained from the Veterans' Administration Regional Office.



# Campus Resources And Services



## CAMPUS RESOURCES AND SERVICES

Check this alphabetically-arranged section to find the service you need.

Admissions and Records 245-8225 245-8224	The Admissions and Records Office keeps your academic records from the time you are admitted until you graduate. Go there for admission applications, special admission procedures, the Schedule of Classes, registration information, VA certification, transcript evaluation, transcripts, some distance education information, grades, residency information, schedules, and applications.
Alumni Association 808-956-ALUM	Kaua`i Community College Alumni may join the University of Hawai`i Alumni Association. It cultures a close, supportive relationship between graduates and the UH System.
Apprenticeship Training Program 245-8382	The Apprenticeship Training Program at Kaua`i Community College offers quality education through training. The Program currently assists 8 building industry trades: air conditioning, carpentry, electrical, masonry, painting, plumbing, roofing, and sheet metal. The apprentices are provided with on-the-job training and attend related training courses at the College.
Bookstore 245-8273	<p>The College Bookstore, located on the ground level of the campus center, is the place to shop for not only students but the entire community and visitors to the island. We are the “home” for all your University of Hawaii and Kauai Community College logo souvenirs and clothing. Students may purchase all their new and used books for all their Kauai classes including school supplies, backpacks, soft drinks, snacks and candies and more. Students can also visit our website at <a href="http://www.bookstore.hawaii.edu">http://www.bookstore.hawaii.edu</a> to purchase their Kauai books on line. Students enrolled in distance classes from other UH campuses may also go to this site but click on “Distance Learning &amp; Technology”. These books are not available at the Kauai store but at the University of Hawaii Outreach site or call 1-800-UHBOOKS (1-800-842-6657).</p> <p>Bookstore gift cards are available for purchase at the bookstore. These gift cards are redeemable at any of the bookstores in the UH System.</p> <p>Booklists and special evening store hours are posted at the Bookstore and other campus locations prior to the beginning of each semester.</p> <p>Catalogs for all the other institutions in the UH System can be purchased at the Bookstore.</p> <p>Full book refund is given if made within the first (3) three weeks of the semester. Only a 75% refund is given if a book is not in saleable condition (new books that are returned marked/soiled). <b><i>A register receipt is required for all refunds!</i></b> After the first three weeks, refunds are made only if requested within (7) seven calendar days from the date of purchase.</p> <p><b>CASH PAID FOR BOOKS!</b></p> <p>During the final exam week that occurs twice a year in May and December, students can sell their books back to the Bookstore. Signs are posted around campus prior to the buyback announcing the days and time. See the bookstore bulletin board for more information on buyback.</p>
Campus Safety 245-8230	<p>Kaua`i Community College is concerned about the safety and welfare of all campus members and guests. Because no campus is isolated from crime, the College has developed policies and procedures to ensure appropriate precautionary measures are taken.</p> <p>Outside phones are located at the entrance of the Performing Arts Center and Learning Resource Center. For information, contact the Director of Administrative Services at 245-8230 or the Dean of Students at 245-8274.</p>
Campus Wellness 245-8307	<p>The Campus Wellness Center is a nurse-managed, academic health center with the goals of: providing high quality wellness care to students, faculty, and staff, offering a clinical practice site for health careers students and faculty, and serving as a site for investigation of wellness-related topics.</p> <p>Services are provided by faculty who are Advanced Practice Registered Nurses in various specialties and include general health screening, family planning services, HIV and sexually transmitted disease screening, care of common illnesses, immunizations, TB testing, stress reduction, emotional care, CPR training, and health education activities.</p>

Career Planning 245-8212	Career planning information and testing services, including occupational interest inventories, personality inventories, and a library of occupational information, are available at the Student Services Office. Career Kokua and Discover, along with other computer occupational information and guidance systems, are also available.
Kauai Community College Training (Office of Continuing Education & Training) 245-8318 (Registration)	<p>KCC is a first-rate institution that helps businesses create a stronger, better workforce and working people reach their goals. As Kaua'i's training hub, KCC provides effective, customized training that responds to the professional and personal development needs of our community's lifelong learners. Job-related skill courses are accelerated, focused, and often customized to meet specific industry needs. KCC also has a wide variety of specialized courses designed to prepare individuals for national and state certification exams (e.g., Medical Office Receptionist, Certified Landscape Technician, Commercial Driver's License, Nx Level, etc.).</p> <p>Non-credit courses are open to anyone who can benefit from them. While there are no prerequisites, specific courses may require some prior experience to obtain maximum benefit. <b>NON-CREDIT COURSES DO NOT MEET THE REQUIREMENTS FOR A COLLEGE CERTIFICATE OR DEGREE.</b></p>
Computer Labs	Computer labs are available for class sessions, completing assignments, and e-mail and Internet access. Ask your instructors or see staff in The Learning Center. Check posted schedules for The Learning Center and the Computer Resource Center.
Cooperative Education 245-8328	<p>Cooperative Education is a program that integrates classroom studies with work experience directly related to a student's academic field of study. Field experiences may be on- or off campus, paid or volunteer, part- or full time. Students earn 1 to 3 college credits in this formal program. (1 credit = 75 hours, 2 credits = 150 hours, 3 credits = 225 hours). A student's current employment may qualify as a student's co-op site if it directly relates to that student's field of study.</p> <p>If a student does not work in a position that qualifies as a co-op site, the Co-op Coordinator will locate a volunteer site from a group of participating agencies in business, industry, and government. If students need a paid co-op experience, they are expected to find their own paying co-op sites.</p> <p>Co-op field experiences are a graduation requirement for Hotel Operations and Office Administration and Technology programs. These degree programs view Cooperative Education as a capstone or exit experience within their program curriculum.</p> <p>Co-op is also available in the Auto Body Repair and Painting, Automotive Mechanics Technology, Electronics and Food Service programs.</p> <p>The Co-op Office also provides students with internship opportunities. Internships are defined as short-term work experiences that offer students an opportunity to learn about a career area. Internships, unlike cooperative education placements, do not have to be directly related to the student's field of study.</p>
Counseling and Guidance 245-8212	<p>Counseling and guidance at Kaua'i Community College add a personal quality to students' efforts to obtain a formal education. Take advantage of admissions counseling; new student orientation before each new semester; individual, personal and vocational counseling; and appointments to use Career Kokua and Discover.</p> <p>Counseling is based on your individual interests, abilities, aptitudes, and needs. Advising is available year-round to assist you in defining your academic and occupational goals. You are encouraged to see a counselor to resolve personal problems that may interfere with your studies.</p>
Distance Learning 245-8330	Distance learning courses can increase student flexibility regarding the time, place, and pace of study. Cable TV courses provide instruction to students via commercial and public access television. Students receive their course content through television and interact with faculty through phone and e-mail. Online courses are delivered to students via the World Wide Web (WWW). These courses generally provide the most flexibility for students in terms of time and place of study. Interactive television (ITV) classes provide two-way video and audio instruction between students and faculty at various sites around the State. Students need to go to the ITV site on campus. On-site outreach courses involve instructors hired by another UH campus to teach classes on Kaua'i. Associate, Bachelor's, and graduate courses and programs are available through distance-delivered technologies. Check < <a href="http://www.hawaii.edu/uhcc.e-learn">http://www.hawaii.edu/uhcc.e-learn</a> > and < <a href="http://www.hawaii.edu/dl">http://www.hawaii.edu/dl</a> >.
E-mail Access	As part of its effort to help students gain skills in current technology and to support instructors using e-mail as a teaching and communicating mechanism, the College provides e-mail accounts for students. Because it is an educational institution, the College emphasizes the educational use of e-mail.

English Language and Culture 245-8278	Special courses are offered for students who speak English as a second language. See ELI 1, ELI 2, ELI 3, and ELI 4 in the Course Description section of this catalog.
Facilities Use 245-8333	<p>The College facilities may be used by University of Hawai'i affiliates, State of Hawai'i agencies, and other organizations on a space-available basis. All non-state organizations must obtain, and maintain throughout the period of use, liability insurance of at least one million dollars for bodily injury liability arising out of each occurrence and of at least one million dollars for property damage liability arising out of each occurrence. The University of Hawai'i and the State of Hawai'i, and their officers, employees, and agents shall be listed as insured under the policy. Prior to the date of use, the user must provide to the University a certificate of insurance verifying the existence of the necessary liability coverage, including the coverage of the University of Hawai'i and the State of Hawai'i, and their officers, employees, and agents.</p> <p>Non-institutional users of University facilities must clearly indicate in all promotional material that the program or activity is neither sponsored nor endorsed by the University of Hawai'i.</p>
Financial Aid 245-8256	The Financial Aid Program at Kaua'i Community College provides financial assistance to students who would not be able to attend college without such assistance. This assistance helps to supplement the expected contribution of a family or individual in meeting the cost of education. All funds are distributed in accordance with federal, state and institutional policies. To insure consistency and equity in the awarding of aid to students, we encourage completion of the Free Application for Federal Student Assistance (FAFSA) by March 1, the priority deadline. All financial aid programs are subject to change due to legislative action.
Food Services 245-8243 (Cafeteria) 245-8365 (Dining Room Reservations)	The KCC Cafeteria serves as an instructional facility for students in the Culinary Arts program. During the course of training, students produce a wide variety of lunch and snack items. Facilities are open to the public. The Cafeteria is open in both the fall and spring semesters. Our Dining Room is open for three segments of six weeks each throughout the year. Call 245-8365 for information and reservations.
Handicapped Parking 245-8212	There are several handicapped stalls located in all KCC parking lots. Any student with a State of Hawai'i, Department of Transportation Disabled Person's Parking Placard may park in these reserved spaces.
Health Care 245-8212	<p>See Campus Wellness section, page 33.</p> <p>The College does not maintain a student health office. A hospital is located in Līhu'e. Low-cost health insurance is available to students. Those not covered by any form of medical insurance are encouraged to purchase a health care plan such as the Associated Students of the University of Hawai'i (ASUH) medical insurance. Brochures and applications for the student health plans are available at the Student Services Office.</p> <p>All F-1 and M-1 visa foreign students must have some form of medical insurance before registration will be permitted.</p> <p>Referral for those in need of vocational rehabilitation assistance or psychiatric attention is also available.</p>
Interlibrary Loans 245-8358 245-8253	Through Interlibrary Loan, KCC students have access to materials in all of the UH System libraries. Materials can be ordered and received from any remote UH campus.
International Education	International study opportunities may be available. For information, ask your instructor or counselor.
Internet Access	KCC students can apply each semester for a computer account which enables access to the Internet. Because the College is an educational institution, it emphasizes the academic use of the Internet.
Job Placement 245-8328	See Student Employment, page 31, and page 41.

Learning Assistance 245-8346	The Learning Center (TLC) offers academic assistance and support to all students. Students are assisted in gaining and strengthening necessary skills to improve their class performance and succeed in achieving educational and personal goals. Assistance provided includes assessment of learning needs and practices, tutorial assistance in math, writing, and in different content and language courses, collaborative learning, small group workshops or individual instruction in learning skills, word processing, e-mail, Internet use, Excel, and self-management skills.
Learning Resource Center	The Samuel W. Wilcox II Learning Resource Center provides a variety of learning and teaching resources. (See Computer Labs, Library, Media Services, and The Learning Center for specific information.)
Library 245-8233	The Library provides a diverse collection of materials in support of the College curriculum. Reference services include library instruction and research assistance (traditional and electronic). A computer lab provides access to the University of Hawai'i Libraries' electronic catalog (Voyager), online databases, the Internet, and other programs such as Word.
	Library hours will vary depending on whether or not a semester is in session. Please call the Library for current hours.
Lost and Found 245-8231	Information for lost and found articles may be obtained at the Business Office, the Library Circulation Desk, or Student Services.
Media Services 245-8238	Media Services' assists the faculty and students in preparing instructional materials. The telecommunications involved with the delivery of distance education via HITS and cable is also a primary responsibility.

#### MyUH Portal



### MyUH PORTAL

In its continuing effort to improve services for the University Community, the University of Hawai'i has launched the MyUH Portal for all students, faculty and staff. The login process is simple (go to **<http://myuhportal.hawaii.edu>** or your campus home page, and use your UH username and password). Through a single door, MyUH Portal conveniently offers an array of essential services, including access to e-mail, web registration and other academic services, and important announcements regarding classes and grades. You will want to visit this site often.

Please note that your username followed by "hawaii.edu" (e.g., johndoe@hawaii.edu) is your University of Hawai'i e-mail address. **Important information from the University administration or faculty will be sent to this e-mail address;** therefore, you should check this account on a regular basis, either through the portal or directly through UH web mail (<https://mail.hawaii.edu>). If you prefer to receive e-mail through a non-University account that you already have, you may forward mail from hawaii.edu. For more information about the Portal Project and the Student Tutorial, go to: <http://myuhinfo.hawaii.edu/page/home>

Non-Credit Classes 245-8318	Non-credit classes are offered by Kaua'i Community College Training (Office of Continuing Education and Training). Instructional courses focus on training programs in the business and visitor industries, vocational upgrading, and personal enhancement and development. Special programs include re-training for dislocated workers, international study tours, and customized classes. Fall and spring schedules of non-credit courses are available at the KCC Training Office.
Orientation for New Students 245-8212	Orientation sessions for new students are available during the week prior to the start of the fall and spring semesters. Students and families interested in receiving information on our College and its programs may also contact our Admissions and Records Office or Student Services Office. A counselor is available year-round to answer your questions. Small group tours can be arranged.
Parking 245-8230	Parking on campus is governed by the College's Rules and Regulations Governing Parking and the Operation of Motor Vehicles on the Kaua'i Community College Campus. Copies are available at the Student Services Office.
Performing Arts Center (PAC) 245-8270	The Performing Arts Center is the venue for outstanding international, national, and local cultural performances. It has hosted several sell-out productions since its grand-opening in fall 1995. The Performing Arts Center seats 560, with 12 additional spaces for wheelchair patrons. The resilient performing stage and backstage rehearsal room were specially designed for dance group productions. A 9-foot Steinway concert piano is housed in the Center. A costume room, scene construction shop, and dressing rooms are included in the facility. Projected for future construction are an art exhibit area in the lobby and an outdoor performing stage. (See the Facilities Use entry in this section of the catalog for details.)
Preschool 245-8356	<p>The primary mission of Nā Kama Pono (the Early Childhood Development Center) is to provide a lab site for Early Childhood Education students. It also provides a quality pre-school for 3 and 4-year olds. Nā Kama Pono is accredited by the National Association for the Education of Young Children. It offers a child-centered program that implements and models the most current and appropriate early childhood practices.</p> <p>Tuition for the 2006-2007 school year is \$2120 per fall and spring semesters. Tuition is payable in four monthly installments of \$530. Summer tuition is \$1590 payable in three monthly installments of \$530. Tuition includes breakfast, lunch and afternoon snack. Tuition assistance is available to eligible parents through Child Care Connection, Open Doors and Kamehameha Schools.</p> <p>Nā Kama Pono's hours are from 7:30 a.m. - 4:30 p.m. It follows the College's fall and spring schedule. Summer session runs from a week after the spring semester to a week before the beginning of the fall term. A waiting list is maintained and inquiries are welcomed. Priority is given to the children of KCC students, faculty and staff.</p>
Recreational Facilities 245-8339	The College's recreational facilities include an outdoor basketball court, 4 tennis courts, a weight training center, and a student lounge with a pool table, ping-pong table, and foosball. A large grassy field is available for walking or jogging.
Services to Hawaiian and Part-Hawaiian Students 245-8260 245-8206 245-8212	Services are provided to assist in the recruitment and retention of Hawaiian/part-Hawaiian students. Services include academic planning and advising; assistance in college success; career guidance and self-development. Additionally, the Native Hawaiian Vocational Education Program provides unique opportunities and internships, work experience, and study abroad experiences for Native Hawaiian vocational education majors.
Services to Single Parents and Displaced Homemakers 245-8245 245-8212	<p>The Single Parent and Displaced Homemaker Program (SP/DH) provides supportive services to single parents and displaced homemakers who are pursuing a vocational education degree. Services include orientation and information about University of Hawai'i programs, pre-vocational services, academic advising, financial aid information and self-development workshops.</p> <p>The SP/DH Program also supports Bridge to Hope (BTH). An employment support program for First to Work (FTW) participants enrolled at a University of Hawai'i campus. BTH assists with on-campus student employment and other services to help welfare (TANF) recipient students succeed in their educational goals.</p>

<p>Services to Students with Disabilities 245-8212 TTY: 245-8314</p>	<p>Students in need of disability-related accommodations are advised to contact Student Services as early as possible so that services may be arranged on a timely basis. For further information, contact the Disability Services Counselor, Campus Center, Room 206, 245-8314.</p> <p>In accordance with Section 84.4 of the Federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, no qualified individual with a disability shall, on the basis of his or her disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.</p> <p>Students with documented disabilities, either permanent or temporary, are encouraged to use the following services:</p> <ul style="list-style-type: none"> <li>• personal, academic, and career counseling</li> <li>• admissions and financial aid application assistance</li> <li>• campus orientation</li> <li>• registration assistance</li> <li>• tutorial, reader, notetaker, interpreter, and/or other academic support services</li> <li>• campus accessibility map</li> <li>• specifically designed auxiliary equipment to meet the needs of the disabled student</li> </ul>
<p>Sports 245-8339</p>	<p>Providing equal access and/or accommodation to KCC classes and programs is a primary function of this office. Students requesting accommodations need to self-identify themselves to the Services to Students with Disabilities Office. Verification of disability is required to determine and provide appropriate services. Supportive help may include, but is not limited to, the following: Application and registration assistance; financial aid information; individual orientations (e.g. mobility); career, personal, and academic counseling; handicapped parking; and tutors, note takers, and sign-language interpreters.</p> <p>Deaf and hard-of-hearing individuals desiring information may contact the Disability Services Counselor by calling the TTY number at the College, (808) 245-8314, between 7:45 a.m. - 4:30 p.m. A TDD pay phone is located in front of the Library. Outgoing access is free of charge. Text telephone relay service is available by calling (808) 643-8833.</p> <p>For more information about the programs, services, activities, and facilities which are available to persons with disabilities contact the Disability Services Counselor, Campus Center, Room 206, 245-8314.</p> <p>Kaua'i Community College has an intramural sports program. Faculty, staff, and students, as well as various community organizations, compete in golf, basketball, and tennis. In addition, we also offer full semester courses in weight training/physical fitness, basketball, and three different levels of tennis.</p> <p>We also offer a fit check test for all faculty, staff, and students throughout the semester.</p>
<p>Student Activities 245-8245</p>	<p>Various student activities are sponsored throughout the year by campus clubs, classes, faculty, and the ASUH-KCC. Activities must be sponsored by one of these groups. Details concerning student activities may be obtained through the Student Services Office.</p>

Student clubs and organizations play an integral part of student activities at Kaua'i Community College. Student organizations build "community" within the campus and have a positive influence on the academic success and total college experience for all students. If you would like to get involved with the following clubs or organizations, please contact John Constantino at 245-8245, or visit the Student Activities Office Rm. 201C located at the Campus Center, Student Life and Activities Office.

***ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAII AT KCC - Student Government***

The Associated Students of the University of Hawai'i at Kaua'i Community College Senate is the student government of KCC. ASUH-KCC is chartered by the University of Hawai'i Board of Regents and is sanctioned to allocate Student Activity Fee monies collected each semester. The ASUH-KCC Senate provides student representation on various campus committees, and is the recognized vehicle for students to voice their wishes. ASUH-KCC also provides and supports student activity programs for KCC students.

***'AUPAKA CLUB - Academic***

The 'Aupaka Club is committed to enriching the lives of single parents, displaced homemakers and any interested students who strive for higher education. Our vision is to be a resource that students of Kauai Community College can access to successfully complete their educational goals.

***BAHA'I CLUB - Religious***

Dedicated to public service and the promotion of the oneness of mankind and world peace is the Baha'i Club's mission. This club sponsors service projects and activities such as public meetings that promote the basic tenets of the Baha'i faith, which includes recognition of the need for: the unity of all religions, the equality of men and women, the elimination of all forms of prejudice, and the establishment of an auxiliary world language. The Baha'i Club also has a variety of literature addressing these concepts. They also support other organizations working towards these same goals.

***CHRISTIAN FAITH CLUB - Religious***

The purpose of the Christian Faith Club is to 1) Build new relationships and friendships with KCC students. 2) Introduce students to the tenets of the Christian faith. 3) Encourage Christians in their spiritual walk.

***DANCE SPORT CLUB - Recreational***

The purpose of the KCC Dance Sport Club is to provide students with instruction in ballroom dance and to encourage fellowship through dance classes and club activities.

***ENVIRONMENTAL CLUB - Service***

The Environmental Club strives to educate KCC students, faculty and staff members about the importance of being environmentally aware of our surroundings. The club also strives to play an integral part within the community by participating in service activities that focus on environmental awareness, beautification and maintenance.

***FILM CLUB - Educational***

The purpose of the KCC Film Club is to involve students in the education, stimulation, exposition, participation, exploration, creation, and collaboration in the process of all film entities.

***FOOD SERVICE CLUB - Academic***

The Food Service Club provides activities and programs to prepare its members for employment in culinary arts and hospitality services. The club also strives to increase knowledge of current practices, and to enable members to attend food fairs, and provide opportunities for other excursions and field trips.

***FUTURE EDUCATORS OF YOUNG CHILDREN-Academic***

To provide support and information to Early Childhood and Pre-Elementary Education students, which would facilitate their professional growth. FEYC also develops links with HAEYC by participating in their professional development activities and by supporting their efforts to enhance campus and community awareness of the needs of children. In addition, FEYC supports or initiates activities, which provide direct services to the children of campus families and the general community.

***GARDENING CLUB - Educational***

The Gardening Club was organized in the fall of 2000 whose primary objective is to encourage KCC students to participate in gardening projects at the KCC Farm.

***HOPER CLUB - Academic***

The objective of the Hotel Operations Club is to advance the quality of hospitality as inspired by the Aloha Spirit and island pride, to build closer student-industry ties, to enhance traditional classroom learning, to build HOPER program-alumni relations, and to foster camaraderie among HOPER students.

***INTERNATIONAL STUDENTS CLUB - Culture***

The mission of the International Students Club strives to bring together students from abroad, students with foreign backgrounds, and local students who are interested in intercultural exchange and understanding.

***JEHOVAH'S WITNESSES IN LIHU'E AT KCC - Religious***

To introduce and promote help and guidance for students and others to improve their quality of life through participating in scheduled meetings and other various activities.

***KCC CHORAL MUSIC PERFORMANCE CLUB - Academic***

The purpose of the Kauai Community College Choral Music Performance Club is to provide students with an opportunity to meet and sing choral music, either with the KCC Garden Island Singers or more informally.

***KA LEO O KCC ONLINE NEWSPAPER -Educational***

The purpose of the Ka Leo O KCC Online Newspaper is to provide a hands-on opportunity in the discipline of Journalism.

***LEADERSHIP CLUB -Student Government***

The Leadership Club at KCC primarily supports student leaders elected to serve on the Associated Students of the University of Hawaii at Kauai Community College (ASUH-KCC) student government. Activities focus on student leadership development and fundraising Journalism.

***MUSIC, THEATER & ARTS CLUB - Recreational***

The main purpose of the Music, Theater, and arts Club is to promote courses in music, theater, literature, and arts that are being offered at our college campus. In order to maintain a wide variety of courses for students to choose from, students must participate and join these courses to keep them open and available. Along with promotion of campus courses, the club is also involved in media. We also co-sponsor and hold informative discussions/debates in which students and community members can come together and become aware of what's going on around the island. This club allows students to bring their ideas together and manifest them into being. The MTA gives students a voice and a means of expressing themselves artistically, musically, and vocally.

***NIHONGO KURABU - Culture***

The purpose of the Japanese Club is to provide an understanding of Japan and Japanese culture.

***NURSING CLUB - Academic***

The Nursing Club is a vehicle for student nurses by providing community services such as: health fairs, holiday caroling at hospitals, volunteer blood pressure monitoring, and other health related events. The Nursing Club also raise funds through moneymaking projects for the purpose of supporting second-year students during their required clinical experience in Honolulu each year. In addition, these funds may be used to assist with graduation expenses.

***PHI THETA KAPPA – Honor Society***

This organization was established to recognize and encourage scholarship among 2-year college students. Students named to the Dean's List (3.5 GPA) receive an invitation to join the Alpha Pi Xi Chapter of Phi Theta Kappa, an international honor society for the 2-year college student.

***PAMANTASAN CLUB - Culture***

The KCC Pamantasan Club was organized in fall 1989 to serve as a support group for minority students who are planning to enter a baccalaureate or graduate school program.

***ROTARACT CLUB OF KAUAI COMMUNITY COLLEGE - Service***

The Rotaract Club of KCC was chartered in Spring 2005 by students and Rotary Clubs of Hanalei Bay, Kapaa, Kauai, Kalepa Sunrise, Poipu Beach and West Kauai. The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and services.

Student Employment off-campus: 245-8336	<p>Off-campus employment opportunities are provided to students seeking employment during the academic year. Part- and full time students of the University of Hawaii System may access these services. Part-time employment opportunities are listed on the website <a href="https://sece.its.hawaii.edu">https://sece.its.hawaii.edu</a>.</p> <p>Full-time positions can be viewed in the lobby of the Learning Resource Center.</p>
Student Employment on-campus: 245-8323	<p>Student employment is a form of financial assistance that enables students to pursue their education. Priority for on-campus positions is given to students who have demonstrated financial need through the federal financial aid application. Interested students may visit the following website: <a href="http://sece.its.hawaii.edu:9442/">http://sece.its.hawaii.edu:9442/</a> to search for jobs and print referrals.</p> <p>See Federal Aid Programs, page 29.</p>
Student Government 245-8338	<p>The Associated Students of the University of Hawai'i at KCC (ASUH-KCC), the official student organization, has representation from each academic division in the ASUH-KCC Senate. There are 2 primary functions for the organization. (1) The governance function allows the Senate to represent the needs of the student body and to serve as a voice for the student body on various campus committees and forums. ASUH-KCC Senate representatives also represent the student body on system-wide groups such as the Association of College Union-International (ACU-I) Hawai'i Sub-Regional Board and the University of Hawai'i Student Caucus. (2) ASUH-KCC provides campus programs for the student body. It allocates monies collected through Student Activity Fees. KCC's registered clubs may apply for funding. ASUH-KCC also provides activity programming for the entire student body. Elections by the student body are held in the spring of each year.</p>
Student Housing 245-8256	<p>The College does not maintain dormitories or other student housing facilities. Students must arrange for their own housing. A housing link is located under the College's financial aid office site.</p>
Student Life Office 245-8245	<p>Besides assisting student government and student clubs and organizations, this office maintains the popular Student Lounge located on the second floor of the Campus Center building. The recently renovated lounge houses two tournament size pool tables, ping pong table, foosball table, air hockey, dart boards, and game boards. Comfortable lounge furniture provides an ideal environment for students to study, hold an informal club meeting or watch a favorite show on the large screen television. This office also provides free student picture identification cards to all current KCC students. Room reservations are also available to clubs and organizations on weekends and evenings.</p>
Student Loans 245-8256	<p>The College offers students both short-term and long-term student loans. For information on these loan programs, please contact the Financial Aid Office, <a href="mailto:kauccfao@hawaii.edu">kauccfao@hawaii.edu</a>.</p>
Student Newspaper	<p>Ka Leo O KCC, the student newspaper, is published on the KCC website.</p>
Student Services 245-8212	<p>Student Services supports the College's mission by providing students of Kaua'i Community College a comprehensive experience which nurtures student success. Utilizing a systematic developmental process and a full range of institutional and community resources, the College supports students in their quest for an enriched quality of life, acquiring skills and attitudes that promote intellectual and personal growth.</p>
Transportation	<p>The Kaua'i Bus may help students meet their transportation needs. Otherwise, students must arrange for their own transportation to and from campus.</p>
Tutoring 245-8346	<p>Qualified peer tutors and faculty volunteer tutors are available in The Learning Center to assist students in English, math, language and in other content courses. Group tutoring and test review sessions are also available.</p>
University Center 245-8330	<p>The College serves as a University Center for the University of Hawai'i System, providing support services for outreach programs from other institutions in the UH System. Such programs make it possible for students to earn part or all of the credits needed for four-year or graduate programs, degrees, or certificates while remaining on Kaua'i. Programs of study are available from UH Mānoa, UH Hilo, and UH West O'ahu. Call to find out about current and future program availability.</p>
Veteran's Training 245-8224	<p>The College is an approved educational institution for education and training under the Veterans' Educational Assistance Act (G.I. Bill), the Veterans' Readjustment Act, and the Dependents' Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained at the Admissions and Records Office or the Veterans' Administration Regional Office.</p>



# Campus Policies And Procedures



# COLLEGE POLICIES AND PROCEDURES

Information in this section is organized alphabetically.

Academic Dishonesty	See Student Conduct Code, page 53.
Academic Probation and Suspension Policy	<p>The Academic Probation and Suspension Policy establishes that any student who earns less than a 2.0 cumulative or current grade point average and/or fails to complete at least one-half of total credits attempted in a semester, excluding withdrawals and incompletes, shall be placed on academic probation. Grades of "A" through "F" and "N" are computed. Academic probation statuses are noted in the student's transcript record.</p> <p>A student on academic probation who subsequently fails to achieve a 2.0 grade point average for courses undertaken during the probationary semester and whose cumulative grade point average is below 2.0 shall be placed on academic suspension for one semester.</p> <p>A student returning to the College following a semester of academic suspension shall be placed on academic probation and is subject to all conditions set forth for probationary students.</p> <p>A student on academic probation who completes all credits attempted, excluding withdrawals, and achieves both a current and cumulative grade point average of at least 2.0, shall be removed from academic probation and reinstated to satisfactory academic standing.</p>
Adding/Dropping Classes	<p>You may add or drop courses by completing a Change of Registration Form (available at the Student Services Office) or through MyUH on the Internet. When you drop a class, you will receive a "W" grade. A "W" grade means that you have officially dropped a course. If you intend to withdraw but do not officially do so, you are considered enrolled and expected to complete assignments; the instructor will give you a grade based on your work in the class.</p> <p><b><u>Erase Period</u></b> - Courses dropped during the first 3 weeks of the semester will not be recorded on the student's record and a "W" grade will not be assigned.</p> <p><b><u>Deadlines</u></b> - Check the College Calendar for both add and drop deadlines. You need to take care of your responsibilities in dropping a course because your GPA could be affected.</p> <p><b><u>Semester Courses</u></b> - You may drop (withdraw from) semester-length courses any time up to the stated deadline.</p> <p><b><u>Non-Semester Length Courses</u></b> - The last day to withdraw from modular and non-modular courses that are completed in less than a semester is the instructional day prior to 60% completion of the course.</p> <p><b><u>Complete Withdrawal</u></b> - To withdraw completely from the College, you must complete a Change of Registration Form (available at the Student Services Office). Official withdrawal is not complete until all required forms have been filed and all financial obligations have been cleared. No fee is charged for a complete withdrawal.</p>
Attendance	<p>You are expected to attend the classes in which you are enrolled, and you are responsible for all class work assigned. A student whose cumulative absences in SEMESTER LENGTH COURSES exceed in number the weekly meetings of the class may be dropped upon recommendation of the instructor. A student whose cumulative absences in a SHORT-TERM COURSE exceed ten percent (10%) of the total number of class sessions may be dropped from the course upon the recommendation of the instructor. Recommendations are to be made to the Dean of Student Services.</p> <p>For anticipated or unavoidable absences, you are expected to inform your instructor(s) and to make up class work. If you expect an extended period of absence, you need to discuss it with your instructor(s). The instructor(s) determine if it is possible for you to make up course requirements.</p>

Campus Parking  
and Operation of  
Motor Vehicles

The purpose of these rules is to increase pedestrian safety, reduce traffic congestion, and provide for safe and orderly parking on the campus. Any motor vehicle may be removed from the campus at the expense of the owner/driver of the vehicle if it is in violation of these rules.

Violations include: a) parking in prohibited areas such as, but not limited to, the following: on grassed areas, medial strips, sidewalks, in reserved or loading stalls, in "No Parking" areas, or along areas painted YELLOW (e.g. too close to intersection, in loading zones and driveway areas); b) driving on areas other than streets, roads or parking areas; c) speeding over 15 miles per hour or other posted limits; d) reckless driving; e) failure to heed directions of a duly authorized officer; and f) failure to heed directions given on an official sign (e.g. failure to stop at stop sign).

All owners and operators of motor vehicles parked or operated on campus shall assume the risk of, and the College and University shall not be responsible or liable for, any loss or damage occasioned by fire, theft, or other casualty to motor vehicles or any contents therein. Each such owner and operator of a motor vehicle parked or operated on campus shall indemnify and save harmless the College and University from and against all claims, demands, costs, and expenses whatsoever arising out of or in connection with parking or operation of such motor vehicle on campus.

Campus Safety

Kaua'i Community College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment. Because no campus is isolated from crime, the College has developed a series of Policies and Procedures that are designed to ensure that every possible precautionary measure is taken to protect persons on the campus.

In an emergency call the Kaua'i Police Department at 911 (or 9-911 on campus). For information, contact the Director of Administrative Services at 245-8230 or the Dean of Students at 245-8274.

In classrooms, labs and shops, and on field trips, the personal safety of students and instructors is extremely important. Safety lectures, demonstrations, quizzes, and other safety activities are a regular part of the Kaua'i Community College instructional program.

Certain types of protective equipment are required for participation in many activities taking place in classrooms, labs, and shops. Students are required to participate fully in safety-related instruction, furnish their own personal protective equipment, supplies, and uniforms when required, and utilize College protective equipment when provided. Failure to act in a safe, responsible manner may result in immediate removal from class.

This Official Notice, by the University of Hawai'i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

**Illicit Drugs and Alcohol** - In conformance with the existing law, University faculty, staff and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the Student Conduct Code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

The purchase, possession or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by State law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by State law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Campus Safety (continued)	<p>Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion or rescission of grades or degree. Copies of the full text of the Code are available at the Office of the Dean of Student Services.</p> <p>Campus-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and State law.</p> <p>Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai'i Community College campus are available at the Office of Student Services.</p> <p><b><u>Lethal Weapons</u></b> - Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.</p> <p><b><u>Sexual Assault</u></b> - See Sexual Assault Policy, page 52.</p> <p><b><u>Sex Offenses</u></b> - As with any criminal offense that occurs on campus, students should report any incidents of sexual harassment, rape, attempted rape or sexual assault to the Director of Administrative Services (245-8230) and the Kaua'i Police Department (911). They may request that the Director assist by making these calls.</p> <p>Assistance is available at the Student Services Office for students who would like to change their academic and/or living situations following an alleged sexual assault incident as well as for those who need counseling. Information on how to best minimize becoming a victim of sexual assault is provided in a brochure entitled "Sexual Assault, Reducing the Risk and Coping with an Attack." Complimentary copies are available at the Student Services Office.</p> <p><b><u>Smoking</u></b> - In accordance with the State's No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987, and University policy, smoking is prohibited in any of the classrooms, laboratories, and conference rooms, and other covered structures of the College.</p>
Catalog of Record	The catalog that is current when the student enrolls in Kaua'i Community College is the catalog of record. A student who is in continuous attendance (except summer session) may graduate under the provisions of the catalog of record or a subsequent issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on the last re-entry date or a subsequent issue. A student who changes a program of study will come under the provisions of the catalog in effect at the time of the change.
Change of Major	<p><b><u>ENTERING STUDENTS:</u></b> All new, returning, and transfer students who have submitted an application but have not registered, may change their major by contacting the Student Services Office. Students who have registered must see their counselor and complete a Change of Major Form.</p> <p><b><u>CURRENT STUDENTS:</u></b> Current students may change their major by seeing their counselor and completing the Change of Major Form.</p>
Change of Personal Data or Address	Any change of name and citizenship must be reported to the Admissions & Records Office in writing. A form is available at the Office. Out-of-state students should provide their local address upon arrival to Kaua'i.
Classification of Students	<p>Students are classified as follows:</p> <p><b><u>By program enrollment:</u></b></p> <p><b><u>Classified:</u></b> Students who follow a prescribed program of studies leading to a degree or certificate.</p> <p><b><u>Unclassified:</u></b> Students who are not enrolled in an organized program or curriculum and are not working toward a degree or certificate.</p> <p><b><u>By number of credits enrolled:</u></b></p> <p><b><u>Full-time:</u></b> Students who are enrolled for 12 or more credits.</p> <p><b><u>Part-time:</u></b> Students who are enrolled for 11 credits or less.</p> <p><b><u>By educational level:</u></b></p> <p><b><u>Freshman:</u></b> Students who have completed 24 credits or less.</p> <p><b><u>Sophomore:</u></b> Students who have completed 25 or more credits.</p>

**By registration status:**

**First-time student:** A student attending a post-secondary institution (beyond high school) for the first time.

**Continuing student:** A student who was registered at Kauaʻi Community College during the previous semester (excluding summer session).

**Returning student:** A student who was last enrolled at Kauaʻi Community College and is returning to the College after an absence of one or more semesters.

**Transfer student:** A student who was last enrolled in another academic institution of a post-secondary nature.

**Continuing education student:** A student at Kauaʻi Community College who is taking a non-credit course through the KCC Training Office (Office of Continuing Education and Training).

Course Waivers and Substitutions	Students wishing to have a course waived or substituted in their program must consult with their counselor before requesting a course waiver or substitution. With counselor approval, a Request for Course Waiver/Substitution Form will be completed by the student and counselor and forwarded for approval or disapproval to the Program Instructor, the Division Chairperson, and the Dean of Instruction. The Dean of Instruction will route the completed form to the Admissions & Records Office. The Office will then notify the student of the approval or disapproval of the request.
Dean's List	Full-time classified students who achieve a grade point average of 3.5 or higher in any one semester will be included on the Dean's list. For information on other scholastic honors, see the Phi Theta Kappa entry under Student Clubs in the Campus Services section.
Discrimination Complaints	<p>Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, ancestry, sexual orientation, national origin, disability, marital status, veteran's status, or arrest and court record may file a complaint with JoRae Baptiste, EEOAA Coordinator (Phone: 245-8323, Administration Building, Room 101). The EEOAA Coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office. The process of addressing allegations of discrimination are described in the CCCM No. 2210 UH Community College Procedure and Guidelines, Relating to Complaints of Discrimination and in Campus Section 504/ADA Grievance Procedure.</p> <p>Students may also file complaints of discrimination with the Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: (206) 220-7920 FAX: (206) 220-7887</p>
Educational Rights and Privacy of Students	<p>Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the University of Hawaiʻi, Kauaʻi Community College are hereby notified of the following:</p> <ol style="list-style-type: none"><li>1. It is the policy of Kauaʻi Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.</li><li>2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:<ol style="list-style-type: none"><li>a. The right to inspect and review education records.</li><li>b. The right to request to amend education records.</li><li>c. The right of protection from disclosure by Kauaʻi Community College of personally identifiable information contained in education records without permission of the student involved.</li><li>d. The right to file complaints concerning alleged failure by Kauaʻi Community College to comply with the Act.</li></ol></li><li>3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Dean of Student Services, Kauaʻi Community College.</li><li>4. Directory Information: Students are advised that certain personally identifiable information listed below is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with State law, at the College's discretion, without prior consent of the student, unless the student otherwise so informs the College not to disclose such information.<ol style="list-style-type: none"><li>a. Name,</li><li>b. Local address and zip code,</li><li>c. Local telephone number,</li></ol></li></ol>

- d. Major field of study,
- e. Education level, (i.e. freshman, sophomore, etc.)
- f. Fact of participation in officially recognized activities and sports,
- g. Weight and height of members of athletic teams,
- h. Dates of attendance,
- i. Most recent educational institution attended,
- j. Degrees and awards received,
- k. E-mail address, and
- l. Enrollment status (full-time and part-time).

A student has the right to request that any or all of the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the Admissions and Records Office which of the above items are not to be disclosed without prior consent of that student.

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without prior written consent of the son, daughter, or spouse.

#### Factors Which May Affect Your Credits

**Audit** - Students may seek to audit a course because they want to review a subject or to learn without the pressure of having to fully participate in the class.

If you want to audit a class, you must first obtain written permission from the instructor using the "Permission to Audit a Class" Form. The form is available at the Student Services Office.

The extent of the classroom participation is at the option of the instructor. No credit is given for an audited course and an "L" will be posted on the grade report to indicate the audit. STUDENTS MUST COMPLETE ALL REGULAR ADMISSION AND REGISTRATION PROCEDURES IN ORDER TO AUDIT A COURSE, AND REGULAR TUITION AND FEES MUST BE PAID.

Audit carries no credit and does not contribute towards full-time student status (required for Veterans' benefits and Financial Aid).

**Balancing Work with College Courses** - It is important for students to balance their time requirements of classes, study time, employment and other commitments. The following table is recommended as a guide to students in balancing work with school.

Total Credit hours taken	Maximum number of hours per week employment
3-7	40 hrs
6-9	30 hrs
9-12	20 hrs
12-15	10 hrs
15-18	none

**Credit by Articulation** - Credit by articulation is a time-shortened program available at Kaua'i Community College for high school students from Kaua'i's high schools to receive college credits for equivalent courses completed in high school.

To obtain credits by articulation, students must submit a Credit by Articulation Form with their System Application Form and high school transcripts to the Admissions & Records Office.

Specific information and application procedures may be obtained at the Student Services Office.

**Credit by Examination** - Credit by examination is available in a few courses at the College. The purpose of awarding credit by examination is to enable students to complete degree and certificate programs more rapidly and without repetition when they have already acquired knowledge or skills relevant to their program of study. The examination is more comprehensive than the usual "final examination" and is designed to serve as the scholastic equivalent of the course.

To be eligible to earn credit by examination, students must apply for credit by examination and be officially enrolled in the course. Credit by examination is permitted only with the consent of the instructor.

Students will not receive letter grades for credits granted through credit by examination, but will receive the grade designation of "CE," which indicates that the equivalent of a grade of "C" or higher was achieved on the examination.

The credit by examination process must be completed within the first quarter of the scheduled class meetings.

**Credit Load** - The normal credit load for a student is 15-17 credits per semester. If you wish to enroll for more than 18 credits, you need to get written approval from the Dean of Student Services before you register.

**Credit/No Credit Option** - The major purpose of the credit/no credit option is to encourage students to broaden their education by venturing into subject areas outside their fields of specialization without risking a relatively low grade.

You may, with the written consent of the instructor and counselor, choose to take one course per semester on a credit or no credit basis, provided the course is an elective for your major. A clearance form must be submitted to the Admissions & Records Office by the published deadline. See the College Calendar for the deadline to declare credit/no credit grade option for semester-length courses. Details may be obtained from the counselors in the Student Services Office.

Under the option, a student will be granted a "CR" grade (credit) which indicates that a grade of "C" or higher was achieved, or an "NC" grade (no credit).

If you intend to transfer to a four-year institution, you should check that school's catalog to find out whether it accepts "CR" grades.

**Credit/No Credit Option at the UH Mānoa Campus** - The Credit/No Credit option at the UH-Mānoa is limited to elective courses: the CR/NC option is not allowed for any course taken to fulfill a University or College core requirement nor a Department requirement, with the exception of those courses designated Credit/No Credit only. Students planning to transfer to Mānoa should follow this Mānoa policy when taking courses at KCC.

**Repeating Courses** - If you received a grade of "D" or lower, you may repeat the course and receive the higher grade and grade points. Credit is allowed only one time. You do not need instructor approval to repeat the course.

If you received a grade of "C" or higher or an audit grade of "L," you may repeat the course only if the instructor feels you will benefit and approves your request. Credit will be allowed only once unless otherwise stated in the catalog's course description. Permission forms are available at Student Services.

**Transfer Credits from Another Institution** - A student transferring from a regionally-accredited college or university may be allowed credit for previous academic work. It is the student's responsibility to have official transcripts of previous work sent to the KCC Admissions & Records Office by the institutions previously attended, to apply for evaluation of transcripts for advanced standing, and to provide course description information from the catalogs of the previous colleges attended. Request forms for transcript evaluation are available at the Admissions & Records Office. Official transcripts become the property for the College and will not be forwarded to any institution outside of the University of Hawai'i System or individual or copied for students.

**Variable Credit** - Some courses are offered with variable credit. After the title of a course in the Course Description section, there will be a credit range; (1-3) is a common listing. Credit is given for course work completed and may not exceed the credits for which you are registered.

#### Final Exams

Final examinations take place the last week of each term (see the Schedule of Classes for exact dates and times). All students must take their finals at the scheduled time; exceptions will be made only for illness or other circumstances beyond your control and must be approved by your instructor. Any student who is absent without excuse from any exam may forfeit the right to make it up.

#### Grades

Each semester you will receive a grade report on your academic progress. Letter grades are used to indicate the quality of work done. Grade reports are available to you shortly after the end of each semester or summer session via a secured Internet site (report cards are not mailed).

Kaua'i Community College reserves the right to withhold issuance of grades, transcripts, or diplomas to students who have not met their obligations to the College.

Grade	Points (Calculating Grade Point Average)
A Excellent Achievement	4
B Above Average Achievement	3
C Average Achievement	2
D Minimal Passing Achievement	1
F Failure	0
I Incomplete	0
W Withdrawal from a course	0
N No grade assigned	0
CR Credit Granted	0
CE Credit Granted (Credit by Examination)	0
NC No Credit Granted	0
NCE No Credit Granted (Credit by Examination)	0
L Audit	0

I A grade of Incomplete indicates that the quality of work is satisfactory but that an essential requirement of the course has not been completed. Incompletes are granted only for acceptable reasons and only with the instructor's consent. An Incomplete must be made up within the first 12 weeks of the following semester or the incomplete grade will be converted to an alternate grade indicated by the instructor at the time the "I" was awarded. An alternate grade is that grade which the student has earned up to the time the incomplete is awarded. IN NO CASE WILL AN "I" GRADE REVERT TO A "W" GRADE. SEE COLLEGE CALENDAR FOR SPECIFIC DEADLINES.

To complete a course in which you've received an Incomplete, you must make arrangements with the instructor.

N No grade assigned. Indicates that a student has either not completed the requirements of the course or has not reached a level of accomplishment within a specified time period which will allow for an evaluation.

W Withdrawal from a course. Indicates formal withdrawal from a course after the first three weeks of the semester.

CR Credit granted. Denotes work deserving of a credit at "C" level or higher for courses taken under the Credit/No Credit grading option.

CE Credit granted. Denotes work deserving of a credit at "C" level or higher for courses taken under the Credit by Exam grading option.

NC No credit granted. Denotes minimal passing work or lower and not deserving of credit under the Credit/No Credit grading option.

NCE No credit granted. Denotes minimal passing work or lower and not deserving of credit under the Credit by Exam Credit grading option.

L Indicates that a course was audited. No credit granted.

#### Grade Point Average

The grade point ratio (or grade point average) is determined by dividing the total number of grade points earned by the total number of credits attempted. Courses for which grades of "W," "L," "CR," "NC," "NCE," or "N" were recorded are not included in computing the GPR. Grade points are assigned as follows:

A	4 points per credit
B	3 points per credit
C	2 points per credit
D	1 point per credit
F	No grade points

#### Graduation

In order to receive either a degree or certificate from Kaua'i Community College, a student must complete a Graduation Application. Check the Schedule of Classes for application deadlines. A \$15 graduation fee is payable to the Business Office when you are notified by Admission and Records Office that you will have met all graduation requirements by the end of the semester. Students may qualify to graduate at the end of either the fall or spring semester, or at the end of summer session. However, a commencement ceremony takes place only at the end of each spring semester.

To be eligible for graduation, continuing students (with no break in enrollment) may meet the program requirements stated in the catalog for the year of their entry into a program major, or they may choose to meet the requirements of any subsequent change in the program. However, students who stop-out must meet program requirements of the catalog in effect upon their re-entry, or may choose to meet the requirements of subsequent program revisions that occurred while they were continuously enrolled.

Preparation for graduation, including meeting all the requirements, is the responsibility of the student. If you are a new or returning student, you may begin to monitor your progress toward graduation by following the program requirements in the Instructional Programs section of this catalog. If you are a continuing student with no break in enrollment, you may also follow the program requirements, provided there have been no changes in the program requirements since your initial enrollment. See a counselor at Student Services.

#### Graduation Requirements

The issuance of an A.A. (Associate in Arts), A.S. (Associate in Science), A.A.S. (Associate in Applied Science), or a C.A. (Certificate of Achievement), requires that the student must:

1. Earn a GPA of 2.0 or better for all courses applicable toward the degree or certificate.
2. Complete the final 12 credits in the major at Kaua'i Community College. This requirement may be waived for cause at the option of the Dean of Instruction or the Chancellor. The Dean or Chancellor may also approve the use of credit by examination to meet this requirement.

The issuance of a C.C. (Certificate of Completion), A.S.C. (Academic Subject Certificate), or a C.O. (Certificate of Competence) requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

Health and Accident Insurance Requirement	<p>All non-resident international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.</p> <p>In compliance with public health regulations, students must show evidence that they are free of active tuberculosis and measles.</p> <p>Kaua'i Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.</p>
Health Requirements	<p>Prior to enrollment, in compliance with public health regulations, all students in the UH System must show evidence that they are free of active tuberculosis. Some students must also provide documentation of measles immunization or immunity prior to enrollment. Students required to submit proof of measles clearance are those who:</p> <ol style="list-style-type: none"> <li>1. Were born after 1956 and did not attend a Hawai'i high school.</li> <li>2. Are foreign: student, immigrant, or visitor.</li> </ol> <p>Kaua'i Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.</p>
International Programs and Services	<p>The Office of International Programs and Services establishes and implements systemwide policies and procedures to ensure the effective systemwide coordination of the University's international programs relating to immigration, study abroad, scholar services, protocol, exchanges, and cooperative agreements for systemwide implementation. The University of Hawai'i has exchanges and cooperative agreements at both the student and faculty levels with universities around the world and it has especially close ties with many universities in the Asia-Pacific region. The office, which is administratively housed under the Senior Vice President and Chancellor for Community Colleges, also administers the International Agreements Fund and serves as a clearinghouse for information on the University of Hawai'i's international involvement.</p>
International Students	<p>International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Kaua'i Community College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Kaua'i Community College is authorized under Federal law to enroll non-immigrant alien students.</p> <p>Contact the Office of the Dean of Students for rules and regulations and admission requirements.</p>
Late Registration	<p>Check the Schedule of Classes for late registration information. There is a late registration fee in addition to regular tuition and fees. Late registration is normally held during the first 5 days of instruction during the fall and spring semesters and during the first three days of the summer session. Registration for modular courses is open up to the beginning date of the modular class.</p>
Safe Zone	<p>The Task Force on Sexual Orientation has initiated a Safe Zone program aimed at keeping the University System a comfortable place for the lesbian, gay, bisexual, and transgendered population. A Safe Zone symbol identifies a person (student, teacher, staff, administrator) you can trust: someone who will be understanding, supportive, and helpful.</p>
Non-Resident Student	<p>Once classified as a non-resident, a student continues in this status at the College until submitting satisfactory evidence to the Admissions and Records Office that proves otherwise.</p> <p>The maximum number of non-resident students that can be accepted by the College is limited by the Board of Regents policy. Students classified as non-residents are required to pay non-resident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:</p> <ol style="list-style-type: none"> <li>a. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.</li> <li>b. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning.</li> <li>c. Employees of the University of Hawai'i and their spouses and legal dependents.</li> </ol> <p><b><u>Misrepresentation</u></b> - A student or prospective student who intentionally or willfully misrepresents any fact or any form or document intended for use in determination of resident status for tuition purposes will be subject to the regular disciplinary measures of the University of Hawai'i.</p> <p>Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal before students register for classes. Appeals are heard by the Committee on Resident Status only after the tuition is paid.</p>

**Appeal Process** - Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal before students register for classes. Appeals are heard by the Committee on Resident Status only after the tuition is paid.

Policy of  
Non-Discrimination  
and Affirmative  
Action

It is the policy of the University of Hawai'i to comply with Federal and State laws which prohibit discrimination in University programs and activities, including but not necessarily limited to, the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (disability); and to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in employment (including, but not limited to, hiring, firing, upgrading), salaries, benefits, training, and other terms, conditions, and privileges of employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Sections 503 and 504 of the Rehabilitation Act of 1973 (disability); Hawai'i Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, disability, marital status, arrest and court record). The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex, or disability. American citizens or immigrants with limited English proficiency skills will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX and Section 504.

As an integral part of its Policy on Non-discrimination and Affirmative Action, the Office of the President, University of Hawai'i, hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will be handled by JoRae Baptiste.

Individuals designated to coordinate the University of Hawai'i Community Colleges' non-discrimination and affirmative action programs are:

Mary Perreira (EEO/AA) Phone: (808) 956-4650 (V/T)  
Community Colleges  
2327 Dole Street  
Honolulu, Hawai'i 96822

JoRae Baptiste (EEO/AA Coordinator)  
JoRae Baptiste (Title IX Coordinator)  
Earl Nishiguchi (Section 504 Coordinator)  
Kaua'i Community College  
3-1901 Kaumuali'i Highway  
Lihue, Hawai'i 96766  
Phone: (808)245-8274

Policy on Sexual  
Harassment

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For more information, please contact the Office of the Dean of Student Services or the EEO/AA Coordinator.

Residency

Students other than statutory exempt individuals, who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the non-resident tuition. An official determination of residency status will be made at the time of application. Applicants may be required to provide documentation to verify residency status. Once classified as a non-resident, a student continues to be classified during his/her term at the College until he/she can present satisfactory evidence to the residency officer that proves otherwise.

Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the Registrar at 245-8226, Campus Center, Room 207A.

**Definition of Hawai'i Residency** - A student is deemed a resident of the State of Hawai'i for tuition purposes if the student (18 or older) or the student (under 18) and his/her parents or legal guardian have:

1. Demonstrated intent to permanently reside in Hawai'i (see below for indicia);
2. Been physically present in Hawai'i for the 12-14 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai'i his/her legal residency; and
3. The student, whether adult or minor, has not been claimed as a dependent for tax purposes by his/her parents or legal guardians who are not legal residents of Hawai'i.

To demonstrate the intent to make Hawai'i your legal residency, the following indicia apply:

- a. Voting/registering to vote in the State of Hawai'i.
- b. Filing Hawai'i Resident State Personal Income Tax Return.

Other indicia, such as permanent employment or the leasing of a dwelling in Hawai'i may apply, but no single act is sufficient to establish residency in the State of Hawai'i.

Other legal factors involved in making a residency determination include:

1. The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see indicia above) is taken to make Hawai'i the permanent residence.
2. Residency in Hawai'i and residency in another place cannot be held simultaneously.
3. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. Continued presence in Hawai'i during vacation periods and occasional periods of interruption of the course of study does not itself overcome this presumption.
4. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
5. The residency of a married person may follow that of the spouse.
6. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

These considerations do not exhaust all of the factors that affect the determination of residency. For more information, consult the "Rules and Regulations Governing Determination of Residency as Applied to Tuition Payments and Admission at All Institutions Under the Jurisdiction of the Board of Regents of the University of Hawai'i."

**Statutory Exemptions** - Students classified as non-residents are required to pay non-resident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

- A. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
- B. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning.
- C. Employees of the University of Hawai'i and their spouses and legal dependents.
- D. Hawaiians, descendants of the aboriginal people that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.

#### Selective Service Registration and Federal Student Aid

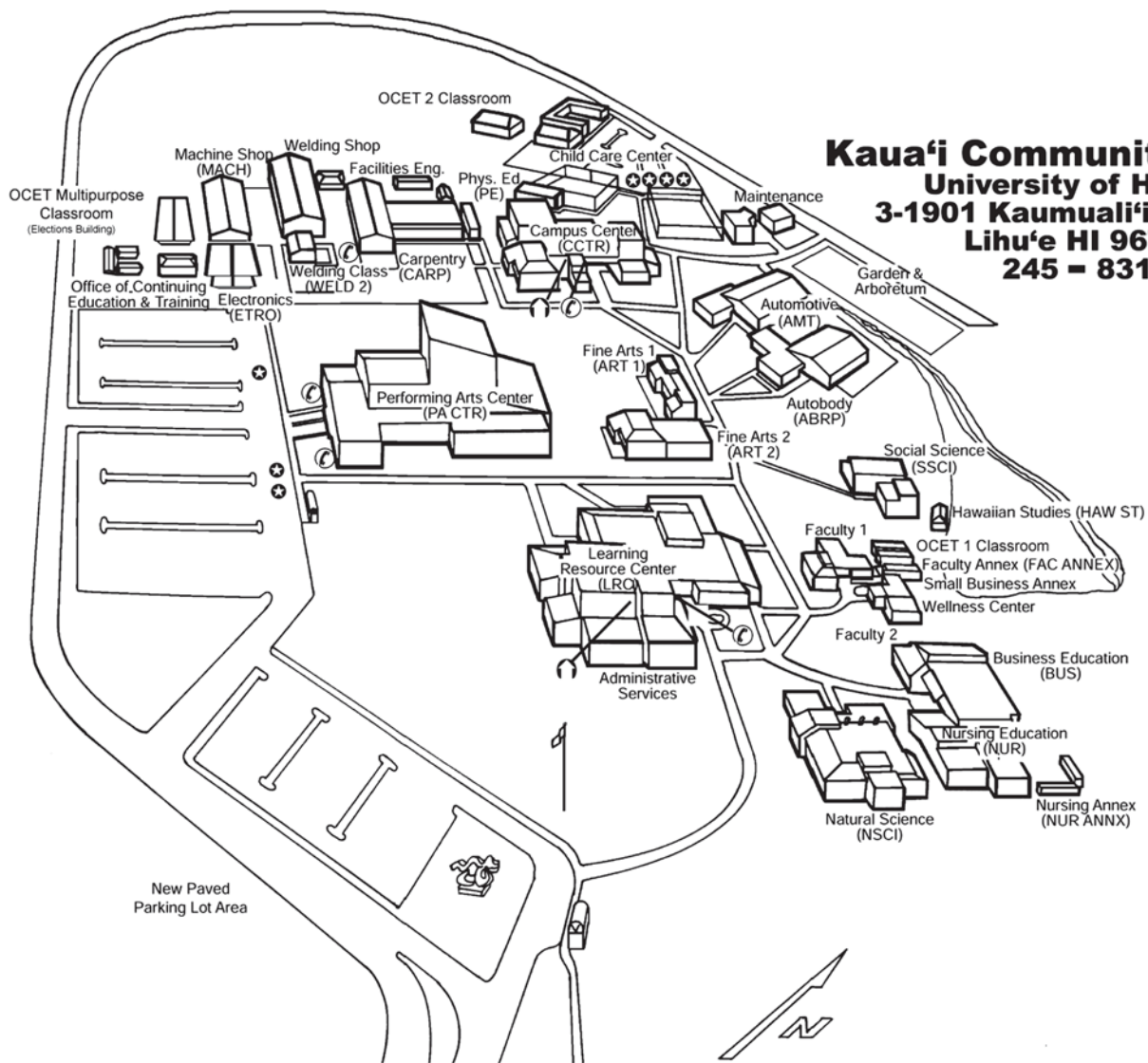
Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Hawai'i Student Incentive Grant (HSIG), Federal Perkins Loan Program, Federal Family Educational Loan Program, Subsidized Federal Stafford Loan, Unsubsidized Federal Stafford Loan, and Federal Parent Loan for Undergraduate Students. This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group of affected males includes citizens and non-citizens eligible to receive Federal financial aid except permanent citizens of the Federated States of Micronesia, the Republic of Marshall Islands or the permanent residents of the Republic of Palau. For further information, contact Frances Dinnan, Financial Aids Officer, at 245-8256.

#### Sexual Assault Policy

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy which explains the College's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape and other sex offenses and the procedures for reporting offenses. A copy of the Sexual Assault Policy can be obtained at the Student Services Office, Campus Center, Room 208. The procedure for the Sexual Assault Prevention Program can be obtained from the Student Services Office, Campus Center, Room 208.

See Campus Safety, pages 44-45.

Student Conduct Code	<p>The University of Hawai'i - Kaua'i Community College has a Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions.</p> <p>Students should familiarize themselves with the Student Conduct Code, since upon enrollment at the University of Hawai'i, Kaua'i Community College, the student has placed himself/herself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct.</p> <p>Copies of the Student Conduct Code are available at the Office of the Dean of Student Services.</p> <p><b><u>Academic Dishonesty:</u></b> Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below) which violate the Student Conduct Code and may result in expulsion from the University.</p> <p><b>Cheating</b> includes, but is not limited to, giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.</p> <p><b>Plagiarism</b> includes, but is not limited to, submitting any document to satisfy an academic requirement, that has been copied in a whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.</p>
Student Misconduct Grievances	<p>The process of addressing allegations of misconduct are described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures. Copies are available at the Kaua'i Community College Student Services Office.</p>
Transcript Requests	<p>Students must file a written request to the Admissions and Records Office. A minimum of seven working days should be allowed for processing.</p>
Transferring to Another College	<p>The College's liberal arts curriculum and some of the vocational courses are designed to enable a student to transfer to a four-year college or university. By proper program planning, students may complete the first two year (lower-division) requirements and transfer to another campus of their choice with minimal loss of credits. Students may also make up high school grades or deficiencies which are required for entrance to four-year colleges or universities.</p> <p>Students planning on transferring should consult the catalog of the college or university in which they are interested. Students are also advised to work closely with a counselor to ensure that the choice of courses taken will fulfill general education requirements for their chosen four-year institution, as well as the requirements for the College's Associate in Arts degree.</p> <p>Catalogs of schools, colleges and universities are available at the Student Services Office. Program requirements for various majors for transfer to the University of Hawai'i (Mānoa), the University of Hawai'i (Hilo), and the University of Hawai'i (West O'ahu) are available at the Student Services Office.</p>



**Kaua'i Community College**  
**University of Hawai'i**  
**3-1901 Kaumuali'i Highway**  
**Lihu'e HI 96766**  
**245 - 8311**



Kwai-Yi Ting Gazebo

- ★ Handicapped Parking
- ☎ Pay Telephones  
TDD Phone upstairs in the Campus Center,  
TDD Payphone in front of Learning Resource Center
- ↶ Elevators



# Instructional Programs



# PROGRAMS AVAILABLE AT KAUA'I COMMUNITY COLLEGE

	Certificate of Competence	Certificate of Completion	Certificate of Achievement	Academic Subject Certificate	Associate in Applied Science Degree	Associate in Science Degree	Associate in Arts Degree
<b><u>BUSINESS EDUCATION</u></b>							
Accounting .....			X		X		
Business Technology ..... (formerly Office Administration and Technology)		X	X		X		
Cashiering (not currently offered)							
Culinary Arts .....	X	X	X		X		
Hospitality and Tourism Services ..... (formerly Hospitality Services and Hotel Operations)		X	X		X		
<b><u>UH West O'ahu Articulation Options</u></b>							
(Under revision)							
Accounting .....					X		
Hospitality Services .....					X		
Office Administration and Technology .....					X		
<b><u>HEALTH SERVICE</u></b>							
Medical Office Receptionist (not currently offered)							
Nurse Aide (not currently offered)							
Practical Nurse .....			X				
Registered Nurse .....						X	
<b><u>LIBERAL ARTS</u></b>							
Liberal Arts Program ..... <i>The Liberal Arts Program provides the first two years of a Bachelor's Degree. If a student knows what field he/she will pursue after leaving KCC, an advisor can assist in appropriate course selection and in the transition to the college of his/her choice.</i>							X
Hawaiian Botany .....	X						
Hawaiian Studies .....				X			
Polynesian Voyaging .....	X						
<b><u>PUBLIC SERVICE</u></b>							
Early Childhood Education .....	X		X			X	
<b><u>TRADE-TECHNOLOGY</u></b>							
Auto Body Repair and Painting .....	X		X		X		
Automotive Mechanics Technology .....	X	X	X		X		
Carpentry .....					X		
Electrical Installation and Maintenance (not currently offered)							
Electronics Technology .....	X		X		X		
Facilities Engineering Technology .....		X					

# DEGREES AND CERTIFICATES

## Associate in Arts Degree (A.A.)

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

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

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

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

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

## Associate in Technical Studies Degree (A.T.S.)

The Associate in Technical Studies Degree is a two-year technical-occupational-professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree must be customized by using courses from two or more existing approved programs and is intended to target emerging career areas which cross traditional boundaries. This degree must have educational objectives which are clearly defined by business and industry and employers who have near-immediate needs for specialized training for a limited number of employees. This degree must have advance approval and cannot be requested based upon previously completed coursework. The issuance of an A.T.S. Degree requires that the student must earn a GPA of 2.0 or better for all courses applicable toward the degree.

## Certificate of Achievement (C.A.)

The Certificate of Achievement is a college credential for students who have successfully completed designated medium-length-technical-occupational-professional education credit course sequences which provide them with entry-level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 45 credit hours. The issuance of a C.A. requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

## Certificate of Completion (C.C.)

A college credential for students who have successfully completed designated short-term technical-occupational-professional education credit course sequences which provide them with entry-level skills or job upgrading. These course sequences shall be at least 10 credit hours, but may not exceed 23 credit hours. The issuance of a C.C. requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

## Certificate of Competence (C.O.)

The Certificate of Competence is a college credential for students who have successfully completed designated short-term credit or non-credit courses which provide them with job upgrading or entry-level skills. Credit course sequences shall not exceed 9 credit hours. The issuance of a C.O. requires that the student's work has been evaluated and determined to be satisfactory. In credit course sequences, the student must earn a GPA of 2.0 or better for all courses required in the certificate.

## Academic Subject Certificate (A.S.C.)

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

# AUTO BODY REPAIR AND PAINTING (ABRP)

## *Trade-Technology*

For today's high-tech vehicles and varied construction methods and repair techniques, competent collision repair takes well-trained and knowledgeable professionals. Students enrolled in the Auto Body Repair and Painting program learn the latest technology and techniques used by industry repair shops. They also learn job readiness skills, working effectively with others, communicating effectively through writing and speaking, and computer skills. On completion of any of the certificate or degree programs, students will have entry-level skills for employment in auto body repair shops and other companies that repair and maintain their own vehicles.

The Auto Body Repair and Painting program has revised its curriculum based on the National Institute for Automotive Service Excellence (ASE), National Automotive Technicians Education Foundation, (NATEF), and Inter-Industry Conference on Auto Collision Repair (I-Car). The program prepares students to take further training if they desire I-Car certification.

First-year students learn to repair minor and major sheet metal damage and prime and paint over the damaged areas. Advanced students learn to repair structural damage by using a computerized frame straightener and to paint the cars in the industry-standard painting and baking booth. Safety is stressed. Students learn to use gas and MIG welders, to work with power tools, and to be alert to hazards from paints and solvents.

The Auto Body Repair and Painting courses are clustered into certificates. Each certificate provides a set of marketable workplace skills. These certificates build on each other to fulfill the requirements for an Associate in Applied Science Degree in Auto Body Repair and Painting. This two-year degree program is primarily designed to begin every other fall. However, on the off years, it is possible for students to enter the program by taking selected major courses and general education courses that will apply toward degree completion.

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

The cost of tools and supplies for the four semesters is approximately \$1,900. This cost can vary considerably, depending on where the student chooses to buy tools and supplies.

A GPA of 2.0 or higher for all courses applicable toward the degree or certificates is needed to meet graduation requirements.

### Certificate of Competence (Auto Body Repair - Corrosion): 9 credits

CREDITS

ABRP 20	Introduction to Collision Repair .....	1
ABRP 23	ABRP Welding .....	4
ABRP 26	Non-Structural Analysis and Repair .....	4
<b>TOTAL</b>		<b>9</b>

### Certificate of Competence (Auto Body Repair – Non-Structural Repair): 7 credits

ABRP 30	Non-Structural Analysis and Repair II .....	3
ABRP 34	Painting and Refinishing: Surface and Preparation Safety .....	2
ABRP 36	Plastic and Adhesive .....	2
<b>TOTAL</b>		<b>7</b>

### Certificate of Achievement: 39 credits

ABRP 20	Introduction to Collision Repair .....	1
ABRP 23	ABRP Welding .....	4
ABRP 26	Non-Structural Analysis and Repair .....	4
ABRP 30	Non-Structural Analysis and Repair II .....	3
ABRP 32	Structural Analysis Damage Repair/Frame .....	3
ABRP 34	Painting and Refinishing: Surface and Preparation Safety .....	2
ABRP 36	Plastic and Adhesive .....	2
ABRP 40	Structural Analysis Repair/Unibody .....	4
ABRP 42	Non-Structural Analysis Damage Repair III .....	4
ABRP 44	Painting and Refinishing: Spray Gun Gun Operation I .....	3
<u>Written Communication (One of the following)</u> .....		3
ENG 21	Introduction to College Reading (3)	
ENG 22	Introduction to Composition (3)	
ENG 100	Composition I (3)	
ENG 106	Technical Writing (3)	
<u>Mathematics, Thinking/Reasoning</u> .....		3
MATH 50	Technical Math (3)	
<u>Natural Environment</u> .....		3
PHYS 50	Technical Physics (3)	

**TOTAL 39**

# AUTO BODY REPAIR AND PAINTING (ABRP)

*Trade-Technology*

• continued •

Associate in Applied Science: 60 credits

## CREDITS

ABRP 20	Introduction to Collision Repair .....	1
ABRP 23	ABRP Welding .....	4
ABRP 26	Non-Structural Analysis and Repair .....	4
ABRP 30	Non-Structural Analysis and Repair II .....	3
ABRP 32	Structural Analysis Damage Repair/Frame .....	3
ABRP 34	Painting and Refinishing: Surface and Preparation Safety .....	2
ABRP 36	Plastic and Adhesive .....	2
ABRP 40	Structural Analysis Repair/Unibody .....	4
ABRP 42	Non-Structural Analysis Damage Repair III .....	4
ABRP 44	Painting and Refinishing: Spray Gun Operation I .....	3
ABRP 50	Painting and Refinishing: Spray Gun Operation II .....	3
ABRP 52	Structural Analysis Damage Repair/Peripheral Components .....	3
ABRP 54	Painting and Refinishing: Problem Solving ....	3
<u>Cultural Environment</u> .....		3
ANTH 200; ART; BOT 105; COM 210; EALL 272; ENG; FR; FSER 119; HAW; HWST; HIST; HOST 101; JOUR; JPNS; LING 102; MUS; PHIL; REL; SPAN; SP; THEA 101		
<u>Mathematics, Thinking/Reasoning</u> .....		3
MATH 50	Technical Math (3)	
<u>Natural Environment</u> .....		3
PHYS 50	Technical Physics (3)	
<u>Oral Communication (One of the following)</u> .....		3
BUS 130; COM 210; SP 20, SP 151, SP 231		
<u>Social Environment</u> .....		3
ANTH 200; BOT 105; BUS 120; ECON; ED 105, ED 131, ED 140, ED 245; HOST 125; HPER 195; MGT 122; PHIL 101; POLS 110; PSY; SOC; SSCI		
<u>Written Communication (One of the following)</u> .....		3
ENG 21	Introduction to College Reading (3)	
ENG 22	Introduction to Composition (3)	
ENG 100	Composition I (3)	
ENG 106	Technical Writing (3)	
Electives .....		3
<u>TOTAL</u>		<u>60</u>

# ACCOUNTING (ACC)

## Business Education

The Accounting curriculum is designed to prepare students in the accounting profession both in government and private business. The recommended course offerings are intended to allow students exiting the program at various levels, to have attained the necessary competencies.

Upon completion of a Certificate of Achievement 32-34 credits, students will be prepared for entry-level clerical positions. The Associate in Applied Science Degree requires all the courses in the Certificate of Achievement plus additional courses to total 60 credits. It blends a mixture of college-level, technical, occupational, and/or baccalaureate-leading transferable courses. Upon completion, students have the flexibility to obtain employment or to transfer some courses directly to a four-year program.

The Accounting program has an articulated career ladder with the University of Hawai'i West O'ahu Business program leading to a Bachelors in Business Degree. KCC students completing the Associate in Applied Science Degree UH West O'ahu Articulation Option in Accounting have the opportunity to transfer to UHWO. Students wishing to participate in the Bachelors in Business program must notify their KCC academic advisor that they want to track into the UH West O'ahu Articulation Option Associate in Applied Science Degree program.

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

A GPA of 2.0 or higher for all courses applicable toward the degree or certificate is needed to meet graduation requirements.

Certificate of Achievement: 32-34 credits

	CREDITS
ACC 124B/C Principles of Accounting I, Parts 1& 2 .....	4
ACC 125* Principles of Accounting II .....	4
ACC 132 Payroll and Hawai'i General Excise Taxes .....	3
ACC 134 Income Tax Preparation .....	3
BUSN 89 Electronic Calculating .....	1
(formerly BMAC 20C – Electronic Calculators)	
BUSN 121 Introduction to Word Processing .....	3
(formerly OAT 121 – Keyboarding)	
BUSN 130 Spreadsheet, Graph, and Database .....	3
(formerly OAT 138)	
BUSN 166 Professional Employment Preparation .....	1
(formerly BUS 143)	
BUSN 189 Business Mathematics .....	3
(formerly BUS 55 – Computational Problems in Business)	
<u>Oral Communication (One of the following)</u> .....	3
BUS 130 Business Communications—Oral (3)	
SP 20 Speech Communications (3)	
SP 151 Personal and Public Speech (3)	
<u>Social Environment</u> .....	3
BUS 120 Principles of Business (3)	
<u>Written Communication (One of the following)</u> .....	3
BUS 175 Business Communications—Written (3)	
ENG 21 Introduction to College Reading (3)	
ENG 22 Introduction to Expository Writing (3)	
ENG 100 Composition I (3)	
JOUR 205 Newswriting (3)	
or any Writing Intensive course	

\* ACC 201 and ACC 202 fulfill the requirements for ACC 124B, ACC 124C, and ACC 125

TOTAL 32-34

Associate in Applied Science Degree: 60 credits

CREDITS

ACC 124B/C* Principles of Accounting I, Part I (2) & Part II (2) .....	4
ACC 125* Principles of Accounting II .....	4
ACC 126* Principles of Accounting III .....	4
ACC 128 Practical Accounting Applications .....	3
ACC 132 Payroll and Hawai'i General Excise Taxes .....	3
ACC 134 Income Tax Preparation .....	3
BUSN 89 Electronic Calculating .....	1
(formerly BMAC 20C – Electronic Calculators)	
BUSN 121 Introduction to Word Processing .....	3
(formerly OAT 121 – Keyboarding)	
BUSN 130 Spreadsheet, Graph, and Database .....	3
(formerly OAT 138)	
BUSN 166 Professional Employment Preparation .....	1
(formerly BUS 143)	
BUSN 189 Business Mathematics .....	3
(formerly BUS 55 – Computational Problems in Business)	

Cultural Environment .....

3

ANTH 200; ART; BOT 105; COM 210; EALL 272; ENG; FR; FSER 119; HAW; HIST; HOST 101 (formerly HOPE 120); HWST; JPNS; LING 102; MUS; PHIL; REL; SP; SPAN; THEA 101

Natural Environment .....

3

ASTR 110; BIOL; BOT (except BOT 105); CHEM; ELEC 20; ETRO 18; FSER 185; GEOG 101; GG 101; ICS 100, ICS 101; MICR; NURS 121; OCN; PHYS; SCI; ZOOL

Oral Communication (One of the following) .....

3

BUS 130 Business Communications—Oral (3)

SP 20 Speech Communications (3)

SP 151 Personal and Public Speech (3)

Social Environment .....

3

BUS 120 Principles of Business (3)

Written Communication .....

6

BUS 175 Business Communications—Written (3)

ENG 100 Composition I (3)

Written Communication (One of the following) .....

3

ENG 21 Introduction to College Reading (3)

ENG 22 Introduction to Expository Writing (3)

JOUR 205 Newswriting (3)

or any Writing Intensive course

\*ACC 201 and ACC 202 fulfill the requirements for ACC 124B, ACC 124C, ACC 125, and ACC 126.

Business Elective (One of the following is recommended) .....

3

BLAW 200 Legal Environment of Business (3)

BUSN 193V Cooperative Education (3)

(formerly BUS 193V)

Electives .....

4-10

TOTAL 60-66

# AUTOMOTIVE MECHANICS TECHNOLOGY (AMT)

## *Trade Technology*

The Automotive Mechanics Technology (AMT) program is a competency-based program built on the standards specified by the National Automotive Technicians Education Foundation (NATEF). Students who successfully complete the Associate in Applied Science degree will have received training in all eight NATEF areas: Automatic Transmission/Transaxle, Brakes, Electrical/Electronics Systems, Engine Performance, Engine Repair, Heating and Air Conditioning, Manual Drive Train and Axles, and Suspension and Steering.

The goals of the program include preparing the student with the skills and competencies necessary for a successful career as an automotive technician; instilling in the student the work habits and attitudes necessary to work in a highly competitive field; and providing the student with the basic skills necessary to become a lifelong learner in order to keep abreast of the latest technological changes in the automobile.

The Automotive Technology courses are clustered into certificates. Each certificate provides a set of marketable workplace skills. This two-year degree program is primarily designed to begin every other fall. However, on the off years, it is possible for students to enter the program by taking selected major courses and general education courses that will apply toward degree completion.

First-semester courses require placement into ENG 21 and MATH 50. Students must maintain a valid driver's license throughout the course of study.

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

The cost of tools and supplies for the four semesters is approximately \$1,900. This cost can vary considerably, depending on where the student chooses to buy tools and supplies.

A GPA of 2.0 or higher for all courses applicable toward the degree or certificates is needed to meet graduation requirements.

### Certificate of Competence (Drive Train Specialist): 8 credits

#### CREDITS

AMT 20	Introduction to Automotive Technology .....	2
AMT 40E	Electrical/Electronics .....	2
AMT 46	Manual Drive Trains and Axles .....	4

**TOTAL 8**

### Certificate of Completion (Undercar Specialist): 11 credits

#### CREDITS

AMT 20	Introduction to Automotive Technology .....	2
AMT 40E	Electrical/Electronics .....	2
AMT 53	Brakes .....	3
AMT 55	Suspension/Steering Alignment .....	4

**TOTAL 11**

### Certificate of Completion (Engine Specialist): 11 credits

AMT 20	Introduction to Automotive Technology .....	2
AMT 30B	Engines I .....	5
AMT 40E	Electrical/Electronics .....	2
AMT 40F	Electrical/Electronics II .....	2

**TOTAL 11**

### Certificate of Achievement (AMT Certificate of Achievement): 45 credits

AMT 20	Introduction to Automotive Technology .....	2
AMT 30B	Engines I .....	5
AMT 40B	Fuel and Emissions .....	3
AMT 40D	Engine Performance I .....	3
AMT 40E	Electrical/Electronics .....	2
AMT 40F	Electrical/Electronics II .....	2
AMT 40G	Electrical/Electronics III .....	2
AMT 40H	Engine Performance II .....	5
AMT 41	Ignition Systems .....	2
AMT 43	Heating and AC .....	4
AMT 46	Manual Drive Trains and Axles .....	4
AMT 50	Auto Transmissions/Transaxles .....	4
AMT 53	Brakes .....	3
AMT 55	Suspension/Steering Alignment .....	4

**TOTAL 45**

# AUTOMOTIVE MECHANICS TECHNOLOGY (AMT)

*Trade Technology*

•continued •

Associate in Applied Science: 67 credits

	<u>CREDITS</u>
AMT 20 Introduction to Automotive Technology .....	2
AMT 30B Engines I .....	5
AMT 40B Fuel and Emissions .....	3
AMT 40D Engine Performance I .....	3
AMT 40E Electrical/Electronics .....	2
AMT 40F Electrical/Electronics II .....	2
AMT 40G Electrical/Electronics III .....	2
AMT 40H Engine Performance II .....	5
AMT 41 Ignition Systems .....	2
AMT 43 Heating and AC .....	4
AMT 46 Manual Drive Trains and Axles .....	4
AMT 50 Auto Transmissions/Transaxles .....	4
AMT 53 Brakes .....	3
AMT 55 Suspension/Steering Alignment .....	4
AMT 60 Diagnostic and Repair .....	4
ETRO 18 General Electronics .....	3
<u>Communication (One of the following) .....</u>	<u>3</u>
BUS 130 Business Communications—Oral (3)	
COM 210 Intercultural Communication (3)	
ENG 21 Introduction to College Reading (3)	
ENG 22 Introduction to Composition (3)	
ENG 100 Composition I (3)	
ENG 106 Technical Writing (3)	
SP 20 Speech Communication (3)	
SP 151 Personal and Public Speech (3)	
SP 231 Performance of Literature (3)	
<u>Cultural Environment .....</u>	<u>3</u>
ANTH; ART; BOT 105; COM 210; EALL 272; ENG; FR; FSER 119; HAW; HIST; HOST 101; HWST; JOUR; JPNS; LING 102; MUS; PHIL; REL; SP; SPAN; THEA 101	
<u>Mathematics, Thinking/Reasoning .....</u>	<u>3</u>
MATH 50 Technical Math (3)	
<u>Natural Environment .....</u>	<u>3</u>
PHYS 50 Technical Physics (3)	
<u>Social Environment .....</u>	<u>3</u>
ANTH 200; BOT 105; BUS 120; ECON; ED 105, ED 131, ED 140, ED 245; HOST 125; HPER 195; MGT 122; PHIL 101; POLS 110; PSY; SOC; SSCI	

TOTAL 67

# BUSINESS

## TECHNOLOGY (BUS/BUSN)

### *Business Education*

Note that the Business Technology Program (BTEC) was previously named the Office Administration Technology Program (OAT). A Spring 2006 University of Hawai'i System Articulation Agreement facilitates matriculation of students and transfer of courses across the University system. Check the course alphas and numbers. Both the former course alpha/number/title and the new course alpha/number/title are identified.

The Business Technology program focuses on skills, attitudes, and knowledge needed to prepare students for employment in government and industry positions such as administrative assistants, information processors, receptionists, clerks, or secretaries. Courses include both business and general offerings to broaden students' background and to enhance employment and promotion possibilities. The Associate of Applied Science Degree provides students with the flexibility to directly transfer some courses to a four-year program at campuses, including University of Hawai'i at West O'ahu.

A GPA of 2.0 or higher for all courses applicable toward the degree or certificates is required to meet graduation requirements.

The Business Technology program has an articulated career ladder with the University of Hawai'i West O'ahu Business program leading to a Bachelors in Business Degree. KCC students completing the Associate in Applied Science Degree UH West O'ahu Articulation Option in Business Technology have the opportunity to transfer to UHWO. Students wishing to participate in the Bachelors in Business program must notify their KCC academic advisor that they want to track into the UH West O'ahu Articulation Option Associate in Applied Science Degree program.

Specialty electives enable students earning the A.A.S. Degree to focus on one or more areas so they develop additional expertise in an area of potential employment.

A grade of "C" or higher in all Business Technology courses is required for graduation.

#### Certificate of Completion: 14 credits

	<u>CREDITS</u>
BUSN 89      Electronic Calculating .....	1
	(formerly BMAC 20C - Electronic Calculators)
BUSN 123      Word Processing for Business .....	3
	(formerly OAT 123 - Document Formatting)
BUSN 160      Telephone Techniques and Communication ....	1
	(formerly OAT 143B)
BUSN 161B      Customer Service - Basic Concepts .....	1
	(formerly BUS 121B)
BUSN 166      Professional Employment Preparation .....	1
	(formerly BUS 143)
BUSN 170      Records and Information Management .....	3
	(formerly OAT 140 Filing)
BUSN 180      Business English and Transcription I .....	2
	(formerly OAT 180)
BUSN181      Business English and Transcription II .....	2
	(formerly OAT 181)
	<u>TOTAL 14</u>

#### Certificate of Achievement: 35 credits

	<u>CREDITS</u>
BUSN 89      Electronic Calculating .....	1
	(formerly BMAC 20C - Electronic Calculators)
BUSN 123      Word Processing for Business .....	3
	(formerly OAT 123 - Document Formatting)
BUSN 124      Information Processing .....	3
	(formerly OAT 130)
BUSN 125      Information Processing Applications .....	3
	(formerly OAT 131)
BUSN 130      Spreadsheet and Database .....	3
	(formerly OAT 138)
BUSN 160      Telephone Techniques and Communication ....	1
	(formerly OAT 143B)
BUSN 161B      Customer Service - Basic Concepts .....	1
	(formerly BUS 121B)
BUSN 166      Professional Employment Preparation .....	1
	(formerly BUS 143)
BUSN 170      Records and Information Management .....	3
	(formerly OAT 140 - Filing)
BUSN 180      Business English and Transcription I .....	2
	(formerly OAT 180)
BUSN181      Business English and Transcription II .....	2
	(formerly OAT 181)
BUSN 189      Business Mathematics .....	3
	(formerly BUS 55 - Computational Problems in Business)

<u>Social Environment</u> .....	3
BUS 120 Principles of Business (3)	

<u>Written Communication</u> .....	6
BUS 175      Business Communications - Written (3)	
and (One of the following [3])	
EALL 272      Japanese Literature in Translation-Modern (3)	
ENG 22      Introduction to Composition (3)	
ENG 100      Composition I (3)	
ENG 106      Technical Writing (3)	
ENG 213      Composition II (3)	
ENG 250      American Literature (3)	
ENG 251      British Literature to 1800 (3)	
ENG 252      British Literature After 1800 (3)	
ENG 253      World Literature to 1600 (3)	
ENG 254      World Literature After 1600 (3)	
ENG 255      Short Story and Novel (3)	
ENG 256      Drama and Poetry (3)	
ENG 257      Literature by Women (3)	
ENG 257K      Literature and Medicine (3)	
ENG 261      Literature of the Pacific (3)	
JOUR 205      Newswriting (3)	
LING 102      Introduction to the Study of Language (3)	

TOTAL 35

# BUSINESS TECHNOLOGY (BUS/BUSN)

## *Business Education*

• continued •

Associate in Applied Science Degree:  
60-61 credits

### CREDITS

ACC 124B/C Principles of Accounting I, Part I (2), Or ACC 201 and Part II (2) or Introduction to Financial Accounting (3) .....	3-4
BUSN 89      Electronic Calculating .....	1
(formerly BMAC 20C - Electronic Calculators)	
BUSN 123      Word Processing for Business .....	3
(formerly OAT 123 - Document Formatting)	
BUSN 124      Information Processing .....	3
(formerly OAT 130)	
BUSN 125      Information Processing Applications .....	3
(formerly OAT 131)	
BUSN 130      Spreadsheet and Database .....	3
(formerly OAT 138)	
BUSN 160      Telephone Techniques and Communication ....	1
(formerly OAT 143B)	
BUSN 161B      Customer Service - Basic Concepts .....	1
(formerly BUS 121B)	
BUSN 166      Professional Employment Preparation .....	1
(formerly BUS 143)	
BUSN 170      Records and Information Management .....	3
(formerly OAT 140 - Filing)	
BUSN 180      Business English and Transcription I .....	2
(formerly OAT 180)	
BUSN 181      Business English and Transcription II .....	2
(formerly OAT 181)	
BUSN 189      Business Mathematics .....	3
(formerly BUS 55 - Computational Problems in Business)	
BUSN 193V      Cooperative Education .....	3
(formerly BUS 193V)	

### Cultural Environment ..... 3 (One of the following)

ANTH 200; ART; BOT 105; COM 210; EALL 272; ENG; FR;  
FSER 119; HAW; HIST; HOST 101 (formerly HOPE 120);  
HWST; JPNS; LING 102; MUS; PHIL; REL; SP; SPAN;  
THEA 101

### Natural Environment ..... 3 (One of the following)

ASTR 110; BIOL; BOT (except BOT 105); CHEM; ELEC 20;  
ETRO 18; FSER 185; GEOG 101; GG 101; ICS; MICR;  
NURS 121; OCN; PHYS; SCI; ZOOL

### Oral Communication ..... 3 (One of the following)

BUS 130      Business Communications-Oral (3)  
SP 20      Speech Communication (3)  
SP 151      Personal and Public Speech (3)

### Social Environment ..... 3 BUS 120 Principles of Business (3)

### Written Communication ..... 9

BUS 175 Business Communications - Written (3)  
and (Two of the following [6])

EALL 272	Japanese Literature in Translation-Modern (3)
ENG 22	Introduction to Composition (3)
ENG 100	Composition I (3)
ENG 106	Technical Writing (3)
ENG 213	Composition II (3)
ENG 250	American Literature (3)
ENG 251	British Literature to 1800 (3)
ENG 252	British Literature After 1800 (3)
ENG 253	World Literature to 1600 (3)
ENG 254	World Literature After 1600 (3)
ENG 255	Short Story and Novel (3)
ENG 256	Drama and Poetry (3)
ENG 257	Literature by Women (3)
ENG 257K	Literature and Medicine (3)
ENG 261	Literature of the Pacific (3)
JOUR 205	Newswriting (3)
LING 102	Introduction to the Study of Language (3)

### Specialty Electives ..... 6-7 (6-7 credits from the following)

Accounting: ACC125 or ACC 202, ACC 128  
Business: ECOM 100, BUSN 112  
Electronics: ETRO 18, ETRO 140B, ETRO 157  
Health Services: HPER 195, NURS121  
Hospitality and Tourism: HOST 101, HOST 152  
Management: MGT 120, MGT 122

TOTAL 60-61

## CARPENTRY (CARP) *Trade-Technology*

*Note: Program is not  
currently being offered.*

## CASHIERING *Business Education*

*Note: Program is not  
currently being offered.*

## CULINARY ARTS (FSER)

### *Business Education*

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

The Certificate of Competence in Food Service, requiring 9 credits, prepares students for entry-level positions in the food service industry. Students are able to demonstrate competency in basic food preparation, sanitation and safety, customer service, basic arithmetic, first aid and CPR. Completion of this certificate does not assure entry into the Culinary Arts Associate in Applied Science Degree cycle.

Although applicants will be admitted into the Culinary Arts Program, admission into the culinary (FSER) laboratory cycle (except FSER 100 and FSER 102) is on a "first applied, first qualified" basis. A new Culinary Laboratory cycle begins each fall semester.

Applicants must demonstrate basic skills proficiency in reading, writing, and mathematics as part of acceptance into the Certificate of Completion, the Certificate of Achievement, and the Associate in Applied Science Degree programs.

Priority admittance into the Culinary Arts fall Associate in Applied Science Degree cycle will be given to continuing students who have met the following requirements by the March 1 priority deadline:

- (1) met minimum English requirements by placing into ENG 21 or higher, or completed ENG 18 or 19 with a grade of "C" or higher;
- (2) met minimum math requirements by placing into MATH 24 or higher, or completed MATH 22 with grade of "C" or higher; and
- (3) completed FSER 100 and/or FSER 102 with a grade of "B" or higher, and maintained a 2.0 GPA in all courses applicable toward a Culinary Arts Certificate of Completion or higher degree.

A grade of "C" or higher is required for all FSER courses.

A GPA of 2.0 or higher for all courses applicable toward the degree or certificates is required to meet graduation requirements.

## Certificate of Competence in Food Service: 9 credits

	<u>CREDITS</u>
BUSN 161B Customer Service – Basic Concepts ..... 1 (formerly BUS 121B)	
FSER 100 Introduction to Culinary Arts	
or	
FSER 102 Introduction to Short Order Cookery and Baking .. 5	
FSER 103 Sanitation and Safety .....	2
HPER 120 First Aid and CPR .....	1
	<u>TOTAL 9</u>

## Certificate of Completion in Food Service: 17 credits

	<u>CREDITS</u>
FSER 101 Introduction to Hospitality for the Food Service Industry .....	3
FSER 103 Sanitation and Safety .....	2
FSER 110 Fundamentals of Cookery .....	4
FSER 119 Intermediate Cookery .....	5

## Written Communication (one of the following) ..... 3

BUS 175	Business Communications: Written (3)
EALL 272	Japanese Literature in Translation-Modern (3)
ENG 21	Introduction to College Reading (3)
ENG 22	Introduction to Expository Writing (3)
ENG 100	Expository Writing (3)
ENG 106	Technical Writing (3)
ENG 215	Intermediate Expository Writing (3)
ENG 250	American Literature (3)
ENG 251	British Literature to 1800
ENG 252	British Literature After 1800
ENG 253	World Literature to 1600
ENG 254	World Literature After 1600
ENG 255	Short Story and Novel
ENG 256	Drama and Poetry
ENG 257	Literature by Women
ENG 257K	Literature and Medicine
ENG 261	Literature of the Pacific
JOUR 205	News Writing (3)
LING 102	Introduction to the Study of Language (3)
or any Writing Intensive course	

TOTAL 17

# CULINARY ARTS (FSER)

## *Business Education*

• continued •

Certificate of Achievement  
in Culinary Arts: 32 credits

	<u>CREDITS</u>
BUSN 166 Professional Employment Preparation ..... 1 (formerly BUS 143)	
FSER 101 Introduction to Hospitality for the Food Service Industry ..... 3	
FSER 103 Sanitation and Safety ..... 2	
FSER 110 Fundamentals of Cookery ..... 4	
FSER 119 Intermediate Cookery ..... 5	
FSER 122 Fundamentals of Baking ..... 5	
FSER 128 Dining Room and Beverage Service ..... 5	
HPER 120 First Aid and CPR ..... 1	
MATH 50H Technical Mathematics I: Food Service ..... 3	
<u>Written Communication (one of the following) ..... 3</u>	
BUS 175 Business Communications: Written (3)	
EALL 272 Japanese Literature in Translation-Modern (3)	
ENG 21 Introduction to College Reading (3)	
ENG 22 Introduction to Expository Writing (3)	
ENG 100 Expository Writing (3)	
ENG 106 Technical Writing (3)	
ENG 215 Intermediate Expository Writing (3)	
ENG 250 American Literature (3)	
ENG 251 British Literature to 1800	
ENG 252 British Literature After 1800	
ENG 253 World Literature to 1600	
ENG 254 World Literature After 1600	
ENG 255 Short Story and Novel	
ENG 256 Drama and Poetry	
ENG 257 Literature by Women	
ENG 257K Literature and Medicine	
ENG 261 Literature of the Pacific	
JOUR 205 News Writing (3)	
LING 102 Introduction to the Study of Language (3) or any Writing Intensive course	
<u>TOTAL 32</u>	

Associate in Applied Science Degree  
in Culinary Arts: 63 credits

	<u>CREDITS</u>
BUSN 166 Professional Employment Preparation ..... 1 (formerly BUS 143)	
FSER 101 Introduction to Hospitality for the Food Service Industry ..... 3	
FSER 103 Sanitation and Safety ..... 2	
FSER 110 Fundamentals of Cookery ..... 4	
FSER 119 Intermediate Cookery ..... 5	
FSER 120 Menu Merchandising ..... 2	
FSER 122 Fundamentals of Baking ..... 5	
FSER 128 Dining Room and Beverage Service ..... 5	
FSER 185 Culinary Nutrition ..... 3	
FSER 209 Garde Manger ..... 4	
FSER 212 Continental Cuisine ..... 5	
FSER 216 Asian Pacific Cuisine ..... 5	
FSER 241 Purchasing/Cost Control ..... 4	
FSER 294 Food Service Capstone ..... 5	
HPER 120 CPR/First Aid ..... 1	
MATH 50H Technical Mathematics I: Food Service ..... 3	
MGT 122 Human Relations in Business ..... 3	
<u>Written Communication (one of the following) ..... 3</u>	
BUS 175 Business Communications: Written (3)	
EALL 272 Japanese Literature in Translation-Modern (3)	
ENG 21 Introduction to College Reading (3)	
ENG 22 Introduction to Expository Writing (3)	
ENG 100 Expository Writing (3)	
ENG 106 Technical Writing (3)	
ENG 215 Intermediate Expository Writing (3)	
ENG 250 American Literature (3)	
ENG 251 British Literature to 1800	
ENG 252 British Literature After 1800	
ENG 253 World Literature to 1600	
ENG 254 World Literature After 1600	
ENG 255 Short Story and Novel	
ENG 256 Drama and Poetry	
ENG 257 Literature by Women	
ENG 257K Literature and Medicine	
ENG 261 Literature of the Pacific	
JOUR 205 News Writing (3)	
LING 102 Introduction to the Study of Language (3) or any Writing Intensive course	

TOTAL 63

## EARLY CHILDHOOD EDUCATION (ED) *Public Service*

The Early Childhood Education Program (ECE) offers a Certificate of Competence (CO), Certificate of Achievement (CA) and an Associate in Science Degree (AS). The ECE Program prepares students with the attitudes, skills, and knowledge necessary to teach in preschool programs. The training melds the theoretical and the practical by including hands-on lab experiences using practices conducive to the healthy development of the whole child.

The Associate in Science Degree in ECE meets the preferred training and experience requirements for preschool teachers as described by the State of Hawai'i's Department of Human Services. A Certificate of Achievement, however, with a two-year degree in another field can also meet DHS requirements for preschool teachers.

The Certificate of Competence meets the training requirements for the Child Development Associate certificate (CDA). The Council for Early Childhood Professional Recognition awards CDA credentials to those who successfully complete their assessment process. The CDA satisfies requirements for entry-level teaching positions.

While both ECE Certificates and the Associate in Science Degree provide training to teach in a preschool classroom in Hawai'i, the Associate in Science Degree better prepares a graduate to teach at any preschool accredited by the National Association for the Education of Young Children (NAEYC). The AS Degree also prepares students to enroll in the fully articulated Bachelors of Social Science Degree with concentration in Early Childhood Education offered by UH West O'ahu.

The program is designed primarily for night students and therefore will take longer to finish the five semesters needed if a student attends full time (12 credits per semester). Although there are no prerequisites for entry into the program, all courses at the first level require at least concurrent enrollment in ENG 22. Completion of ENG 100 with a "C" or higher is required for entry into ED 195 and second-level courses; therefore, it is recommended that students enroll in ENG 100 as soon as possible.

It is highly recommended that SCI 121L or SCI 122L be taken concurrently on campus with their corresponding lecture course.

A GPA of 2.0 or higher for all courses applicable toward the degree or certificate is needed to meet graduation requirements.

Students are required to complete a criminal history check through the Department of Human Services as a prerequisite to taking any of the ECE labs. Infant/Child CPR and First Aid are required before the Certificate of Achievement or the Associate in Science is conferred.

### Certificate of Competence: 9 credits

	<u>CREDITS</u>
ED 105	Introduction to Early Childhood Education .... 3
ED 110	Developmentally Appropriate Practices ..... 3
ED 131	Child Development: Theory into Practice ..... 3

TOTAL 9

### Certificate of Achievement: 32-33 credits

CREDITS

ED 105	Introduction to Early Childhood Education .... 3
ED 115	Health Safety and Nutrition ..... 3
ED 131	Early Childhood Development: Theory into Practice ..... 3
ED 140	Guidance of Young Children in Group Settings . 3
ED 192	Beginning Early Childhood Lecture/Laboratory ..... 2
ED 245	Child, Family and Community ..... 3
PSY 100	Survey of Psychology ..... 3
SP 151	Personal and Public Speech ..... 3

(One group: [ED 191B and ED 191C] or [ED 195]) ..... 4

ED 191B	Early Childhood Work Practicum (3)
ED 191C	Early Childhood Discussion Practicum (1)
ED 195	Intermediate Preschool Lecture/Lab (4)

Fine Arts (One of the following) ..... 2-3

ART 101	Introduction to the Visual Arts (3)
MUS 121C	Elementary Piano Class (2)
MUS 253	Basic Experiences of Music (3)

Hawaiian Studies (One of the following) ..... 3

ENG 261	Literature of the Pacific (3)
HAW 261	Hawaiian Literature in English (3)
HWST 107	Hawai'i: Center of the Pacific (3)
HWST 111	The Hawaiian Ohana (3)
HIST 284	History of the Hawaiian Islands (3)

TOTAL 32-33

### Associate in Science Degree: 63-64 credits

CREDITS

ED 105	Introduction to Early Childhood Education ..... 3
ED 115	Health Safety and Nutrition ..... 3
ED 131	Early Childhood Development: Theory into Practice ..... 3
ED 140	Guidance of Young Children in Group Settings ..... 3
ED 192	Beginning Early Childhood Lecture/Laboratory ..... 2
ED 234	Observation and Assessment ..... 2
ED 245	Child, Family and Community ..... 3
ED 261	Preschool Curriculum I ..... 3
ED 262	Preschool Curriculum II ..... 3
ED 290C	Advance Preschool Lecture/Lab ..... 4
ENG 100	Expository Writing ..... 3
PSY 100	Survey of Psychology ..... 3
PSY 220	Developmental Psychology ..... 3
SP 151	Personal and Public Speech ..... 3

(One group: [ED 191B and ED 191C] or [ED 195]) ..... 4

ED 191B	Early Childhood Work Practicum (3)
ED 191C	Early Childhood Discussion Practicum (1)
ED 195	Intermediate Preschool Lecture/Lab (4)

Fine Arts (One of the following) ..... 2-3

ART 101	Introduction to the Visual Arts (3)
MUS 121C	Elementary Piano Class (2)
MUS 253	Basic Experiences of Music (3)

EARLY CHILDHOOD  
EDUCATION (ED)  
*Public Service*  
• continued •

ELECTRICAL INSTALLATION AND  
MAINTENANCE TECHNOLOGY  
(ELEC)  
*Trade-Technology*

*Note: Program is not  
currently being offered.*

	<u>CREDITS</u>
<u>Hawaiian Studies (One of the following) .....</u>	<u>3</u>
ENG 261 Literature of the Pacific (3)	
HAW 261 Hawaiian Literature in English (3)	
HWST 107 Hawai'i: Center of the Pacific (3)	
HWST 111 The Hawaiian Ohana (3))	
HIST 284 History of the Hawaiian Islands (3)	

<u>Quantitative or Logical Reasoning (One of the following) .....</u>	<u>3</u>
MATH 100 Survey of Math (3)	
PHIL 110 Introduction to Logic (3)	

TOTAL 63

<u>Science (One group: [SCI 121 and SCI 121L] or [SCI 122 and SCI 122L]) .....</u>	<u>4</u>
SCI 121 Introduction to Science: Biological Science (3)	
SCI 121L Introduction to Science: Laboratory (Biological Science) (1)	
SCI 122 Introduction to Science: Physical Science (3)	
SCI 122L Introduction to Science: Laboratory (Physical Science) (1)	

<u>Social Science (One of the following) .....</u>	<u>3</u>
ANTH 200 Cultural Anthropology (3)	
HIST 151 World Civilizations I (3)	
HIST 152 World Civilizations II (3)	
LING 102 Introduction to the Study of Language (3)	
REL 150 Introduction to World's Major Religions (3)	

TOTAL 63-64

# ELECTRONICS TECHNOLOGY

## (ETRO)

### *Trade-Technology*

The Electronics Technology program offers learning opportunities that allow students to develop competencies necessary for entry, retention, and advancement in occupations requiring knowledge of electronics, computer technology, networking, information technology, and telecommunications. Graduates may proceed forward into Electronics or Computer Engineering Technology baccalaureate programs or enter the workforce as entry-level technicians.

Students will develop an understanding of basic DC/AC/Semiconductor circuits and digital electronics enabling further studies of advanced circuits, computer hardware, networking, operating systems, and telecommunications systems. Enhancement of technical skills, the development of critical thinking, attention to quality, improved written and verbal communication skills, and the growth of interpersonal skills are some of the expected outcomes. Internships at local high tech companies are encouraged, as are external certifications such as the CCNA/CCNP and A+.

The program is articulated with similar programs (CENT, ECET, ETRON) on other University of Hawaii two-year campuses on the neighbor islands allowing transfer after the first year of study.

Project or Academy courses allow students to pursue a variety of technology courses in the credit or non-credit modes.

Project course—modularized, self-study CAI-based courses or student-proposed projects.  
Cisco Networking Academy (CCNA/CCNP certification training),  
Information Technology Academy  
Technology Center (photo-voltaics, electric vehicles, and hydrogen fuel cells, GPS/GIS).

**Certificates and Degrees:** The program offers Certificates of Competence (COC) in Electronics (8 credits), Cisco I (6 credits), Cisco II (6 credits), of a Certificate of Achievement (37 credits) and an Associates in Applied Sciences (66 credits).

**Admission requirements:** Students may begin the program only at the beginning of the program cycle. Mid-cycle entry is allowed if the student has sufficient coursework from accredited or articulated institutions or from military training schools. Applicants will be admitted on a “First Applied, First Qualified” basis.

**Program prerequisites:** (1) Placement into ENG 100; (2) Completion of MATH 25 or higher with a “C” or higher in MATH 25 or MATH 26 or placement in MATH 103; or consent of instructor.

A GPA of 2.0 or higher for all courses applicable toward the degree or certificates is required to meet graduation requirements.

Certificate of Competence (Electronics): 8 Credits	
<u>CREDITS</u>	
ETRO 18	General Electronics ..... 3
ICS 100	Computing Literacy and Applications ..... 3
ETRO 121	Electronics Fabrication and Assembly ..... 2
<u>TOTAL 8</u>	

Certificate of Competence (Cisco I): 6 Credits	
<u>CREDITS</u>	
ETRO 140B	Cisco Networking 1 ..... 3
ETRO 140C	Cisco Networking 2 ..... 3
<u>TOTAL 6</u>	

Certificate of Competence (Cisco II): 6 Credits	
<u>CREDITS</u>	
ETRO 240B	Cisco Networking 3 ..... 3
ETRO 240C	Cisco Networking 4 ..... 3
<u>TOTAL 6</u>	

Certificate of Achievement: 34 credits	
<u>CREDITS</u>	
ETRO 120	Electronics I ..... 5
ETRO 120L	Electronics I Laboratory ..... 2
ETRO 121	Electronics Fabrication and Assembly ..... 2
ETRO 122	Electronics II ..... 5
ETRO 122L	Electronics II Laboratory ..... 2
ETRO 143	Digital Electronics ..... 3
ETRO 143L	Digital Electronics Laboratory ..... 1
ICS 101	Tools for the Information Age ..... 4
ICS 111	Introduction to Computer Sciences ..... 4

<u>Oral Communication</u> ..... 3	
BUS 130	Business Communications – Oral (3)
COM 210	Intercultural Communication (3)
SP 151	Personal and Public Speech (3)
SP 231	Performance of Literature (3)

<u>Written Communication</u> ..... 3	
BUS 175	Business Communications – Written (3)
ENG 100	Composition I (3)
ENG 106	Technical Writing (3)
JOUR 205	News Writing (3)
or any Writing Intensive course	

TOTAL 34

# ELECTRONICS TECHNOLOGY

## (ETRO)

### *Trade-Technology*

• continued •

Associate in Applied Science Degree

(Electronics): 67 credits

#### CREDITS

ETRO 120	Electronics I .....	5
ETRO 120L	Electronics I Laboratory .....	2
ETRO 121	Electronics Fabrication and Assembly .....	2
ETRO 122	Electronics II .....	5
ETRO 122L	Electronics II Laboratory .....	2
ETRO 143	Digital Electronics .....	3
ETRO 143L	Digital Electronics Laboratory .....	1
ETRO 140B	Electronics Circuit Analysis .....	3
ETRO 140C	Electronics Circuit Analysis Laboratory .....	3
ETRO 193V	Cooperative Education .....	1
ETRO 240B	Electronics Servicing .....	3
ETRO 240C	Electronics Servicing Laboratory .....	3
ETRO 280	Microprocessor Architecture, Programming and Interfacing .....	3
ETRO 287	Computer Systems and Networking .....	3
ETRO 287L	Computer Systems and Networking Laboratory .....	1
ICS 101	Tools for the Information Age .....	4
ICS 111	Introduction to Computer Sciences .....	4

#### Cultural Environment (One of the following is recommended) ... 3

ANTH 200; ART; BOT 105; COM 210; EALL 272; ENG; FR;  
FSER 119; HAW; HIST; HOST 101; HWST; JOUR; JPNS; LING  
102; MUS; PHIL; REL; SP; SPAN; THEA 101

#### Oral Communication ..... 3

BUS 130	Business Communications – Oral (3)
COM 210	Intercultural Communication (3)
SP 151	Personal and Public Speech (3)
SP 231	Performance of Literature (3)

#### Natural Environment ..... 4

SCI 122	Introduction to Science: Physical Science (3)
SCI 122L	Introduction to Science: Physical Science Laboratory (1)

#### Social Environment (One of the following is recommended) ... 3

ANTH 200; BOT 105; BUS 120; ECON; ED 105, ED 131, ED 140,  
ED 245; HOST 125; HPER 195; MGT 122; PHIL 101; POLS 110;  
PSY; SOC; SSCI

#### Thinking, Reasoning/Mathematics ..... 3

MATH 103	College Algebra
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#### Written Communication ..... 3

BUS 175	Business Communications – Written (3)
ENG 100	Composition I (3)
ENG 106	Technical Writing (3)
JOUR 205	News Writing (3)
or any Writing Intensive course	

TOTAL 67

# FACILITIES ENGINEERING TECHNOLOGY (FENG) *Trade-Technology*

*Note: Program is being revised.*

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

The program has been revised in response to industry needs. **Note that some of the courses are undergoing revision or development.**

Program prerequisites: (1) Placement in ENG 21 or higher and MATH 22 or higher; (2) "C" or higher in CARP 19; or (3) approval of instructor.

The program will offer a Certificate of Completion upon completion of 18 required credit hours and 5 elective credit hours. Among the required coursework are courses dealing with safety and regulations, introduction to building maintenance, interior finishing, plumbing repair and maintenance, basic fundamentals of air conditioning and refrigeration, and computing literacy and applications. Elective courses allow students to choose from other skill sets, such as small engine repair, blueprint reading, carpentry repair and maintenance, general electronics, and general welding.

In Fall 2006, students can begin to fill requirements and electives for the program by completing one or more of the following required or elective courses:

- CARP 19, Basic Carpentry  
(program prerequisite and elective)
- ICS 100, Computing Literacy and Applications  
(program requirement)
- ELEC 20, Electrical Fundamentals (program  
requirement)
- ETRO 18, General Electronics (program elective)
- WELD 17, (General Welding (program elective)

# FOOD INDUSTRY CAREER PATHWAYS PROGRAM

The Food Industry Career Pathways Program is a three semester integrated program combining academic studies and field experiences in the various sectors of the Food Industry. It includes business planning and management skills that are applied to agriculture and food production, food processing, value-added products development, distribution, marketing, packaging and sales.

## Entrepreneurship in the Food Industry

The Entrepreneurship Series is comprised of four modules :

### **Business Growth & Expansion**

February 14, 2007 till April 25, 2007, Wednesdays,  
4:00 till 7:00 pm

### **Creative Financing for Your Organization:**

Grants, Loans and Fund Raising

May 22 till June 21, 2007, Tuesdays & Thursdays,  
4:00 pm till 6:00 pm

### **Business Planning Skills**

August 22, 2007 till October 24, 2007, Wednesdays,  
4:00 till 7:00 pm

### **Managing Business Enterprises**

November 7, 2006 till January 30, 2008, Wednesdays,  
4:00 till 7:00 pm

These modules may be taken individually or as a complete series. Each module is a complete unit of study. Students can be admitted at any point in the series. The tuition for each module is \$300.

## **Major Features of the Program**

This program is supported by a grant from the US Department of Agriculture. It is based on the most current research regarding the principles and practices that have produced successful enterprises in agriculture, the food industry and many other fields of business. The skills and knowledge provided in this program can be applied to any kind of profitable venture regardless of size, goals or the basic nature of the enterprise.

The program was planned in cooperation with leaders from several of Hawaii's business organizations and educational institutions. Specialists from these organizations also participate in the instructional program as speakers and additionally assist in developing elective field experiences for students. Guidance is offered to graduates who wish to pursue further education leading to higher career opportunities in the expanding food industry in Hawaii and nation-wide.

**The four models of the Entrepreneurship Training Program are described below.**

## **Business Growth and Expansion**

In today's marketplace, change is a dominant force in shaping the business environment. The successful business model of yesterday is a quickly challenged by new technology, shifting market trends and changing customer preferences. A major part of learning to manage your business is learning to manage growth and expansion as the foundation for continuing profitability. This module in the entrepreneurship series focuses on the skills required to manage a growing business that will respond to change and prosper in a dynamic economic environment. You will not only learn how to survive but also how to thrive.

Topics include: Building a business team to manage growth, learning to expand incrementally, characteristics of the versatile business organization, developing and changing operating and control systems, applying evaluation systems that will help you create a strategy for future growth, why ethics are important, finding new ideas for marketing, advertising and sales, financing your growth with loans, grants and venture capital, expanding into international markets.

## **Creative Financing for Your Organization: Grants, Loans and Fund Raising**

This course is designed for both profit and non-profit organizations. It outlines the knowledge and skills essential to obtain financing for a wide variety of enterprises from small businesses to large corporations, from start-up social service agencies to established community development organizations. These same skills apply to any organization in the entire spectrum of Kauai's enterprises that need funding for a wide range of uses: planning, training, service delivery, product development, organizational development, expansion, buildings, facilities and equipment, or any one of an expanding list of needs.

Topics include: locating sources of funding that are suitable to your needs, understanding why funds are provided by various banks, federal agencies, foundations, corporations, or philanthropic groups, learning how to apply for funding from these various sources, acquiring the skills of "grantsmanship," designing a comprehensive fund raising campaign, managing the funds received, reporting and seeking future solicitations.

## FOOD INDUSTRY CAREER PATHWAYS PROGRAM

• continued •

### Business Planning Skills

Learn how successful entrepreneurs develop creative business plans that grow into profitable enterprises. Acquire the skills, knowledge and attitudes that will enable you to think and act with confidence and market savvy. The foundation of business success begins with effective planning. It results from the analysis of market trends, the application of solid business criteria, the ability to form a strong management team and the knowledge involved in skillful financial planning. Regardless of the type of business you are pursuing, when you learn to apply these business-planning skills and proven entrepreneurial techniques you are preparing yourself for genuine success in the business world.

Topics include: characteristics of the entrepreneur, finding your best traits and applying them in business, the basic skills, knowledge and attitudes of the successful entrepreneurial leader, using feasibility studies and market analysis to predict the success of a start-up business, designing a strategy for marketing, advertising and selling your product or service, refining your business plan and obtaining the financing you need.

### Managing Business Enterprises

The ultimate success of every business depends upon effective management. This training module focuses on the styles of leadership and management that have proven effective in building business organizations which empower employees to achieve their full potential, that create products and services which achieve high degrees of market penetration and that build lasting customer relations. These kinds of organizations have developed efficient and effective operating and control systems, they utilize employee training and performance evaluation methods that strengthen company morale and output, and they have learned to grow in harmony with market trends and customer preferences.

Topics include: designing an organization to achieve your business goals, from business concept to operational plan, employee recruitment and training, team building, managing personnel, money and operations, negotiating business agreements, applying leadership and management skills for business success.

### For more information please contact:

Glenn Hontz  
Program Coordinator  
Kauai Community College  
Office of Continuing Education & Training  
808 246-4859 or hontz@hawaii.edu

## HAWAIIAN BOTANY (HAW)

### *Liberal Arts*

This coordinated offering of BOT 130—Plants in the Hawaiian Environment (3 credits), BOT 130L—Plants in the Hawaiian Environment Laboratory (1 credit), and BOT 105—Ethnobotany (3 credits) will provide students with and understanding of the science and cultural context of Hawaiian plants. They also gain field experience in Hawaiian botany.

A GPA of 3.0 or higher for all courses applicable toward the certificate is needed to meet graduation requirements.

Certificate of Competence: 7 credits

### CREDITS

BOT 105	Ethnobotany .....	3
BOT 130	Plants in the Hawaiian Environment .....	3
BOT 130L	Plants in the Hawaiian Environment Laboratory .....	1

# HOSPITALITY AND TOURISM (HOST) *Business Education*

Note that the Hospitality and Tourism Program (HOST) was previously named the Hospitality Services and Hotel Operations (HOPE). A Spring 2006 University of Hawai'i System Articulation Agreement facilitates matriculation of students and transfer of courses across the University system. Check the course alphas and numbers. Both the former course alpha/number/title and the new course alpha/number/title are identified.

The Hospitality and Tourism Program is designed to meet the needs of those who are already employed in the hospitality services industry, as well as those who wish to prepare themselves for entry into this field.

The Certificate of Completion in Hotel Operations requires 14-15 credits. The Certificate of Achievement in Hotel Operations requires all courses in the Certificate of Completion plus additional courses to total 44-45 credits. The Associate in Applied Science Degree in Hospitality and Tourism requires all courses in the Hotel Operations Certificate of Completion and the Hotel Operations Certificate of Achievement plus additional courses to total 60-61 credits.

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

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

A GPA of 2.0 or higher for all courses applicable toward the degree or certificates is needed to meet graduation requirements.

## Certificate of Completion in Hotel Operations: 15 credits

### CREDITS

ACC 124B/C	Principles of Accounting I, Part I (2), and Part II (2) .....	4
BUSN 89	Electronic Calculating .....	1
	(formerly BMAC 20C – Electronic Calculators)	
BUSN 121	Introduction to Word Processing .....	3
	(formerly OAT 121 – Keyboarding)	
BUSN 166	Professional Employment Preparation .....	1
	(formerly BUS 143)	
HOST 101	Introduction to Hospitality and Tourism .....	3
	(formerly HOPE 120 – Introduction to the Hospitality Industry)	
HOST 125	Exceptional Guest Service .....	3
	(formerly HOPE 125)	

TOTAL 15

## Certificate of Achievement in Hotel Operations: 45 credits

### CREDITS

ACC 124B/C	Principles of Accounting I, Part I (2), and Part II (2) .....	4
BUSN 89	Electronic Calculating .....	1
	(formerly BMAC 20C – Electronic Calculators)	
BUSN 121	Introduction to Word Processing .....	3
	(formerly OAT 121 – Keyboarding)	
BUSN 166	Professional Employment Preparation .....	1
	(formerly BUS 143)	
BUSN 189	Business Mathematics .....	3
	(formerly BUS 55 – Computational Problems in Business)	
HOST 101	Introduction to Hospitality and Tourism .....	3
	(formerly HOPE 120 – Introduction to the Hospitality Industry)	
HOST 125	Exceptional Guest Service .....	3
	(formerly HOPE 125)	
HOST 150	Housekeeping Operations .....	3
	(formerly HOPE 150)	
HOST 152	Front Office Operations .....	3
	(formerly HOPE 140)	
HOST 154	Food and Beverage Operations .....	3
	(formerly HOPE 124)	
HOST 193V	Cooperative Education .....	3
	(formerly HOPE 193V)	
MGT 122	Human Relations in Business .....	3

### Cultural Environment (One of the following) ..... 3

ANTH 200	Cultural Anthropology (3)
BOT 105	Ethnobotany (3)
HWST 107	Hawai'i: Center of the Pacific (3)
HWST 111	The Hawaiian Ohana (3)
PHIL 100	Introduction to Philosophy (3)
PHIL 101	Morals and Society (3)
REL 150	Introduction to the World's Major Religions (3)

### Oral Communication (One of the following) ..... 3

BUS 130	Business Communications- Oral (3)
SP 20	Speech Communication (3)
SP 151	Personal and Public Speech (3)

### Written Communication (One of the following) ..... 3

BUS 175	Business Communications-Written (3)
ENG 22	Introduction to Expository Writing (3)
ENG 100	Expository Writing (3)
JOUR 205	News Writing (3)

### Electives (One of the following) ..... 3

BUS 120	Principles of Business (3)
BUSN 130	Spreadsheet and Database (3)
	(formerly OAT 138)
BUSN 161B	Customer Service—Basic Concepts (1)
	(formerly BUS 121B)
ENG 100	Expository Writing (3)
FSER 100	Introduction to Food Service (5)
GEOG 101	Man's Natural Environment (3)
HWST 107	Hawai'i: Center of the Pacific (3)
HWST 111	The Hawaiian Ohana (3)
ICS 100	Computing Literacy and Applications (3)
JPNS 101	Elementary Japanese I (4)
MATH 100	Survey of Math (3)
MGT 120	Principles of Management (3)

TOTAL 45

# HOSPITALITY AND TOURISM (HOST) *Business Education* • continued •

Associate in Applied Science Degree: 60-61 credits

## CREDITS

ACC 124B/C	Principles of Accounting I, Part I (2), and Part II (2) .....	4
BLAW 200	Legal Environment of Business .....	3
BUSN 89	Electronic Calculating .....	1
	(formerly BMAC 20C – Electronic Calculators)	
BUSN 121	Introduction to Word Processing .....	3
	(formerly OAT 121 – Keyboarding)	
BUSN 166	Professional Employment Preparation .....	1
	(formerly BUS 143)	
BUSN 189	Business Mathematics .....	3
	(formerly BUS 55 – Computational Problems in Business)	
HOST 101	Introduction to Hospitality and Tourism .....	3
	(formerly HOPE 120 – Introduction to the Hospitality Industry)	
HOST 125	Exceptional Guest Service .....	3
	(formerly HOPE 125)	
HOST 150	Housekeeping Operations .....	3
	(formerly HOPE 150)	
HOST 152	Front Office Operations .....	3
	(formerly HOPE 140)	
HOST 154	Food and Beverage Operations .....	3
	(formerly HOPE 124)	
HOST 193V	Cooperative Education .....	3
	(formerly HOPE 193V)	
MGT 122	Human Relations in Business .....	3
SMKT 150	Principles and Methods of Personal Selling .....	3

## Cultural Environment (One of the following) ..... 3

ANTH 200	Cultural Anthropology (3)
BOT 105	Ethnobotany (3)
HWST 107	Hawai'i: Center of the Pacific (3)
HWST 111	The Hawaiian Ohana (3)
PHIL 100	Introduction to Philosophy (3)
PHIL 101	Morals and Society (3)
REL 150	Introduction to the World's Major Religions (3)

## Natural Environment (One of the following) ..... 3

ASTR 110; BIOL; BOT (except BOT 105); CHEM; ELEC 20;  
ETRO 18; FSER 185; GEOG 101; GG 101; ICS 100, ICS 101;  
MICR; NURS 121; OCN; PHRM 203; PHYS; SCI; ZOOL

## Oral Communication (One of the following) ..... 3

BUS 130	Business Communications-Oral (3)
SP 20	Speech Communication (3)
SP 151	Personal and Public Speech (3)

## Social Environment (One of the following) ..... 3

BUS 120	Principles of Business (3)
ECON 130	Principles of Economics (3)
PSY 21	Introduction to Psychology (3)
PSY 100	Survey of Psychology (3)
SOC 100	Survey of General Sociology (3)

## Written Communication (One of the following) ..... 3

BUS 175	Business Communications-Written (3)
ENG 22	Introduction to Expository Writing (3)
ENG 100	Expository Writing (3)
JOUR 205	News Writing (3)

## Electives (6-7 credits from the following) ..... 6-7

BUS 120	Principles of Business (3)
BUSN 130	Spreadsheet and Database (3)
	(formerly OAT 138)
BUSN 161B	Customer Service—Basic Concepts (1)
	(formerly BUS 121B)
ENG 100	Expository Writing (3)
FSER 100	Introduction to Food Service (5)
GEOG 101	Man's Natural Environment (3)
HWST 107	Hawai'i: Center of the Pacific (3)
HWST 111	The Hawaiian Ohana (3)
ICS 100	Computing Literacy and Applications (3)
JPNS 101	Elementary Japanese I (4)
MATH 100	Survey of Math (3)
MGT 120	Principles of Management (3)

TOTAL 60-61

# HAWAIIAN STUDIES ACADEMIC SUBJECT CERTIFICATE (HSASC) *Liberal Arts*

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

A GPA of 3.0 or higher for all courses applicable toward the certificate is needed to meet graduation requirements.

Basic Requirements: 11 credits

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

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

## Hawaiian Environment:

	<u>CREDITS</u>
BIOL 123 Introduction to Science: The Hawaiian Environment .....	3
BIOL 123L Hawaiian Environment Science Laboratory ....	1
BOT 105 Ethnobotany .....	3
BOT 130 Plants in the Hawaiian Environment .....	3
BOT 130L Plants in the Hawaiian Environment Laboratory .....	1
HWST 251 Mahi'ai Kalo (Taro Cultivation) .....	3
HWST 285 Hawaiian Medicinal Herbs I: La'au Lapa'au ..	4
HWST 295 Hawaiian Medicinal Herbs II: La'au Lapa'au ....	3
HWST 281 Hawaiian Astronomy and Weather Relating to Polynesian Voyaging .....	3

## Hawaiian Language:

	<u>CREDITS</u>
HAW 201 Intermediate Hawaiian I .....	4
HAW 202 Intermediate Hawaiian II .....	4
HAW 221 Introduction to Hawaiian Conversation .....	3
HAW 222 Introduction to Hawaiian Composition .....	3
HAW 262 Survey of Hawaiian Writings .....	3

## Culture, History, and Arts:

	<u>CREDITS</u>
HAW 261 Hawaiian Literature in English .....	3
HWST 111 The Hawaiian 'Ohana .....	3
HWST 128 Hula and Chant .....	3
HWST 199V Special Studies .....	1-3
HWST 290 Rediscovering Polynesian Connections .....	3
HWST 299V Special Studies .....	1-3
HIST 284 History of the Hawaiian Islands .....	3
HIST 284K History of Kaua'i .....	3
REL 205 Understanding Hawaiian Religion .....	3

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

## LIBERAL ARTS (LA)

The Liberal Arts are the studies that develop general intellectual capacities, such as reason or judgment, rather than specific professional, vocational, or technical capacities. These studies encourage students to think clearly and creatively, to seek and assess information, to communicate effectively, to take pleasure in learning, to learn to adapt to change, and to live more consciously, responsibly, and humanely.

The Associate in Arts Degree may be earned by students who complete a two-year program of study comprising 60 credits. Only courses numbered 100 or above may count toward the degree, and all area requirements must be satisfied. Students intending to transfer to other campuses within the University of Hawai'i System may transfer credits earned at Kaua'i Community College and most credits will transfer to other two and four-year institutions if the courses are numbered 100 and above. Students intending to earn a Bachelor's degree should consider working toward an Associate in Arts Degree at Kaua'i Community College.

Fulfillment of General Education Requirements at all UH campuses: Effective Fall 1994, students who have earned an articulated Associate in Arts (A.A.) 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 A.A. 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.

Transfer to a four-year college: Students planning to transfer to a four-year college are advised to meet with a Kaua'i Community College counselor to review transfer requirements of the college they plan to attend.

Writing Intensive (WI) requirements in the University of Hawai'i System: The number of WI courses required for graduation from the University of Hawai'i Community Colleges varies from none to two. The University of Hawai'i-Mānoa requires completion of five WI courses prior to graduation. Three of these WI courses can be numbered below 300 and can therefore be taken at Kaua'i Community College or another community college in the UH System. At this time, the University of Hawai'i-Hilo and University of Hawai'i West O'ahu require two to three WI classes to graduate.

A GPA of 2.0 or higher for all courses applicable toward the degree or certificates is needed to meet graduation requirements.

Foreign language requirement: Many programs at the University of Hawai'i (Mānoa) require students to complete the second-level study of a language (201 and 202 or equivalent). The University of Hawai'i (Hilo) and the University of Hawai'i (West O'ahu) do not have a foreign language requirement. Using a foreign language as an elective at Kaua'i Community College is highly recommended.

No course may be used to satisfy more than one requirement. No requirements may be satisfied with a course taken credit/no credit.

Associate in Arts Degree: 60 credits

CREDITS

### BASIC REQUIREMENTS:

Communications ..... 6-7  
(It is recommended that a writing course be taken during the first semester.)

ENG 100 Expository Writing (3)

### (One of the following)

SP 151 Personal and Public Speech (3)  
SP 251 Principles of Effective Public Speaking (3)  
COM 210 Intercultural Communication (4)

Quantitative or Logical Reasoning ..... 3

### (One of the following)

MATH 100 Survey of Math (3)  
MATH 103 College Algebra (3)  
MATH 115 Statistics (3)  
MATH 135 Pre-Calculus: Elementary Functions (3)  
MATH 140 Pre-Calculus: Trigonometry and Analytic Geometry (3)  
MATH 205 Calculus I (4)  
MATH 206 Calculus II (4)  
PHIL 110 Introduction to Logic (3)

World Civilizations ..... 6

HIST 151 World Civilizations I (3)  
HIST 152 World Civilizations II (3)

# LIBERAL ARTS (LA)

• continued •

## AREA REQUIREMENTS:

Humanities (Three semester courses with at least one from each of Group I, II and III) ..... 9

### Group I:

EALL 272	Japanese Literature in Translation: Modern (WI) (3)
ENG 250	American Literature (3)
ENG 251	British Literature to 1800 (3)
ENG 252	British Literature After 1800 (3)
ENG 253	World Literature to 1600 (3)
ENG 254	World Literature After 1600 (3)
ENG 255	Short Story and Novel (3)
ENG 256	Drama and Poetry (3)
ENG 257	Literature by Women (3)
ENG 257K	Literature and Medicine (3)
ENG 261	Literature of the Pacific (3)
HAW 261	Hawaiian Literature in English (3)
LING 102	Introduction to the Study of Language (3)

### Group II:

PHIL 100	Introduction to Philosophy (3)
PHIL 101	Morals and Society (3)
PHIL 102	Introduction to Philosophy: Asian Traditions (3)
REL 150	Introduction to the World's Major Religions (3)
REL 205	Understanding Hawaiian Religion (3)

### Group III:

ART 101	Introduction to the Visual Arts (3)
ART 105	Introduction to Ceramics (3)
ART 113	Introduction to Drawing (3)
ART 123	Introduction to Painting (3)
ART 170	Introduction to Western Art (3)
ART 180	Introduction to Eastern Art (3)
HIST 281	Introduction to American History (3)
HIST 282	Introduction to American History II (3)
HIST 284	History of the Hawaiian Islands (3)
HIST 284K	History of Hawai'i (3)
HWST 107	Hawai'i: Center of the Pacific (3)
HWST 281	Hawaiian Astronomy and Weather Relating to Polynesian Voyaging (3)
MUS 121B	Elementary Voice Class (2)
MUS 121C	Elementary Piano Class (2)
MUS 166	Survey of Folk, Pop, and Rock Music (3)
MUS 220	Musical Theatre (3)
MUS 253	Basic Experiences of Music (3)
SP 231	Performance of Literature (3)
SP 251	Principles of Effective Public Speaking (3)
THEA 101	Introduction to Drama and Theatre (3)

Natural Sciences ..... 10-12

(Three semester courses including at least one in Group I and one in Group II. One of the three courses must include a lab from Group I or II.)

### Group I:

BIOL 100	Human Biology (3)
BIOL 100L	Human Biology Laboratory (1)
BIOL 123	Introduction to Science: Hawaiian Environment (3)
BIOL 123L	Introduction to Science Laboratory: Hawaiian Environment (1)
BOT 101	General Botany (4)
BOT 130	Plants in the Hawaiian Environment (3)
BOT 130L	Plants in the Hawaiian Environment Laboratory (1)
MICR 130	General Microbiology (3)
MICR 140	Microbiology Laboratory (2)
SCI 121	Introduction to Science: Biological Science (3)
SCI 121L	Introduction to Science Laboratory: Biological Science (1)
ZOOL 101	Principles of Zoology I (4)
ZOOL 101L	Principles of Zoology Laboratory (1)
ZOOL 141	Human Anatomy and Physiology (3)
ZOOL 141L	Human Anatomy and Physiology Laboratory (1)
ZOOL 142	Human Anatomy and Physiology (3)
ZOOL 142L	Human Anatomy and Physiology Laboratory (1)

### Group II:

ASTR 110	Survey of Astronomy (3)
CHEM 151	Elementary Survey of Chemistry (3)
CHEM 151L	Elementary Survey of Chemistry Laboratory (1)
CHEM 152	Survey of Organic and Bioorganic Chemistry (3)
CHEM 161	General Chemistry I (3)
CHEM 161L	General Chemistry Laboratory (1)
CHEM 162	General Chemistry II (3)
CHEM 162L	General Chemistry II Laboratory (1)
GG 101	Introduction to Geology (4)
PHYS 151	College Physics (3)
PHYS 151L	College Physics Laboratory (1)
PHYS 152	College Physics (3)
PHYS 152L	College Physics Laboratory (1)
PHYS 170	General Physics I (4)
PHYS 170L	General Physics Laboratory (1)
PHYS 272	General Physics II (3)
PHYS 272L	General Physics II Laboratory (1)
SCI 122	Introduction to Science: Physical Science (3)
SCI 122L	Introduction to Science: Physical Science Laboratory (1)

### Other:

GEOG 101	Man's Natural Environment (3)
GEOG 101L	Man's Natural Environment Laboratory (1)
ICS 111	Introduction to Computer Sciences (4)
OCN 201	Science of the Sea (3)
Course from Group I or II	

## LIBERAL ARTS (LA)

• continued •

<u>Social Sciences (Three semester courses from at least two disciplines)</u> .....		9
ANTH 200	Cultural Anthropology (3)	
BOT 105	Ethnobotany (3)	
ECON 120	Introduction to Economics (3)	
ECON 130	Principles of Economics – Microeconomics (3)	
ECON 131	Principles of Economics – Macroeconomics (3)	
POLS 110	Introduction to Political Science (3)	
PSY 100	Survey of Psychology (3)	
PSY 220	Developmental Psychology (3)	
SOC 100	Survey of General Sociology (3)	
SOC 210	Social Problems (3)	
SOC 230	Race Relations (3)	

### ELECTIVES: 14 - 17 credits

An elective can be any transfer-level course numbered 100 or higher. Generally students plan to fill area requirements first. Once those requirements are filled, other courses listed under area requirements can be applied toward elective credits. Only courses specifically listed as repeatable may count more than once as elective credit. Only one of the following courses can be used as an elective: IS 103 and IS 105. It is recommended that electives include courses in foreign or Hawaiian language, a course in humanities, a course in social science, and a course in natural science. If a student plans to transfer to University of Hawai'i at Mānoa, using foreign language as electives is highly recommended since foreign language is a graduation requirement for most UH Mānoa programs.

TOTAL 60

## NURSE AIDE

*Health Service*

This course provides training for entry-level nurse aid care. Prepares nurse aides for employment under the supervision of a licensed practical nurse, registered nurse or physician in nursing homes, assisted living centers, clinics, hospitals, and home settings. Successful completion leads to a Certificate of Competence.

Certificate of Competence in  
Nurse Aide: 6 credits

	<u>CREDITS</u>
NURS 16 Nurse Aide .....	6

TOTAL 6

## MEDICAL OFFICE RECEPTIONIST (MOR)

*Health Education*

*Note: Program is not  
currently being offered.*

## NURSING (NURS)

### *Health Service*

The Kaua'i Community College Nursing program is built around the career ladder concept that allows flexibility in career and educational planning. The program admits new students every fall semester.

The Career Ladder Nursing Program is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org), 61 Broadway, New York, NY 10006; telephone: 1-800-669-1606. The NLNAC is officially recognized as the accredited agency for nursing education by the Council of Postsecondary Accreditation and the U.S. Department of Education.

Successful completion of the first level of the curriculum leads to a Certificate of Achievement and eligibility to take the State Board Examination for licensure as a Practical Nurse. The first level curriculum requires two semesters and one summer session. The Certificate of Achievement requires 39 credits.

Continuation into the second level of the Career Ladder Nursing Program is based upon satisfactorily meeting established criteria for entry of continuing students into the second level. The second level requires an additional two semesters and leads to an Associate in Science Degree and eligibility to take the State examination for licensure as a Registered Nurse. Graduates will also be eligible for admissions to the third year of the Bachelor of Science in Nursing program at UH Mānoa.

Licensed Practical Nurses seeking advanced standing into the second level of the Career Ladder Nursing Program must meet established criteria for entry of LPNs into the second level. Transfer students applying for advanced standing will be evaluated on an individual basis.

#### Admission Requirements

This policy is for new applicants to the nursing program. Applicants must demonstrate basic skills proficiency in reading, writing and mathematics as part of acceptance into the nursing program. Proficiency level may affect the sequence of courses in which students can enroll and may also extend the time required to complete the program. Admission to the college does not guarantee admission to the nursing program.

#### Admissions Prerequisites/Requirements:

- Graduated from an accredited high school or GED equivalent.
- Satisfactory completion of high school (within past five years) or college chemistry. High school chemistry must be at the college-prep level with a final grade of "B" or higher.
- Test into English 100 or have completed English 100 with a grade of "C" or higher.
- Test into Math 25 or have completed Math 24 with a grade of "C" or higher.
- Students requiring developmental course work in English, reading, or math are required to complete 24 selected college credits with a minimum GPA of 2.75 or higher in prerequisite, co-requisite and support courses.
- Satisfactory National League for Nursing RN Pre-Admission Exam scores (this exam may be waived with a composite ACT score of 21 or higher or an SAT combined score of 1100).

#### Notice to students:

Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. Failure of 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 affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility.

#### Certificate of Achievement - Practical Nursing: 39 credits

	<u>CREDITS</u>
NURS 153	Nursing Concepts and Skills ..... 9
NURS 154	Family Health Nursing I ..... 2
NURS 155	Child Health Nursing I ..... 2
NURS 156	Adult Health Nursing I ..... 5
NURS 157	Adult Health Nursing II ..... 6
NURS 158	Issues and Trends in Nursing I ..... 1
PSY 100	Survey of Psychology ..... 3
PSY 220	Developmental Psychology ..... 3
ZOOL 141	Human Anatomy and Physiology ..... 3
ZOOL 141L	Human Anatomy and Physiology Laboratory ..... 1
ZOOL 142	Human Anatomy and Physiology ..... 3
ZOOL 142L	Human Anatomy and Physiology Laboratory ..... 1
<u>TOTAL 39</u>	

#### Associate in Science Degree - Registered Nursing: 70-72 credits

	<u>CREDITS</u>
NURS 153	Nursing Concepts and Skills ..... 9
NURS 154	Family Health Nursing I ..... 2
NURS 155	Child Health Nursing I ..... 2
NURS 156	Adult Health Nursing I ..... 5
NURS 157	Adult Health Nursing II ..... 6
NURS 158	Issues and Trends in Nursing I ..... 1
NURS 253	Mental Health/Psychiatric Nursing ..... 4
NURS 254	Family Health Nursing II ..... 2
NURS 255	Child Health Nursing II ..... 2
<u>(One of the following) ..... 8-10</u>	
NURS 257	Advanced Adult Health Nursing (8)
NURS 257B	Advanced Adult Health Nursing (10)
NURS 258	Issues and Trends in Nursing II ..... 1
ANTH 200	Cultural Anthropology ..... 3
ENG 100	Expository Writing ..... 3
MICR 130	General Microbiology ..... 3
MICR 140	Microbiology Laboratory ..... 2
PHRM 203	General Pharmacology ..... 3
PSY 100	Survey of Psychology ..... 3
PSY 220	Developmental Psychology ..... 3
ZOOL 141	Human Anatomy and Physiology ..... 3
ZOOL 141L	Human Anatomy and Physiology Laboratory ..... 1
ZOOL 142	Human Anatomy and Physiology ..... 3
ZOOL 142L	Human Anatomy and Physiology Laboratory ..... 1
<u>TOTAL 70-72</u>	

# POLYNESIAN VOYAGING

## *Liberal Arts*

A combined offering of HWST 281 and SCI 122/L will provide students with the science behind and the experience in, as well as the cultural context of, the sailing and non-instrument navigation of Polynesian and modern canoes.

A GPA of 2.0 or higher for all courses applicable toward the certificate is needed to meet graduation requirements.

Certificate of Competence: 7 credits

	<u>Credits</u>
HWST 281	Hawaiian Astronomy and Weather ..... 3
	Relating to Polynesian Voyaging
SCI 122	Introduction to Science: Physical Science ..... 3
SCI 122L	Introduction to Science:
	Physical Science Laboratory ..... 1



# Course Descriptions



## COURSE DESCRIPTIONS

In this section, you will find courses of instruction listed alphabetically by course alphas. Not all courses are offered every semester. To find out if a course is offered during a particular semester, you need to check the current Schedule of Classes. Schedules are available at Student Services, the Library, and the Business Office.

### WHAT IS A COURSE ALPHA?

It is an abbreviation of a subject area. In this example, ETRO means "electronics." Course alphas are listed alphabetically. For example, ABRP (Auto Body Repair and Painting) will be listed before ACC (Accounting).

### WHAT DOES A COURSE NUMBER MEAN?

100 and above

These courses are applicable toward a baccalaureate degree as well as toward an associate degree and certificate programs. They carry college transfer credit.

20 through 99

These courses may be used toward a degree or certificate from Kaua'i Community College, but they generally are not applicable for credit toward a baccalaureate degree.

### HOW MUCH TIME WILL I SPEND IN CLASS EACH WEEK?

Add up all the numbers in the "Class hours" line. Courses which are less than a semester in length will show the number of hours like this: 3 lecture, 12 lab per week (8 weeks).

### WHAT IS A PREREQUISITE?

A prerequisite is a requirement to be met before you enter a class. Not all classes have prerequisites.

### WHAT IS A COREQUISITE?

A corequisite is a course which must be taken at the same time as the course being described.

### WHAT DOES A COMMENT TELL ME?

A comment gives you additional information about a course.

### WHAT DOES A RECOMMENDED TELL ME?

A recommended is not a requirement, but it gives you additional preparation to consider prior to taking the course.

### WHAT DOES A DESCRIPTION TELL ME?

A description gives you detailed information about a course.

## ETRO 241 - Electronics Circuit Analysis

**Credits:** 4

**Class hours:** 4 lecture

**Prereq:** "C" or higher in ETRO 280

**Coreq:** ETRO 287L

**Comments:** Credit by exam is not an available option.

**Description:** The student learns how computers operate by studying the architecture of the 8088/80X86 microprocessor, the bus structure, memory, interfaced peripherals, and operating systems. Applications of this technology in data acquisition and networked (LAN/WAN) systems are studied along with maintenance, diagnostics, and repair. TCP/IP in ethernet and token ring networks are discussed in the context of the seven layer OSI model.

## HWST 281 - Hawaiian Astronomy and Weather Relating to Polynesian Voyaging

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** Acceptable placement test score or placement in ENG 100 and MATH 24.

**Description:** A survey of the Hawaiian and Polynesian environment in relationship to migrations, voyaging, and folklore. The course will provide the student with the basics of noninstrument navigation and voyaging as utilized in the voyages of Hōkūle`a, Hawai`i Loa, and Makali`i. In addition, the student will understand and appreciate the cultural impact of long distance voyaging.

## DEFINITIONS OF WORDS USED IN COURSE DESCRIPTIONS:

Corequisite	A course which must be taken in conjunction with and during the same semester as another course. Corequisites are indicated in the course description.
Approval of Instructor	Written permission granted by the instructor before a student enrolls in a course.
Modular Courses	Modular courses are shorter than one semester, ranging from 2 to 13 weeks and carrying from 1 to 7 credits. Modular courses may be found in accounting, automotive mechanics, business education, mathematics, and nursing. The course description will indicate that a course is modular.
Placement Test	A test administered by the College to assess current skills to determine acceptable class placement.
Prerequisite	A requirement that must be met before you are allowed to enter a course. The purpose of a prerequisite is to ensure that you have the background you need to be successful in the course.
Recommended	Suggested preparation which will enhance a student's ability to perform well in a particular course.
Split-Level Course	<p>Split-level courses developed out of a concern to offer a wider range of courses to students enrolling in non-transfer courses. Such courses are offered at the transfer and the non-transfer levels at the same time. For example, Speech 20 and Speech 151 are offered concurrently.</p> <p>The course content is the same in both levels, but course requirements differ. If you enroll in Speech 151, you need to meet course requirements not expected of Speech 20; for example, you might complete special projects or term papers or take more comprehensive examinations.</p> <p>Split-level courses with a course number of 100 or higher apply toward A.A. Degree requirements; they also can be used toward an A. S. Degree, a Certificate of Completion, or a Certificate of Attendance. Those split-level courses numbered below 100 meet the requirements for the A. S. Degree, the Certificate of Achievement, and the Certificate of Completion.</p>
Writing Intensive	Since writing helps students both to learn and to communicate, the College course offers a variety of writing intensive (WI) courses. Instructors work with students on writing related to course topics. Transferable writing intensive courses can be used to help meet the University of Hawai'i System's requirements for graduation. Students are encouraged to take their assigned introductory-level writing courses before enrolling in WI courses. Students develop strength in writing skills as well as learn course content and understand how to apply what they learn through writing. Students also satisfy degree requirements if they transfer to UH Mānoa, which requires a minimum of 5 writing intensive courses.

### INSTRUCTIONAL LEVEL

For courses requiring reading and mathematics, students are expected to have reading and math skills above the remedial level or consent of the instructor.

## Subject areas are alphabetized by their alphas

ABRP - Auto Body Repair and Painting

ACC - Accounting

AMT - Automotive Mechanics Technology

ANTH - Anthropology

ART - Art

ASTR - Astronomy

BIOL - Biology

BLAW - Business Law

BLPR - Blueprint

BOT - Botany

BUS - Business Education

CARP - Carpentry

CASE - Cooperative Arts and Sciences Education

CHEM - Chemistry

COM - Communication

EALL - East Asian Language and Literature

ECOM - E-commerce

ECON - Economics

ED - Education

ELEC - Electricity

ELI - English Language Institute

ENG - English

ETRO - Electronics Technology

FENG - Facilities Engineering Technology

FR - French

FSER - Food Service (These courses are part of the Culinary Arts [CUL] program.)

GEOG - Geography

GG - Geology

HAW - Hawaiian

HIST - History

HOST - Hospitality and Tourism (This is the new course alpha for HOPE.)

HPER - Health, Physical Education, and Recreation

HWST - Hawaiian Studies

ICS - Information and Computer Sciences

IS - Interdisciplinary Studies

JOUR - Journalism

JPNS - Japanese

LING - Linguistics

MACH - Machine Shop

MATH - Mathematics

MGT - Management

MICR - Microbiology

MUS - Music

NURS - Nursing

OCN - Oceanography

PHIL - Philosophy

PHRM - Pharmacology

PHYS - Physics

POLS - Political Science

PSY - Psychology

REL - Religion

SCI - Science

SMKT - Sales and Marketing

SOC - Sociology

SP - Speech

SPAN - Spanish

Special Studies

SSCI - Social Science

THEA - Theatre

WELD - Welding

ZOOL - Zoology

## AUTO BODY REPAIR AND PAINTING (ABRP)

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### ABRP 19 - Introduction to Auto Body Repair

**Credits:** 2

**Class hours:** 8 lecture/lab (7.5 weeks)

**Comments:** Credit by exam is not an available option. May be repeated any number of times for credit.

**Description:** This class introduces students to the theory of auto body repair. It offers limited manipulative training in metal work, patch work, and fender repair including the proper use of hand tools.

### ABRP 20 - Introduction to Collision Repair

**Credits:** 1

**Class hours:** 2 lecture/lab

**Coreq:** ABRP 23 and ABRP 26

**Description:** This course is designed to acquaint the student with the basic skills used in collision repair. Emphasis will be placed on the collision repair career; measuring and mixing; tools and equipment; safety and writing damage reports. Students will gain an understanding of career opportunities, shop safety practices, personal safety protection and health and environmental concerns related to the field.

### ABRP 23 – Auto Body Welding

**Credits:** 4

**Class hours:** 8 lecture/lab

**Coreq:** ABRP 20 and ABRP 26

**Description:** This course is designed to acquaint the student with the basic skills used in auto body welding. Emphasis will be placed on safety; protective clothing; tools and equipment procedures; and techniques of gas metal arc welding (GMAW), oxyacetylene gas welding, and plasma arc cutting.

### ABRP 26 – Non-Structural Analysis and Repair

**Credits:** 4

**Class hours:** 8 lecture/lab

**Coreq:** ABRP 20 and ABRP 23

**Description:** This course is designed to teach the student conventional and unitized body construction. Emphasis will be placed on what can be repaired and what must be replaced. Students

will learn to lay out and fabricate repair panels from gauge sheet metal and repair rust damage.

### ABRP 30 - Non-Structural Analysis Damage Repair

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ABRP 26

**Description:** This course is designed to teach the student conventional and unitized body construction. The emphasis will be placed on repairing auto panels to the manufacturer's specifications.

### ABRP 32 - Structural Analysis Damage Repair/Frame

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ABRP 26

**Description:** This course provides the student practical applications in frame inspection, measurement and repair. Welding applications will be used as needed. The emphasis of this course is on straightening and aligning frames to manufacturer's specifications.

### ABRP 34 - Painting and Refinishing: Surface and Prep/Safety

**Credits:** 2

**Class hours:** 4 lecture/lab

**Prereq:** "C" or higher in ABRP 20

**Description:** This course is designed to teach the student techniques and methods of preparing the Auto Body surface for painting. The emphasis will be placed on different methods of preparing a surface for painting to include chemical, mechanical and physical means. Safety precautions will be emphasized throughout the training.

### ABRP 36 - Plastics and Adhesives

**Credits:** 2

**Class hours:** 4 lecture/lab

**Prereq:** "C" or higher in ABRP 20

**Description:** This course is designed to teach the student the techniques and methods of using plastics and adhesives in the repair of domestic and foreign manufactured automobiles. Safety during the mixing and handling of these chemicals will be emphasized. Identification of when and what type of substance to use for repair, how it is

applied, and how the various plastics are used by manufacturer's in their designs will be taught.

### ABRP 40 - Structural Analysis Repair/Unibody

**Credits:** 4

**Class hours:** 8 lecture/lab

**Prereq:** "C" or higher in ABRP 32

**Description:** This course provides the student practical applications in unibody inspection, measurement and repair. Welding applications will be used as needed. The emphasis of this course is on straightening and aligning the unibody of manufacturer's specifications and the replacement of fixed glass.

### ABRP 42 - Non-Structural Analysis Damage Repair III

**Credits:** 4

**Class hours:** 8 lecture/lab

**Prereq:** "C" or higher in ABRP 30

**Description:** This course is designed to teach the student conventional and unitized body construction. The emphasis will be placed on replacing and adjusting auto panels to the manufacturer's specifications.

### ABRP 44 - Painting and Refinishing: Spray Gun Operation I

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ABRP 34

**Description:** This course is designed to teach the student techniques and methods of painting the auto body. The emphasis will be placed on paint mixing, matching of colors and different types of paint, and the operations of a variety of spray guns used in the auto body industry.

### ABRP 50 - Painting and Refinishing: Spray Gun Operation II

**Credits:** 3

**Class hours:** 6 lecture/lab

**Description:** This course is designed to teach the student techniques and methods of painting the auto body. Emphasis will be placed on paint mixing, matching of colors and types of paint, and the operations of a variety of spray guns used in the auto body industry. Disposal of hazardous wastes will be taught in accordance with applicable laws.

## AUTO BODY REPAIR AND PAINTING (ABRP) • *continued*

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ABRP 52 - Structural Analysis  
Damage Repair/Peripheral  
Components

**Credits:** 3

**Class hours:** 6 lecture/lab

**Description:** This course provides the student practical applications in frame and unibody inspection, measurement, and repair of various domestic and foreign manufactured automobiles.

Glass replacement and welding applications will be used as needed. The emphasis of this course is on properly repairing to manufacturer's specifications.

ABRP 54 - Painting and Refinishing/  
Problem Solving

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ABRP 44

**Description:** This course is designed to teach the student techniques and methods of correcting problems encountered during the painting process. The causes and cures of finish defects will be studied and procedures established to correct the defects.

ABRP 93V - Cooperative Education

**Credits:** 1-3

See explanation under the heading of Cooperative Education.

ABRP 99V - Special Studies

See explanation under the heading of Special Studies.

## ACCOUNTING (ACC)

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ACC 124B - Principles of Accounting I, Part I

**Credits:** 2

**Class hours:** 3 lecture and 2 lecture/lab (8 weeks)

**Recommended:** Acceptable reading and writing placement test scores or concurrent enrollment in ENG 22 or higher

**Comments:** Credit by exam is not an available option.

**Description:** Introduction to the basic structure of accounting, including basic accounting principles and practices relating to a sole proprietorship service business. Upon completion with "C" or higher in this course, the student should be able to demonstrate an understanding of the procedures involved in the basic accounting cycle and apply those procedures to the recording and reporting of accounting data.

ACC 124C - Principles of Accounting I, Part II

**Credits:** 2

**Class hours:** 3 lecture and 2 lecture/lab (8 weeks)

**Prereq:** "C" or higher in ACC 124B

**Comments:** Credit by exam is not an available option.

**Description:** Introduction to the basic accounting principles and practices relating to a sole proprietorship retail merchandising business. Topics include the use of specialized journals, general and subsidiary ledgers, and financial statements. Also introduces banking transactions and payroll accounting.

ACC 125 - Principles of Accounting II

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/lab

**Prereq:** "C" or higher in ACC 124

**Comments:** Credit by exam is not an available option.

**Description:** A continuation of financial accounting with emphasis on the reporting of specific assets and liabilities and accounting for corporations and partnerships. Upon completion with "C" or higher in this course, the student should be able to list the various

accounting principles and concepts; and apply basic accounting procedures and reporting requirements at the introductory level.

ACC 126 - Principles of Accounting III

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/lab

**Prereq:** "C" or higher in ACC 125

**Comments:** Credit by exam is not an available option.

**Description:** An introduction to managerial accounting including financial reporting and analysis, responsibility accounting by departments, and cost accounting for manufacturers. Topics include: reporting and analyzing performance (including budgeting and break-even analysis), internal control, and standard cost systems. Upon completion with "C" or higher in this course, the student should be able to demonstrate an understanding of the knowledge of accounting information and methods that are essential for decision-making internal to the firm.

ACC 128 - Practical Accounting Applications

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ACC 125 or ACC 201

**Comments:** Credit by exam is not an available option.

**Description:** A practical accounting course in which students will apply previously acquired accounting skills and knowledge to set up and maintain accounting records using publisher's manual practice set and integrated accounting software. Topics include processing journal entries, general ledger, accounts receivable, accounts payable, inventory, payroll, financial statement analysis, and conversion to an automated system.

ACC 132 - Payroll and Hawai'i General Excise Taxes

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ACC 124C

**Comments:** Credit by exam is not an available option.

**Description:** An introduction to the principles, procedures, and terminology for business applications of payroll accounting methods; Federal and State payroll records and forms; Hawai'i general excise tax; and use tax law.

ACC 134 - Income Tax Preparation

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ACC 124C

**Comments:** Credit by exam is not an available option.

**Description:** An introduction to principles, procedures, terminology, and application of the Federal and Hawai'i tax laws for individuals and sole proprietorships.

ACC 201 - Introduction to Financial Accounting

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 22 or higher

**Description:** Introduction to accounting theory and methods used to record and report financial information according to generally accepted accounting principles.

ACC 202 - Introduction to Managerial Accounting

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ACC 125 or ACC 201

**Description:** Introduction to the methods for evaluating financial performance including cost accounting, budgeting, break even analysis, ratio analysis, and cash flow analysis. Also includes principles and procedures relating to partnership and corporation accounting and manufacturing accounting.

## AUTOMOTIVE MECHANICS TECHNOLOGY (AMT)

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### AMT 16 - Car Care

**Credits:** 1

**Class hours:** 1 lecture/lab (semester) or 2 lecture/lab (8 weeks)

**Recommended:** Open to all students; not recommended for automotive majors

**Comments:** Credit by exam is not an available option. May be repeated any number of times for credit.

**Description:** This class offers technical information on the history and development of automobiles; the function of the lubricating, cooling, fuel, and electrical systems; the major automobile components; minor trouble-shooting; tire changing; and car maintenance.

### AMT 18 - Minor Tune-Up and Repair

**Credits:** 2

**Class hours:** 1 lecture and 2 lab

**Comments:** Credit by exam is not an available option. May be repeated any number of times for credit.

**Description:** This course presents elementary principles involved in the operation and maintenance of an automobile. Units include lubrication and service; wheel and tire service; wheel-bearing service; battery service; and brake, cooling, exhaust, fuel, and ignition systems.

### AMT 20 - Introduction to Automotive Technology

**Credits:** 2

**Class hours:** 1 lecture and 3 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher

**Comments:** Credit by exam is not an available option.

**Description:** This course will cover policies and procedures of the AMT program, shop procedures, safety, use of technical reference manuals, identification and use of hand tools, hazardous material training, employees'

Right-to-Know laws, job opportunities in automotive and related areas, preventative maintenance and service procedures, identification and use of fasteners, and safety check inspection procedures. Besides the noted competencies taught in Engines (AMT 30), additional competencies of automotive computer literacy/electronic information systems, such as repair data, estimating, invoicing/technical writing, and vehicle computer reprogramming will be added.

### AMT 30B - Engines I

**Credits:** 5

**Class hours:** 3 lecture and 6 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher

**Comments:** Credit by exam is not an available option.

**Description:** The theory of operation, maintenance, diagnosis, and practical repair procedures of cylinder heads, timing systems (belts and chains), and cooling systems are covered in this class.

### AMT 40B - Fuel and Emissions

**Credits:** 3

**Class hours:** 1 lecture and 6 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher

**Comments:** Credit by exam is not an available option.

**Description:** In this course, students learn elementary theories and practical skills in servicing fuel systems, emission systems, electronic fuel injection fuel delivery systems, and electronic fuel injectors. Diagnosis, repair, overhaul of carburetors and mechanical fuel injections systems are also covered.

### AMT 40D - Engine Performance I

**Credits:** 3

**Class hours:** 1 lecture and 6 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher; "C" or higher in AMT 20, AMT 40B, AMT 40E and AMT 41

**Comments:** Credit by exam is not an available option.

**Description:** Diagnosis of engine mechanical; batteries; starting systems; charging systems; fuel system delivery

(pumps, regulators); fuel injectors; ignition systems and emission control systems using digital storage oscilloscopes, scanners, and various electronic testers.

### AMT 40E - Electrical/Electronics

**Credits:** 2

**Class hours:** 1 lecture and 3 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher

**Description:** This course will provide students with fundamental principles of automotive electricity and electronics. Practical skills to diagnose, test, and service battery and lighting systems are covered. Testing and repair of electrical safety devices, wiring, connectors and relays are also covered.

### AMT 40F - Electrical/Electronics II

**Credits:** 2

**Class hours:** 1 lecture and 3 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher; "C" or higher in AMT 40E

**Comments:** Credit by exam is not an available option.

**Description:** This course introduces students to the principles of theory and operation of automotive batteries/ starters/and charging systems. Students will perform hands-on testing and diagnosis of batteries, starting systems, and charging systems.

### AMT 40G - Electrical/Electronics III

**Credits:** 2

**Class hours:** 1 lecture and 3 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher; "C" or higher in AMT 40E

**Comments:** Credit by exam is not an available option.

**Description:** Essential theories and practical skills in diagnosing and repairing automotive accessory circuits such as power windows, power door locks, power antennas, power mirrors, audio systems, anti-theft systems, power seats, horns, blower fan and wiper/washer. Also covered are conventional instrumentation, digital instrumentation, and supplemental inflatable restraint (SIR).

# AUTOMOTIVE MECHANICS TECHNOLOGY (AMT) • *continued*

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## AMT 40H – Engine Performance II

**Credits:** 5

**Class hours:** 2 lecture and 9 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher and "C" or higher in AMT 40B, 40E, and AMT 41

**Comments:** Credit by exam is not an available option.

**Description:** Computer engine management systems of domestic and foreign cars are studied in this course. Covers theory of operation, diagnosis and repair of sensors, actuators, and on-board computers. Use of scanners, digital storage oscilloscopes, digital graphing multi-meters, and DVOM's are covered.

## AMT 41 – Ignition Systems

**Credits:** 2

**Class hours:** 1 lecture and 3 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher; "C" or higher in AMT 40E

**Comments:** Credit by exam is not an available option.

**Description:** This course studies the basic function of an ignition system, its components and their function. The operation and testing of ignition coils; electronics sensing devices (sensors, pickups); primary side ignition wiring; secondary side ignition wiring and components; and ignition modules. The operation, maintenance, diagnosis, and repair of distributorless ignition (EI) are also covered.

## AMT 43 – Heating and Air Conditioning

**Credits:** 4

**Class hours:** 2 lecture and 6 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher

**Comments:** Credit by exam is not an available option.

**Description:** This course provides theory of operation as well as the methods to diagnose and repair the modern HVAC systems. The

terminology used and the varieties of different systems encountered are covered. Service procedures, both old and new (with regard to new regulations) are covered.

## AMT 46 – Manual Drive Trains and Axles

**Credits:** 4

**Class hours:** 2 lecture and 6 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher

**Comments:** Credit by exam is not an available option.

**Description:** This course covers the theory and fundamental operating principles of the modern automotive drive trains and axles. Students learn maintenance and repair of C-V shafts, propeller shafts, U-joints, standard transmissions, standard transaxles, rear axles, and differentials.

## AMT 50 – Automatic Transmissions/Transaxles

**Credits:** 4

**Class hours:** 2 lecture and 6 lab

**Prereq:** Placement in ENG 21 or higher and COMPASS placement MATH score of 47 or higher

**Comments:** Credit by exam is not an available option.

**Description:** This course presents the elementary theories, maintenance, and overhaul procedures of automatic transmissions and transaxles. Linkage adjustments, oil change, diagnosis, and road testing are included.

## AMT 53 - Brakes

**Credits:** 3

**Class hours:** 1 lecture and 6 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher

**Comments:** Credit by exam is not an available option.

**Description:** This course covers the basic principles in the operation of the modern automotive brake system. Further development in new technology such as computerized ABS (Anti-Skid Brake Systems), electronic power brakes, and four-wheel disk brakes are covered. Repair and service techniques of the complete brake system are demonstrated.

## AMT 55 - Suspension, Steering, and Alignment

**Credits:** 4

**Class hours:** 2 lecture and 6 lab

**Prereq:** Placement in ENG 21 or higher and MATH 50 or higher

**Comments:** Credit by exam is not an available option.

**Description:** The operation, construction, design, maintenance, and repair of suspension and steering systems in the modern automobile. Modern four-wheel alignment is also covered.

## AMT 60 - Diagnostic and Repair

**Credits:** 4

**Class hours:** 1 lecture and 9 lab

**Prereq:** Placement into ENG 21 or higher and MATH 50 or higher

**Comments:** Credit by exam is not an available option.

**Description:** This course is designed to provide the student with realistic on-the-job types of training. Students are exposed to different types of live jobs to build self-confidence, improve approach to troubleshooting, and improve skills of the trade with emphasis on accuracy, neatness, and speed.

## AMT 80 - Small Engine Repairs

**Credits:** 2

**Class hours:** 1 lecture and 2 lab

**Comments:** Credit by exam is not an available option.

**Description:** This class introduces students to the field of small gasoline engine repair. The course emphasizes shop safety, tool use and identification, and the general construction and repair of small gasoline engines. An overview of job opportunities and skills required is included.

## AMT 93V - Cooperative Education

**Credits:** 1-3

See explanation under the heading of Cooperative Education.

## AMT 99V - Special Studies

See explanation under the heading of Special Studies.

## ANTHROPOLOGY (ANTH)

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ANTH 199V - Special Studies

See explanation under the heading of Special Studies.

ANTH 200 - Cultural Anthropology

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Qualified for ENG 100

**Comments:** Split-level: ANTH 25

**Description:** This course offers an orientation to the nature of human culture. It includes basic concepts for analyzing cultural behavior.

## ART (ART)

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ART 101 - Introduction to the Visual Arts

**Credits:** 3

**Class hours:** 3 lecture

**Description:** Through lectures and demonstrations, this course explores the nature of the visual arts and their expression in various forms.

ART 105 - Introduction to Ceramics

**Credits:** 3

**Class hours:** 2 lecture and 4 lab

**Description:** This course introduces students to three-dimensional concepts in clay. Students complete hand-building and wheel throwing projects.

ART 111 - Introduction to Watercolor Painting

**Credits:** 3

**Class hours:** 2 lecture and 4 lab

**Description:** This course introduces students to watercolor materials and techniques.

ART 113 - Introduction to Drawing

**Credits:** 3

**Class hours:** 2 lecture and 4 lab

**Description:** This course involve students in two-dimensional visualization and rendering of forms, spaces, and ideas through a variety of approaches and media.

ART 123 - Introduction to Painting

**Credits:** 3

**Class hours:** 2 lecture and 4 lab

**Description:** This course explores the theory and practice of painting. Basic material and technical procedures are addressed.

ART 170 - Introduction to Western Art

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Split-level: ART 70

**Description:** This course offers broad coverage of major developments in the arts of Europe and America from the Neolithic period to the present.

ART 180 - Introduction to Eastern Art

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Split-level: ART 80

**Description:** This course covers the major developments in the fine arts of Asia including painting, sculpture, and architecture. Emphasis is on the fine arts of India, China, and Japan.

ART 211 - Intermediate Watercolor

**Credits:** 3

**Class hours:** 2 lecture and 4 lab

**Prereq:** "C" or higher in ART 111

**Description:** This course provides continued study of basic techniques presented in ART 111 together with intensive application. The student is encouraged to develop a personal style in the medium of watercolor.

ART 213 - Intermediate Drawing

**Credits:** 3

**Class hours:** 2 lecture and 4 lab

**Prereq:** "C" or higher in ART 113

**Description:** This course involves students in extending skills developed in ART 113. It focuses on drawing concepts unique to this century.

ART 223 - Intermediate Painting

**Credits:** 3

**Class hours:** 2 lecture and 4 lab

**Prereq:** "C" or higher in ART 123

**Description:** This class surveys late 19th and 20th century studio practice with emphasis on abstraction and no representation painting.

ART 243 - Intermediate Ceramics: Hand Building

**Credits:** 3

**Class hours:** 2 lecture and 4 lab

**Prereq:** "C" or higher in ART 105

**Description:** Students explore the development of sculptural concepts using hand building techniques.

ART 244 - Intermediate Ceramics: Wheel Throwing

**Credits:** 3

**Class hours:** 2 lecture and 4 lab

**Prereq:** "C" or higher in ART 105

**Comments:** May be repeated once for credit.

**Description:** Students experience the development of vessel and sculptural concepts using wheel throwing techniques.

ART 299V - Special Studies

See explanation under the heading of Special Studies.

## ASTRONOMY (ASTR)

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ASTR 110 - Survey of Astronomy

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable math placement score (high school algebra), COMPASS score of A55 or higher

**Description:** This course for the non science major is an introduction to the astronomical universe and its physical concepts.

## BIOLOGY (BIOL)

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BIOL 100 – Human Biology

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 100

**Description:** This general science course emphasizes basic science concepts by studying human anatomy and physiology. The course introduces students to the structure and function of cells, tissues, organs, and systems of the human body. This course includes a study of the disease process and recent scientific advances.

BIOL 100L – Human Biology Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Prereq:** "C" or higher in ENG 22 or placement in ENG 100

**Coreq:** BIOL 100

**Description:** This lab course complements the human biology lecture with an emphasis on basic science concepts using the gross and microscopic anatomy and physiology of the ten systems of the human body.

BIOL 110V - Projects in Biology

**Credits:** 1-2

**Class hours:** Meetings arranged

**Prereq:** "C" or higher in BIOL 101; or BOT 101; or ZOOL 101; and approval of instructor

**Comments:** May be repeated once for credit.

**Description:** This class offers the opportunity to use equipment, techniques, or materials not ordinarily used in regular biology courses. The student will be actively involved with procedure and adaptation, or construction of apparatus used in the course.

BIOL 123 - Introduction to Science: Hawaiian Environment

**Credits:** 3

**Class hours:** 3 lecture

**Coreq:** BIOL 123L

**Description:** Characteristics of science and interaction with society illustrated by topics in geology, meteorology, oceanography, and biology of the Hawaiian Islands.

BIOL 123L - Hawaiian Environment Science Lab

**Credits:** 1

**Class hours:** 3 lab

**Coreq:** BIOL 123

**Description:** Laboratory experiments to complement the BIOL 123 lecture, which needs to be taken concurrently. Subject matter illustrates topics and methods in science using examples from Hawaiian Natural History.

BIOL 208 – Field Biology: Island Ecosystems

**Credits:** 3

**Class hours:** 2 lecture and 3 lab

**Prereq:** Placement in ENG 100, MATH 27, and the ability to do moderate hiking and outdoor activity.

**Comment:** The laboratory is part of the class.

**Recommended:** "C" or higher in a biological science course and laboratory (BOT 101, BOT 130/130L; BIOL 123/123L; SCI 121/121L)

**Description:** Oceanic island communities in the Pacific, such as Hawai'i, offer a unique and exciting environmental setting for a hands-on experiential field biology course. This course will provide students with an opportunity to perform standardized tests and field research techniques to collect current data on specific island ecosystems. Students will learn to analyze the data and relate the information they have acquired to the diversity and health of the ecosystem, gaining a greater understanding and appreciation of the changing and fragile nature of island communities.

## BUSINESS LAW (BLAW)

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BLAW 200 - Legal Environment  
of Business

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This course introduces fundamental principles of law as applied to ordinary business relationships, sources of business law, the essential elements of a contract, the agency and employment relationships, negotiable instruments, personal property, and the sale of personal property. Emphasis is placed on the Uniform Commercial Code.

## BLUEPRINT READING (BLPR)

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BLPR 22 - Blueprint Reading

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 21 and  
MATH 22 or higher

**Comments:** Credit by exam is not an  
available option.

**Description:** This course is an introduction to reading and understanding plans and specifications for residential and other small buildings. Students study visualization and the various symbols, legends, abbreviations, and dimensioning techniques used in blueprints. Topics include civil, structural, architectural, mechanical, electrical, and landscape drawings. Other topics include the specifications, construction materials, and construction methods.

## BOTANY

### (BOT)

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#### BOT 101 - General Botany

**Credits:** 4

**Class hours:** 3 lecture and 3 lab

**Comments:** Split-level: BOT 20. Credit by exam is not an available option. The laboratory is part of the class.

**Description:** This course covers the structure, growth, function, and evolution of plants and their relationship to the environment and human activities. The laboratory is part of the class.

#### BOT 105 - Ethnobotany

**Credits:** 3

**Class hours:** 3 lecture

**Description:** Students explore plants and their influence upon the culture of Hawai'i and Pacific. Uses of cultivated and wild plants are examined.

#### BOT 130 - Plants in the Hawaiian Environment

**Credits:** 3

**Class hours:** 3 lecture

**Coreq:** BOT 130L

**Recommended:** Placement in ENG 21 and ENG 22 and MATH 24

**Description:** Introduction to the biological sciences demonstrated through the study of the evolution of plant species and communities of the Hawaiian Islands. The course will include the study of ecological interactions, human impact on the environment, observational skills and scientific inquiry, plant structure and form in relation to function, and the identification and systematics of native and introduced flora.

#### BOT 130L - Plants in the Hawaiian Environment Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Coreq:** BOT 130

**Recommended:** Placement in ENG 21 and ENG 22 and MATH 24

**Description:** BOT 130L is a one-credit laboratory science course designated to accompany BOT 130. If successfully completed for grade, it can fulfill the laboratory course requirement for the Natural Sciences.

The course is a "hands-on," experiential approach to the biological sciences. This course will involve students in specific application of lecture materials and concepts through scientific inquiry and field observations. Field trips are included.

## BUSINESS EDUCATION (BUS)

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### BUS 120 - Principles of Business

**Credits:** 3

**Class hours:** 3 lecture

**Description:** Foundations of the social, legal, competitive, and economic environment of business organizations within a capitalistic society and within the international marketplace. Fundamentals of the importance of the internal organizational structure, effective information systems, planning, management, and how the key functions of business organizations, such as human resources administration, labor management relations, marketing, finance, insurance, and accounting operate within organizations.

### BUS 130 - Business Communications: Oral

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Credit by exam is not an available option.

**Description:** This course gives students an opportunity to develop competence in oral communications within an organizational context. Emphasis is placed upon interviewing and conference discussion, including participation and leadership in groups. Students are involved in personal presentations, including explaining, reporting, briefing, and selling ideas.

### BUS 175 - Business Communications: Written

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 22 or higher;

or acceptable reading and writing placement test scores

**Comments:** Credit by exam is not an available option.

**Description:** Students explore and demonstrate skills and techniques for effective business writing. Use word processing software to facilitate message creation and revision.

## BUSINESS EDUCATION (BUSN)

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BUSN 20 – Basic Keyboarding  
(formerly OAT 20)

**Credits:** 1

**Class hours:** 2 lecture/lab

**Description:** This basic course in touch typing teaches students to use a computer keyboard for inputting alphabetic, numeric, and symbolic information to the computer. The class includes coverage of the keyboard, correct fingering, and building speed and accuracy.

BUSN 87 – Cash Register  
(formerly BMAC 30)

**Credits:** 1

**Class hours:** 2 lecture/lab

**Prereq:** “C” or higher in BUSN 89

**Description:** This course will cover the operation of the cash register with speed and accuracy, the receipt and the procedures for handling the different methods of payment for purchases, the collection and summarization of data for accounting and management decision making, and the development of other cashing skills. The skill-building course will prepare students for entry-level positions for any industry requiring cashing skills.

BUSN 89 - Electronic Calculating  
(formerly BMAC 20C – Electronic Calculators)

**Credits:** 1

**Class hours:** 2 lecture/lab

**Description:** This course gives students practice with real world skills used in the modern business environment; emphasizes proper technique and speed with the ten-key pad found on calculators, computer keyboards, and cash registers; develops the ability to work with numbers and use of a calculator to perform business computations.

BUSN 112 – Office Computer  
Troubleshooting  
(formerly OAT 190)

**Credits:** 3

**Class hours:** 2 lecture and 2 lecture/lab

**Prereq:** “C” or higher in ICS 100 or OAT 121, and “C” or higher in ENG 21

**Description:** An introductory course in microcomputer system maintenance, hardware components and software. The student will learn hardware troubleshooting, diagnostic procedures and compatibility issues in regard to hardware and software upgrades. This course is intended to familiarize the student with the basic hardware and software configurations of the microcomputer.

BUSN 121 – Introduction to Word  
Processing  
(formerly OAT 121 – Keyboarding)

**Credits:** 3

**Class hours:** 3 lecture and independent open lab hours required

**Description:** The course covers touch operation of alphabetic, numeric, and symbol keys; application of basic word processing features to produce business documents including letters, memos, tables, and reports; e-mail; and skill development. Uses Microsoft Word.

BUSN 123 – Word Processing for  
Business  
(formerly OAT 123 - Document  
Formatting)

**Credits:** 3

**Class hours:** 3 lecture and independent open lab hours required

**Prereq:** 35 gwam; “C” or higher in BUSN 121

**Description:** Uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Integrates knowledge of the Internet and the computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments.

BUSN 124 - Information Processing  
(formerly OAT 130)

**Credits:** 3

**Class hours:** 3 lecture and independent open lab hours required

**Prereq:** “C” or higher in BUSN 123 (formerly OAT 123)

**Comments:** Credit by exam is not an available option.

**Description:** Course expands students’ concepts of word/information processing and further develops skills. Emphasis on more advanced applications such as outlines; fill-in forms; sorts; macros; styles; and graphics, columns, and other desktop publishing features. Students will prepare documents that are representative of business applications. Uses Microsoft Word.

BUSN 125 - Information Processing  
Applications  
(formerly OAT 131)

**Credits:** 3

**Class hours:** 3 lecture and independent open lab hours required

**Prereq:** “C” or higher in BUSN 124 (formerly OAT 130)

**Comments:** Credit by exam is not an available option.

**Description:** Students use basic type-oriented design techniques to create and enhance the readability of documents such as letterheads, business cards, flyers, brochures, promotional documents, presentational materials, newsletters, reports, and manuals. Introduces basic web page development. Uses Microsoft Word and PowerPoint.

BUSN 130 - Spreadsheet and  
Database  
(formerly OAT 138)

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** BUSN 189 (formerly BUS 55) and BUSN 121 (formerly OAT 121)

**Description:** Introduces the basic functions of spreadsheet and database programs. Includes the input, retrieval, and processing of alphanumeric data on computerized spreadsheet and database programs. Develops proficiency in designing worksheets and databases.

## BUSINESS EDUCATION (BUSN) • continued

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BUSN 160 – Telephone Techniques and Communications (formerly OAT 143B)

**Credits:** 1

**Class hours:** 1 lecture

**Recommended:** ENG 21 or higher

**Description:** Develop positive telephone communication skills (professional relationships, a positive image, and reliable customer service). Study how current technology facilitates information processing. Emphasis will be on answering and using the telephone efficiently and courteously and taking messages effectively.

BUSN 161B - Customer Service - Basic Concepts (formerly BUS 121B)

**Credits:** 1

**Class hours:** 1 lecture

**Recommended:** Placement in ENG 22 or higher

**Description:** This course covers basic customer service concepts. Intended to both transfer information and enhance attitude, this course introduces the evolution and importance of Customer Service. It examines behavior styles and dissatisfied/difficult customers, and explores service recovery and customer loyalty. It constructs a framework for interpreting customer needs and exceeding customer expectations.

BUSN 166 – Professional Employment Preparation (formerly BUS 143)

**Credits:** 1

**Class hours:** 1 lecture (15 weeks) or 2 lecture (8 weeks)

**Prereq:** None.

**Recommended:** Ability to keyboard and knowledge of word processing.

**Description:** Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, résumés, cover letters, and employment interviews.

BUSN 170 – Records and Information Management (formerly OAT 140 – Filing)

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Credit by exam is not an available option.

**Description:** Studies principles of and procedures for organizing and operating Records and Information Management (RIM) programs. Topics include selection of filing systems, equipment, and supplies; procedures for storage, retrieval, transfer, retention, and disposal of records; study and application of ARMA (Association of Records Managers and Administrators) rules for alphabetic, alphanumeric, geographic, numeric, and subject methods.

BUSN 180 - Business English and Transcription I (formerly OAT 180)

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** "C" or higher in BUSN 123 (formerly OAT 123) and ENG 22, or acceptable placement test scores

**Description:** Study of grammar, punctuation, and word usage, which provide the basic tools for effective business communication. Use of a transcribing machine is also covered.

BUSN 181 - Business English and Transcription II (formerly OAT 181)

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** "C" or higher in BUSN 180 (formerly OAT 180)

**Description:** English mechanics and punctuation. Application, through machine transcription, of business communications.

BUSN 189 – Business Mathematics (formerly BUS 55 - Computational Problems in Business)

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 21 or higher, and "C" or higher in MATH 22 or placement in MATH 24 or higher

**Description:** Introduces various accounting and finance computational procedures utilizing the calculator as a tool. Surveys concepts in algebra, logical structure, numeration systems, and statistics. Develops critical thinking skills in making personal and business decisions.

BUSN 193V – Cooperative Education (formerly BUS 193V)

**Credits:** 1-3

**Prereq:** Business major or Department/instructor approval. Additional prerequisites may be required by different campuses

**Description:** Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester.

BUSN 199V – Special Studies

See explanation under the heading of Special Studies.

## CARPENTRY

### (CARP)

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#### CARP 19 - Basic Carpentry

**Credits:** 2

**Class hours:** 3 lecture/lab

**Comments:** Credit by exam is not an available option. May be repeated any number of times for credit.

**Description:** This is an introductory course into the theory and manipulative skills involved in the use of the basic hand and power tools used in carpentry. The course provides practical experience in repairs and alterations to a typical home.

#### CARP 19B - Minor Home Repairs and Fabrication

**Credits:** 2

**Class hours:** 3 lecture/lab

**Prereq:** "C" or higher in CARP 19

**Comments:** Credit by exam is not an available option. May be repeated any number of times for credit.

**Description:** This is an advanced course for homeowners in the proper use of hand tools and machinery for the repair and fabrication of various segments of a home. Safety is stressed.

#### CARP 93V - Cooperative Education

See explanation under the heading of Cooperative Education.

#### CARP 99V - Special Studies

See explanation under the heading of Special Studies.

## COOPERATIVE ARTS AND SCIENCES EDUCATION (CASE)

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CASE 193-293 - Cooperative  
Education

**Credits:** 1-3

See explanation under the heading of  
Cooperative Education.

## COOPERATIVE EDUCATION

Cooperative Education

**Credits:** 1-3

**Class hours:** 1 hour per week seminar  
and 75 hours work experience for each  
credit.

**Prereq:** Approval of Co-op instructor.

**Comments:** May be repeated with  
approval of the Co-op instructor.

**Description:** Cooperative Education is a  
program that integrates classroom  
studies with work experience directly  
related to a students' academic field of  
study. Field experiences may be on- or-  
off campus, paid or volunteer, part- or-  
full time. Students earn one to three  
college credits in this formal program. (1  
credit = 75 hours, 2 credits = 150 hours, 3  
credits = 225 hours). A student's current  
employment may qualify as a students'  
co-op site if it directly relates to that  
students field of study.

If a student does not work in a position  
that qualifies as a co-op site, the Co-op  
Coordinator will locate a volunteer site  
from a group of participating agencies  
in business, industry, and government.  
If students need a paid co-op  
experience, they are expected to find  
their own paying co-op sites.

Co-op field experiences are a graduation  
requirement for Hotel Operations and  
Office Administration and Technology  
programs. These degree programs view  
Cooperative Education as a capstone or  
exit experience within their program  
curriculum.

Co-op is also available in the Auto Body  
Repair and Painting, Automotive  
Mechanics Technology, Electronics and  
Food Service programs.

The Co-op Office also provides students  
with internship opportunities.  
Internships are defined as short-term  
work experiences that offer students an  
opportunity to learn about a career area.  
Internships, unlike cooperative  
education placements, do not have to be  
directly related to the student's field of  
study.

ABRP 93V and AMT 93V for trade  
technology majors.

BUS 193V is for business majors.

CASE 193V and 293V (Cooperative Arts  
and Science Education) involve career  
exploration experiences.

ETRO 93V and ETRO 193V for  
electronics majors.

FSER 93V is for food service majors.

HOPE 193V is for hotel operations  
majors.

## CHEMISTRY (CHEM)

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CHEM 151 - Elementary Survey of Chemistry

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in MATH 24 and qualified for ENG 100

**Coreq:** CHEM 151L

**Description:** This survey of general principles and descriptive chemistry is intended for students with no previous background in chemistry. Topics include atoms and molecules; moles and formulas; properties of solids, liquids, and gases; enthalpy and entropy; acids and bases; chemical composition; stoichiometry; and equilibria.

CHEM 151L - Elementary Survey of Chemistry Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Prereq:** "C" or higher in MATH 24

**Coreq:** CHEM 151

**Description:** In this course, students are introduced to the illustration and practice of laboratory techniques as well as application of the chemical principles presented in CHEM 151.

CHEM 152 - Survey of Organic and Bioorganic Chemistry

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in CHEM 151 and placement in ENG 100

**Description:** A one-semester course that provides basic information on the structure, nomenclature, properties and reactions of organic and biochemical compounds emphasizing their practical importance.

CHEM 161 - General Chemistry I

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in MATH 25 or MATH 26 or equivalent or approval of instructor

**Coreq:** CHEM 161L

**Description:** An introduction to the basics of college chemistry. Topics include measurements, atomic, quantum, chemical bonding theories, stoichiometry, chemical reactions, thermochemistry, and gaseous, liquid, and solid states.

CHEM 161L - General Chemistry Laboratory I

**Credits:** 1

**Class hours:** 3 lab

**Coreq:** CHEM 161

**Comments:** Credit by exam is not an available option.

**Description:** Introduction to chemical principles and procedures in the laboratory.

CHEM 162 - General Chemistry II

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in CHEM 161

**Coreq:** CHEM 162L

**Description:** An introduction to the basics of college chemistry. Topics include chemical kinetics, chemical equilibrium, acid-bases, acid-base equilibrium, solubility equilibrium, entropy, electrochemistry, coordination, and nuclear chemistry.

CHEM 162L - General Chemistry Laboratory II

**Credits:** 1

**Class hours:** 3 lab

**Coreq:** CHEM 162

**Comments:** Credit by exam is not an available option.

**Description:** Introduction to chemical principles and procedures in the laboratory.

## COMMUNICATION (COM)

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COM 210 - Intercultural Communication

**Credits:** 4

**Class hours:** 3 lecture and 2 lab

**Comments:** Credit by exam is not an available option. A two-night campout is included.

**Description:** This interdisciplinary course deals with cultural differences and the way these differences disrupt communication between people of varying cultural backgrounds. The course explores ways of broaching cultural barriers and building a new cross-cultural framework of ideas and attitudes. The workshop format includes discussion groups, brief lectures, audio-visual materials, and group field assignments.

## EAST ASIAN LANGUAGE AND LITERATURE (EALL)

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EALL 272 - Japanese Literature in Translation-Modern

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** "C" or higher in ENG 100

**Description:** This survey of modern Japanese literature begins with the Meiji era (1868) and extends to the present. Knowledge of Japanese language is not required.

## E-COMMERCE (ECOM)

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ECOM 100 - Introduction to E-Commerce

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in BUSN 121 (formerly OAT 121) or ICS 100 and ENG 22 or higher

**Recommended:** Working knowledge of personal computer systems and ability to operate standard web browsers and use e-mail comfortably.

**Description:** Introduction to the technology and history of the Internet and its uses as an electronic commerce media from informational websites to full online retail systems. Included in this introductory survey course will be analysis and evaluation of retail and business-to-business Internet-based systems. Course work includes web page design and the construction of a business-style website.

## ECONOMICS (ECON)

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ECON 120 - Introduction to Economics

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This survey of the principles of economics equally emphasizes microeconomic and macroeconomic theory. Analysis of current economic problems with special attention placed on policy alternatives for solution to these problems is part of the course.

ECON 130 - Principles of Economics

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Qualified for ENG 100

**Description:** This course provides an opportunity to study supply, demand, and price determination in a market economy; costs, revenues, and price policies of the firm under conditions of competition and monopoly; and the determination of wages, rent, interest, and profits. Special emphasis is placed on the analysis of contemporary issues such as pollution, discrimination, professional sports, and poverty.

ECON 131 - Principles of Economics

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Qualified for ENG 100; "C" or higher in MATH 24

**Description:** This analysis of functioning economic systems emphasizes forces determining levels and changes of national income and employment. Basic economic institutions, such as markets, money, bank, labor organizations, and corporations are explored.

## EDUCATION (ED)

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ED 105 - Introduction to Early Childhood Education

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 22 or concurrent enrollment in ENG 22

**Description:** This introductory course explores the historical roots and fundamental principles in early childhood care/programs, the variety and scope of programs in the community, issues confronting the field, and career options.

ED 110 - Developmentally Appropriate Practices

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 22 or concurrent enrollment in ENG 22

**Description:** An overview and basic awareness, knowledge and skills necessary for working with children from birth through age eight.

ED 115 - Health Safety and Nutrition

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Concurrent enrollment in ENG 22 or placement in ENG 100

**Description:** This course provides the student in the Early Childhood Education program with the theoretical and practical knowledge of methods for establishing a healthy and safe environment for the young child. The course includes an introduction to the nutritional needs of the child and the basic growth and development patterns in children.

ED 131 - Early Childhood Development: Theory Into Practice

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 22 or concurrent enrollment in ENG 22

**Description:** Principles of human development from conception through early childhood are covered in this course. The interpretation of physical, cognitive, emotional, and social aspects of the individual and how development affects expectations of and relationship to the individual child are included.

ED 140 - Guidance of Young Children in Group Settings

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Concurrent enrollment in ENG 22 or placement in ENG 100

**Description:** This basic course addresses positive ways to support children's social-emotional development from birth to age eight. The focus is on adult-child and child-child interactions and relationships.

ED 170 - Introduction to Working with Infants and Toddlers

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 22 or placement in ENG 100

**Description:** Overview of basic skills in working with infants and toddlers in groups. Focus on interactive aspects of child development, infant-toddler caregiving routines and environments, caregiver roles, ways to enrich experiences and to promote strong relationships with families.

ED 191B - Early Childhood Work Practicum

**Credits:** 3

**Class hours:** 15 practicum

**Prereq:** "C" or higher in ED 115, ED 140, ED 192, and ENG 100

**Coreq:** ED 191C

**Comments:** May be repeated until 12 credits are earned. Responsibilities to increase with each repeat.

**Description:** This supervised work experience provides individualized in-service training in education.

## EDUCATION (ED) • continued

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ED 191C - Early Childhood  
Discussion Practicum

**Credits:** 1

**Class hours:** 1 lecture

**Prereq:** "C" or higher in ED 192, ED 115, ED 140, ENG 100. Concurrent enrollment in ED 191B.

**Coreq:** ED 191B

**Comments:** May be repeated.

**Description:** This seminar course is designed to provide an opportunity for the student to discuss problems experienced in the work practicum and other courses. The course includes counseling, guidance, problem solving, and evaluating experiences.

ED 192 - Beginning Early Childhood  
Lecture/Laboratory

**Credits:** 2

**Class hours:** 4 lecture/lab

**Prereq:** "C" or higher in ED 131 or PSY 220. Concurrent enrollment or "C" or higher in ENG 100.

**Description:** This course applies theories of child development to a laboratory setting.

ED 195 - Intermediate Preschool  
Lecture/Laboratory

**Credits:** 4

**Class hours:** 8 lecture/lab

**Prereq:** "C" or higher in ED 115, ED 140 and ED 192, and ENG 100

**Description:** This course offers students the opportunity to apply theories from related courses to a laboratory setting.

ED 199V - Special Studies

See explanation under the heading of Special Studies.

ED 234 - Observation and  
Assessment

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** "C" or higher in ED 192

**Description:** In this course, students develop advanced skills in methods of observing and recording behavior and assessing children and environments.

ED 245 - Child, Family, and  
Community

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Concurrent enrollment in ENG 22 or placement in ENG 100

**Description:** The central focus of this course is on developing skills for establishing effective relationships between the early childhood professional and families of the children with whom the professional is working.

ED 261 - Preschool Curriculum I

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ED 105, ED 131 or PSY 220. Concurrent enrollment or "C" or higher in ENG 100

**Description:** This course provides the developmentally appropriate foundations and practice in designing, planning, implementing and evaluating activities that enhance the physical and creative development of preschool children.

ED 262 - Preschool Curriculum II

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ED 131 or PSY 220 and "C" or higher in ED 105 and ENG 100

**Description:** This course provides developmentally appropriate theory and practice in designing, planning, implementing and evaluating activities that enhance the cognitive and communication skills of preschool children.

ED 290C - Advance Preschool  
Lecture/Laboratory

**Credits:** 4

**Class hours:** 8 lecture/lab

**Prereq:** "C" or higher in ENG 100 and ED 262 and "C" or higher in ED 195 or ED 191B and ED 191C

**Description:** This final laboratory experience enables students to put into practice the theories, attitudes, and skills gained in lecture courses at an increasing level of achievement.

ED 299V - Special Studies

See explanation under the heading of Special Studies.

## ELECTRICITY (ELEC)

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### ELEC 20 - Electrical Fundamentals

**Credits:** 2

**Class hours:** 4 lecture/lab

**Comments:** Credit by exam is not an available option.

**Description:** This course introduces students to AC and DC electrical theory and practical concepts, including basic laws and formulas. This course includes how basic circuits are configured and the necessary materials required and the wiring of common electrical devices. Tools and test equipment requirements and simple wiring techniques will be covered.

### ELEC 22 - Wiring Materials, Methods and NEC Codes

**Credits:** 3

**Class hours:** 1 lecture and 4 lecture/lab

**Prereq:** "C" or higher in ELEC 20

**Comments:** Credit by exam is not an available option.

**Description:** This course is an introduction to the National Electrical Code (NEC) requirements for branch circuit wiring. The selection and installation of materials and the methods used following NEC guidelines for common electrical circuits within the home are covered. Selection, sizing, and electrical safety requirements are explained as well as basic troubleshooting skills.

### ELEC 99V - Special Studies

See explanation under the heading of Special Studies.

## ENGLISH LANGUAGE INSTITUTE (ELI)

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### ELI 1 - Understanding and Speaking American English

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable TOEFL score

**Description:** This first semester course (of the sequence ELI 1 and ELI 3) offers spoken American English for the non-native speaker of English. Special emphasis is placed on listening comprehension, fluency practice, oral communication activities, language learning strategies, and cultural awareness.

### ELI 2 - Reading and Writing American English

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable TOEFL score

**Description:** This first semester course (of the sequence ELI 2 and ELI 4) for non-native speakers of English focuses on reading comprehension skills, writing strategies and skills, vocabulary development, interpersonal communication skills, and cross-cultural understanding.

### ELI 3 - Understanding and Speaking American English

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable TOEFL score

**Comments:** May be repeated any number of times for credit.

**Description:** This second semester course (of the sequence ELI 1 and ELI 3) offers further practice in spoken American English for the non-native speaker of English. Special emphasis is placed on listening comprehension, fluency practice, and other oral communication activities.

### ELI 4 - Reading and Writing American English

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable TOEFL score

**Comments:** May be repeated any number of times for credit.

**Description:** This second semester course (of the sequence ELI 2 and ELI 4) for non-native speakers of English provides further practice in reading comprehension skills, writing strategies and skills, vocabulary development, interpersonal communication skills, and cross-cultural understanding.

## ENGLISH (ENG)

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### ENG 18 – Reading Essentials

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable reading placement test score

**Recommended:** ENG 19

**Description:** This course provides practice in building the essential reading skills needed to understand academic texts. Students will build vocabulary skills; identify main points, supporting details, and transitional elements; follow basic patterns of organization; recognize assumptions; and draw inferences.

### ENG 19 – Writing Essentials

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable reading and writing placement test scores

**Recommended:** ENG 18

**Description:** This course concentrates on developing the paragraph: topic sentence, organization, and support. It builds vocabulary and improves skills of punctuation, grammar, spelling, and structure.

### ENG 21 - Introduction to College Reading

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 18 or acceptable reading placement test score

**Description:** This course emphasizes improving literal, interpretive, and critical reading comprehension.

Attention is given to developing a flexible reading rate and building vocabulary.

### ENG 22 - Introduction to Composition

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 19, or concurrent enrollment in ENG 21 with acceptable writing placement test scores, or acceptable writing placement test scores, or approval of the instructor.

**Description:** This course includes instruction in the writing process, including development and organization of ideas, revising, and editing, and also serves as an

introduction to research strategies and writing from sources. Students will write a variety of compositions to communicate ideas for a variety of purposes and audiences.

### ENG 99V – Special Studies

See explanation under the heading of Special Studies

### ENG 100 - Composition I

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 22 or acceptable writing placement test scores

**Description:** Introduction to the rhetorical, conceptual, and stylistic demands of writing at the university level; instruction in the composing process, research strategies, and writing from sources.

### ENG 102 - College Reading Skills

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 21 or acceptable reading and writing placement test scores

**Description:** This course provides an opportunity to improve in college reading skills. Comprehension and speed, vocabulary building, and critical reading skills are emphasized.

### ENG 104 - Introduction to Creative Writing

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable reading and writing placement test scores

**Description:** This course is an introduction to the art and craft of writing poems, short stories, imaginative essays, and plays. The class offers opportunity for self-expression.

### ENG 106 - Technical Writing

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 22 or higher or acceptable reading and writing placement test scores

**Description:** This class offers instruction and practice in the specialized writing that may be required of the students in various trade and technical positions and will emphasize practice in critical thinking and writing clear, effective university-level prose. Attention will be given to generating ideas, researching, drafting, revising, and editing.

### ENG 199V - Special Studies

See explanation under the heading of Special Studies.

### ENG 215 - Composition II

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100

**Description:** Additional study of rhetorical, conceptual, and stylistic demands of writing; instruction further develops the writing and research skills covered in Composition I.

### ENG 250 - American Literature

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100

**Description:** Students read works by representative American writers from the colonial period to the present including women and ethnic authors.

### ENG 251 - British Literature to 1800

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100

**Description:** This course introduces students to representative literature from the Old English, medieval, renaissance, and neo-classical periods. Students have the opportunity to practice reading to understand and appreciate literature.

## ENGLISH

*(ENG) • continued*

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ENG 252 - British Literature  
After 1800

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100

**Description:** This course provides an opportunity to read works by major authors from Romantic, Victorian, and Modern periods. Students have the opportunity to practice reading to understand and appreciate literature.

ENG 253 - World Literature to 1600

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100

**Description:** Students read selected major works from world literature, translated into English, from classical times through the 16th century.

ENG 254 - World Literature  
After 1600

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100

**Description:** Students read selected major works translated into English of world literature from 1600 to the present.

ENG 255 - Short Story and Novel

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100

**Description:** This course offers opportunity for analysis and appreciation of two genres of fiction; the short story and the novel.

ENG 256 - Drama and Poetry

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100

**Description:** This course offers opportunity for analysis and appreciation of poetry and drama.

ENG 257 - Literature by Women

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** "C" or higher in ENG 100

**Description:** This course focuses on women authors and their works: novels, short stories, poems, autobiographies, etc. Students read literary works by women or writers of varied social and ethnic backgrounds to discover a common ground of personal and political concerns. Emphasis is placed on using writing to develop critical thinking skills for understanding and appreciating literature and for self-expression.

ENG 257K - Literature and Medicine

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100

**Description:** This course focuses on literature related to health and medicine. Students will read, analyze, and appreciate poetry, drama, and fiction related to disease, medical ethics, death and dying, and other issues.

ENG 261 - Literature of the Pacific

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** "C" or higher in ENG 100

**Comments:** Split-level: ENG 26

**Description:** This class is an introduction to reading and interpreting literature of and about Pacific cultures including Hawai'i. Students analyze historical, geographical, and cultural influences.

ENG 299V - Special Studies

See explanation under the heading of Special Studies.

## ELECTRONICS (ETRO)

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### ETRO 18 - General Electronics

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 21. "C" or higher in MATH 22 or MATH 50.

**Comments:** Credit by exam is not an available option.

**Description:** This introduction to DC, AC, semi-conductor, and digital electronics includes characteristics, applications, power supplies, and amplifiers. The course also includes the use of the oscilloscope and meters.

### ETRO 93V - Cooperative Education

**Credits:** 1-3

**Class hours:** 75 hours of supervised work per credit

**Prereq:** Approval of instructor

**Description:** This course is designed to offer students the opportunity to explore and test career options within the electronics field.

### ETRO 120 - Electronics I

**Credits:** 5

**Class hours:** 5 lecture

**Prereq:** Acceptance into Electronics program

**Coreq:** ETRO 120L

**Comments:** Credit by exam is not an available option.

**Description:** This class offers the basic theory of electricity from the atomic theory to filter circuits. It also includes Ohm's Law, DC and AC circuits, network analysis, sinusoidal and non-sinusoidal voltages and current, resonant circuits, and meters.

### ETRO 120L - Electronics I Laboratory

**Credits:** 2

**Class hours:** 6 lab

**Prereq:** Acceptance into Electronics program

**Coreq:** ETRO 120

**Comments:** Credit by exam is not an available option.

**Description:** This class provides laboratory experiments demonstrating the principles studied in ETRO 120.

### ETRO 121 - Electronic Fabrication and Assembly

**Credits:** 2

**Class hours:** 1 lecture and 3 lab

**Comments:** Credit by exam is not an available option.

**Description:** ETRO 121 introduces the students to techniques and hand powered tools currently used by the electronics industry in the manufacture, installation and repair of electronics equipment.

### ETRO 122 - Electronics II

**Credits:** 5

**Class hours:** 5 lecture

**Prereq:** "C" or higher in ETRO 120 and ETRO 120L

**Coreq:** ETRO 122L

**Comments:** Credit by exam is not an available option.

**Description:** This course provides the basic principles of vacuum tubes; semi-conductor devices; integrated circuits; and the applications to power supplies, amplifiers, oscillators (sinusoidal and non-sinusoidal), and basic logic circuits.

### ETRO 122L - Electronics II Laboratory

**Credits:** 2

**Class hours:** 6 lab

**Prereq:** "C" or higher in ETRO 120 and ETRO 120L

**Coreq:** ETRO 122

**Comments:** Credit by exam is not an available option.

**Description:** This course demonstrates the principles studied in ETRO 122 by means of laboratory experiments. DC/AC electronics and semiconductor theories presented in ETRO 122 lectures are verified and reinforced by building and testing electronic circuits.

### ETRO 125 - Advanced Electronics Fabrication and Assembly

**Credits:** 2

**Class hours:** 4 lecture/lab

**Prereq:** "C" or higher in ETRO 121

**Comments:** Credit by exam is not an available option.

**Description:** In this class, students must pass the department's soldering certification test and learn advanced techniques including PCB rework/repair and surface mount technology. They then must design, fabricate, assemble, and document an electronics project using project management software, CAD, word processing, and a spreadsheet.

### ETRO 140B - Cisco Networking I

**Credits:** 3

**Class hours:** 6 lecture/lab

**Recommended:** Basic computer skills, introductory electronics

**Description:** This course presents an introduction to local and wide area networking. Networking theory, architecture, hardware, and software will be discussed in reference to the OSI Reference Model. Participants learn basic computer fundamentals, network topologies, cabling standards, routing, subnetting, routing protocols, network media, LAN design, network management and electrical and safety considerations. The course content will be delivered by CAI and lectures. Hands-on experience will be gained through organized lab activities.

The student will be expected to maintain a journal and do a power point presentation on an assigned topic.

A final exam and a final lab exam will test exit competencies.

## ELECTRONICS (ETRO) •continued

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### ETRO 140C Cisco Networking 2

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ETRO 140B

**Description:** This course presents an introduction to Wide Area Networks (WANs) and basic router configuration. Topics covered include the Network layer, Cisco IOS software user interface, router startup and setup configuration, configuring router interfaces with IP, and routing protocols. The course content will be delivered by CAI and lectures. Hands-on experience will be gained through organized lab activities.

The student will be expected to maintain a journal and do a power point presentation on an assigned topic.

A final exam and a final lab exam will test exit competencies.

### ETRO 143 - Digital Electronics

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ETRO 120 and ETRO 120L

**Coreq:** ETRO 143L

**Comments:** Credit by exam is not an available option.

**Description:** This course is an introduction to number systems, codes, logic gates, boolean algebra, and ICs used in digital circuits. In addition to the study and use of flip flops, registers, counters, decoders, and multivibrators; analog-to-digital/digital-to-analog interfacing and microprocessor fundamentals are studied.

### ETRO 143L - Digital Electronics Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Prereq:** "C" or higher in ETRO 120 and ETRO 120L

**Coreq:** ETRO 143

**Comments:** Credit by exam is not an available option.

**Description:** This course demonstrates the principles studied in ETRO 143 by means of laboratory experiments. Digital electronics concepts presented in ETRO 143 lectures are verified and reinforced by building and testing digital electronics and computer circuits.

### ETRO 157 - Fundamentals of Web Design

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ICS 100

**Description:** This course teaches the techniques for creating and managing a website using ADOBE's web design software (GoLive, Photoshop, Illustrator, Live Motion, and Image Ready). The production process, elements of layout and design, interactivity, media creation, testing and optimization, and implementation are covered. By following these principles and techniques a web page that attracts and keeps browsers returning to it can be created. The student will design a website for a client and also have a website designed to his/her specification by another student.

### ETRO 160 - Laser Safety and Applications

**Credits:** 1

**Class hours:** 1 lecture

**Prereq:** Placement in ENG 100 or higher and MATH 25 or higher

**Description:** This course introduces students to laser applications and laser safety. The topics covered are: 1. The physical properties of light how it is used to generate a laser beam for use in industry; 2. The effect of laser radiation on the anatomy and physiology of the eyes and other human organs and protective measures that can be used; 3. The calculation and measurement of laser beam intensities to determine the necessary safety measures. Hands-on laser experiment will familiarize users with the proper use of lasers and safety practices.

### ETRO 161 - Introduction to Optics and Photonics

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ETRO 160 and placement in ENG 100 or higher and MATH 25 or higher

**Description:** This introductory photonics course covers the physics of light, geometric optics, lenses, mirrors, polarizing lenses, interference/diffraction waves, laser physics, optical imaging, and bio-photonics. Lab experiments and projects are embedded to reinforce the theory and provide

practical experience for those interested in pursuing a career in this field.

### ETRO 166 - Introduction to Fiber Optics

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 100 or higher and MATH 25 or higher

**Description:** This course is an introduction to fiber optic communications, providing a basic background and featuring "hands-on" training for installation and maintenance. Emphasis will be on fiber optic data links for Local Area Network (LAN) applications. The basic background will cover the technology for fiber optic communications: fiber, cables, splices and connectors, emitters and detectors, transmitters and receivers, data links, LAN's and equipment for installation and maintenance.

### ETRO 187 - A Plus Computer Hardware and OS

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ICS 100

**Recommended:** ICS 100 or ETRO 18. Familiarity with computers.

**Description:** This course teaches the fundamentals of computer hardware and operating systems. On completion of the course, the students will be able to 1) assemble and upgrade computers and 2) troubleshoot and repair hardware and software problems. The student will also install computer peripheral devices and a variety of computer operating systems including DOS, Windows9X, Me, 2000, and XP. Finally the student will install and configure network cards for Internet connectivity.

### ETRO 193V - Cooperative Education

**Credits:** 1-3

**Class hours:** 75 hours of supervised work per credit

**Prereq:** Approval of instructor; and placement in ENG 100 or equivalent; and "C" or higher in one or more ETRO courses or "C" or higher in MATH 135 or equivalent

**Description:** This course provides practical work experiences in an electronic field so that students will be able to apply classroom knowledge to develop job competency.

## ELECTRONICS (ETRO) •continued

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### ETRO 199V - Projects in Electronics

**Credits:** 1-4

**Class hours:** 3 hours (1 credit) 5 hours (2 credits), 7 hours (3 credits), 9 hours (4 credits)

**Prereq:** Approval of instructor

**Comments:** May be repeated for any number of times for credit.

**Description:** Students in this independent studies course are expected to write a project proposal which states the objectives or scope of the project, materials cost, expected outcomes, and implementation plan. A schedule of lab use time and instructor consultation time should also be included. The project must be documented and a final report is expected.

### ETRO 240B – Cisco Networking 3

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ETRO 140C

**Description:** This course provides a foundation in LAN design and implementation. Topics include Switched and Virtual LANs, configuring Cisco routers to support Novell networks and IGRP, and implementing access lists for security and traffic control. The course content will be delivered by CAI and lectures. Hands-on experience will be gained through organized lab activities.

The student will complete a Threaded Case Study design project and will do a class presentation.

A journal will also be required. A final exam and a final lab exam will test exit competencies

### ETRO 240C - Cisco Networking 4

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ETRO 240B

**Description:** This course covers the fundamentals of Wide Area Networking. Topics include WAN frame encapsulation, link options, WAN design and router configuration for PPP, ISDN and frame relay. The course content will be delivered by CAI and lectures. Hands-on experience will be gained through organized lab activities.

The student will be expected to maintain a journal and do a presentation on a Threaded Case Study project.

A final exam and a final lab exam will test exit competencies.

### ETRO 245 - Advanced Routing

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ETRO 140B, ETRO 140C, ETRO 240B and ETRO 240C or valid CCNA certification

**Description:** This course covers advanced configuration of routing protocols including RIP, IGRP, EIGRP, OSPF and BGP for LANs and WANs. VLSM, route summarization and optimization, network security, DHCP, NAT, default routing, and connecting autonomous systems will also be covered. The course content will be delivered by classroom lectures and online lessons. Hands-on experience will be gained through organized lab activities.

The student will design, build, configure and test two comprehensive case study networks.

A final comprehensive on-line exam and practical lab exam will test exit competencies.

### ETRO 246 – Remote Access Networking

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ETRO 240C or valid CCNA certification

**Description:** Remote Access Networking is one of four courses leading to the CISCO Certified Network Professional (CCNP) designation. This course introduces the student to the implementation of Cisco routers in Wide Area Network (WAN) applications. The course focuses on the selection and implementation of the appropriate services required to build intranet remote access links.

### ETRO 247 – Multilayer Switching

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** "C" or higher in ETRO 240C or a valid CCNA certification

**Description:** This course introduces the student to the implementation of CISCO routers and switches for modern campus LANs. The course focuses on the selection and implementation of the appropriate services required to build reliable, scalable multilayer-switched LANs.

### ETRO 248 – Network Troubleshooting

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** A grade of "C" or higher in ETRO 245, ETRO 246, and ETRO 247 or instructor approval

**Description:** This course focuses on documenting and baselining a network, troubleshooting methodologies and tools, and layers 1 to 7 troubleshooting.

## ELECTRONICS (ETRO) •continued

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### ETRO 257 – RF Communications

**Credits:** 4

**Class hours:** 8 lecture/lab

**Prereq:** “C” or higher in ETRO 122 and 122L

**Description:** The study of the general principles and characteristics of a variety of Radio Frequency (RF) Communications Systems. The coverage includes the analysis of digital and analog communications systems, subsystems and circuits. RF communications theory will be reinforced in lab with practical hands-on experience.

### ETRO 270 – Network Operating Systems I

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** “C” or higher in ETRO 140B

**Description:** This course presents the students with an introduction to the Microsoft Windows Operating System. The course focuses on the installation, configuration, implementation and administration of a Windows Server Network.

### ETRO 275 - Fundamentals of LINUX

**Credits:** 3

**Class hours:** 6 lecture/lab

**Prereq:** “C” or higher in ICS 101

**Description:** This course introduces the student to fundamentals of the LINUX-based system that provides essential services for a local area network. Upon completion of this course, the student will have a basic understanding of the LINUX operating system and have hands-on experience installing, managing, and troubleshooting the LINUX-based system.

### ETRO 280 - Microprocessor Architecture, Programming, and Interfacing

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 100. “C” or higher in MATH 25 or MATH 26 or placement in MATH 103, or approval of instructor.

**Comments:** Credit by exam is not an available option.

**Description:** A 6800 microprocessor trainer will be used to introduce microprocessor architecture, interfacing, and machine language programming. Memory, interfaces, I/O devices, and interrupt processed I/O will also be covered.

### ETRO 299V – Special Studies

See explanation under the heading of Special Studies.

### ETRO 287 - Computer Systems and Networking

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** “C” or higher in ETRO 280

**Coreq:** ETRO 287L

**Comments:** Credit by exam is not an available option.

**Description:** The student learns how computers operate by studying the architecture of the 8088/80X86 microprocessor, the bus structure, memory, interfaced peripherals, and operating systems. Applications of this technology in data acquisition and networked (LAN/WAN) systems are studied along with maintenance, diagnostics, and repair.

TCP/IP in ethernet and token ring networks are discussed in the context of the seven layer OSI model.

### ETRO 287L - Computer Systems and Networking Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Prereq:** “C” or higher in ETRO 280

**Coreq:** ETRO 287

**Comments:** Credit by exam is not an available option.

**Description:** This course offers the student the opportunity to study the operation of microcomputer systems by building a microcomputer. DOS and Windows operating systems are installed and the systems are used for computer interfacing and data acquisition. Students then create peer-to-peer and then client-server systems using the computer they built. File servers, hubs, switches and routers, and network maintenance and management are also included.

## FACILITIES ENGINEERING TECHNOLOGY (FENG)

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### FENG 20 - Facility Safety and Accident Prevention

**Credits:** 1

**Class Hours:** 1 lecture

**Description:** This is an introductory course on facility maintenance safety, including the effect it has on productivity and employee morale. The course includes application of a safety program into basic accident prevention. Evaluation of various federal (Occupational Safety and Health Administration - OSHA), state, and local laws governing safety encompassing hazardous chemicals, fall protection, electrical safety, and drugs in the workplace are covered in the course.

### FENG 21 - Introduction to Building Maintenance

**Credits:** 3

**Class Hours:** 1 lecture and 4 lecture/lab

**Prereq:** "C" or higher in CARP 19

**Description:** This course in general building and facilities maintenance covers carpentry skills in blueprint reading, measuring, framing, exterior and roof finishes and masonry skills in blue print reading, brick size and texture, types of walls, foundations, anchors, concrete mixes, forms, stone, and plaster. Troubleshooting, preventive maintenance, and safety are also included.

### FENG 22 - Interior Finishing

**Credits:** 1

**Class Hours:** 2 lecture/lab

**Prereq:** "C" or higher in CARP 19

**Description:** This course provides an overview of interior finishes including general painting and wall coverings, installation and finishing of drywall and suspended ceilings. Included are installation techniques and materials types for various interior trim, including doors, windows, and baseboard.

### FENG 23 - Plumbing Basics and Repair

**Credits:** 2

**Class Hours:** 4 lecture/lab

**Prereq:** "C" or higher in CARP 19

**Description:** This course provides an overview of the plumbing systems and the materials, tools and techniques used in the repair and maintenance of the fixtures and appliances found in a building. Included are safety precautions, tool selection, and an introduction into the codes that apply to a plumbing system.

### FENG 30 - Basic Fundamentals of Air Conditioning and Refrigeration

**Credits:** 3

**Class hours:** 2 lecture and 3 lab

**Prereq:** Placement in ENG 21 and MATH 22 or higher. "C" or higher in ELEC 20.

**Comments:** Credit by exam is not an available option.

**Description:** This class offers the basic principles and fundamentals of air conditioning and refrigeration. The course is designed to expose students to the methods of maintaining, diagnosing, and minor repairing of domestic and commercial air conditioning/refrigeration systems.

### FENG 99V - Special Studies

See explanation under the heading of Special Studies.

## FRENCH

(FR)

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### FR 101 - Elementary French I

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/ lab

**Comments:** The laboratory is part of the class.

**Description:** This elementary course in basic conversation, grammar, and reading is conducted entirely in French.

### FR 102 - Elementary French II

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/ lab

**Prereq:** "C" or higher in FR 101

**Comments:** The laboratory is part of the class.

**Description:** This review and continuation of topics covered in French 101 includes an understanding of the culture and life of the French people.

### FR 201 - Intermediate French I

**Credits:** 3

**Class hours:** 3 lecture and 2 lab

**Prereq:** "C" or higher in FR 102

**Comments:** The laboratory is part of the class.

**Description:** This course provides the first semester of intermediate reading, conversation, and composition in French.

### FR 202 - Intermediate French II

**Credits:** 3

**Class hours:** 3 lecture and 2 lab

**Prereq:** "C" or higher in FR 201

**Comments:** The laboratory is part of the class.

**Description:** This course provides the second semester of intermediate reading, conversation, and composition in French.

## FOOD SERVICES (FSER)

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### FSER 100 – Introduction to Food Service

**Credits:** 5

**Class hours:** 3 lecture and 6 lab

**Description:** This course will provide an overview of the rapidly growing food service industry from “fast foods” to “haute cuisine.” Students will be able to explore occupational opportunities with emphasis on attitudes required of a person seeking employment in the food service industry. This course will offer students training in short order, pantry, bulk cookery, and cafeteria-style cooking.

### FSER 101 – Introduction to Hospitality for the Food Service Industry

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** “C” or higher or concurrent enrollment in ENG 21

**Description:** This course provides an overview of the travel industry and related businesses, including the analysis of links between hotel, food, transportation, recreation, and other industries comprising tourism. Students will identify job qualifications, professional standards, communication skills, and attitudes essential for successful workers in the food service industry.

### FSER 102 – Introduction to Short Order Cookery and Baking

**Credits:** 5

**Class hours:** 2 lecture/lab and 12 lab

**Recommended:** ENG 21 or higher

**Description:** This course will provide an overview of the rapidly growing food service industry from “fast foods” to “haute cuisine.” Students will be able to explore occupational opportunities with an emphasis on attitudes required of a person seeking employment in the food service industry. Students will be introduced to food preparation history, terminology, legal aspects, and emerging industry trends. Laboratory experiences will assist students in developing accepted techniques in fundamentals of baking and short order cookery.

### FSER 103 - Sanitation and Safety

**Credits:** 2

**Class hours:** 2 lecture

**Recommended:** ENG 21 or higher

**Description:** The study and application of principles and procedures on sanitation and safety in the hospitality industry. This course includes the study of food-borne illnesses, biological hazards, chemical hazards, physical hazards and cross-contamination as they may occur during the flow of food. An introduction to Hazard Analysis Critical Control Point (HACCP) and other sanitation and safety programs will also be presented. Safety issues and Occupational Safety and Health Administration (OSHA) guidelines and standards will be covered as they apply to the hospitality industry.

### FSER 110 - Fundamentals of Cookery

**Credits:** 4

**Class hours:** 4 lecture/lab and 18 lab (7.5 weeks)

**Prereq:** Placement in ENG 21 or higher and MATH 24 or higher, and “C” or higher in FSER 103, or concurrent enrollment in FSER 103

**Comments:** Credit by exam is not an available option.

**Description:** This course is an introduction to the fundamental concepts, skills, and techniques of food preparation. Course coverage includes basic cooking methods for meats, stocks, soups, sauces, seafood, vegetables, and starches. Students will learn to identify, use, and maintain all equipment, tools, and utensils in a safe and sanitary manner.

### FSER 119 - Intermediate Cookery

**Credits:** 5

**Class hours:** 2 lecture, 4 lecture/lab, and 18 lab (8 weeks)

**Prereq:** “C” or higher in FSER 110

**Comments:** Credit by exam is not an available option.

**Description:** This course applies the basic concepts, skills and techniques taught in FSER 110 to short-order cookery, including breakfast cookery, as found in coffee shops, snack bars, and other quick-service outlets, with emphasis in American Cuisine, quantity food production, menu development, recipe standardization and conversion, and quality control. This course includes quantity food production and short-order cookery experiences in the college’s cafeteria.

### FSER 120 – Menu Merchandising

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** “C” or higher in BUS 55 or MATH 50H or higher and ENG 21 or higher

**Description:** A study of the factors involved in planning effective menus for a variety of food service operations. This course includes the design, format, selection, costing, pricing, and balance of menu items based on an understanding of the needs of various target markets.

### FSER 122 - Fundamentals of Baking

**Credits:** 5

**Class hours:** 2 lecture, 4 lecture/lab, and 18 lab (8 weeks)

**Prereq:** “C” or higher in FSER 212

**Description:** This course provides instruction in the study and development of basic skills in baking as practiced and required in the food service industry. Theory and laboratory work will provide the student with knowledge and skills in the preparation of breakfast breads, pastries, bread and rolls.

## FOOD SERVICES (FSER) • continued

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### FSER 128 – Dining Room and Beverage Service

**Credits:** 5

**Class hours:** 2 lecture, 4 lecture/lab, and 18 lab (8 weeks)

**Prereq:** “C” or higher in FSER 103 or concurrent enrollment in FSER 103

**Description:** The study and application of the variety of service styles and techniques practiced by industry with special emphasis on the importance of the coordination between the front and back of the house. This course includes the study of stewarding procedures and a study of the principles and practices of profitable beverage operations and the responsibilities and liabilities associated with alcohol service.

### FSER 185 - Culinary Nutrition

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable placement test scores or placement in ENG 21 or higher and MATH 24 or higher

**Description:** The course provides a practical and systematic approach in developing a philosophy about healthful eating. It also provides the necessary guidelines for recipe adaptation and menu planning.

### FSER 193V - Cooperative Education

**Credits:** 1-3

See explanation under the heading of Cooperative Education.

### FSER 209 – Garde Manger

**Credits:** 4

**Class hours:** 3 lecture/lab and 20 lab (8 weeks)

**Prereq:** “C” or higher in FSER 212

**Comments:** Formerly FSER 283

**Description:** A study of the basic *garde manger* principles as well as the functions and duties of the department as it relates to and integrates with other kitchen operations. The preparation of specialty items such as aspics, chaud-froids, forcemeat, pates, terrines, galantines, mousses, as well as ice sculpturing, tallow sculpturing and vegetable carving will be covered in this eight-week modular course.

### FSER 212 – Continental Cuisine

**Credits:** 5

**Class hours:** 2 lecture, 4 lecture/lab, and 18 lab (8 weeks)

**Prereq:** “C” or higher in FSER 119

**Comments:** Formerly FSER 206

**Description:** This course expands on the skills gained in the Fundamentals and Intermediate Cookery courses (FSER 110 and 119), emphasizing creativity and refining skills. It includes practice in preparing cooked-to-order dishes typically served in hotels and fine dining restaurants with emphasis on American and European cuisines, and presentation techniques for American, French, Russian, and buffet service. Laboratory work in the college fine dining restaurant emphasizes station organization and culinary experience.

### FSER 216 – Asian Pacific Cuisine

**Credits:** 5

**Class hours:** 2 lecture, 4 lecture/lab, and 18 lab (8 weeks)

**Prereq:** “C” or higher in FSER 212

**Description:** A study of Chinese, Japanese, Thai, Vietnamese, Filipino and Pacific-Islander cuisines. This course includes an overview of the history, culture, and foods of Asia and their influence on the foods of Hawai‘i, emphasizes the culinary traditions, artistry, and special uses of fruits, vegetables, spices, herbs and cooking ingredients commonly used in Asian and Pacific-Islander cuisines.

### FSER 241 – Hospitality Purchasing and Cost Control

**Credits:** 4

**Class hours:** 3 lecture and 3 lab

**Prereq:** “C” or higher in ENG 21 or higher; and MATH 50H or higher

**Comments:** Formerly FSER 230

**Description:** An introduction to the principles and practices of purchasing, receiving, storing, and issuing food supplies in a food service organization. Students will be introduced to cost control systems as they apply to restaurants, hotels, and other food and beverage operations. The college’s food service complex will serve as the laboratory for class exercises. The course includes preparation and analysis of financial and control-related reports. Students will utilize computer technology to reinforce their practical experiences and introduce examples of technology practiced in industry.

### FSER 294 – Food Service Practicum

**Credits:** 5

**Class hours:** 2 lecture, 4 lecture/lab, and 18 lab (8 weeks)

**Prereq:** “C” or higher in FSER 216

**Description:** This capstone course is designed to integrate culinary training with academic studies and field experience using fundamental cooking techniques, food science, aesthetics, managerial principles, and sensory perception as the framework. Students will plan, organize, staff, direct, and control a restaurant on campus. They will be responsible for menu design, service, finances, purchasing, and productivity. The instructor serves as a resource in the areas of market analysis, menu creation and design, cost control and financial analysis.

## GEOGRAPHY (GEOG)

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GEOG 101 - Man's Natural Environment

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This course surveys the natural environments, including distribution and interrelationships of climate, vegetation, soils, and landforms. Laboratory problems in map interpretation and environmental analysis are part of the course.

GEOG 101L - Natural Environment Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Prereq:** Placement in ENG 100

**Coreq:** GEOG 101

**Description:** This course is a science laboratory for Physical Geography that explores analysis of experimental methodology and data associated with interdisciplinary sciences studied in geosystems such as climatology, meteorology, geomorphology, edaphology, cartography, etc.

## GEOLOGY and GEOPHYSICS (GG)

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GG 101 - Introduction to Geology

**Credits:** 4

**Class hours:** 3 lecture and 3 lab

**Comments:** The laboratory is part of the class.

**Description:** Students explore the principles of physical geology, the composition and structure of the earth, its evolution over geologic time, and the processes shaping the earth's crust.

## HAWAIIAN (HAW)

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### HAW 101 - Elementary Hawaiian I

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/ lab

**Comments:** The laboratory is part of the class.

**Description:** This class provides an introduction to the Hawaiian language. Students learn basic structures with an emphasis on listening, comprehension, speaking, reading, and writing. Language laboratory drill is included.

### HAW 102 - Elementary Hawaiian II

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/ lab

**Prereq:** "C" or higher in HAW 101

**Comments:** The laboratory is part of the class.

**Description:** This is the second semester of an elementary course in Hawaiian. Emphasis is placed on listening, comprehension, speaking, reading, and writing. Language laboratory drill is included.

### HAW 201 - Intermediate Hawaiian

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/ lab

**Prereq:** "C" or higher in HAW 102

**Comments:** The laboratory is part of the class.

**Description:** This first half of an intermediate course in Hawaiian continues development of listening, speaking, reading, and writing the Hawaiian language. Language laboratory drill is included.

### HAW 202 - Intermediate Hawaiian II

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/ lab

**Prereq:** "C" or higher in HAW 201

**Comments:** The laboratory is part of the class.

**Description:** This second half of an intermediate course in Hawaiian continues development of listening, speaking, reading, and writing the Hawaiian language. Language laboratory drill is included.

### HAW 221 - Introduction to Hawaiian Conversation

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in HAW 202

**Description:** This course provides practice for control of spoken Hawaiian. Further development of vocabulary enables more accurate, mature expression.

### HAW 222 - Introduction to Hawaiian Composition

**Credits:** 3

**Prereq:** "C" or higher in HAW 202

**Description:** This class provides systematic practice for control of written Hawaiian. A variety of situations are introduced in which the student will use written Hawaiian as the medium of communication, providing for further development of vocabulary and grammatical elements for accurate, mature expression.

### HAW 261 - Hawaiian Literature in English

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This survey of traditional Hawaiian myths, legends, chants, and sayings is conducted in English.

### HAW 262 - Survey of Hawaiian Writings

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in HAW 202 or ability to read and write Hawaiian

**Description:** This course surveys of selected Hawaiian writings from both the 19th and 20th centuries. Various literary modes of native Hawaiian literature and writings are presented in the original Hawaiian rather than English translation.

## HISTORY

### (HIST)

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#### HIST 151 - World Civilizations I

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 22 or writing placement test score (74 or higher).

**Description:** This course provides an interpretive survey of the history of civilizations from their origins to 1500 C.E. Emphasis will be placed on the development of classical civilizations of the Old World: the Middle East, India, China, and Europe. Religious, philosophical, cultural and ecological developments will be examined.

#### HIST 152 - World Civilizations II

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Qualified for ENG 100

**Description:** This course provides an overview of the history of civilization from 1500 A.D. to the present.

Emphasis is placed on the rise of the West and the response of the Non-Western World to Western expansion.

#### HIST 281 - Introduction to American History

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This course surveys United States history from the earliest European settlements through the Civil War.

#### HIST 282 - Introduction to American History II

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This course surveys the United States from the reconstruction period to the present.

#### HIST 284 - History of the Hawaiian Islands

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Split-level: HIST 30

**Description:** This survey of the history of Hawai'i from late prehistoric period to the present emphasizes the cross-cultural nature of island society.

#### HIST 284K - History of Kaua'i

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 100

**Description:** A history of the island of Kaua'i from the prehistoric period to the present.

## HOSPITALITY AND TOURISM (HOST)

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HOST 101 - Introduction to Hospitality and Tourism (formerly HOPE 120-Introduction to the Hospitality Industry)

**Credits:** 3

**Class hours:** 3 lecture

**Description:** Students examine the historical development, organizational structure, career preparation, future trends, human relations and other auxiliary departments of the lodging and food and beverage segments of the hospitality industry at the regional, national, and international levels. The class surveys the travel, tour, retail, and recreational segments to ensure global perspective. Students also explore the implications of culture, service, and the Aloha Spirit in the creation and delivery of hospitality.

HOST 125 - Exceptional Guest Service (formerly HOPE 125)

**Credits:** 3

**Class hours:** 3 lecture

**Description:** Students examine the origin, relevance, and application of emerging service concepts as they relate to Hawai'i's travel industry. The class constructs representative profiles of the Hawai'i visitor based on life status and inclinations. Students also explore and experiment with conditioning exercises in the formation of an outstanding service attitude.

HOST 150 - Housekeeping Operations (formerly HOPE 150)

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in HOPE 120

**Description:** The study of the cleaning techniques, equipment, and procedures used in housekeeping operations. Emphasis is on practical applications, the supervision and management functions, interdepartmental relationships, and preventive maintenance practices.

HOST 152 - Front Office Operations (formerly HOPE 140)

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in HOPE 120

**Comments:** Credit by exam is not an available option.

**Description:** The study of the philosophy, theory, equipment, and current operating procedures of a hotel front office, concentrating on the human relations skills necessary for effective guest and employee relations and the technical skills necessary to operate a manual, mechanical, or computerized front office operation.

HOST 154 - Food and Beverage Operations (formerly HOPE 124)

**Credits:** 3

**Class hours:** 3 lecture

**Description:** An introduction to the principles of marketing, menu planning, service styles, nutrition, sanitation and safety, purchasing and control systems as they apply to food and beverage management in an operational setting. The class includes the study and practical application of food and beverage management techniques to effectively manage resources: money, personnel, food and beverage products, and time.

HOST 193V - Cooperative Education (formerly HOPE 193V)

**Credits:** 1-6 (A maximum of 6 credits may be earned.)

**Prereq:** Approval of instructor and "C" or higher in HOPE 120

See explanation under the heading of Cooperative Education.

HOST 199V - Special Studies

See explanation under the heading of Special Studies.

# HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPER)

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## HPER 101 - Physical Fitness

**Credits:** 1

**Class hours:** 2 lecture/lab

**Comments:** May be repeated any number of times for credit.

**Description:** In this course, students develop an understanding of the modern concepts of physical fitness as they explore the progression of conditioning exercises and activities that develop and maintain physical efficiency.

## HPER 120 – First Aid and CPR

**Credits:** 1

**Grading:** Credit/no credit

**Class hours:** 1.5 hours (semester) or 3 hours (7.5 weeks)

**Description:** This course will introduce students to standard first aid procedures and describe immediate care given in case of accident, sudden illness, or other medical emergency. The course will explain procedures to stop bleeding, treat poisoning, restore breathing, immobilize broken bones, and administer CPR.

## HPER 130 - Beginning Tennis

**Credits:** 1

**Class hours:** 2 lecture/lab

**Comments:** May be repeated any number of times for credit.

**Description:** This course provides instruction in the fundamentals of tennis, including rules, scoring, etiquette, grip, forehand and backhand strokes, serving, volleying, and singles and doubles play.

## HPER 131 - Intermediate Tennis

**Credits:** 1

**Class hours:** 2 lecture/lab

**Prereq:** "C" or higher in HPER 130

**Comments:** May be repeated any number of times for credit.

**Description:** Students in this class concentrate on corrective work in three basic strokes: forehand, backhand, and the volley. They also apply spin in the basic strokes and develop advanced strategies in singles and doubles play.

## HPER 132 - Advanced Tennis

**Credits:** 1

**Class hours:** 2 lecture/lab

**Prereq:** "C" or higher in HPER 130

**Comments:** May be repeated any number of times for credit.

**Description:** This course provides advanced instruction in the various strokes of tennis: forehand, backhand, volley, and serve. They also explore advanced court strategies in singles and doubles play.

## HPER 137 - Basketball

**Credits:** 1

**Class hours:** 2 lecture/lab

**Comments:** May be repeated any number of times for credit.

**Description:** Fundamentals of basketball, including dribbling, passing, shooting, and rebounding, are covered in this class. Individual defensive and offensive maneuvers, two- and three-person plays, and team offense and defense are also developed.

## HPER 152 - Weight Training

**Credits:** 1

**Class hours:** 2 lecture/lab

**Comments:** May be repeated any number of times for credit.

**Description:** This course trains students in the kinesiology of weight lifting and training. Students explore various techniques and methods of training with resistance as well as muscular stretching and warming-up techniques.

## HPER 195 - Modern Health: Personal and Community

**Credits:** 2

**Class hours:** 2 lecture

**Description:** Students explore the concepts and analysis of mental/emotional health, family living, and scientific health information relating to personal and community health.

## HAWAIIAN STUDIES (HWST)

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HWST 107 - Hawai'i: Center of the Pacific

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This class introduces the unique aspects of Hawai'i and Hawaiian culture in relation to the larger Pacific, including origins, language, religion, land, art, and history.

HWST 111 - The Hawaiian Ohana

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This course presents Hawaiian values through the traditional family system. Ancestral family practices are investigated and compared with current Hawaiian lifestyles and values.

HWST 128 - Hula and Chant

**Credits:** 3

**Class hours:** 2 lecture and 3 lab

**Comments:** The laboratory is part of the class.

**Description:** An introduction to Hula and Chant covering the fundamentals of traditional dance and traditions, chant, protocol, and language.

HWST 199V - Special Studies

See explanation under the heading of Special Studies.

HWST 251 - Mahi'ai Kalo (Taro Cultivation)

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 100 and "C" or higher in HWST 107

**Description:** For the past 2,000 years taro, or kalo, has been the main staple and most important food of the Hawaiian people. It has also played a very important role in the beliefs and daily lives of Hawaiians. This course will study the cultural link between the Hawaiians and kalo through the study of traditional cultivation, maintenance, and processing methods used by the Hawaiians. This will occur in conjunction with hands-on experience.

HWST 281 - Hawaiian Astronomy and Weather Relating to Polynesian Voyaging

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** Acceptable placement test score or placement in ENG 100 and MATH 24

**Description:** A survey of the Hawaiian and Polynesian environment in relationship to migrations, voyaging, and folklore. The course will provide the student with the basics of noninstrument navigation and voyaging as utilized in the voyages of Hōkūle'a, Hawai'i Loa, and Makali'i. In addition, the student will understand and appreciate the cultural impact of long distance voyaging.

HWST 285 - Hawaiian Medicinal Herbs I: Lā'au Lapa'au

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/lab

**Prereq:** "C" or higher in HWST 107

**Description:** An introduction to Hawaiian medicinal herbs including the basic philosophy and strictness in adhering to protocol, with discussion, identification, and utilization of various methods and techniques of extraction used by Hawaiians in preparing native and hānai herbs (hānai: exotic herbs adopted into the culture) for curing diseases.

HWST 290 - Rediscovering Polynesian Connections

**Credits:** 3

**Class hours:** 3 lecture/week plus a two-week visitation of the host country

**Recommended:** HWST 107, HWST 111, Hawaiian Language courses, HAW 261, HIST 284, Spanish or French if acceptable to the country being visited.

**Description:** Investigating Polynesian connections through life experiences. This is a study abroad course in which the student will experience the interconnectedness of the peoples and cultures of Polynesia through cultural immersion. Studies will begin on the home campus and culminate with a visit to the host country.

HWST 295 - Hawaiian Medicinal Herbs II: Lā'au Lapa'au

**Credits:** 3

**Class hours:** 4

**Prereq:** "C" or higher in HWST 285

**Description:** Advanced study and preparation of Hawaiian and "hānai" herb combinations to address health and wellness.

HWST 299V - Special Studies

See explanation under the heading of Special Studies.

# INFORMATION AND COMPUTER SCIENCES (ICS)

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ICS 100 - Computing Literacy and Applications

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Credit by exam is not an available option.

**Description:** An introductory survey of computers and their role in the information world emphasizing computer terminology, hardware, and software. Opportunities for "hands-on" experience using applications software may include spreadsheets, word processing, presentations, communications, and databases.

ICS 101 - Digital Tools for the Information World

**Credits:** 3

**Class hours:** 3 lecture and 3 lab

**Prereq:** "C" or higher in ENG 22 and MATH 25 or MATH 26; or acceptable math (A62 or higher) and writing (74 or higher) placement test scores.

**Comments:** The laboratory is part of the class. Credit by exam is not an available option.

**Description:** Hands-on computer class with emphasis on producing professional-level documents, spreadsheets, presentations, databases, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system.

Meets requirements for College of Business (UHM and UHH) and UHM's Biology program and Botany Department.

ICS 111 - Introduction to Computer Sciences

**Credits:** 4

**Class hours:** 3 lecture and 3 lab

**Prereq:** "C" or higher in ICS 101

**Comments:** The laboratory is part of the class. Credit by exam is not an available option.

**Description:** This is an introductory course in computer programming. Emphasis is on structured programming, problem solving, algorithm development, computer language coding, implementation, and testing/debugging. The programs are implemented in a structured language.

The course meets the Association for Computing Machinery-Computer Science (ACM-CS I) course standards.

ICS 120V - Projects in Computer Sciences and Programming

**Credits:** 1-2

**Class hours:** 3-6 lab

**Prereq:** "C" or higher in ICS 101

**Comments:** Credit by exam is not an available option. May be repeated once for credit.

**Description:** This course is primarily for students with a strong interest in computers and computer programming. The class involves materials and techniques beyond those used in the regular computer science courses. Students work individually problem solving by computer.

## INTERDISCIPLINARY STUDIES (IS)

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### IS 97 – Success Strategies

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** Concurrent enrollment in Adult Basic Education English and/or math classes.

**Description:** A one-semester course designed to help students develop attitudes, knowledge, and competencies to make their college experience successful, meaningful, and significant. Four major components are interwoven throughout the course: 1) Self-Development Activities, 2) Career Exploration, 3) Learning Skills, 4) Computer Training.

### IS 99V – Special Studies

See explanation under the heading of Special Studies.

### IS 103 – Introduction to College

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 21 or ENG 22.

**Description:** Introduction to College is a comprehensive first-year experience course for incoming and returning new students. In IS 103, students will develop, practice, and refine success techniques for college, including methods to enhance self-esteem, motivation, and goal setting, time management and career exploration, scheduling, study habits and skills, dealing with the unexpected, understanding college culture and using resources, test-taking skills, written and oral communication, research skills, computer literacy, critical thinking, team-building, and networking within the college community.

### IS 105 - Career Exploration and Planning

**Credits:** 3

**Class hours:** 2 lecture and 3 lab

**Description:** Individual assessment and planning for educational and career options. Students will develop their own academic plan of action based on their skills, knowledge, interests, and research on a career they would like to pursue. A service learning activity will help students clarify career goals. This course is primarily for students needing direction with career-decision making.

### IS 199V – Special Studies

See explanation under the heading of Special Studies.

## JOURNALISM (JOUR)

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### JOUR 205 - News Writing

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "B" or higher in ENG 22

**Description:** This introduction to the theoretical and practical aspects of news writing includes technical, legal, and procedural considerations. It provides practical experience in news reporting and news writing.

### JOUR 285V - Newspaper Laboratory

**Credits:** 1-3

**Class hours:** 3-9 lab

**Prereq:** "C" or higher in JOUR 205

**Comments:** May be repeated any number of times for credit.

**Description:** Students in this course produce a campus newspaper. Production steps include interviewing, writing copy, editing, and layout.

## JAPANESE (JPNS)

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### JPNS 101 - Elementary Japanese I

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/ lab

**Comments:** The laboratory is part of the class.

**Description:** This class provides an introduction to listening, speaking, reading, and writing Japanese. Basic grammatical patterns are introduced. The course is designed for beginning students.

### JPNS 102 - Elementary Japanese II

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/ lab

**Prereq:** "C" or higher in JPNS 101 or placement test score demonstrating equivalent knowledge and skills

**Comments:** The laboratory is part of the class.

**Description:** This is the second semester of an elementary course in spoken and written Japanese. As a first-year course, it emphasizes the spoken language, but increasing attention is given to reading and writing. Students are expected to have an active knowledge of both Hiragana and Katakana.

### JPNS 201 - Intermediate Japanese I

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/ lab

**Prereq:** "C" or higher in JPNS 102 or placement test score demonstrating equivalent knowledge and skills

**Comments:** The laboratory is part of the class.

**Description:** This is the first half of an intermediate course in spoken and written Japanese. As a second year course, it emphasizes reading and writing. Students are expected to have an active knowledge of both Hiragana and Katakana and approximately 50 to 80 Kanji.

### JPNS 202 - Intermediate Japanese II

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/ lab

**Prereq:** "C" or higher in JPNS 201 or placement test score demonstrating equivalent knowledge and skills

**Comments:** The laboratory is part of the class.

**Description:** This is the second semester of an intermediate course in spoken and written Japanese.

### JPNS 299V - Special Studies

See explanation under the heading of Special Studies.

## LINGUISTICS (LING)

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LING 102 - Introduction to the Study of Language

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 100 or placement in ENG 100, or acceptable writing placement test scores, or approval of instructor.

**Description:** This course offers an overview of linguistic study, introducing students to linguistic principles and terminology applicable to all languages. In exploring the nature and function of human languages, the course examines how language is used, how it is acquired, how it changes over time, how it is patterned, how it is represented and processed in the brain, and how it affects culture and history. Major concerns, discoveries, methods, and controversies in this exciting field are discussed.

## MACHINE SHOP (MACH)

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MACH 19 - Introduction to Machine Shop

**Credits:** 3

**Class hours:** 5 lecture/lab

**Comments:** Credit by exam is not an available option. May be repeated any number of times for credit.

**Description:** This is an introduction to basic machine tools, precision measurements, bench layout techniques, and industrial safety. Students are involved in theory and practice in the operation of the drill press, machine lathe, and milling and boring machines. This course emphasizes automotive engine machine work.

MACH 99V – Special Studies

See explanation under the heading of Special Studies.

## MATHEMATICS (MATH)

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### MATH 22 – Pre Algebra

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable math placement test score (31-46)

**Description:** A review of arithmetic, introduction to basic geometry and statistics, the concept of variables, signed numbers, order of operations, absolute values, algebraic expressions, solving equations with one variable, exponents, ratios and proportions, measurements, square roots, and solving word problems. The language of mathematics and experiential activities will be incorporated into the curriculum.

### MATH 24 - Elementary Algebra I

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in MATH 22 or math placement test score (P 47 – 100 or A 0-33 COMPASS)

**Comments:** Credit by exam is not an available option.

**Description:** This is the first course in a two-semester sequence of elementary algebra courses. Instruction includes units on the real number system, linear equations and inequalities in one variable, linear equations and inequalities in two variables, systems of linear equations in two and three variables, and introduction to functions.

### MATH 25 - Elementary Algebra II

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in MATH 24 or math placement test score (A 34 – 61 COMPASS)

**Comments:** Credit by exam is not an available option.

**Description:** This is the second course in a two-semester sequence of Elementary Algebra courses. Instruction includes units on exponents, polynomials, factoring, rational expressions and equations, radical expressions and equations, quadratic functions and equations.

### MATH 26 – Elementary Algebra

**Credits:** 5

**Class hours:** 5 lecture

**Prereq:** Acceptable placement test score (Algebra 34-61) or "C" or higher in MATH 24.

**Description:** MATH 26 covers the same topics as MATH 24 and MATH 25.

However, they will be covered in one semester instead of two. These topics include a review of operations with real numbers, exponents, absolute values and simplifying mathematical expressions using order of operations; solving linear equations and inequalities; formulas and applications of algebra; graphing linear equations; system of linear equations; exponents and polynomials; factoring; rational expressions and equations; roots and radicals; solving and graphing quadratic equations.

### MATH 50 - Technical Mathematics I

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable math placement test score

**Description:** This class offers the basic principles of algebra, geometry, and trigonometry as related to the solution of practical problems encountered in the various trade technical areas.

### MATH 50H - Technical Mathematics I: Food Service

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Acceptable math placement test score

**Description:** This course applies and relates mathematical skills to the solution of food service problems: adjusting and costing recipes, calculating yields, markups, business forms and reports, financial statements, interest, taxes, and scheduling.

### MATH 99V – Special Studies

See explanation under the heading of Special Studies.

### MATH 100 - Survey of Mathematics

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in MATH 25 or MATH 26 or math placement test score (A55 or higher)

**Comments:** Not recommended for science and engineering majors.

**Description:** This course offers a non-technical survey of mathematical concepts and techniques enjoying applications in the daily life of our society. Topics chosen are from the areas of arithmetic, algebra, computers, geometry, logic, probability, and statistics.

### MATH 103 – College Algebra

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in MATH 25 or acceptable math placement test score (Algebra 62-100).

**Description:** This course is a continuation from elementary algebra. Topics of study include exponents; algebraic equations and inequalities; absolute value; polynomial, rational, exponential and logarithmic functions; conic sections; systems of equations and inequalities; matrices and determinants.

## MATHEMATICS (MATH) • continued

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### MATH 115 - Statistics

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in MATH 25 or acceptable math placement test score

**Description:** This course offers study of methods of presenting or describing data, methods of making decisions or predictions in the face of uncertainty, rules of probability, drawing inferences and making generalizations from samples, and testing hypotheses.

### MATH 135 - Pre-Calculus: Elementary Functions

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in MATH 103

**Description:** This course is the first part of the pre-calculus sequence. It offers the study of elementary functions, including linear, quadratic, polynomial, rational, exponential, and logarithmic functions.

### MATH 140 - Pre-Calculus: Trigonometry and Analytic Geometry

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in MATH 135

**Description:** This course is the second part of the pre-calculus sequence. Study includes trigonometry, analytic geometry, and applications.

### MATH 205 - Calculus I

**Credits:** 4

**Class hours:** 4 lecture

**Prereq:** Four years of high school mathematics including trigonometry; or college algebra and trigonometry; or "C" or higher in MATH 135 and MATH 140

**Comments:** Credit by exam is not an available option.

**Description:** This course offers an opportunity to study the intuitive treatment of limit, continuity, derivative, differentiation of polynomial, and trigonometric and exponential functions, and their inverse applications.

### MATH 206 - Calculus II

**Credits:** 4

**Class hours:** 4 lecture

**Prereq:** "C" or higher in MATH 205

**Comments:** Credit by exam is not an available option.

**Description:** This course offers an opportunity to study the intuitive treatment of the integral; integration of polynomial, trigonometric, and exponential functions and their inverses; techniques of integration; series; and applications.

## MANAGEMENT (MGT)

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MGT 120 - Principles of Management

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Credit by exam is not an available option.

**Description:** This course provides an introduction to management organizing and structural design, human factors in organizing and planning elements of decision making, measuring and controlling, and supervising.

MGT 122 - Human Relations in Business

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Credit by exam is not an available option.

**Description:** This course gives students an opportunity to understand and utilize human relations concepts as they apply to the business environment. Areas included are morale, personal efficiency, leadership, personality, motivation, and communication.

## MICROBIOLOGY (MICR)

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MICR 130 - General Microbiology

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Qualified for ENG 100; "C" or higher in MATH 24

**Coreq:** MICR 140

**Description:** This introductory course is oriented toward medical microbiology and the study of microorganisms with emphasis on bacteria. It includes microbial metabolism, genetics, immunology, selected topics in applied microbiology, viruses, antibiotics, and microbial diseases.

MICR 140 - Microbiology Laboratory

**Credits:** 2

**Class hours:** 4 lecture/lab

**Prereq:** "C" or higher in MICR 130 or concurrent enrollment in MICR 130

**Comments:** Credit by exam is not an available option.

**Description:** This course provides laboratory exercises that illustrate fundamental principles of microbiology. The class is primarily for students in health sciences.

## MUSIC (MUS)

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### MUS 121B - Elementary Voice Class I

**Credits:** 2

**Class hours:** 1 lecture and 2 direct method

**Description:** Beginning voice instruction assists students in steps of voice production, breathing, correct voice placement, diction, and stage presence. Students perform songs of various styles.

### MUS 121C - Elementary Piano Class

**Credits:** 2

**Class hours:** 1 lecture and 2 direct method

**Description:** This course provides beginning piano instruction teaching students basic keyboard skills and concepts of melody, rhythm, harmony, and form. Study of popular music and classical music of the 18th through 20th centuries is included.

### MUS 122B - Elementary Voice Class II

**Credits:** 2

**Class hours:** 1 lecture and 2 direct method

**Prereq:** "C" or higher in MUS 121B

**Description:** This continuation of MUS 121B develops principles of voice production, correct voice placement, breath control, vocal range, diction, dynamics, phrasing, interpretation, and stage presence. Students perform songs of various styles.

### MUS 122C - Elementary Piano Class II

**Credits:** 2

**Class hours:** 1 lecture and 2 direct method

**Prereq:** "C" or higher in MUS 121C

**Description:** This continuation of MUS 121C further develop keyboard skills, including both reading and playing by ear. Expansion of repertoire explores a variety of styles, including classical, pop, jazz, and rock.

### MUS 166 - Survey of Folk, Pop, and Rock Music

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** No music background is required.

**Description:** This course features folk, pop, and rock music of the 20th century. Students look at important styles, composers, and performers in an historical framework.

### MUS 199V - Special Studies

See explanation under the heading of Special Studies.

### MUS 201 - Vocal Ensemble

**Credits:** 2

**Class hours:** 1 lecture and 2 lab

**Prereq:** Audition or approval of instructor

**Comments:** May be repeated any number of times for credit.

**Description:** This course offers an opportunity to study and perform choral literature from the Renaissance to the present. A cappella and choral/instrumental repertoire are included.

### MUS 202 - Community College Band

**Credits:** 2

**Class hours:** 1 lecture and 2 lab

**Prereq:** Experience with instrumental performance and approval of instructor

**Comments:** May be repeated any number of times for credit.

**Description:** This course involves the performance of band literature. Emphasis is placed on excellence in musical performance and development of professional musicianship. Class members participate in class activities, sectional rehearsals, and concerts.

### MUS 203G - Instrumental Ensemble: String

**Credits:** 1

**Class hours:** 2 lecture/lab

**Prereq:** Minimum of one year's study on instrument and ability to read music  
**Comments:** May be repeated any number of times for credit.

**Description:** This course provides opportunity for string instrumentalists in a performance group. Repertoire ranges from Renaissance and Baroque to contemporary popular music.

### MUS 204 - Stage Band

**Credits:** 2

**Class hours:** 1 lecture and 2 direct method

**Prereq:** Audition and approval of instructor

**Comments:** May be repeated any number of times for credit.

**Description:** This course involves the performance of stage band literature from swing to contemporary periods. Study of jazz concepts includes improvisation. Public performances are required.

### MUS 220 - Musical Theater

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This class provides training in the fundamentals of vocal and theatrical performing for musical theatre.

### MUS 253 - Basic Experiences of Music

**Credits:** 3

**Class hours:** 3 lecture

**Description:** Music fundamentals for classroom teachers is an engagement in the practice of the components of music, specifically time, pitch, media, musical expression and form, and how these interact with each other to comprise a musical experience. The means through which these components will be explored are: singing; using rhythm instruments; playing recorder, ukulele, bells, piano, and other classroom instruments; listening as a primary means of engaging the musical mind; movement as a primary means of engaging the kinesthetic and body senses; performing from notation; notating music, and analyzing music aurally and from score. Additionally, the creative use of the components as a means of understanding music will be utilized.

## NURSING (NURS)

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### NURS 11 - CHO: Basic Care Module

**Credits:** 4

**Class hours:** 8 lecture and 12 lab (5 weeks)

**Prereq:** Placement into ENG 21 or higher, Certified Nurse Aide and 6 months work experience in a long term care or skilled nursing facility, hospital, or licensed home health care agency.

**Comments:** Credit by exam is not an available option.

**Description:** This course prepares adult residential care home operators to provide basic personal care and hygiene and a safe and comfortable environment for their ill, elderly, and disabled residents.

### NURS 12 - CHO: Diseases, Special Diets, and Medicine

**Credits:** 1

**Class hours:** 6.4 lecture/lab (2.5 weeks)

**Prereq:** Placement into ENG 21 or higher, Certified Nurse Aide and 6 months work experience in a long term care or skilled nursing facility, hospital, or licensed home health care agency.

**Comments:** Credit by exam is not an available option.

**Description:** This course prepares adult residential care home operators to observe the resident for signs and symptoms of common diseases, to make medications available, and to prepare special diets.

### NURS 13 - CHO: Helping Therapies and Behavior Management

**Credits:** 1

**Class hours:** 6.4 lecture/lab (2.5 weeks)

**Prereq:** Placement into ENG 21 or higher, Certified Nurse Aide and 6 months work experience in a long term care or skilled nursing facility, hospital, or licensed home health care agency.

**Comments:** Credit by exam is not an available option.

**Description:** This course prepares adult residential care home operators to assist in the provision of occupational, physical, recreational, and diversional therapy and to identify the operator's role in fostering mental health and the care of the mentally ill and mentally retarded.

### NURS 14 - CHO: Regulations, Accounts, and Community Resources

**Credits:** 1

**Class hours:** 6.4 lecture/lab (2.5 weeks)

**Prereq:** Placement into ENG 21 or higher, Certified Nurse Aide and 6 months work experience in a long term care or skilled nursing facility, hospital, or licensed home health care agency.

**Comments:** Credit by exam is not an available option.

**Description:** This course prepares adult residential care home operators to implement specified regulations of Chapter 96, "Title II," to implement simple accounting records, and to identify community resources available to residents and operators.

### NURS 16 - Nurse Aide

**Credits:** 6

**Class hours:** 40 lecture/lab (8 weeks)

**Prereq:** Placement in ENG 21 or higher

**Comments:** Satisfactory completion leads to a Certificate of Completion. Credit by exam is not an available option.

**Description:** This course provides training for entry-level nurse aide care. Prepares nurse aides for employment under the supervision of a licensed practical nurse, registered nurse or physician in nursing homes, assisted living centers, clinics, hospitals, and home settings. Successful completion leads to Certificate of Competence.

### NURS 99V - Special Studies

See explanation under the heading of Special Studies.

### NURS 102 - Strategies for Success in Nursing I

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** Placement in ENG 21 or higher and approval of instructor

**Description:** This course provides an introduction to strategies for success in the nursing curriculum. Students explore topics related to healthcare and nursing while integrating concepts from math, science, and English. The formation of successful learning habits, the development of critical thinking and written communication skills, and the use of technology to support learning are emphasized.

### NURS 103 - Strategies for Success in Nursing II

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** Completion of ENG 21 or higher. Completion of MATH 24. Instructor approval.

**Description:** This course continues to explore strategies for success in the nursing curriculum. Students investigate topics related to healthcare and nursing while integrating concepts from math, science, and English. Oral communication skills, using technology to support learning, and continued development of successful learning habits and critical thinking skills are stressed.

### NURS 104 - Strategies for Success in Nursing III

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** "C" or higher in ENG 22 or placement into ENG 100. "C" or higher in MATH 24. Instructor approval.

**Description:** This course continues to explore strategies for success in the nursing curriculum. Students investigate topics related to healthcare and nursing while integrating concepts from math, science, and English. Using technology to support learning and communication, students will develop teamwork skills while planning and implementing a video production project. Continued development of successful learning habits and critical thinking skills are stressed.

### NURS 105 - Strategies for Success in Nursing IV

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** "C" or higher in NURS 104

**Coreq:** MATH 115

**Description:** This course continues to explore strategies for success in the nursing curriculum. Students investigate topics related to healthcare and nursing while integrating concepts from math, science, and English. Using technology to support learning and communication, students will develop teamwork skills while designing, carrying out and communicating a health research project. Continued development of successful learning habits and critical thinking skills are stressed.

## NURSING (NURS) •continued

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NURS 121 - Introduction to Human Structure, Function and Related Terminology

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** "C" or higher in ENG 21 or ENG 22

**Description:** The course is designed to assist the student at an introductory level to relate human structures, processes, pathologies and common medical tests/procedures to acceptable terminology.

NURS 150 - Introduction to Health Careers

**Credits:** 3

**Class hours:** 2 lecture and 3 lab

**Prereq:** Placement in ENG 21 or higher and approval of instructor

**Description:** This course provides an introduction to basic knowledge and skills necessary for entering a health care occupation. Through a service learning component, students will be introduced to community health care agencies and providers, legal and ethical issues, cultural competency, communication, medical terminology, infection control, and safety. An overview of a variety of health care occupations is provided.

NURS 151 - Introduction to Technology and Health Care

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement into ENG 100, "C" or higher in or concurrent enrollment in ZOOL 141 and ZOOL 141L.

**Description:** This course is an introduction to current technological advances related to health care. The use of basic computer skills will act as the vehicle for promotion of critical thinking relating to health care and computer utilization. The impact of information technology of health care will be explored.

NURS 153 - Nursing Concepts and Skills

**Credits:** 9

**Class hours:** 5 lecture and 12 lab

**Prereq:** Acceptance into the Nursing Program. "C" or higher in or concurrent enrollment in PSY 100, ZOOL 141 and ZOOL 141L.

**Comments:** Credit by exam is not an available option.

**Description:** This first-level course emphasizes the nursing process, universal self-care needs, and beginning therapeutic care nursing skills. Nursing skills are integrated into laboratory and clinical experiences. Community health agencies are utilized for clinical applications.

NURS 154 - Family Health Nursing I

**Credits:** 2

**Class hours:** 2 lecture and 6 lab (8 weeks)

**Prereq:** "C" or higher in NURS 153. Concurrent enrollment in NURS 155, NURS 156, and NURS 158. "C" or higher in or concurrent enrollment in PSY 220, ZOOL 142 and ZOOL 142L.

**Comments:** Credit by exam is not an available option.

**Description:** This is the first-level offering in a two-course sequence in family health nursing. The nursing process serves as the framework for the study of the family during the childbearing period. Focus is on the normal physiological, psychosocial, cultural, and spiritual needs of the childbearing family (prenatal through puerperium) and general women's health care issues. Consideration is given to common, uncomplicated health deviations. Emphases are on the application of principles of growth and development, self-care, communication, health education, ethical issues, and professional growth as related to family health nursing.

NURS 155 - Child Health Nursing I

**Credits:** 2

**Class hours:** 2 lecture and 6 lab (8 weeks)

**Prereq:** "C" or higher in NURS 153 and NURS 154. Concurrent enrollment in NURS 156, and NURS 158. "C" or higher in or concurrent enrollment in PSY 220, ZOOL 142, and ZOOL 142L.

**Comments:** Credit by exam is not an available option.

**Description:** This is the first-level offering in a two-course sequence in the nursing of children. The nursing process serves as the framework for the study of the family during the child rearing period. The focus is on the normal physiological, psychosocial, cultural, and spiritual needs of the child rearing family (infancy through adolescence). Consideration is given to common, uncomplicated health deviations in the infant, child, and adolescent. Emphases are on the application of principles of growth and development, self-care, communication, health education, ethical issues, and professional growth as related to the nursing of children.

NURS 156 - Adult Health Nursing I

**Credits:** 5

**Class hours:** 3 lecture and 6 lab

**Prereq:** "C" or higher in NURS 153. Concurrent enrollment in NURS 154, NURS 155, NURS 158. "C" or higher in or concurrent enrollment in PSY 220, ZOOL 142, and ZOOL 142L.

**Comments:** Credit by exam is not an available option.

**Description:** This integrated, first-level course in medical-surgical nursing includes concepts in mental health and psychiatric nursing. The primary focus is on the understanding of common physiological and psychosocial needs. Performance of nursing care skills and therapeutic techniques to meet self-care needs (universal, developmental and health deviations) are included. Nursing skills are integrated into laboratory and clinical experiences.

## NURSING

### (NURS) •continued

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#### NURS 157 - Adult Health Nursing II

**Credits:** 6

**Class hours:** 5.5 lecture and 32 lab (6 weeks summer session)

**Prereq:** "C" or higher in NURS 154, NURS 155, NURS 156 and NURS 158

**Comments:** This course is offered only in the summer. Credit by exam is not an available option.

**Description:** A first-level course which is a continuation of NURS 156, Adult Health Nursing I. The primary focus is on the common, physiological conditions, performance of nursing care skills, and therapeutic techniques to meet self-care needs (universal, developmental, and health deviation). Emphases are on the student's role as a member of the nursing team, participation in the total nursing process, and proficiency in nursing skills. Nursing skills are integrated into laboratory and clinical experiences.

#### NURS 158 - Issues and Trends in Nursing I

**Credits:** 1

**Class hours:** 1 lecture/lab

**Prereq:** "C" or higher in NURS 153. Concurrent enrollment in NURS 154, NURS 155, NURS 156. "C" or higher in or concurrent enrollment in PSY 220, ZOOL 142 and ZOOL 142L.

**Comments:** Credit by exam is not an available option.

**Description:** This first-level course focuses on the history of nursing practice and education. Ethical and legal aspects as well as vocational responsibilities in the practice of nursing are emphasized.

#### NURS 199V - Special Studies

See explanation under the heading of Special Studies

#### NURS 253 - Mental Health/ Psychiatric Nursing

**Credits:** 4

**Class hours:** 2 lecture and 6 lab

**Prereq:** Acceptance into second level of the Nursing Program. Concurrent enrollment in NURS 254, NURS 255.

"C" or higher in or concurrent enrollment in PHARM 203, MICR 130 and MICR 140.

**Comments:** Credit by exam is not an available option.

**Description:** This is a second-level course focusing on the study of fundamental theory and practice of psychiatric-mental health nursing. The practice is concerned with the dynamics of human behavior and the therapeutic, interpersonal relationship of the nurse and the patient, both individually and in groups. Nursing skills are integrated into laboratory and clinical experiences.

#### NURS 254 - Family Health Nursing II

**Credits:** 2

**Class hours:** 2 lecture and 6 lab (8 weeks)

**Prereq:** Acceptance into the second level of the Nursing Program. Concurrent enrollment in NURS 253, NURS 255.

"C" or higher in or concurrent enrollment in PHARM 203, MICR 130 and MICR 140.

**Comments:** Credit by exam is not an available option.

**Description:** This is the second-level offering in a two-course sequence in family health nursing. The nursing process serves as the framework for the study of the family during the childbearing period. Focus is on the increasingly complex physiological, psychosocial, cultural, and spiritual health deviations of the childbearing family (prenatal through puerperium) and associated nursing interventions. Consideration will be placed on the application of increasingly complex principles of growth and development, self-care, communication, health education, ethical issues, and professional growth as related to family health nursing.

#### NURS 255 - Child Health Nursing II

**Credits:** 2

**Class hours:** 2 lecture and 6 lab (8 weeks)

**Prereq:** "C" or higher in NURS 254 and concurrent enrollment in NURS 253.

"C" or higher in or concurrent enrollment in PHARM 203, MICR 130, and MICR 140.

**Comments:** Credit by exam is not an available option.

**Description:** This is the second-level offering in a two-course sequence in the nursing of children. The nursing process serves as the framework for the study of the family during the child rearing period. Focus is on increasingly complex physiological, psycho-social, cultural, and spiritual health deviations of the child rearing family (infancy through adolescence) and on associated nursing interventions. Consideration is given to increasingly complex application of principles of growth and development, self-care, communication, health education, ethical issues, and professional growth as related to the nursing of children.

#### NURS 257 - Advanced Adult Health Nursing

**Credits:** 8

**Class hours:** 3 lecture and 15 lab

**Prereq:** "C" or higher in NURS 253, NURS 254, NURS 255. Concurrent enrollment in NURS 258. "C" or higher in or concurrent enrollment in ENG 100 and ANTH 200.

**Comments:** Credit by exam is not an available option.

**Description:** This second-level course focuses on the nursing care process for meeting the self-care needs of patients experiencing common, complex medical/surgical conditions. Management skills in the care of a group of patients are developed. Clinical experiences are provided in a variety of settings. Course objectives are explored and met through a variety of writing assignments.

## NURSING (NURS) •continued

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NURS 257B - Advanced Adult Health Nursing

**Credits:** 10

**Class hours:** 3 lecture and 21 lab

**Prereq:** Instructor Approval. "C" or higher in NURS 253, NURS 254, NURS 255. Concurrent enrollment in NURS 258. "C" or higher in or concurrent enrollment in ENG 100 and ANTH 200.

**Comments:** Credit by exam is not an available option.

**Description:** This second-level course focuses on the nursing care process for meeting the self-care needs of patients experiencing common, complex medical-surgical conditions. Management skills in the care of a group of patients are developed. Clinical experiences are in a variety of settings. Students have additional opportunity to work with an experienced hospital staff nurse who serves as a preceptor to ease the transition from student to beginning professional nurse. Course objectives are explored and met through a variety of writing assignments.

NURS 258 - Issues and Trends in Nursing II

**Credits:** 1

**Class hours:** 1 lecture

**Prereq:** Satisfactory completion of the first-, second-, summer-, and third-semester courses; see counselor for specific grade and program requirements

**Comments:** Credit by exam is not an available option.

**Description:** This second-level course is a continuation of NURS 158, Issues and Trends in Nursing I. Current issues in nursing and health care are explored. Management theory and skills and the nurse's role as a contributing member to the profession and the community are emphasized. Course objectives are explored and met through a variety of writing assignments.

NURS 259 - Electrocardiogram Interpretation for Health Care Professionals

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** Concurrent enrollment in NURS 257 or NURS 257B or instructor approval

**Comments:** Credit by exam is not an available option.

**Description:** This course develops nursing theory related to the accurate interpretation of cardiac arrhythmias and the 12 lead electrocardiogram (EKG). Focus is on the cardiac conduction system, electrophysiology and a systematic approach to the interpretation and treatment of arrhythmias, acute myocardial infarction, and their complications.

NURS 299V - Special Studies

See explanation under the heading of Special Studies

## OCEANOGRAPHY (OCN)

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OCN 101 - Introduction to Marine  
Option Program

**Credits:** 1

**Class hours:** 1 lecture

**Recommended:** "C" or higher in ENG 21  
or ENG 22 and MATH 24

**Description:** The course provides statewide information to students interested in learning more about the ocean and freshwater systems by becoming involved in the Marine Option Program (MOP). It is presented via Hawai'i Interactive Television System (HITS). The course will review the requirements of the MOP Certificate and explore opportunities for internships, research projects, and careers dealing with water environments. The course will also present the guidelines in proposal writing, project implementation, data collection and interpretation, report preparation and formal project presentation.

OCN 199V - Marine Research and  
Directed Reading

**Credits:** 1-6

**Class hours:** 3 hours (1 credit), 5 hours  
(2 credits), 7 hours (3 credits), 9 hours (4  
credits), 11 hours (5 credits), 13 hours (6  
credits)

**Prereq :** "C" or higher in OCN 101

**Comments:** May be repeated any  
number of times for credit

**Description:** This course provides an opportunity for students to design and carry out marine and water-related internships, practica, research projects, or field experience on or off campus under the supervision of a faculty member and the guidance of a science mentor. It includes a project proposal, research, data collection and analysis, a final report, and an oral presentation. A project worth a minimum of three credits is required for a Marine Option Program (MOP) Certificate.

OCN 201 - Science of the Sea

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** ENG 100

**Description:** A survey of the ocean involving the study of the geological, physical, chemical, and biological properties of the ocean. This study includes a number of subjects to include the ocean basin, seawater properties, currents, waves, tides, marine organisms, and the ecological principles of man and the sea.

## PHILOSOPHY (PHIL)

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PHIL 100 - Introduction to  
Philosophy

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** "C" or higher in ENG  
100

**Description:** This course surveys of the  
methods, fields, and problems of  
philosophy with an emphasis on the  
student's own relationships to  
philosophical issues.

PHIL 101 - Morals and Society

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** "C" or higher in ENG  
100

**Description:** This class examines social  
and individual values, obligations,  
rights, and responsibilities. Students  
apply classical ethical theories to  
contemporary moral issues.

PHIL 102 - Introduction to  
Philosophy: Asian Traditions

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 21 or ENG  
22; or placement in ENG 100

**Description:** Issues and problems from  
Asian perspectives. Focus will be  
Indian, Chinese, and Japanese  
traditions.

PHIL 110 - Introduction to Logic

**Credits:** 3

**Class hours:** 3 lecture

**Recommended:** "C" or higher in ENG  
100 and placement in MATH 100

**Description:** This course provides an  
introduction to the methods of logic, the  
use of language, informal mistakes  
(fallacies) found in argumentation,  
types of definitions, deduction  
(including simple symbolic logic), and  
induction.

PHIL 250 – Ethics in Health Care

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 100

**Description:** Exploration of basic  
ethical theories and their application to  
ethical issues relating to health care.

## PHARMACOLOGY (PHRM)

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PHRM 203 - General Pharmacology

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ZOOL 141 and  
ZOOL 141L; and ZOOL 142 and ZOOL  
142L

**Description:** In this course, drugs are  
discussed with an emphasis on sites  
and mechanisms of action, toxicity, fate,  
and uses of major therapeutic agents.  
The class is intended for students in  
health sciences and related fields.

## PHYSICS (PHYS)

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### PHYS 50 - Technical Physics

**Credits:** 3

**Class hours:** 2 lecture and 3 lab

**Comments:** Credit by exam is not an available option.

**Description:** This course investigates mechanics, problems of matter, heat, sound, and electricity. Emphasis is placed on the practical applications of physics in industry.

### PHYS 151 - College Physics

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in MATH 103 concurrent enrollment in MATH 135

**Coreq:** PHYS 151L

**Description:** This course is an introduction to the physical concepts of mechanics, heat, and sound. It also explores the solution of such problems using algebra and trigonometry.

### PHYS 151L - College Physics Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Coreq:** PHYS 151

**Comments:** Credit by exam is not an available option.

**Description:** This class provides elementary experiments in physics correlated with PHYS 151.

### PHYS 152 - College Physics

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in PHYS 151 and PHYS 151L

**Coreq:** PHYS 152L

**Description:** This course is an introduction to the physical concepts of electricity and magnetism, light, modern physics, and to the solution of applications using algebra and trigonometry.

### PHYS 152L - College Physics Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Coreq:** PHYS 152

**Comments:** Credit by exam is not an available option.

**Description:** This course offers elementary experiments in physics correlated with PHYS 152.

### PHYS 170 - General Physics I

**Credits:** 4

**Class hours:** 4 lecture

**Prereq:** "C" or higher or concurrent enrollment in MATH 205

**Coreq:** PHYS 170L

**Description:** An introduction to the physical concepts of classical mechanics, wave theory, and thermodynamics, using calculus as a tool to solve related problems.

### PHYS 170L - General Physics I Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Prereq:** "C" or higher or concurrent enrollment in PHYS 170

**Coreq:** PHYS 170

**Comments:** Credit by exam is not an available option.

**Description:** An introduction to the analysis of experiments in classical mechanics, wave theory, and thermodynamics.

### PHYS 272 - General Physics II

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher or concurrent enrollment in PHYS 170; and "C" or higher in MATH 206

**Coreq:** PHYS 272L

**Description:** An introduction to the physical concepts of electricity, magnetism, and optics, using calculus as a tool to solve related problems.

### PHYS 272L - General Physics II Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Prereq:** "C" or higher or concurrent enrollment in PHYS 272

**Coreq:** PHYS 272

**Comments:** Credit by exam is not an available option.

**Description:** An introduction to the analysis of experiments in electricity, magnetism, and optics.

## POLITICAL SCIENCE (POLS)

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POLS 110 - Introduction to Political Science

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Qualified for ENG 100

**Description:** This course covers the basic concepts associated with political systems, ideologies, institutions, and decision making. It also surveys the various subfields within the discipline of political science. The methodology of political analysis is included.

## PSYCHOLOGY (PSY)

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PSY 21 - Introduction to Psychology

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Split-level: PSY 100

**Description:** This is a course in the concepts and ideas in psychology. Among the areas studied are the development of individual differences; measurement of capacities and abilities; and psychological bases of behavior, including emotions, learning, memory, thinking, and motivation.

PSY 100 - Survey of Psychology

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Split-level: PSY 21

**Description:** This is a course in the concepts and ideas in psychology. Among the areas studied are the development of individual differences; measurement of capacities and abilities; and psychological bases of behavior, including emotions, learning, memory, thinking, and motivation.

PSY 220 - Developmental Psychology

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This course offers principles of development from conception to death. The focus is on the interrelationship of physical, cognitive, and social-emotional aspects of the individual.

## RELIGION (REL)

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REL 150 - Introduction to the World's Major Religions

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This course surveys the development and major features of the world's major religions: Hinduism, Buddhism, Confucianism and Taoism, Islam, Christianity, and Judaism. Buddhism and Christianity are emphasized because they are the dominant religions of Hawai'i.

REL 205 - Understanding Hawaiian Religion

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ENG 22 or placement in ENG 100

**Description:** This course is an introductory survey of Hawaiian religious beliefs and practices, from migration to the early contact era.

## SCIENCE (SCI)

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SCI 097 - Pre-Science

**Credits:** 3

**Class hours:** 3 lecture

**Description:** An introduction to the mathematical and scientific background that students need to succeed in transfer-level science courses.

SCI 121 - Introduction to Science: Biological Science

**Credits:** 3

**Class hours:** 3 lecture

**Coreq:** SCI 121L

**Description:** This general introduction to the basic concepts of biology is intended to provide the non-science majors with a basic understanding of their own bodies and the environment in which they live.

SCI 121L - Introduction to Science Laboratory: Biological Science

**Credits:** 1

**Class hours:** 3 lab

**Coreq:** SCI 121

**Comments:** Credit by exam is not an available option.

**Description:** This laboratory science course is designed to accompany SCI 121.

SCI 122 - Introduction to Science: Physical Science

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This course provides an introduction to the characteristics of the physical sciences and the interaction of science with society. Emphasis is placed on physics and chemistry with interdisciplinary applications to astronomy, geology, meteorology, and oceanography.

SCI 122L - Introduction to Physical Science Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Coreq:** SCI 122

**Comments:** Credit by exam is not an available option.

**Description:** This class offers an introduction to laboratory techniques using experiments in the physical sciences.

## SALES AND MARKETING (SMKT)

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SMKT 150 - Principles of Personal Selling

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Credit by exam is not an available option.

**Description:** Students learn the fundamental principles of selling, with an emphasis on the techniques of selling: the approach, sales presentation, handling of objections, and the close. Sales demonstrations are required.

## SOCIOLOGY (SOC)

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SOC 100 - Survey of General Sociology

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** ENG 100-ready or "C" or higher in ENG 100

**Comments:** Split-level: SOC 20

**Description:** Analysis of human behavior and relationships in the context of culture and social structure. Research findings inform the study of social phenomena. Concepts are illustrated with references to relevant contemporary social phenomena.

SOC 210 - Social Problems

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This course explores representative major problems of society and their relationship to social deviation, cultural patterns, and social change.

SOC 230 - Race Relations

**Credits:** 3

**Class hours:** 3 lecture

**Description:** This course involves study of race relations in world perspective; typical situations; conflict and accommodations; caste; prejudice; interracial marriage; and effects upon personality.

## SPEECH (SP)

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SP 20 - Speech Communication

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Split-level: SP 151

**Description:** In this course, students develop competence in oral communication. Emphasis is placed on speechmaking, rather than on fundamentals of speech. Students gain skill in managing ideas from conception to development, organization, and oral presentation.

SP 151 - Personal and Public Speech

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Placement in ENG 22 or higher

**Comments:** Split-level: SP 20

**Description:** This course is an introduction to the fundamentals of speech communication. Students engage in activities to acquire competence in interpersonal, small group, and public communication.

SP 199V – Special Studies

See explanation under the heading of Special Studies.

SP 231 - Performance of Literature

**Credits:** 3

**Class hours:** 3 lecture

**Description:** Course introduces the student to the study of literature through performance. The student participates in individual and group presentations of poetry, prose, and drama. The process involved in preparation of a literary piece of performance leads to exploration and discoveries of multiple aesthetic dimensions of literature. Development of speech performance skills, written analysis of literature to be performed, and experience in critiquing presentations are areas stressed in the course.

SP 251 - Principles of Effective Public Speaking

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Qualified for ENG 100

**Description:** The course provides extensive practice in effective speech composition, support, delivery and critique with a focus on critical thinking, clear reasoning and adaptation to particular speakers, audiences and occasions. Writing will be used as a method of instruction and communication with students.

SP 299V – Special Studies

See explanation under the heading of Special Studies.

## SPANISH (SPAN)

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SPAN 101 – Elementary Spanish I

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/lab

**Recommended:** Placement in ENG 22 or higher

**Comments:** The laboratory is part of the class.

**Description:** Introduction to the Spanish language emphasizing conversation, listening, grammar, reading, and writing.

SPAN 102 – Elementary Spanish II

**Credits:** 4

**Class hours:** 3 lecture and 2 lecture/lab

**Prereq:** "C" or higher in SPAN 101, or approval of instructor

**Comments:** The laboratory is part of the class.

**Description:** Continuation of SPAN 101: Conversation, listening, grammar, reading, and writing.

SPAN 201 – Intermediate Spanish I

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in SPAN 102

**Description:** Continuation of SPAN 102. Students will refine basic language skills through conversation, listening, and instruction in grammar, reading, and writing.

SPAN 202 – Intermediate Spanish II

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in SPAN 201, or approval of instructor

**Description:** Continuation of SPAN 201: Conversation, listening, and instruction in grammar, reading, and writing.

SPAN 299V – Special Studies

See explanation under the heading of Special Studies.

## SPECIAL STUDIES

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Special Studies 99V, 199V, 299V

**Credits:** 1-4

**Class hours:** 3 hours (1 credit), 5 hours (2 credits), 7 hours (3 credits), 9 hours (4 credits)

**Prereq:** Approval of instructor

**Comments:** May be repeated any number of times for credit

**Description:** This course provides an opportunity for the student with special interests and abilities in subject areas to meet with a faculty member to discuss and investigate advanced studies, topics, and/or projects beyond those offered in regular courses. The problem and unit credit will be delineated in a proposal submitted by the student working with and at the discretion of the instructor. (Note: Special Studies sections will be offered as needed by each discipline and identified by that program's alpha.)

## SOCIAL SCIENCE (SSCI)

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SSCI 113 - Group Leadership

**Credits:** 3

**Class hours:** 3 lecture

**Description:** The course provides an opportunity to study leadership and administrative principles and practices in order to develop human dynamics and different types of leadership abilities. Leadership applications involve knowledge in group situations and the principles necessary for effective leadership.

SSCI 199V - Special Studies

See explanation under the heading of Special Studies.

SSCI 250 - Ecology and Society

**Credits:** 3

**Class hours:** 3 lecture

**Comments:** Split-level: SSCI 25

**Description:** This interdisciplinary course is concerned with developing a basic understanding and awareness of environmental issues and problems, their cause, and management alternatives. Students explore social, economic, and political aspects of issues such as pollution, population, and resources.

## THEATRE (THEA)

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THEA 101 - Introduction to Drama and Theatre

**Credits:** 3

**Class hours:** 2 lecture and 3 lab

**Comments:** Credit by exam is not an available option.

**Description:** This course surveys major forms of western and Asian theatrical performances. The lab emphasizes viewing performance videos.

## WELDING (WELD)

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### WELD 17 - General Welding

**Credits:** 2

**Class hours:** 3 lecture/lab

**Comments:** Credit by exam is not an available option. May be repeated any number of times for credit.

**Description:** In this course, students explore elementary oxyacetylene and arc welding, including the safe and proper use of equipment and materials. The class is designed to supplement instruction in related trades.

### WELD 99V – Special Studies

See explanation under the heading of Special Studies.

## ZOOLOGY (ZOO)

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### ZOOL 101 – Principles of Zoology

**Credits:** 3

**Class hours:** 3 lecture

**Description:** A general survey of the basic principles of animal biology to include a study of animal classification, structure, development, physiology, reproduction, evolution, behavior, and ecology. (3 credits and cross-listed at other UH colleges as BIOL 103) (It is recommended that the Principles of Zoology Laboratory, ZOOL 101L, be taken concurrently.)

### ZOOL 101L – Principles of Zoology Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Prereq:** ZOOL 101, Principles of Zoology lecture

**Coreq:** ZOOL 101, Principles of Zoology lecture

**Description:** A general survey lab of the basic principles of animal biology to include a study of animal classification, structure, development, physiology, reproduction, evolution, behavior, and ecology. (1 credit and cross-listed at other UH colleges as BIOL 103L)

### ZOOL 141 - Human Anatomy and Physiology

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in CHEM 151 and CHEM 151L or higher

**Coreq:** ZOOL 141L

**Recommended:** ENG 100

**Description:** This course is a comprehensive introduction to the structure and function of the human body for students entering health or medically-related fields. This basic course includes a study of the body's embryology, gross anatomy, microanatomy, physiology, homeostatic relationships and the use of anatomy and physiology terms and concepts to develop thinking, reading, and writing skills, and problem-solving abilities. The systems studied include integumentary, skeletal, muscular, cardiovascular, lymphatic and immune, and respiratory.

### ZOOL 141L - Human Anatomy and Physiology Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Prereq:** "C" or higher in CHEM 151 and CHEM 151L or higher

**Coreq:** ZOOL 141

**Description:** This course is intended to complement the material presented in the ZOOL 141 lectures by giving hands-on experience with anatomical models, organ and whole-animal dissections, physiological and biochemical experiments, and microscopic slides dealing with the following systems: integumentary, skeletal, muscular, cardiovascular, lymphatic and immune, and respiratory.

### ZOOL 142 - Human Anatomy and Physiology

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in ZOOL 141 and ZOOL 141L

**Coreq:** ZOOL 142L

**Description:** This course is the second half of a comprehensive introduction to the structure and function of the human body (nervous, endocrine, digestive, urinary, reproductive systems) and use of anatomy and physiology terminology and concepts to develop thinking, reading, and writing skills, and problem solving abilities for students entering health or medically-related fields.

### ZOOL 142L - Human Anatomy and Physiology Laboratory

**Credits:** 1

**Class hours:** 3 lab

**Prereq:** "C" or higher in ZOOL 141 and ZOOL 141L

**Coreq:** ZOOL 142

**Description:** This course is intended to complement the material presented in the ZOOL 142 lectures by giving hands-on experience with anatomical models, organ and whole-animal dissections, physiological and biochemical experiments, and microscopic slides dealing with the following systems: nervous, endocrine, digestive, urinary, and reproductive.

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