

# Kaua'i Community College General Catalog 2012 - 2013



## Kau-a`i

Kaua'i is geologically the oldest of the main Hawaiian Islands. With an area of 562.3 square miles, it is the fourth largest of the main islands in the Hawaiian archipelago. It is also the most verdant and is known as the "Garden Isle".

Kaua'i's origins are volcanic, the island having been formed by the passage of the Pacific plate over the Hawai'i hotspot. Kaua'i is approximately six million years old. The highest peak on this mountainous island is Kawaikini at 5,243 feet. The second highest peak and considered the wettest spot on earth, is Mount Wai'ale'ale near the center of the island at 5,148 feet above sea level, with an annual average rainfall of 469 inches.

## com·mu·ni·ty

a social group of any size whose members reside in a specific locality, share government, and often have a common cultural and historical heritage.

## col·lege

an institution of higher learning, a constituent unit of a university, furnishing courses of instruction in the liberal arts, vocational, technical, and professional instructions.



UNIVERSITY of HAWAII®

**KAUA'I**  
COMMUNITY COLLEGE

Our commitment to Kaua'i continues...

**245 - 8212    [kauai.hawaii.edu](http://kauai.hawaii.edu)**





University of Hawai'i

## 2012 • 2013 Catalog

# Kaua'i Community College

Kaua'i Community College  
3-1901 Kaumuali'i Highway  
Līhu'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 Records .....	245-8225
<b>Academic Divisions</b>	
Business Education .....	245-8321
Health Education .....	245-8325
Language, Arts, and Humanities .....	245-8278
Science and Mathematics .....	245-8223, 245-8241
Trade Technology .....	245-8264
Bookstore .....	245-8273
<b>Campus Administration</b>	
Chancellor .....	245-8210
Vice Chancellor for Academic Affairs .....	245-8229
Vice Chancellor of Student Affairs .....	245-8274
Vice Chancellor for Administrative Services .....	245-8230
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) .....	245-8336
Counseling and Advising .....	245-8212
Disability Access .....	245-8323
Disability Services Counselor .....	245-8314
EEO/AA .....	245-8323
Financial Aid Office .....	245-8360
Hawaiian Student Counselor .....	245-8260
International Students .....	245-8259
Library .....	245-8233
Performing Arts Center .....	245-8270
Single Parent/Displaced Homemaker Counselor .....	245-8245
Student Life Center .....	245-0112
Tutoring Services .....	245-8341
Veterans' Clerk .....	245-8224
Campus Operator .....	(808) 245-8311
Campus FAX .....	(808) 245-8220
Home Page: <a href="http://kauai.hawaii.edu">kauai.hawaii.edu</a>	

## UNIVERSITY OF HAWAII BOARD OF REGENTS

Eric Martinson, Chair  
 Carl A. Carlson, Jr., Vice Chair  
 James H. Q. Lee, Vice Chair  
 Jeffrey T. Acido  
 Artemio C. Baxa  
 John C. Dean  
 Michael A. Dahilig  
 Chuck Y. Gee  
 John C. Holzman  
 Benjamin A. Kudo  
 Coralie Matayoshi  
 Barry T. Mizuno  
 Saedene Ota  
 Tom H. Shigemoto  
 Jan Sullivan

## UNIVERSITY OF HAWAII CENTRAL ADMINISTRATION

MRC Greenwood  
*President*  
 Darolyn Lendio  
*Vice President for Legal Affairs/University General Counsel*  
 Nainoa Thompson  
*Advisor on Hawaiian Affairs*  
 Linda Johnsrud  
*Executive Vice President for Academic Affairs/Provost*  
 Howard Todo  
*Vice President for Budget and Finance/CFO*  
 John Morton  
*Vice President for Community Colleges*  
 James R. Gaines  
*Vice President for Research*  
 Brian Minaai  
*Associate Vice President for Capital Improvements*  
 Lui K. Hokoana  
*Associate Vice President for Student Affairs*  
 David Lassner  
*Vice President for Information Technology/CIO*  
 Rockne Freitas  
*Vice President for Student Affairs and University/Community Relations*  
 Lynne Waters  
*Associate Vice President for External Affairs and University Relations*

## KAUA'I COMMUNITY COLLEGE ADMINISTRATION

Helen A. Cox  
*Chancellor*  
 James R. Dire  
*Vice Chancellor for Academic Affairs*  
 Earl K. Nishiguchi  
*Vice Chancellor of Student Affairs*  
 Ramona Kincaid  
*Director of the University Center and Academic Support*  
 Gary Nitta  
*Vice Chacellor for Administrative Services*  
 Bruce Getzan  
*Director of Continuing Education and Training*





## TABLE OF CONTENTS

<b>WHERE TO FIND US</b>	<b>1 - 2</b>
-------------------------	--------------

<b>CAMPUS CALENDAR</b>	<b>5 - 6</b>
------------------------	--------------

<b>A MESSAGE FROM OUR CHANCELLOR</b>	<b>7</b>
--------------------------------------	----------

<b>OUR MISSION, GOALS, AND STUDENT LEARNING OUTCOMES</b>	<b>8 - 10</b>
--	---------------

<b>KAUA`I COMMUNITY COLLEGE, GENERAL INFORMATION</b>	<b>15 - 16</b>
--	----------------

<b>GETTING STARTED AT KAUA`I COMMUNITY COLLEGE</b>	<b>17</b>
--	-----------

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.

<b>COLLEGE COSTS AND FINANCIAL INFORMATION</b>	<b>23</b>
--	-----------

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

<b>CAMPUS RESOURCES AND SERVICES</b>	<b>31</b>
--------------------------------------	-----------

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.

<b>COLLEGE POLICIES AND PROCEDURES</b>	<b>42</b>
--	-----------

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.

<b>INSTRUCTIONAL PROGRAMS</b>	<b>56</b>
-------------------------------	-----------

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.

<b>COURSE DESCRIPTIONS</b>	<b>99</b>
----------------------------	-----------

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.

<b>OFFICE OF CONTINUING EDUCATION AND TRAINING</b>	<b>162</b>
--	------------

The Office of Continuing Education and Training (OCET) offers flexible, timely responses to needs beyond the traditional college curriculum.

<b>WHO WE ARE</b>	<b>163 - 166</b>
-------------------	------------------

<b>INDEX</b>	<b>167</b>
--------------	------------

## 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. (<http://www.nlnac.org>), 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326; telephone: 404-975-5000, fax: 404-975-5020. The NLNAC is nationally recognized as an accrediting agency for both post-secondary and higher degree programs in nursing education.
- The Culinary program has been granted accreditation by the American Culinary Federation Education Foundation (ACFEF) Accreditation Commission. American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095; telephone: (800) 624-9458, fax: (904) 825-4758, email: [acf@acfcchefs.net](mailto:acf@acfcchefs.net). ACFEF is the national accrediting commission for culinary and pastry education programs at postsecondary institutions and secondary programs.
- 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 Bumpai 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 candle nut tree whose nut was used by ancient Hawaiians as a candle; thus kukui means light and the tree symbolizes enlightenment and education.

The taro leaf is the logo for Ho'ouluwehi, The Sustainable Living Institute on Kaua'i. This logo is included in the Course Description section of the catalog to identify courses with sustainable concepts. Sustainability is defined as fostering the long-term maintenance of well-being, while respecting the balance of environmental, economic, social, and cultural aspects of any one endeavor. In respecting the College's ambition, Ho'ouluwehi narrowed down its scope and focus to four areas: 1) food production, 2) renewable energy, 3) affordable housing/sustainable living, and 4) waste elimination. To determine which courses should be awarded the taro leaf logo, five topic areas were used: 1) Economics, 2) Social, cultural, historic, 3) Science and technology, 4) Environmental, and 5) Written, oral, and artistic.

## 2012 • 2013 DATES TO REMEMBER

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

### **FALL**

**2012**

Academic advising begins for continuing students .....	Feb 1
Registration begins for continuing students .....	Apr 9
Academic advising/registration begins for new and returning students .....	Apr 16
Statehood Day (Holiday) .....	Aug 17
First day of instruction .....	Aug 20
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 20
Last day to add semester courses .....	Aug 24
Last day for 100% tuition refund for semester length course .....	Aug 24
Labor Day (Holiday) .....	Sep 3
Last day for 50% tuition refund for semester length course .....	Sep 10
Last day of erase period .....	Sep 10
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 .....	
Election Day (Holiday) .....	Nov 6
Veterans' Day (Holiday) .....	Nov 12
Thanksgiving Day (Holiday) .....	Nov 22
Thanksgiving recess .....	Nov 22 - 23
Last day of instruction .....	Dec 6
Evaluation/final examination days .....	Dec 7, 10 - 13
End of semester .....	Dec 14



## 2012 • 2013 DATES TO REMEMBER

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

### **SPRING**

**2013**

Academic advising begins for continuing students .....	Sept 4 (2012)
Registration begins for continuing students .....	Nov 12
Academic advising/registration begins for new and returning students .....	Nov 19
First day of instruction .....	Jan 7
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 7
Last day to add semester courses .....	Jan 11
Last day for 100% tuition refund for semester length course .....	Jan 11
Martin Luther King Day (Holiday) .....	Jan 21
Last day for 50% tuition refund for semester length course .....	Jan 28
Last day of erase period .....	Jan 28
Presidents' Day (Holiday) .....	Feb 18
Faculty Excellence in Education Conference (no classes) .....	Mar 1
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 21
Spring Recess .....	Mar 25 - 29
Kuhio Day (Holiday) .....	Mar 26
Good Friday (Holiday) .....	Mar 29
Last day of instruction .....	May 1
Evaluation/final examination days .....	May 2 - 3, 6 - 8
End of semester .....	May 10
Commencement .....	TBA

### **SUMMER**

**2013**

Academic advising and registration for all students .....	Apr 8 (2013)
Kamehameha Day (Holiday) .....	Jun 11
First day of instruction .....	Jun 12
Begin fee charges for late registration:	
\$5 registration fee for in-person transaction (no charge for transaction done on the web)	
\$10 late registration fee for all transactions .....	Jun 12
Last day to add semester courses .....	Jun 14
Last day for 100% tuition refund for semester length course .....	Jun 14
Last day for 50% tuition refund for semester length course .....	Jun 20
Last day of erase period .....	Jun 20
Last day to petition for semester graduation .....	Jul 1
Independence Day (Holiday) .....	Jul 4
Last day for changes: withdrawal from semester courses, credit/no credit option for semester courses, declare auditor for semester courses, and split-level changes .....	Jul 7
Last day of instruction .....	Jul 24
Evaluation/final examination days .....	Jul 25
End of semester .....	Jul 25



# Kaua'i Community College

– a place to start – a place to grow.

## A message from Helen Cox, Chancellor . . .

---

Aloha 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.

- \* **Written Communication:** Write in clear and organized Standard American English to present, explain, and evaluate ideas, to express feelings, and to support conclusions, claims, or theses.
- \* **Oral Communication:** Speak in understandable and organized Standard American English to explain ideas, to express feelings, and to support conclusions, claims, or theses. Receive, construct meaning from, and respond to spoken and/or nonverbal messages.
- \* **Reading:** Read, evaluate, and interpret written material critically and effectively.
- \* **Symbolic Reasoning:** Use appropriate mathematical and logical concepts and methods to understand, analyze, and explain issues.
- \* **Integrative Thinking:** Use problem-solving skills and creative thinking strategies to make connections among ideas and experiences and to synthesize and transfer learning to new and varied situations.
- \* **Information Literacy:** Locate, retrieve, evaluate, and interpret the value of information gained from reading text materials, making observations, and using electronic media, and reflectively use that information.
- \* **Technological Competency:** Identify, allocate, and utilize technological resources effectively.
- \* **Teamwork:** Participate proactively and interact cooperatively and collaboratively in a variety of settings.
- \* **Respect for Diversity:** Demonstrate cognitive, affective, and behavioral skills and characteristics that are respectful of others' opinions, feelings, values, and individual expression.
- \* **Ethics:** Demonstrate an understanding of ethical issues in public and personal contexts that can be used to make sound judgments and decisions.

Since most people change careers several times in their lifespan, general education may be the most important part of your education with us! By mastering these learning outcomes you will equip yourself to succeed on any path you choose. Your work with us will require time, effort, and self-discipline, but your rewards will be great. 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 provides open access education and training in an ethical and innovative student-centered and community-focused environment, nurturing life-long learners who appreciate diversity and lead responsible and fulfilling lives.

To demonstrate our commitment to this mission, Kaua'i Community College:

- supports students of all ages, cultures, and backgrounds to achieve their educational goals
- perpetuates appreciation and understanding of Hawaiian culture and develops programs to support native Hawaiian students
- cultivates appreciation for artistic, intellectual, and technical pursuits
- creates curricula and programs responsive to the community's changing needs for career and work force development
- fosters partnerships with schools, the University of Hawai'i system, and local, state, national, and global communities
- leads the community toward greater social, economic, and environmental sustainability, and
- maintains a healthy and safe learning environment that enhances student and employee growth and success.

## Kaua'i Community College Goals

### 1. Access

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

1.1 Outreach: Increase access to and participation in college programs through coordinated and continually improving marketing and recruitment activities.

1.2 Enrollment: Enhance educational success through retention initiatives.

1.3 Placement and Scheduling: Enhance utilization of placement testing and course scheduling processes.

1.4 Support Services for Access: Strengthen support services processes to better meet student needs.

### 2. Learning & Teaching

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

2.1 Articulation: Improve communication and articulation processes with other KCC programs as well as secondary and postsecondary institutions.

2.2 Curriculum: Ensure quality, relevancy, and currency of curriculum to meet the needs of our diverse student population and community.

## **Kaua'i Community College Goals (continued)**

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

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

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

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

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

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

### **3. Workforce Development**

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

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

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

### **4. Personal Development**

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

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

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

### **5. Community Development**

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

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

### **6. Diversity**

To foster global understanding and appreciation for diversity.

6.1 Support diversity and cultural awareness through campus programs.

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

## **Institutional Student Learning Outcomes (General Education)** **(effective 01/01/2013)**

Here at Kauaʻi Community College, we believe that all of our graduates should possess a solid grounding in the major areas of knowledge, the capability to be productive individuals and life-long learners, and an understanding of what it means to be ethical and effective citizens. All C.A., A.A.S., A.S., and A.A. curricula at KCC include study of the cultural, social, and/or natural environment (humanities/fine arts, social sciences, and natural sciences), and all programs ensure that students receive expert instruction in and capable assessment of their achievement of the following institutional student learning outcomes:

1. **Written Communication:** Write in clear and organized Standard American English to present, explain, and evaluate ideas, to express feelings, and to support conclusions, claims, or theses.
2. **Oral Communication:** Speak in understandable and organized Standard American English to explain ideas, to express feelings, and to support conclusions, claims, or theses. Receive, construct meaning from, and respond to spoken and/or nonverbal messages.
3. **Reading:** Read, evaluate, and interpret written material critically and effectively.
4. **Symbolic Reasoning:** Use appropriate mathematical and logical concepts and methods to understand, analyze, and explain issues.
5. **Integrative Thinking:** Use problem-solving skills and creative thinking strategies to make connections among ideas and experiences and to synthesize and transfer learning to new and varied situations.
6. **Information Literacy:** Locate, retrieve, evaluate, and interpret the value of information gained from reading text materials, making observations, and using electronic media, and reflectively use that information.
7. **Technological Competency:** Identify, allocate, and utilize technological resources effectively.
8. **Teamwork:** Participate proactively and interact cooperatively and collaboratively in a variety of settings.
9. **Respect for Diversity:** Demonstrate cognitive, affective, and behavioral skills and characteristics that are respectful of others' opinions, feelings, values, and individual expression.
10. **Ethics:** Demonstrate an understanding of ethical issues in public and personal contexts that can be used to make sound judgments and decisions.

## What Are These Outcomes?

**Written Communication** is the development and expression of ideas in writing. It involves learning to work with different writing styles and technologies, and can include combining texts, data, and images in order to communicate clearly and effectively. All students receive instruction in written communication and have opportunities to develop their writing abilities through iterative experiences across the curriculum.

**Oral Communication** encompasses speaking, non-verbal, and active listening skills. Speaking is the process of transmitting ideas and information orally in a variety of situations. Effective oral communication involves generating messages and delivering them in a manner suitable to the topic, purpose, and audience, with attention to paralanguage and non-verbal signals. Effective listening includes both literal and critical comprehension of ideas and information transmitted in oral language. All students receive instruction in effective oral communication.

**Reading** is the process of simultaneously extracting and constructing meaning through interaction and involvement with written language. Skilled readers are able to peruse written material fluently and are also able to control their reading in relation to their purpose, the nature of the material, and their level of comprehension. Students become skilled readers through continuous practice, development, and refinement in experiences across the curriculum, learning to reason about written material using knowledge from everyday life and from their individual fields of study.

**Symbolic Reasoning – also known as Quantitative Reasoning** – is the ability to reason logically and solve quantitative problems from a wide array of authentic contexts and everyday life situations. It also involves understanding, creating, and communicating arguments supported by quantitative evidence in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate). All students receive instruction in logical and/or mathematical reasoning, and have opportunity to develop competency and comfort in working with numerical data.

**Integrative Learning** is characterized by synthesizing relevant issues, ideas, artifacts, events, and expertise in original, innovative, and imaginative ways. Students develop this understanding and disposition through experiences across the curriculum, from making simple connections among ideas and experiences, to transferring learning to new and varied situations, to critically considering issues and ideas before accepting or formulating opinions or conclusions, to designing, evaluating, and implementing strategies to achieve desired goals.

**Information Literacy** is the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand. It involves extracting and evaluating meaning from a variety of sources and using a variety of methods, including critically reading written texts, actively listening to audiovisual materials and oral presentations, analyzing interpersonal communication, and making observations. Students receive information literacy training in a variety of settings, and have opportunity to apply their skills across the curriculum.

**Technological Competency** is the ability to utilize equipment and technology appropriately and confidently. Depending upon a student's area of study, this may include computer operating systems and software, business technology, musical instruments, scientific laboratory equipment, agricultural technology, specialized medical technology, and/or tools and equipment utilized in specialized trades and technologies.

**Teamwork** is the ability to use individual skills collaboratively and cooperatively within a group, despite any personal conflict between individuals, in order to achieve a goal. Individuals have personal responsibility for the effort and initiative they put into team tasks, their manner of interacting with others on team, and the quantity and quality of contributions they make to the team. Good teamwork skills also involve knowing how to determine when team efforts are and are not most likely to be effective. Students have opportunity to learn individually and as members of a team in a variety of settings and courses.

**Respect for Diversity** is an understanding of and respect for other people and cultures. Individuals demonstrate intercultural knowledge and competence by effectively and appropriately interacting in a variety of social and cultural contexts. Students participate actively in a multicultural learning community which values diversity in all forms, and have opportunity to receive formal instruction in social sciences, interpersonal and intercultural communication, and comparative religion, among other fields.

**Ethics** involves reasoning about right and wrong human conduct in matters of personal and public concern. It requires students to be able to assess their own ethical values and the social context of problems, to recognize ethical issues in a variety of settings, to think about how different ethical perspectives might be applied to ethical dilemmas, and to consider the ramifications of alternative actions. Students' ethical self-identities evolve as they develop the combination of knowledge, skills, values, and motivation to engage in activities of personal and public concern that are both individually life-enriching and socially beneficial to their communities.



## 2012 Excellence in Teaching Award

### Francis Takahashi

Dr. Francis Takahashi is an Electronics instructor at Kaua'i Community College. He is the latest recipient of the Board of Regents Excellence in Teaching Award.

His colleagues and students write:

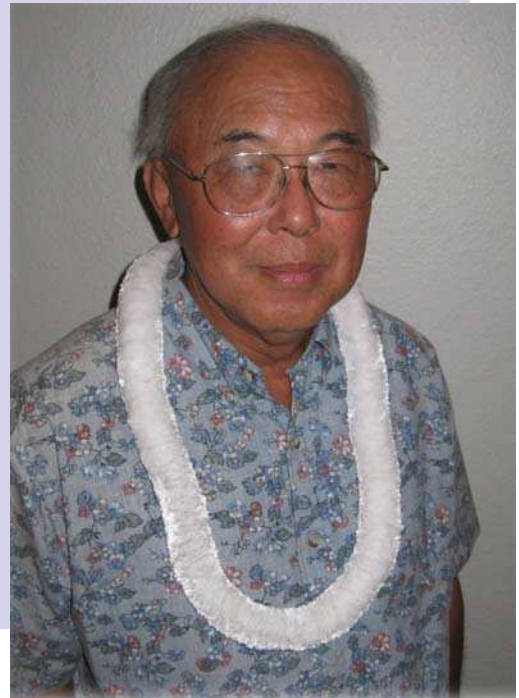
"His commitment and dedication to the advancement of his students is probably best expressed by the countless hours of volunteer time spent supervising interns in the myriad of programs and partnerships that he has forged over the past two decades of summers."

"He has, through his persistence, fortitude, and leadership, built a program that will continue to provide quality instructional opportunities in the years to come."

"He always has time for his students in need whether it be with his own classes or someone else's, and if we ask him a question or topic that he is unfamiliar with, he will do research and get back to us on the subject."

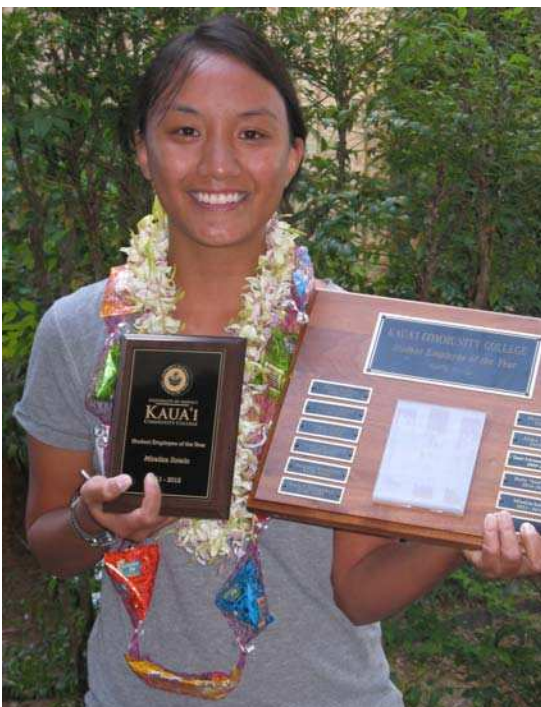
Dr. Takahashi states, "I use inquiry-based education which involves active learning that puts much of the onus on the acquisition of knowledge on the student. Instruction is sometimes 'structured' but more often guided', and sometimes completely 'open.'"

He also wrote, "The job of an educator is to help students realize that our island microcosm is reflective of the larger global ecosystem and the universe beyond. Education opens the door to many pathways and reveals the richness and diversity of our limitless universe. We must encourage students to become lifelong learners expanding their minds and horizons on the voyage to discover new 'worlds' on an island they may have once perceived as very small."



## 2012 Outstanding Student Employee of the Year

### Miralisa Sotelo



Miralisa Sotelo works in the Admissions Office as a Clerical Student Assistant. Her duties include: Typing and filing, word processing, and the wonderful ability to communicate and greet the general public.

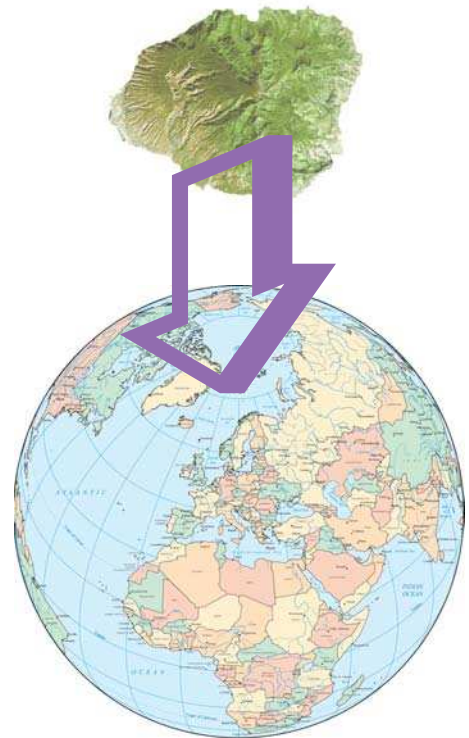
Miralisa's nominator says, "From the first day of work it was easy to recognize that her skills would become an asset to the office. She has a willingness to learn, a pleasant personality, enthusiasm to interact with faculty, staff, and students and an eagerness to expand her knowledge. Miralisa understands the importance of confidentiality and her professional demeanor surpasses all expectations. When assisting her fellow classmates, Miralisa remains very courteous and professional. During peak periods, she is able to adjust and cope with the high-volume workload. She has a keen ability to multi task effectively and retains an abundant amount of information."

Miralisa has been accepted into Kaua'i Community College's Nursing Program and will continue her education here.

## Look at our connections!

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

- Chiba Keizai College, Chiba, Japan
- Christ Church Polytechnic, New Zealand
- Nagasaki University, Nagasaki, Japan
- Okinawa Christian Junior College, Okinawa, Japan
- Okinawa Christian University, Okinawa, Japan
- Okinawa Prefectural College of Nursing, Okinawa, Japan
- University of the Ryukyus, Okinawa, Japan
- University of Waikato, New Zealand
- Five National Colleges of Maritime Technology:
  - Hiroshima National College of Maritime Technology*
  - Oshima National College of Maritime Technology*
  - Toba National College of Maritime Technology*
  - Toyama National College of Maritime Technology*
  - Yuge National College of Maritime Technology*
- UH Community Colleges
- Brigham Young University in Hawai'i (BYU)
- Chaminade University
- Hawai'i Pacific University (HPU)
- UH Hilo
- UH Manoa
- UH Maui
- UH West O'ahu



*Contact the Academic Affairs Office @ 245-8203 for information.*



*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 Administration  
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 Human Resources Management  
Master of Library and Information Sciences  
Master of Social Work  
MA Music Education  
MED Early Childhood Education  
MED Educational Technology  
MED Rehabilitation Counseling  
MED Special Education (Autism Specialist)  
MED Special Education (Mild/Moderate and Severe Disabilities)  
MS Information and Computer Sciences  
MS Nursing  
Certificate, Disaster Preparedness and Emergency Management  
Certificate, Health Care Administration  
Certificate, Post Baccalaureate in Secondary Education  
Certificate, Post Baccalaureate in Special Education  
Certificate, Substance Abuse and Addictions Studies  
Certificate, Telecommunication and Information Resource Management  
PhD Nursing



*Phone:* 245-8330  
*Email:* [uhckauai@hawaii.edu](mailto:uhckauai@hawaii.edu)  
*Mail:* University Center, OSC Rm 206  
Kaua`i Community College  
3-1901 Kaumuali`i Highway  
Lihu`e, HI 96766



**[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 Lihue. Begun in 1928 as a vocational school, it became a comprehensive community college in 1965.

## The Island

Kaua'i, with a population of about 68,000, 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 5,243 feet. The beauty, the diverse cultures, and the climate are major island resources.

## The UH System

Kaua'i Community College is 1 of 10 campuses in the University of Hawai'i System. There are 6 community colleges (1 on Kaua'i, 4 on O'ahu, and 1 on the Big Island of Hawai'i) and 4 UH campuses (1 on Maui, which also services Lana'i and Moloka'i, 2 on O'ahu, and 1 on the Big Island).

## 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. Faculty Senate and the Associated Students of the University of Hawai'i at Kaua'i Community College Student Government, 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. The College also offers non-credit courses through the Office of Continuing Education and Training and access to advanced degrees through the University Center.

## 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.

**Liberal Arts:** 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).

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

Additionally, there are a few certificates under the Liberal Arts program. The Hawaiian Studies and Plant Bioscience Technology programs will lead to an Academic Subject Certificate. The Hawaiian Botany and Polynesian Voyaging programs will lead to a Certificate of Competence. The Marine Option Program will lead to a Certificate of Completion.

**Business Education:** 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.

**Health Service:** The Adult Residential Care Home Operator program will lead to a Certificate of Competence. The Massage Therapy program is a two-semester integrated curriculum of credit and non-credit courses which will lead to a Certificate of Competence. The Medical Assisting program will lead to a Certificate of Completion. 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.

**Public Service:** The Early Childhood Education program offers a Certificate of Competence, a Certificate of Achievement, and an Associate in Science degree.



**Trade Technology:** Offerings include Auto Body Repair and Painting, Automotive Technology, Carpentry Technology, Electrical Installation and Maintenance Technology, Electronics Technology, Facilities Engineering Technology, and Sustainable Renewable Energy 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.

The Digital Media Arts programs (Digital Film and Digital Graphic Design) are currently housed under the Electronics Technology program and will lead to a Certificate of Completion.

## **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 57 and 58.

## **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.

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 a more peaceful, prosperous, and sustainable world. The College welcomes international students and also provides our local students with 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 Brian Yamamoto at 245-8241.

## **Student Services**

The College provides excellent student support services, including academic advising, career planning, personal counseling, financial aid, Veterans' benefits, student life, 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.

## **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 distance learning, green and sustainable training, 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. For more information, see page 162.

## **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



## Daphne Sanchez

There are many reasons why I enjoy attending Kaua'i Community College! It is so convenient. Each class is a decent size. We are able to focus on the studies and the teachers are able to pay attention to every student. Personally for me sometimes I found myself getting distracted. However, the instructors that I have had made my learning experience fun, and very gratifying.



UNIVERSITY of HAWAII®  
**KAUA'I**  
COMMUNITY COLLEGE



# GETTING STARTED AT KAUA'I COMMUNITY COLLEGE

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

Veterans Administration (VA) Students: Transcripts are required for VA Students. However, VA students do not need to submit a Transcript Evaluation Request Form. Kaua'i Community College will automatically evaluate and grant prior credit for previous education and training, if appropriate.

### **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.

This document is also available online (in PDF form) at <http://kauai.hawaii.edu>. You can also 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.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. KCC's priority deadline is April 1<sup>st</sup>. 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, pages 52 and 53 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 next page, 21].
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 U.S.
- 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 U.S., Australia, Britain, Canada, Ireland, United Kingdom or New Zealand.
- You are transferring from an accredited college or university in the U.S., 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 and 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](#) website, 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 (808) 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



## Keone Tango

Kaua'i Community College is a wonderful school to attend if you want someplace small and affordable. They offer a wide variety of programs like Accounting, Nursing, and Culinary Arts. There is a lot of diversity at KCC. Walking around campus, I not only see students who just graduated from high school, but also older people who are coming back to finish up their schooling. The classes at KCC are small and the teachers are very helpful. The counselors are also helpful in preparing students to transfer to a university. One particular thing I really appreciate about KCC is their strong devotion in perpetuating the Hawaiian culture and supporting the native Hawaiian students through classes and programs. Being a graduate of Kamehameha Schools Kapalama, I understand how important it is to perpetuate the Hawaiian language and culture for generations to come.



UNIVERSITY of HAWAII®  
**KAUA'I**  
COMMUNITY COLLEGE





## Fall 2012 - Spring 2013 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	101.00	<b>131.00</b>	296.00	<b>326.00</b>
2	30.00	202.00	<b>232.00</b>	592.00	<b>622.00</b>
3	30.00	303.00	<b>333.00</b>	888.00	<b>918.00</b>
4	30.00	404.00	<b>434.00</b>	1,184.00	<b>1,214.00</b>
5	30.00	505.00	<b>535.00</b>	1,480.00	<b>1,510.00</b>
6	30.00	606.00	<b>636.00</b>	1,776.00	<b>1,806.00</b>
7	30.00	707.00	<b>737.00</b>	2,072.00	<b>2,102.00</b>
8	30.00	808.00	<b>838.00</b>	2,368.00	<b>2,398.00</b>
9	30.00	909.00	<b>939.00</b>	2,664.00	<b>2,694.00</b>
10	30.00	1,010.00	<b>1,040.00</b>	2,960.00	<b>2,990.00</b>
11	30.00	1,111.00	<b>1,141.00</b>	3,256.00	<b>3,286.00</b>
12	30.00	1,212.00	<b>1,242.00</b>	3,552.00	<b>3,582.00</b>
13	30.00	1,313.00	<b>1,343.00</b>	3,848.00	<b>3,878.00</b>
14	30.00	1,414.00	<b>1,444.00</b>	4,144.00	<b>4,174.00</b>
15	30.00	1,515.00	<b>1,545.00</b>	4,440.00	<b>4,470.00</b>

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



# 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 online via 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, visit the OCET website at <http://www.kauai.hawaii.edu/training/>

### **Nursing and Allied Health Lab Fee**

A \$200-\$400 lab fee is charged each semester for the Nursing and Allied Health labs.

### **Other Educational Records**

A \$2.00 fee is charged for each copy of any other educational record requested by a student.

**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 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.

**SUBSIDIZED FEDERAL STAFFORD LOAN:** Annual loan limits differ depending on a student's academic level and existing Stafford loan balance. 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. Interest begins to accrue upon disbursement of the fund.



**Financial Aid  
Program  
(continued)**

**State, Institutional, Private, and Other Financial Assistance:**

HAWAII 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 grade point average (GPA) of at least 3.0; completion of a rigorous high school course of study as outlined by State regulations; 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.

**Satisfactory Academic Progress Policy**

As a condition of receiving financial aid at Kaua'i Community College, students must demonstrate and maintain satisfactory academic progress towards the achievement of an associate degree or certificate.

**Evaluation Period**

- The student's academic progress will be evaluated prior to disbursement of funds each semester.
- All semesters of previous enrollment will be considered in calculating the percentage of remaining eligibility whether or not a student had previously received financial aid.

**Eligibility Requirements**

- Only classified students enrolled in courses applicable to their primary educational major are eligible for financial assistance.
- Students must maintain a cumulative and current GPA of at least 2.0.
- A student must maintain a pace of progress of earning at least 67% of all cumulative credits attempted.

**Eligibility Limitations/ Timeframe**

- Student's must complete their educational objectives within a reasonable timeframe.
- Students will be allowed financial aid for an equivalent of 150% of the number of credits required for their degree / certificate.

Example: An Associate in Arts degree requires 60 credits. A student is eligible to receive aid for a total of 90 credits.

**Transfer and Changing Major**

- Transfer credits earned which are accepted by Kaua'i Community College and apply to the student's program of study at Kaua'i Community College will be counted toward the 150% timeframe.
- It is the student's responsibility to meet with an academic counselor to determine the number of transfer credits that are not applicable to their program of study at Kaua'i Community College.
- A student who changes their major will have all credits previously attempted be counted toward their maximum timeframe. **A change of major does not increase your allowable timeframe for eligibility.**

**Grades and Dropped Courses**

- The following grades will be considered as credits attempted but not earned: F, NC, N, W, I. An "I" will be calculated as no credit. If the grade should change to an A, B, C, or D it is the student's responsibility to notify the Financial Aid Office so his/her Financial Aid GPA may be recalculated.
- Repeated courses are counted in total attempted hours.
- Dropped classes after the erase period (3<sup>rd</sup> week of the semester) will be counted in total attempted hours.
- Credit by Exam and Audited courses will not count in a student's total enrollment for financial aid purposes.

**Financial Aid  
Program  
(continued)**

**Remedial & Developmental Courses**

- Remedial courses will not count in a student's 150% timeframe, but will count in the GPA and 67% completion calculations.
- Developmental courses that directly fulfill primary major requirements will be calculated in the 150% timeframe, GPA and 67% completion calculations.

**Financial Aid Warning**

- Students who do not meet the eligibility requirements as listed above will be given a financial aid warning for the following semester.
- During the warning semester, students are still eligible to receive financial aid.
- Students not making Satisfactory Academic Progress at the end of the warning semester will be placed on suspension.

**Financial Aid Suspension**

- A student who does not meet the cumulative qualitative and/or quantitative standard for the first time will be placed on financial aid warning during their next semester of attendance. Students on financial aid warning may receive financial aid during the warning semester. Students who do not meet standards in two consecutive terms will be suspended from financial aid eligibility.

**Appeal Policy and Procedure**

A student who is not maintaining satisfactory academic progress and has a status of Financial Aid Suspension may appeal his/her status by completing the appeals process. Appeals will only be considered for the following reasons:

- 1) Extended personal illness/injury
- 2) Death of extended illness of immediate family member
- 3) Withdrawal for reasons other than medical (i.e., military activation)

Students are required to meet with the Financial Aid Outreach Counselor to review their appeal application and create an academic plan. Follow-up academic counseling appointments may be required as a condition of the appeal.

All appeals must be made in writing, with supported documentation when required, on the *Satisfactory Academic Progress Appeal Form*. Students must also complete two USA Funds Life Skills lessons before submitting their appeal. All appeals along with all required documentation are to be submitted for review to: Financial Aid Officer, Financial Aid Office, OSC 104 3-1901 Kaunalei Highway, Lihue, HI 96766-9500.

**Appeal decisions are final.**

The deadline to submit an appeal is the **last day of the erase period** (approximately 3 weeks into the semester). See the Kaua'i Community College Academic Calendar for exact dates.

**Financial Aid Probation**

- A student on financial aid suspension who successfully appeals the suspension will be in a financial aid probation status.
- During the probationary period, students are eligible to receive financial aid.
- At the end of the probationary semester, a student must either:
  - o be making satisfactory academic progress; or
  - o be meeting the conditions of their academic plan
- If the student is not making satisfactory academic progress, but is successfully following the established academic plan, the student would continue to be eligible for aid in subsequent semesters.
- A student on financial aid probation that is neither making satisfactory academic progress, nor successfully following their established academic plan at the end of the probationary semester will be placed on financial aid suspension for future semesters and will not be eligible for further appeals.

FOR ADDITIONAL INFORMATION ON APPLICATIONS, ELIGIBILITY REQUIREMENTS, OTHER SCHOLARSHIPS, AND OTHER FINANCIAL AID PROGRAMS CONTACT THE FINANCIAL AID OFFICE AT 245-8360.

## **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 Hawai'i, have a minimum GPA of 2.5, 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 priority deadline to apply for campus scholarships is April 15<sup>th</sup> for the upcoming school year.

See Federal Financial Aid and State, Institutional, Private, and other Financial Assistance, pages 27 and 28.

## **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;
3. Meet course prerequisites, if any; and
4. Does not have any financial obligation.

Grades or credits will not be recorded and your name will not appear on the instructor's official class roster. Acceptance into classes is by instructor approval, after the late registration period. Check the Academic Calendar for scheduled dates. This is to assure that others wanting to register for credit or to officially audit classes will have the opportunity to do so.

Visitor passes are issued for each course and may be obtained at the Admissions and Records Office after late registration. Passes are issued only if seats are available.

If you are a new or returning visitor, you will need to complete an application form for residency determination purposes.

If you wish to register during the regular registration and late registration periods, you may do so but you must complete all registration procedures and pay full tuition and fees.

## **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**

Kaua'i 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



**Patricia Bishop**

Studying at Kaua'i Community College was a great experience for me. I never thought that when I moved to Kaua'i 5 years ago that I would be obtaining an Associates Degree in Culinary Arts. Having been out of school for over 20 years, I was anxious and unsure of what to expect. I asked myself over and over again, am I really doing the right thing? Now at the end of my college journey I am proud to say that I made the right decision and could not have succeeded without the tools and education that the culinary program at KCC provided me.



UNIVERSITY of HAWAII®  
**KAUA'I**  
COMMUNITY COLLEGE





## 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 245-8318

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, 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 in the Continuing Education and Training building, 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 within the first two (2) weeks of the semester. Only a 76% refund is given if a book is not in a saleable condition (new books that are returned marked/soiled). **A register receipt is required for ALL refunds!** After the first two weeks, refunds are made only if requested within 48 hours of the date of purchase. After approximately the first month, all textbook sales will be final. Summer session refunds will only be given in the first week of the summer session.

**CASH 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. The College also has emergency Blue Phones to contact the College's security officer in the event of an emergency. The emergency Blue Phones are located at the Learning Resource Center, Fine Arts, Nursing portables, Campus Center, Electronics, OCET (Office of Continuing Education and Training), and Early Childhood buildings. For information, contact the Vice Chancellor for Administrative Services at 245-8230 or the Vice Chancellor of Student Affairs at 245-8313.

<b>Campus Wellness 245-8307</b>	<p>The Campus Wellness Center is a nurse-managed, academic health center with the goals of: providing high quality wellness care to students, faculty, and staff; offering a clinical practice site for health careers students and faculty; and serving as a site for investigation of wellness-related topics.</p> <p>Services are provided by a Family Nurse Practitioner with additional support from Nursing faculty who are Advanced Practice Registered Nurses in various specialties and include general health screening, family planning services, HIV and sexually transmitted disease screening, care of common illnesses, immunizations, TB testing, stress reduction, emotional care, CPR training, and health education activities.</p>
<b>Career Planning 245-8212</b>	<p>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.</p>
<b>Computer Labs</b>	<p>Computers (PCs) for student use are located in the Learning Commons and a language lab equipped with Macintoshes are located in Fac II-115.</p>
<b>Cooperative Education 245-8336</b>	<p>Cooperative Education is a program that integrates classroom studies with work experience directly related to a student's academic field of study. Field experiences may be on- or off-campus, paid or volunteer, part- or full-time. Students earn 1 to 3 college credits in this formal program, (1 credit = 75 hours, 2 credits = 150 hours, 3 credits = 225 hours). A student's current employment may qualify as a student's co-op site if it directly relates to that student's field of study.</p>
<b>Counseling and Advising 245-8212</b>	<p>Counseling and guidance at Kaua'i Community College add a personal quality to students' efforts to obtain a formal education. Take advantage of admissions counseling; new student orientation workshops before each new semester; individual, personal and vocational counseling; and appointments to use Career Kokua.</p> <p>Counseling is based on your individual interests, abilities, aptitudes, and needs. Advising is available year-round to assist you in defining your academic and occupational goals. You are encouraged to see a counselor to resolve personal problems that may interfere with your studies.</p>
<b>Distance Learning 245-8330</b>	<p>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. For more information, go to <a href="http://info.kauai.hawaii.edu/uckauai/">http://info.kauai.hawaii.edu/uckauai/</a>.</p>
<b>Email Access/ MyUH Portal</b>	<p>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: <a href="http://myuh.hawaii.edu">http://myuh.hawaii.edu</a>.</p>
<b>English Language and Culture 245-8278</b>	<p>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.</p>
<b>Facilities Use 245-8333</b>	<p>The College facilities may be used by University of Hawai'i affiliates, state of Hawai'i agencies, and other organizations on a space-available basis. All non-state organizations must obtain, and maintain throughout the period of use, liability insurance of at least one million dollars for bodily injury liability arising out of each occurrence and of at least one million dollars for property damage liability arising out of each occurrence. The University of Hawai'i and the state of Hawai'i, and their officers, employees, and agents shall be listed as insured under the policy. Prior to the date of use, the user must provide to the University a certificate of insurance verifying the existence of the necessary liability coverage, including the coverage of the University of Hawai'i and the state of Hawai'i, and their officers, employees, and agents.</p> <p>Non-institutional users of University facilities must clearly indicate in all promotional material that the program or activity is neither sponsored nor endorsed by the University of Hawai'i.</p>

<b>Financial Aid</b> <b>245-8360</b>	The Financial Aid Program at Kauaʻi 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.
<b>Food Services</b> <b>245-8243</b> (Cafeteria) <b>245-8365</b> (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 items. Facilities are open to the public. The Cafeteria is open in both the fall and spring semesters. The Dining Room is open during the fall semester for 12 weeks and during the spring semester for 6 weeks. Call 245-8365 for information and reservations.
<b>Handicapped Parking</b> <b>245-8230</b>	There are several handicapped stalls located in all KCC parking lots. Any student with a state of Hawaiʻi, Department of Transportation Disabled Person's Parking Placard may park in these reserved spaces.
<b>Health Care Insurance</b> <b>245-8313</b>	See Campus Wellness section, page 33, for campus health center. A hospital is located in Līhuʻe. Referral for those in need of vocational rehabilitation assistance or psychiatric attention is also available.  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 University of Hawaiʻi/Chaminade University Student Plan. 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.
<b>Interlibrary Loans</b> <b>245-8353</b>	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.
<b>International Education</b>	International study opportunities may be available. For information, ask your instructor or counselor.
<b>Internet Access</b>	All KCC students have access to the Internet on campus computers. UH campus computers are to be used for academic pursuits.
<b>Kauai Community College Training (Office of Continuing Education and Training) 245-8318 (Registration)</b>	KCC is a first-rate institution that helps businesses create a stronger, better workforce and also helps working people reach their goals. As Kauaʻi'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 and distance learning courses designed to prepare individuals for national and state certification exams (e.g., Tour Guide Certification, Forklift Certification, Certified Landscape Technician, Commercial Driver's License, green, sustainable, and Health Information Technology Training).  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.
<b>Learning Resource Center</b>	The Samuel W. Wilcox II Learning Resource Center provides a variety of learning and teaching resources. (See Learning Commons, Library, Media Services, and Tutoring Services for specific information.)

## Learning Commons

The Learning Commons is situated in the Learning Resource Center on the first floor of the library. It provides tutoring, college success services, a math/science lab, and a digital media lab. These services are designed to support students in their college career. Small conference rooms, computers, and tables for group study create an environment for learning, sharing, and stimulating discussions.

## 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 library provide access to the University of Hawai'i Libraries' electronic catalog (Voyager), online databases, the internet, and other programs such as Word.

The KCC Library has a collection of over 61,000 books and over 3,900 non-print titles as well as a subscription of 130 periodical titles. Complementing the Library's physical book collection is electronic books (or e-books) offered via Ebrary. Over 70,000 e-book titles are currently available. Along with e-books, the Library subscribes to full-text databases for over 11,000 journal 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 UH 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 campusnetwork. Laptops and a reserve collection are available at the circulation desk. Other services in the library include video/DVD players, microfilm readers/printers, and a photocopier (color and black and white).

Library hours will vary depending on whether or not a semester is in session. Please call the Library for current hours.

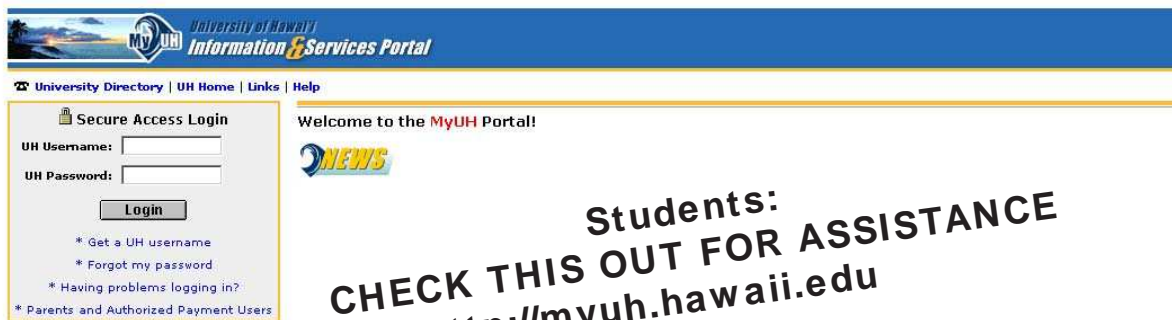
## Lost and Found 245-8233

Information for lost and found articles may be obtained at the Library Circulation Desk.

## Media Services

Media Services assists the faculty and students in preparing instructional materials and supports technology in the classroom.

## MyUH Portal



## MyUH PORTAL

In its continuing effort to improve services for the University Community, the University of Hawai'i has launched the MyUH Portal for all students, faculty, and staff. The login process is simple (go to <http://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 email, 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 email 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>



**Orientation for  
New Students  
245-8212  
245-8381**

We invite all new students to attend a New Student Orientation (NSO) session at Kauaʻi Community College, 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.

NSO sessions are offered prior to the start of the fall and spring semesters. 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 Counseling and Advising Office at 245-8212 or 245-8381.

**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 Kauaʻi Community College Campus. Copies are available at the Office of the Vice Chancellor of Student Affairs.

**Performing  
Arts Center (PAC)  
245-8270, Box Office  
245-8352, Manager**

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 Facilities Use information on page 33 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 children is \$2120 for the fall and spring semesters and \$1590 for the summer session. Tuition for fall and spring 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, Kamehameha Schools, and others.

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 2 weeks after the spring semester for 12 weeks. 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  
Students  
245-8260  
245-8212**

Services are provided to assist in the recruitment and retention of Hawaiian students. Services include academic planning and advising; assistance in college success; career guidance, and self-development.

**Services to Single  
Parents  
and Displaced  
Homemakers**

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 Hawaiʻi programs, pre-vocational services, academic advising, financial aid information, and self-development workshops.

**Services to Single  
Parents and  
Displaced  
Homemakers (cont.)**  
**245-8245**  
**245-0112**  
**245-8212**

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**  
**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 Counselor 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 Counselor for Students with Disabilities. Early notification (6 weeks prior) ensures arrangements for accommodations before the semester starts. For more information, contact the Counselor for Students with Disabilities at (808) 245-8314, (808) 245-8212, or email: [arkauai@hawaii.edu](mailto:arkauai@hawaii.edu).

**Student Activities**  
**245-0112**

Various student activities are sponsored throughout the year by campus clubs, classes, faculty, and the ASUH-KCC Student Government. Activities must be sponsored by one of these groups. Details concerning student activities may be obtained through the Student Life Center located at the second floor of the Campus Center.

**ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAII AT KCC STUDENT GOVERNMENT (ASUH-KCC SG)**

ASUH-KCC SG 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 SG Senate provides student representation on various campus committees, and is the recognized vehicle for students to voice their wishes. ASUH-KCC SG 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.

**CHI ALPHA CHRISTIAN FELLOWSHIP 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.

**CLUB MATH - Academic**

The purpose of Club Math is to develop an appreciation and understanding of math in the community and to promote a curiosity for mathematics in everyday living.

**CULINARY ARTS 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.

**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.

**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.

**Student Clubs  
(continued)**

***HOSPITALITY AND TOURISM (HOST) CLUB - Academic***

The objective of the HOST 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 HOST program-alumni relations, and to foster camaraderie among HOST 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 ACCOUNTING CLUB - Academic***

The objectives and purpose of the KCC Accounting Club is 1) To advance the cause of quality accounting service inspired by the Aloha spirit and island pride. 2) Build closer student-industry ties. 3) Complement traditional course work with living industry and general business exposure. 4) Foster camaraderie among students interested in the Accounting profession.

***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.

***KCC ANIME AND MANGA CLUB - Recreational***

The purpose of the KCC Anime and Manga Club is to explore and better understand traditional and modern Japanese culture through the use of Japanese animation (or "anime") and Japanese sequential (or "manga").

***KCC DANCE CLUB - Recreational***

The purpose of the Dance Club is to provide students with various styles of dance instruction. These styles include hip-hop, break dancing, and jazz with the possibility of contemporary and ballet.

***KCC RADIO CLUB - Recreational***

The Radio Club strives to provide the community with high quality media and to offer students with the opportunity to participate in radio media.

***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.

***LA TURTULIA ESPANOLA - Culture***

The purpose of the Spanish Club is to provide an understanding of Hispanic countries and cultures, and to provide opportunities to converse in Spanish.

***LEADERSHIP CLUB – Student Government***

The Leadership Club at KCC primarily supports student leaders elected to serve on the Associated Students of the University of Hawai'i at Kaua'i Community College Student Government (ASUH-KCC). 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 Music, Theater, and Arts Club gives students a voice and a means of expressing themselves artistically, musically, and vocally.



**Student Clubs  
(continued)**

***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 KAUA'I 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:  
245-8336**

Off-campus employment opportunities are provided to students seeking employment. Part- and full-time students of the University of Hawai'i System may access these services. Part-time employment opportunities are listed on the website <http://sece.its.hawaii.edu>. Full-time positions can be viewed on Bulletin Boards in the lobby of the Learning Resource Center, or visit <http://seco.its.hawaii.edu/sece/>.

**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: <http://hawaii.edu/sece> to search for jobs and print referrals.

See Federal Aid Programs, pages 27 and 28.

**Student  
Government  
245-8338,  
Administrative  
Council Office  
245-8382,  
Senate Office**

The ASUH-KCC SG, the official student organization, has representation from each academic division in the ASUH-KCC SG 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 SG Senate also represent the student body on systemwide groups such as the Association of College Union-International (ACU-I) Hawai'i Sub-Regional Board and the University of Hawai'i Student Caucus. (2) ASUH-KCC SG provides campus programs for the student body. It allocates monies collected through Student Activity Fees. KCC's registered clubs may apply for funding. ASUH-KCC SG also provides activity programming for the entire student body. Elections by the student body are held in the spring of each year.

**Student Housing  
245-8360**

The College does not maintain dormitories or other student housing facilities. Students must arrange for their own housing.

**Student Life/  
Information Booth  
245-8245**

The Student Life/Information Booth is located on the second floor of the Campus Student Life Center and offers services for the Game Room, Student Lounge, KCC Student Identification Card, Kaulana Bus Pass, and facilities reservation.

The Student Life Center houses two tournament sized pool tables, a professional grade ping pong table, foosball table and LCD televisions. Comfortable lounge furniture provides an ideal environment for students to study, hold a club meeting, watch television or access free internet.

<b>Student Loans 245-8360</b>	The College offers students both short-term and long-term student loans. For information on these loan programs, please contact the Financial Aid Office, <a href="mailto:kaucsfao@hawaii.edu">kaucsfao@hawaii.edu</a> .
<b>Student Services 245-8313</b>	Counseling and Advising, Financial Aid, Admissions and Records, and Outreach Programs support 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.
<b>Testing Center 245-8306</b>	The Testing Center offers a quiet testing environment to take the COMPASS placement test when students begin their college career. The Center proctors makeup tests for KCC students as well as tests for distance learning, certification or licensure, and out-of-state institutions.
<b>Tutoring Services 245-8341</b>	<p>Tutoring Services is an academic support unit committed to providing services and programs to meet the diverse needs of the student population. Tutoring Services 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. Students are assisted in gaining and strengthening necessary skills to improve their class performance and achieve educational and personal goals. Programs and services include tutorial assistance math, writing, and other content and language courses; resource materials; collaborative learning; individualized study skills instruction; and small group workshops and/or individual instruction in learning skills, word processing, e-mail, internet use, Excel, and self-management skills. Tutoring Services is equipped with state-of-the-art computer technology and houses computers and instructional software in specific disciplines.</p> <p>Qualified peer tutors and faculty volunteer tutors are available in Tutoring Services to assist students in English, math, language, and in other content courses. Group tutoring and test review sessions are also available.</p>
<b>Transportation</b>	The Kaua'i Bus may help students meet their transportation needs. Otherwise, students must arrange for their own transportation to and from campus.
<b>University Center 245-8330</b>	The College serves as a University Center for the UH 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, or visit <a href="http://info.kauai.hawaii.edu/uckauai/">http://info.kauai.hawaii.edu/uckauai/</a> .
<b>Veteran's Training 245-8224</b>	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



**Miralisa Sotelo**

Kaua'i Community College is a wonderful place to lay a strong foundation for students to grow. KCC provides affordable education to the public in a warm and comfortable environment. I personally enjoy going to school here primarily because of its friendly atmosphere, its clean and well kept campus, and its student to instructor ratio. The small campus allows students connect well with one another and also allows students to become closer with the instructors and staff. The instructors are very knowledgeable, encouraging, and humorous. Their wisdom and past experiences helped me gain knowledge, their encouragement helped me strive for excellence, and their humor makes learning fun. These advantages helped me learn in comfort and allowed me to gain friendships and knowledge that will last a lifetime.



UNIVERSITY of HAWAII®  
**KAUA'I**  
COMMUNITY COLLEGE



# COLLEGE POLICIES AND PROCEDURES

Information in this section is organized alphabetically.

## Academic Dishonesty

See Student Conduct Code, page 54.

## 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 Kauaʻi Community College course. Official withdrawal is not complete until the required form has been filed and all financial obligations cleared.

**Cancelled Course** - When a course is cancelled, an email notification will be sent to your hawaii.edu account (e.g., johndoe@hawaii.edu). Your hawaii.edu account is the official means by which the University will communicate important messages to you. Please check this account regularly.

## Attendance

You are expected to attend the classes in which you are enrolled, and you are responsible for all class work assigned. 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 or RED curbs (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 save harmless the College and University from and against all claims, demands, costs, and expenses whatsoever arising out of or in connection with parking or operation of such motor vehicle on campus.

## **Campus Safety**

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

In an emergency call the Kaua'i Police Department at 911 (or 9-911 on campus). For information, contact the Vice Chancellor for Administrative Services 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 may subject the students involved to investigation.

<b>Campus Safety (continued)</b>	<p>Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion, or rescission of grades or degree. Copies of the full text of the Code are available at the Office of the Vice Chancellor of Student Affairs.</p> <p>Campus-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College / University policies and state laws.</p> <p>Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai'i Community College campus are available at the Office of the Vice Chancellor of Student Affairs.</p> <p><b><u>Lethal Weapons</u></b> - Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.</p> <p><b><u>Sexual Assault</u></b> - See Sexual Assault Policy, page 51.</p>
	<p><b><u>Sex Offenses</u></b> - As with any criminal offense that occurs on campus, students should report any incidents of sexual harassment, rape, attempted rape, or sexual assault to the Vice Chancellor for Administrative Services (245-8230) and the Kaua'i Police Department (911). They may request that the Vice Chancellor assist by making these calls.</p> <p>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.</p> <p><b><u>Smoking</u></b> - In accordance with the State's No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987, and University policy, smoking is prohibited in any of the classrooms, laboratories, conference rooms, and other covered structures of the College.</p>
<b>Catalog of Record</b>	<p>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.</p>
<b>Change of Major</b>	<p><b><u>ENTERING STUDENTS:</u></b> All new, returning, and transfer students who have submitted an application but have not registered, may change their major by contacting the Counseling and Advising Office. Students who have registered must see their counselor and complete a Change of Major Form.</p> <p><b><u>CURRENT STUDENTS:</u></b> Current students may change their major by seeing their counselor and completing the Change of Major Form.</p>
<b>Change of Personal Data or Address</b>	<p>Any change of name and citizenship must be reported to the Admissions and Records Office in writing. A form is available at the Admissions and Records Office. Out-of-state students should provide their local address upon arrival to Kaua'i.</p>
<b>Classification of Students</b>	<p>Students are classified as follows:</p> <p><b><u>By program enrollment:</u></b></p> <p><b><u>Classified:</u></b> Students who follow a prescribed program of studies leading to a degree or certificate.</p> <p><b><u>Unclassified:</u></b> Students who are not enrolled in an organized program or curriculum and are not working toward a degree or certificate.</p> <p><b><u>By number of credits enrolled:</u></b></p> <p><b><u>Full-time:</u></b> Students who are enrolled for 12 or more credits.</p> <p><b><u>Part-time:</u></b> Students who are enrolled for 11 credits or less.</p> <p><b><u>By educational level:</u></b></p> <p><b><u>Freshman:</u></b> Students who have completed 24 credits or less.</p> <p><b><u>Sophomore:</u></b> Students who have completed 25 or more credits.</p>

**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 Kauaʻi Community College during the previous semester (excluding summer session).

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

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

Continuing education student: A student at Kauaʻi Community College who is taking a non-credit course through the KCC Training Office/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 GPA 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 the 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 (FERPA) of 1974 (hereinafter the Act), students in attendance at the University of Hawaiʻi, Kauaʻi Community College are hereby notified of the following:

1. It is the policy of Kauaʻi Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
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 Kauaʻi 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 Kauaʻi 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, Kauaʻi 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,

**Educational  
Rights and  
Privacy of Students  
(continued)**

- 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/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.

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



**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 Manoa Campus** - The Credit/No Credit (C/NC) option at the UH Manoa 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**

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 by the deadline stated in the academic calendar 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 have 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. Earn a minimum of 12 credits of program courses in the degree/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.

<b>Health and Accident Insurance Requirement</b>	<p>All non-resident international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.</p> <p>In compliance with public health regulations, students must show evidence that they are free of active tuberculosis and measles, mumps and rubella.</p> <p>Kaua'i Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.</p>
<b>Health Requirements</b>	<p>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.</p> <p>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 include complete dates (month/day/year) for each immunization.</p> <p>Kaua'i Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.</p>
<b>International Programs and Services</b>	<p>The Office of International Programs and Services establishes and implements systemwide policies and procedures to ensure the effective systemwide coordination of the University's international programs relating to immigration, study abroad, scholar services, protocol, exchanges, and cooperative agreements for systemwide implementation. The University of Hawai'i has exchanges and cooperative agreements at both the student and faculty levels with universities around the world and it has especially close ties with many universities in the Asia-Pacific region. The office, which is administratively housed under the Senior Vice President and Chancellor for Community Colleges, also administers the International Agreements Fund and serves as a clearinghouse for information on the University of Hawai'i's international involvement.</p>
<b>International Students</b>	<p>International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Kaua'i Community College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Kaua'i Community College is authorized under Federal law to enroll non-immigrant alien students.</p> <p>Contact the Admissions and Records Office for rules and regulations and admission requirements.</p>
<b>Late Registration</b>	<p>Check the Schedule of Classes for late registration information. There is a late registration fee in addition to regular tuition and fees. Late registration is normally held during the first 5 days of instruction during the fall and spring semesters and during the first 3 days of the summer session. Registration for modular courses is open up to the beginning date of the modular class.</p>
<b>Safe Zone</b>	<p>The Task Force on Sexual Orientation has initiated a Safe Zone program aimed at keeping the University System a comfortable place for the lesbian, gay, bisexual, and transgendered population. A Safe Zone symbol identifies a person (student, teacher, staff, administrator) you can trust: someone who will be understanding, supportive, and helpful.</p>
<b>Non-Resident Student</b>	<p>Once classified as a non-resident, a student continues in this status at the College until submitting satisfactory evidence to the Admissions and Records Office that proves otherwise.</p> <p>The maximum number of non-resident students that can be accepted by the College is limited by the Board of Regents policy. Students classified as non-residents are required to pay non-resident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:</p> <ol style="list-style-type: none"> <li>A. U.S. military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.</li> <li>B. Members of the Hawai'i National Guard and Hawai'i-based Reserves.</li> <li>C. Full-time employees of the University of Hawai'i and their spouses and legal dependents.</li> <li>D. East-West Center student grantees pursuing baccalaureate or advanced degrees.</li> <li>E. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.</li> </ol>

**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  
Nondiscrimination  
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 II, Title IX and Section 504.

As an integral part of its Policy on Nondiscrimination 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, Title IX Coordinator.

Individuals designated to coordinate the University of Hawai'i Community Colleges' nondiscrimination 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)  
Phone: (808) 245-8323  
&  
Earl Nishiguchi (Section 504 Coordinator and Title IX Coordinator)  
Kaua'i Community College  
3-1901 Kaunualii Highway  
Lihu'e, Hawai'i 96766  
Phone: (808) 245-8274

**Policy on Sexual  
Harassment**

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For more information, please contact the Office of the 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 HAWAII 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 U.S. 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. U.S. 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, descendants 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  
Commonwealth of the Northern Marianas  
Cook Islands  
Federated States of Micronesia  
Futuna  
Kiribati  
Nauru  
New Caledonia  
Niue

Republic of Palau  
Republic of the Marshall Islands  
Solomon Islands  
Tokelau  
Tonga  
Tuvalu  
Vanuatu  
Wallis

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 18<sup>th</sup> 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 18 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 the Financial Aid Office at 245-8360.

**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.

See Campus Safety, pages 44 and 45.

## 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 (Manoa), 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 Persistence Rates

UNIVERSITY OF HAWAII  
GRADUATION AND PERSISTENCE RATES, FALL COHORTS  
FIRST-TIME, FULL-TIME, DEGREE OR CERTIFICATE-SEEKING UNDERGRADUATES

	Fall 2005 Cohort			Fall 2008 Cohort						
	Manoa	Hilo	UHCC Avg	Hawai'i	Honolulu	Kapi'olani	Kaua'i	Leeward	Mau'i	Windward
GRADUATION RATE - 150% of normal time to completion .....	55%	36%	15%	19%	13%	20%	16%	14%	11%	10%
Gender										
Men .....	51%	34%	14%	24%	13%	15%	19%	12%	10%	8%
Women .....	58%	38%	16%	15%	12%	25%	12%	16%	12%	11%
IPEDS Race/Ethnicity										
Nonresident Alien .....	76%	32%	55%	40%	#	56%	#	#	#	#
Hispanic/Latino .....	40%	18%	13%	13%	#	9%	#	16%	14%	#
American Indian or Alaska Native .....	18%	#	9%	#	#	#	#	#	#	#
Asian .....	63%	50%	16%	27%	17%	17%	21%	15%	12%	12%
Black or African American .....	48%	#	19%	#	#	#	#	28%	#	#
Native Hawaiian or Other Pacific Islander .....	50%	35%	10%	17%	8%	7%	7%	10%	7%	7%
White .....	40%	33%	14%	20%	14%	10%	15%	14%	18%	6%
Two or more races .....	55%	30%	13%	13%	10%	6%	14%	16%	6%	19%
Race and ethnicity unknown .....	45%	#	17%	#	19%	#	#	10%	#	#
Federal Grant/Loan Recipient										
Recipient of a Federal Pell Grant .....	55%	37%	14%	20%	11%	18%	11%	13%	11%	14%
Recipient of a subsidized Stafford Loan who did not receive a Pell Grant .....	42%	26%	5%	#	#	#	#	#	4%	#
Student who did not receive either a Pell Grant or a subsidized Stafford Loan .....	56%	37%	16%	19%	14%	21%	17%	14%	12%	9%
PERSISTENCE RATE - Still enrolled after 150% of normal time to completion ...	8%	7%	22%	17%	19%	23%	25%	23%	25%	23%
TRANSFER OUT RATE .....	N/A	N/A	22%	13%	25%	26%	22%	24%	19%	25%

A pound sign (#) denotes any cohort/subcohort with fewer than ten students.

UH West O'ahu began admitting first-time students effective Fall 2007, and is not included here since graduation and persistence data are not yet required or available.

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. It should not be used to infer or predict individual behavior.

Institutional Research and Analysis Office, University of Hawai'i, February 2012



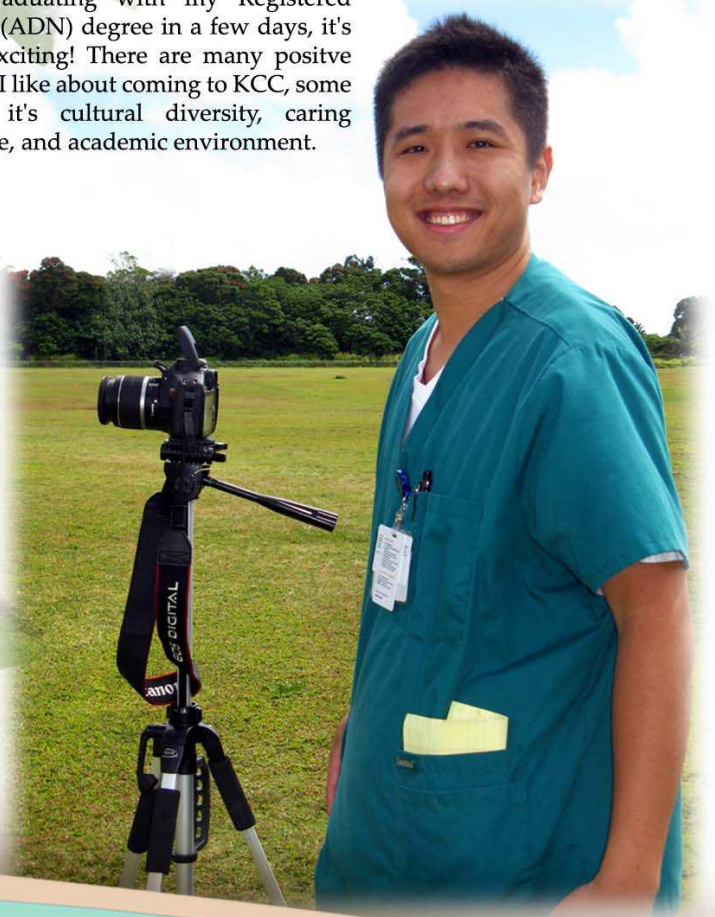
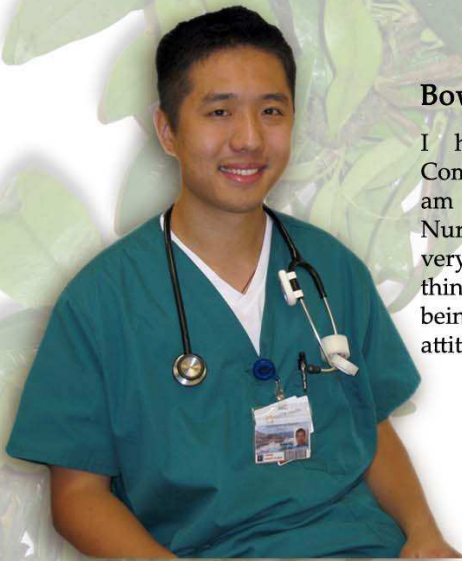


# Instructional Programs



## Bowen Pan

I have been studying at Kaua'i Community College for 6 years, and I am graduating with my Registered Nurse (ADN) degree in a few days, it's very exciting! There are many positive things I like about coming to KCC, some being it's cultural diversity, caring attitude, and academic environment.



UNIVERSITY of HAWAII®  
**KAUA'I**  
COMMUNITY COLLEGE



# PROGRAMS AVAILABLE AT KAUA'I COMMUNITY COLLEGE

	Certificate of Competence	Certificate of Completion	Certificate of Achievement	Academic Subject Certificate	Associate in Applied Science Degree	Associate in Science Degree	Associate in Arts Degree
<b><u>BUSINESS EDUCATION</u></b>							
Accounting .....	X	X	X		X		
Business Technology .....		X	X		X		
Culinary Arts .....	X	X	X		X		
Hospitality and Tourism .....	X	X	X		X		
<b><u>HEALTH SERVICE</u></b>							
Adult Residential Care Home Operator .....	X						
Massage Therapy .....	X						
Medical Assisting .....		X					
Medical Office Receptionist * .....		X					
Nurse Aide .....	X						
Practical Nurse .....			X				
Registered Nurse .....						X	
* The MOR program will be offered as needed.							
<b><u>LIBERAL ARTS</u></b>							
Liberal Arts Program .....							X
<i>The Liberal Arts Program provides the first two years of a Bachelor's degree. If a student knows what field he/she will pursue after leaving KCC, an advisor can assist in appropriate course selection and in the transition to the college of his/her choice.</i>							
Hawaiian Botany .....	X						
Hawaiian Studies .....				X			
Marine Option Program .....	X						
Plant Bioscience Technology .....				X			
Polynesian Voyaging .....	X						
<b><u>PUBLIC SERVICE</u></b>							
Early Childhood Education .....	X		X			X	
<b><u>TRADE TECHNOLOGY</u></b>							
Auto Body Repair and Painting .....	X		X		X		
Automotive Technology .....		X	X		X		
Carpentry Technology .....			X		X		
Electrical Installation and Maintenance Technology .....		X	X		X		
Electronics Technology .....	X		X			X	
Digital Media Arts: Digital Film* .....		X					
Digital Media Arts: Digital Graphic Design* .....		X					
Facilities Engineering Technology .....		X					
*The Digital Media Arts programs are currently housed under the Electronic Technology program.							

## 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.

## Reporting on Gainful Employment Programs

Gainful Employment programs at Kaua'i Community College are certificate programs for which students can obtain Title IV financial aid. These programs must consist of at least 16 credits of coursework. The table below shows the most recent information for Gainful Employment programs at the college.

<u>Program</u>	<u>Certificate</u>	<u>Credits</u>	<u>US Dept. of Labor SOC Code</u> <sup>1</sup>	<u>On-time Graduation Rate</u> <sup>2</sup>	<u>Normal Time Total Tuition and Fees</u> <sup>3</sup>	<u>Typical Cost of Books and Supplies</u> <sup>4</sup>	<u>Job Placement Rate</u> <sup>5</sup>	<u>Median Loan Debt</u> <sup>6</sup>
Accounting	CA	32-34	43-3031	- (0/0)	\$3194-3388 resident \$9370-\$9950 non-resident	\$1346	67%	-
Auto Body Repair and Painting	CA	39	49-3021	- (0/0)	\$3873 resident \$11,400 non-resident	\$2546 \$2846	100% (3/3)	\$0
Automotive Mechanics Technology (Electronics/Computer Control Specialist)	CC	22	49-3023	- (0/0)	\$2194 resident \$6440 non-resident	\$3594- \$3794	56% (5/9)	-
Automotive Mechanics Technology	CA	49	49-3023	0% (0/1)	\$4873 resident \$14,330 non-resident	\$3594 \$3794	56% (5/9)	\$0
Business Technology (Office Assistant)	CC	17	43-6011, 43-6014, 43-4171, 43-9061	- (0/0)	\$1709 resident \$4990 non-resident	\$897	71% (10/14)	-
Business Technology	CA	35	43-6011, 43-6014, 43-4171, 43-9061	0% (0/2)	\$3485 resident \$10,240 non-resident	\$1346	71% (10/14)	\$6415
Culinary Arts	CC	16	35-2021	50% (1/2)	\$1612 resident \$4700 non-resident	\$1257	79% (11/14)	\$0
Culinary Arts	CA	30	35-2021	50% (2/4)	\$2970 resident \$8760 non-resident	\$1257	79% (11/14)	\$0
Digital Media Arts (Digital Graphic Design)	CC	21	27-1024	- (0/0)	\$2097 resident \$6150 non-resident	\$897	- (0/0)	-
Early Childhood Education	CA	39	25-2010	- (0/0)	\$3873 resident \$11,400 non-resident	\$1346	57% (4/7)	-



## Reporting on Gainful Employment Programs (continued)

<u>Program</u>	<u>Certificate</u>	<u>Credits</u>	<u>US Dept. of Labor SOC Code</u> <sup>1</sup>	<u>On-time Graduation Rate</u> <sup>2</sup>	<u>Normal Time Total Tuition and Fees</u> <sup>3</sup>	<u>Typical Cost of Books and Supplies</u> <sup>4</sup>	<u>Job Placement Rate</u> <sup>5</sup>	<u>Median Loan Debt</u> <sup>6</sup>
Electronics Technology	CA	33	15-1041, 17-3021, 17-3023, 17-3024, 49-2011, 49-2021, 49-2022, 49-2091, 49-2093, 49-2097, 49-2098, 49-9062	- (0/0)	\$3291 resident \$9660 non-resident	\$1646- \$2146	67% (6/9)	-
Facilities Engineering Technology	CC	23	49-9042	0% (0/14)	\$2291 resident \$6730 non-resident	\$897	88% (14/16)	\$0
Hospitality and Tourism	CA	45-46	11-9051	0% (0/2)	\$4455-\$4582 resident \$13,140-\$13,430 non-resident	\$1351	73% (11/15)	\$0
Practical Nursing	CA	52	29-2061	32% (9/28)	\$5164 resident \$15,200 non-resident	\$3494	58% (7/12)	\$0

<sup>1</sup>SOC Codes link to the US Department of Labor O\*Net occupation description. Search for occupations at <http://www.onetonline.org>.

<sup>2</sup>On-Time Graduation Rate includes students who graduated in Summer 2009, Fall 2009, or Spring 2010. "On-time" assumes a credit load of 15 credits per semester. For example, a student who completes the Facilities Engineering Technology certificate in two semesters has graduated on-time.

<sup>3</sup>Normal Time Tuition and Fees is computed using the credits for the program and the current tuition rates. The per-semester activity fee is included. See <http://info.kauaicc.hawaii.edu/admissions/ar/tuitfees.htm>.

<sup>4</sup>Fees for books are estimated at \$448.50 per semester. Cost for supplies varies by program and may depend on particular courses taken. Final costs are rounded to the nearest dollar.

<sup>5</sup>Job Placement data is reported at the program level and therefore may include students who earned other degrees or certificates within the same program than those listed here. For example, job placement data for Accounting also includes students who earned AAS degrees in Accounting. Data includes graduates in academic year 2009-2010.

<sup>6</sup>Median Loan Debt includes students who graduated in Summer 2009, Fall 2009, or Spring 2010. An explanation of the median can be found at <http://en.wikipedia.org/wiki/Median>.

## GENERAL SKILLS/ED CORE OPTIONS, FALL 2012

<u>Category</u>	<u>Cr</u>	<u>Course Options</u>
<b><u>A.S. DEGREE</u></b>		
(General Skills) Communication	3	ENG 100 or any FW designation
Cultural Environment	3	Any Humanities course numbered 100 or higher or any DA, DH, or DL designation
Mathematics	3	MATH 100 or higher, PHIL 110, or any FS designation
Natural Environment	3	Any Natural Science course numbered 100 or higher or any DB or DP designation
(General Education) Social Environment	3	Any Social Science course numbered 100 or higher or any DS designation
<b><u>A.A.S. DEGREE</u></b>		
Computer/Technology	3	BUSN 121, BUSN 123, BUSN 124, BUSN 125, BUSN 130, CULN 271, ICS 100 or higher, NURS 151
Cultural Environment	3	ANTH 20/150, ANTH 25/200, ANTH 205, ANTH 210, ANTH 220, BOT 105, CULN 130, HOST 101, SP 185, any Humanities course, or any DA, DH, or DL designation, including languages
Natural Environment	3	CULN 185, ELEC 20, ETRO 18, HLTH 140, ICS 100, ICS 101, any Natural Science course, or any DB/DP designation
Oral Communication	3	BUS 130, CULN 160, SP 20/151, SP 185, SP 31/231, SP 251
Social Environment	3	BUS 120, ED 105, ED 131, ED 140, ED 245, HOST 125, HPER 195, MGT 122, PHIL 101, any Social Science course, or any DS designation
Thinking/Reasoning Mathematics	3	ACC 124, ACC 201, BUSN 189, ICS 111, MATH 24 or higher, PHIL 50, PHIL 110, any FS designation
Written Communication	3	BUS 175, ENG 21, ENG 22, ENG 100, ENG 104 or higher, JOUR 205, LING 102, any WI course, or any FW designation

## ACCOUNTING Business Education

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

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

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

### Accounting Program Student Learning Outcomes (PSLOs)

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

### Certificate of Competence (Basic Accounting): 9 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I .....	3
ACC 125* Principles of Accounting II .....	3
ACC 126* Principles of Accounting III .....	3

\*ACC 199V or ACC 299V is recommended each semester to supplement ACC courses.

**TOTAL 9**

### Certificate of Competence (Accounting Office Assistant): 7 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I .....	3
BUSN 193V Cooperative Education .....	1

\*ACC 199V or ACC 299V is recommended each semester to supplement ACC courses.

Computer/Technology (One of the following) ..... 3  
BUSN 121, BUSN 123, BUSN 130; ICS 100, ICS 101

**TOTAL 7**

### Certificate of Completion (Accounting Assistant): 11-14 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I .....	3
ACC 125* Principles of Accounting II .....	3
BUSN 89 Electronic Calculating .....	1
BUSN 160 Telephone Techniques and Communications ..	1
BUSN 161B Customer Service – Basic Concepts .....	1
BUSN 166 Professional Employment Preparation .....	1
BUSN 193V Cooperative Education .....	1

\*ACC 201 fulfills the requirements for ACC 124 and ACC 125. Also, ACC 199V or ACC 299V is recommended each semester to supplement ACC courses.

Computer/Technology (One of the following) ..... 3  
BUSN 121, BUSN 123, BUSN 130; ICS 100, ICS 101  
**TOTAL 11-14**

### Certificate of Completion (Small Business Accounting): 16 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I .....	3
ACC 132 Payroll and Hawai'i General Excise Taxes .....	3
BUSN 89 Electronic Calculating .....	1
BUSN 160 Telephone Techniques and Communications ..	1
BUSN 161B Customer Service – Basic Concepts .....	1
BUSN 166 Professional Employment Preparation .....	1

\*ACC 199V or ACC 299V is recommended each semester to supplement ACC courses.

Business Electives (One of the following) ..... 3  
ECON 130, ECON 131; HOST 101; MGT 120; SMKT 150

Computer/Technology (One of the following) ..... 3  
BUSN 121, BUSN 123, BUSN 130; ICS 100, ICS 101

**TOTAL 16**

### Certificate of Completion (Payroll Preparer): 16 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I .....	3
ACC 132 Payroll and Hawai'i General Excise Taxes .....	3
BUSN 89 Electronic Calculating .....	1
BUSN 160 Telephone Techniques and Communications ..	1
BUSN 161B Customer Service – Basic Concepts .....	1
BUSN 166 Professional Employment Preparation .....	1

\*ACC 199V or ACC 299V is recommended each semester to supplement ACC courses.

Computer/Technology (One of the following) ..... 3  
BUSN 121, BUSN 123, BUSN 130; ICS 100, ICS 101

Social Environment ..... 3  
MGT 122 Principles of Management (3)

**TOTAL 16**

## ACCOUNTING Business Education

• continued •

### Certificate of Completion (Individual Income Tax Preparer): 19 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I .....	3
ACC 134 Income Tax Preparation .....	3
BUSN 89 Electronic Calculating .....	1
BUSN 160 Telephone Techniques and Communications ..	1
BUSN 161B Customer Service – Basic Concepts .....	1
BUSN 166 Professional Employment Preparation .....	1
*ACC 199V or ACC 299V is recommended each semester to supplement ACC courses.	
<u>Computer/Technology (One of the following)</u> .....	3
BUSN 121, BUSN 123, BUSN 130; ICS 100, ICS 101	
<u>Thinking, Reasoning/Mathematics (One of the following)</u> .....	3
BUSN 189; MATH 103, MATH 115; PHIL 110	
<u>Written Communication (One of the following)</u> .....	3
See Core Options list on page 61.	
Recommended: BUS 75; BUSN 180, BUSN 181; ENG 215	

**TOTAL 19**

### Certificate of Achievement: 32-35 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I .....	3
ACC 125* Principles of Accounting II .....	3
ACC 132 Payroll and Hawai'i General Excise Taxes .....	3
ACC 134 Income Tax Preparation .....	3
BUSN 89 Electronic Calculating .....	1
BUSN 160 Telephone Techniques and Communications ..	1
BUSN 161B Customer Service - Basic Concepts .....	1
BUSN 166 Professional Employment Preparation .....	1
BUSN 193V Cooperative Education .....	1
*ACC 201 fulfills the requirements for ACC 124 and ACC 125. Also, ACC 199V or ACC 299V is recommended each semester to supplement ACC courses.	
<u>Computer/Technology (Two of the following)</u> .....	6
BUSN 121, BUSN 123, BUSN 130; ICS 100, ICS 101	
<u>Oral Communication (One of the following)</u> .....	3
See Core Options list on page 61.	
<u>Thinking, Reasoning/Mathematics (Two of the following)</u> .....	6
BUSN 189; MATH 103, MATH 115; PHIL 110	
<u>Written Communication (One of the following)</u> .....	3
See Core Options list on page 61.	
Recommended: BUS 75; BUSN 180, BUSN 181; ENG 215	

**TOTAL 32-35**

### Associate in Applied Science Degree: 62-65 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I .....	3
ACC 125* Principles of Accounting II .....	3
ACC 126* Principles of Accounting III .....	3
ACC 128 Practical Accounting Applications .....	3
ACC 132 Payroll and Hawai'i General Excise Taxes .....	3
ACC 134 Income Tax Preparation .....	3
BLAW 200 Legal Environment of Business .....	3
BUSN 89 Electronic Calculating .....	1
BUSN 160 Telephone Techniques and Communications ..	1
BUSN 161B Customer Service - Basic Concepts .....	1
BUSN 166 Professional Employment Preparation .....	1
BUSN 193V Cooperative Education .....	1
*ACC 201 fulfills the requirements for ACC 124, and ACC 125. ACC 202 fulfills the requirement for ACC 126. Also, ACC 199V or ACC 299V is recommended each semester to supplement ACC courses.	
<u>Business Electives (Two of the following)</u> .....	6
ECON 130, ECON 131; HOST 101; MGT 120; SMKT 150	
<u>Computer/Technology (Two of the following)</u> .....	6
BUSN 121, BUSN 123, BUSN 130; ICS 100, ICS 101	
<u>Cultural Environment (One of the following)</u> .....	3
See Core Options list on page 61.	
<u>Natural Environment (One of the following)</u> .....	3
See Core Options list on page 61.	
<u>Oral Communication (One of the following)</u> .....	3
See Core Options list on page 61.	
<u>Social Environment (One of the following)</u> .....	3
BUS 120; ECON 130, ECON 131; HOST 125; HPER 195; MGT 122	
<u>Thinking, Reasoning/Mathematics (Two of the following)</u> .....	6
BUSN 189; MATH 103, MATH 115; PHIL 110	
<u>Written Communication</u> .....	9
See Core Options list on page 61.	
Recommended: BUS 75; BUSN 180, BUSN 181; ENG 215	

**TOTAL 62-65**



# ADULT RESIDENTIAL CARE HOME OPERATOR

## *Health Service*

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

### *Adult Residential Care Home Operator Program Student Learning Outcomes (PSLOs)*

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

### **Certificate of Competence: 4 credits**

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

**TOTAL 4**

# AUTO BODY REPAIR AND PAINTING

## 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 (ABRP) 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.

### *Auto Body Repair and Painting Program Student Learning Outcomes (PSLOs)*

1. The ability to communicate effectively with customers, coworkers, and supervisors by using active listening, oral, and written skills.
2. The ability to identify an auto body repair problem, troubleshoot, and/or solve the problem by applying logic and math or by using appropriate resources (print or electronic format).
3. The ability to work independently and in teams to diagnose, service, prep, and repair vehicles.
4. The ability to demonstrate professionalism through initiative, efficiency, positive attitude, honesty, and ethics.
5. The ability to work safely and responsibly following all safety and environmental standards for an auto body shop.

### **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
<b>TOTAL 9</b>		

### **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
<b>TOTAL 7</b>		

### **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
<b>Written Communication (One of the following)</b> .....		3
ENG 21	Introduction to College Reading (3)	
ENG 22	Introduction to Composition (3)	
ENG 100	Composition I (3)	
ENG 106	Technical Writing (3)	
<b>Natural Environment</b> .....		3
PHYS 50	Technical Physics (3)	
<b>Thinking, Reasoning/Mathematics</b> .....		3
MATH 50	Technical Mathematics (3)	
<b>TOTAL 39</b>		

# AUTO BODY REPAIR AND PAINTING

## *Trade Technology*

• continued •

### Associate in Applied Science Degree: 60 credits

	<u>CREDITS</u>
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
<u>Cultural Environment (One of the following)</u> .....	3
ANTH 200; ART; BOT 105; CULN 130; EALL 272; ENG; FR; HAW; HWST; HIST; HOST 101; JOUR; JPNS; LING 102; MUS; PHIL; REL; SPAN; SP; THEA	
<u>Natural Environment</u> .....	3
PHYS 50 Technical Physics (3)	
<u>Oral Communication (One of the following)</u> .....	3
BUS 130; SP 20, SP 151, SP 231	
<u>Social Environment (One of the following)</u> .....	3
ANTH 200; BOT 105; BUS 120; ECON; ED 105, ED 131, ED 140, ED 245; HOST 125; HPER 195; MGT 122; PHIL 101; POLS 110; PSY; SOC; SSCI	
<u>Thinking, Reasoning/Mathematics</u> .....	3
MATH 50 Technical Mathematics (3)	
<u>Written Communication (One of the following)</u> .....	3
ENG 21 Introduction to College Reading (3)	
ENG 22 Introduction to Composition (3)	
ENG 100 Composition I (3)	
ENG 106 Technical Writing (3)	
Electives .....	3
<b><u>TOTAL 60</u></b>	

# AUTOMOTIVE TECHNOLOGY

## Trade Technology

The Automotive Technology program is a competency-based program designed following standards specified by the National Automotive Education Foundation (NATEF). The competencies the student is expected to achieve in the program are based on the task described by NATEF. A student who successfully completes the program will receive training in all of the eight areas described by NATEF: Automotive Transmission and Transaxle; Brakes; Electrical/Electronic Systems; Engine Performance; Engine Repair; Heating and Air Conditioning; Manual Drive Train and Axles; and Suspension and Steering.

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

The Automotive Technology program courses are clustered into certificates. Each 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 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 \$2,500. This cost can vary considerably, depending on where the student chooses to buy tools and supplies.

### Program Admission Requirements:

Applicants will be admitted into the Automotive Technology program on a "first applied, first qualified" basis. Students not meeting prerequisites may take non AMT designated courses required in the program and begin the cycle of 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.

### Automotive Technology Program Student Learning Outcomes (PSLOs)

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

### Certificate of Completion (Drive Train Specialist): 10 credits

#### CREDITS

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

**TOTAL 10**

### Certificate of Completion (Undercar Specialist): 13 credits

#### CREDITS

AMT 20	Introduction to Automotive Technology .....	2
AMT 40E	Electrical/Electronic Systems I .....	4
AMT 53	Brakes .....	3
AMT 55	Suspension and Steering .....	4

**TOTAL 13**

### Certificate of Completion (Engine Specialist): 12 credits

#### CREDITS

AMT 20	Introduction to Automotive Technology .....	2
AMT 30	Engines .....	6
AMT 40E	Electrical/Electronics Systems I .....	4

**TOTAL 12**



# AUTOMOTIVE TECHNOLOGY

## Trade Technology

• continued •

### Certificate of Completion

(Electronics/Computer Control Specialist):

23 credits

	<u>CREDITS</u>
AMT 40B Fuel and Emissions .....	3
AMT 40D Engine Performance I .....	3
AMT 40E Electrical/Electronic Systems I .....	4
AMT 40G Electrical/Electronics Systems II .....	3
AMT 40H Engine Performance II .....	5
AMT 41 Ignition Systems .....	2
ETRO 18 General Electronics .....	3
<b>TOTAL 23</b>	

Communication (One of the following) ..... 3  
See Core Options list on page 61.

Cultural Environment (One of the following) ..... 3  
See Core Options list on page 61.

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

Social Environment (One of the following) ..... 3  
See Core Options list on page 61.

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

**TOTAL 69**

### Certificate of Achievement: 51 credits

	<u>CREDITS</u>
AMT 20 Introduction to Automotive Technology .....	2
AMT 30 Engines .....	6
AMT 40B Fuel and Emissions .....	3
AMT 40D Engine Performance I .....	3
AMT 40E Electrical/Electronic Systems I .....	4
AMT 40G Electrical/Electronic Systems II .....	3
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
<b>TOTAL 51</b>	

### Associate in Applied Science Degree: 69 credits

	<u>CREDITS</u>
AMT 20 Introduction to Automotive Technology .....	2
AMT 30 Engines .....	6
AMT 40B Fuel and Emissions .....	3
AMT 40D Engine Performance I .....	3
AMT 40E Electrical/Electronic Systems I .....	4
AMT 40G Electrical/Electronic Systems II .....	3
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

# BUSINESS TECHNOLOGY

## 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.

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

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

### *Business Technology Program Student Learning Outcomes (PSLOs)*

1. Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
2. Use research and decision making skills to make informed choices consistent with personal and organizational goals. Apply appropriate strategies to secure employment, retain a job, and advance in a career.
3. Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
4. Work as a responsible member of a team to meet an organization's objectives.
5. Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.

### **Certificate of Completion: 18 credits**

	<u>CREDITS</u>
BUS 175*	Business Communications – Written ..... 3
BUSN 123	Word Processing for Business ..... 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
ECOM 100	Introduction to E-Commerce ..... 3

\*BUS 75 fulfills the requirement for BUS 175.

**TOTAL 18**

### **Certificate of Completion (Office Assistant): 12 credits**

	<u>CREDITS</u>
BUS 175*	Business Communications – Written ..... 3
BUSN 121	Introduction to Word Processing ..... 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

\*BUS 75 fulfills the requirement for BUS 175.

**TOTAL 12**

### **Certificate of Achievement: 35 credits**

	<u>CREDITS</u>
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

\*Students may take MATH 103 in lieu of BUSN 189.

<u>Social Environment (One of the following)</u> .....	3
BUS 120	Principles of Business (3)
ECON 130	Principles of Microeconomics (3)

<u>Written Communication</u> .....	3
BUS 175	Business Communications - Written (3)

**TOTAL 35**

# BUSINESS TECHNOLOGY

***Business Education***  
• continued •

**Associate in Applied Science Degree:  
60 credits**

	<b>CREDITS</b>
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 .....	2
ECOM 100 Introduction to E-Commerce .....	3

\*Students may take MATH 103 in lieu of BUSN 189.

Accounting (One of the following) ..... 3

ACC 124	Principles of Accounting I (3)
ACC 201	Introduction to Financial Accounting (3)

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

See Core Options list on page 61.

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

See Core Options list on page 61.

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 ..... 6

BUS 175	Business Communications - Written (3)
---------	---------------------------------------

and (One of the following [3])

See Core Options list on page 61.

Elective ..... 8

ACC 125 (or ACC 202), ACC 128; BUSN 112; ECOM 100;  
ETRO 18, ETRO 140B, ETRO 157; HOST 101, HOST 152;  
HPER 195; MGT 120, MGT 122; NURS 121; or any 100 level or  
higher course that is not currently listed.

**TOTAL 60**

# CARPENTRY TECHNOLOGY

## Trade Technology

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

### *Carpentry Technology Program Student Learning Outcomes (PSLOs)*

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

### **Program Admission Requirements:**

1) Placement in ENG 21 or higher and qualified for MATH 50 or higher; 2) approval of instructor.

### **Certificate of Achievement: 53 credits**

#### CREDITS

CARP 20B	Introduction to Carpentry I .....	3
CARP 20C	Introduction to Carpentry II.....	8
CARP 22B	Concrete Forms I .....	5
CARP 22C	Concrete Forms II .....	6
CARP 41B	Rough Framing and Exterior Finish I .....	6
CARP 41C	Rough Framing and Exterior Finish II .....	5
CARP 42B	Finishing I .....	6
CARP 42C	Finishing II .....	5
BLPR 22	Blueprint Reading .....	3
BLPR 40	Advanced Blueprint Reading and Estimates ...	3

<u>Thinking, Reasoning/Mathematics</u> .....		3
MATH 50	Technical Mathematics (3)	

**TOTAL 53**

### **Associate in Applied Science Degree: 67 credits**

CARP 20B	Introduction to Carpentry I .....	3
CARP 20C	Introduction to Carpentry II.....	8
CARP 22B	Concrete Forms I .....	5
CARP 22C	Concrete Forms II .....	6
CARP 41B	Rough Framing and Exterior Finish I .....	6
CARP 41C	Rough Framing and Exterior Finish II .....	5
CARP 42B	Finishing I .....	6
CARP 42C	Finishing II .....	5
BLPR 22	Blueprint Reading .....	3
BLPR 40	Advanced Blueprint Reading and Estimates ...	3
WELD 17	General Welding .....	2

<u>Communication (One of the following)</u> .....		3
BUS 130; ENG 21, ENG 22, ENG 100, ENG 106; SP 20, SP 151, SP 231		

<u>Cultural Environment (One of the following)</u> .....		3
See Core Options list on page 61.		

<u>Natural Environment</u> .....		3
PHYS 50	Technical Physics (3)	

<u>Social Environment (One of the following)</u> .....		3
See Core Options list on page 61.		

<u>Thinking, Reasoning/Mathematics</u> .....		3
MATH 50	Technical Mathematics (3)	

**TOTAL 67**



# CISCO CERTIFIED NETWORKING ASSOCIATE 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.

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

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

### **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.

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

### **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

### Business Education

The Culinary Arts (CULN) program is accredited by the American Culinary Federation Education Foundation Accreditation Commission. The Certificate of Competence in Food Service requiring 9 credits prepares students for entry-level positions in the food service industry. Students are able to demonstrate competency in basic food preparation, sanitation and safety, customer service, 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 Culinarian" 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.

#### *Culinary Arts Program Student Learning Outcomes (PSLOs)*

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

#### **Certificate of Completion (Food Service): 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

### Business Education

• continued •

#### Certificate of Achievement: 30 credits (continued)

	<u>CREDITS</u>
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
<u>Written Communication (One of the following) .....</u>	<u>3</u>
BUS 175 Business Communications-Written (3)	
EALL 272 Japanese Literature in Translation-Modern (3)	
ENG 21 Introduction to College Reading (3)	
ENG 22 Introduction to 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	
<b><u>TOTAL 30</u></b>	

#### Associate in Applied Science Degree: 62 credits

	<u>CREDITS</u>
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 .....	5
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 115, CULN 294, and MGT 122 must be taken concurrently in the final semester.

<u>Written Communication (One of the following) .....</u>	<u>3</u>
BUS 175 Business Communications-Written (3)	
EALL 272 Japanese Literature in Translation-Modern (3)	
ENG 21 Introduction to College Reading (3)	
ENG 22 Introduction to 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 62**

# DIGITAL MEDIA ARTS: DIGITAL FILM

## *Trade Technology (Electronics)*

Students in the Digital Film program will receive instruction in story and script preparation; pre-production, as well as digital filming techniques and technologies; nonlinear editing and digital postproduction; and digital sound editing. Students will receive a solid foundation in elements of art and principles of design.

### *Liberal Arts Program Student Learning Outcomes (PSLOs)*

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

### **Certificate of Completion: 21 credits**

	<u>CREDITS</u>
ART 117/ENG 117 Introduction to Screenwriting .....	3
ART 147* Introduction to Digital Media Documentary ...	3
ART 157 Introduction to Digital Video/Storytelling .....	3
ART 248 Digital Post-Production .....	3
ART 250/HIST 250 Film and World History Since WWII .....	3
ART 267 Intermediate Digital Video/Storytelling .....	3
* ART 147 is being proposed.	
<u>Electives (Choose from the following) .....</u>	<u>3</u>
ART 107D Introduction to Digital Photography (3)	
ART 112 Introduction to Digital Arts (3)	
ART 126 3D Computer Graphics Design I (3)	
ART 190B Introduction to Adobe Photoshop® (1)	
ART 190C Intermediate Adobe Photoshop® (1)	
ART 190D Advanced Adobe Photoshop® (1)	
ART 207D Intermediate Digital Photography (3)	

**TOTAL 21**



# DIGITAL MEDIA ARTS: DIGITAL GRAPHIC DESIGN

## Trade Technology (Electronics)

Students in the Digital Media Arts: Digital Graphic Design program will receive instruction in graphics hardware and software; digital imaging; print preparation; page layout and design; desktop publishing; and applicable principles of graphic design for print, video, interactive multimedia, and web graphics. Students will receive a solid foundation in elements of art and principles of design. Students will receive academic and career training, which assist the student in finding and retaining employment.

### Liberal Arts Program Student Learning Outcomes (PSLOs)

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

### Certificate of Completion: 21 credits

ART 107D	Introduction to Digital Photography .....	3
ART 112	Introduction to Digital Arts .....	3
ART 115	Introduction to 2D Design .....	3
ART 125	Introduction to Graphic Design .....	3
ART 225	Intermediate Graphic Design .....	3
ART 229	Interface Design I .....	3
<u>Electives (Choose from the following)</u> .....		3
ART 113	Introduction to Drawing (3)	
ART 157	Introduction to Digital Video/Storytelling (3)	
ART 190B	Introduction to Adobe Photoshop® (1)	
ART 207D	Intermediate Digital Photography (3)	
ART 249	Interface Design II (3)	

**TOTAL 21**

# EARLY CHILDHOOD EDUCATION *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, a Certificate of Achievement, and an Associate in Science degree.

The Associate in Science degree in ECE meets the preferred training and experience requirements for preschool teachers as described by the State of Hawai'i's Department of Human Services (DHS). It also articulates into UH West O'ahu's Bachelor of Social Science Program with concentration in Early Childhood Education. It is highly recommended that students intending to articulate into this Bachelor's Program seek counseling to maximize the transferability of general education requirements taken at KCC.

The Certificate of Competence 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 People Attentive to Children (PATCH) 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 with all courses meeting once a week on Saturdays or at 6:00 p.m. However, there are three lab courses (ED 192, ED 195, and ED 290C) that require a one day a week participation at Nā Kama Pono, KCC's lab preschool plus attendance of a weekly seminar. The program can be completed in five semesters if a student attends full time (12 credits per semester). Although there are no prerequisites for entry into the program, most courses at the first level require qualification for enrollment in ENG 100. 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 degree is conferred.

## *Early Childhood Education Program Student Learning Outcomes (PSLOs)*

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

## **Certificate of Competence: 9 credits**

	<b>CREDITS</b>
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**

	<b>CREDITS</b>
ED 105	Introduction to Early Childhood Education .... 3
ED 110	Developmentally Appropriate Practices ..... 3
ED 115	Health, Safety, and Nutrition for the Young Child .. 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

<u>Communication</u> .....	6
ENG 100	Composition I (3)
SP 151	Personal and Public Speech (3)

<u>Fine Arts (One of the following)</u> .....	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)

<u>Hawaiian Studies (One of the following)</u> .....	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**  
**Public Service**  
• continued •

**Associate in Science Degree: 62 credits**

	<b>CREDITS</b>
ED 105 Introduction to Early Childhood Education .....	3
ED 110 Developmentally Appropriate Practices .....	3
ED 115 Health, Safety, and Nutrition for the Young Child ..	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
<u>Communication</u> .....	6
ENG 100 Composition I (3)	
SP 151 Personal and Public Speech (3)	
<u>Fine Arts (One of the following)</u> .....	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)	
<u>Hawaiian Studies (One of the following)</u> .....	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)	

<u>Quantitative or Logical Reasoning (One of the following)</u> .....		3
MATH 100	Survey of Mathematics or any higher level math course (3)	
PHIL 110	Introduction to Logic (3)	
<u>Science (Lecture and lab courses must be taken with the corresponding course alpha and number)</u> .....		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)	
<u>Social Science/Humanities (One of the following)</u> .....		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**

# ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY

## Trade Technology

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

### Program Admission Requirements:

1) Placement in ENG 21 or higher and qualified for MATH 50 or higher; 2) approval of instructor.

### Electrical Installation and Maintenance Technology Program Student Learning Outcomes (PSLOs)

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

### Certificate of Completion: 12 credits

	CREDITS
ELEC 20	Electrical Fundamentals ..... 3
ELEC 22	Wiring Materials, Methods and NEC Codes ... 3
ELEC 41	Industrial Motor Controls I ..... 3
BLPR 22	Blueprint Reading ..... 3
<b>TOTAL 12</b>	

### Certificate of Achievement: 47 credits

	CREDITS
ELEC 20	Electrical Fundamentals ..... 3
ELEC 22	Wiring Materials, Methods and NEC Codes ... 3
ELEC 30	Electrical Installation Theory I ..... 4
ELEC 32	Electrical Installation Laboratory I ..... 6
ELEC 40	Electrical Installation Theory II ..... 4
ELEC 41	Industrial Motor Controls I ..... 3
ELEC 42	Electrical Installation Laboratory II ..... 6
ELEC 44	<i>Being proposed</i> ..... 6
ELEC 46	AC-DC Systems and Equipment ..... 6
BLPR 22	Blueprint Reading ..... 3
<u>Thinking, Reasoning/Mathematics</u> ..... 3	
MATH 50	Technical Mathematics (3)
<b>TOTAL 47</b>	

### Associate in Applied Science Degree: 62 credits

	CREDITS
ELEC 20	Electrical Fundamentals ..... 3
ELEC 22	Wiring Materials, Methods and NEC Codes ... 3
ELEC 30	Electrical Installation Theory I ..... 4
ELEC 32	Electrical Installation Laboratory I ..... 6
ELEC 40	Electrical Installation Theory II ..... 4
ELEC 41	Industrial Motor Controls I ..... 3
ELEC 42	Electrical Installation Laboratory II ..... 6
ELEC 44	<i>Being proposed</i> ..... 6
ELEC 46	AC-DC Systems and Equipment ..... 6
BLPR 22	Blueprint Reading ..... 3
<u>Cultural Environment (One of the following)</u> ..... 3	
See Core Options list on page 61.	
<u>Natural Environment</u> ..... 3	
PHYS 50	Technical Physics (3)
<u>Oral Communication (One of the following)</u> ..... 3	
SP 20	Speech Communication (3)
SP 151	Personal and Public Speech (3)
<u>Social Environment (One of the following)</u> ..... 3	
See Core Options list on page 61.	
<u>Thinking, Reasoning/Mathematics</u> ..... 3	
MATH 50	Technical Mathematics (3)
<u>Written Communication (One of the following)</u> ..... 3	
See Core Options list on page 61.	

**TOTAL 62**



# ELECTRONICS TECHNOLOGY

## Trade Technology

The Electronics Technology (ETRO) 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, ETRO) on other University of Hawai'i 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 Science degree (66 credits).

### Program Admission Requirements:

(1) Placement into ENG 100; (2) placement in MATH 103; (3) or approval of instructor.

The program cycle begins in the fall of odd numbered years. The mid-cycle cohort begins in the fall of even numbered years. Students may enter the program during these times.

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

### Electronics Technology Program Student Learning Outcomes (PSLOs)

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

### Certificate of Competence (Electronics): 8 Credits

	<b>CREDITS</b>
ETRO 18	General Electronics ..... 3
ICS 100	Computing Literacy and Applications ..... 3
ETRO 121	Electronics Fabrication and Assembly ..... 2
	<b>TOTAL 8</b>

### Certificate of Competence (Cisco I): 6 Credits

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

### Certificate of Competence (Cisco II): 6 Credits

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

# ELECTRONICS TECHNOLOGY

## Trade Technology

• continued •

### Certificate of Achievement: 33 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 .....	3
ICS 111	Introduction to Computer Science I .....	4

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

BUS 130	Business Communications – Oral (3)
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 33**

### Associate in Science Degree: 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 .....	3
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; 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

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 66**

# FACILITIES ENGINEERING TECHNOLOGY

## *Trade Technology*

The Facilities Engineering Technology (FENG) 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 Admission Requirements:

(1) Placement in ENG 21 or higher and MATH 22 or higher; (2) "C" or higher in CARP 20B; or (3) approval of instructor.

### *Facilities Engineering Technology Program Student Learning Outcomes (PSLOs)*

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

### Certificate of Completion: 23 credits

	<u>CREDITS</u>
BLPR 22	Blueprint Reading ..... 3
ELEC 20	Electrical Fundamentals ..... 3
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

Electives (Choose from the following) ..... 4

AEC 81, AEC 99V, AEC 110; AMT 80; CARP 20B, CARP 99V;  
ELEC 41; ETRO 18; FENG 40, FENG 99V; WELD 17

**TOTAL 23**

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

	<u>CREDITS</u>
BLPR 22	Blueprint Reading ..... 3
ELEC 20	Electrical Fundamentals ..... 3
ELEC 22	Wiring Materials, Methods and NEC Codes ... 3
ELEC 41	Industrial Motor Controls I ..... 3
FENG 23	Plumbing Basics and Repair ..... 2
FENG 30	Basic Fundamentals of Air Conditioning and Refrigeration ..... 3
FENG 40	Commercial Refrigeration and Air Conditioning Diagnostics ..... 3

Electives (Choose from the following) ..... 3

AEC 81, AEC 99V, AEC 110; AMT 80; CARP 20B, CARP 99V;  
ELEC 41; ETRO 18; FENG 40, FENG 99V; WELD 17

**TOTAL 23**

## HAWAIIAN BOTANY

### *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.

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

#### *Liberal Arts Program Student Learning Outcomes (PSLOs)*

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

#### **Certificate of Competence: 7 credits**

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

**TOTAL 7**



# HAWAIIAN STUDIES ACADEMIC SUBJECT CERTIFICATE *Liberal Arts*

The Hawaiian Studies Academic Subject Certificate (HSASC) 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.

## *Liberal Arts Program Student Learning Outcomes (PSLOs)*

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

8. Apply their acquired knowledge and skills to further their own learning, to set and prioritize personal goals, to self-assess progress, and to recognize, address, and resolve obstacles constructively.
9. Make informed decisions based on an understanding of the qualities of a healthful lifestyle, explain the connection between a healthy body and a thoughtful mind, perform group activities cooperatively, and engage in healthful physical activity.

## **Basic Requirements: 11 credits**

	<b>CREDITS</b>
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:**

	<b>CREDITS</b>
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:**

	<b>CREDITS</b>
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:**

	<b>CREDITS</b>
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 177 Hawaiian Music in Transition .....	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**

# HOSPITALITY AND TOURISM

## Business Education

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

Current certificates include the following:

- \* Certificate of Competence in Hospitality Essentials (8 credits)
- \* Certificate of Completion in Hotel Operations (15 credits)
- \* Certificate of Completion in Hospitality and Sales Marketing (21 credits)
- \* Certificate of Completion in Hospitality Management (21 credits)
- \* Certificate of Achievement in Hotel Operations (45 credits)
- \* Associate in Applied Science in Hospitality and Tourism (60 credits)

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

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

### *Hospitality and Tourism Program Student Learning Outcomes (PSLOs)*

1. Effectively and purposely use verbal and nonverbal language about HOST topics with confidence and to ensure it is appropriate to the audience.
2. Use critical thinking skills to effectively synthesize and evaluate information from assigned readings and articles through written memos, reports, reflective notes, and essay exams.
3. Conduct presentation projects that include Internet research and visual media.
4. Interact with others through team-building speeches and visual-oral presentations, which are designed to promote teamwork solutions and teach teamwork principles. Values such as respect for diversity, the need for fairness, empathy, and human dignity are stressed.
5. Demonstrate self-management related to the Hospitality industry through practices that promote physical, mental, and emotional health.

### **Certificate of Competence (Hospitality Essentials): 8 credits**

	<b>CREDITS</b>
HOST 101 Introduction to Hospitality and Tourism .....	3
HOST 125 Exceptional Guest Service .....	3
BUSN 160 Telephone Techniques and Communications ..	1
BUSN 166 Professional Employment Preparation .....	1
<b>TOTAL 8</b>	

### **Certificate of Completion (Hotel Operations): 15 credits**

	<b>CREDITS</b>
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; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150	
<b>TOTAL 15</b>	

### **Certificate of Completion (Hospitality and Sales Marketing): 21 credits**

	<b>CREDITS</b>
HOST 101 Introduction to Hospitality and Tourism .....	3
HOST 125 Exceptional Guest Service .....	3
BUSN 130 Spreadsheet and Database .....	3
ECOM 100 Introduction to E-Commerce .....	3
MGT 120 Principles of Management .....	3
SMKT 150 Principles of Personal Selling .....	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)	
<b>TOTAL 21</b>	

### **Certificate of Completion (Hospitality Management): 21 credits**

	<b>CREDITS</b>
HOST 150 Housekeeping Operations .....	3
HOST 152 Front Office Operations .....	3
HOST 290 Hospitality Management .....	3
BUSN 130 Spreadsheet and Database .....	3
MGT 122 Human Relations in Business .....	3
Oral Communication (One of the following) .....	3
BUS 130 Business Communications-Oral (3)	
SP 20 Speech Communication (3)	
SP 151 Personal and Public Speech (3)	
Written Communication (One of the following) .....	3
See Core Options list on page 61.	
<b>TOTAL 21</b>	

# HOSPITALITY AND TOURISM

**Business Education**  
• continued•

## Certificate of Achievement (Hotel Operations): 45 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I .....	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
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.	
<u>Cultural Environment (One of the following)</u> .....	3
ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150	
<u>Oral Communication (One of the following)</u> .....	3
BUS 130 Business Communications-Oral (3)	
SP 20 Speech Communication (3)	
SP 151 Personal and Public Speech (3)	
<u>Social Environment (One of the following)</u> .....	3
BUS 120 Principles of Business (3)	
ECON 130 Principles of Microeconomics (3)	
<u>Thinking, Reasoning/Mathematics (One of the following)</u> .....	3
BUSN 189; ICS 111; MATH 100, MATH 108, MATH 111, MATH 15	
<u>Written Communication (One of the following)</u> .....	3
See Core Options list on page 61.	
<b><u>TOTAL 45</u></b>	

## Associate in Applied Science Degree: 60 credits

	<u>CREDITS</u>
ACC 124* Principles of Accounting I .....	3
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.	
<u>Cultural Environment (One of the following)</u> .....	3
ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150	
<u>Natural Environment (One of the following)</u> .....	3
See Core Options list on page 61.	
<u>Oral Communication (One of the following)</u> .....	3
BUS 130 Business Communications-Oral (3)	
SP 20 Speech Communication (3)	
SP 151 Personal and Public Speech (3)	
<u>Social Environment (One of the following)</u> .....	3
BUS 120 Principles of Business (3)	
ECON 130 Principles of Microeconomics (3)	
<u>Thinking, Reasoning/Mathematics</u> .....	3
ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150	
<u>Written Communication (One of the following)</u> .....	3
See Core Options list on page 61.	
<u>Elective (Choose from the following)</u> .....	6
BUSN 130, BUSN 161B; CULN 101B, CULN 101C; ENG 100; GEOG 101; HWST 107, HWST 111; ICS 100; JPNS 101; MATH 100; MGT 120 or any 100 level or higher course not currently listed	
<b><u>TOTAL 60</u></b>	

## LIBERAL ARTS

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

The A.A. degree may be earned by students who complete a two-year program of study comprising 60 credits. Only courses numbered 100 or above 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 A.A. degree at Kaua'i Community College.

**Fulfillment of General Education Requirements at all UH campuses:** Effective Fall 1994, students who have earned an articulated A.A. degree from a University of Hawai'i Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawai'i campuses. While an articulated A.A. degree satisfies general education core requirements, students also must 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 A.A. degree; if not, they are required in addition to the A.A. degree.

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

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

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

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

No course may be used to satisfy more than one requirement. None of the requirements may be satisfied with a course graded as credit/no credit.

### *Liberal Arts Program Student Learning Outcomes (PSLOs)*

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



## LIBERAL ARTS

### • continued •

#### Associate in Arts Degree: 60 credits

#### CREDITS

#### Communications ..... 6

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

#### Written Communication [3]

ENG 100 Composition I (3)

any FW designated course

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

SP 151 Personal and Public Speech (3)

SP 185 Intercultural Communication (3)

SP 251 Principles of Effective Public Speaking (3)

#### Quantitative or Logical Reasoning (One of the following) ..... 3

MATH 100 Survey of Mathematics (3)

MATH 103 College Algebra (3)

MATH 112 Mathematics for Educators II (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)

or any FS designated course

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

HIST 151 World History I (3)

HIST 152 World History II (3)

REL 150 Introduction to the World's Major Religions (3)

#### Literature, Arts, and Humanities (One course from each group: Literature, Humanities, and Fine Arts) ..... 9

#### Literature:

EALL 272 Japanese Literature in Translation-Modern (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)

or any DL designated course

#### Humanities:

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)

HWST 107

Hawai'i: Center of the Pacific (3)

HWST 281

Hawaiian Astronomy and Weather Relating to Polynesian Voyaging (3)

HWST 290

Rediscovering Polynesian Connections (3)

LING 102

Introduction to the Study of Language (3)

PHIL 100

Introduction to Philosophy (3)

PHIL 101

Morals and Society (3)

PHIL 102

Introduction to Philosophy: Asian Traditions (3)

REL 205

Understanding Hawaiian Religion (3)

or any DH designated course

#### Fine Arts:

ART 101

Introduction to the Visual Arts (DA) (3)

ART 105

Introduction to Ceramics (DA) (3)

ART 107D

Introduction to Digital Photography (DA) (3)

ART 111

Introduction to Watercolor Painting (3)

ART 113

Introduction to Drawing (DA) (3)

ART 207D

Intermediate Digital Photography (3)

ART 211

Intermediate Watercolor (3)

ART 213

Intermediate Drawing (3)

ART 243

Intermediate Ceramics - Hand Building (3)

ART 244

Intermediate Ceramics - Wheel Throwing (3)

ENG 104

Introduction to Creative Writing (3)

HWST 128

Hula and Chant (3)

HWST 177

Hawaiian Music in Transition (3)

MUS 121B

Elementary Voice Class (2)

MUS 121C

Intermediate Piano Class (2)

MUS 122B

Elementary Voice Class II (2)

MUS 122C

Elementary Piano Class II (2)

MUS 166

Survey of Folk, Pop, and Rock Music (3)

MUS 201

Vocal Ensemble (3)

MUS 202

Community College Band (3)

MUS 203G

Instrumental Ensemble: String (3)

MUS 204

Stage Band (3)

MUS 220

Musical Theatre (3)

MUS 253

Basic Experiences of Music (3)

SP 151

Personal and Public Speech (3)

SP 231

Performance of Literature (3)

SP 251

Principles of Effective Public Speaking (3)

THEA 101

Introduction to Theatre (3)

or any DA designated course

#### Natural Sciences: Three Natural Science courses. At least one Biological Science (DB) and one Physical Science (DP). One lab required (any DY designated course) ..... 10-12

#### Biology Sciences:

BIOL 100

Human Biology (3)

BIOL 100L

Human Biology Laboratory (DY) (1)

BIOL 123

Introduction to Science:

Hawaiian Environment (3)

BIOL 123L

Hawaiian Environment Science Laboratory (DY) (1)

BOT 101

General Botany (4)

BOT 130

Plants in the Hawaiian Environment (3)

BOT 130L

Plants in the Hawaiian Environment

Laboratory (DY) (1)

MICR 130

General Microbiology (3)

MICR 140

Microbiology Laboratory (DY) (2)

SCI 121

Introduction to Science (Biological Science) (3)

SCI 121L

Introduction to Science Laboratory

(Biological Science) (DY) (1)



## LIBERAL ARTS

### • continued •

#### Biological Sciences: (continued)

ZOOL 101	Principles of Zoology (4)
ZOOL 101L	Principles of Zoology Laboratory (DY) (1)
ZOOL 141	Human Anatomy and Physiology I (3)
ZOOL 141L	Human Anatomy and Physiology Laboratory I (DY) (1)
ZOOL 142	Human Anatomy and Physiology II (3)
ZOOL 142L	Human Anatomy and Physiology Laboratory II (DY) (1)

or any DB designated course

#### Physical Sciences:

ASTR 110	Survey of Astronomy (3)
CHEM 151	Elementary Survey of Chemistry (3)
CHEM 151L	Elementary Survey of Chemistry Laboratory (DY) (1)
CHEM 161	General Chemistry I (3)
CHEM 161L	General Chemistry Laboratory I (DY) (1)
CHEM 162	General Chemistry II (3)
CHEM 162L	General Chemistry II Laboratory (DY) (1)
GG 101	Introduction to Geology (4)
GEOG 101	Man's Natural Environment (3)
OCN 201	Science of the Sea (3)
PHYS 151	College Physics I (3)
PHYS 151L	College Physics I Laboratory (DY) (1)
PHYS 152	College Physics II (3)
PHYS 152L	College Physics II Laboratory (DY) (1)
PHYS 170	General Physics I (4)
PHYS 170L	General Physics Laboratory (DY) (1)
PHYS 272	General Physics II (3)
PHYS 272L	General Physics II Laboratory (DY) (1)
SCI 122	Introduction to Science: Physical Science (3)
SCI 122L	Introduction to Physical Science Laboratory (DY) (1)

or any DP designated course

#### Social Sciences: (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	Introduction to Sociology (3)
SOC 210	Social Problems (3)
SOC 230	Race Relations (3)
SP 185	Intercultural Communication (3)
SSCI 250	Ecology and Society (3)

or any DS designated course

#### **ELECTIVES: 15 - 17 credits**

An elective can be any transfer-level course numbered 100 or higher. Credits completed which exceed area requirements will be counted as Elective credit. Only courses specifically listed as repeatable may count more than once as an elective credit. It is recommended that students planning on transferring to other institutions seek advising from the Counseling and Advising Office. Transfer program and/or institutional requirements may be strategically taken as Elective credits.

#### **Graduation Requirements:**

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

#### Alternative Communication (AC) (At least one of the following):

ART 105, ART 106, ART 107D, ART 111, ART 112, ART 113, ART 123, ART 157, ART 207D, ART 211, ART 213, ART 223, ART 225, ART 229, ART 243, ART 244, ART 249; ENG 104, ENG 117, ENG 215; FR; HAW; HWST 128; ICS 111, ICS 120V; JOUR 205; JPNS; MATH 135, MATH 140, MATH 205, MATH 206; MUS 121B, MUS 121C, MUS 122B, MUS 122C, MUS 188, MUS 201, MUS 202, MUS 203G, MUS 204, MUS 220, MUS 253; SP 185, SP 231; SPAN; THEA 221

#### Health and Wellness (CH and PH) (At least one course with cognitive health and one course with physical health):

BIOL 100L; BOT 130L; CULN 185; HLTH; HPER; HWST 128, HWST 251, HWST 285, HWST 295; ZOOL 141L, ZOOL 142L

#### Pacific Cultures (PC): At least one course needs to be completed from the Pacific Cultures group.

ANTH 220; BOT 105; HWST; HAW 261, HAW 262; HIST 284, HIST 284K; PHIL 102; REL 205

Writing Intensive (WI): At least one WI course must be completed for graduation.

**TOTAL 60**

# LIBERAL ARTS (A.A.) HAWAIIAN STUDIES

## *Liberal Arts Program Student Learning Outcomes (PSLOs)*

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

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

## **Associate in Arts Degree in Hawaiian Studies: 60 credits**

	<b>CREDITS</b>
<b>General Education Requirements</b> .....	15
ENG 100      Composition I .....	3
<b>Oral Communication (One of the following)</b> .....	3
SP 151      Personal and Public Speech (3)	
SP 231      Performance of Literature (3)	
SP 251      Principles of Effective Public Speaking (3)	
<b>One of the following</b> .....	3
MATH 100      Survey of Mathematics (3)	
MATH 103      College Algebra (3)	
MATH 112      Mathematics for Educators II (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)	
or any FS designated course	
<b>Two of the following</b> .....	6
HIST 151      World History I (3)	
HIST 152      World History II (3)	
REL 150      Introduction to the World's Major Religions (3)	
<b>Literature, Arts, and Humanities (Two of the three courses, 6 credits, must be taken from different designations)</b> .....	9
<b>Humanities (DH):</b>	
HIST 284      History of the Hawaiian Islands (3)	
HIST 284K      History of Kaua'i (3)	
HWST 111      The Hawaiian 'Ohana (3)	
HWST 281      Hawaiian Astronomy and Weather Relating to Polynesian Voyaging (3)	
HWST 290      Rediscovering Polynesian Connections (3)	
REL 205      Understanding Hawaiian Religion (3)	
<b>Literature (DL):</b>	
ENG 261      Literature of the Pacific (3)	
HAW 261      Hawaiian Literature in English (3)	
<b>Arts (DA):</b>	
HWST 128      Hula and Chant (3)	
HWST 177      Hawaiian Music in Transition (3)	
<b>3 credits from the biological sciences (DB) area, 3 credits from the physical sciences (DP) area, and 1 course from the science laboratory/field trip (DY)</b> .....	7
<b>Biological Sciences (DB):</b>	
BOT 130      Plants in the Hawaiian Environment (3)	
BIOL 123      Introduction to Science: Hawaiian Environment (3)	
BIOL 208      Field Biology: Island Ecosystems (3)	
<b>Physical Sciences (DP):</b>	
ASTR 110      Survey of Astronomy (3)	
OCN 120      Global Environmental Challenges (3)	
OCN 201      Science of the Sea (3)	
<b>Science Laboratory/Field Trip (DY):</b>	
BIOL 123L      Hawaiian Environment Science Laboratory (1)	
BOT 130L      Plants in the Hawaiian Environment Laboratory (1)	

# LIBERAL ARTS (A.A.)

## HAWAIIAN STUDIES

• continued •

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

#### CREDITS

**Social Sciences:** Must be from two different disciplines ..... 6

#### Social Sciences (DS):

ANTH 200 Cultural Anthropology (3)

ANTH 220 Prehistory of Hawai'i (3)

BOT 105 Ethnobotany (3)

**Hawaiian Studies Core Requirements** ..... 14

HAW 101 Elementary Hawaiian I ..... 4

HAW 102 Elementary Hawaiian II ..... 4

HWST 107 Hawai'i: Center of the Pacific ..... 3

HWST 270 *Being proposed* ..... 3

**Electives** (Choose a minimum of 9 credits from the following. Courses may come from one topic area or a combination of topics) ..... 9

#### Culture, History, and Arts:

HAW 261 Hawaiian Literature in English (3)

HWST 111 The Hawaiian 'Ohana (3)

HWST 128 Hula and Chant (3)

HWST 199V Special Studies (variable)

HWST 290 *Being proposed* (3)

HWST 299V Special Studies (variable)

HIST 284 History of the Hawaiian Islands (3)

HIST 284K History of Kaua'i (3)

REL 205 Understanding Hawaiian Religion (3)

#### Hawaiian Environment:

BIOL 123 Introduction to Science: 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: Lā'au Lapa'au (4)

HWST 295 Hawaiian Medicinal Herbs II: Lā'au Lapa'au (3)

#### 'Ōlelo

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)

#### Graduation Requirements:

\*Hawaiian, Asian, and Pacific Issues (HAP) course:

At least one (1) course must be completed for graduation.

\*Writing Intensive (WI): At least two (2) WI course must be completed for graduation.

**TOTAL 60**

# MARINE OPTION PROGRAM

## Liberal Arts

The Marine Option Program (MOP) is a University of Hawai'i systemwide program with participation by students at all universities and community colleges in the UH System, except Kapi'olani Community College. This is an experiential program offering students opportunities to learn about the marine and freshwater environments. Students work with marine scientists in many different areas of interest applying their academic knowledge to the real world while learning practical marine and lab skills. The MOP Certificate can then be used when applying for marine-related jobs or for further study at a 4-year institution.

### Program Admission Requirements:

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

### Liberal Arts Program Student Learning Outcomes (PSLOs)

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

### Certificate of Completion: 12 credits

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

\*2 credits required for MOP Certificate of Completion

Electives (Choose from the following) ..... 6  
BIOL 123, BIOL 123L; BOT 130, BOT 130L; CHEM 151, CHEM 151L, CHEM 161, CHEM 161L; GG 101; HWST 281; MICR 130, MICR 140; OCN 120; PHYS 151, PHYS 151L, PHYS 170, PHYS 170L; MARE 264\*, MARE 364\*; SCI 121, SCI 121L; SSCI 250; ZOOL 101, ZOOL 101L

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

**TOTAL 12**



## MASSAGE THERAPY

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

### Program Admission Requirements:

"C" or higher in ENG 21.

### Massage Therapy Program Student Learning Outcomes (PSLOs)

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

### Certificate of Competence: 6 credits and 510 non-credit hours

	<u>CREDITS</u>
HLTH 140 Introduction to Human Body Systems and Related Medical Terminology .....	3
HLTH 155 Introduction to the Study of Diseases .....	3
<b><u>TOTAL 6</u></b>	

### NON-CREDIT COURSES:

	<u>HOURS</u>
Massage Theory and demonstration of massage therapy .....	86
(Didactic includes theory, kinesiology, hygiene, draping, assessment of client's conditions, techniques for specific conditions, contraindications of massage, record keeping, ethics, Hawai'i state law, Rules and Regulations Governing Massage, Business Management, and preparation for the licensing examination)	
Different Modalities/Practicum .....	420
(A variety of modalities such as Physical, Mental, Emotional and Spiritual Awareness, Energy Therapy, Chair Massage, Basic and Advanced Namikoshi Shiatsu Therapy, Foot Reflexology, Swedish Massage, Sports Massage, and Hawaiian Lomilomi are taught. There are many community outreach wellness massages)	
CPR .....	4
<b><u>TOTAL 510</u></b>	

## MEDICAL ASSISTING Health Service

The Medical Assisting program is designed to prepare students to assist physicians and APRNs in private medical offices and out patient clinics with patient care as well as routine office laboratory and diagnostic tests. Students are also prepared to perform administrative medical office and business practices and procedures.

### Program Admission Requirements:

1) NURS 100 must be completed with a "C" or higher prior to admission into the program or current licensure as a Certified Nurse Aide. 2) HLTH 140 must be completed with a "C" or higher prior to admission into the program. 3) First aid and CPR certifications are also required prior to entry into the program.

### Medical Assisting Program Student Learning Outcomes (PSLOs)

1. Professional understanding and knowledge of medical office economics.
2. Effective communication skills with all members of the healthcare team.
3. Clinical and administrative medical assisting skills in a variety of clinical settings.
4. Ethical and legal behavior to maintain patient safety and confidentiality.
5. Think critically and apply basic concepts of medical assisting to maintain safe patient care and efficient administrative procedures.

### Certificate of Completion: 23 credits

	<u>CREDITS</u>
HLTH 155	Introduction to the Study of Diseases ..... 3
MEDA 105	Introduction to Medical Assisting ..... 3
MEDA 120	Clinical Medical Assisting I ..... 3
MEDA 123	Clinical Medical Assisting II ..... 3
MEDA 125	Medical Assisting Clinical Practicum I ..... 3
MEDA 143	Administrative Medical Assisting I ..... 3
MEDA 176	Administration of Medications ..... 3
MEDA 201	Medical Law and Ethics ..... 2
	<b><u>TOTAL 23</u></b>

## MEDICAL OFFICE RECEPTIONIST Health Service

Medical Office Receptionist (MOR) 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

	<u>CREDITS</u>
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
	<b><u>TOTAL 9</u></b>

#### NON-CREDIT COURSES

	<u>HOURS</u>
Medical Technology for the Office ..... 50 (Basic medical terminology, anatomy, and physiology; personal health issues as it relates to the medical office)	50
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)	24
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)	3
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)	12
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)	30
	<b><u>TOTAL 119</u></b>

## NURSE AIDE Health Service

This program provides training for entry-level nurse aide care. Online lecture utilizing the University of Hawai'i's web-based course platform is combined with face-to-face laboratory and clinical experiences. This program 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.

### Program Admission Requirements: Qualified for ENG 21.

#### *Nurse Aide Program Student Learning Outcomes (PSLOs)*

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

### Certificate of Competence: 6 credits

#### CREDITS

NURS 100      Nurse Aide ..... 6

**TOTAL 6**

## NURSING Health Service

The Kaua'i Community College Career Ladder Nursing (NURS) 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](http://www.nlnac.org)), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone: 404-975-5000, fax: 404-975-5020. The NLNAC is nationally recognized as an accrediting agency for both post-secondary and higher degree programs in nursing 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.

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 A.S. degree and eligibility to take the State examination for licensure as a Registered Nurse. Graduates will also be eligible for admission to the Bachelor of Science in Nursing program at UH Manoa after meeting additional prerequisites which can be taken concurrently in (or with) the A.S. Nursing program.

Licensed Practical Nurses (LPNs) seeking advanced standing into the second level of the Career Ladder Nursing program must meet established criteria for entry of LPNs into the second level. LPN to RN transition program will be effective Spring 2013. 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 A.S. degree in Nursing can be confirmed.

### Program 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 into the College does not guarantee admission to the Nursing program. Priority deadline for Fall admission: February 15.

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

### Hawai'i Statewide Nursing Curriculum:

Kaua'i Community College implemented the Hawai'i Statewide Nursing Consortium curriculum in Fall 2010. This curriculum, offered with UH Manoa and UH Maui College, is designed to provide nursing students with a strong clinical and academic curriculum.

# NURSING

## Health Service

• continued •

### Basic Skills/Requirements:

- Reading COMPASS test score of 79 or greater or completed ENG 21 with a grade of "C" or higher.
- "C" or higher in ENG 100.
- Algebra COMPASS test score of 50 or greater or have completed MATH 100 with a grade of "C" or higher.
- Students are required to complete the following courses with a grade of "C" or higher (C- not accepted) and a minimum GPA of 2.5 (e.g., 11 credits with a grade of "B" and 11 credits with a grade of "C"). No more than two courses may be repeated once.
  - ENG 100 (FW) - Composition I
  - PSY 220 (DS) - Developmental Psychology
  - ANTH 200 (or BOT 105) (DS) - Cultural Anthropology (or Ethnobotany)
  - MICR 130 (DB)- General Microbiology
  - MICR 140 (DY)- Microbiology Laboratory
  - ZOOL 141/141L\* (DB/DY) - Human Anatomy and Physiology I/Human Anatomy and Physiology Laboratory I
  - ZOOL 142/142L\* (DB/DY) - Human Anatomy and Physiology II/Human Anatomy and Physiology Laboratory II
- \*Science courses must be completed within seven (7) years and math courses within three (3) years from being qualified for the Nursing program.
- Effective Fall 2013 (if the prerequisite GPA is between 2.5 and 3.0), an academic plan must be developed with the Nursing counselor in order to provide a stronger foundation before entering the rigor of the Nursing program and complete the following:
  - \* HLTH 140 - Introduction to Human Structure, Function, and Related Terminology
  - \* ENG 106 (or ENG 215) - Technical and Occupational Writing (or Composition II)

### 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 Program Student Learning Outcomes (PSLOs)

1. Professional actions are based on core nursing values, professional standards of practice, and the law.
2. Develops insight through reflective practice, self-analysis, and self-care
3. Engages in ongoing self-directed learning and provides care based on evidence supported by research
4. Demonstrates leadership in nursing and health care
5. Collaborates as part of a health care team
6. Practices within, utilizes, and contributes to the broader health care system (including the Global Community)
7. Practices client-centered care

8. Communicates effectively
9. Demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety

### Certificate of Achievement - Practical Nursing: 52 credits

#### CREDITS

<u>Nursing program prerequisites</u> .....		22
ENG 100	Composition I .....	3
MICR 130	General Microbiology .....	3
MICR 140	Microbiology Laboratory .....	2
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>Cultural Environment (One of the following)</u> .....		3
ANTH 200	Cultural Anthropology (3)	
BOT 105	Ethnobotany (3)	
<u>Nursing program courses</u> .....		30
NURS 210	Health Promotion Across the Lifespan .....	9
NURS 211	Professionalism in Nursing I .....	1
NURS 212	Pathophysiology .....	3
NURS 220	Health and Illness I .....	10
NURS 230	Clinical Immersion I .....	4
PHRM 203	General Pharmacology .....	3

**TOTAL 52**

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

#### CREDITS

<u>Program prerequisites</u> .....		22
ENG 100	Composition I .....	3
MICR 130	General Microbiology .....	3
MICR 140	Microbiology Laboratory .....	2
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>Cultural Environment (One of the following)</u> .....		3
ANTH 200	Cultural Anthropology (3)	
BOT 105	Ethnobotany (3)	
<u>Nursing program courses</u> .....		50
NURS 210	Health Promotion Across the Lifespan .....	9
NURS 211	Professionalism in Nursing I .....	1
NURS 212	Pathophysiology .....	3
NURS 220	Health and Illness I .....	10
NURS 230	Clinical Immersion I .....	4
NURS 320	Health and Illness II .....	10
NURS 360	Health and Illness III .....	9
NURS 362	Professionalism in Nursing II .....	1
PHRM 203	General Pharmacology .....	3

**TOTAL 72**



# PLANT BIOSCIENCE TECHNOLOGY ACADEMIC SUBJECT CERTIFICATE

## Science and Mathematics

A certificate program in the Plant Bioscience Technology (PBT) Academic Subject Certificate is designed to provide students with education and training in horticulture, propagation/micropropagation, agriculture, pest management, and crop improvement.

### *Plant Bioscience Technology Program Student Learning Outcomes (PSLOs)*

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

## Academic Subject Certificate: 23 credits

### CREDITS

HORT 200	Introduction to Horticulture .....	3
PBT 100	Orientation to Hawai'i Agriculture Industry ...	1
PBT 141	Integrated Pest Management .....	3
PBT 264	Introduction to Horticulture and Plant Propagation .....	3
PBT 275	Introduction to Crop Improvement .....	3
PBT 290V	Plant Bioscience Technology Internship .....	2-3
CHEM 151*	Elementary Survey of Chemistry .....	3
CHEM 151L*	Elementary Survey of Chemistry Laboratory ..	1
SCI 121**	Introduction to Science (Biological Science) .....	3
SCI 121L**	Introduction to Science Laboratory (Biological Science) .....	1

\*CHEM 161 and CHEM 161L fulfills the requirements for CHEM 151 and CHEM 151L.

\*\*BOT 105 fulfills the requirement for SCI 121 and SCI 121L.

**TOTAL 23**

# POLYNESIAN VOYAGING

## Liberal Arts

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

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

### Liberal Arts Program Student Learning Outcomes (PSLOs)

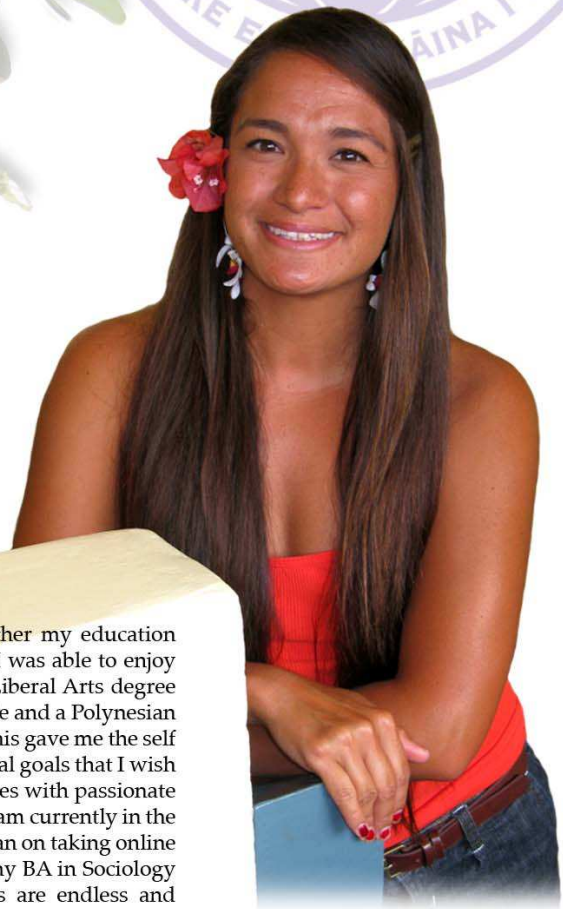
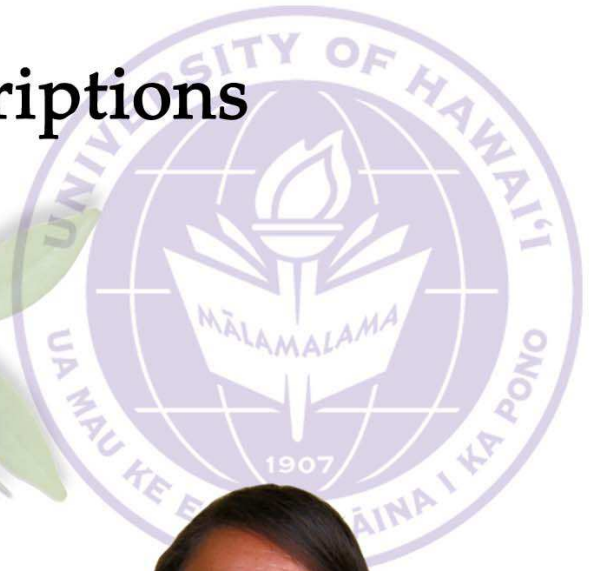
1. Communicate effectively both orally and in writing in Standard American English, and interpret, and/or express themselves in, some other form of communication at a basic level, whether from knowledge of a second language or through artistic or symbolic expression.
2. Make and express critical judgments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

### Certificate of Competence: 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



**Leah Sausen**

KCC gave me the opportunity to further my education with its affordability and accessibility. I was able to enjoy the Kaua'i lifestyle while getting my Liberal Arts degree as well as a Hawaiian Studies Certificate and a Polynesian Voyaging Certificate of Competence. This gave me the self confidence to reach all of my educational goals that I wish to pursue. KCC offers a variety of classes with passionate teachers making it a great place to be. I am currently in the Marine Option Program at KCC and plan on taking online classes from U.H. Mānoa this fall for my BA in Sociology via distance learning. The possibilities are endless and there for you!



UNIVERSITY of HAWAII®  
**KAUA'I**  
COMMUNITY COLLEGE





## 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 IS A COURSE ALPHA?

It is an abbreviation of a subject area. In this example, ETRO means "electronics." A Foundation or Diversification designation will be identified in parentheses at the end of a course title. For more information, see page 101.

### WHAT DOES A COURSE NUMBER MEAN?

#### 100 and above

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

#### 20 through 99

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

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

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

### WHAT IS A PREREQUISITE?

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

### WHAT IS A COREQUISITE?

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

### WHAT DOES A COMMENT TELL ME?

A comment gives you additional information about a course.

### WHAT DOES A RECOMMENDED TELL ME?

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

### WHAT DOES A DESCRIPTION TELL ME?

A description gives you detailed information about a course.

A course's offerings will also be listed:

F = offered in the fall semesters

S = offered in the spring semesters

F, S = offered in both the fall and spring semesters (not necessarily every fall or spring semester)

Su = offered in the summer

## ETRO 241 - Electronics Circuit Analysis (DA)

**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. F, S, Su





## Foundations and Diversification Requirements for UH System:

Kaua'i Community College has adopted the UH System's **Foundations Requirements** and **Diversification Requirements**. For the A.A. degree, students planning to transfer to Hawai'i Community College or UH Hilo are advised to check with their counselors for particulars regarding the College's requirements.

### Minimum Foundations Requirements

Global and Multicultural

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

**12 CREDITS**








### Minimum Diversification Requirements








Arts (DA), Humanities (DH), and Literatures (DL) .....	6 credits from 2 areas
Biological Sciences (DB) .....	3 credits
Physical Sciences (DP) .....	3 credits
Science Lab (DY) .....	1 credit
Social Sciences (DS) .....	6 credits from 2 different disciplines

**19 CREDITS**



The taro leaf is the logo for Ho'ouluwehi, The Sustainable Living Institute on Kaua'i. This logo is included in the Course Description section of the catalog to identify courses with sustainable concepts. Sustainability is defined as fostering the long-term maintenance of well-being, while respecting the balance of environmental, economic, social, and cultural aspects of any one endeavor. In respecting the College's ambition, Ho'ouluwehi narrowed down its scope and focus to four areas: 1) food production, 2) renewable energy, 3) affordable housing/sustainable living, and 4) waste elimination. To determine which courses should be awarded the taro leaf logo, five topic areas were used: 1) Economics, 2) Social, cultural, historic, 3) Science and technology, 4) Environmental, and 5) Written, oral, and artistic.

 ART 125  
 BOT 101  
 ED 245  
 ELEC 70  
 ENG 215  
 FENG 80  
 HWST 107

 HWST 111  
 HWST 251  
 HPER 100  
 HPER 152  
 HOST 101  
 HOST 150  
 HOST 290

 NURS 210  
 OCN 120  
 PBT 141  
 PBT 290V  
 SSCI 250  
 SOC 100

## DEFINITIONS OF WORDS USED IN COURSE DESCRIPTIONS:

<b>Corequisite</b>	A course which must be taken in conjunction with and during the same semester as another course. Corequisites are indicated in the course description.
<b>Approval of Instructor</b>	Written permission granted by the instructor before a student enrolls in a course.
<b>Modular Courses</b>	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.
<b>Placement Test</b>	A test administered by the College to assess current skills to determine acceptable class placement.
<b>Prerequisite</b>	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.
<b>Recommended</b>	Suggested preparation which will enhance a student's ability to perform well in a particular course.
<b>Split-Level Course</b>	<p>Split-level courses developed out of a concern to offer a wider range of courses to students enrolling in non-transfer courses. Such courses are offered at the transfer and the non-transfer levels at the same time. For example, SP 20 and SP 151 are offered concurrently.</p> <p>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.</p> <p>Split-level courses with a course number of 100 or higher apply toward A.A. degree requirements; they also can be used toward an A. S. degree, a Certificate of Completion, or a Certificate of Attendance. Those split-level courses numbered below 100 meet the requirements for the A. S. degree, the Certificate of Achievement, and the Certificate of Completion.</p>
<b>Transferability</b>	A transfer level course is a 100 or higher level course that is supposed to be considered college level work. Any course that is 100 level or higher can be counted in the total credits required to obtain a bachelor's degree, even if it doesn't meet the requirements of a specific major or program.
<b>Writing Intensive</b>	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.

**Accounting - ACC**

**Anthropology - ANTH**

**Architectural, Engineering,  
and CAD Technologies - AEC**

**Art - ART**

**Astronomy - ASTR**

**Auto Body Repair  
and Painting - ABRP**

**Automotive Mechanics  
Technology - AMT**

**Biology - BIOL**

**Blueprint - BLPR**

**Botany - BOT**

**Business - BUSN**

**Business Education - BUS**

**Business Law - BLAW**

**Carpentry - CARP**

**Chemistry - CHEM**

**Cooperative Arts  
and Sciences Education - CASE**

**Culinary Arts - CULN**

**East Asian Language  
and Literature - EALL**

**E-commerce - ECOM**

**Economics - ECON**

**Education - ED**

**Electricity - ELEC**

**Electronics Technology - ETRO**

**English - ENG**

**English Language Institute - ELI**

**Facilities Engineering  
Technology - FENG**

**French - FR**

**Geography - GEOG**

**Geology - GG**

**Hawaiian - HAW**

**Hawaiian Studies - HWST**

**Health - HLTH**

**Health, Physical Education,  
and Recreation - HPER**

**History - HIST**

**Horticulture - HORT**

**Hospitality and Tourism - HOST**

**Information and  
Computer Sciences - ICS**

**Interdisciplinary Studies - IS**

**Japanese - JPNS**

**Journalism - JOUR**

**Linguistics - LING**

**Machine Shop - MACH**

**Management - MGT**

**Mathematics - MATH**

**Medical Assisting - MEDA**

**Microbiology - MICR**

**Music - MUS**

**Nursing - NURS**

**Oceanography - OCN**

**Pharmacology - PHRM**

**Philosophy - PHIL**

**Physics - PHYS**

**Plant Bioscience Technology - PBT**

**Political Science - POLS**

**Psychology - PSY**

**Religion - REL**

**Sales and Marketing - SMKT**

**Science - SCI**

**Social Science - SSCI**

**Sociology - SOC**

**Spanish - SPAN**

**Speech - SP**

**Theatre - THEA**

**Welding - WELD**

**Zoology - ZOOL**

## ACCOUNTING (ACC)

---

### ACC 124 - Principles of Accounting I

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 22.

*Description:* This course 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. F, S

### ACC 125 - Principles of Accounting II

*Credits:* 3

*Class hours:* 3 lecture

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

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

*Description:* This course is a continuation of financial accounting with emphasis of the reporting for specific assets and 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. F, S

### ACC 126 - Principles of Accounting III

*Credits:* 3

*Class hours:* 3 lecture

*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. F, S

### 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 a 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. F, S

### 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. F, S

### 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. S

### 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. F, S

### 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 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. F, S



## **ANTHROPOLOGY (ANTH)**

---

### **ANTH 199V - Special Studies**

See explanation under the heading of Special Studies.

### **ANTH 200 - Cultural Anthropology (DS)**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

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

### **ANTH 220 - Prehistory of Hawai'i (DS)**

*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 Hawai'i is designed for the layperson who is interested in a general course on the culture of Hawai'i prior to 1778. ANTH 220 concentrates on the early human use of and adaptation to the geography and environment of these islands. F

## **ARCHITECTURAL, ENGINEERING, AND CAD TECHNOLOGIES (AEC)**

---

### **AEC 81 - Introduction to AutoCAD**

*Credits:* 3

*Class hours:* 2 lecture and 3 lab

*Prereq:* Qualified for ENG 21 and MATH 22.

*Description:* This class is designed for students with no previous Computer-Aided Design (CAD) training. It will introduce new users to basic AutoCAD two-dimensional (2D) drafting tools, commands, and concepts essential to related fields in carpentry, architecture, engineering, and green construction technology. F, S

### **AEC 110 - AutoCAD 1**

*Credits:* 3

*Class hours:* 2 lecture and 3 lab

*Prereq:* "C" or higher in AEC 81.

*Description:* This course reinforces fundamental essential Computer-Aided Design (CAD) operator skills introduced in AEC 81. Introduction to AutoCAD, by providing additional concepts and tools that demonstrate technical knowledge essential to the architectural, engineering, and construction technology related fields. F, S

## **ART (ART)**

---

### **ART 101 - Introduction to the Visual Arts (DA)**

*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. *F, S*

### **ART 105 - Introduction to Ceramics (DA)**

*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. *F, S*

### **ART 106 - Introduction to Sculpture**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Description:* This course introduces students to the traditional sculptural techniques of carving, modeling, and constructing. Students will use these techniques through the creation of relief sculpture, sculpture in the round, and mold-making. *F*

### **ART 107D - Introduction to Digital Photography (DA)**

*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). *F, S*

### **ART 111 - Introduction to Watercolor Painting (DA)**

*Credits:* 3

*Class hours:* 2 lecture and 4 lab

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

### **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. *F, S*

### **ART 113 - Introduction to Drawing (DA)**

*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. *F, S*

### **ART 115 - Introduction to 2D Design**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Description:* Introduction to 2D Design is a course for beginning art students and those interested in art fundamentals, which introduces basic elements, principles, and techniques or organization used by artists. *F*

### **ART 117 - Introduction to Screenwriting**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in ENG 100 or ENG 104.

*Comments:* Cross-listed with ENG 117

*Description:* This is an introductory course in which students will learn basic principles of screenwriting. This includes thorough instruction in story development and structure, appropriate terminology, and the experience of the writing and rewriting process. Activities include script writing, viewing and analyzing short films, in-class writing assignments, reading essays, and reading and critiquing short screenplays. *F*

### **ART 123 - Introduction to Painting (DA)**

*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. *F, S*

### **ART 125 - Introduction to Graphic Design**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Recommended prereq or coreq:* ART 112

*Description:* This course is an introduction to techniques and information for graphic design focusing on print media. This course stresses creative development with sections on the history of graphic design, the design process, text and typography, layout, advertising design, and electronic prepress. *S*

### **ART 126 - 3D Computer Graphics Design I**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Recommended coreq:* ART 112

*Description:* This course provides introductory studio experience in 3D computer graphic concepts and will provide a historical background and general design and production issues for 3D Graphics and 3D model creation. Details of modeling 3D objects and environments and a range of simple to complex rendering techniques will be covered. *S*

### **ART 157 - Introduction to Digital Video/Storytelling**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Description:* This course is an introduction to the fundamental, technical, and aesthetic issues of digital storytelling. This includes thorough instruction in story development, image production, and digital video editing. Activities include script writing, storyboard production, video and sound recording, editing techniques, and DVD production basics. One aspect of this course will be to integrate traditional Hawaiian storytelling with new media technology. *F, S*

## **ART** **(ART) • continued**

---

### **ART 170 - Introduction to Western Art (DH)**

*Credits:* 3

*Class hours:* 3 lecture

*Description:* This course covers major developments in Western art from prehistory to present. F

### **ART 180 - Introduction to Eastern Art (DH)**

*Credits:* 3

*Class hours:* 3 lecture

*Description:* This course covers major developments in arts of Asia. S

### **ART 190B - Introduction to Adobe Photoshop®**

*Credits:* 1

*Class hours:* 2 lecture/lab

*Description:* This course is an introduction to Adobe Photoshop®. It is oriented to students who have not been exposed to the formal study of this software program. Students will learn the basic Adobe Photoshop® work area and tools, including such concepts as selecting, layers, filters, painting, retouching, and creating special effects. Students will work on various projects and digital images. F

### **ART 190C - Intermediate Adobe Photoshop®**

*Credits:* 1

*Class hours:* 2 lecture/lab

*Prereq:* "C" or higher in ART 190B.

*Description:* Students will acquire a working knowledge of the tools and techniques of Adobe Photoshop®, as they are applied to graphic design, multi-media, and other studio art applications. It is intended to build on the ART 190B course. The course will cover: advanced operation of tools and palettes, file formats, preparing and optimizing images for the web, transferring files, masks, paths and channels, color adjustment for printing and prepress production, advanced filters, animation for the web, and general tips. S

### **ART 190D - Advanced Adobe Photoshop®**

*Credits:* 1

*Class hours:* 2 lecture/lab

*Prereq:* "C" or higher in ART 190C.

*Description:* Students will acquire a working knowledge of the tools and techniques of Adobe Photoshop®, as they are applied to graphic design, multi-media and other studio art applications. It is intended to build on the ART 190B and ART 190C courses. The course will cover: advanced layered image production, special effects, as well as illustration/painting tools and prepress tools in Adobe Photoshop®.

### **ART 207D - Intermediate Digital Photography (DA)**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Prereq:* "C" or higher in ART 107D.

*Description:* This course covers intermediate level, technical, and aesthetic issues of digital photography. This includes advanced instruction in camera operation, image and print processing, and 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 supplied by student is strongly recommended. F, S

### **ART 211 - Intermediate Watercolor (DA)**

*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. S

### **ART 213 - Intermediate Drawing (DA)**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

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

*Description:* This course has an emphasis on the development of intermediate drawing skills especially the use of color. There will be an emphasis on the power of observation from life. This course introduces students to the intermediate skills and elements of descriptive drawing with some abstraction later in the semester. Students will become familiar with the basic vocabulary and conventions of objective drawing processes and media while practicing an enhanced perceptual awareness and eye/hand motor skills. S

### **ART 223 - Intermediate Painting (DA)**

*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. S

### **ART 225 - Intermediate Graphic Design**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Prereq:* "C" or higher in ART 112 and ART 125.

*Description:* This is an advanced course covering a continuation of techniques and information for graphic design focusing on print media. This course stresses creative development with sections on the history of graphic design, the design process, text and typography, layout, advertising design, and electronic prepress. This course emphasizes the practical use of digital tools and processes in graphic design as well as color management for graphic design. S

## **ART** **(ART) • continued**

---

### **ART 229 - Interface Design I**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Prereq:* "C" or higher in ART 112.

*Description:* Students will acquire an introductory knowledge of the design and development of multimedia and web-based interactive interfaces, as well as the production of graphic images for those interfaces. A variety of software programs will be utilized in the production of still images and animations including some video editing. S

### **ART 243 - Intermediate Ceramics - Hand Building (DA)**

*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. S

### **ART 244 - Intermediate Ceramics - Wheel Throwing (DA)**

*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. F, S

### **ART 248 - Digital Post-Production**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Recommended:* ART 157

*Description:* This course is an introduction to the fundamental technical and aesthetic issues of video editing. Topics include terminology, technologies, aesthetics, basic picture-only editing skills, and the editor's role augmented by hands-on experience. Upon completion, students should be able to use editing equipment and basic digitizing, logging, and picture-only editing skills. F

### **ART 249 - Interface Design II**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Prereq:* "C" or higher in ART 112 and ART 229.

*Description:* Students will acquire an advanced knowledge of the design and development of multimedia interactive interfaces and production of graphic images for those interfaces. A variety of software programs will be utilized in the production of still images and animations, including video editing. The production of interactive interfaces for web and multimedia projects to be used in students' professional portfolios will be emphasized. S

### **ART 250 - Film and World History Since WWII**

*Credits:* 3

*Class hours:* 3 lecture

*Comments:* Cross-listed with HIST 250

*Description:* This course examines historical events, from WWII until the present, through cinema. Significant events and turning points will be discussed, including the attack on Pearl Harbor, the Holocaust, and the Cold War. Films from around the world will be examined for their context in history, as well as for their inherent cinematic qualities. The course will examine how cinema has influenced world events, as well as how world events have shaped the direction of cinema.

### **ART 267 - Intermediate Digital Video/Storytelling**

*Credits:* 3

*Class hours:* 2 lecture and 4 studio

*Prereq:* "C" or higher in ART 157.

*Description:* This course examines the technical and aesthetic issues of digital storytelling at the intermediate level. Emphasis is on production management and organization, principles of directing, cinematography, and advanced camera operations. Activities include script writing, storyboard production, directing actors, video and sound recording, lighting, art design, sound design, editing techniques, and DVD production. S

### **ART 299V - Special Studies**

See explanation under the heading of Special Studies.

## **ASTRONOMY** **(ASTR)**

---

### **ASTR 110 - Survey of Astronomy (DP)**

*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. S



## **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. *F, S*

### **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. *F (every 2 years)*

### **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. *F (every 2 years)*

### **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. *F (every 2 years)*

### **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. *S (every 2 years)*

### **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. *S (every 2 years)*

### **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. *S (every 2 years)*

### **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. *S (every 2 years)*

### **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. *F (every 2 years)*

### **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. *F (every 2 years)*

### **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. *F (every 2 years)*

## **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. *S (every 2 years)*

### **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. *S (every 2 years)*

### **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. *S (every 2 years)*

### **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.

# **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. S

## **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. S

## **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 (AMT 30), additional competencies of automotive computer literacy/electronic information systems, such as repair data, estimating, invoicing/technical writing, and vehicle computer reprogramming will be added. F

## **AMT 30 - Engines**

**Credits:** 6

**Class hours:** 3 lecture and 9 lab

**Prereq:** Qualified for ENG 21 and MATH 50. "C" or higher in AMT 20.

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

**Description:** This course will cover shop safety, tools and all components found in the modern internal combustion engine. The course is designed to provide students with an understanding of the fundamental operation and construction of internal combustion engines. Instruction will include theory and laboratory (shop) activities in which students will learn how to inspect, service, maintain, diagnose, and repair automobile engine malfunctions. This course includes live work. Students are required to have a valid driver's license. S

## **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. F

## **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. F

## **AMT 40E - Electrical/Electronic Systems I**

**Credits:** 4

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

**Prereq:** Qualified for ENG 21 and MATH 50. "C" or higher in AMT 200.

**Description:** This course will provide students with fundamental principles of automotive electricity and electronics. Practical skills to diagnose, test, and service battery, starting, charging and lighting systems are covered. Testing and repair of electrical safety devices, wiring, connectors, and relays are also covered. Students are required to have a valid driver's license. F

## **AUTOMOTIVE MECHANICS TECHNOLOGY (AMT) • continued**

---

### **AMT 40G - Electrical/ Electronic Systems II**

*Credits:* 3

*Class hours:* 1 lecture and 6 lab

*Prereq:* Qualified for ENG 21 and MATH 50. "C" or higher in AMT 20 and AMT 40E.

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

*Description:* This course covers 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 (SRS). Students are required to have a valid driver's license. S

### **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 DVOMs are covered. S

### **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. F

### **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. S

### **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. S

### **AMT 50 - Automatic Transmissions/ Transaxles**

*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 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. F

### **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. F

### **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:* This course is designed to provide the student with related technical information in the operation, construction, design, maintenance, and repair of suspension and steering systems in the modern automobile. Modern four-wheel alignment is also covered. F



## **AUTOMOTIVE MECHANICS TECHNOLOGY (AMT) • continued**

---

### **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. S

### **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. An overview of job opportunities and skills required is included. The course emphasizes shop safety, tool use and identification, and the general construction and repair of small gasoline engines. F

### **AMT 93V - Cooperative Education**

See explanation under the heading of Cooperative Education.

### **AMT 99V - Special Studies**

See explanation under the heading of Special Studies.

## **BIOLOGY (BIOL)**

---

### **BIOL 100 - Human Biology (DB)**

*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. F

### **BIOL 100L - Human Biology Laboratory (DY)**

*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. F

### **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. F, S, Su

### **BIOL 123 - Introduction to Science: Hawaiian Environment (DB)**

*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. S

### **BIOL 123L - Hawaiian Environment Science Laboratory (DY)**

*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. S

### **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.

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

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

*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. Su

## **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 and concepts essential to related fields in carpentry, architecture, engineering, and green construction technology. *F*

### **BLPR 40 - Advanced Blueprint Reading and Estimates**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 21 and MATH 22. "C" or higher in BLPR 22.

*Description:* This course is designed to help students further acquire an understanding of blueprint reading techniques and basic material and cost estimation. Emphasis is on interpretation of construction relationships between architectural, structural, electrical, and mechanical drawings essential to related fields in carpentry, architecture, engineering, and green construction technology.

## **BOTANY (BOT)**

---

### **BOT 101 - General Botany (DB & DY)**

*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. *F*

### **BOT 105 - Ethnobotany (DS)**

*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. *F, S*

### **BOT 130 - Plants in the Hawaiian Environment (DB)**

*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. *S*

### **BOT 130L - Plants in the Hawaiian Environment Laboratory (DY)**

*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. *S*

## **BUSINESS (BUSN)**

---

### **BUSN 89 - Electronic Calculating**

*Credits:* 1

*Class hours:* 1 lecture

*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. F, S

### **BUSN 121 - Introduction to Word Processing**

*Credits:* 3

*Class hours:* 3 lecture

*Description:* The course covers touch operation of alphabetic, numeric, and symbols keys; application of basic word processing features to produce business documents including letters, memos, tables, and reports; e-mail; and skill development. Students will use Microsoft Word. F, S

### **BUSN 123 - Word Processing for Business**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* 35 gwam, or "C" or higher in BUSN 121.

*Description:* This course uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Knowledge of the internet and the computer is integrated in the course content. Timed computer keyboarding skills for creating and editing business documents and sending electronic attachments are also included. F

### **BUSN 124 - Information Processing**

*Credits:* 3

*Class hours:* 3 lecture

*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. S

### **BUSN 125 - Information Processing Applications**

*Credits:* 3

*Class hours:* 3 lecture

*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 webpage development and design techniques to enhance the presentation and readability of documents, such as letterheads, business cards, flyers, brochures, and promotional documents. S

### **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. F, S

### **BUSN 160 - Telephone Techniques and Communications**

*Credits:* 1

*Class hours:* 1 lecture

*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. F, S

### **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. F, S

### **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. F, S

### **BUSN 170 - Records and Information Management**

*Credits:* 3

*Class hours:* 3 lecture

*Recommended:* Ability to keyboard at 30 words a minute (w.a.m.).

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

*Description:* The course 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. F, S

## **BUSINESS** **(BUSN) • continued**

---

### **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. S

### **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. S

### **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. F, S

### **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. F, S

### **BUSN 199V - Special Studies**

See explanation under the heading of Special Studies.

## **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. F, S

### **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. F, S

### **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. F, S

### **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. F, S



## **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. S

## **CARPENTRY (CARP)**

---

### **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. F, S

### **CARP 20B - Introduction to Carpentry I**

*Credits:* 3

*Class hours:* 1 lecture and 4 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. F, S

### **CARP 20C - Introduction to Carpentry II**

*Credits:* 8

*Class hours:* 3 lecture, 2 lecture/lab, and 12 lab

*Prereq:* Qualified for MATH 50. "C" or higher in CARP 20B.

*Description:* This is an introductory course in carpentry technology. Students will develop basic carpentry skills required by the industry. This course will cover the use, safety, and maintenance of hand and power tools, identification and application of materials, assembly methods, and basic material takeoff. Emphasis will be on sustainable construction practices.

### **CARP 22B - Concrete Forms I**

*Credits:* 5

*Class hours:* 2 lecture and 9 lab

*Prereq:* "C" or higher in CARP 20C.

*Description:* This course focuses on the theory and practice of concrete form construction, including forms for footings and walls. Other topics include the study of concrete and concrete products, form construction terminology, and form materials and methods. Projects include on-site building foundation layout using the transits and levels. Safety practices in form construction are stressed.

### **CARP 22C - Concrete Forms II**

*Credits:* 6

*Class hours:* 3 lecture and 9 lab

*Prereq:* "C" or higher in CARP 22B.

*Description:* This course covers the theory and practice of concrete form construction, including forms for beams, stairs, and above-grade slabs. Other topics include the study of new building materials used in form construction and methods. Projects include on-site building foundation layout using the transits and levels. Safety practices in form construction

### **CARP 41B - Rough Framing and Exterior Finish I**

*Credits:* 6

*Class hours:* 3 lecture and 9 lab

*Prereq:* Qualified for MATH 50 or higher. "C" or higher in CARP 20C.

*Description:* This is a course on the theory and practice in construction of framing walls, rough openings, floors, and exterior wall coverings and exterior trim. Other topics include floor framing methods and layout, roof framing methods and layout, and introduction to sustainable building construction practices. Safety is stressed throughout the course.

### **CARP 41C - Rough Framing and Exterior Finish II**

*Credits:* 5

*Class hours:* 2 lecture and 9 lab

*Prereq:* "C" or higher in CARP 41B.

*Description:* This is a course on the theory and practice in construction of partition walls, interior and exterior stairs layout and construction, as well as exterior siding and trim. Other topics include truss design and layout, and quantity and material estimates. Safety is stressed throughout the course.

## CARPENTRY (CARP) • continued

---

### CARP 42B - Finishing I

**Credits:** 6

**Class hours:** 3 lecture and 9 lab

**Prereq:** Qualified for MATH 50 or higher. "C" or higher in CARP 20C.

**Description:** In this course, students are introduced to the safe installation of materials for finishing the interior surfaces of a framed house. Students will install, repair, and prepare drywall for painting. Hardwood, laminate, and resilient floorings will be covered as will door and window installation and molding trim. Estimating on a time and materials basis and calculating labor cost are introduced. The goal of the class is to present the best practices to achieve professional results and produce a durable and sustainable product.

### CARP 42C - Finishing II

**Credits:** 5

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

**Prereq:** "C" or higher in CARP 42B.

**Description:** In this course, students will be introduced to shop woodworking tools and their safe use producing and installing complex moldings. Wood joinery as it pertains to interior stairs, cabinetry, and countertops will result in an understanding of the millwork package necessary to finish a living space. The goal of the class is to present the best practices to achieve professional results and produce a durable and sustainable product.

### 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 (DP)

**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. F, S

### CHEM 151L - Elementary Survey of Chemistry Laboratory (DY)

**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. F, S

### 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 (DP)

**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. F (every 2 years)

### CHEM 161L - General Chemistry Laboratory I (DY)

**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. F (every 2 years)

### CHEM 162 - General Chemistry II (DP)

**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. S (every 2 years)

### CHEM 162L - General Chemistry Laboratory II (DY)

**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. S (every 2 years)

## 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 and 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. *F*

### **CULN 101C - Introduction to Food Service, Short Order, and Quantity Food Cookery**

*Credits:* 4

*Class hours:* 1 lecture and 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. *F*

### **CULN 102B - Introduction to Food Service, Breakfast Cookery, and Cafeteria Service**

*Credits:* 4

*Class hours:* 1 lecture and 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. *S*

### **CULN 102C - Introduction to Food Service, Pantry Development, and Basic Baking**

*Credits:* 4

*Class hours:* 1 lecture and 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. *S*

### **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. *F*

### **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. *F*

### **CULN 115 - Menu Merchandising**

*Credits:* 2

*Class hours:* 2 lecture

*Prereq:* "C" or higher in BUSN 189 or MATH 50H or higher, and ENG 21.

*Coreq:* 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. *S*

### **CULN 120 - Fundamentals of Cookery**

*Credits:* 4

*Class hours:* 2 lecture/lab and 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. *F*



## CULINARY ARTS (CULN) • continued

---

### CULN 130 - Intermediate Cookery

**Credits:** 5

**Class hours:** 1 lecture, 2 lecture/lab, and 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. F

### CULN 150 - Fundamentals of Baking

**Credits:** 5

**Class hours:** 1 lecture, 2 lecture/lab, and 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, breads, and rolls. S

### CULN 160 - Dining Room and Beverage Service

**Credits:** 5

**Class hours:** 1 lecture, 2 lecture/lab, and 9 lab

**Prereq:** "C" or higher in CULN 150.

**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. In addition, students must successfully achieve certification in the American Heart Association CPR/First Aid Course. S

### 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. F

### 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, and 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. F

### CULN 222 - Asian Pacific Cuisine

**Credits:** 5

**Class hours:** 1 lecture, 2 lecture/lab, and 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. F

## CULINARY ARTS (CULN) • continued

---

### **CULN 240 - Garde Manger**

**Credits:** 5

**Class hours:** 1 lecture, 2 lecture/lab, and 9 lab

**Prereq:** "C" or higher in CULN 221 and CULN 222.

**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, tallow sculpturing, and vegetable carving will be covered in this course. S

### **CULN 271 - Hospitality Purchasing and Cost Control**

**Credits:** 4

**Class hours:** 3 lecture and 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. F

### **CULN 275 - Human Resources Management and Supervision**

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** "C" or higher in CULN 271 and ENG 21 or higher.

**Description:** This course is designed to prepare the student for the transition from employee to supervisor in a food service operation. Students will learn to identify and evaluate various leadership styles and techniques. Course content also includes employee training, as well as motivation and evaluation techniques common in food service operations.

### **CULN 294 - Food Service Practicum**

**Credits:** 5

**Class hours:** 1 lecture, 2 lecture/lab, and 9 lab

**Prereq:** Approval of instructor or "C" or higher in CULN 120, CULN 130, CULN 150, CULN 160, CULN 221, and CULN 222.

**Coreq:** 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. S

## EAST ASIAN LANGUAGE AND LITERATURE (EALL)

---

### **EALL 272 - Japanese Literature in Translation-Modern (DL)**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in ENG 100.

*Comment:* Knowledge of Japanese language is not required.

*Description:* This course introduces students to representative Japanese poetry, fiction, and drama in translation from the beginning of the Meiji era in 1868 to the present, along with a few classical works from earlier periods as cultural background. S

## E-COMMERCE (ECOM)

---

### **ECOM 100 - Introduction to E-Commerce**

*Credits:* 3

*Class hours:* 3 lecture

*Recommended:* Working knowledge of personal computer systems and the ability to operate standard web browsers and use email comfortably. Knowledge of data communications systems would be very helpful.

*Description:* This course provides an introduction to the technology and history of the internet and its use as an electronic commerce medium from informational websites to full online retail systems. Included in this introductory survey course will be an analysis and evaluation of retail and business-to-business internet-based systems. Coursework includes webpage design and the construction of a business-style website, and in-depth internet and email marketing techniques. F

## ECONOMICS (ECON)

---

### **ECON 130 - Principles of Microeconomics (DS)**

*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. S

### **ECON 131 - Principles of Macroeconomics (DS)**

*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. F, S

## 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. F

### **ED 110 - Developmentally Appropriate Practices**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

*Description:* This course is an overview and basic awareness of the knowledge and skills necessary for working with children from birth through age eight. F

### **ED 115 - Health, Safety, and Nutrition for the Young Child**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

*Description:* This course introduces theories and practices for creating and maintaining a safe, healthy learning environment for young children and adults in group settings. It introduces guidelines and practices for providing for the nutritional needs of young children and adults in group settings. S

### **ED 131 - Child Development: Theory Into Practice**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

*Description:* This course covers principles of human development from conception through early childhood. It focuses on the interrelation of physical, cognitive, emotional, and social aspects of the individual during this period and how this information about development affects one's expectations and relationship to the individual child. F

### **ED 140 - Guidance of Young Children in a Group Setting**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

*Description:* This course addresses positive ways to support children's social-emotional development. It focuses on adult-child and child-child interactions and relationships. S

### **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, as well as prior ways to enrich experiences and to promote strong relationships with families. F

### **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. F, S

### **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. F, S



## EDUCATION (ED) • continued

---

### 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:* Qualified for ENG 100.

*Description:* This course will develop communication skills for establishing effective relationships with diverse families and other adults. Students are introduced to the local resources available for family referral. S

### 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. S

### 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. F

### 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. F, S

### ED 299V - Special Studies

See explanation under the heading of Special Studies.

## ELECTRICITY (ELEC)

---

### ELEC 20 - Electrical Fundamentals

*Credits:* 3

*Class hours:* 1 lecture and 4 lecture/lab

*Prereq:* Qualified for ENG 21 and MATH 21.

*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. F, S

### 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. F, S

### ELEC 30 - Electrical Installation Theory I

*Credits:* 4

*Class hours:* 4 lecture

*Prereq:* Qualified for ENG 21 and MATH 50. "C" or higher in ELEC 22.

*Coreq:* ELEC 32.

*Description:* This course is designed to develop knowledge of basic and advanced residential wiring with emphasis on the National Electrical Code, energy efficiency, and the principles of residential blueprint reading.

### ELEC 32 - Electrical Installation Laboratory I

*Credits:* 6

*Class hours:* 12 lecture/lab

*Prereq:* Qualified for ENG 21 and MATH 50. "C" or higher in ELEC 22.

*Coreq:* ELEC 30.

*Description:* This course is designed to provide the basic and advanced knowledge in residential wiring techniques. Laboratory exercises are designed to give students practical experience in different wiring techniques and methods.

### ELEC 40 - Electrical Installation Theory II

*Credits:* 4

*Class hours:* 4 lecture

*Prereq:* "C" or higher in ELEC 30.

*Coreq:* ELEC 42.

*Description:* This course is designed to develop knowledge of commercial and industrial wiring techniques with emphasis on the National Electrical Code, energy efficiency, and the principles of advanced electrical blueprint reading.

### ELEC 41 - Industrial Motor Controls I

*Credits:* 3

*Class hours:* 2 lecture and 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. S

### ELEC 42 - Electrical Installation Laboratory II

*Credits:* 6

*Class hours:* 12 lecture/lab

*Prereq:* "C" or higher in ELEC 30.

*Coreq:* ELEC 40.

*Description:* This course is designed to advance the knowledge of commercial and industrial wiring techniques with emphasis on the National Electrical Code, energy efficiency, and the principles of advanced electrical blueprint reading.

## **ELECTRICITY (ELEC) • continued**

---

### **ELEC 46 - AC-DC Systems and Equipment**

*Credits:* 6

*Class hours:* 12 lecture/lab

*Prereq:* "C" or higher in ELEC 40 and ELEC 42.

*Description:* This course is designed to advance the student into electrical principles of direct current and alternating current equipment. Emphasis is placed on the theory, operation, control, and power generation of alternative energy systems including photovoltaic, wind, and hydro systems.

### **ELEC 70 - Renewable Energy PV I**

*Credits:* 3

*Class hours:* 1 lecture and 4 lecture/lab

*Prereq:* Qualified for ENG 21 and MATH 50. "C" or higher in ELEC 22.

*Description:* This course is designed to prepare the individual for entry into the photovoltaic field. Emphasis is on photovoltaic technology application, incorporating the electrical principles, solar radiation, load analysis, components of a system, maintenance, and types of systems. Successful completion of the course qualifies an individual to take the North American Board of Certified Energy Practitioners (NABCEP) Basic Entry Level exam.

### **ELEC 75 - Renewable Energy Advanced PV**

*Credits:* 3

*Class hours:* 1 lecture and 4 lecture/lab

*Prereq:* "C" or higher in ELEC 70.

*Description:* This course is designed to advance the student in the photovoltaic field. Emphasis is on the application of photovoltaic systems following the National Electrical Code rules. System sizing, conductor sizing, grounding, and overcurrent protection are covered. Successful completion of the course satisfies the educational requirements for an individual to take the North American Board of Certified Energy Practitioners (NABCEP) Certification exam.

### **ELEC 85 - Renewable Energy PV Technical Sales**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in ELEC 70.

*Description:* This course is designed to advance the student in the photovoltaic (PV) field. Emphasis is on the understanding of system performance and site evaluation. Energy usage and evaluation to lower energy consumption, developing accurate bid proposals, and utilizing available resources are covered in the course. Successful completion of the course satisfies the educational requirements for an individual to take the North American Board of Certified Energy Practitioners (NABCEP) Certification exam in PV Technical Sales.

### **ELEC 99V - 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. F, S

### **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.

F (every 2 years)

### **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.

F (every 2 years)

## **ELECTRONICS (ETRO) • continued**

---

### **ETRO 121 - Electronic Fabrication and Assembly**

**Credits:** 2

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

**Recommended:** ICS 100 or ETRO 18.

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

**Description:** ETRO 121 introduces the students to techniques and hand powered tools currently used by the electronics industry in the manufacture, installation, and repair of electronics equipment. *F*

### **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. *S (every 2 years)*

### **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. *S (every 2 years)*

### **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. *S*

### **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. *F*

### **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. *F, S*

### **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. *S (every 2 years)*

### **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. *S (every 2 years)*

### **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 webpage 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.



## **ELECTRONICS (ETRO) • continued**

### **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. *F*

### **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. *F*

### **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. *S*

### **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. *S (every 2 years)*

### **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. *F, S*

### **ETRO 199V - Projects in Electronics**

**Credits:** 1-4

**Class hours:** 3 hours (1 credit), 5 hours (2 credits), 7 hours (3 credits), 9 hours (4 credits)

**Prereq:** Approval of instructor.

**Recommended:** ICS 100 or ETRO 18.

**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. *F, S, Su*

### **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. *F, S*

### **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-the-semester case study. *S (every 2 years)*

### **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.



## **ELECTRONICS (ETRO) • continued**

---

### **ETRO 246 - Remote Access Networking**

*Credits:* 3

*Class hours:* 6 lecture/lab

*Prereq:* "C" or higher in ETRO 240C or valid CCNA certification.

*Description:* Remote Access

Networking is one of four courses leading to the Cisco Certified Network Professional (CCNP) designation. This course introduces the student to the implementation of Cisco routers in Wide Area Network (WAN) applications. The course focuses on the selection and implementation of the appropriate services required to build intranet remote access links.

### **ETRO 247 - Multilayer Switching**

*Credits:* 3

*Class hours:* 6 lecture/lab

*Prereq:* "C" or higher in ETRO 240C or 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.

### **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. *F (every 2 years)*

### **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 it. *S*

### **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, or qualified for MATH 103.

*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. *F (every 2 years)*

### **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. *S (every 2 years)*

### **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. *S (every 2 years)*

### **ETRO 299V - Special Studies**

See explanation under the heading of Special Studies.

## 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. *F, S*

### ENG 19 - Writing Essentials

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Acceptable writing placement test score.

*Recommended coreq:* ENG 18

*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. *F, S*

### 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. *F, S*

### 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. *F, S*

### ENG 99V - Special Studies

See explanation under the heading of Special Studies.

### ENG 100 - Composition I (FW)

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in ENG 22 or acceptable writing placement test score.

*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. *F, S, Su*

### 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. *F, S*

### ENG 104 - Introduction to Creative Writing (DA)

*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. *S*

### 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. *F*

### ENG 117 - Introduction to Screenwriting

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in ENG 100 or ENG 104.

*Comments:* Cross-listed with ART 117

*Description:* This is an introductory course in which students will learn basic principles of screenwriting. This includes thorough instruction in story development and structure, appropriate terminology, and the experience of the writing and re-writing process. Activities include script writing, viewing and analyzing short films, in-class writing assignments, reading essays, and reading and critiquing short screenplays. *F*

### ENG 199V - Special Studies

See explanation under the heading of Special Studies.

## ENGLISH (ENG) • continued

---

### 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. F, S

### ENG 250 - American Literature (DL)

*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. F

### ENG 251 - British Literature to 1800 (DL)

*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. Writers may include Chaucer, Milton, and Shakespeare. Students have the opportunity to practice reading to understand and appreciate literature. F

### ENG 252 - British Literature After 1800 (DL)

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in ENG 100.

*Description:* This course provides an opportunity to read works by major British authors from the Romantic, Victorian, and Modern periods. Students have the opportunity to practice reading to understand and appreciate literature. S

### ENG 253 - World Literature to 1600 (DL)

*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. F

### ENG 254 - World Literature After 1600 (DL)

*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. S

### ENG 255 - Short Story and Novel (DL)

*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. F

### ENG 256 - Drama and Poetry (DL)

*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. S

### ENG 257 - Literature by Women (DL)

*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. S

### ENG 257A - Literature and the Law

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in ENG 100.

*Description:* This course focuses on the study of literary texts that deal with significant aspects of the criminality and the law.

### ENG 257K - Literature and Medicine (DL)

*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. F

### ENG 257N - Introduction to Literature and Film

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in ENG 100.

*Description:* This course focuses on the study of short stories, novels, and plays adapted to film. The course will include film screenings and readings of literary texts and film criticism. F, S

### ENG 261 - Literature of the Pacific (DL)

*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. F, S

### ENG 299V - 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. *F, S*

## **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. *F, S*

## **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. *F, S*

## **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. *F, S*



## **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. *F*

### **FENG 21 - Introduction to Building Maintenance**

*Credits:* 3

*Class hours:* 1 lecture and 4 lecture/lab

*Prereq:* "C" or higher in CARP 20B.

*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 blueprint reading, brick size and texture, types of walls, foundations, anchors, concrete mixes, forms, stone, and plaster. Other topics include troubleshooting, preventive maintenance, and safety. *F*

### **FENG 22 - Interior Finishing**

*Credits:* 1

*Class hours:* 2 lecture/lab

*Prereq:* "C" or higher in CARP 20B.

*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. *S*

### **FENG 23 - Plumbing Basics and Repair**

*Credits:* 2

*Class hours:* 4 lecture/lab

*Prereq:* "C" or higher in CARP 20B.

*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. *F*

### **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. *F*

### **FENG 40 - Commercial Refrigeration and Air Conditioning Diagnostics**

*Credits:* 3

*Class hours:* 2 lecture and 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. *S*

### **FENG 56 - Solar Thermal Systems I**

*Credits:* 3

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

*Prereq:* "C" or higher in FENG 23.

*Description:* This course focuses on the installation, components, and theory of residential domestic solar hot water systems. Students will engage in hands-on activities, as well as individual and team assignments. Students must have the ability to climb ladders, work at a height of ten feet off of the ground, operate soldering torches, work in a hot water environment, work productively both individually and in teams, and be able to lift 50 pounds in weight.

### **FENG 80 - Introduction to Zero Waste Strategies for Facility Operations**

*Credits:* 3

*Class hours:* 6 lecture/lab

*Prereq:* Qualified for MATH 24.

*Description:* This is an introductory course exploring the theories, concepts, and applications of emerging technologies and strategies currently demonstrated in the field of solid waste management for Facility Engineering and Maintenance program. The course will introduce students to project-based activities utilizing Zero Waste strategies and practices for solid waste management. Material and resource recovery will be examined with an emphasis on contemporary and sustainable industry practices. *F*

### **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.

*F (every 2 years)*

### 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. *S (every 2 years)*

### 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 of conversation, listening, grammar, reading, and writing in French. *F*

## GEOGRAPHY (GEOG)

---

### GEOG 101 - Man's Natural Environment (DP)

*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 (DP & DY)

*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. *S*

## **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. *F*

### **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. *S*

### **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. *F*

### **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. *S*

### **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. *F, S*

### **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. *S*

### **HAW 261 - Hawaiian Literature in English (DL)**

*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. *F, S*

### **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 19<sup>th</sup> and 20<sup>th</sup> centuries. The readings are presented in the original Hawaiian. *F*

## HAWAIIAN STUDIES (HWST)

### **HWST 107 - Hawai'i: Center of the Pacific (DH)**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 22.

*Description:* This course is an introduction to the unique aspects of Hawai'i and Hawaiian culture in relation to the larger Pacific including origins, language, religion, land, art, history, and current issues. F, S

### **HWST 111 - The Hawaiian 'Ohana**

*Credits:* 3

*Class hours:* 3 lecture

*Description:* This course presents Hawaiian values through the traditional family system. Ancestral family practices will be investigated and compared with current Hawaiian lifestyles and values. F

### **HWST 128 - Hula and Chant (DA)**

*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. F, S

### **HWST 177 - Hawaiian Music in Transition (DA)**

*Credits:* 3

*Class hours:* 3 lecture

*Description:* This course studies musical traditions in Hawai'i from pre-contact to the present. It includes indigenous Hawaiian music, its acculturated forms and contemporary trends, and non-Hawaiian music in Hawai'i. Students will consider aspects of musical style, instruments used, composition, teaching and performance practice, the role of music in society, and repertoire. No musical background is necessary. S

### **HWST 199V - Special Studies**

See explanation under the heading of Special Studies.

### **HWST 251 - Mahi'ai Kalo (Taro Cultivation)**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* 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. F, S

### **HWST 281 - Hawaiian Astronomy and Weather Relating to Polynesian Voyaging (DH)**

*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 Hōkūle'a, Hawai'i Loa, and Makali'i. In addition, the student will understand and appreciate the cultural impact of long distance voyaging. S

### **HWST 285 - Hawaiian Medicinal Herbs I: Lā'au Lapa'au**

*Credits:* 4

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

*Prereq:* "C" or higher in HWST 107.

*Description:* An introduction to Hawaiian medicinal herbs including the basic philosophy and strictness in adhering to protocol, with discussion, identification, and utilization of various methods and techniques of extraction used by Hawaiians in preparing native and hānai herbs (hānai: exotic herbs adopted into the culture) for curing diseases. F

### **HWST 290 - Rediscovering Polynesian Connections (DH)**

*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: Lā'au Lapa'au**

*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. S

### **HWST 299V - Special Studies**

See explanation under the heading of Special Studies.



## HEALTH (HLTH)

---

### HLTH 140 - Introduction to Human Body Systems and Related Medical Terminology

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 102.

*Description:* This course provides students with an introduction to the medical terminology related to human body systems. Normal anatomy and function, pathology, and related medical tests and procedures will also be explored. F, S

### HLTH 155 - Introduction to the Study of Diseases

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in HLTH 140.

*Description:* This course provides an introduction to the general concepts and characteristics of disease processes. Etiology, signs and symptoms, as well as diagnostic tests and treatments of selected diseases from major body systems will be discussed. F, S

### HLTH 240 - Medical Law and Professional Ethics

*Credits:* 2

*Class hours:* 2 lecture

*Prereq:* "C" or higher in HLTH 155.

*Description:* This course focuses on the legal implications and ethical considerations that impact health care. Students will analyze medical legal issues and relate ethical concepts to the professional practice of an allied health professional.

## HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPER)

---

### HPER 100 - Health, Wellness, and Fitness

*Credits:* 2

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

*Prereq:* Qualified for ENG 21.

*Description:* In this course, students develop an understanding of the concepts of health, wellness, and physical fitness as these concepts relate to their lifestyles. Students will explore the progression of conditioning exercises and activities that develop and maintain physical fitness, and lifestyle choices that maintain health and wellness. This course will take place in both the classroom and lab setting. S

### 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 to develop and maintain physical efficiency.

### HPER 108 - Beginning Yoga

*Credits:* 2

*Class hours:* 4 lecture/lab

*Description:* This course will focus on the practice of Hatha yoga. General philosophy, history, and benefits toward wellness will be included. The primary emphasis will be on the performance of asanas (postures) and pranayamas (breathing exercises), along with emphasis on yamas (ethical principles), niyamas (personal conduct), and dhyana (meditation) in order to improve overall wellness.

### 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. F, S

### 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. F, S

### HPER 132 - Advanced Tennis

*Credits:* 1

*Class hours:* 2 lecture/lab

*Prereq:* "A" in HPER 131.

*Recommended:* United States Tennis Association (USTA) rating of 3.5 or higher.

*Comments:* May be repeated any number of times for credit.

*Description:* Students will learn additional skills of tennis needed for advanced competition with emphasis on singles and doubles strategies. F, S

### 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. F, S

### 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. F, S

### HPER 195 - Modern Health: Personal and Community

*Credits:* 2

*Class hours:* 2 lecture

*Prereq:* Qualified for ENG 102.

*Description:* This course introduces the concepts of personal, physical, and emotional health. Community health and the evaluation of health-related information will also be discussed. S

## HISTORY (HIST)

---

### HIST 151 - World History I (FGA)

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

*Description:* This course provides a survey of world history from our earliest ancestors to 1500 C.E. Emphasis will be placed on the development of complex societies in the Old World: Mesopotamia, the Mediterranean, India, China, and Europe. Religious, philosophical, technological, biological, cultural, and ecological developments will be examined. *F, S, Su*

### HIST 152 - World History II (FGB)

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

*Description:* This course provides an introduction to world history since 1500 C.E. Emphasis will be placed on the growth of and response to global empires, as well as on the major revolutions which characterize the modern world. Global integration, political revolutions, as well as economic, scientific, and philosophical changes will be examined. *F, S, Su*

### HIST 250 - Film and World History Since WWII

*Credits:* 3

*Class hours:* 3 lecture

*Comments:* Cross-listed with ART 250

*Description:* This course examines historical events, from WWII until the present, through cinema. Significant events and turning points will be discussed, including the attack on Pearl Harbor, the Holocaust, and the Cold War. Films from around the world will be examined for their context in history, as well as for their inherent cinematic qualities. The course will examine how cinema has influenced world events, as well as how world events have shaped the direction of cinema.

### HIST 281 - Introduction to American History (DH)

*Credits:* 3

*Class hours:* 3 lecture

*Description:* This course surveys United States history from the earliest European settlements through the Civil War. *F*

### HIST 282 - Introduction to American History II (DH)

*Credits:* 3

*Class hours:* 3 lecture

*Description:* This course surveys the United States from the reconstruction period to the present. *S*

### HIST 284 - History of the Hawaiian Islands (DH)

*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. *S*

### 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.

## HORTICULTURE (HORT)

---

### HORT 200 - Introduction to Horticulture (DB)

*Credits:* 3

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

*Prereq:* "C" or higher in BOT 101 or SCI 121/121L.

*Description:* This course is an introduction to horticultural crop science with emphasis on plant structure and function, and environmental factors that affect plant growth. The class will cover the horticultural industry, horticultural crop families, growing systems, soil preparation and fertility, soil and water management, plant breeding and varieties, identifying and controlling pests, regulating plant growth, harvesting, value-added applications, and marketing. *F, S*

## HOSPITALITY AND TOURISM (HOST)

---

### HOST 101 - Introduction to Hospitality and Tourism

*Credits:* 3

*Class hours:* 3 lecture

*Description:* This course provides an overview of the travel industry and related major business components. Students will analyze links between hotel, food, transportation, recreation, and other tourism-related industries. *F, S*

### 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. *F, S*

### HOST 150 - Housekeeping Operations

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in HOST 101.

*Description:* This course is the study of the practical applications of professional housekeeping operations including the functions of management, interdepartmental relationships, and preventive maintenance practices required to assure quality service. *S*

### 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:* This course studies the philosophy, theory, equipment, and current operating procedures of a hotel front office. It concentrates on the human relations skills necessary for effective guest and employee relations and the technical skills necessary to operate a manual, mechanical, or computerized front office operation. *F*

### HOST 154 - Food and Beverage Operations

*Credits:* 3

*Class hours:* 3 lecture

*Description:* This course introduces the basic 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. This course provides practical applications to effectively manage resources for food and beverage operations. *S*

### 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. *F, S*

### HOST 199V - Special Studies

See explanation under the heading of Special Studies.

### HOST 290 - Hospitality Management

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100. "C" or higher in HOST 101.

*Description:* This course examines the management process in hospitality operations, focusing on the managerial functions of planning, organizing, staffing, directing, and controlling to bring about organizational effectiveness. Scenarios, case studies, and an industry-based project will reinforce management principles.

# 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. F, S

## 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 webpages for problem solving. Includes concepts, terminology, and a contemporary operating system. F, S

## 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. S

## 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. F, S

### 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.

## 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 course is an introduction to the Japanese language emphasizing conversation, listening, grammar, reading, and writing. F

### 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. S

### JPNS 199V - Special Studies

See explanation under the heading of Special Studies.

### 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. F, S

### 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. S

### JPNS 299V - 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. F, S

### 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. F, S

## LINGUISTICS (LING)

---

### LING 102 - Introduction to the Study of Language (DH)

*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. S

## 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:* An introduction to basic machine tools, precision measurements, bench layout techniques, and industrial safety. Theory and practices of drill press, lathe operations, milling, and boring machines are covered with emphasis on automotive engine machine work.

### MACH 99V - Special Studies

See explanation under the heading of Special Studies.

## 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. F

### 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. F, S

## MATHEMATICS (MATH)

---

### MATH 21 - Basic Math and Pre-Algebra

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

*Credits:* 4

*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 basic arithmetic, 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. Study skills are incorporated to improve student success in college. F, S

### 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. F, S

### 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. F, S

### 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. F, S

### 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. F, S

### MATH 50 - Technical Mathematics

*Credits:* 3

*Class hours:* 3 lecture

*Prerequisite:* Qualified for MATH 22 or acceptable math placement test score.

*Description:* This class offers the basic principles of algebra, geometry, and trigonometry as related to the solution of practical problems encountered in the various trade technical areas. F

### 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. S

### MATH 99V - Special Studies

See explanation under the heading of Special Studies.

### MATH 100 - Survey of Mathematics (FS)

*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. F, S

### MATH 103 - College Algebra (FS)

*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. F, S



## **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. *F*

### **MATH 112 - Mathematics for Educators II (FS)**

*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, integers, rational numbers, and real numbers. It also explores properties of those operations. *S*

### **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. *F, S*

### **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. *F, S*

### **MATH 140 - Pre-Calculus: Trigonometry and Analytic Geometry (FS)**

*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. *F, S*

### **MATH 205 - Calculus I (FS)**

*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. Applications of calculus to physics, chemistry, engineering, biology, economics, and other fields will be studied. Differential calculus is used to study situations as they change, and to find best-case scenarios such as maximum profit. *F*

### **MATH 206 - Calculus II (FS)**

*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. *S*

## **MEDICAL ASSISTING (MEDA)**

---

### **MEDA 105 - Introduction to Medical Assisting**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Admission into the Medical Assisting program.

*Description:* This course provides an introduction to medical assisting. It focuses on the concepts of effective communication and protective practices related to health and safety to prevent illness and injury. Basic nutritional concepts and therapeutic diets will also be discussed. *F*

### **MEDA 120 - Clinical Medical Assisting I**

*Credits:* 3

*Class hours:* 2 lecture and 3 lab

*Prereq:* Admission into the Medical Assisting program.

*Description:* This course introduces the basic clinical skills and procedures required to function as a medical assistant. Topics include integrated clinical procedures, and assisting with specialty exams and procedures. *F*

### **MEDA 123 - Clinical Medical Assisting II**

*Credits:* 3

*Class hours:* 2 lecture and 3 lab

*Prereq:* "C" or higher in MEDA 120 and MEDA 176.

*Description:* This course introduces basic specimen collection techniques including the preparation and examination of samples for diagnostic purposes. Advanced techniques and procedures for specialty examinations in the ambulatory care setting will also be included. *S*

### **MEDA 125 - Medical Assisting Clinical Practicum**

*Credits:* 3

*Class hours:* 9 lab

*Prereq:* "C" or higher in MEDA 120 and MEDA 176.

*Coreq:* MEDA 123.

*Description:* This course will provide students with supervised clinical experience and the opportunity to integrate medical assisting skills into a real life setting. Clinical experiences will take place in medical offices. *S*

### **MEDA 143 - Administrative Medical Assisting I**

*Credits:* 3

*Class hours:* 2 lecture and 3 lab

*Prereq:* "C" or higher in MEDA 105.

*Description:* This course introduces basic concepts of administrative medical assisting including client scheduling, maintaining of client records, and medical insurance. Communication and confidentiality in relation to administrative duties will also be discussed. *S*

### **MEDA 176 - Administration of Medications**

*Credits:* 3

*Class hours:* 2 lecture and 3 lab

*Prereq:* Admission into the Medical Assisting program.

*Description:* This course will provide an introduction to basic pharmacology and medication administration. Students will learn the basic classification of medications and use applied mathematics and clinical techniques to safely prepare and administer medications in a medical office setting. *F*

## **MICROBIOLOGY (MICR)**

---

### **MICR 130 - General Microbiology (DB)**

*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. *F, S*

### **MICR 140 - Microbiology Laboratory (DY)**

*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. *F, S*

## MUSIC (MUS)

---

### MUS 121B - Elementary Voice Class (DA)

*Credits:* 2

*Class hours:* 1 lecture and 2 direct method

*Description:* This course of beginning voice instruction emphasizes proper breathing and vocal placement. The primary objective of the course is to free the voice. F, S

### MUS 121C - Elementary Piano Class (DA)

*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. F, S

### MUS 122B - Intermediate Voice Class (DA)

*Credits:* 2

*Class hours:* 1 lecture and 2 direct method

*Prereq:* "C" or higher in MUS 121B.

*Description:* This course is a continuation of MUS 121B and 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. F, S

### MUS 122C - Intermediate Piano Class (DA)

*Credits:* 2

*Class hours:* 1 lecture and 2 direct method

*Prereq:* "C" or higher in MUS 121C.

*Description:* This course is a continuation of MUS 121C to develop more complex keyboard skills and concepts of melody, rhythm, harmony, and form. It includes popular music and classical music of the 18th through 21st centuries. F, S

### MUS 150 - Introduction to Band (DA)

*Credits:* 1

*Class hours:* 2 direct method

*Comments:* Course repeatable for a maximum of 2 credits.

*Description:* This course is for beginners and former players of band instruments who would like to develop or regain their facility on an instrument.

### MUS 166 - Survey of Folk, Pop, and Rock Music (DA)

*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. F, S

### MUS 188 - Songwriting and Transcription (DA)

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in MUS 253.

*Description:* Students will learn songwriting techniques, notation, and transcriptions using current lead-sheet format. Emphasis will be on developing aural perception and correct notational skills. Students need the ability to play an instrument at a basic level as determined by instructor. S

### MUS 199V - Special Studies

See explanation under the heading of Special Studies.

### MUS 201 - Vocal Ensemble (DA)

*Credits:* 2

*Class hours:* 1 lecture and 2 lab

*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. F, S

### Effective through Fall 2012

### MUS 202 - Community College Band (DA)

*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. F, S

### Effective Spring 2013

### MUS 202 - College Band

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

*Prereq:* Approval of instructor.

*Recommended:* Experience with instrumental performance.

*Description:* This course covers the performance of band literature with emphasis on excellence in musical performance and development of professional musicianship. Class members will participate in rehearsals and concerts.

### Effective through Fall 2012

### MUS 203G - Instrumental Ensemble: String (DA)

*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. F, S

### Effective Spring 2013

### MUS 203G - College Orchestra

*Prereq:* Approval of instructor.

*Recommended:* Minimum of one year's study on an instrument and experience in reading music.

*Description:* This course provides an opportunity for orchestral musicians to perform repertoire ranging from Renaissance and Baroque to contemporary popular music.

## MUSIC (MUS) • continued

---

### Effective through Fall 2012

#### **MUS 204 - Stage Band (DA)**

*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. F, S

### Effective Spring 2013

#### **MUS 204 - Jazz Ensemble**

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

*Prereq:* Approval of instructor.

*Recommended:* Audition.

*Description:* This course is the performance of stage band literature from swing to contemporary periods. Students will study jazz concepts, including improvisation. Public performances are required.

#### **MUS 220 - Musical Theatre (DA)**

*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 (DA)**

*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. F

## NURSING (NURS)

---

#### **NURS 12 - Diseases, Special Diets, and Medications**

*Credits:* 2

*Class hours:* 2 lecture

*Prereq:* Qualified for ENG 21.

*Recommended:* Licensed

Nurse Aide.

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

*Description:* This course prepares the adult residential care home (ARCH) operator to observe the resident for signs and symptoms of common diseases, make medications available, and prepare special diets. Su

#### **NURS 13 - Specialized Populations, Communication, and Rehabilitation**

*Credits:* 1

*Class hours:* 1 lecture

*Prereq:* Qualified for ENG 21.

*Recommended:* Licensed Certified Nurse Aide.

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

*Description:* This course prepares adult residential care home (ARCH) operators to assist in the provision of rehabilitative, recreational, and diversional therapy, and to identify the operator's role in the care of specialized populations. Su

#### **NURS 14 - Regulations, Accounts, and Community Resources**

*Credits:* 1

*Class hours:* 1 lecture

*Prereq:* Qualified for ENG 21.

*Recommended:* Licensed Certified Nurse Aide.

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

*Description:* This course prepares adult residential care home operators to implement specified regulations of Chapter 11-100.1, to implement simple accounting records, and to identify community resources available to residents and operators. Su

#### **NURS 99V - Special Studies**

See explanation under the heading of Special Studies.

#### **NURS 100 - 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. Online lecture utilizing the University of Hawai'i's web-based course platform is combined with face-to-face laboratory and clinical experiences. This course 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. F, S

#### **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 offered. F

#### **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.



## **NURSING (NURS) • continued**

### **NURS 157 - Adult Health Nursing II**

**Credits:** 6

**Class hours:** 5.5 lecture and 32 lab (6 weeks summer session)

**Prereq:** Please note that this course in the the process of being removed.

**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 199V - Special Studies**

See explanation under the heading of Special Studies.

### **NURS 210 - Health Promotion Across the Lifespan**

**Credits:** 9

**Class hours:** 3 lecture and 18 lab

**Prereq:** Admission into the Career Ladder Nursing Program.

**Coreq:** NURS 211 and NURS 212

**Description:** This course focuses on identifying needs of the total person across the lifespan in a wellness/health promotion model of care. It introduces the roles of the nurse, nursing code of ethics, and the nursing process with emphasis on learning self-health and client health practices. To support self-health and client health practices, students learn to access research evidence about healthy lifestyle patterns and risk factors for disease/illness, apply growth and development theory, interview clients in a culturally sensitive manner, and work as members of a multidisciplinary team utilizing reflective thinking and self-analysis. F

### **NURS 211 - Professionalism in Nursing I**

**Credits:** 1

**Class hours:** 1 lecture

**Prereq:** Admission into the Career Ladder Nursing Program.

**Coreq:** NURS 210 and NURS 212

**Description:** This first level course focuses on the history of nursing practice and education. Ethical and legal aspects as well as professional responsibilities in the practice of nursing are emphasized. F

### **NURS 212 - Pathophysiology**

**Credits:** 3

**Class hours:** 3 lecture

**Prereq:** Admission into the Career Ladder Nursing Program.

**Coreq:** NURS 210 and NURS 211

**Description:** This course will introduce nursing students to pathophysiologic concepts which serve as a foundation to understanding the basis of illness and injury and their corresponding spectrum of human response. These concepts will serve as a foundation for the formulation of clinical decisions and care planning. F

### **NURS 220 - Health and Illness I**

**Credits:** 10

**Class hours:** 4 lecture and 18 lab

**Prereq:** "C" or higher in NURS 210.

**Description:** This course provides an opportunity for students to develop their assessment skills and utilize common nursing interventions for clients with illnesses common across the lifespan in communities in Hawai'i. The client and family's understanding and acceptance of their illness coupled with clinical practice guidelines and evidence-based research are used to guide clinical judgment in nursing care. Roles of the interdisciplinary team and legal aspects of delegation are explored in the context of nursing care. The cultural, ethical health policy and healthcare delivery system are explored. S

### **NURS 230 - Clinical Immersion I**

**Credits:** 4

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

**Prereq:** "C" or higher in NURS 220 and PHRM 203.

**Description:** This course focuses on monitoring a variety of subjective and objective data, identifying obvious patterns and deviations, and developing a prioritized intervention plan for specific populations. In this course, students will implement new nursing skills with supervision, develop their own beginning leadership abilities, and acknowledge delegation as a needed modality to improve client care. Su

### **NURS 259 - Basic ECG Interpretation for Health Care Providers**

**Credits:** 2

**Class hours:** 2 lecture

**Prereq:** Concurrent enrollment in the Nursing program, licensed Registered Nurse, Emergency Medical Technician, or approval of instructor.

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

**Description:** This course develops nursing theory related to the accurate interpretation of cardiac rhythms and arrhythmias on the 12 lead electrocardiogram (ECG). The focus is on the cardiac conduction system, electrophysiology, and a systematic approach to the interpretation and treatment of cardiac rhythms and arrhythmias. S

### **NURS 299V - Special Studies**

See explanation under the heading of Special Studies.



## **NURSING** **(NURS) • continued**

---

### **NURS 301 – Introduction to Evidence-Based Practice and Health Promotion**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Nursing program approval.

*Description:* This course provides a transition for nurses into the Hawai'i Statewide Nursing Consortium (HSNC) model of teaching and learning with an introduction to the competencies and concepts. Students learn to access research evidence to support their practice, explore personal and professional goals, and work as members of a multidisciplinary team utilizing reflective thinking and self-analysis.

### **NURS 320 - Health and Illness II**

*Credits:* 10

*Class hours:* 4 lecture and 18 lab

*Prereq:* "C" or higher in NURS 230.

*Description:* This course focuses on the nursing care and health promotion for maternal-newborn and pediatric clients and families in the acute care and community settings. Students will learn to utilize family theories and assessment tools when providing culturally sensitive, client-centered care. F

### **NURS 360 - Health and Illness III**

*Credits:* 9

*Class hours:* 3 lecture and 18 lab

*Prereq:* "C" or higher in NURS 320.

*Coreq:* NURS 362

*Description:* This course builds on Health and Illness I and II, focusing on more complex and/or unstable patient care situations some of which require strong recognition skills and rapid decision-making. The evidence base supporting appropriate focused assessment and effective, efficient nursing intervention are explored. Lifespan and developmental factors, cultural variables, and legal aspects of care frame the ethical decision-making employed in patient choices for treatment or palliative care within the acute care, psychiatric, and home health settings. Case scenarios incorporate prioritizing care needs, delegation and supervision, family and patient teaching for discharge planning, home health care, and/or end of life care. S

### **NURS 362 - Professionalism in Nursing II**

*Credits:* 1

*Class hours:* 1 lecture

*Prereq:* "C" or higher in NURS 320.

*Coreq:* NURS 360

*Description:* 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 examined. Principles of organizational structure, leadership, decision-making, priority setting, and change will be discussed. S

## OCEANOGRAPHY (OCN)

---

### OCN 101 - Introduction to Marine Option Program

*Credits:* 1

*Class hours:* 1 lecture

*Prereq:* Qualified for ENG 100.

*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). The course will review the requirements of the MOP Certificate of Completion, explore opportunities for internships, research projects, and careers dealing with water environments. The course will also present guidelines in proposal writing, project implementation, data collection and interpretation, report preparation, and formal project presentation. *F, S*

### OCN 120 - Global Environmental Challenges (DP)

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100 and MATH 100, or "C" or higher in SCI 122.

*Description:* This course focuses on scientific approaches to evaluating human-caused environmental challenges and their potential solutions. *F*

### OCN 199V - Marine Research and Directed Reading

*Credits:* 1-4

*Class hours:* 3 hours (1 credit), 5 hours (2 credits), 7 hours (3 credits), or 9 hours (4 credits)

*Prereq :* "C" or higher in OCN 101 and OCN 201. Approval of instructor.

*Comments:* May be repeated for a maximum of 8 credits.

*Description:* This course provides an opportunity for students to design and carry out marine-related internships, practica, research projects, or field experience on or off campus under the supervision of a faculty member and the guidance of a science mentor. It includes a project proposal, research, data collection and analysis, a final report, and an oral presentation. A project worth 3 credits is required for the Marine Option Program (MOP) Certificate of Completion. *F, S*

### OCN 201 - Science of the Sea (DP)

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100 and MATH 25.

*Description:* This is a survey course of the ocean involving the study of the geological, physical, chemical, and biological properties of the ocean. A number of subjects are studied to include the ocean basin, seawater properties, currents, waves, tides, marine organisms, and the ecological principles of man and the sea. *F, S*

## PHARMACOLOGY (PHRM)

---

### PHRM 203 - General Pharmacology

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in ZOOL 142 and ZOOL 142L. Qualified for MATH 100.

*Description:* This course discusses drugs with an emphasis on sites and mechanisms of action, toxicity, fate, and uses of major therapeutic agents. This class is intended for students in health sciences and related fields. *F, S*

## PHILOSOPHY (PHIL)

---

### **PHIL 100 - Introduction to Philosophy (DH)**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

*Description:* This course is designed to introduce students to the nature and method of philosophical inquiry by means of considering some of the most fundamental philosophical issues, concepts, arguments, and theories in the fields of metaphysics, epistemology, and ethics. F, S

### **PHIL 101 - Morals and Society (DH)**

*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. F, S

### **PHIL 102 - Introduction to Philosophy: Asian Traditions (DH)**

*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 (FS)**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

*Description:* Philosophy 110 is an introductory course on the principles and methods of logical reasoning. Included in this course are the development of methods for representing logical form and strategies for determining deductive validity, and the examination of informal fallacies. Philosophy 110 fulfills the General Education Foundations Requirements in Symbolic Reasoning. F, S, Su

### **PHIL 211 - History of Western Philosophy I**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

*Description:* This course is designed to introduce students to a range of important ideas, arguments, and theories advanced by such ancient Greek, Roman, early Christian, and Medieval philosophers as the so-called pre-Socratics, Socrates, Plato, Aristotle, the Stoics, Epicureans, Skeptics, Augustine, Anselm, and Aquinas. F

### **PHIL 213 - History of Western Philosophy II**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100.

*Description:* This course is designed to introduce students to a range of important ideas, arguments, and theories advanced by such 17th and 18th century thinkers from the Western tradition of philosophy as Descartes, Hobbes, Spinoza, Locke, Leibniz, Berkeley, Hume, and Kant. S

### **PHIL 250 - Ethics in Health Care (DH)**

*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.

## 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. S

### PHYS 151 - College Physics I (DP)

*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. F (every 2 years)

### PHYS 151L - College Physics I Laboratory (DY)

*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. F (every 2 years)

### PHYS 152 - College Physics II (DP)

*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. S (every 2 years)

### PHYS 152L - College Physics II Laboratory (DY)

*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. S (every 2 years)

### PHYS 170 - General Physics I (DP)

*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. F (every 2 years)

### PHYS 170L - General Physics I Laboratory (DY)

*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. F (every 2 years)

### PHYS 272 - General Physics II (DP)

*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. S (every 2 years)

### PHYS 272L - General Physics II Laboratory (DY)

*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. S (every 2 years)



## **PLANT BIOSCIENCE TECHNOLOGY (PBT)**

---

### **PBT 100 - Orientation to Hawai'i Agriculture Industry**

*Credits:* 1

*Class hours:* 1 lecture

*Description:* This course includes an independent reading and research; preparation of abstracts, outlines, and resumes; and oral presentation of information on agriculture-related topics.

### **PBT 141 - Integrated Pest Management**

*Credits:* 3

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

*Prereq:* "C" or higher in CHEM 151.

*Description:* This course includes an introduction to the principles involved in the control of plant pests including diseases, insects, mites, nematodes, and weeds. Various methods of controlling pests, including the correct method of selecting and applying pesticides will be covered. A presentation on one example of Integrated Pest Management will be required.

### **PBT 264 - Introduction to Horticulture and Plant Propagation**

*Credits:* 3

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

*Prereq:* "C" or higher in HORT 200.

*Description:* This is an introductory course in the principles and practices of plant propagation. Studies include seed and vegetative propagation of fruit, vegetable, and ornamental crops. Methods of propagation include: seed, cutting, grafting, air layering, and division.

### **PBT 275 - Introduction to Crop Improvement**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* "C" or higher in BOT 101 or SCI 121/121L.

*Description:* This course includes fundamentals of genetic theory using biotechnological procedures in insect and plant pathogen control and plant and animal breeding as practical applications.

### **PBT 290V - Plant Bioscience Technology Internship**

*Credits:* 1-3

*Class hours:* 75 or more hours of work (1 credit), 150 hours or more of work (2 credits), or 225 hours or more of work (3 credits)

*Prereq:* "C" or higher in PBT 275.

Approval of instructor.

*Description:* The course provides supervised experiential-learning with an employer. The nature of the job or project is variable but will be designed to provide opportunity for workplace experience. Maximum credit for PBT internships may not exceed 3 credit hours.

## **POLITICAL SCIENCE (POLS)**

---

### **POLS 110 - Introduction to Political Science (DS)**

*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. F, S

## **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. *F, S*

### **PSY 100 - Survey of Psychology (DS)**

*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. *F, S*

### **PSY 220 - Developmental Psychology (DS)**

*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. *F, S*

## **RELIGION (REL)**

---

### **REL 150 - Introduction to the World's Major Religions (FGC)**

*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. *F, S, Su*

### **REL 205 - Understanding Hawaiian Religion (DH)**

*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. *F, S*

## **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. *S*

## 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. *F, S*

### SCI 121 - Introduction to Science (Biological Science) (DB)

*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. *F, S*

### SCI 121L - Introduction to Science Laboratory (Biological Science) (DY)

*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. *F, S*

### SCI 122 - Introduction to Science: Physical Science (DP)

*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. *F*

### 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. *F*

## 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 (DS)

*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. *F, S*

## **SOCIOLOGY (SOC)**

---

### **SOC 100 - Introduction to Sociology (DS)**

*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. F, S

### **SOC 210 - Social Problems (DS)**

*Credits:* 3

*Class hours:* 3 lecture

*Description:* Study of representative major problems, emphasizing their linkage with social deviation, cultural patterns, and social change. F

### **SOC 230 - Race Relations (DS)**

*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. S

## **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. F

### **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. S

### **SPAN 199V - Special Studies**

See explanation under the heading of Special Studies.

### **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. F

### **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. S

### **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.)

## **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. *F, S, Su*

### **SP 151 - Personal and Public Speech (DA)**

*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. *F, S, Su*

### **SP 185 - Intercultural Communication (DS)**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100 or "C" or higher in SP 151.

*Description:* This course analyzes human communication behaviors as well as verbal and nonverbal coding as it has been used and is currently used throughout the world. Students will examine how influences such as economics, science, politics, ecological concerns, social and family structures, and individual personalities affect communication transactions. Students will practice cross-cultural communication skills. *S*

### **SP 199V - Special Studies**

See explanation under the heading of Special Studies.

### **SP 231 - Performance of Literature (DA)**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100. "C" or higher in SP 151 or SP 251.

*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. *F, S*

### **SP 251 - Principles of Effective Public Speaking (DA)**

*Credits:* 3

*Class hours:* 3 lecture

*Prereq:* Qualified for ENG 100 or "C" or higher in SP 151.

*Description:* This is a combined lecture/lab course providing extensive practice in preparing and presenting effective public speeches with special emphasis on organization, outlining, audience analysis, analytical reasoning, and delivery skills. *F*

### **SP 299V - Special Studies**

See explanation under the heading of Special Studies.

## **THEATRE (THEA)**

---

### **THEA 101 - Introduction to Theatre (DA)**

*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. *F, S*

### **WELD 99V - Special Studies**

See explanation under the heading of Special Studies.



## ZOOLOGY (ZOO)

---

### **ZOOL 101 - Principles of Zoology (DB)**

*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. F

### **ZOOL 101L - Principles of Zoology Laboratory (DY)**

*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. F

### **ZOOL 141 - Human Anatomy and Physiology I (DB)**

*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. F, S

### **ZOOL 141L - Human Anatomy and Physiology Laboratory I (DY)**

*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, and nervous. F, S

### **ZOOL 142 - Human Anatomy and Physiology II (DB)**

*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. F, S

### **ZOOL 142L - Human Anatomy and Physiology Laboratory II (DY)**

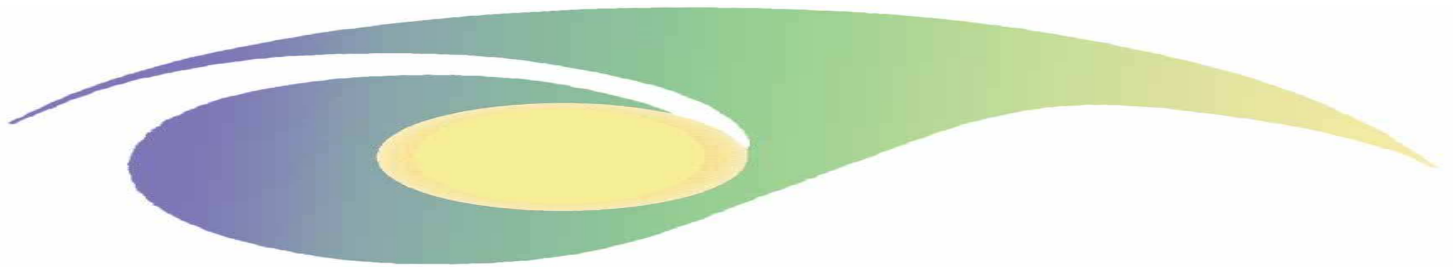
*Credits:* 1

*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. F, S



## **Kaua'i Community College Office of Continuing Education & Training (OCET)**

The Office of Continuing Education and Training (OCET) is committed to providing effective customized training that responds to the professional and personal development needs of our community's lifelong learners.

Non-credit course offerings are also available through the OCET to meet the needs of businesses and visitor industries, farming and agriculture, vocational upgrading, retraining for dislocated workers, and professional development and enhancement. Flexible, timely responsiveness to needs beyond the traditional college curriculum and a wide variety of distance learning courses are the hallmark of Kaua'i Community College's non-credit program.

OCET is a multi-faceted "self-support" program consisting of:

- Non-Credit Training
- Performing Arts Center
- United States Department of Agriculture Entrepreneurship Training
- Apprenticeship Trades Training
- International Education

The Division includes a director, training coordinators, an office manager, administrative assistants, and a variety of program assistant managers and adjunct faculty members. The Performing Arts Center (PAC) also is part of OCET and has a manager and technician. A United States Department of Agriculture Funded (USDA) grant also receives support from OCET which has a director and part-time faculty.

**Course offerings change frequently. Please check with the OCET office for the latest offerings.**

**Contact OCET at (808) 245-8318 or email: [ocet@hawaii.edu](mailto:ocet@hawaii.edu).  
The website is <http://info.kauai.hawaii.edu/training/>**

# WHO WE ARE . . . KAUA'I COMMUNITY COLLEGE FACULTY & STAFF

**WILLIAM G. ADAIR** ..... English  
*B.A., Emmanuel College, Cambridge*  
*Ph.D., Kings College, University of London*

**GLENN M. ALQUIZA** ..... Auto Body Repair and Painting  
*C.A., Kaua'i Community College*  
 · ASE Certification, Auto Body Master Technician  
 · I-Car Certification  
 · State Mechanics License  
 · 15+ years of experience in industry

**CONSTANTE AZARES** ..... Automotive Mechanics Technology  
*A.S., Kaua'i Community College*  
 · State Mechanics License  
 · 10 years of experience in industry

**MELANIE BACIO** ..... Food Service  
*A.A., Kaua'i Community College, Liberal Arts*

**RONALD BADUA** ..... Construction Academy

**JORAE W. BAPTISTE** ..... Personnel Officer  
*B.S., University of San Francisco, Business Management*

**ALAN BOYES** ..... History  
*B.A., University of Hawai'i, History (minor in Philosophy)*  
*M.A., University of Hawai'i, History*

**TERRENCE A. BRUNS** ..... Zoology  
*B.S., Northern Arizona University, Biology*  
*M.A.T., Northern Arizona University, Biology (minor in Education)*

**ANDREW BUSHNELL** ..... Emeritus

**RICHARD W. CARMICHAEL** ..... Emeritus

**TINA CASTRO** ..... Educational Specialist (Tutoring Center)  
*B.S., Avila College*  
*A.A.S., Penn Valley Community College*

**MING JING CHI** ..... Developmental Mathematics  
*B.F.A., University of Texas, Austin*  
*M.F.A., Goddard College, Plainfield, VT*

**DENNIS CHUN** ..... Hawaiian Studies  
*B.A., University of Hawai'i, Liberal Studies (Hawaiian Studies)*  
*M.Ed., University of Hawai'i, Education Administration, Higher Education*  
 · 10 years alternative education teaching experience in Hawaiian Studies (Kamehameha Schools)

**MALIA K. CHUN** ..... Na Pua No'eau Program Coordinator  
*B.A. University of Hawai'i*

**EDWARD COLL** ..... Software Coordinator  
*B.S., Austin Peay State University, Educational Psychology*  
*M.Ed., University of Hawai'i, Educational Technology*

**JOHN D. CONSTANTINO** ... Counselor/Student Life Coordinator  
*A.A., Kaua'i Community College, Liberal Arts*  
*B.A., University of Hawai'i, Graphic Art*  
*M.A., Gonzaga University, Curriculum and Instruction*

**ROBERT CONTI** ..... Construction Academy  
*B.S., Suffield University, Electrical Engineering*  
 · 43 years industry experience  
 · National Association of Home Builders (NAHB) Certified Green Professional  
 · North American Board of Certified Energy Practitioners (NABCEP)  
 · Qualified Training Provider

**HELEN COX** ..... Chancellor  
*B.A., Harvard University, English*  
*M.A., University of Utah, American Literature*  
*Ph.D., University of Utah, American Studies*

**BRIAN E. CRONWALL** ..... English  
*B.A., Macalester College, English*  
*M.A., University of Minnesota – Duluth, English Language and Literature*

**LONI A. DELAPLANE** ..... Mathematics  
*A.A., Jefferson State Community College, General Studies*  
*B.S., University of Montevallo, Mathematics (minor in Deaf Studies)*  
*M.S., University of Mississippi, Mathematics*  
*Ph.D., University of Mississippi, Mathematics*

**LAURA DILLMAN** ..... Physical Education  
*B.S., Abilene Christian University, Physical Education*  
*M.S.Ed., Baylor University, Community Health Education*

**FRANCES DINNAN** ..... Counselor  
*B.A., University of Hawai'i, Psychology*  
*M.Ed., University of Hawai'i, Counseling and Guidance*

**JAMES R. DIRE** ..... Vice Chancellor for Academic Affairs  
*B.S., University of Missouri, Physics and Mathematics*  
*B.S., University of Missouri, Chemistry*  
*M.S., University of Central Florida, Physics*  
*M.A., The John Hopkins University, Earth and Planetary Sciences*  
*Ph.D., The John Hopkins University, Earth and Planetary Sciences*

**GIGI T. DRENT** ..... Mathematics  
*B.A., California State University Fullerton, Mathematics (minor in Business Administration)*  
*M.A., California State University Fullerton, Mathematics*

**WILLIAM W. DRESSLER** ..... Developmental English  
*B.A., University of California, Berkeley, History*  
*M.A., University of Hawai'i, English as a Second Language*  
*M.Ed., University of Hawai'i, Educational Technology*

**SHIRONG DU** ..... Electronics  
*M.S., Ph.D., University of Mississippi, Electrical Engineering*  
 · CCAI Certificate  
 · CCNA Certificate  
 · CCNA Security Certificate

**GREGORY ENOS** ..... Fiscal Officer  
*B.S., BYU-Hawai'i, Biology Sciences*

**MARIA M. FABRO** ..... Nursing  
*A.S., Kaua'i Community College, Nursing*  
*B.S.N., M.S.N., University of Hawai'i*  
 · Family Nurse Practitioner  
 · Advance Practice Registered Nurse  
 · Basic Cardiac Life Support Instructor  
 · On Course Level I  
 · Advance Cardiac Life Support Instructor

**CHERYL M. FUJII** ..... Business Technology  
*C.A., Cannon's Business College, Executive/Legal Secretary*  
*A.A., Kaua'i Community College, Liberal Arts*  
*B.Ed., University of Hawai'i, Secondary Education - Business Education (minor in Mathematics)*

**CREIGHTONS. FUJII** ..... Counselor  
*B.A., Creighton University, Philosophy*  
*M.Ed., Central State University, Counseling Philosophy*

**JOSHUA K. FUKINO** ..... Hawaiian Studies  
*B.B.A., University of Hawai'i, Business*

**MATTHEW FULMER** ..... Digital Media/Art  
*B.S., University of Hawai'i*

**DARYL L. GERARDO** ..... Automotive Mechanics Technology  
*A.S., Kaua'i Community College*  
 · ASE Certification, Auto Body Master Technician  
 · I-Car Certification  
 · State Mechanics License  
 · 12 years of experience in industry

**BRUCED. GETZAN** .... Director of Continuing Education and Training  
*B.A., M.A., University of Michigan, History*  
*Ed.D., University of Delaware, Higher Education Leadership*

**RYAN P. GIRARD** ..... Mathematics  
*B.S., University of Massachusetts, Mathematics; Meteorology*  
*M.S., University of Colorado, Applied Mathematics*

**MICHAEL GMELIN** ..... Librarian  
*B.A., Our Lady of the Lake University, Sociology (minor in Philosophy/ Psychology)*  
*M.L.S., University of New York Albany, Library Science*

**MICHAEL W. HANNAWALD** .... Chemistry  
*B.Sc., University of Mainz, Germany, Physics*  
*M.Sc., University of Mainz, Germany, Nuclear Chemistry*  
*Ph.D., University of Mainz, Germany, Astrophysics*

# WHO WE ARE . . . KAUA'I COMMUNITY COLLEGE FACULTY & STAFF

## MARTINA C. HILLDORFER ..... Culinary Arts

- C.A., School for American Chefs
- Certificate d'Advance, Ecole de Cuisine, LaVarenne, Paris France
- 17 years Chef/Executive Chef/Food and Beverage Manager; Westin/Starwood Hotels and Resorts
- 12 year Executive Sous-Chef, Chef de cuisine
- Certified Hospitality Educator (CHE)
- Certified SeroSafe Instructor/Proctor

## TRACYHIRANO ..... OCET Coordinator

B.A., University of Hawai'i, History

## BONNIE L. HONMA ..... Counselor

B.S., University of Hawai'i, Human Development  
M.P.H., University of Hawai'i, Public Health Education

## GLENN HONTZ ..... USDA Grant Coordinator

M.A., Ed.D., Teachers College, Columbia University

## DIANE M. JOHNSON ..... Librarian

A.S., Becker Junior College  
B.A., Augsburg College, American Studies  
M.S.L.S., Simmons College, Library Sciences

## ISAI AH K. KAAUWAI ..... Counselor for Hawaiian Students

B.A., Saint Martin's University, Sociology  
M.A., Saint Martin's University, Counseling Psychology

## TOM M. KAJIHARA ..... IT Specialist

B.S., Hawai'i Pacific University, Computer Science

## ROBERT KAJIWARA ..... Head Librarian

B.A., M.A., University of Hawai'i, History  
M.L.S., University of Hawai'i, Library Studies

## JONATHAN W. KALK ..... Institutional Researcher

B.S., University of Wisconsin, Mathematics  
M.A., Ph.D., University of Hawai'i, Mathematics

## ANN KENNEDY ..... Business Education

B.S., M.B.A., University of Hawai'i

## ANTHONY C. KILBERT ..... Theatre Manager

B.S., Southern Illinois University, Broadcasting  
M.S., Southern Illinois University, Speech

## RAMONA KINCAID ..... Director of the University Center

A.B., University of Missouri, Columbia, Geography  
M.L.I.S., University of Hawai'i, Library and Information Science  
· Certificate, University of Hawai'i, Telecommunications and Information Resource Management

## SANDRA K. KNIGHTON ..... Nursing

A.S., Brigham Young University, Nursing  
B.S., Idaho State University, Nursing  
B.S.N., M.S.N., University of Phoenix, Nursing

## RALPH S. KOUCHI ..... Welding/Machine Shop

A.S., Honolulu Community College  
B.F.A., University of Hawai'i, Fine Arts

## WAIHANG LAI ..... Emeritus

## MARGARET P. LAKE ..... OCET Coordinator

B.S., Indiana University, Music

## JAMES LEE ..... English

B.A., University of California, Los Angeles, English  
B.B.S., Calvary Chapel Bible College, Biblical Studies  
M.A., Northern Arizona University, English

## KATHLEN M. LEE ..... Educational Specialist

B.A., University of Nevada, Reno, English

## JONATHAN T. LUCAS ..... Construction Academy

B.A., M.A., Savannah College of Art and Design, Architecture (minor in Electronic Design)  
· 10 years of industry experience

## SANDRA MAGNUSSEN ..... Counselor

B.A., University of Southern Utah, Elementary Education  
M.A., University of San Francisco, Counseling  
· N.B.C.C., National Board Certified Counselor

## SHARADCHANDRA MARAHATTA .. Integrated Farm Systems

B.Sc., Tribhuvan University (Nepal), Agriculture (Horticulture)  
M.Sc., Tribhuvan University (Nepal), Agriculture (Entomology)  
Ph.D., University of Hawai'i, Agriculture (Tropical Plant Pathology, Entomology)

## VICTORIA MATHIS ..... Nursing

B.S.N., University of Phoenix, Honolulu, Nursing  
M.S.N., University of Hawai'i, Nursing  
· Gerontological Nurse Practitioner  
· R.N. Nursing  
· APRN-BC, CNE

## CAMMIE C. MATSUMOTO ..... Staff Development

B.A., University of Hawai'i, English Literature  
B.F.A., University of Hawai'i, Ceramics/Textiles  
M.Ed., University of Hawai'i, Educational Foundations

## JAMES L. MCFARLAND ..... Psychology

B.A., University of Hawai'i, Psychology  
M.A., University of Hawai'i, Developmental Psychology

## PATRICIA M. MCGRATH ..... English

B.Ed., University of Alberta, Canada, Secondary Education-English (minor in Religious Studies/Philosophy)  
M.A., University of Alberta, Canada, English  
· Postgraduate Diploma, University of London, U.K., Distance Education

## ANN MCKENNA ..... Librarian

B.A., University of Hawai'i, Anthropology  
M.L.I.S., University of Hawai'i, Library and Information Studies

## HIROKO MERRITT ..... Japanese

B.A., University of Texas, Arlington, Speech Communication  
M.A., University of Texas, Arlington, Linguistics

## JEFFREY MEXIA ..... English

B.A., University of Hawai'i, English  
M.A., University of Hawai'i, English (concentration in Cultural Studies: Asia and the Pacific)

## SHARON MILAN ..... English

B.S., Southern Oregon State, Speech Communication  
M.A., San Francisco State University, Speech Communication

## DUANE MIYASATO ..... Food Service

A.S., Kapi'olani Community College, Food Service  
· 24 years industry experience

## NOEL MOCK ..... Bookstore Manager

B.A., University of Hawai'i, Japanese Language

## CHERIE A. MOOY ..... Nursing

B.A., University of California Santa Cruz, Sociology/Women's Studies  
A.S.N., Cabrillo College Santa Cruz California, Nursing  
B.S.N., University of the State of New York Albany, Nursing  
M.S.N., San Jose State University, Nursing  
· C.N.E. National League of Nursing  
· 40 years of industry experience

## KAREN MORITA-LEE ..... Educational Specialist

B.S., University of Phoenix, Business/Accounting  
· 18 years Purchasing and Accounting, Cost Control Management in Industry

## JOYCE NAKAHARA ..... Social Science

B.A., University of Hawai'i, Political Science  
M.S., Ph.D., Cornell University, Sociology (minor in SE Asian Studies)

## STEVEN Y. NAKATA ..... Culinary Arts

· Harriett Apprentice Certificate, Westin Hotel Corporation  
· 18 years Sous-Chef, Chef/Executive Chef, Starwood Resorts, Marriott Hotels;  
· 7 years Restaurant Group-Coolit, Inc.

## TAMMIE K. Y. NAPOLEON ..... Nursing

A.A., Kaua'i Community College, Liberal Arts  
A.S. Kaua'i Community College, Nursing  
B.S.N., University of Hawai'i, Nursing  
M.S.N., University of Hawai'i, Pediatric Nurse Practitioner  
· Basic Cardiac Life Support Instructor  
· On Course Level I

## EARL K. NISHIGUCHI ..... Vice Chancellor of Student Affairs

B.A., University of Hawai'i, Psychology  
M.Ed., University of Hawai'i, Educational Psychology

## GARY NITTA ..... Vice Chancellor for Administrative Services

B.S., Fisheries, Wildlife Resource Management  
M.B.A., University of Idaho, Business Administration



# WHO WE ARE . . . KAUA'I COMMUNITY COLLEGE FACULTY & STAFF

**SUEANNY.OKADA** ..... **Graphic Artist**  
B.F.A., Otis Art Institute of Parsons School of Design, Fine Arts

**CHARLENE K. ONO** ..... **Nursing**  
A.S.N., B.S.N., M.S.N., University of Hawai'i, Nursing  
· Post Certificate Family Nurse Practitioner, UHM  
· Advance certificate in Gerontology, UHM  
· Family Nurse Practitioner, Advance Practice Registered Nurse with .....  
Prescriptive Authority  
· Board Certified Psychiatric/Mental Health Nurse  
· Basic Cardiac Life Support Instructor Trainer  
· Advanced Certificate in Gerontology  
· On Course Level I

**LEIGHTON ORIDE** ..... **Registrar**  
B.B.A., University of Hawai'i, Business Administration

**MARK S. OYAMA** ..... **Culinary Arts**  
A.S., Kapiolani Community College  
· 11 years industry experience

**MARLA PALMEIRA** ..... **University Center**  
A.S., Hawai'i Community College, Data Processing  
B.A., University of Hawai'i-Hilo, Psychology  
M.Ed., University of Hawai'i, Educational Technology

**ANTHONY J. PERRY** ..... **Wai'ale'ale Project**  
B.S., Northwestern University, Speech/Slavic Languages and Literature  
M.F.A., Antioch University, Los Angeles, Creative Writing

**GEORGEANNA PURVINIS FRIEND** ..... **Electronics**  
B.S., M.S., University of Central Florida  
Ph.D., University of Texas, Arlington

**RICHARD RANDOLPH** ..... **English**  
B.A., M.A., Portland State University, English  
Ph.D., University of New Mexico, English

**VALERIE RITA** ..... **Early Childhood Education**  
C.A., A.S., Kaua'i Community College, Early Childhood Education  
B.A., University of Hawai'i - West O'ahu, Early Childhood Education

**PUALIILIIMA KALANI ROSSI** ..... **Hawaiian Studies**  
B.A., University of Hawai'i - Hilo, Hawaiian Studies, Anthropology

**MARIO RUIZ** ..... **IT Specialist**  
B.S., University of Hawai'i, Information and Computer Science

**KURT RUTTER** ..... **Nursing**  
A.A.S., Dutchess C.C., Nursing  
B.F.A., Eastern Michigan University, Fine Arts, Sculpture  
M.S.N., Excelsior College, Nursing Education

**REBECCA SANTOS** ..... **Business Education**  
B.B.A., University of Hawai'i, Accounting and Real Estate  
· 17 years of public accounting experience  
· C.P.A. - HI licensed

**GREGORY SHEPHERD** ..... **Music**  
B.A., University of Hawai'i, Music  
M.A., University of Hawai'i, Musicology  
M.M., University of Hawai'i, Vocal Performance  
· Certificate, Osaka University of Foreign Studies, Japanese Language  
· Graduate Fellow, Tokyo University, Japanese Language

**CALVIN SHIRAI** ..... **Auxiliary Service Officer**  
B.B.A., University of Oregon, Business Administration

**KAILANA A. SOTO** ..... **Admissions and Records**  
B.A., Hawai'i Pacific University, Psychology

**ROBERT STEURICH** ..... **Facilities Engineering**  
B.A., Southern Illinois University, Carbondale, English  
· Teaching Certificate, Washington State  
· Career and Technical Education Licensed Contractor,  
Journeyman Carpenter, United Brotherhood of Carpenters and Joiners

**TRACY STOGNER** ..... **Nursing**  
B.S.N., M.S.N., University of Alaska Anchorage  
· APRN-PM  
· HCNS-BC

**TIMMY RAY STUCK** ..... **Business Education**  
B.S., Indiana State University, Criminology  
M.B.A., Indiana Wesleyan University, Business Administration

**MARY C. SUMMERS** ..... **French, Hawaiian**  
B.A., University of Colorado, French  
C.A., University of Hawai'i, Indo-Pacific Languages-Hawaiian  
M.A., University of Hawai'i, French (second language Hawaiian)

**SHARON SUZUKI** ..... **IT Specialist**  
B.Ed., University of Hawai'i, Secondary Education - Business Education

**GLEN TABA** ..... **Construction Academy**  
· 37 years industry experience  
· 17 years as a licensed contractor

**CANDACE TABUCHI** ..... **Hospitality and Tourism**  
A.A., Kaua'i Community College, Liberal Arts  
B.B.A., University of Hawai'i - West O'ahu, Business Administration  
M.B.A., University of Hawai'i, Shidler College of Business, Business Administration

**MAUREEN M. TABURA** ..... **Nursing**  
B.S.N., The College of New Jersey, Nursing  
M.S.N., University of Hawai'i, Nursing Education  
· Basic Cardiac Life Support Instructor  
· Advance Cardiac Life Support Instructor  
· Critical Care Nursing for over 20 years  
· Nursing Administration  
· BLS instructor

**FRANCIS TAKAHASHI** ..... **Electronics**  
B.A., M.S., University of Hawai'i  
Ph.D., Oregon State University

**GORDON TALBO** ..... **Automotive Mechanics Technology**  
C.A., Kaua'i Community College  
· ASE Certification, Master Automobile Technician  
· ASE Certification, Master Engine Mechanic  
· State Mechanics License  
· 15 years Journeyman automotive technician

**WADE T. TANAKA** ..... **Counselor**  
B.Ed., University of Hawai'i, Secondary Education, Health  
M.Ed., University of Hawai'i, Counseling and Guidance

**KENT TANIGAWA** ..... **Theatre Technician**

**STEPHEN TAYLOR** ..... **Oceanography**  
B.S., University of California Santa Barbara, Physics  
B.S., Western Michigan University, General University Studies  
M.A., University of California Santa Barbara, Geography  
Ph.D., Scripps Institution of Oceanography/University of California San Diego, Physical Oceanography

**SALLY TAZELAAR** ..... **Nursing**  
B.S., Western Michigan University, General University Studies  
M.S.N., Vanderbilt University, Nursing  
· Diploma, St. Luke School of Nursing

**CHRISTEN NBERG** ..... **Philosophy/Religion**  
B.A., Vanguard University, Religion  
M.A., Westminster Seminary California, Theology  
M.A., University of California Santa Barbara, Philosophy  
C.PHIL., University of California Santa Barbara, Philosophy  
Ph.D. (ABD), University of California Santa Barbara, Philosophy

**REBECCA THOMPSON** ..... **Financial Aid Officer**  
B.S., Appalachian State University, Interpersonal/Organizational Communication  
M.A., Appalachian State University, Higher Education Administration

**JAMES TRUJILLO** ..... **Construction Academy**

**TRACY TUCKER** ..... **IT Specialist**  
B.S., Cal. State Polytechnic College, Biology  
M.S.P.H., Loma Linda University, Biostatistics, Biology Biostatistics

**SUSAN UCHIDA** ..... **Emeritus**



## WHO WE ARE . . . KAUA'I COMMUNITY COLLEGE FACULTY & STAFF

### PHYLLIS VIDINHA ..... Fiscal Accounting Specialist

A.A., Leeward Community College, Liberal Arts  
A.S., Leeward Community College, Accounting  
B.A., University of Hawai'i-West O'ahu, Professional Studies -  
Business Administration

### PATRICK WATASE ..... Electronic Engineer

A.S., Snow College, Electronic Technology  
B.S., Weber State College, Electronic Engineering Technology  
B.A., University of Hawai'i-West O'ahu, Business Technology  
M.Ed., University of Hawai'i, Higher Education Administration

### SUSAN WOODS ..... Early Childhood Education

A.A., Kaua'i Community College, Liberal Arts  
A.S., Kaua'i Community College, Early Childhood Education  
B.A., University of Hawai'i - West O'ahu, Early Childhood Education

### BRIAN YAMAMOTO ..... Natural Science

B.A., High Honors University of Hawai'i, Botany  
M.S., University of Hawai'i, Plant Pathology (Botanical Sciences)

### CHARLIE YAMAMOTO ..... Emeritus

B.S., University of Michigan  
M.S., University of Santa Clara

### KEISAKU YOGI ..... Enrollment and Marketing Specialist

B.S., New York University, Marketing and Finance

### MUNEO YOSHIKAWA ..... Emeritus

## CLERICAL & MAINTENANCE STAFF

LEAH LEI AGUSTIN ..... Secretary

SHERI-LYN AMIMOTO ..... Secretary

CRESENCIA BERALAS ..... Clerk Stenographer

CRYSTAL BETHEL ..... Office Assistant

D. KAHALE BLACKSTAD ..... Account Clerk

JENNIFER DEFUNTORUM ..... Secretary

KAREN DOIRON ..... Office Assistant

TESSIE R. EDURISE ..... Janitress

MARINA EUGENIO ..... Janitress

REGINA IKEHARA ..... Library Assistant

DAWN KAIHARA ..... Account Clerk

CLARICE KALI ..... Clerk Stenographer

SCOTT KIMATA ..... Cafeteria Helper

BENJAMIN LASTIMOSA ..... Groundskeeper

ARNETTE LEE ..... Secretary

CAROL LLEGO ..... Clerk Stenographer

MELANIE MARSHALL ..... Office Assistant

MELANIE MATSUYAMA ..... Clerk Stenographer

ESTHER MILLER ..... Computer Operator

MELVIN MOMOHARA ..... Groundskeeper

RONALD MOTOSUE ..... Groundskeeper

KIMBERLY O'BRIEN ..... Office Assistant

WILLIAM ORTIZ ..... Groundskeeper

CECILIA RAMONES ..... Cashier

PACITA RAMOS ..... Janitress

ANNIE RELLIN ..... Secretary

CRESANTE SANTOS ..... Building Maintenance

DONNA SMITH ..... Clerk Stenographer

TERESITA TAGUDIN ..... Janitress

SHEANE TALBO-MANDRIGUES ..... Bookstore Clerk

TINA UNCiano ..... Human Resources Clerk

ANTHONY VEA ..... Janitor

AMY WATASE ..... Office Assistant

LANE YOKOTAKE ..... Janitor

IRENE YOSHIOKA ..... Janitress

## INDEX

<b>A</b> cademic Advising .....	19
Academic Dishonesty .....	43, 54
Academic Divisions .....	15
Academic Probation and Suspension	
Policy .....	43
Academic Year .....	16
Acceptance Notification .....	18
Accreditation .....	4
Adding/Dropping Classes .....	43
Administration .....	2
Administrative Organization .....	15
Admissions and Records .....	32
Alumni Association .....	32
Application Procedures .....	18, 19
Apprenticeship Training Program .....	32
Attendance .....	43
Auditing Classes .....	47
Average Graduation/Persistence	
Rates .....	54
<b>B</b> accalaureate Programs .....	14, 15, 58
Board of Regents .....	2
Bookstore .....	32
<b>C</b> alendar, 2012 • 2013 .....	5 - 6
Campus Parking .....	44
Campus Wellness .....	33
Career Planning .....	33
Catalog of Record .....	45
Chancellor's Message .....	7
Change of Major .....	45
Classification of Students .....	45, 46
Clerical Staff .....	164
College Goals .....	8, 9
Computer Labs .....	33
Cooperative Education .....	33
Core Courses .....	16
Core Options .....	61
Counseling and Advising .....	33
Course Alphas .....	103
Course Descriptions .....	100 - 159
Course Waivers and Substitutions .....	46
Credit by Articulation .....	47
Credit by Examination .....	47
Credit Load .....	48
Credit/No Credit Option .....	48
Curricula .....	15
<b>D</b> ean's List .....	46
Degrees and Certificates .....	16, 57, 58
Disabilities, Services to Students	
with .....	24, 34, 37
Disclaimer Statement .....	4

Discrimination Complaints .....	46
Distance Learning .....	13, 33
Dropping Classes .....	43
Drugs, Illicit .....	44, 45
<b>E</b> arly Admission .....	22
Educational Rights and Privacy	
of Students .....	46, 47
Email Access/MyUH Portal .....	33, 35
Employment, Student .....	30, 40
English Language and Culture .....	33
Erase Period .....	43
Excellence in Education Teaching	
Award .....	12
<b>F</b> acilities Use .....	33
Faculty .....	16, 161 - 164
Fees .....	24, 25, 26
Final Exams .....	48
Financial Aid .....	19, 27 - 29
Food Services .....	34
Foundations and Diversification	
Requirements .....	101
Full-Time Students .....	45
<b>G</b> ainful Employment Programs ...	59, 60
General Skills/Education	
Core Options .....	61
Grade Point Average .....	49
Grades .....	48, 49
Graduate Programs .....	13, 16, 41
Graduation .....	49
Graduation Requirements .....	49
Grants .....	27, 28
<b>H</b> andicapped Parking .....	34
Hawaiian Students, Services to .....	36
Health Care Insurance .....	34
Health Requirements .....	50
Honors, Scholastic .....	40, 46
Ho`ouluwehi .....	4, 101
Housing .....	40
<b>I</b> mmigrant Students .....	20
Incomplete Grades .....	48
Institutional Student Learning	
Outcomes .....	10, 11
Instructional Programs .....	57 - 98
Accounting .....	62, 63
Adult Residential Care Home	
Operator .....	64
Auto Body Repair and	
Painting .....	65, 66

<b>Instructional Programs (continued)</b>	
Automotive Technology .....	67, 68
Business Technology .....	69, 70
Carpentry Technology .....	71
CISCO .....	72
Culinary Arts .....	73, 74
Digital Media Arts: Digital Film .....	75
Digital Media Arts: Digital	
Graphic Design .....	76
Early Childhood Education .....	77, 78
Electrical Installation and	
Maintenance Technology .....	79
Electronics Technology .....	80, 81
Facilities Engineering Technology ....	82
Hawaiian Botany .....	83
Hawaiian Studies Academic	
Subject Certificate .....	84
Hospitality and Tourism .....	85, 86
Liberal Arts .....	87 - 89
Liberal Arts Hawaiian Studies ..	90, 91
Marine Option Program .....	92
Massage Therapy Program .....	93
Medical Assisting .....	94
Medical Office Receptionist .....	94
Nurse Aide .....	95
Nursing .....	95, 96
Plant Bioscience Technology	
Academic Subject .....	97
Polynesian Voyaging .....	98
Interlibrary Loans .....	34
International Programs	
and Services .....	50
International Students .....	20, 21, 39, 50
Internet Access .....	34
<b>K</b> aua`i, the Island .....	15
Kaua`i Community College's	
Connections .....	13
Kaua`i Community College	
Tuition and Fees .....	24
Kaua`i Community College	
Student Clubs .....	38 - 40
<b>L</b> ate Registration .....	50
Learning Commons .....	35
Learning Resource Center .....	34
Lethal Weapons .....	45
Library .....	35
Loans .....	27, 28, 41
Lost and Found .....	33

## INDEX

<b>M</b> aintenance Staff .....	164	Student Conduct Code .....	54
Map, Campus .....	55	Student Employment .....	30, 40
Masters Degrees .....	14	Student Government .....	40
Measles, Mumps, Rubella Clearance ...	19	Student Learning	
Media Services .....	35	Outcomes .....	10, 11, 62 - 98
Mission Statement, College .....	8	Student Life Office .....	40
Modular Courses .....	102	Student Misconduct Grievances .....	54
<b>N</b> on-discrimination and Affirmative		Student Services .....	41
Action, Policy of .....	50	Suspension Policy .....	43
Non-resident student .....	50, 51	<b>T</b> ranscript Fee .....	26
<b>O</b> ffice of Continuing Education &		Transcript Requests .....	18, 54
Training .....	16, 34, 160	Transfer	
Orientation, New Students .....	36	From Another College .....	20, 48
Outstanding Student Employee .....	12	To Another College .....	54
<b>P</b> arking .....	36, 44	Transportation .....	41
Part-Time Students .....	45	Tuberculosis Clearance .....	18
Payment of Tuition and Fees .....	25, 26	Tuition .....	24, 25
Performing Arts Center .....	36	Tutoring Services .....	41
Phi Theta Kappa .....	40	<b>U</b> nclassified Students .....	45
Placement Test .....	18, 102	University Center .....	14, 16, 41
Preschool .....	36	<b>V</b> ariable Credit .....	48
<b>R</b> ecreational Facilities .....	36	Veterans' Information .....	18, 22, 30, 41
Refunds .....	26, 27	<b>W</b> ithdrawal from Courses .....	43
Registration .....	19	Writing Intensive Courses .....	102
International Students .....	20, 21		
New Students (Orientation			
information) .....	36		
Returning Students .....	19		
Repeating Courses .....	48		
Residency .....	52, 53		
Running Start Program .....	22		
<b>S</b> afety .....	32, 44, 45		
Safe Zone .....	50		
Schedule of Classes .....	19		
Scholarships .....	27, 28		
Selective Service Registration .....	53		
Senior Citizen .....	30		
Sex Offenses .....	45		
Sexual Assault Policy .....	51		
Sexual Harassment, Policy on .....	50		
Single Parents and Displaced			
Homemakers, Services to .....	36, 37		
Smoking .....	45		
Split-Level Courses .....	102		
Student Activities .....	37		
Student Clubs .....	38, 39, 40		