University of Hawai`i

2009 • 2010 Catalog

Kaua`i Community College

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

Telephone: (808) 245 • 8311

TDD Payphone: Located in front of Library. Outgoing access is free of charge.

http://kauai.hawaii.edu

WHERE TO GET MORE INFORMATION

Admissions and Registration 245-8225
Academic Divisions
    Business Education 245-8321
    Health Education 245-8325
    Language, Arts, and Humanities 245-8278
    Science and Math 245-8223, 245-8241
    Trade-Technical Division 245-8264
Bookstore 245-8273
Campus Administration
    Chancellor 245-8210
    Vice Chancellor for Academic Affairs 245-8229
    Vice Chancellor of Student Affairs 245-8274
    Vice Chancellor for Administrative Affairs 245-8230
    Interim Director of Continuing Education and Training 245-8355
    Director of the University Center and Academic Support 245-8336
Continuing Education and Training 245-8318
Cooperative Education, Internship, Employment (off-campus) 245-8379
Counseling and Advising 245-8212
Disability Access 245-8323
Disability Services Counselor 245-8314
EEO/AA 245-8323
Financial Aid Office 245-8256
Hawaiian/Part-Hawaiian Student Counselor 245-8206, 245-8260
International Students 245-8259
Library 245-8233
Performing Arts Center 245-8270
Single Parent/Displaced Homemaker Counselor 245-8245
The Learning Center 245-8346, 245-8341
Veterans' Clerk 245-8225
Campus Operator .... (808) 245-8311
Campus FAX .... (808) 245-8220
Home Page: kauai.hawaii.edu

TABLE OF CONTENTS

Here's everything you need to know to start attending classes at Kaua`i Community College:
How to apply for admission and how to get officially registered.

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

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.

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.

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.

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.

OUR CREDENTIALS

- Kaua`i 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 Hawai`i State Board of Nursing and the National League for Nursing Accrediting Commission. (www.nlnac.org), 3343 Peachtree Road NE, Suite 500 Atlanta, GA 30326; telephone: 404-975-5000, fax: 404-975-5020. 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.

- 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' Readjustment Act, and the Dependents' Educational Act.

- This catalog provides general information about Kaua`i 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 Hawai`i is an Equal Opportunity/Affirmative Action Employer.

Several symbols reflecting College and community values have been associated with Kaua`i Community College. In keeping with being your University on Kaua`i, 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 Kaua`i's natural environment. The logo is symbolic of Kaua`i: "The sun, the winds, the mountain, the ocean — all are important aspects of Kaua`i. 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 Kaua`i: Ke mau nei ke ea o Kaua`i i Puhi `aina malu" (Beautiful Kaua`i: The spirit of Kaua`i 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.

2009 • 2010 DATES TO REMEMBER
Please check a current Schedule of Classes to confirm these dates.

FALL   **2009**

Academic advising begins for continuing students .... Feb 2

Registration begins for continuing students .... Apr 13

Academic advising/registration begins for new and returning students .... Apr 20

Statehood Day (Holiday) .... Aug 21

First day of instruction .... Aug 24

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 .... Aug 24

Last day to add semester courses .... Aug 28

Last day for 100% tuition refund for semester length course .... Aug 28

Last day for 100% student activity fee refund for complete withdrawal only .... Aug 28

Labor Day (Holiday) .... Sep 7

Last day for 50% tuition refund for semester length course .... Sep 14

Last day of erase period .... Sep 14

Last day to petition for semester graduation .... Oct 15

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 .... Oct 27

Veterans' Day (Holiday) .... Nov 11

Thanksgiving Day (Holiday) .... Nov 26

Thanksgiving recess .... Nov 26-27

Last day of instruction .... Dec 10

Evaluation/final examination days .... Dec 11, 14-17

End of semester .... Dec 18

2009 • 2010 DATES TO REMEMBER
Please check a current Schedule of Classes to confirm these dates.

SPRING   2010

Academic advising begins for continuing students .... Sept 1 (2009)

Registration begins for continuing students .... Nov 2

Academic advising/registration begins for new and returning students .... Nov 9

First day of instruction .... Jan 11

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 11

Last day to add semester courses .... Jan 15

Last day for 100% tuition refund for semester length course .... Jan 15

Martin Luther King Day (Holiday) .... Jan 18

Last day for 50% tuition refund for semester length course ....Feb 1

Last day of erase period ....Feb 1

Presidents' Day (Holiday) ....Feb 15

Faculty Excellence in Education Conference (no classes) .... Mar 5

Last day to petition for semester graduation .... Mar 15

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 22

Spring recess .... Mar 22-26

Kuhio Day (Holiday) .... Mar 26

Good Friday (Holiday) .... Apr 2

Last day of instruction .... May 5

Evaluation/final examination days .... May 6-7, 10-12

End of semester .... May 14

Commencement .... May 14

SUMMER   2010

Academic advising and registration for all students .... Apr 12 (2010)

Kamehameha Day (Holiday) ....Jun 11

First day of instruction .... Jun 14

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 14

Last day to add semester courses ....Jun 16

Last day for 100% tuition refund for semester length courses ....Jun 16

Last day for 50% tuition refund for semester length course ....Jun 22

Last day of erase period ....Jun 22

Last day to petition for semester graduation .... Jul 1

Independence Day (Holiday) .... Jul 5

Last day for changes: withdrawal from semester courses,

   credit/no credit option for semester courses, declare auditor for semester courses,

   and split-level changes .... Jul 9

Last day of instruction .... Jul 26

Evaluation/final examination days .... Jul 27

End of semester .... Jul 27

Kaua`i Community College
– a place to start – a place to grow.

A message from Helen Cox, Chancellor . . .

*A*loha and 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 also opens a window onto a broader world and gives you the skills to be an actor in your own life and in your community's future. 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.

*B*y mastering these learning outcomes you will equip yourself to succeed on any pathway you may choose. Your work with us will require time, effort and self-discipline; the instructors, counselors and staff at Kaua'i Community College are all here to help you reach your goals. I look forward to seeing 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.

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 Hawaiʻi.

Kauaʻi 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?

Phase II in progress at Kaua`i Community College

Phase II of the One Stop Center provides functional classrooms that are conducive to learning. It is a place where life-long learners can conveniently enroll in non-credit classes, international education study tours can meet to gain cultural education, and Apprenticeship trades programs can conduct classroom training. Additionally, this new location of the Bookstore makes it easier for students to register, pay fees, and purchase books, logo apparel and course materials in one central area.

Construction of Phase II began on October 14, 2008 and is scheduled to be completed on December 12, 2009. This single story, 20,732 sq. ft. building will include the Kaua'i Community College Bookstore (4,899 sq. ft.), seven (7) classrooms [2 general, 2 tele-conferencing, and 3 computer labs], and office space for the Bookstore and Office of Continuing Education and Training (OCET) staff. Like Phase I, Phase II will be partially powered by photovoltaic electrical panels mounted on the building's roof.

Digital Media Program at KCC

The first courses in KCC's new digital media program will be offered this fall semester. Art 112 Introduction to Digital Arts and ART 107D Introduction to Digital Photography. These courses will be taught in a new state of the art computer lab with latest digital imaging software. (Instructor Paul Hemmerla, right)

The digital media program at KCC is designed to meet the needs of students who intend to transfer to digital media and design programs at four-year art schools or universities, community members who wish to add digital media capability to their job skill set and students who wish to pursue a career path in web design and graphic design.

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Amongst well wishers, family & community supporters, Ni`ihau graduates cheer at the accomplishment of a long and challenging academic journey. It is true, that it takes a community of `Ohana to level excellence among these Hawaiian Language speakers. A unique partnership between the Department Of Education, Ni`ihau Ranch, Office of Hawaiian Affairs and Kaua`i Community College developed as a federal mandate of "no child left behind" catapult the need for innovative strategies relating to Ni`ihau School. Changing times, creative technology, and a blueprint for successful interventions played a pivotal role in the planning of this unique partnership. For these Ni`ihau ladies, their academic journey are by no means over. Kaua`i Community College served as the "open door" of possibilities into a world of recognizing one's self worth and Achieving Dreams never before realized from this unique native community.

Striving for higher excellence, a cohort of courses with UH-Mānoa began last Summer '08. Supported by these same partners, each student began the audious task of completing KCC requirements at the same time registered as UH Mānoa College of Education students. Again, adding another partner of the University to the process. It has been over 5 years since the last 2 Ni`ihau graduates graced this same stage. Those two have returned as elementary teachers giving back to their Ni`ihau Community. Evident in their smiles on graduation night, this first step in their academic journey has lifted not only their spirits to greater heights, but that of their Ni`ihau community as well.

(pictured above are Laurie Pahulehua, Bettylou Pahulehua, and Jennifer Kaohelauli`i)

Kaua`i Community College Nursing Program

The Okinawa Cultural Exchange from March 20-28 2009 was a whirlwind of activities and adventures. Two nursing students had signed up for the trip, so the group was comfortably small. We really got a complete understanding of how their health system works and saw many different types of health centers. Their hospitals are huge and very high tech. You can put a card into a machine to make a doctor's appointment or to change them. They have beautiful health care facilities on the main island and clinics on the outer islands.

The people were warm and welcoming. We ate fantastic food everywhere and prices were very reasonable. We visited a Shinto temple, Kimono weaving factory, and sakai factory, rode the monorail, took a boat to a sacred island, walked along the river, and shopped for pottery and hand blown glass.

The fabric, glass, and pottery are beautiful and uniquely Okinawan. The ancient, re-built Ryukyu Shuri Castle was magnificent to experience.

An Okinawan display in the library shows treasures that were brought home. Our nursing students gave a talk and Powerpoint presentation Wednesday, April 22 in the library. There were lots of great pictures of this beautiful island with a long history.

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**

- **Okinawa Prefectural College of Nursing, 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**

Okinawa Prefectural College of Nursing President Noguchi accepts a mural of the Pihea lookout enroute to the Alakai Swamp. It was a gift for the college for their 10th anniversary Chancellor Helen Cox looks on as Instructor Brian Yamamoto helps unfold the mural. Photo by Interim OCET Director Cheryl Fujii.

2009 Excellence in Teaching Award

John Constantino

Kaua`i Community College has given me the opportunity to work with a diverse group of students who attend college with specific goals and expectations. Many are fresh out of high school, while others are returning non-traditional college students, having met other obligations like raising a family, meeting the demands of work or having to deal with paradigm shifts that require additional skills enhancement or a career change.

My role as a counselor is pivotal when seeing students during the initial contact. I work closely with each student on academic counseling, clarifying career goals, exposing students to educational opportunities, helping them through the financial aid process, and referring individuals to external resources to help mitigate and overcome barriers.

It is important to share with students that education provides an avenue for life-long learning that promotes intellectual growth and stimulation and overall personal satisfaction. I enjoy helping students become independent-thinkers and effective decision-makers; being responsible and accountable for choices and actions taken in life; providing students with educational tools and resources to effectively overcome numerous challenges that may arise.

As a student advocate and student government advisor, I am committed to *teaching* students the positive values of leadership and its powerful role it can play in their lives. Building efficient decision-making skills, nurturing and developing interdependent relationships, recognizing diversity, cultural respect and awareness; compassion through community service; having the ability to effectively communicate with multiple generations are key elements that make for a well-rounded leader who can transfer these skills to their careers, families and multiple facets of the community, which will ultimately make positive contributions to society.

2009 Outstanding Student Employee of the Year

Elika Sakazaki

Elika (left photo) has been employed at the Bookstore since July, 2008. He is intelligent and learned Bookstore procedure without difficulty, allowing him to excel in a retail environment. He is responsible for handling transactions at the register, receiving textbooks and merchandise, restocking the shelves and beverages, general cleaning and dusting, as well as assisting with paperwork and filing. Elika is very personable and helpful, always helping customers find what they are looking for. Elika places a priority on helping people. In the business of customer service, he is right at home.

Elika started his journey in higher education at the University of Arizona in Tucson go for a degree in Pharmaceutical Sciences, but after three and a half years became dissatisfied with the Wildcat life and the pressures of a medical career. After returning home, he enrolled at the University of Hawai'i at Mānoa and began study in Chemistry. After spending some time living on Oahu, Elika moved back home to Kaua'i and enrolled in Kaua'i Community College to begin study in, yet another field, Accounting. He intends to graduate in the Fall, 2009.

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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 Psychology

BA Public Administration - Health Care

BA Social Sciences with Applied Track

BA Social Sciences - Early Childhood Education

BA Social Science in Political Science

BED Elementary Education

RN to BSN - Nursing

Master of Accounting

Master of Business Administration

Master of Human Resource Management

Master of Library and Information Science

Master of Social Work

MA Music Education

MED Counseling and Guidance, Rehabilitation Counseling

MED Early Childhood Education

MED Educational Administration, K-12

MED Educational Technology

MED Special Education

MS Information and Computer Sciences

MS Nursing

Certificate, Disaster Preparedness and Emergency Management

Certificate, Executive Accounting

Certificate, Health Care Administration

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, Telecommunication and Information Resource Management

PhD Nursing

Kaua`i Community College distance learning students (left to right) Candace Yim-Tabuchi, Sandra Diego, and Pua Larson earned their Masters degrees in Business Administration, Science, and Educational Technology. Way to go, girls!

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[subject to change]

KAUA`I COMMUNITY COLLEGE

The College
Kaua`i Community College, a 2-year public community college, is the only college on the island of Kaua`i. Its 200-acre campus is located just west of the major town of Līhu`e. Begun in 1928 as a vocational school, it became a comprehensive community college in 1965.

The Island
Kaua`i, with a population of about 65,000, lies 100 miles northwest of Honolulu, the State capitol and major population center of Hawai`i. 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.

The University of Hawai`i System
Kaua`i Community College is 1 of 7 colleges in the University of Hawai`i System. Also included in the system are the campuses at Mānoa, Hilo, and West O`ahu.  Other community colleges include 1 on Hawai`i, 1 on Maui, and 4 on O`ahu, together with the Employment Training Center.

Administrative Organization
The University of Hawai`i 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 Kaua`i Community College is responsible to the President of the University and Vice President for Community Colleges. The Faculty Senate and the Associated Students of Kaua`i Community College, together with the Chancellor's regular staff, provide advisory services to the Chancellor on matters of campus operation.

The College has 5 academic divisions: Business Education; Health Education; Language, Arts, and Humanities; Science and Mathematics; and Trade Technology.

Curricula
Kaua`i 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.

<u>Liberal Arts:</u> 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 O`ahu campuses of the University of Hawai`i, 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 technology 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 Hawai`i'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).

<u>Business Education:</u> Major areas include Accounting; Business Technology; Culinary Arts; and Hospitality and Tourism. These areas of emphasis may lead to a Certificate of Competence, a Certificate of Completion, a Certificate of Achievement, or an Associate in Applied Science Degree.

<u>Health Service:</u> A Nurse Aide course provides entry -level care with a Certificate of Competence. The Career-Ladder Nursing program consists of 2 levels (Practical Nursing and Registered Nursing).
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.

<u>Public Service:</u> The Early Childhood Education program offers a Certificate of Competence, a Certificate of Achievement, and an Associate in Science Degree.

<u>TradeTechnology:</u> 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 Competence, a Certificate of Completion, a Certificate of Achievement, or an Associate in Applied Science Degree. Electronics Technology has a degree in Associate in Science.

Degrees and Certificates
Associate in Arts, as well as various Associate in Applied Science and Associate in Science Degrees are awarded by Kaua`i 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. For more information on the degrees and certificates offered, see pages 56 and 57.

Academic Year
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.

Academic Year (continued)	A summer program includes limited on-campus offerings and courses delivered by other UH campuses via HITS (Hawai`i Interactive Television System), also known as ITV (Interactive Television), 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	Experiences gained while learning in a new cultural environment can truly change lives. In addition, cross-cultural competence is a necessary ingredient to creating to a more peaceful, prosperous and sustainable world. The College both welcomes international students and provides our local students opportunities for international experiences both abroad and at home. International students interested in enrolling at the College, see the Getting Started and College Policies and Procedures sections of the catalog. For further information, go to http://info.kauaicc.hawaii.edu/resources/lc/international/ or contact Kimo Perry at 245-8241.
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	The KCC Library has a collection of over 60,000 books and over 3,900 non-print titles as well as a subscription of 150 periodical titles. An electronic catalog provides access to all UH System libraries, to local and national indexes, and to online databases. Interlibrary loan service is available to the 3.6 million volumes within the University of Hawai`i system libraries.
	The Library offers ample seating for students. Small group meeting rooms are available for students working on projects. Computers within the library provides access to the Internet and to the campus network. Laptops and a reserve collection are available at the circulation desk. Other services in the library include video/DVD players, microfilm readers/printers, and photocopiers (color and black and white).
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 (TLC) is an academic support unit committed to providing services and programs to meet the diverse needs of the student population. TLC 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. TLC is equipped with state-of-the-art computer technology and houses computers and instructional software in specific disciplines.
Kaua`i Community College Training (Office of Continuing Education & Training)	Flexible, timely responses to needs beyond the traditional college curriculum are the hallmark of Kaua`i Community College Training or 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.
	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.
University Center	As an island state, Hawai`i is well-suited to distance learning 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 cable TV, interactive TV, 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
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, emailing, 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 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 Counseling and Advising Office.

2. 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.

3. PLACEMENT TEST

Take a KCC placement test before you go for your academic advising. You must demonstrate English and math placement levels. You will need to schedule an appointment with the Counseling and Advising Office to take the test.

4. POST-SECONDARY SCHOOL TRANSCRIPTS

Transcripts are required only if you wish to transfer those credits. You must have official transcripts from EACH non-UH school sent directly by EACH school to the Admissions and Records Office. Transcripts sent via fax or personally delivered/mailed are not acceptable.

You may be exempt from submitting 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 in courses with English or math prerequisites. You may be exempt from submitting high school transcripts if high school attendance was over 10 years ago and you are not applying for admission into the Nursing program.

After official acceptance to the college, you may submit a Transcript Evaluation Request Form to the Admissions and Records Office to have your transcripts evaluated. The form is available at the Admissions and Records Office. Transfer credits granted will be added to your Kaua`i transcript after you have completed a semester at Kaua `i Community College. Transcripts of courses taken at any of the 10 UH campuses need not be requested.

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. 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, MUMPS AND RUBELLA (MMR) CLEARANCE	Submit proof of MMR clearance to the Admissions and Records Office prior to registration. All students in the UH System must provide a MMR clearance. You will not be allowed to register without the required MMR clearance.
	MMR required of individuals born after 1956, or foreign immigrant.
	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 summer and fall semesters.
	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.
9. REGISTRATION	UH Community College students are able to register online through the MyUH Portal. The website is: http://myuh.hawaii.edu. You can also register in person. All new classified students are required to see a counselor for academic advising prior to registration.

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 KCC's federal school code: 001614 on your application. You must reapply each school year to receive financial aid.

The FAFSA can be completed by going on-line to the following website: http://www.fafsa.ed.gov. The student and one parent (if dependent) must apply for personal identification numbers (PIN): http://www.pin.ed.gov .

A Student Aid Report (SAR) is 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 April 1st. You may check on your financial aid status by logging onto your MyUH Portal.

What if I am a returning KCC student?

If you attended Kaua`i 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). Transcripts are required only if you wish to transfer those credits. 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 Transcript Evaluation Request 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 Undergraduate International Applicants.

3. Attach evidence of support in U.S. currency. You must show, personally or through a sponsor, that adequate financial support will be provided during your entire period of enrollment. Submit current bank and/or financial statements in U.S. currency.

4. Official TOEFL (Test of English as a Foreign Language) scores. Scores must be from a test taken within the last two years. Write to TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08540 to apply for the test and to have your scores sent directly to our Admissions and Records Office. Scores submitted by you will not be accepted. Minimum score for admission is 450 (paper based testing), 133 (computer based testing), or 45 (internet based testing). [TOEFL Exemptions: see below].

5. High school and college transcripts translated into English by either a school official or a U.S. consular official, mailed directly from the school(s) to our Admissions and Records Office. Transcripts submitted by you will not be accepted.

6. Kaua'i Community College Health Clearance Form. Hawai'i State Law requires all students to meet examination and immunization requirements before they attend any post-secondary school in the state. The Tuberculosis (TB) clearance must be issued by a U.S. licensed MD, DO, APRN, or PA and submitted prior to registration. The Measles, Mumps and Rubella (MMR) record must be submitted with the University of Hawai'i System Application Form. For more information, please refer to Health Requirements.

7. $25 non-resident application fee (nonrefundable, nontransferable).

What do I do if I am an international student? *(continued)*

TOEFL Exemptions: You are exempt from taking the test if:

·
- Your native language is English and you are from Australia, Canada (except Quebec), Ireland, New Zealand, United Kingdom, or the United States.

·
- You 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.

·
- You are transferring from an accredited college or university in the United States, Australia, Britain, Canada, Ireland, United Kingdom or New Zealand, and you have completed the equivalent of freshman level English with a grade of "C" or better.

Application Deadline

As an international student, you must submit the University of Hawai'i System Application Form and all required admission documents to our Admissions & Records Office by the following deadlines:

Fall semester	July 1
Spring semester	November 1

Once all documents are received, an admissions decision will be made. If accepted, an acceptance letter and a Form I-20 will be mailed to you. You will need the Form I-20 to apply for a student VISA (F-1) through the U.S. Embassy or Consulate in your Country.

Program Major Selection and Credit Load

Your selection of a program major is a very important decision and will determine your length of stay in the United States as well as your career goals. As an international student, you will be required to take a minimum of 12 credit hours each semester toward your program.

Before you may register for courses, you must:

Demonstrate proof of enrollment in a health and accident insurance plan before registration. This insurance is mandatory. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness. Additional information on student health insurance plans may be obtained from the student resources web site, or by contacting the Office of the Vice Chancellor of Student Affairs at (808) 245-8313.

International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policies of the UH Board of Regents 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 Admissions and Records Office at 245-8225 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. Information regarding disabilities, voluntarily given or inadvertently received, is confidential and does not affect admission decisions. Contact the Office for Students with Disabilities at 808-245-8314 or 808-245-8212.

Am I eligible for any veteran 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.

COLLEGE COSTS AND

FINANCIAL

INFORMATION

Fall 2009 - Spring 2010 Kaua`i Community College

Schedule of Tuition and Fees

No. of Credits	Activity Fee	Resident Tuition	Resident Total	Non-Resident Tuition *	Non-Resident Total
1	30.00	79.00	**109.00**	272.00	**302.00**
2	30.00	158.00	**188.00**	544.00	**574.00**
3	30.00	237.00	**267.00**	816.00	**846.00**
4	30.00	316.00	**346.00**	1,088.00	**1,118.00**
5	30.00	395.00	**425.00**	1,360.00	**1,390.00**
6	30.00	474.00	**504.00**	1,632.00	**1,662.00**
7	30.00	553.00	**583.00**	1,904.00	**1,934.00**
8	30.00	632.00	**662.00**	2,176.00	**2,206.00**
9	30.00	711.00	**741.00**	2,448.00	**2,478.00**
10	30.00	790.00	**820.00**	2,720.00	**2,750.00**
11	30.00	869.00	**899.00**	2,992.00	**3,022.00**
12	30.00	948.00	**978.00**	3,264.00	**3,294.00**
13	30.00	1,027.00	**1,057.00**	3,536.00	**3,566.00**
14	30.00	1,106.00	**1,136.00**	3,808.00	**3,838.00**
15	30.00	1,185.00	**1,215.00**	4,080.00	**4,110.00**

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

Summer - KCC • Schedule of Tuition and Fees

Summer 2010 - $249 (per credit, resident)
Summer 2010 - $282 (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**

Payment must be received by the published deadline of the campus offering the course. You are responsible for paying for your tuition and fees for courses you are enrolled in. **Registration will not be automatically cancelled for non payment.** If payment is not received or you have not signed up for the payment plan, the University of Hawai`i may place a financial hold on your student account until this obligation is paid in full. Additionally, the University may deny you further registration and/or cancellation of registration, transcripts, diplomas and other University services.

Special Tuition Fees

Activity
The Activity Fee is charged to both residents and non-residents.

Apprenticeship Tuition and Fees
Apprentice and Journey Work: $.40 per clock hour.

Cable TV
A fee may be charged when a student registers in a course 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
Should you see Admissions and Records to add or drop courses, a $5 change fee is charged (from the late registration period) for every change processed. There is no charge for a transaction done on the web, nor for a withdrawal from the last course at the student's home institution.

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 $25.00 service charge will be assessed for each check which is made out to the University of Hawai`i and is returned for any cause.

Student Schedule/Bill
A $2.00 duplicating fee is charged for each copy.

Graduation
A fee of $15.00 is payable at the time the student submits the Graduation Application.

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 for the Fall/ Spring terms ($10.00 for Summer term).

Non-Credit Course Tuition and Fees
Fees for non-credit courses vary. For details, see the KCC Training/OCET 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 $2.00 fee is charged for each copy of any other educational record requested by a student.

Summer Tuition
Summer 2010 • Resident - $249.00 • Non-resident - $282.00

Special Tuition Fees (continued)

Transcript
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.

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.

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").

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, registration, and enrollment verifications.

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 Office of the Vice Chancellor of Student Affairs.

Refunds

Financial Aid Refund/Repayment Policy
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 completely during a term for which payment has been received.

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.

Repayment Policy
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.

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.

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.

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.

Tuition and Fees Refund
Refunds are processed by the Business Office.

Semester Length Courses: Student Activity Fees
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.

Non-Semester Length Courses: Tuition and Special Course Fees
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:

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.

Refunds (continued)

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 Programs include:
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 ACADEMIC COMPETITIVENESS GRANT: Grants to undergraduate U.S. citizens who graduated from high school after January 2005, 3.0 grade point average, Federal Pell Grant recipient, and enrolled full-time in a degree program.

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/her individual need and the availability of funds.

FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM (FFELP): These 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 fixed at 6.8 for loans disbursed after July 1, 2006. Interest is paid or subsidized during deferment periods. Repayment begins 6 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 fixed at 8.5% as of July 1, 2006. Interest begins to accrue upon disbursement of the fund.

Financial Aid Program (continued)

State, Institutional, Private, and Other Financial Assistance:
HAWAI'I STUDENT 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 GPA 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.

STATE TUITION OPPORTUNITY GRANTS AND ACHIEVEMENT SCHOLARSHIPS: Tuition grants and scholarships to resident or non-resident undergraduate and graduate/professional students who demonstrate financial need, merit, or service.

STATE CENTENNIAL SCHOLARSHIP: Tuition scholarships available to resident Hawai'i high school graduates after May 2007, 3.8 GPA, 1800 on SAT, or 27 composite score on ACT.

Short-Term Student Loans: Classified students attending KCC at least half-time may borrow 30-day emergency funds to purchase textbooks 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 GPA. 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/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 GPA (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," 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 college at least half-time.

PACIFIC ISLANDER SCHOLARSHIP: Institutional scholarship to assist citizens of eligible Pacific Island jurisdictions: FSM, Palau, Northern Marianas, Guam, American Samoa and Marshall Islands. Must be classified, enroll full-time, and earn a cumulative GPA of 2.5 or higher.

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 Hawaiʻi, 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 GPA of 2.5, attending college full-time. A letter of recommendation is required.

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

See Federal Financial Aid and State, Institutional, Private, and other Financial Assistance, pages 28 and 29.

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.

Student Employment

FEDERAL WORK STUDY PROGRAM (FWSP): This program 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 obtain job referrals.

Veterans' Administration

Kauaʻi Community College is an approved educational institution for education and training under the Administration Veteran's Educational Assistance Act (G.I. Bill), and the Dependents' Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained from the Veterans' Administration Regional Office. For information on the G.I. Bill or other veteran benefits, contact the Veterans' Regional Administration Office or the Admissions and Records Office at 245-8225.

CAMPUS RESOURCES AND SERVICES
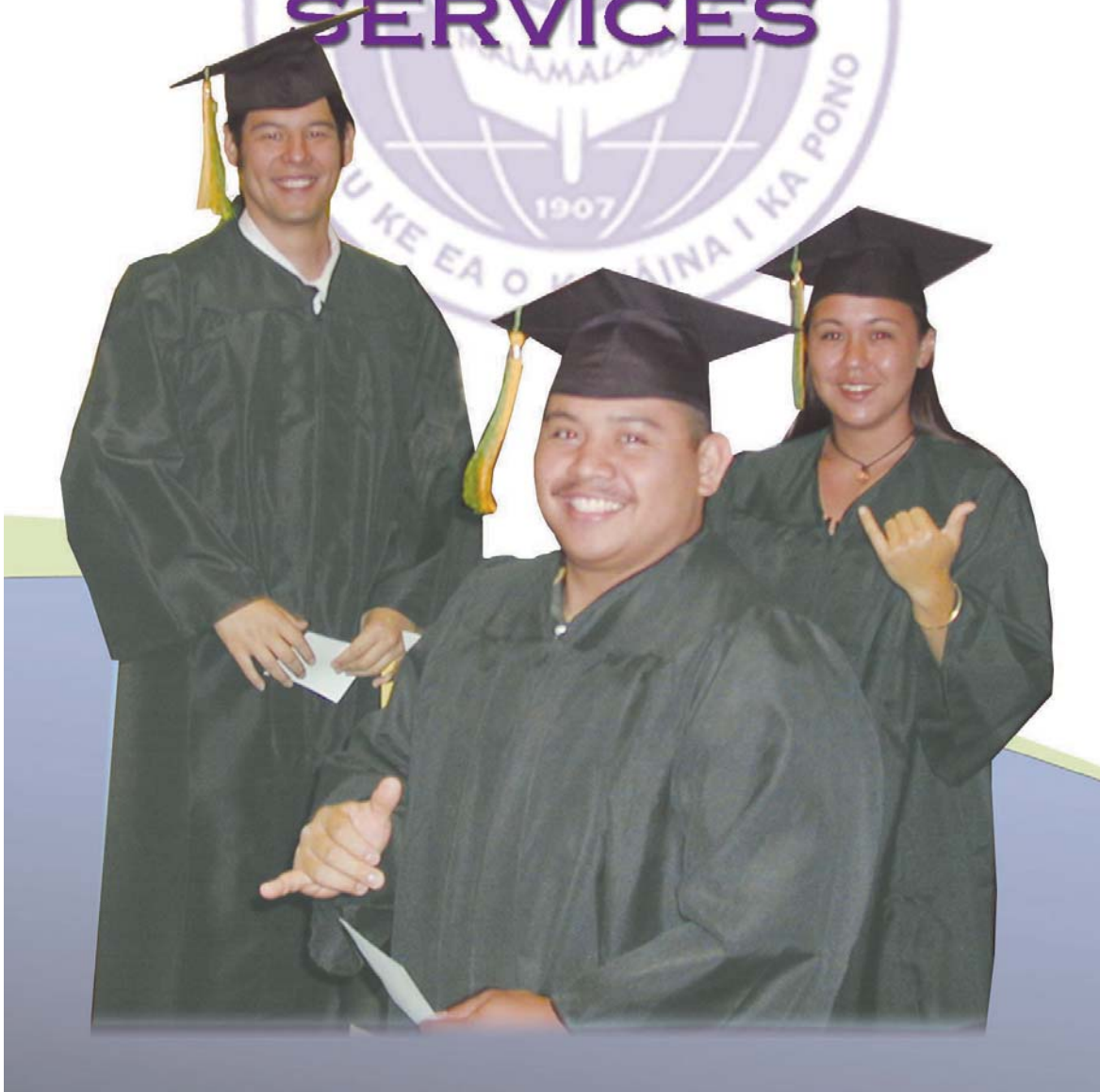
CAMPUS RESOURCES AND SERVICES

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, grades, residency information, schedules, and applications.

Alumni Association
808-956-2586

Kaua`i Community College Alumni may join the University of Hawai`i Alumni Association. It cultivates 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

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 official source for your University of Hawai`i and Kaua`i Community College logo souvenirs and clothing. Students may purchase all their new and used books for all their Kaua`i CC classes including supplies, backpacks, soft drinks, snacks, candies and more. Students enrolled in distance classes may purchase books from the "home" campus. The "home" campus is the campus where the course originates from. For example, if you live on Kaua`i and take a distance course offered at Kapi`olani CC, Windward CC or UH Hilo campus, you need to go to those campus websites to purchase your books. Go to the bookstore homepage website at http://www.bookstore.hawaii.edu and choose the campus your course is offered from and proceed from there. If you prefer a phone order, you may call the UH Outreach at 1-800-842-6657. They will take your phone order and forward it to the respective campus bookstore. Students may also visit this website to purchase Kaua`i books online.

Bookstore gift cards are also available for purchase at the bookstore. These gift cards are redeemable at any of the bookstores in the UH System.

Computer hardware and software are available for purchase at the bookstore. Faculty, staff and students currently registered at any of the UH campuses including students registered in the OCET non-credit classes qualify to purchase. Your registration slip may be required as proof of registration. Call the bookstore at 808-245-8273 if you have any questions.

Catalogs for the University of Hawai`i at Mānoa and the Kaua`i campus are available for purchase. All other campus catalogs can be purchased online at the respective campus sites.

Booklist and special evening store hours are posted at the Bookstore prior to the beginning of each semester.

A full book refund is given if the book is returned with 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). *A register receipt is required for all refunds!* After the first three weeks, refunds are made only if requested within (7) calendar days from the date of purchase.

CA$H PAID FOR BOOKS! 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.

Campus Safety
245-8230

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.

Outside phones are located at the entrance of the Performing Arts Center and Learning Resource Center. For information, contact the Vice Chancellor for Administrative Affairs at 245-8230 or the Vice Chancellor of Student Affairs at 245-8313.

Campus Wellness
245-8307

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.

Services are provided by faculty who are Advanced Practice Registered Nurses in various specialities 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.

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 Counseling and Advising Office. Career Kokua and Discover, along with other computer occupational information and guidance systems, are also available.
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 TLC and the Computer Resource Center.
Cooperative **Education** **245-8379**	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. 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 the Business Technology and Hospitality and Tourism 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 Technology, and Culinary Arts 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.
Counseling **and Advising** **245-8212**	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. 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.
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 email. 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 <http://www.hawaii.edu/uhcc.e-learn> and <http://www.hawaii.edu/dl>.
Email Access/ **MyUH Portal**	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. Students can log onto: http://myuh.hawaii.edu.
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 | 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.

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. |
|---|---|
| **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 April 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. The Dining Room is open for 3 segments of 6 weeks each throughout the year. Call 245-8365 for information and reservations. |
| **Handicapped Parking** 245-8323 | 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** 245-8313 | See Campus Wellness section, page 32.

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 Office of the Vice Chancellor of Student Affairs.

All F-1 and M-1 visa foreign students must have some form of medical insurance before registration will be permitted.

Referral for those in need of vocational rehabilitation assistance or psychiatric attention is also available. |
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	All KCC students have access to the Internet on campus computers. UH campus computers are to be used for academic pursuits.
Job Placement 245-8379	See Student Employment off-campus, page 40.
Kauai Community College Training (Office of Continuing Education and Training) 245-8318 (Registration)	KCC is a first-rate institution that helps businesses create a stronger, better workforce and also helps 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.).

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. |

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). Computers within the libary provide 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 **245-8233**	Information for lost and found articles may be obtained at the Library Circulation Desk.
Media Services **245-8238**	Media Services' assists the faculty and students in preparing instructional materials. Thetelecommunications involved with the delivery of distance education via HITS and cable is also a primary responsibility.

MyUH Portal
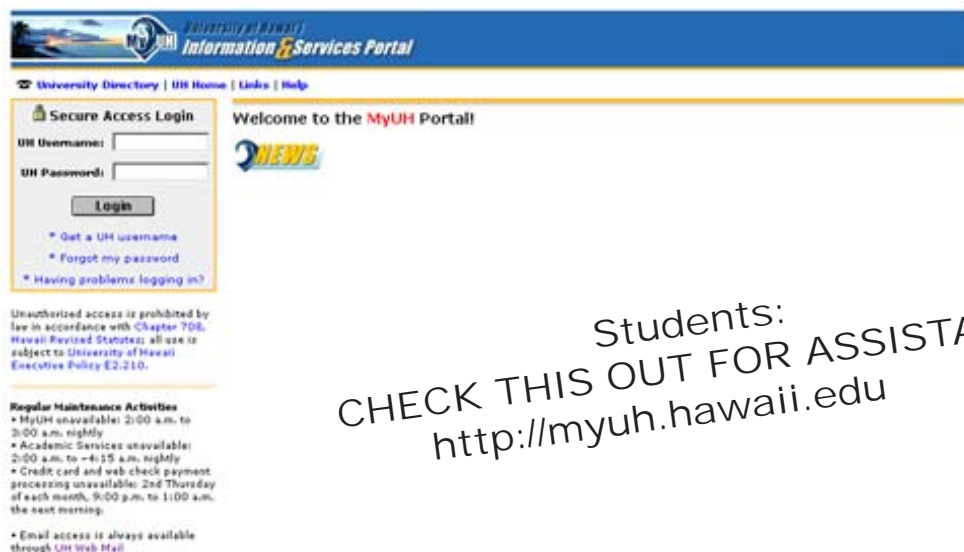
Students:
CHECK THIS OUT FOR ASSISTANCE
http://myuh.hawaii.edu

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://myuh.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 email address. *Important information from the University administration or faculty will be sent to this email 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/OCET Training Office.
Orientation for **New Students** **245-8212** **245-8261**	We invite all new students to attend a New Student Orientation (NSO) session at Kaua` i Community College (KCC), an important "first step" toward a great start at KCC and to a successful college career. Our on-campus NSO will help you to prepare for your first semester at KCC. It will provide you with information on campus resources, student life and activities, and college survival tips to assist you with the transition to college and to our campus. You will meet other new students and some of our faculty and counselors as well as go on a campus tour with our KCC peer mentors. NSO sessions are offered prior to the start of the fall and spring semesters. Information about the orientation is included in your acceptance letter. Each session is approximately 90 minutes long. Students can sign-up to attend an NSO session with your advisor when you come in for your advising appointment. If you have any questions about NSO, please call the Student Counseling and Advising Office at 245-8212 or 245-8261.
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 Office of the Vice Chancellor of Student Affairs.
Performing **Arts Center (PAC)** **245-8270**	The Performing Arts Center is the venue for outstanding international, national, and local cultural performances. It has hosted many sold-out productions since its grand-opening in fall 1995. The Performing Arts Center seats 550, 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**	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. Tuition for 2009-2010 school year will be on a sliding fee scale dependent on income. Tuition is payable in 4 monthly installments. Summer tuition is payable in 3 monthly installments. Tuition includes breakfast, lunch and afternoon snack. Tuition assistance is available to eligible parents through Child Care Connection, Open Doors and Kamehameha Schools. 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 welcome. Priority is given to the children of KCC students, faculty, and staff.
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

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.

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.

Services to Students with Disabilities
245-8212
TTY: 245-8314

Section 504 of the Rehabilitation Act of 1973 states that: "No otherwise qualified person with a disability in the United States…shall, solely by reason of…disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Through the Office for Students with Disabilities, Kaua`i Community College provides equal access and reasonable accommodation to students with documented disabilities. Students requesting accommodations need to identify themselves and provide documentation from a qualified professional to the Office for Students with Disabilities. Early notification (6 weeks prior) ensures arrangements for accommodations before the semester starts.

If you need more information, contact the Counselor for Students with Disabilities at 808-245-8314 (Voice/TTY), 808-245-8212, or email: arkauai@hawaii.edu.

Sports
245-8339

Kaua`i Community College has an intramural sports program. Faculty, staff, and students, as well as various community organizations, compete in golf, basketball at Kaua`i High School gym, and tennis. In addition, we also offer full semester courses in weight training/physical fitness, basketball, and 3 different levels of tennis.

We also offer a fit check test for all faculty, staff, and students throughout the semester.

Student Activities
245-8245

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 Center of Student Life and Activities located at the second floor of the Campus Center.

Student Clubs
245-8245

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*
Dedication 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*
The Future Educators of Young Children (FEYC) provides support and information to Early Childhood and Pre-Elementary Education students, which will facilitate their professional growth. FEYC also develops links with Hawai`i Association of the Education of Young Children (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*
This club introduces and promotes 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 Kaua`i 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, AND 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 the College. 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. It also co-sponsors and holds 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 raises funds through moneymaking projects for the purpose of supporting 2nd 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, Kapa`a, Kaua`i, Kalepa Sunrise, Poipu Beach and West Kaua`i. The purpose of Rotaract Club 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: 245-8379	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 https://sece.its.hawaii.edu. Full-time positions can be viewed in the lobby of the Learning Resource Center.
Student Employment on-campus: 245-8323	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: https://sece.its.hawaii.edu to search for jobs and print referrals. See Federal Aid Programs, page 30.
Student Government 245-8338	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-KCCprovides 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.
Student Housing 245-8256	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.
Student Life Office 245-8245	Besides assisting student government and student clubs and organizations, this office maintains the popular Student Lounge located on the 2nd 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.
Student Loans 245-8256	The College offers students both short-term and long-term student loans. For information on these loan programs, please contact the Financial Aid Office, kauccfao@hawaii.edu.
Student Services 245-8313	Counseling and Advising, Financial Aid, Admissions and Records, Outreach Programs 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.
The Learning Center 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 achieve educational and personal goals. Assistance provided includes tutorial services in math, writing, and other content and language courses; resource materials; collaborative learning; and small group workshops and/or individual instruction in learning skills, word processing, e-mail, Internet use, Excel, and self-management skills.
Transportation	The Kaua`i Bus may help students meet their transportation needs. Otherwise, students must arrange for their own transportation to and from campus.
Tutoring 245-8346	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.
University Center 245-8330	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.
Veteran's Training 245-8225	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.

COLLEGE 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
The Academic Probation and Suspension Policy establishes that any student who earns less than a 2.0 cumulative or current GPA, 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.

A student on academic probation who subsequently fails to achieve a 2.0 GPA 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.

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.

A student on academic probation who completes all credits attempted, excluding withdrawals, and achieves both a current and cumulative GPA of at least 2.0, shall be removed from academic probation and reinstated to satisfactory academic standing.

Adding/ Dropping Classes
You may add or drop courses through the MyUH Portal 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.
Erase Period - 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.
Deadlines - 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.
Semester Courses - You may drop (withdraw from) semester-length courses any time up to the stated deadline.
Non-Semester Length Courses- 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.
Complete Withdrawal - Students may drop courses online via their MyUH Portal prior to the first day of instruction. If you are not allowed to withdraw from the last course listed under Current Schedule in your MyUH Portal, contact the Admissions and Records Office at (808) 245-8225. There is no charge for a withdrawal from your last Kaua'i Community College course. Offical withdrawal is not complete until the required form has been filed and all financial obligations cleared.

Attendance
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 Vice Chancellor of Student Affairs.

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.

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 in 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 safe 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 Vice Chancellor for Administrative Affairs at 245-8230 or the Vice Chancellor of Student Affairs at 245-8313.

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 Safety (continued)	campus may subject the students involved to investigation. 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 Vice Chancellor of Student Affairs. 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 laws. 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 the Vice Chancellor of Student Affairs. *Lethal Weapons* - Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor. *Sexual Assault* - See Sexual Assault Policy, page 52. *Sex Offenses* - 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 Vice Chancellor for Administrative Affairs (245-8230) and the Kaua`i Police Department (911). They may request that the Vice Chancellor assist by making these calls. Assistance is available at the Office of the Vice Chancellor of Student Affairs 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 Office of the Vice Chancellor of Student Affairs. *Smoking* - 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, conference rooms, and other covered structures of the College.
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	ENTERING STUDENTS: All new, returning, and transfer students who have submitted an application but have not registered, may change their major by contacting the Counseling and Advising Office. Students who have registered must see their counselor and complete a Change of Major Form. CURRENT STUDENTS: Current students may change their major by seeing their counselor and completing the Change of Major Form.
Change of Personal Data or Address	Any change of name and citizenship must be reported to the Admissions and 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	Students are classified as follows: **By program enrollment:** Classified: Students who follow a prescribed program of studies leading to a degree or certificate. Unclassified: Students who are not enrolled in an organized program or curriculum and are not working toward a degree or certificate. **By number of credits enrolled:** Full-time: Students who are enrolled for 12 or more credits. Part-time: Students who are enrolled for 11 credits or less. **By educational level:** Freshman: Students who have completed 24 credits or less.

Sophomore: Students who have completed 25 or more credits.

Classification of Students (continued)	**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 Kaua`i Community College during the previous semester (excluding summer session).

Returning student: A student who was last enrolled at Kaua`i 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 Kaua`i Community College who is taking a non-credit course through the KCC Training Office/OCET.

Course Waivers and Substitutions

Students wishing to have a course waived or substituted in their program must consult with their instructor before requesting a course waiver or substitution. With instructor approval, a Request for Course Waiver/Substitution Form will be completed by the student and forwarded for approval or disapproval to the instructor. The instructor will route the completed form to the Admissions and Records Office.

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

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, EEO/AA Coordinator (Phone: 245-8323, One Stop Center, Business Office). The EEO/AA 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.

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.

Educational Rights and Privacy of Students

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 Hawai`i, Kaua`i Community College are hereby notified of the following:

1. It is the policy of Kaua`i 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.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
   a. The right to inspect and review education records.
   b. The right to request to amend education records.
   c. The right of protection from disclosure by Kaua`i Community College of personally identifiable information contained in education records without permission of the student involved.
   d. The right to file complaints concerning alleged failure by Kaua`i Community College to comply with the Act.
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 Vice Chancellor of Student Affairs, Kaua`i Community College.
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.
   a. Name,
   b. Local address and zip code,

c.   Local telephone number,
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.

NOTE: Submission of this FERPA confidentiality request form does not automatically remove you from the UH online directory. To remove yourself from the UH online directory, please do so via your MyUH account. From your MyUH account, go to the "My Profile" tab, UH Online Directory, Options for Students.

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 course, you must first obtain written permission from the instructor using the "Permission to Audit a Course" Form. The form is available at the Admissions and Records 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 and Records Office.

Specific information and application procedures may be obtained at the Counseling and Advising 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.

Factors Which May Affect Your Credits (continued)	*Credit Load* - The normal credit load for a student is 15-17 credits per semester.

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.

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 4-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 (C/NC) 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.

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 and 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. A Transcript Evaluation Request Form is available at the Admissions and Records Office. Official transcripts become the property of 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

Grades (continued)	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 GPR (or grade point average/GPA) 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 upon submission of the Graduation Application. 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. Graduation may be denied if all requirements, including incomplete grades, are not met by the end of the graduating semester.

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.

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 Vice Chancellor for Academic Affairs or the Chancellor. The Vice Chancellor 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	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.

In compliance with public health regulations, students must show evidence that they are free of active tuberculosis and measles, mumps and rubella.

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. |
| **Health Requirements** | Hawai`i State Law requires all students to meet examination and immunization requirements before they attend any post-secondary school in the state. The Tuberculosis (TB) and Measles, Mumps and Rubella (MMR) clearances must be issued by a U.S. licensed MD, DO, APRN, or PA and submitted prior to registration.

TB test must have been given within 12 months prior to the first day of instruction. MMR required of individuals born after 1956, or foreign immigrant. MMR record must included complete dates (month/day/year) for each immunization.

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. |
| **International Programs and Services** | 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. |
| **International Students** | 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.

Contact the Admissions and Records Office for rules and regulations and admission requirements. |
| **Late Registration** | 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 3 days of the summer session. Registration for modular courses is open up to the beginning date of the modular class. |
| **Safe Zone** | 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. |
| **Non-Resident Student** | 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.

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:
    A. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai`i on active duty.
    B. Members of the Hawai‘i National Guard and Hawai‘i-based Reserves.
    C. Full-time employees of the University of Hawai‘i and their spouses and legal dependents.
    D. East-West Center student grantees pursuing baccalaureate or advanced degrees.
    E. Hawaiians, descendents of the aboriginal peoples that inhabited the Hawaiian Islands an exercised sovereignty in the Hawaiian Islands in 1778. |

Non-Resident Student (continued)	*Misrepresentation* - 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.

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.

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, EEO/AA Coordinator.

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
Līhu`e, Hawai'i 96766
Phone: (808)245-8274

Policy on 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 Vice Chancellor of Student Affairs or the EEO/AA Coordinator.

RESIDENCY REGULATIONS (condensed) (The residency rules and regulations may be subject to change)

Students 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 nonresident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the college until he/she can present clear and convincing evidence to the residency officer that proves otherwise. Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions Office. The complete rules and regulations are available at the Admissions Office.

DEFINITION OF HAWAI'I RESIDENCY
A student is deemed a resident of the State of Hawai'i for **tuition purposes** if the student (19* or older) or the student (under 19*) and his/her parents or legal guardian have:

(1) **Demonstrated intent** to permanently reside in Hawai'i (see below for evidences);
(2) Been **physically present** in Hawai'i for the 12 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** for at least 12 consecutive months prior to the first day of instruction 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 evidence apply:
A. Filing Hawai'i resident personal income tax return.
B. Voting/registering to vote in the State of Hawai'i.

Other evidence, such as permanent employment and ownership or continuous 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 in making a residency determination include:

A. The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see evidences) is taken to make Hawai'i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
B. Residency in Hawai'i and residency in another place cannot be held simultaneously.
C. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status.
A nonresident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawai'i primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.
D. The residency of unmarried students who are minors follows that of the parents or legal guardian. Marriage emancipates a minor.
E. 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, provided that Hawai'i is claimed and maintained as the person's legal residence.

BOARD OF REGENTS EXEMPTIONS
1. Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:

A. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
B. Members of the Hawai'i National Guard and Hawai'i-based Reserves.
C. Full-time employees of the University of Hawai'i and their spouses and legal dependents
D. East-West Center student grantees pursuing baccalaureate or advanced degrees
E. Hawaiians, descendents of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
2. Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. At the time of publication, these included the following:

Residency (continued)	American Samoa	Republic of Palau
	Commonwealth of the Northern Marianas	Republic of the Marshall Islands
	Cook Islands	Solomon Islands
	Federated States of Micronesia	Tokelau
	Futuna	Tonga
	Kiribati	Tuvalu
	Nauru	Vanuatu
	New Caledonia	Wallis
	Niue	

This list is subject to change. For a current list, eligibility and documentation requirements, please contact the Admissions Office of the campus you are applying to.

MISREPRESENTATION
A student or prospective student who provides incorrect information on any form or document intended for use in determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

APPEAL PROCESS
Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal.

*The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency which commences on his/her 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parent or legal guardian.

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 Edward Sanchez, Financial Aid 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 Office of the Vice Chancellor of Student Affairs, One Stop Center, Room 201. The procedure for the Sexual Assault Prevention Program can be obtained from the Office of the Vice Chancellor of Student Affairs, One Stop Center, Room 201.

Student Conduct Code

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.

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.

Copies of the Student Conduct Code are available at the Office of the Vice Chancellor of Student Affairs.

Academic Dishonesty: 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.

Cheating 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.

Plagiarism 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.

Student Misconduct Grievances

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 Office of the Vice Chancellor of Student Affairs.

Transcript Requests

Students must file a written request to the Admissions and Records Office. A minimum of 7 working days should be allowed for processing.
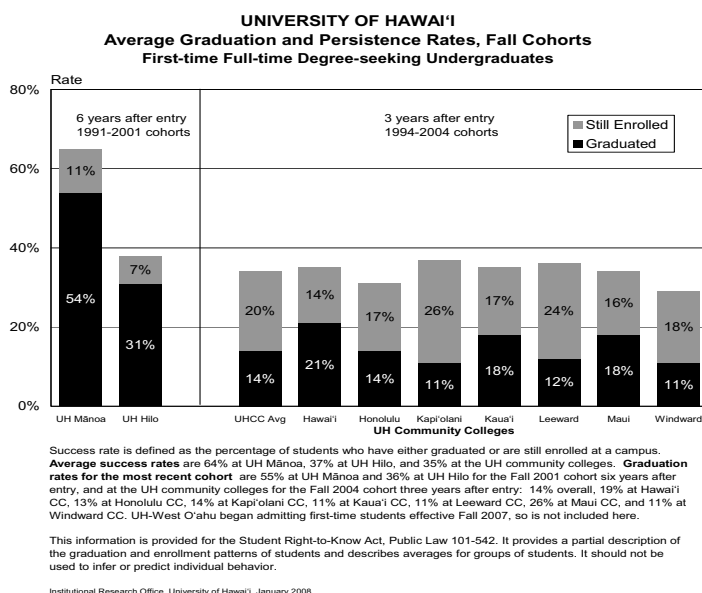
Transferring to Another College

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 2 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 4-year colleges or universities.
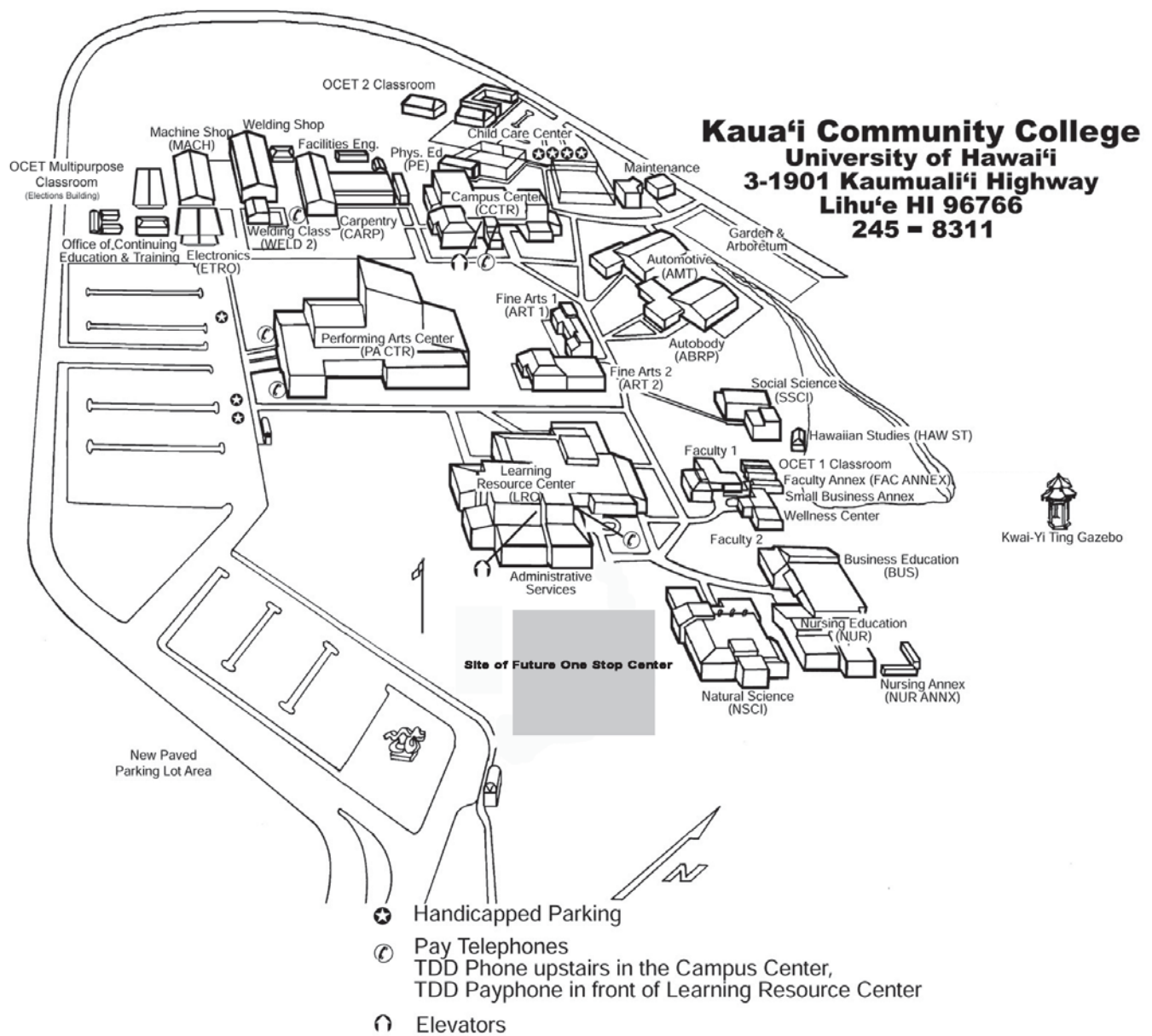
Students planning on transferring should consult the catalog of the college or university in which they are interested. Students are also advised to work closely with a counselor to ensure that the choice of courses taken will fulfill general education requirements for their chosen 4-year institution, as well as the requirements for the College's Associate in Arts degree.

Catalogs of schools, colleges and universities are available at the Counseling and Advising 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 Counseling and Advising Office.
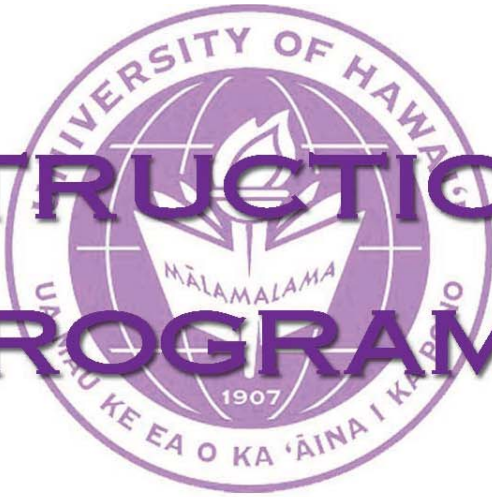
Average Graduation and Persistance Rates

UNIVERSITY OF HAWAI'I
Average Graduation and Persistence Rates, Fall Cohorts
First-time Full-time Degree-seeking Undergraduates

Success rate is defined as the percentage of students who have either graduated or are still enrolled at a campus. **Average success rates** are 64% at UH Mānoa, 37% at UH Hilo, and 35% at the UH community colleges. **Graduation rates for the most recent cohort** are 55% at UH Mānoa and 36% at UH Hilo for the Fall 2001 cohort six years after entry, and at the UH community colleges for the Fall 2004 cohort three years after entry: 14% overall, 19% at Hawai'i CC, 13% at Honolulu CC, 14% at Kapi'olani CC, 11% at Kaua'i CC, 11% at Leeward CC, 26% at Maui CC, and 11% at Windward CC. UH-West O'ahu began admitting first-time students effective Fall 2007, so is not included here.

This information is provided for the Student Right-to-Know Act, Public Law 101-542. It provides a partial description of the graduation and enrollment patterns of students and describes averages for groups of students. It should not be used to infer or predict individual behavior.

Institutional Research Office, University of Hawai'i, January 2008

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

OCET 2 Classroom

Machine Shop (MACH)
Welding Shop
Facilities Eng.
Phys. Ed (PE)
Child Care Center
Maintenance

OCET Multipurpose Classroom
(Elections Building)

Office of Continuing Education & Training
Electronics (ETRO)
Welding Class (WELD 2)
Carpentry (CARP)
Campus Center (CCTR)

Garden & Arboretum

Automotive (AMT)

Fine Arts 1 (ART 1)

Autobody (ABRP)

Performing Arts Center (PA CTR)

Fine Arts 2 (ART 2)

Social Science (SSCI)

Hawaiian Studies (HAW ST)

Faculty 1
OCET 1 Classroom
Faculty Annex (FAC ANNEX)
Small Business Annex
Wellness Center

Kwai-Yi Ting Gazebo

Learning Resource Center (LRC)

Faculty 2

Business Education (BUS)

Administrative Services

Site of Future One Stop Center

Nursing Education (NUR)

Nursing Annex (NUR ANNX)

Natural Science (NSCI)

New Paved Parking Lot Area

N

★ Handicapped Parking

© Pay Telephones
TDD Phone upstairs in the Campus Center,
TDD Payphone in front of Learning Resource Center

∩ Elevators

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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
BUSINESS EDUCATION							
Accounting			X		X		
Business Technology		X	X		X		
(formerly Office Administration and Technology)							
Cashiering (not currently offered)							
Culinary Arts	X	X	X		X		
Hospitality and Tourism		X	X		X		
(formerly Hospitality Services and Hotel Operations)							
UH West O`ahu Articulation Options							
Accounting					X		
Business Technology					X		
Hospitality and Tourism					X		
HEALTH SERVICE							
Medical Office Receptionist *	X						
Nurse Aide	X						
Practical Nurse			X				
Registered Nurse						X	

* The MOR program will be offered as needed.

	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
LIBERAL ARTS							
Liberal Arts Program							X

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.

	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
Hawaiian Botany	X						
Hawaiian Studies				X			
Polynesian Voyaging	X						
PUBLIC SERVICE							
Early Childhood Education	X		X			X	
TRADE TECHNOLOGY							
Auto Body Repair and Painting	X		X		X		
Automotive Mechanics Technology	X	X	X		X		
Carpentry (not currently offered)							
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 2-year baccalaureate direct transfer liberal arts degree, consisting of at least 60 semester credits at the 100 and 200 levels. It is intended for students who plan to transfer to a 4-year institution or for students desiring two years of general education beyond high school. Only courses numbered 100 or above may count toward the degree, and all area requirements must be satisfied. The courses are likely to be transferable to any university. A transferrable course, however, may not be applicable to a particular program or major at the other institution. Therefore, it is highly recommended that the student consult with a counselor at the start of the liberal arts program. The issuance of an A.A. degree requires that the student must earn a GPA of 2.0 or better for all courses applicable toward the degree.

Associate in Science degree (A.S.)

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

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

The Associate in Applied Science degree is a 2-year technical-occupational-professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a baccalaureate program. A.A.S. programs may, however, include some baccalaureate-level course offerings. The issuance of an A.A.S. degree requires that the student must earn a 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 2-year technical-occupational-professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree 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 (unless external employment requirements exceed this number). 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.

> 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.

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. Upon 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 program 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 (Corrosion): 9 credits

		CREDITS
ABRP 20	Introduction to Collision Repair	1
ABRP 23	Auto Body Welding	4
ABRP 26	Non-Structural Analysis and Repair	4
	TOTAL	**9**

Certificate of Competence (Non-Structural Repair): 7 credits

		CREDITS
ABRP 30	Non-Structural Analysis Damage Repair	3
ABRP 34	Painting and Refinishing: Surface and Prep/Safety	2
ABRP 36	Plastics and Adhesives	2
	TOTAL	**7**

Certificate of Achievement: 39 credits

		CREDITS
ABRP 20	Introduction to Collision Repair	1
ABRP 23	Auto Body Welding	4
ABRP 26	Non-Structural Analysis and Repair	4
ABRP 30	Non-Structural Analysis Damage Repair	3
ABRP 32	Structural Analysis Damage Repair/Frame	3
ABRP 34	Painting and Refinishing: Surface and Prep/Safety	2
ABRP 36	Plastics and Adhesives	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

Written Communication (One of the following) 3
ENG 21	Introduction to College Reading (3)
ENG 22	Introduction to Composition (3)
ENG 100	Composition I (3)
ENG 106	Technical Writing (3)

Natural Environment 3
| PHYS 50 | Technical Physics (3) |

Thinking, Reasoning/Mathematics 3
| MATH 50 | Technical Mathematics (3) |

TOTAL 39

AUTO BODY REPAIR AND PAINTING (ABRP)
Trade Technology
• continued •

Associate in Applied Science Degree: 60 credits

ABRP 20	Introduction to Collision Repair	1
ABRP 23	Auto Body Welding	4
ABRP 26	Non-Structural Analysis and Repair	4
ABRP 30	Non-Structural Analysis Damage Repair	3
ABRP 32	Structural Analysis Damage Repair/Frame	3
ABRP 34	Painting and Refinishing: Surface and Prep/Safety	2
ABRP 36	Plastics and Adhesives	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

Cultural Environment (One of the following) 3
ANTH 200; ART; BOT 105; COM 210; CULN 130; EALL 272;
ENG; FR; HAW; HWST; HIST; HOST 101; JOUR; JPNS; LING
102; MUS; PHIL; REL; SPAN; SP; THEA 101

Natural Environment 3
PHYS 50   Technical Physics (3)

Oral Communication (One of the following) 3
BUS 130; COM 210; SP 20, SP 151, SP 231

Social Environment (One of the following) 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 50   Technical Mathematics (3)

Written Communication (One of the following) 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

TOTAL 60

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 Bachelor's 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 Bachelor's 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 program 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 124*	Principles of Accounting I	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
BUSN 121	Introduction to Word Processing	3
BUSN 130	Spreadsheet and Database	3
BUSN 166	Professional Employment Preparation	1
BUSN 189	Business Mathematics	3

*ACC 201 and ACC 202 fulfill the requirements for ACC 124 and ACC 125.

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 (One of the following) 3
BUS 175	Business Communications—Written (3)
ENG 21	Introduction to College Reading (3)
ENG 22	Introduction to Composition (3)
ENG 100	Composition I (3)
JOUR 205	News Writing (3)

or any Writing Intensive course

TOTAL 32-34

Associate in Applied Science Degree: 60 credits

CREDITS

ACC 124*	Principles of Accounting I	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
BUSN 121	Introduction to Word Processing	3
BUSN 130	Spreadsheet and Database	3
BUSN 166	Professional Employment Preparation	1
BUSN 189	Business Mathematics	3

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

Cultural Environment (One of the following) 3
ANTH 200; ART; BOT 105; COM 210; CULN 130; EALL 272; ENG; FR; HAW; HIST; HOST 101; HWST; JPNS; LING 102; MUS; PHIL; REL; SP; SPAN; THEA

Natural Environment (One of the following) 3
ASTR 110; BIOL; BOT (except BOT 105); CHEM; CULN 185; ELEC 20; ETRO 18; 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 9
BUS 175	Business Communications—Written (3)
ENG 100	Composition I (3)

and (One of the following [3])

ENG 21	Introduction to College Reading (3)
ENG 22	Introduction to Composition (3)
JOUR 205	News Writing (3)

or any Writing Intensive course

Business Elective (One of the following) 3
BLAW 200	Legal Environment of Business (3)
BUSN 193V	Cooperative Education (3)

Electives 4-10

TOTAL 60

AUTOMOTIVE MECHANICS TECHNOLOGY (AMT)
Trade Technology

The Automotive Mechanics Technology 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 Mechanics Technology program 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.

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

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

Program Requirements: Applicants will be admitted into the Automotive Mechanics Technology program on a "first applied, first qualified" basis. Students not meeting prerequisites may take non-automotive designated courses required in the program and begin the cycle of automotive (AMT) courses once prerequisites are met. First-semester courses require placement into ENG 21 and MATH 50. Student must maintain a valid driver's license throughout the course of study.

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 and Steering	4
	TOTAL 11	

Certificate of Completion (Engine Specialist): 11 credits

		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 Completion (Electronics/Computer Control Specialist): 22 credits

		CREDITS
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
ETRO 18	General Electronics	3
	TOTAL 22	

Certificate of Achievement: 49 credits

		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 Air Conditioning	4
AMT 46	Manual Drive Trains and Axles	4
AMT 50	Automatic Transmissions/Transaxles	4
AMT 53	Brakes	3
AMT 55	Suspension and Steering	4
AMT 60	Diagnostic and Repair	4
	TOTAL 49	

AUTOMOTIVE MECHANICS TECHNOLOGY (AMT)
Trade Technology
•continued •

Associate in Applied Science Degree: 67 credits

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 Air Conditioning	4
AMT 46	Manual Drive Trains and Axles	4
AMT 50	Automatic Transmissions/Transaxles	4
AMT 53	Brakes	3
AMT 55	Suspension and Steering	4
AMT 60	Diagnostic and Repair	4
ETRO 18	General Electronics	3

Communication (One of the following) 3

BUS 130	Business Communications—Oral (3)
COM 210	Intercultural Communication (4)
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)

Cultural Environment (One of the following) 3
ANTH; ART; BOT 105; COM 210; CULN 130; EALL 272; ENG;
FR; HAW; HIST; HOST 101; HWST; JOUR; JPNS; LING 102;
MUS; PHIL; REL; SP; SPAN; THEA

Natural Environment 3
PHYS 50   Technical Physics (3)

Social Environment (One of the following) 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 50   Technical Mathematics (3)

TOTAL 67

BUSINESS TECHNOLOGY (BTEC)
Business Education

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 in 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 Bachelor's 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 UH West O`ahu. Students wishing to participate in the Bachelor's 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 Associate in Applied Science 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 program courses is required for graduation.

Certificate of Completion (Business Technology): 13 credits

		CREDITS
BUSN 89	Electronic Calculating	1
BUSN 123	Word Processing for Business	3
BUSN 160	Telephone Techniques and Communications	1
BUSN 161B	Customer Service - Basic Concepts	1
BUSN 166	Professional Employment Preparation	1
BUSN 170	Records and Information Management	3

Written Communication (One of the following) 3
ENG 22	Introduction to Composition (3)
ENG 100	Composition I (3)
ENG 102	College Reading Skills (3)
ENG 104	Introduction to Creative Writing (3)
ENG 106	Technical Writing (3)
ENG 215	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)

TOTAL 13

Certificate of Completion (Office Assistant): 17 credits

		CREDITS
ACC 124	Principles of Accounting I	4
BUS 175*	Business Communications – Written	3
BUSN 89	Electronic Calculating	1
BUSN 121	Introduction to Word Processing	3
BUSN 160	Telephone Techniques and Communications	1
BUSN 161B	Customer Service – Basic Concepts	1
BUSN 166	Professional Employment Preparation	1
BUSN 170	Records and Information Management	3

*BUS 75 fulfills the requirement for BUS 175.

TOTAL 17

Certificate of Achievement: 35 credits

		CREDITS
BUSN 89	Electronic Calculating	1
BUSN 123	Word Processing for Business	3
BUSN 124	Information Processing	3
BUSN 125	Information Processing Applications	3
BUSN 130	Spreadsheet and Database	3
BUSN 160	Telephone Techniques and Communications	1
BUSN 161B	Customer Service - Basic Concepts	1
BUSN 166	Professional Employment Preparation	1
BUSN 170	Records and Information Management	3
BUSN 180	Business English and Transcription I	2
BUSN181	Business English and Transcription II	2
BUSN 189	Business Mathematics	3

Social Environment 3
BUS 120	Principles of Business (3)

BUSINESS TECHNOLOGY (BTEC)
Business Education
• continued •

Written Communication 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 215   Composition II (3)
ENG 250   American Literature (3)
ENG 251   British Literature to 1800 (3)
ENG 252   British Litertature 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   News Writing (3)
LING 102   Introduction to the Study of Language (3)

TOTAL 35

Associate in Applied Science Degree: 60-61 credits

                                        CREDITS

BUSN 89   Electronic Calculating 1
BUSN 123   Word Processing for Business 3
BUSN 124   Information Processing 3
BUSN 125   Information Processing Applications 3
BUSN 130   Spreadsheet and Database................................... 3
BUSN 160   Telephone Techniques and Communications .. 1
BUSN 161B   Customer Service - Basic Concepts 1
BUSN 166   Professional Employment Preparation 1
BUSN 170   Records and Information Management 3
BUSN 180   Business English and Transcription I 2
BUSN 181   Business English and Transcription II 2
BUSN 189   Business Mathematics 3
BUSN 193V   Cooperative Education 3

Accounting (One of the following) 3-4
ACC 124 Principles of Accounting I (4)
ACC 201 Introduction to Financial Accounting (3)

Cultural Environment (One of the following) 3
ANTH 200; ART; BOT 105; COM 210; CULN 130; EALL 272;
ENG; FR; HAW; HIST; HOST 101; HWST; JPNS; LING 102;
MUS; PHIL; REL; SP; SPAN; THEA

Natural Environment (One of the following) 3
ASTR 110; BIOL; BOT (except BOT 105); CHEM; CULN 185;
ELEC 20; ETRO 18; GEOG 101; GG 101; ICS; MICR;
NURS 121; OCN; 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 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 215   Composition II (3)
ENG 250   American Literature (3)
ENG 251   British Literature to 1800 (3)
ENG 252   British Litertature 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   News Writing (3)
LING 102   Introduction to the Study of Language (3)

Specialty Electives (6-7 credits from the following) 6-7
Accounting: ACC 125 (or ACC 202), ACC 128
Business: ECOM 100, BUSN 112
Electronics: ETRO 18, ETRO 140B, ETRO 157
Health Services: HPER 195, NURS 121
Hospitality: 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.

CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA) PROGRAM
Trade Technology

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

Certificate of Competence (CCNA Program I – Beginning Networking): 6 credits

		CREDITS
ETRO 140B	Cisco Networking 1	3
ETRO 140C	Cisco Networking 2	3

TOTAL 6

Certificate of Competence (CCNA Program II – Intermediate Networking): 6 credits

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

		CREDITS
ETRO 240B	Cisco Networking 3	3
ETRO 240C	Cisco Networking 4	3

TOTAL 6

CCNP (Cisco Certified Network Professional) Curriculum

ETRO 245	Advanced Routing (3)
ETRO 246	Remote Access Routing (3)
ETRO 247	Multilayer Switching (3)
ETRO 248	Network Troubleshooting (3)

Other Courses
ETRO 187	Essentials of Information Technology (3)
ETRO 299V*	Router Security (3)
ETRO 299V*	PIX Firewall (3)
ETRO 299V*	Wireless Networks (3)

*Cisco courses offered as directed studies.

CULINARY ARTS (CULN)
Business Education

The Culinary Arts program is accredited by the American Culinary Federation Foundation Accrediting Commission. The Certificate of Competence in Culinary Arts 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, and basic arithmetic. Completion of this certificate does not assure entry into the Culinary Arts Associate in Applied Science degree cycle.

The Kaua'i Community College Career Ladder 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 and prepares 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. Successful completion of the first level Certificate of Completion allows students to continue to the Certificate of Achievement and/or to the Associate in Applied Science degree program. Graduates will also be eligible to apply for American Culinary Federation "Certified Cook" certificate.

Although applicants will be admitted into the Culinary Arts program, admission into the culinary laboratory cycle (except CULN 101 B/C and CULN 102 B/C) 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 fall cycle of the Culinary Arts Associate in Applied Science Degree 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 CULN 101B AND CULN 101C and/ or CULN 102B AND CULN 102C 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 Culinary Arts program 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 Culinary Arts: 9 credits

CREDITS

BUSN 161B	Customer Service – Basic Concepts	1

and (One of the following pairs [8])

CULN 101B	Introduction to Food Service, Basic Skills, and Sanitation	4
CULN 101C	Introduction to Food Service, Short Order, and Quantity Cookery	4

or

CULN 102B	Introduction to Food Service, Breakfast Cookery, and Cafeteria Service	4
CULN 102C	Introduction to Food Service, Pantry Development, and Basic Baking	4

TOTAL 9

Certificate of Completion in Culinary Arts: 16 credits

CREDITS

CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery	4
CULN 130	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 Composition (3)
ENG 100	Composition I (3)
ENG 106	Technical Writing (3)
ENG 215	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	News Writing (3)
LING 102	Introduction to the Study of Language (3)

or any Writing Intensive course

TOTAL 16

CULINARY ARTS (CULN)
Business Education
• continued •

Certificate of Achievement in Culinary Arts: 30 credits

BUSN 166   Professional Employment Preparation 1
CULN 111   Introduction to the Culinary Industry 2
CULN 112   Sanitation and Safety 2
CULN 120   Fundamentals of Cookery 4
CULN 130   Intermediate Cookery 5
CULN 150   Fundamentals of Baking 5
CULN 160   Dining Room and Beverage Service 5
MATH 50H   Technical Mathematics I: Food Service 3

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 Composition (3)
ENG 100   Composition I (3)
ENG 106   Technical Writing (3)
ENG 215   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   News Writing (3)
LING 102   Introduction to the Study of Language (3)
or any Writing Intensive course

TOTAL 30

Associate in Applied Science Degree in Culinary Arts: 61 credits

BUSN 166   Professional Employment Preparation 1
CULN 111   Introduction to the Culinary Industry 2
CULN 112   Sanitation and Safety 2
CULN 115   Menu Merchandising 2
CULN 120   Fundamentals of Cookery 4
CULN 130   Intermediate Cookery 5
CULN 150   Fundamentals of Baking 5
CULN 160   Dining Room and Beverage Service 5
CULN 185   Culinary Nutrition 3
CULN 221   Continental Cuisine 5
CULN 222   Asian Pacific Cuisine 5
CULN 240   Garde Manger 4
CULN 271*   Hospitality Purchasing and Cost Control 4
CULN 294*   Food Service Practicum 5
MATH 50H   Technical Mathematics I: Food Service 3
MGT 122*   Human Relations in Business 3

* CULN 271, CULN 294, and MGT 122 must be taken concurrently in the final semester.

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 Composition (3)
ENG 100   Composition I (3)
ENG 106   Technical Writing (3)
ENG 215   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   News Writing (3)
LING 102   Introduction to the Study of Language (3)
or any Writing Intensive course

TOTAL 61

EARLY CHILDHOOD EDUCATION (ECE)
Public Service

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

The AS 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 (DHS).

The CO in ECE meets the clock hour training requirements for the Child Development Associate Certificate (CDA).

Current and prospective practitioners working in licensed group childcare centers and preschools must submit to Good Beginnings Alliance documentation of their education, training, and work experiences for the Registry. After a review of the documentation, the candidate's level of qualification is determined. The Registry assists directors and administrators to determine the positions for which an applicant is qualified. It also helps DHS licensing social workers to quickly identify the qualifications of ECE staff.

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 DHS as a prerequisite to taking any of the Early Childhood Education 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

CREDITS

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: 39 credits

CREDITS

ED 105	Introduction to Early Childhood Education	3
ED 110	Developmentally Appropriate Practices	3
ED 115	Health Safety and Nutrition	3
ED 131	Child Development: Theory into Practice	3
ED 140	Guidance of Young Children in a Group Setting	3
ED 192	Beginning Preschool Lecture/Laboratory	2
ED 195	Field Experience in Early Childhood Education I	4
ED 245	Child, Family, and Community	3
PSY 100	Survey of Psychology	3

Communication 6
ENG 100	Composition I (3)
SP 151	Personal and Public Speech (3)

Fine Arts (One of the following) 3
ART 101	Introduction to the Visual Arts (3)
MUS 166	Survey of Folk, Pop, and Rock Music (3)
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 39

EARLY CHILDHOOD EDUCATION (ECE)

Public Service

• continued •

Associate in Science Degree: 62 credits

<div style="text-align:right">CREDITS</div>

ED 105	Introduction to Early Childhood Education	3
ED 110	Developmentally Appropriate Practices	3
ED 115	Health Safety and Nutrition	3
ED 131	Child Development: Theory into Practice	3
ED 140	Guidance of Young Children in a Group Setting	3
ED 170	Introduction to Working with Infants and Toddlers	3
ED 192	Beginning Preschool Lecture/Laboratory	2
ED 195	Field Experience in Early Childhood Education I ...	4
ED 245	Child, Family, and Community	3
ED 263	Language and Creative Expression Curriculum	3
ED 264	Inquiry and Physical Curriculum	3
ED 290C	Field Experience in Early Childhood Education II	4
PSY 100	Survey of Psychology	3

Communication 6
ENG 100   Composition I (3)
SP151   Personal and Public Speech (3)

Fine Arts (One of the following) 3
ART 101   Introduction to the Visual Arts (3)
MUS 166   Survey of Folk, Pop, and Rock Music (3)
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)

Quantitative or Logical Reasoning (One of the following) 3
MATH 100   Survey of Mathematics or any higher level
            math course (3)
PHIL 110   Introduction to Logic (3)

Science (Lecture and lab courses must be taken concurrently) 4
BIOL 123   Introduction to Science:
            Hawaiian Environment (3)
BIOL 123L   Hawaiian Environment Science Laboratory (1)
BOT 130   Plants in the Hawaiian Environment (3)
BOT 130L   Plants in the Hawaiian
            Environment Laboratory (1)
GG 101   Introduction to Geology (4)
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 Physical Science Laboratory (1)

Social Science/Humanities (One of the following) 3
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)
PSY 220   Developmental Psychology (3)
REL 150   Introduction to World's Major Religions (3)

TOTAL 62

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ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY (ELEC)

Trade Technology

Note: Program is not currently being offered.

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 in Electronics (8 credits), in Cisco I (6 credits), and in Cisco II (6 credits); a Certificate of Achievement (37 credits); and an Associate in Applied Science Degree (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) placement in MATH 103; (3) or approval 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

		CREDITS
ETRO 18	General Electronics	3
ICS 100	Computing Literacy and Applications	3
ETRO 121	Electronics Fabrication and Assembly	2
		TOTAL 8

Certificate of Competence (Cisco I): 6 Credits

		CREDITS
ETRO 140B	Cisco Networking 1	3
ETRO 140C	Cisco Networking 2	3
		TOTAL 6

Certificate of Competence (Cisco II): 6 Credits

		CREDITS
ETRO 240B	Cisco Networking 3	3
ETRO 240C	Cisco Networking 4	3
		TOTAL 6

Certificate of Achievement: 34 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
ICS 101	Digital Tools for the Information World	4
ICS 111	Introduction to Computer Science I	4

Oral Communication (One of the following) 3
BUS 130	Business Communications – Oral (3)
COM 210	Intercultural Communication (4)
SP 151	Personal and Public Speech (3)
SP 231	Performance of Literature (3)

Written Communication (One of the following) 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 Science Degree (Electronics): 66 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	Cisco Networking 1	3
ETRO 140C	Cisco Networking 2	3
ETRO 193V	Cooperative Education	1
ETRO 240B	Cisco Networking 3	3
ETRO 240C	Cisco Networking 4	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	Digital Tools for the Information World	4
ICS 111	Introduction to Computer Science I	4
SCI 122	Introduction to Science: Physical Science	3
SCI 122L	Introduction to Physical Science Laboratory	1
MATH 103	College Algebra	3

Cultural Environment (One of the following) 3
ANTH 200; ART; BOT 105; COM 210; CULN 130; EALL 272; ENG; FR; HAW; HIST; HOST 101; HWST; JOUR; JPNS; LING 102; MUS; PHIL; REL; SP; SPAN; THEA

Oral Communication (One of the following) 3
BUS 130   Business Communications – Oral (3)
COM 210   Intercultural Communication (4)
SP 151   Personal and Public Speech (3)
SP 231   Performance of Literature (3)

Social Environment (One of the following) 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

Written Communication (One of the following) 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

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.

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.

Certificate of Completion: 23 credits

		CREDITS
ELEC 20	Electrical Fundamentals	2
ELEC 22	Wiring Materials, Methods and NEC Codes	3
FENG 20	Facility Safety and Accident Prevention	1
FENG 21	Introduction to Building Maintenance	3
FENG 22	Interior Finishing	1
FENG 23	Plumbing Basics and Repair	2
FENG 30	Basic Fundamentals of Air Conditioning and Refrigeration	3
ICS 100	Computing Literacy and Applications	3

Electives (Choose from the following) 5
AMT 80   Introduction to Small Engines Repair (2)
BLPR 22   Blueprint Reading (3)
CARP 19   Basic Carpentry (2)
ETRO 18   General Electronics (3)
WELD 17   General Welding (2)

TOTAL 23

Kaua`i Community College
Office of Continuing Education and Training

FOOD INDUSTRY CAREER PATHWAYS PROGRAM
Entrepreneurship Series

Comprised of these three modules:

1) Business Planning and Development
Fall Semester 2009 for 12 Sessions on Wednesdays,
4:00 till 7:00 pm
Dates to be announced   Tuition $150

2) Business Management and Growth
Spring Semester 2010 for 12 sessions on Wednesdays,
4:00 till 7:00 pm
Dates to be announced   Tuition $150

3) Creative Financing for Your Organization: Grants, **Loans and Fund Raising**
Summer Session 2009 for 10 sessions on Tuesdays & Thursdays,
4:00 pm till 6:30 pm
Dates to be announced   Tuition $150

The modules may be taken individually or as a complete series. Each is a complete unit of study. Candidates can be admitted at the beginning of any module. The tuition is $150 per module.

Major Features of the Program
This program is based on the nationally acclaimed FastTrac training system adopted by colleges and universities across America. It reflects the most current research regarding the principles and practices that have produced successful leaders in all fields of business. The skills and knowledge provided in this program can be applied to any kind of non-profit or profitable venture regardless of size, goals or the basic nature of the enterprise.

The program is comprehensive and intended to provide accelerated learning of the tools essential for success in today's challenging economic environment. Each module is a complete unit of study that progresses incrementally from introductory data through advanced concepts.   This entire series provides the foundation for high levels of success.

Graduates of the program are prepared to start their own business or to enter an existing enterprise of their choice. Many of the students in this program are already in business and are seeking to improve their performance and profitability via additional training.

A pre-admission interview is recommended. Call (808) 246-4859 for an appointment.

The modules of the Entrepreneurship Training Program are:

1) Business Planning and Development

Learn how successful entrepreneurs develop creative business plans that grow into profitable enterprises. 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 proven business-planning skills and entrepreneurial techniques you are preparing yourself for genuine success in the business world.

Topics include: characteristics of the entrepreneur, the basic skills, knowledge and attitudes of the successful business leader, using feasibility studies and market analysis to guide the success of a start-up business, designing a strategy for marketing, advertising and selling your product or service, refining your business plan and designing an organization to achieve your business goals.

2) Business Management and Growth

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 highly effective business organizations, ones that: empower employees to achieve their full potential, create demand-side products and services to achieve high degrees of market penetration, build lasting customer loyalty, and achieve profitability and sustainability in fluctuating markets.   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. Learning to manage your business is learning to manage growth and expansion as the foundation for continuing success. This module focuses on the skills required to manage a growing business that will respond to change and continue to prosper in a dynamic economic environment.

Topics include: employee recruitment and training, team building, managing personnel, money and operations, managing effective marketing, advertising and sales programs, negotiating business agreements, applying leadership and management skills to achieve genuine business success, 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, expanding into international markets and understanding why ethics are important to sustainability
In the marketplace and the ultimate prosperity of your enterprise.

FOOD INDUSTRY CAREER PATHWAYS PROGRAM
(continued)

3) 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 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 creative "grantsmanship,"
  - Designing a comprehensive fund raising campaign,
  - Managing the funds received,
  - Reporting and seeking future solicitations.

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 an understanding of the science and cultural context of Hawaiian plants. They also gain field experience in Hawaiian botany.

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

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

TOTAL 7

HOSPITALITY AND TOURISM (HOST)
Business Education

Note that the Hospitality and Tourism program 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 15 credits. The Certificate of Achievement in Hotel Operations requires all courses in the Certificate of Completion plus additional courses to total 45-46 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. Students wishing to participate in the Bachelor's 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 Hospitality and Tourism program 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

BUSN 89	Electronic Calculating	1
BUSN 121	Introduction to Word Processing	3
BUSN 160	Telephone Techniques and Communications	1
BUSN 166	Professional Employment Preparation	1
HOST 101	Introduction to Hospitality and Tourism	3
HOST 125	Exceptional Guest Service	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 World's Major Religions (3)

TOTAL 15

Certificate of Achievement in Hotel Operations: 45-46 credits

CREDITS

ACC 124*	Principles of Accounting I	4
BUSN 89	Electronic Calculating	1
BUSN 121	Introduction to Word Processing	3
BUSN 160	Telephone Techniques and Communications	1
BUSN 166	Professional Employment Preparation	1
BUSN 189	Business Mathematics	3
HOST 101	Introduction to Hospitality and Tourism	3
HOST 125	Exceptional Guest Service	3
HOST 150	Housekeeping Operations	3
HOST 152	Front Office Operations	3
HOST 154	Food and Beverage Operations	3
HOST 193V	Cooperative Education	3
MGT 122	Human Relations in Business	3

*ACC 201 fulfills the requirement for ACC 124.

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)

Social Environment (One of the following) 3
BUS 120	Principles of Business (3)
ECON 130	Principles of Microeconomics (3)

Written Communication (One of the following) 3
BUS 175	Business Communications-Written (3)
ENG 22	Composition (3)
ENG 100	Composition I (3)
JOUR 205	News Writing (3)

TOTAL 45-46

HOSPITALITY AND TOURISM (HOST)
Business Education
• continued•

Associate in Applied Science Degree: 60-61 credits

CREDITS

ACC 124*	Principles of Accounting I	4
BLAW 200	Legal Environment of Business	3
BUSN 89	Electronic Calculating	1
BUSN 121	Introduction to Word Processing	3
BUSN 160	Telephone Techniques and Communications	1
BUSN 166	Professional Employment Preparation	1
BUSN 189	Business Mathematics	3
HOST 101	Introduction to Hospitality and Tourism	3
HOST 125	Exceptional Guest Service	3
HOST 150	Housekeeping Operations	3
HOST 152	Front Office Operations	3
HOST 154	Food and Beverage Operations	3
HOST 193V	Cooperative Education	3
MGT 122	Human Relations in Business	3
SMKT 150	Principles of Personal Selling	3

*ACC 201 fulfills the requirement for ACC 124.

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; CULN 185;
ELEC 20; ETRO 18; 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 Microeconomics (3)

Written Communication (One of the following) 3
BUS 175	Business Communications - Written (3)
ENG 22	Introduction to Composition (3)
ENG 100	Composition I (3)
JOUR 205	News Writing (3)

Electives (Choose from the following) 6-7
BUSN 130	Spreadsheet and Database (3)
BUSN 161B	Customer Service—Basic Concepts (1)
CULN 101B	Introduction to Food Service, Basic Skills, and Sanitation (4)
CULN 101C	Introduction to Food Service, Short Order, and Quantity Cookery (4)
ENG 100	Composition I (3)
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 Mathematics (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 2.0 or higher for all courses applicable toward the certificate is needed to meet graduation requirements.

Basic Requirements: 11 credits

		CREDITS
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:

		CREDITS
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 281	Hawaiian Astronomy and Weather Relating to Polynesian Voyaging	3
HWST 285	Hawaiian Medicinal Herbs I: La'au Lapa'au	4
HWST 295	Hawaiian Medicinal Herbs II: La'au Lapa'au	3

Hawaiian Language:

		CREDITS
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:

		CREDITS
ANTH 220	Prehistory of Hawai`i	3
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

TOTAL 26

LIBERAL ARTS (LA)

The Liberal Arts program combines 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 2- and 4-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 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 Associate in Arts 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.

Foundations and Diversification Requirements for UH Mānoa: Kaua`i Community College has adopted the University of Hawai`i Mānoa's **Foundations Requirements** and **Diversification Requirements** as part of the general education core for its Associate in Arts degree. Students planning to transfer to UH Mānoa are advised to check with their counselors for particulars regarding UH Mānoa requirements.

UHM Foundations Requirements

Global & Multicultural
Perspectives (FGA, FGB, FGC) ....6 credits (from 2 groups)
Symbolic Reasoning (FS) .... 3 credits
Written Communication (FW) .... 3 credits

12 CREDITS

UHM Diversification Requirements

Arts (DA), Humanities (DH), and Literatures (DL)....... 6 credits from two areas
Biological Science (DB) .... 3 credits
Physical Science (DP) .... 3 credits
Science Lab (DY) ....1 credit
Social Science (DS) ..... 6 credits from two different departments

19 CREDITS

**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.

Effective Fall 2009, Kaua`i Community College requires successful completion of one WI course for the Associate in Arts Degree.

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

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. None of the requirements may be satisfied with a course graded as credit/no credit.

Associate in Arts Degree: 60 credits

<u>CREDITS</u>

BASIC REQUIREMENTS:

<u>Communications</u> 6-7
(It is recommended that a writing course be taken
during the first semester.)
ENG 100   Composition I (3)

<u>and (One of the following [3-4])</u>
SP 151   Personal and Public Speech (3)
SP 251   Principles of Effective Public Speaking (3)
COM 210   Intercultural Communication (4)

<u>Quantitative or Logical Reasoning (One of the following)</u> 3
MATH 100   Survey of Mathematics (3)
MATH 103   College Algebra (3)
MATH 111   Mathematics for Educators I (3)
MATH 112   Mathematics for Educators II (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)

<u>World Civilizations</u> 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)
THEA 221	Beginning Acting (3)

Natural Sciences (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) 10-12

Group I:
BIOL 100	Human Biology (3)
BIOL 100L	Human Biology Laboratory (1)
BIOL 123	Introduction to Science: Hawaiian Environment (3)
BIOL 123L	Hawaiian Environment Science Laboratory (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 (4)
ZOOL 101L	Principles of Zoology Laboratory (1)
ZOOL 141	Human Anatomy and Physiology I (3)
ZOOL 141L	Human Anatomy and Physiology Laboratory I (1)
ZOOL 142	Human Anatomy and Physiology II (3)
ZOOL 142L	Human Anatomy and Physiology Laboratory II (1)

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 I (1)
CHEM 162	General Chemistry II (3)
CHEM 162L	General Chemistry II Laboratory (1)
GG 101	Introduction to Geology (4)
PHYS 151	College Physics I (3)
PHYS 151L	College Physics I Laboratory (1)
PHYS 152	College Physics II (3)
PHYS 152L	College Physics II 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 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 Science I (4)
OCN 201	Science of the Sea (3)

or a course from Group I or II

LIBERAL ARTS (LA)
• continued •

Social Sciences (Three semester courses from at
least two disciplines) 9

ANTH 200	Cultural Anthropology (3)	
ANTH 220	Prehistory of Hawai'i (3)	
BOT 105	Ethnobotany (3)	
ECON 130	Principles of Microeconomics (3)	
ECON 131	Principles of 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)	
SSCI 250	Ecology and Society (3)	

ELECTIVES: 14 - 17 credits

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

WI Requirement - Effective Fall 2009, the AA degree requires one writing intensive (WI) course for graduation. Students may take any WI course offered by the University of Hawai`i colleges. Refer to the class schedule for available WI courses.

TOTAL 60

MEDICAL OFFICE RECEPTIONIST (MOR)
Health Service

Medical Office Receptionist is a short-term, 26-week training program involving credit courses from the Health and Business Education divisions, and non-credit courses from the Office of Continuing Education and Training. It is designed to prepare students for entry-level employment in the medical services field. In addition to classroom instruction, hands-on application in a health care facility is an integral component of this training.

The program is offered to meet community needs when college resources permit.

Certificate of Competence: 9 credits and 119 non-credit hours

CREDIT COURSES

CREDITS

BUSN 121	Introduction to Word Processing	3
BUSN 170	Records and Information Management	3
HPER 195	Modern Health: Personal and Community	2
NURS 99V	Special Studies	1

TOTAL 9

NON-CREDIT COURSES

HOURS

Medical Technology for the Office 50
(Basic medical terminology, anatomy, and physiology; personal health issues as it relates to the medical office)

Personal Development 24
(Course to assist student in making a smooth transition into college; time management skills, study skills, self-esteem building, and goal setting techniques)

True Colors 3
(Utilizing colors to identify 4 distinct perspectives and personalities; understanding the uniqueness of self and others utilizing this technique, assist with team building skills)

Introduction to Windows and Internet 12
(Learn windows operating system to make personal computing more productive; basic knowledge and skills needed to get on the information highway using Netscape)

Work Readiness/Customer Service 30
(Personal appearance, telephone etiquette, time management, dealing with difficult people, professionalism, communication skills; dealing with the confidentiality issue in the workplace)

TOTAL 119

NURSE AIDE
Health Service

This course provides training for entry-level nurse aid care. It 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

CREDITS

NURS 16	Nurse Aide	6

TOTAL 6

NURSING (NURS)
Health Service

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

The Career Ladder Nursing program is accredited by the National League for Nursing Accrediting Commission (www.nlnac.org), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326; telephone: 404-975-5000, fax: 404-975-5020. 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.

All second-level students will be required to complete a computerized pre-NCLEX readiness test (such as HESI) and achieve a satisfactory score (850). Student(s) failing to achieve a satisfactory score (850) will be required to complete a designated NCLEX-RN review course at his/her own expense before the AS Degree in Nursing can be confirmed.

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.

Qualified Hawai'i residents are considered first for admissions to the Nursing program. Qualified non-residents are considered after qualified Hawai'i residents have filled all available openings.

Applicants who are accepted shall be sent a confirmation form by the Nursing Department. The applicant shall complete and return the confirmation form by the designated date to the Nursing Department.

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.

- Reading COMPASS test score of 79 or greater (or ACT score of 24 or SAT score of 550).

- Test into ENG 100 (COMPASS test score of 74 or greater, an ACT score of 24, or an SAT score of 550) or have completed ENG 100 with a grade of "C" or higher.

- Test into MATH 25 (COMPASS test Algebra score of 34 or greater or an SAT score of 550) or have completed MATH 24 with a grade of "C" or higher.

- Satisfactory National League for Nursing RN Pre-Admission Exam scores (this exam may be waived with a composite ACT score of 24 or higher or an SAT combined score of 1650). Bachelor Degree exemption: Exemption will be given for a Bachelor's Degree or higher completed at a U.S. institution or equivalent.

Developmental Pathway: If the COMPASS Placement Test or ACT/SAT scores indicate the need for developmental courses, a remediation plan must be developed and completed before entering the nursing program. This is intended to provide a stronger foundation before entering the rigor of the Nursing program. Developmental Pathway requirements include:

- Completion of 24 selected course credits with a GPA of 2.75 or higher before being admitted into the Nursing program. No more than two (2) courses may be repeated once.
- Completion of NURS 121, Medical Terminology.
- **Beginning Fall 2010, entry requirements will be updated. This information can be found on the Nursing website in Fall 2009 (http://info.kauai.hawaii.edu/nursing/hed/index.htm).**
- Placement into or completion of ENG 102, College Reading.

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.

NURSING (NURS)
Health Service
• continued •

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 I	3
ZOOL 141L	Human Anatomy and Physiology Laboratory I	1
ZOOL 142	Human Anatomy and Physiology II	3
ZOOL 142L	Human Anatomy and Physiology Laboratory II	1

TOTAL 39

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
NURS 258	Issues and Trends in Nursing II	1
ANTH 200	Cultural Anthropology	3
ENG 100	Composition I	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 I	3
ZOOL 141L	Human Anatomy and Physiology Laboratory I	1
ZOOL 142	Human Anatomy and Physiology II	3
ZOOL 142L	Human Anatomy and Physiology Laboratory II	1

<u>and (One of the following [8-10])</u>
NURS 257	Advanced Adult Health Nursing (8)	
NURS 257B	Advanced Adult Health Nursing (10)	
ZOOL 142L	Human Anatomy and Physiology Laboratory II	1

TOTAL 70-72

POLYNESIAN VOYAGING
Liberal Arts

A combined offering of HWST 281, SCI 122, and SCI 122L 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.

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

Certificate of Competence: 7 credits

<u>CREDITS</u>

HWST 281	Hawaiian Astronomy and Weather Relating to Polynesian Voyaging	3
SCI 122	Introduction to Science: Physical Science	3
SCI 122L	Introduction to Physical Science Laboratory	1

TOTAL 7

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 The One Stop Center, and the Library Circulation Desk.

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.

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).

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

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, SP 20 and SP 151 are offered concurrently.

The course content is the same in both levels, but course requirements differ. If you enroll in SP 151, you need to meet course requirements not expected of SP 20; for example, you might complete special projects or term papers or take more comprehensive examinations.

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.

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 WI courses can be used to help meet the UH 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 WI 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

BUSN - Business

CARP – Carpentry

CASE – Cooperative Arts and Sciences Education

CHEM – Chemistry

COM – Communication

CULN - Culinary Arts

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

GEOG – Geography

GG - Geology

HAW – Hawaiian

HIST – History

HOST – Hospitality and Tourism

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

SSCI - Social Science

THEA - Theatre

WELD - Welding

ZOOL – Zoology

AUTO BODY REPAIR AND PAINTING
(ABRP)

ABRP 19 - Introduction to Auto Body Repair

Credits: 2
Class hours: 4 lecture/lab
Comments: Credit by exam is not an available option. May be repeated any number of times for credit.
Description: This class is an introductory course in theory and limited manipulative training in metal work and patch work.

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.
Coreq: ABRP 32, ABRP 34, ABRP 36
Description: This course is designed to teach the student conventional and unitized body construction. Emphasis will be placed on repairing auto panels to manufacturer's specifications.

ABRP 32 - Structural Analysis Damage Repair/Frame

Credits: 3
Class hours: 6 lecture/lab
Prereq: "C" or higher in ABRP 26.
Coreq: ABRP 30, ABRP 34, ABRP 36
Description: This course provides the student with practical applications in frame inspection, measurement, and repair. Welding applications will be used as needed. 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.
Coreq: ABRP 30, ABRP 32, ABRP 36
Description: This course is designed to teach the student techniques and methods of preparing the autobody surface for painting. Emphasis will be placed on proper safety procedures and practices for automotive refinishing to include refinishing, to include OSHA guidelines, Right-to-Know Act, and EPA laws and regulations.

ABRP 36 - Plastics and Adhesives

Credits: 2
Class hours: 4 lecture/lab
Prereq: "C" or higher in ABRP 20.
Coreq: ABRP 30, ABRP 32, ABRP 34
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 vehicles. Safety during the mixing and handling of these chemicals will be emphasized.

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 with practical applications in unibody inspection, measurement, and repair. Welding applications will be used as needed. Emphasis of this course will be on aligning the unibody to manufacturer's specifications and on 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 spray gun techniques and methods of painting the auto body. The emphasis will be placed on paint mixing, color matching in different types of paint, and the operations of a variety of spray guns used in the auto body industry.

AUTO BODY REPAIR AND PAINTING
(ABRP) • continued

ABRP 50 - Painting and Refinishing: Spray Gun Operation II

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 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.

ABRP 52 - Structural Analysis Damage Repair/Peripheral Components

Credits: 3
Class hours: 6 lecture/lab
Prereq: "C" or higher in ABRP 40.
Description: This course provides the student with 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. Emphasis is placed on properly repairing the unibody to the 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)

ACC 124 - Principles of Accounting I

Credits: 4
Class hours: 3 lecture and 2 lecture/lab
Prereq: Qualified for ENG 22.
Description: Introduces basic accounting principles and practices to a service and merchandising sole proprietorship. Upon successful completion of this course, the student will 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 at the introductory level. The student will be able to maintain specialized journals and subsidiary ledgers, and demonstrate an understanding of banking procedures and payroll accounting at the introductory level.

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, liabilities, and accounting for corporations and partnerships. Upon successful completion of 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: This course is 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 successful completion of 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: This is 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 ledgers, 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 124 or ACC 201.
Comments: Credit by exam is not an available option.
Description: This course is an introduction to the principles, procedures, and terminology of payroll accounting. It includes federal and state payroll records and forms and Hawai i general excise and use tax laws.

ACC 134 - Income Tax Preparation

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in ACC 124 or ACC 201.
Comments: Credit by exam is not an available option.
Description: This course is an introduction to the 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: Qualified for Eng 100.
Description: This course is an 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: This course is an introduction to the methods for evaluating financial performance including cost accounting, budgeting, break-even analysis, ratio analysis, and cash flow analysis. Also included are principles and procedures relating to partnership and corporation accounting and manufacturing accounting.

AUTOMOTIVE MECHANICS TECHNOLOGY
(AMT)

AMT 16 - Car Care

Credits: 1

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

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

Description: This course 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 is designed to help students acquire an understanding of some of the elementary principles involved in the operation and maintenance of the various units of an automobile. Emphasis is upon developing the student's interest in minor automotive repair in a safe and efficient manner.

AMT 20 – Introduction to Automotive Technology

Credits: 2

Class hours: 1 lecture and 3 lab

Prereq: Qualified for ENG 21 and MATH 50.

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 I (AMT 30B), 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: Qualified for ENG 21 and MATH 50.

Comments: Credit by exam is not an available option.

Description: This course studies the theory of operation, maintenance, diagnosis, and practical repair procedures of cylinder heads, timing systems (belts and chains), and cooling systems.

AMT 40B – Fuel and Emissions

Credits: 3

Class hours: 1 lecture and 6 lab

Prereq: Qualified for ENG 21 and MATH 50.

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: Qualified for ENG 21 and MATH 50. "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: Qualified for ENG 21 and MATH 50.

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: Qualified for ENG 21 and MATH 50. "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: Qualified for ENG 21 and MATH 50. "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

AMT 40H – Engine Performance II

Credits: 5
Class hours: 2 lecture and 9 lab
Prereq: Qualified for ENG 21 and MATH 50. "C" or higher in AMT 40E.
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: Qualified for ENG 21 and MATH 50. "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, as well as its components and their functions. 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: Qualified for ENG 21 and MATH 50.
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: Qualified for ENG 21 and MATH 50.
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: Qualified for ENG 21. Acceptable math placement test score.
Comments: Credit by exam is not an available option.
Description: This course is designed to provide the student with the elementary theories, maintenance and repair procedures of automatic transmissions. Also covered are linkage adjustments, oil change, diagnosis and road test.

AMT 53 - Brakes

Credits: 3
Class hours: 1 lecture and 6 lab
Prereq: Qualified for ENG 21 and MATH 50.
Comments: Credit by exam is not an available option.
Description: This course is designed to introduce theory covering 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 disc brakes will be covered. Repair and service techniques of the complete brake system will be demonstrated.

AMT 55 - Suspension and Steering

Credits: 4
Class hours: 2 lecture and 6 lab
Prereq: Qualified for ENG 21 and MATH 50.
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: Qualified for ENG 21 and MATH 50.
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 will be exposed to different types of live jobs to build self-confidence, improve their approach to troubleshooting, and improve their skills of the trade with emphasis on accuracy, neatness, and speed.

AMT 80 - Introduction to Small Engines Repair

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)

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.
Description: Orientation on the nature of culture, basic concepts for analyzing cultural behavior.

ANTH 220 – Prehistory of Hawaiʻi

Credits: 3
Class hours: 3 lecture
Description: This course studies the development of prehistoric Hawaiian culture through legendary, archaeological, ethnographic, and historic sources. Prehistory of Hawaiʻi is designed for the layperson who is interested in a general course on the culture of Hawaiʻi prior to 1778. ANTH 220 concentrates on the early human use of and adaptation to the geography and environment of these islands.

ART
(ART)

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 107D – Introduction to Digital Photography

Credits: 3
Class hours: 2 lecture and 4 studio
Description: This course is an introduction to the fundamental, technical, and aesthetic issues of digital photography. This includes thorough instruction in camera operation, image and print processing, basic lighting concepts, and composition. Assignments will demonstrate mastery of technical skills and individual creative expression. Activities include camera operation, picture taking, computer editing techniques and procedures, and photo printing. Students must have access to a digital camera (an SLR type digital camera is preferred but not required).

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 112 – Introduction to Digital Arts

Credits: 3
Class hours: 2 lecture and 4 studio
Description: This course is an introduction to digital imaging technology and the use of the computer as an artist's tool. Emphasis will also be placed on developing an aesthetic criteria for the evaluation of digital images.

ART 113 - Introduction to Drawing

Credits: 3
Class hours: 2 lecture and 4 lab
Description: This course involves 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 will be addressed.

ART 170 - Introduction to Western Art

Credits: 3
Class hours: 3 lecture
Description: This course covers major developments in Western art from prehistory to present.

ART 180 - Introduction to Eastern Art

Credits: 3
Class hours: 3 lecture
Description: This course covers major developments in arts of Asia.

ART
(ART) • continued

ART 211 - Intermediate Watercolor

Credits: 3
Class hours: 2 lecture and 4 lab
Prereq: "C" or higher in ART 111.
Comments: This course can be repeated once for credit.
Description: This course is a continuation of ART 111 that provides intensive application of basic techniques. Emphasis is placed on the development of 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.
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)

ASTR 110 - Survey of Astronomy
Credits: 3
Class hours: 3 lecture
Prereq: Acceptable math placement test score.
Description: This course, for the non - science major, is an introduction to the astronomical universe and its physical concepts.

BIOLOGY
(BIOL)

BIOL 100 – Human Biology
Credits: 3
Class hours: 3 lecture
Prereq: Qualified for 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 or concurrent enrollment in BIOL 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, BOT 101, or ZOOL 101. 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 developing procedures, making adaptations, and constructing an apparatus used in the course.

BIOL 123 - Introduction to Science: Hawaiian Environment
Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 100.
Coreq: BIOL 123L
Description: This general biology survey course will emphasize the interaction of science with society illustrated by topics in geology, meteorology, oceanography, and biology of the Hawaiian Islands.

BIOL 123L - Hawaiian Environment Science Laboratory
Credits: 1
Class hours: 3 lab
Coreq: BIOL 123
Description: This one credit, three-hour laboratory complements 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: Qualified for ENG 100 and MATH 103. 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 (BIOL 123/123L; BOT 101, BOT 130/ 130L; 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)

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, bailments, personal property, and the sale of personal property. Emphasis is placed on the Uniform Commercial Code.

BLUEPRINT READING
(BLPR)

BLPR 22 - Blueprint Reading

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 21 and MATH 22.
Comments: Credit by exam is not an available option.
Description: This course is designed to help students acquire an understanding of some of the basic principles in blueprint reading. Emphasis is on developing interpretation and visualization techniques as they refer to construction drawings.

BOTANY
(BOT)

BOT 101 - General Botany

Credits: 4
Class hours: 3 lecture and 3 lab
Comments: 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.

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: Qualified for ENG 21, 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: Qualified for ENG 21, ENG 22, and MATH 24.
Description: BOT 130L is a one-credit laboratory science course designated to accompany BOT 130. 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)

BUS 75 – Basic Business Writing

Credits: 3
Class hours: 3 lecture
Description: This course covers basic strategies and skills for writing effective memos, letters, and e-mail messages. Concepts include writing clearly and concisely, focusing on the audience, and writing with purpose.

BUS 120 - Principles of Business

Credits: 3
Class hours: 3 lecture
Description: This course surveys the fundamentals of the American business enterprise and examines the foundations and responsibilities of accounting, business, management, finance, marketing, and the business environment.

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 acceptable reading and writing placement test scores.
Comments: Credit by exam is not an available option.
Description: This course covers basic skills and techniques for effective business writing. It is designed to develop and refine writing skills with an emphasis on basic writing, proofreading, and editing techniques.

BUSINESS
(BUSN)

BUSN 20 – Basic Keyboarding

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

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 cashiering skills. The skill-building course will prepare students for entry-level positions for any industry requiring cashiering skills.

BUSN 89 - Electronic Calculating

Credits: 1
Class hours: 1 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; and develops the ability to work with numbers and use of a calculator to perform business computations.

BUSN 112 – Office Computer Troubleshooting

Credits: 3
Class hours: 2 lecture and 2 lecture/lab
Prereq: "C" or higher in ICS 100 or BUSN 121, and ENG 21 or higher.
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

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

Credits: 3
Class hours: 3 lecture and independent open lab hours required
Prereq: 35 gwam, or "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

Credits: 3
Class hours: 3 lecture and independent open lab hours required
Prereq: "C" or higher in BUSN 123.
Comments: Credit by exam is not an available option.
Description: This course expands students' concepts of word/information processing and further develops skills. Emphasis is placed on more advanced applications such as merging and sorting, formatting with special features, and adding visual elements. Using Microsoft Word, students will prepare documents that are representative of business applications.

BUSN 125 - Information Processing Applications

Credits: 3
Class hours: 3 lecture and independent open lab hours required
Prereq: "C" or higher in BUSN 124.
Comments: Credit by exam is not an available option.
Description: The course uses Microsoft Word and PowerPoint to introduce basic web page development and design techniques to enhance the presentation and readability of documents, such as letterheads, business cards, flyers, brochures, and promotional documents.

BUSN 130 - Spreadsheet and Database

Credits: 3
Class hours: 3 lecture
Recommended: BUSN 189 and BUSN 121.
Description: This course introduces students to the basic functions of spreadsheet and database programs. It includes the input, retrieval, and processing of alphanumeric data on computerized spreadsheet and database programs. Students will develop proficiency in designing worksheets and databases.

BUSINESS
(BUSN) • continued

BUSN 160 – Telephone Techniques and Communications

Credits: 1
Class hours: 1 lecture
Recommended: ENG 21 or higher.
Description: Students will learn to develop positive telephone communication skills (professional relationships, a positive image, and reliable customer service). They will also 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

Credits: 1
Class hours: 1 lecture
Description: This course covers basic customer service concepts, which include gaining customer loyalty, handling difficult customers, and exceeding customer expectations.

BUSN 166 – Professional Employment Preparation

Credits: 1
Class hours: 1 lecture (15 weeks) or 2 lecture (8 weeks)
Recommended: Ability to keyboard and knowledge of word processing.
Description: This course 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

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 Association of Records Managers and Administrators (ARMA) rules for alphabetic, alphanumeric, geographic, numeric, and subject methods.

BUSN 180 - Business English and Transcription I

Credits: 2
Class hours: 2 lecture
Prereq: "C" or higher in BUSN 123 and ENG 22, or acceptable placement test scores.
Description: This course is a study of grammar, punctuation, and word usage, which provides the basic tools for effective business communication. Use of a transcribing machine is also covered.

BUSN 181 - Business English and Transcription II

Credits: 2
Class hours: 2 lecture
Prereq: "C" or higher in BUSN 180.
Description: This course covers English mechanics with application to business communications.

BUSN 189 – Business Mathematics

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 21 and MATH 24.
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

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)

CARP 19 - Basic Carpentry

Credits: 2
Class hours: 1 lecture and 2 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 Maintenance Fabrication

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: An advanced course for homeowners in theory and manipulative skills involved in the use of hand tools and machinery dealing with the repair and fabrication of various segments of home constructions. Safety will be stressed throughout the course.

CARP 93V - Cooperative Education

See explanation under the heading of Cooperative Education.

CARP 99V - Special Studies

See explanation under the heading of Special Studies.

CHEMISTRY
(CHEM)

CHEM 151 - Elementary Survey of Chemistry

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in MATH 24. 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. Qualified for 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.
Coreq: CHEM 161L
Description: An introduction to the basics of college chemistry. Topics include measurements; atomic, quantum, and 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)

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.

COOPERATIVE ARTS AND SCIENCES EDUCATION
(CASE)

CASE 193V or 293V - 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 student's 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 student's co-op site if it directly relates to that student's 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 the Hospitality and Tourism as well as the Business 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 Culinary Arts 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.

BUSN 193V for business majors.

CASE 193V and 293V (Cooperative Arts and Sciences Education) involve career exploration experiences.

ETRO 93V and ETRO 193V for electronics majors.

CULN 193V for culinary arts majors.

HOST 193V for hotel operations majors.

CULINARY ARTS
(CULN)

CULN 101B – Introduction to Food Service, Basic Skills, and Sanitation

Credits: 4
Class hours: 1 lecture, 6 lecture/lab
Description: This course will provide an overview of the rapidly growing food service industry from entry level to management positions. Students will learn the basic skills needed to enter an entry-level position with an emphasis on sound work ethics and attitudes required to seek employment in the food service industry.

CULN 101C – Introduction to Food Service, Short Order, and Quantity Food Cookery

Credits: 4
Class hours: 1 lecture, 6 lecture/lab
Prereq: "C" or higher in CULN 101B.
Description: This course will provide an overview of the rapidly growing food service industry from entry level to management positions. The students will reinforce the basic skills needed to enter an entry level position with an emphasis on sound work ethics and attitudes required to seek employment in the food service industry. This course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. Students will demonstrate principles in quantity food preparation using large quantity equipment. This course also stresses food selection, proper food storage/sanitation, and recipe and product evaluations.

CULN 102B – Introduction to Food Service, Breakfast Cookery, and Cafeteria Service

Credits: 4
Class hours: 1 lecture, 6 lecture/lab
Description: This course will provide an overview of the rapidly growing food service industry with the basic skills needed to enter an entry level position with an emphasis on sound work ethics and attitude required to seek employment in the food service industry. This course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. The course also stresses food selection, proper food storage/sanitation, and recipe and product evaluations. This course introduces students to breakfast short order cooking concepts and includes instruction and practical application in the following: eggs cooked to order, omelets, pancakes, waffles, French toast, and hot cereals. Students will also be trained in offering weekly specials for cafeteria operation.

CUL 102C – Introduction to Food Service, Pantry Development, and Basic Baking

Credits: 4
Class hours: 1 lecture, 6 lecture/lab
Prereq: "C" or higher in CULN 102B.
Description: This course will provide an overview of the rapidly growing food service industry with the basic skills needed to enter an entry level position with an emphasis on sound work ethics and attitudes required to seek employment in the food service industry. This course emphasizes high production standards, attractive service, use of proper equipment, and efficient use of time. The course also stresses food selection, proper food storage/sanitation, and recipe and product evaluations. Students will gain knowledge and skills in the preparation and presentation of hot and cold sandwiches, salads, and salad dressings. This course is an introduction to baking, emphasizing the basic formulas, fundamentals, and procedures.

CULN 111 – Introduction to the Culinary Industry

Credits: 2
Class hours: 2 lecture
Description: This course provides an overview of the culinary industry within the aspects of the entire hospitality industry. It provides students with an introduction to the historical, social, and cultural forces that have affected and shaped the industry of today. Students will identify job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry.

CULN 112 – Sanitation and Safety

Credits: 2
Class hours: 2 lecture
Recommended: Qualified for ENG 21.
Description: This course is the study and application of principles and procedures of sanitation and safety in the hospitality industry. This course includes the study of foodborne 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.

CULN 115 – Menu Merchandising

Credits: 2
Class hours: 2 lecture
Prereq: "C" or higher in BUSN 189 or MATH 50H, and ENG 21.
Co-req: CULN 294 and MGT 122
Description: This course is 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.

CULN 120 – Fundamentals of Cookery

Credits: 4
Class hours: 2 lecture/lab, 9 lab
Prereq: Qualified for ENG 21 and MATH 50H. "C" or higher in or concurrent enrollment in CULN 112.
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.

CULINARY ARTS
(CULN) continued

CULN 130 – Intermediate Cookery

Credits: 5
Class hours: 1 lecture, 2 lecture/lab, 9 lab
Prereq: "C" or higher in CULN 120.
Description: This course applies the basic concepts, skills and techniques taught in CULN 120 to short order cookery, including breakfast cookery, as found in the 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.

CULN 150 – Fundamentals of Baking

Credits: 5
Class hours: 1 lecture, 2 lecture/lab, 9 lab
Prereq: "C" or higher in CULN 130.
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.

CULN 160 – Dining Room and Beverage Service

Credits: 5
Class hours: 1 lecture, 2 lecture/lab, 9 lab
Prereq: "C" or higher in or concurrent enrollment in CULN 112.
Description: This course is a study and application of the variety of service styles such as American, French, and Russian services 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.

CULN 185 – Culinary Nutrition

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 21 and MATH 50H.
Description: This 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.

CULN 193V – Cooperative Education

Credits: 1-3
Prereq: Approval of instructor and coordinator.
Description: This class will integrate classroom learning with planned and supervised work experience in food services. Emphasis will be placed on personal and career development.

CULN 221 – Continental Cuisine

Credits: 5
Class hours: 1 lecture, 2 lecture/lab, 9 lab
Prereq: "C" or higher in CULN 150 and CULN 160.
Description: This course expands on the skills gained in Fundamentals of Cookery, Intermediate Cookery, Fundamentals of Baking, and Dining Room and Beverage Service courses, 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. Laboratory work in the college fine dining restaurant emphasizes station organization and culinary experience.

CULN 222 – Asian Pacific Cuisine

Credits: 5
Class hours: 1 lecture, 2 lecture/lab, 9 lab
Prereq: "C" or higher in CULN 221.
Description: This course is a study of Chinese, Japanese, Thai, Vietnamese, Filipino, and Pacific Island cuisines. This course includes an overview of the history, culture, and foods of Asia and their influence on the foods of Hawai'i. Emphasis is placed on the culinary traditions, artistry, and special uses of fruits, vegetables, spices, herbs, and cooking ingredients commonly used in Asian and Pacific Island cuisines.

CULINARY ARTS
(CULN) continued

CULN 240 – Garde Manger

Credits: 4
Class hours: 2 lecture/lab, 9 lab
Prereq: "C" or higher in CULN 221.
Description: This course is 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, food sculpturing, and vegetable carving will be covered in this course.

CULN 271 – Hospitality Purchasing and Cost Control

Credits: 4
Class hours: 3 lecture, 3 lab
Prereq: "C" or higher in ENG 21 and MATH 50H.
Description: This course is 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.

CULN 294 – Food Service Practicum

Credits: 5
Class hours: 1 lecture, 2 lecture/lab, 9 lab
Prereq: Approval of instructor or "C" or higher in CULN 120, CULN 130, CULN 150, CULN 160, CULN 221, and CULN 222.
Co-req: CULN 115 and MGT 122.
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 designs, 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.

EAST ASIAN LANGUAGE AND LITERATURE
(EALL)

EALL 272 - Japanese Literature in Translation-Modern

Credits: 3
Class hours: 3 lecture
Recommended: "C" or higher in ENG 100.
Comment: Knowledge of Japanese language is not required.
Description: This survey of modern Japanese literature begins with the Meiji era (1868) and extends to the present.

E-COMMERCE
(ECOM)

ECOM 100 – Introduction to E-Commerce

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in BUSN 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)

ECON 130 - Principles of Microeconomics

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 100.
Description: In this course, students will 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.

ECON 131 - Principles of Macroeconomics

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 100. "C" or higher in MATH 24.
Description: This course is an introduction to macroeconomics—the analysis of economic systems focusing on the determination and measurement of national income; the role of government through its fiscal and monetary policies to deal with inflation, unemployment and economic growth; and on trade imbalances and exchange rates.

EDUCATION
(ED)

ED 105 - Introduction to Early Childhood Education

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 100.
Description: This course introduces and explores the historical roots and fundamental principles of early childhood care and education programs, the variety and scope of programs in the community, issues confronting the field, and career options. Students learn about and practice using observation and assessment tools to record children's growth and learning. This course may be taken on a CR/N basis.

ED 110 – Developmentally Appropriate Practices

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in 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 qualified for 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 - Child Development: Theory Into Practice

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in 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 a Group Setting

Credits: 3
Class hours: 3 lecture
Prereq: Concurrent enrollment in ENG 22 or qualified for 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: Qualified for 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, and prior ways to enrich experiences and to promote strong relationships with families.

EDUCATION
(ED) • continued

ED 192 - Beginning Preschool Lecture/Laboratory

Credits: 2
Class hours: 4 lecture/lab
Prereq: "C" or higher in ED 105 and ED 131. "C" or higher in or concurrent enrollment in ED 110 and ED 140. Qualified for ENG 100.
Description: This course provides an introductory supervised work experience in an early childhood education and care setting. It is designed to support students in integrating content knowledge with practice.

ED 195 - Field Experience in Early Childhood Education I

Credits: 4
Class hours: 8 lecture/lab
Prereq: "C" or higher in ED 115, ED 140, and ED 192. "C" or higher in or concurrent enrollment in ENG 100.
Description: This course provides a mid-program supervised work experience in an early childhood education and care setting. It is designed to support students in integrating content knowledge with practice.

ED 199V – Special Studies

See explanation under the heading of Special Studies.

ED 245 - Child, Family, and Community

Credits: 3
Class hours: 3 lecture
Prereq: Concurrent enrollment in ENG 22 or qualified for 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 263 – Language and Creative Expression Curriculum

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in ED 105, ED 110, and ED 131. "C" or higher in or concurrent enrollment in ENG 100.
Description: This course will focus on the theoretical foundation and practice in the planning, implementation, and assessment of the language arts and creative expression curriculum.

ED 264 – Inquiry and Physical Curriculum

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in ED 263.
Description: This course will focus on the theoretical foundation and practice in planning, implementation, and assessment of the inquiry and physical curriculum.

ED 290C - Field Experience in Early Childhood Education II

Credits: 4
Class hours: 8 lecture/lab
Prereq: "C" or higher in ED 195, ED 264, and ENG 100.
Description: This course provides a final supervised work experience in an early childhood education and care setting. It is designed to support students in integrating content knowledge with practice.

ED 299V – Special Studies

See explanation under the heading of Special Studies.

ELECTRICITY
(ELEC)

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 41 – Industrial Motor Controls I

Credits: 3
Class hours: 2 lecture, 2 lecture/lab
Prereq: "C" or higher in ELEC 22.
Description: This is an introduction to motor controls and the logic sequence that they implement. The course covers how to read a ladder diagram, including component recognition, use, and application. Students will develop skills to create a computer generated control diagram from a sequence of operation and learn troubleshooting skills to diagnose basic control functions.

ELEC 99V - Special Studies

See explanation under the heading of Special Studies.

ENGLISH LANGUAGE INSTITUTE
(ELI)

ELI 1 - 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 first semester course (of the sequence ELI 1 & 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.
Comments: May be repeated any number of times for credit.
Description: This first semester course (of the sequence ELI 2 & 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 & 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 & 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)

ENG 18 – Reading Essentials
Credits: 3
Class hours: 3 lecture
Prereq: Acceptable reading placement test score.
Description: This course provides practice in building the essential skills which serve as the foundation for effective reading and study. Students will build vocabulary skills; identify main points, supporting details, and transitional elements; follow basic patterns of organization; recognize assumptions; differentiate between facts and opinions; and draw inferences.

ENG 19 – Writing Essentials
Credits: 3
Class hours: 3 lecture
Recommended coreq: ENG 18
Prereq: Acceptable writing placement test score.
Description: Writing instruction in this course concentrates on sentence structure and paragraph development, with particular emphasis on topic sentences, organization, support, and correctness. Students will write an assortment of informal compositions of varying lengths. Through structured reading and writing, students will improve their skills in vocabulary, usage, punctuation, grammar, spelling, and structure. Students will also be introduced to a variety of study skills and self-management models as a means of increasing their academic successes.

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 teaches the reading and study skills necessary to understand college-level readings, particularly academic texts. The primary emphasis is on improving literal, interpretive, and critical reading comprehension. Vocabulary building exercises are also included.

ENG 22 - Introduction to Composition
Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in ENG 19 or acceptable writing placement test score.
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 reading and writing placement test scores.
Description: This course introduces students to the essential rhetorical, conceptual, and stylistic demands of writing in Standard American English at the college level. Instruction in composing processes, research strategies, and writing from sources is a focus of the course. The course also provides students with experiences in the library and on the internet to enhance their skills in accessing and using various types of primary and secondary materials. Students will engage in research activities, evaluate sources, and apply the principles of college writing to produce substantial college-level compositions, building foundation skills for writing in courses across the college curriculum.

ENG 102 - College Reading Skills
Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in ENG 21 or acceptable reading placement test score.
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
Recommended: ENG 100.
Description: This course is an introduction to the art of creative expression. Types of writing may include poetry, 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 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: This course further develops the writing and research skills covered in Composition I. Students will be given more in-depth instruction in rhetoric, logic, argument, research techniques, and the stylistic demands of writing within a discipline. Particular emphasis will be placed on writing well-researched and well-documented papers.

ENGLISH
(ENG) • continued

ENG 250 - American Literature

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in ENG 100.
Description: Students will read works by representative American writers, including women and ethnic authors, from the colonial period to the present.

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.

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
Prerequisite: "C" or higher in ENG 100.
Description: This course focuses on women authors and their works in a variety of literary genres. Students will read literature from the past and present by women of varied social and ethnic backgrounds to discover the common personal and political concerns which have motivated women to write throughout history. Emphasis will be placed upon developing critical thinking skills for understanding and appreciating individual texts as well as upon relating texts to each other.

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.
Description: This class is an introduction to reading and interpreting literature of and about the cultures of the Pacific, including those of Melanesia, Micronesia, and Polynesia. Students will read, analyze, and appreciate works in a variety of literary genres. The class also will consider these works within their cultural, historical, political, and social contexts. Emphasis will be placed upon developing critical thinking skills through class discussion and close readings to improve students' understanding and appreciation of individual texts as well as to illustrate and explore the significance of common and conflicting themes.

ENG 299V – Special Studies

See explanation under the heading of Special Studies.

ELECTRONICS
(ETRO)

ETRO 18 - General Electronics

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for 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 ETRO 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 ETRO 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.
Recommended: ICS 100 or ETRO 18.
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 their applications to power supplies, amplifiers, oscillators (sinusoidal and nonsinusoidal), 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: 1 lecture and 3 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 1

Credits: 3
Class hours: 6 lecture/lab
Recommended: Basic computer skills, introductory electronics.
Description: This course introduces the student to the terminology, standards, and protocols used in networking. Subnetting, TCP/IP, Ethernet, LAN topologies, LAN equipment, and cabling are covered as is basic electronics and LAN design and management.

ELECTRONICS
(ETRO) • continued

ETRO 140C - Cisco Networking 2

Credits: 3
Class hours: 6 lecture/lab
Prereq: "C" or higher in ETRO 140B.
Description: This is the second of four courses that prepares the student for the Cisco Certified Networking Associate (CCNA) certification exam. This course focuses on initial router configuration, Cisco IOS software management, routing protocol configuration, TCP/IP, and access control lists.

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: Qualified for ENG 100 and MATH 25.
Description: This course introduces students to laser applications and laser safety. The topics covered are: 1. The physical properties of light and how it is used to generate a laser beam for use in the 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 experiments 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. Qualified for ENG 100 and MATH 25.
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: Qualified for ENG 100 and MATH 25.
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, LANs, and equipment for installation and maintenance.

ETRO 187 – A Plus Computer Hardware and OS

Credits: 3
Class hours: 6 lecture/lab
Recommended: ICS 100 or ETRO 18.
Description: This course teaches the fundamentals of computer hardware and operating systems. Upon completion of the course, the student 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 current versions of the Windows operating systems. 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. Qualified for ENG 100. "C" or higher in one or more ETRO courses or MATH 135.
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

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)
Recommended: ICS 100 or ETRO 18.
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 is the third course of four in the sequence in preparation for the CCNA (Cisco Certified Networking Associate) exam. This course introduces the student to the basics of switching, VLANs, and intermediate routing skills. Configuring network devices and building basic router and switched networks are emphasized.

ETRO 240C - Cisco Networking 4

Credits: 3
Class hours: 6 lecture/lab
Prereq: "C" or higher in ETRO 240B.
Description: This is the final course of four in the sequence in preparation for the CCNA (Cisco Certified Networking Associate) exam. This course introduces the student to WAN technologies. The course focuses on NAT, PAT, DHCP, PPP, Frame Relay, ISDN, DDR, and network management. Lab activities include challenge labs and an end-of-thesemester case study.

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 online exam and practical lab exam will test exit competencies. Hands-on experience will be gained through organized lab activities.

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 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 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: "C" or higher in ETRO 245, ETRO 246, and ETRO 247.
Description: This course focuses on documenting and baselining a network, troubleshooting methodologies and tools, and layers 1 to 7 troubleshooting.

ELECTRONICS
(ETRO) • continued

ETRO 257 – RF Communications

Credits: 4
Class hours: 8 lecture/lab
Prereq: "C" or higher in ETRO 122 and ETRO 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: Qualified for ENG 100. "C" or higher in MATH 25 or MATH 26.
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 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 Computer Systems course is the study of computer hardware, peripheral devices, and operating systems. Students gain an understanding of how hardware and peripheral devices are connected and function in the operation of a computer. Students also learn how the operating system software works in conjunction with the hardware to service the software applications. This basic knowledge will enable students to install, maintain, troubleshoot, and repair computer systems and peripherals. It will also enable them to upgrade, maintain, and troubleshoot operating systems. Hands-on experiences are provided in the co-requisite ETRO 287L.

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: Computer Systems and Networking Laboratory is a co-requisite course to ETRO 287. Students gain hands-on experience working with computer hardware, peripheral devices, operating systems, and networks by working on a series of laboratory assignments. Students will build, upgrade, maintain, and troubleshoot computer and network hardware. Operating system installation, optimization, and troubleshooting are also included. Students also research and develop a project related to computer technology and present this project as a capstone experience. This experience reinforces the content of the computer systems lecture course and provides the necessary qualification to work as entry-level computer technicians.

ETRO 299V – Special Studies

See explanation under the heading of Special Studies.

FACILITIES ENGINEERING TECHNOLOGY
(FENG)

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. Students will learn and evaluate various federal (Occupational Safety and Health Administration – OSHA), state, and local laws governing safety. Topics include hazardous chemicals, fall protection, electrical safety, and drugs in the workplace.

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, and exterior and roof finishes. This course also covers masonry skills in blue print reading, brick size and texture, types of walls, foundations, anchors, concrete mixes, forms, stone, and plaster. Other topics include roubleshooting, preventive maintenance, and safety .

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, as well as installation and finishing of drywall and suspended ceilings. Included are installation techniques and the selection of materials 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 to 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: Qualified for ENG 21 and MATH 22. "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 40 – Commercial Refrigeration and Air Conditioning Diagnostics

Credits: 3
Class hours: 2 lecture, 2 lecture/lab
Prereq: "C" or higher in FENG 30 and ELEC 41.
Description: This course builds on the skills acquired in the FENG 30 Basic Air Conditioning and Refrigeration course. This develops advanced skills for technicians, air conditioning and refrigeration helpers, and an introduction to mechanical engineering. This course covers the performance evaluation on working systems under various conditions along with developing refrigerant diagnostic skills. EPA Recovery Certification is required.

FENG 99V - Special Studies

See explanation under the heading of Special Studies.

FRENCH
(FR)

FR 101 - Elementary French I

Credits: 4
Class hours: 3 lecture and 2 lecture/lab
Prereq: Qualified for ENG 21.
Comments: The laboratory is part of the class.
Description: This course is an introduction to the French language emphasizing conversation, listening, grammar, reading, and writing.

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 course is a continuation of FR 101: Conversation, listening, grammar, reading, and writing.

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 is a continuation of FR 102. Students will refine basic language skills through conversation, listening, and instruction in grammar, reading, and writing 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 is a continuation of FR 201. Students will review and expand their language skills through conversation, listening, grammar, reading, and writing in French.

GEOGRAPHY
(GEOG)

GEOG 101 - Man's Natural Environment

Credits: 3
Class hours: 3 lecture
Description: A survey of our natural environment; distribution and interrelationships of climate, vegetation, soils, and landforms. Laboratory problems in map and air photo interpretation and environmental analysis.

GEOG 101L – Natural Environment Laboratory

Credits: 1
Class hours: 3 lab
Prereq: Qualified for 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 but not limited to, climatology, meteorology, geomorphology, edaphology, and cartography.

GEOLOGY
(GG)

GG 101 - Introduction to Geology

Credits: 4
Class hours: 3 lecture and 3 lab
Comments: The laboratory is part of the class.
Description: This course is a study of 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)

HAW 101 - Elementary Hawaiian I

Credits: 4
Class hours: 3 lecture and 2 lecture/lab
Prereq: Qualified for ENG 21.
Comments: The laboratory is part of the class.
Description: This course is an introduction to the Hawaiian language emphasizing conversation, listening, grammar, reading, and writing.

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.

HAW 201 - Intermediate Hawaiian I

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 further develops skills in listening, speaking, reading, and writing the Hawaiian language.

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 is the continued development of listening, speaking, reading, and writing the Hawaiian language.

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 and further develops vocabulary for more accurate, mature expressions.

HAW 222 - Introduction to Hawaiian Composition

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in HAW 202.
Description: This class provides systematic practice for control of written Hawaiian. A variety of situations will be 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 course is a survey of traditional Hawaiian myths, legends, chants, and sayings. The emphasis will be on the various modes of native Hawaiian literature from pre-contact to the present. Readings will be presented in English translation.

HAW 262 - Survey of Hawaiian Writings

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in HAW 202.
Description: This course offers a sampling of different styles and modes of native Hawaiian literature, primarily from the 19th and 20th centuries. The readings are presented in the original Hawaiian.

HISTORY
(HIST)

HIST 151 - World Civilizations I

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 100.
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
Description: This survey of the history of Hawai'i from the 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: Qualified for ENG 100.
Description: A history of the island of Kaua'i from the prehistoric period to the present.

HOSPITALITY AND TOURISM
(HOST)

HOST 101 - Introduction to Hospitality and Tourism

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

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 course focuses on the strategies and skills related to career success and customer satisfaction in the hospitality industry. This course emphasizes the career and customer service skills that complement the concepts taught in other hospitality and food service courses.

HOST 150 - Housekeeping Operations

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in HOST 101.
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

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in HOST 101.
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 relation 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

Credits: 3
Class hours: 3 lecture
Description: This course is 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

Credits: 1-3 (A maximum of 6 credits may be earned.)
Prereq: Hospitality and Tourism major. Department approval. "C" or higher in HOST 101.
Description: Cooperative Education is a supervised field experience that is related to the student's major or career goals. The experience will enable the student to apply knowledge and skills learned in coursework to the work environment.

HOST 199V – Special Studies

See explanation under the heading of Special Studies.

HEALTH, PHYSICAL EDUCATION, AND RECREATION
(HPER)

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 130 - Beginning Tennis

Credits: 1
Class hours: 2 lecture/lab
Comments: May be repeated any number of times for credit.
Description: Students will develop the fundamental skills of tennis for singles and doubles competition.

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 will learn additional skills of tennis needed for intermediate competition with emphasis on single and double strategies.

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. Students 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: Students will learn the basic fundamental skills of basketball with emphasis on offensive and defensive strategies.

HPER 152 - Weight Training

Credits: 1
Class hours: 2 lecture/lab
Comments: May be repeated any number of times for credit.
Description: This course introduces the student to the proper lifting mechanics and benefits of weight training. Emphasis will be placed on conditioning, myths, and facts related to weight training.

HPER 195 - Modern Health: Personal and Community

Credits: 2
Class hours: 2 lecture
Description: This course will focus on concepts and analyses of mental/emotional health, family living, and scientific health information relating to personal and community health.

HAWAIIAN STUDIES
(HWST)

HWST 107 - Hawaiʻi: Center of the Pacific

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 22.
Description: This course is an introduction to the unique aspects of Hawaiʻi and Hawaiian culture in relation to the larger Pacific including origins, language, religion, land, art, history, and current issues.

HWST 111 - The Hawaiian ʻOhana

Credits: 3
Class hours: 3 lecture
Description: This course presents Hawaiian values through the traditional family system. Ancestral family practices will be 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 - Mahiʻai Kalo (Taro Cultivation)

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 100. "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: Qualified for ENG 100 and MATH 24 or acceptable placement test score.
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 Hōkūleʻa, Hawaiʻi Loa, and Makaliʻi. In addition, the student will understand and appreciate the cultural impact of long distance voyaging.

HWST 285 – Hawaiian Medicinal Herbs I: Lāʻau Lapaʻau

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
Prereq: Approval of instructor.
Recommended: "C" or higher in HAW 261, HIST 284, HWST 107, HWST 111, Hawaiian Language courses, Spanish or French if appropriate 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: Lāʻau Lapaʻau

Credits: 3
Class hours: 2 lecture and 2 lecture/lab
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)

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
Prereq: Qualified for ENG 100 and MATH 103, "C" or higher in ICS 100, or acceptable math placement test score.
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.

ICS 111 - Introduction to Computer Science I

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 course is intended for Computer Science majors and all others interested in the first course in programming. This course is an overview of the fundamentals of computer science emphasizing problem solving, algorithm development, implementation, and debugging/testing using an object-oriented programming language.

ICS 120V - Projects in Computer Science 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)

IS 97 – Success Strategies

Credits: 3
Class hours: 3 lecture
Recommended: Concurrent enrollment in Adult Basic Education (ABE) English and/or math classes.
Description: This is 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: Qualified for 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, 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)

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. Approval of instructor.
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)

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 Hiragana, 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)

LING 102 - Introduction to the Study of Language

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 100.
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)

MACH 19 - Introduction to Machine Shop

Credits: 3
Class hours: 1 lecture and 4 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)

MATH 22 – Pre-Algebra

Credits: 3
Class hours: 3 lecture
Prereq: Acceptable math placement test score.
Recommended: Concurrent enrollment in MATH 99V (1cr.).
Description: This course allows students to investigate real-life situations and to recognize the importance of mathematics in their own lives. Topics of study include, but are not limited to, basic geometry and statistics, the real number system, variables and algebraic expressions, ratios and proportions, and simple linear equations. The primary focus of this course is to motivate and prepare students for algebra and beyond.

MATH 24 - Elementary Algebra I

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in MATH 22 or acceptable math placement test score.
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 acceptable math placement test score.
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, and quadratic functions and equations.

MATH 26 – Elementary Algebra

Credits: 5
Class hours: 5 lecture
Prereq: Acceptable math placement test score 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; and solving and graphing quadratic equations.

MATH 50 - Technical Mathematics

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for MATH 24.
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: Qualified for MATH 24.
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 acceptable math placement test score.
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.
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

MATH 111 – Mathematics for Educators I

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for MATH 100 and ENG 100.
Comments: This course is intended for prospective elementary education majors only.
Description: This course teaches students to communicate and represent mathematical ideas, how to solve problems, and how to reason mathematically. Material covered includes operations and their properties, sets, counting, patterns, and algebra.

MATH 112 – Mathematics for Educators II

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in MATH 111.
Comments: This course is intended for prospective elementary education majors only.
Description: This course deals with representations of and operations on the natural numbers, intergers, rational numbers, and real numbers. It also explores properties of those operations.

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: The second part of the Pre-Calculus sequence, this course includes a study of trigonometry, analytic geometry, and applications.

MATH 205 - Calculus I

Credits: 4
Class hours: 4 lecture
Prereq: "C" or higher in MATH 140 or acceptable math placement test score.
Comments: Credit by exam is not an available option.
Description: This course offers the opportunity to study differential calculus and its applications, and introduces integration. We will study applications of calculus to physics, chemistry, engineering, biology, economics, and other fields of study. Differential calculus allows us to study situations as they change, and to find best-case scenarios such as maximum profit.

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 the opportunity to study integral calculus, transcendental functions, and series representation of functions. Applications include finding the balancing point of an object, computing the force on submerged objects, and modeling population growth, radioactive decay, and the temperature of a heating or cooling object.

MANAGEMENT
(MGT)

MGT 120 - Principles of Management
Credits: 3
Class hours: 3 lecture
Comments: Credit by exam is not an available option.
Description: This course introduces the functions of management from an organizational viewpoint: planning, organizing, directing, and controlling. Contemporary studies that relate to communication, motivation, leadership styles, and decision making will be included.

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)

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 or concurrent enrollment in MICR 130.
Coreq: MICR 130
Comments: Credit by exam is not an available option.
Description: This course provides laboratory exercises that demonstrate fundamental principles of microbiology. The class is primarily for students in health sciences.

MUSIC
(MUS)

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. The 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 develops 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 a 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.
Comments: May be repeated any number of times for credit.
Description: Study and performance of choral literature from Renaissance to present. A capella and choral/instrumental repertoire.

MUS 202 - Community College Band

Credits: 2
Class hours: 1 lecture and 2 lab
Prereq: Experience with instrumental performance.
Comments: May be repeated any number of times for credit.
Description: Performance of band literature with emphasis on excellence in musical performance and development of professional musicianship. Class members will 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.
Comments: May be repeated any number of times for credit.
Description: Performance of stage band literature from swing to contemporary periods. Study of jazz concepts, including improvisation. Public performances are required.

MUS 220 – Musical Theatre

Credits: 3
Class hours: 3 lecture
Description: This course provides students with the opportunity to study vocal and theatrical technique in a musical theatre context.

MUS 253 - Basic Experiences of Music

Credits: 3
Class hours: 3 lecture
Description: This course 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.

NURSING
(NURS)

NURS 11 - CHO: Basic Care Module

Credits: 4
Class hours: 8 lecture and 12 lab (5 weeks)
Prereq: Qualified for ENG 21. Certified Nurse Aide. Six 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: Qualified for ENG 21. Certified Nurse Aide. Six 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 the adult residential care home operator to observe the resident for signs and symptoms of common diseases, make medications available, and prepare special diets.

NURS 13 - CHO: Helping Therapies and Behavior Management

Credits: 1
Class hours: 6.4 lecture/lab (2.5 weeks)
Prereq: Qualified for ENG 21. Certified Nurse Aide. Six 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: Qualified for ENG 21. Certified Nurse Aide. Six 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: 4 lecture and 6 lab
Prereq: Qualified for ENG 21.
Comments: Successful completion leads to Certificate of Competence. 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.

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: Qualified for ENG 22.
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: Qualified for ENG 22. Approval of instructor.
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: Qualified for ENG 100. "C" or higher in MATH 24.
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

NURS 121 - Introduction to Human Structure, Function, and Related Terminology

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in ENG 21.
Description: The course is designed to assist students at an introductory level to relate human structures, processes, pathologies, and common medical tests/procedures to appropriate terminology.

NURS 150 – Introduction to Health Careers

Credits: 3
Class hours: 2 lecture and 3 lab
Prereq: Qualified for ENG 21.
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: Qualified for 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 the promotion of critical thinking related to health care and computer utilization. The impact of information technology on health care will be explored.

NURS 153 - Nursing Concepts and Skills

Credits: 9
Class hours: 5 lecture and 12 lab
Prereq: Acceptance into NURS 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. "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. This course will focus on normal physiological and psycho/social/cultural/spiritual needs of the childbearing family. Consideration will also be given to selected minor health deviations. Emphasis will be placed on application of principles of growth and development, self-care, communication, health education, ethical issues, positions in the academic career ladder, and professional growth as they relate 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. "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-bearing period. This course will focus on normal physiological, psycho/social/cultural/spiritual needs of the child-bearing family (infancy through adolescence). Consideration will also be given to selected minor health deviations found in the infant, child, and adolescent. Emphasis will be placed on application of principles of growth and development, self-care, communication, health education, ethical issues, and professional growth as they relate 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. "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 course is an integrated (first-level) course in medical/surgical nursing, including concepts in mental health/psychiatric nursing. Primary focus is on the understanding of common physiological and psychological needs. Performance of nursing care skills and therapeutic techniques to meet self-care needs (universal, developmental, and deviations) are included. Laboratory experiences are offered in a variety of settings.

NURSING
(NURS) •continued

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: This is 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 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. Clinical experiences take place in a variety of settings.

NURS 158 - Issues and Trends in Nursing I

Credits: 1
Class hours: 1 lecture/lab
Prereq: "C" or higher in NURS 153. "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 the second level of NURS program. "C" or higher in or concurrent enrollment in PHRM 203, MICR 130, and MICR 140.
Comments: Credit by exam is not an available option.
Description: This course is a 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 individually and in groups. Guided clinical experiences with hospitalized and non-hospitalized persons with a wide range of emotional responses to life situations are provided.

NURS 254 - Family Health Nursing II

Credits: 2
Class hours: 2 lecture and 6 lab (8 weeks)
Prereq: Acceptance into the second level of NURS program."C" or higher in or concurrent enrollment in PHRM 203, MICR 130, and MICR 140.
Comments: Credit by exam is not an available option.
Description: This is the second offering of nursing courses in the area of Maternity Nursing. It builds on the content offered in NURS 154 as well as previous courses. This course is oriented to the pathological conditions found in Maternity Nursing. Emphasis will be placed on application of principles of growth and development, self-care, communication, health education, ethical issues, positions in the academic career ladder, and professional growth as they relate to Family Health Nursing.

NURS 255 - Child Health Nursing II

Credits: 2
Class hours: 2 lecture and 6 lab (8 weeks)
Prereq: Acceptance into the second level of NURS program. "C" or higher in or concurrent enrollment in PHRM 203, MICR 130, and MICR 140.
Comments: Credit by exam is not an available option.
Description: This is the second offering of nursing courses in the area of Pediatrics. It builds on the content offered in NURS 155 as well as previous courses. This course is oriented to the pathological conditions found in Pediatrics. Emphasis will be placed on application of principles of growth and development, self-care, communication, health education, ethical issues, positions in the academic career ladder, and professional growth as they relate to Child Health Nursing.

NURS 257 - Advanced Adult Health Nursing

Credits: 8
Class hours: 3 lecture and 15 lab
Prereq: "C" or higher in NURS 253, NURS 254, and NURS 255. "C" or higher in or concurrent enrollment in ENG 100 and ANTH 200.
Comments: Credit by exam is not an available option.
Description: This is a second-level course focusing on the nursing care process in meeting the self-care needs of clients experiencing common, complex medical/surgical conditions. Management skills in the care of a group of clients are developed. Clinical experiences are in a variety of settings. Course objectives are explored and met through a variety of writing assignments.

NURS 257B - Advanced Adult Health Nursing

Credits: 10
Class hours: 3 lecture and 21 lab
Prereq: "C" or higher in NURS 253, NURS 254, and NURS 255. "C" or higher in or concurrent enrollment in ENG 100 and ANTH 200.
Comments: Credit by exam is not an available option.
Description: This is a second-level course focusing on the nursing care process in meeting the self-care needs of clients experiencing common, complex medical/surgical conditions. Management skills in the care of a group of clients 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: "C" or higher in NURS 253, NURS 254, and NURS 255. "C" or higher in or concurrent enrollment in ENG 100 and ANTH 200.
Comments: Credit by exam is not an available option.
Description: This course is a continuation of NURS 158—Issues and Trends in Nursing I. The focus will be on nursing responsibility with regard to current issues in nursing and health care. Included will be the nurse's role as a contributing member of the profession and the community. The theoretical basis for designing and implementing systems of nursing at the beginning level of patient management in an institutional setting will be looked at. Principles of organizational structure, leadership, decision-making, priority setting, and change will be discussed. Course objectives are explored and met through a variety of writing assignments.

NURS 259 - Basic EKG Interpretation for Health Care Providers

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in or concurrent enrollment in NURS 257 or NURS 257B, or trained as a Registered Nurse or Emergency Medical Technician.
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). The focus is on the cardiac conduction system, electrophysiology, and a systematic approach to the interpretation and treatment of arrhythmias and myocardial infarction.

NURS 299V – Special Studies

See explanation under the heading of Special Studies.

OCEANOGRAPHY
(OCN)

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 201. Approval of instructor.
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.

OCN 201 - Science of the Sea

Credits: 3
Class hours: 3 lecture
Recommended: "C" or higher in 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)

PHIL 100 - Introduction to Philosophy
Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in ENG 100.
Description: This course surveys the methods, fields, and problems of philosophy with an emphasis on the student's own relationship to philosophical issues.

PHIL 101 - Morals and Society
Credits: 3
Class hours: 3 lecture
Prereq: "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: Qualified for 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
Prereq: "C" or higher in ENG 100. Qualified for 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: Qualified for ENG 100.
Description: Exploration of basic ethical theories and their application to ethical issues relating to health care.

PHARMACOLOGY
(PHRM)

PHRM 203 - General Pharmacology
Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in ZOOL 141, ZOOL 141L, 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)

PHYS 50 - Technical Physics

Credits: 3
Class hours: 3 lecture
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 I

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for MATH 135.
Coreq: PHYS 151L
Description: This course is an introduction to the physical concepts of mechanics, fluids, sound, and heat using algebra and trigonometry as tools to solve related problems.

PHYS 151L - College Physics I 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 II

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in PHYS 151. "C" or higher in or concurrent enrollment in MATH 140.
Coreq: PHYS 152L
Description: This course is an introduction to the physical concepts of electricity, magnetism, light, and modern physics, using algebra and trigonometry as tools to solve related problems.

PHYS 152L - College Physics II 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 in or concurrent enrollment in MATH 205.
Coreq: PHYS 170L
Description: This course is an introduction to the physical concepts of classical mechanics, fluid dynamics, wave theory, and thermodynamics using algebra and calculus as tools to solve related problems.

PHYS 170L - General Physics I Laboratory

Credits: 1
Class hours: 3 lab
Prereq: "C" or higher in or concurrent enrollment in PHYS 170.
Coreq: PHYS 170
Comments: Credit by exam is not an available option.
Description: This course is an introduction to the analysis of experiments in classical mechanics, fluid dynamics, wave theory, and thermodynamics.

PHYS 272 - General Physics II

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in PHYS 170. "C" or higher in or concurrent enrollment in MATH 206.
Coreq: PHYS 272L
Description: This course is an introduction to the physical concepts of electromagnetism, optics, and quantum physics using algebra and calculus as tools to solve related problems.

PHYS 272L - General Physics II Laboratory

Credits: 1
Class hours: 3 lab
Prereq: "C" or higher in or concurrent enrollment in PHYS 272.
Coreq: PHYS 272
Comments: Credit by exam is not an available option.
Description: This course is an introduction to the analysis of experiments in electromagnetism, optics, and quantum physics.

POLITICAL SCIENCE
(POLS)

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 agencies.

PSYCHOLOGY
(PSY)

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 foundation 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)

REL 150 - Introduction to the World's Major Religions

Credits: 3
Class hours: 3 lecture
Description: This course is a survey of the development and major features of the world's major religions (Hinduism, Buddhism, Judaism, Christianity, and Islam) and also acquaints students with ancient Hawaiian religion.

REL 205 – Understanding Hawaiian Religion

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 100.
Description: This course is an introductory survey of Hawaiian religious beliefs and practices, from migration to the early contact era.

SCIENCE
(SCI)

SCI 97 – Pre-Science

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for MATH 22.
Description: This course is 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
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
Prereq: "C" or higher in or concurrent enrollment in SCI 121.
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: An introduction to the characteristics of the physical sciences and the interaction of society with sciences such as physics, chemistry, astronomy, geology, meteorology, and oceanography.

SCI 122L - Introduction to Physical Science Laboratory

Credits: 1
Class hours: 3 lab
Prereq: "C" or higher in or concurrent enrollment in SCI 122.
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)

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)

SOC 100 - Introduction to Sociology

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 100.
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: Study of representative major problems, emphasizing their linkage with social deviation, cultural patterns, and social change.

SOC 230 - Race Relations

Credits: 3
Class hours: 3 lecture
Prereq: "C" or higher in ANTH, ECON, SOC, PSY, or POLS.
Description: Race relations in world perspective; typical situations; conflict and accommodation; caste; prejudice; interracial marriage; and effects upon personality.

SPEECH
(SP)

SP 20 - Speech Communication

Credits: 3
Class hours: 3 lecture
Comments: Split-level: SP 151.
Description: Students will engage in activities to acquire competence in interpersonal, small group, and public communication. This non-transfer level course can be used for certain programs and is an introduction to the fundamentals of speech communication.

SP 151 - Personal and Public Speech

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 22.
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: This 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)

SPAN 101 – Elementary Spanish I

Credits: 4
Class hours: 3 lecture and 2 lecture/lab
Prereq: Qualified for ENG 21.
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.
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.
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

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)

SSCI 113 - Group Leadership

Credits: 3
Class hours: 2 lecture and 3 lab
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
Description: This course is an introduction to human/environment interactions from the perspectives of anthropology, sociology, and political economy as people and societies live within the limits presented by the reality of basic laws of science. The mutual interconnectedness of people and nature will be emphasized.

THEATRE
(THEA)

THEA 101 - Introduction to 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.

THEA 221 – Beginning Acting

Credits: 3
Class hours: 3 lecture
Description: This course is an introduction to acting. Students will practice a variety of individual and group exercises for developing stage performance techniques.

WELDING
(WELD)

WELD 17 - General Welding

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: To develop the manipulative skills of oxy-acetylene welding supplement for the automotive mechanics and auto body and fender majors. To know the safe handling of equipment, maintenance and develop responsible citizens.

WELD 99V – Special Studies

See explanation under the heading of Special Studies.

ZOOLOGY
(ZOOL)

ZOOL 101 – Principles of Zoology

Credits: 3
Class hours: 3 lecture
Recommended: Concurrent enrollment in ZOOL 101L.
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.

ZOOL 101L – Principles of Zoology Laboratory

Credits: 1
Class hours: 3 lab
Prereq: "C" or higher in or concurrent enrollment in ZOOL 101.
Coreq: ZOOL 101
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.

ZOOL 141 - Human Anatomy and Physiology I

Credits: 3
Class hours: 3 lecture
Prereq: Qualified for ENG 100. "C" or higher in CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L or 2 years of high school science within the last 5 years, including 1 year of high school college-prep chemistry with a "B" or higher and 1 year of college-prep biological science with a "B" or higher.
Coreq: ZOOL 141L
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 integumentary, skeletal, muscular, and nervous systems are studied.

ZOOL 141L - Human Anatomy and Physiology Laboratory I

Credits: 1
Class hours: 3 lab
Prereq: Qualified for ENG 100. "C" or higher in CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L or 2 years of high school science within the last 5 years, including 1 year of high school college-prep chemistry with a "B" or higher and 1 year of college-prep biological science with a "B" 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 II

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 (endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems), and use of anatomy and physiology terminology and concepts. This course will also 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 II

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: endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive.

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CALVIN UYESONO .... Equipment Operator
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AMY WATASE .... Office Assistant
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LANE YOKOTAKE .... Janitor
IRENE YOSHIOKA .... Janitress

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