



UNIVERSITY of HAWAII®
KAUAI
COMMUNITY COLLEGE



Kauai Community College General Catalog 2015 • 2016
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UNIVERSITY of HAWAI'I®
KAUA'I
COMMUNITY COLLEGE



University of Hawai'i

2015 • 2016 Catalog

Kaua'i Community College

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

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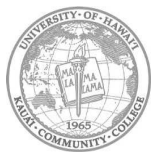
Bruce Getzan
Director of the Office of Continuing Education and Training

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OUR CREDENTIALS

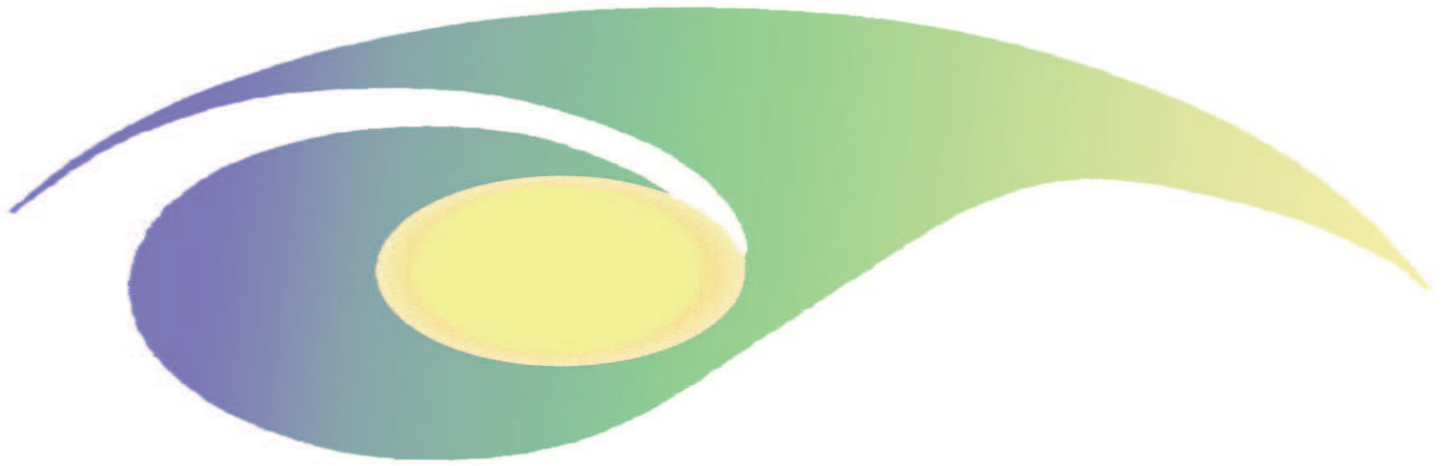
- Kauaʻi Community College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), 10 Commercial Blvd Ste 204, Novato CA 94949, telephone (415) 506-0234, email accjc@accjc.org. Accreditation was reaffirmed in 2013 for six years. Should you have any complaints, the appropriate forms and process are listed on the ACCJC website.
- The Kauaʻi Community College Nursing Program is fully accredited by the Accreditation Commission of Education in Nursing (ACEN). This commission may be reached by mail at: Accreditation Commission of Education in Nursing, 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326; by internet at: www.acenursing.org or by telephone at (404) 975-5000. The last accreditation self study can be viewed by contacting the nursing program director. Accreditation for the program was reaffirmed in 2009.
- The Kauaʻi Community College Culinary Arts program is fully accredited by the American Culinary Federation Education Foundation Accrediting Commission. This commission may be reached by contacting Candice Childers at (904)484-0220 or by email to cchilders@acfcchefs.net. The last accreditation self study can be viewed by contacting the culinary program director. Accreditation for the program was reaffirmed in 2010 for seven years.
- The Kauaʻi Community College Automotive Program is fully accredited by the National Automotive Technician Education Foundation (NATEF). This Master Accreditation was affirmed in 2013. This commission may be reached at: NATEF, 101 Blue Seal Drive, S.E., Suite 101, Leesburg, VA, 20175, or telephone at (703) 669-6650.
- Kauaʻi Community College is an approved educational institution for education and training under the Veteran's Educational Assistance Act (G.I. Bill), the Veterans' Readjustment Act, and the Dependents' Educational Act.
- This catalog provides general information about Kauaʻi Community College, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necessarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents.
- The University of Hawaiʻi is an Equal Opportunity / Affirmative Action Employer.



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

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

The taro leaf is the logo for Hoʻouluwehi, The Sustainable Living Institute on Kauaʻi. 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, Hoʻouluwehi 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.



2015 • 2016 DATES TO REMEMBER

Please check a current Academic Calendar to confirm these dates.

FALL

2015

Academic advising begins for continuing students.....	Feb 2
Registration begins for continuing students	Apr 13
Academic advising / registration begins for new and returning students.....	Apr 20
Statehood Day (Holiday)	Aug 21
First day of instruction	Aug 24
Begin fee charges for late registration:	
\$5 registration fee for in-person transaction (no charge for transaction done on the web)	
\$30 late registration fee for all transactions.....	Aug 24
Last day to add semester courses	Aug 28
Last day for 100% tuition refund for semester length course.....	Aug 28
Labor Day (Holiday)	Sep 7
Last day for 50% tuition refund for semester length course.....	Sep 14
Last day to withdraw from semester courses without "W" grade	Sep 14
Last day for changes: withdrawal from semester courses with "W" grade, credit/ no credit option for semester courses, declare auditor for semester courses, and incomplete grade changes.....	Oct 30
Veterans' Day (Holiday)	Nov 11
Thanksgiving Day (Holiday).....	Nov 26
Thanksgiving Recess	Nov 26-27
Last day to petition for semester graduation.....	Dec 10
Last day of instruction.....	Dec 10
Evaluation/ final examination days.....	Dec 11, 14-17
End of semester	Dec 18

2015 • 2016 DATES TO REMEMBER

Please check a current Academic Calendar to confirm these dates.

SPRING

2016

Academic advising begins for continuing students	Sept 8 (2015)
Registration begins for continuing students	Nov 2
Academic advising / registration begins for new and returning students	Nov 9
First day of instruction	Jan 11
Begin fee charges for late registration:	
\$5 registration fee for in-person transaction (no charge for transaction done on the web)	
\$30 late registration fee for all transactions	Jan 11
Last day to add semester courses	Jan 15
Last day for 100% tuition refund for semester length course.....	Jan 15
Martin Luther King Day (Holiday)	Jan 18
Last day for 50% tuition refund for semester length course	Feb 1
Last day to withdraw from semester courses without "W" grade.....	Feb 1
Presidents' Day (Holiday)	Feb 15
Faculty Excellence in Education Conference (no classes)	May 4
Last day for changes: withdrawal from semester courses, with "W" grade	
credit/no credit option for semester courses, declare auditor for semester courses,	
split-level changes, and incomplete grade changes	Mar 29
Spring Recess	Mar 21-25
Kuhio Day (Holiday)	Mar 25
Good Friday (Holiday)	Mar 25
Last day to petition for semester graduation	May 4
Last day of instruction	May 4
Evaluation/ final examination days	May 5-6, 9-11
End of semester	May 13
Commencement	TBA

SUMMER

2016

Academic advising and registration for all students	Apr 11
Kamehameha Day (Holiday)	Jun 10
First day of instruction	Jun 13
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 13
Last day to add semester courses	Jun 15
Last day for 100% tuition refund for semester length course.....	Jun 15
Last day for 50% tuition refund for semester length course.....	Jun 21
Last day to withdraw from semester courses without "W" grade.....	Jun 21
Independence Day (Holiday)	Jul 4
Last day for changes: withdrawal from semester courses, with "W" grade	
credit/no credit option for semester courses, and declare auditor for semester courses	Jul 8
Last day to petition for semester graduation	Jul 25
Last day of instruction	Jul 25
Evaluation/ final examination days	Jul 26
End of semester	Jul 26



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. We're glad to have you with us! 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 the campus-wide Student Learning Outcomes listed on page 11.

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 in addition to the skill set specific to your field of study 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)

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.

Board of Regents Excellence in Teaching Award: Victoria Mathis

Victoria Mathis is an assistant professor of nursing at Kaua'i Community College.

Mathis was born and raised in Bolton, Lancashire, England until she emigrated to New Zealand at 17 with her parents. She left home and went back to England at 19 and started her nursing training.

In 1992, she came to Hawai'i to begin her graduate studies at UH Mānoa and earned a masters degree in the Nurse Practitioner program. She will receive a doctorate in clinical practice from UH Mānoa in 2015.

After completing graduate school and becoming a Geriatric Nurse Practitioner, she then spent four years in Columbus, Georgia and moved back to Hawai'i and Kaua'i in 2005. Mathis also established Kaua'i CC's Medical Assisting Program where students earn a certificate of achievement.

Her philosophy of teaching focuses on providing students with opportunities to learn and promoting empowered, self directed learners.



CCLC: Mario Ruiz

The mission of the University of Hawai'i Community Colleges Leadership Champions (CCLC) is to identify, encourage, develop, and support the next generation of community college leadership. Providing employees within the UHCC system an opportunity to learn what leadership within a community college. Growing our own leaders, and strengthening the college from within.

Wo Learning Champions: Colleen Kaiminaauao & Justin Carvalho

The Wo Learning Champions initiative focuses on professional development for faculty and staff in Hawai'i's two-year institutions. With a focus on learning and an eye on leadership development, the Wo Learning Champions program invests in junior members of the academic community, renews its senior faculty, and promotes the enrichment of all at the State's community colleges.



Look at our connections!

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

In Hawai'i:

UH Community Colleges
Brigham Young University in Hawai'i
Chaminade University
Hawai'i Pacific University
UH Hilo
UH Manoa
UH Maui College
UH West Oahu



In U.S. Mainland:

Tarrant County College, Texas

In Japan:

Chiba Keizai College
Higashi Nippon International University /
Iwaki Junior College
Ishigaki City – Okinawa
Nagasaki University
National Institute of Technology, Hiroshima College
National Institute of Technology, Oshima College
National Institute of Technology, Toba College
National Institute of Technology, Toyama College
National Institute of Technology, Yuge College
Okinawa Christian University /
Okinawa Christian Junior College
Okinawa Prefectural College of Nursing
University of the Ryukyus



In China:

International College – Yunnan Agricultural University

In New Zealand:

University of Waikato
Christ Church Polytechnic Institute of Technology



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 distance education programs that meet your needs.**

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

AA, Liberal Arts
AS, Accounting
ATT Teacher Education
BA Business Administration, Accounting
BA Business Administration, General Business Administration
BA Business Administration, Marketing
BA Public Administration, Disaster Preparedness & Emergency Management
BA Public Administration, General Public Administration
BA Public Administration, Health Care Administration
BA Public Administration, Justice Administration
BA Social Sciences, Applied Track
BA Social Sciences, Early Childhood Education
BA Social Sciences, Political Science
BA Social Sciences, Psychology
BED Early Childhood & Special Education
BED Elementary Education
RN to BSN - Nursing
Master of Business Administration
Master of Human Resources Management
Master of Library and Information Sciences
Master of Social Work
MA Indigenous Language and Culture Education
MA Music Education
MED Curriculum Studies, Middle & Secondary Level
MED Educational Foundation, Private School
MED Learning Design & Technology
MED Special Education
MED Teaching
MS Computer Sciences
MS Kinesiology & Rehabilitation Science
MS Nursing
DNP Nursing
PhD Nursing
Certificate, Accounting
Certificate, Administrative Support Hospitality Legal
Certificate, Business Essentials
Certificate, Disaster Preparedness & Emergency Management
Certificate, Health Care Administration
Certificate, Management
Certificate, Management Essentials
Certificate, Management Foundations
Certificate, Retail Foundations
Certificate, Risk Management & Insurance
Certificate, Substance Abuse and Addiction Studies
Certificate, Substance Abuse Counseling Program
Certificate, Sustainable Tourism
Certificate, Telecommunication & Information Resources Management
Certificate, Travel Industry Management
Certificate, Writing Business Track
Certificate, Post Baccalaureate in Secondary Education
Certificate, Post Baccalaureate in Special Education
Graduate Certificate, Disability and Diversity Studies
Graduate Certificate, Kahuawaiola Indigenous Teacher Education Program
Graduate Certificate, Online Teaching and Learning
Graduate Certificate, Reading K-12



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Lihu`e, HI 96766



[subject to change]

KAUAʻI COMMUNITY COLLEGE

The College

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

The Island

Kauaʻi, with a population of about 68,000, lies 100 miles northwest of Honolulu, the State capitol and major population center of Hawaiʻi. The island retains many aspects of rural island life. The northernmost and oldest of the major Hawaiian islands, it is 627 square miles in area with a diameter of 32 miles, yet the climate varies dramatically from desert to rain forest with altitudes ranging from sea level to 5,243 feet. The beauty, the diverse cultures, and the climate are major island resources.

The UH System

Kauaʻi Community College is 1 of 10 campuses in the University of Hawaiʻi System. There are 7 community colleges (1 on Kauaʻi, 4 on Oʻahu, 1 on the Big Island of Hawaiʻi, and 1 on Maui, which also services Lanaʻi and Molokaʻi) and 3 universities (Mānoa, West Oʻahu, and Hilo).

Administrative Organization

The University of Hawaiʻi is governed by a Board of Regents appointed by the Governor of the State. The President of the University serves as the executive officer of the Board. The Chancellor of Kauaʻi Community College is responsible to the President of the University and Vice President for Community Colleges. Faculty Senate and the Associated Students of the University of Hawaiʻi at Kauaʻi 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

Kauaʻi Community College offers lower-division, transfer-level courses for students who plan to transfer to a 4-year college or university, occupational courses for students seeking competency or improvement in employable skills, and general education courses for all students to provide them with awareness of the ideas and ideals of our society.

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 Oʻahu campuses of the University of Hawaiʻi, as well as those of most other 4-year colleges and universities, should they decide to continue their education at a 4-year institution. While most of the transfer courses offered are in the Liberal Arts area, a few transfer courses are also offered in business education. Certain business and trade 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 Hawaiʻi's College of Education for those students who are prospective secondary school teachers in business, industrial arts, and industrial technology (see the Instructional Programs section in this catalog).

The 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, Marine Option Program, Plant Biology and Tropical Agriculture, and Polynesian Voyaging programs will lead to an Academic Subject Certificate. The Hawaiian Botany program will lead to a Certificate of Competence. A new Associate in Science in Natural Science (ASNS) degree with a concentration in Biological Science and in Physical Science is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the ASNS degree to better market their science background or in preparation for transfer to a four-year institution.

Business Education: Major areas include Accounting, Business, Business Technology, Culinary Arts, and Hospitality and Tourism. These areas of emphasis may lead to a Certificate of Competence, a Certificate of Achievement, an Associate in Applied Science degree, or an Associate in 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 Achievement. 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.

Curricula (continued)

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. 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 Achievement, or an Associate in Applied Science Degree. Electronics Technology has an Associate in Science degree.

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 Competence.

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 Competence, and Academic Subject Certificates are awarded to students who complete the requirements of selected programs. For more information on the degrees and certificates offered, see pages 51-53.

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 <https://sites.google.com/a/hawaii.edu/international-education/> or contact Kyoko Ikeda at 245-8368.

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 highly qualified educators 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 their 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 study personal enhancement and development. Special programs include re-training for dislocated workers, international 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 172.

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, online, and/or videoconferencing.

GETTING STARTED AT KAUA`I COMMUNITY COLLEGE

**Admissions and Records
Kaua`i Community College
3-1901 Kaumuali`i Highway
Lihu`e, Hawai`i 96766
Phone: (808) 245-8225
Email: arkauai@hawaii.edu
<http://kauai.hawaii.edu>**

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

Am I eligible to attend Kaua`i Community College?

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

How do I enroll?

1. APPLICATION

Go to <http://kauai.hawaii.edu/apply> to complete and submit the University of Hawai`i System Application.

Students that discontinue enrollment for at least one semester must reapply for a subsequent semester.

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 the COMPASS placement test prior to your academic advising appointment. 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.

Students with SAT Verbal score of 510 or higher meet the placement requirement for English 100 or equivalent. Effective fall 2015, a score of 18 on the ACT English Subject area places students in English 100 or equivalent.

Students with SAT Math score of 510 or higher, or ACT Math score of 22 or higher, meet the placement requirements for Math 100, Math 103, Math 111, or Math 115 effective fall 2013.

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. If you attended Kaua'i Community College in the past and submitted a TB clearance, contact the Admissions and Records Office to verify the validity of the clearance.

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. If you attended Kaua'i Community College in the past and submitted the MMR clearance, contact the Admissions and Records Office to verify the validity of the 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. CLASS AVAILABILITY

The Check Class Availability sites reflect the most current information about classes. Check to see how many seats are still available in a class and view course reference numbers, instructors, times, locations, etc. The sites are organized by institution and term at <http://myuhinfo.hawaii.edu/page/checkclass.html>.

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 online to the following website: <http://www.fafsa.gov>. The student and one parent (if dependent) must apply for FSA User ID/Password.

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 1st. You may check on your financial aid status by logging onto your MyUH Portal.

What if I am a returning KCC student?

If you attended Kaua'i Community College in the past and you are not currently enrolled, you need to submit a new online UH System Application. All University of Hawai'i campuses use the same system application for undergraduate enrollment, but admission is handled separately by each campus. Students must ensure that they select the right term and campus that they wish to enroll.

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 47 and 48 for more specific residency information.

What if I transfer from another college?

Complete the UH System Application and provide official transcripts (sent directly from the school you previously attended to KCC's Admissions and Records Office). Transcripts are required if you wish to transfer those credits and/or qualify for specific course prerequisites. 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.

Prior Learning Assessment (PLA)

The Prior Learning Assessment (PLA) Program is defined in University of Hawai'i Community Colleges Policy 5.302. PLA is the process through which students can earn college credit by identifying and documenting college-level learning that has been acquired through life experiences such as military and/or work experience, training, professional certification, independent study, volunteer activities, and hobbies (e.g., astronomy, history, travel, cultural and/or fine arts).

For all forms of PLA, applicants must be enrolled classified students; must present evidence that they have a mastery of the content of the courses for which credit is sought (but have not already received college credit for those courses); must apply, with department approval, to the VCAA's office by the specified deadline; and must pay the current fee. Applications are available on the PLA website, at the Registrar's Office, and in the Counseling Office. PLA is not generally available during the summer session. For more details, see: <http://www.kauai.hawaii.edu/pla>

The four most common options for requesting PLA credits are the following:

A. **Equivalency Examination** - Standardized national exams may be equated to equivalent courses. The equivalency examination must be approved by appropriate faculty and/or Division Chairperson. Requests for credit by equivalency exam can be submitted at any time during the semester, up until week 12 of instruction. Examples of such examinations include the following:

AP – Advanced Placement Examination

CLEP – College-Level Examination Program

DSST – DANTES Subject Standardized Tests

IB – International Baccalaureate

B. **Non-Collegiate-Sponsored Education Credit (NCSE)** - This evaluates learning from courses completed in non-collegiate settings (e.g., professional licenses, labor union courses, agency training programs, professional workshops, and military courses) whose course content is equivalent to offerings from a college. The non-collegiate-sponsored education credit must be approved by appropriate faculty and/or Division Chairperson. Students must initiate requests for NCSE credit by the end of the add/drop period. Examples of such education credit include the following:

1. Military (e.g., Joint Services Transcript)

2. American Council on Education (ACE) College Credit Recommendation Service

3. Professional Licenses or Industry Certifications (nationally- or state-certified professionals)

C. **Course Challenge / Credit by Institutional Examination (CBIE)** - Students who feel confident that their background/learning experiences have adequately prepared them in certain subject areas may challenge instructor-prepared examinations. In a Course Challenge/CBIE, students must demonstrate competency in a specific course and meet all Course Student Learning Outcomes (CSLOs) by completing, without instruction or tutorial assistance, a comprehensive written test, performance test, special project, and/or interview in the subject matter. The credit by examination must be approved by appropriate faculty and/or Division Chairperson. Note: Course Challenge option is not available for all courses. Courses for which credit is awarded based on Course Challenge/CBIE do not carry grades or grade points. Students must initiate requests for CBIE within 30 days of the first day of instruction.

Prior Learning Assessment (continued)

D. **Portfolio-based Assessment** - Prior learning must be documented with verifiable evidence of the concepts learned, relevant skills acquired, and the achievement level attained. Testimonial statements and/or references are required from qualified individuals (content experts, such as supervisors, co-workers, or personnel staff) who must also provide their credentials and qualifications of expertise. Credit for such prior learning must be approved by appropriate faculty and/or Division Chairperson. Note: Courses for which credit is awarded based on Portfolio-based Assessment do not carry grades or grade points. Students must initiate requests for credit by Portfolio-based Assessment by the end of the add/drop period.

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.
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. Register for the TOEFL Test by visiting the following website: <https://www.ets.org/toefl>. Test scores must be 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).
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. For more information, please refer to Health Requirements.
7. \$25 non-resident application fee (nonrefundable, nontransferable).

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 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.

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

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. You can also email Marilyn Hashisaka at hashisak@hawaii.edu.

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, contact the U.S. Department of Veterans Affairs at 1-888-442-4551 (toll free central time) or visit gibill.va.gov.

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.

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 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.

The *Jump Start* Program allows public high school seniors to enroll full-time in career and technical education programs. At the end of the school year, the student will graduate from high school with a diploma AND have completed one year of college. Interested high school juniors should contact their high school counselor. Go to: <http://www.uhcc.hawaii.edu/jumpstart> to find out more about it.

The Early College High School Program (ECHS) is an initiative designed to allow more high school students to earn six or more college credits before they graduate from high school. Over the next three years, Hawai'i P-20 Partnerships for Education, with the support of the Harold K.L. Castle Foundation and GEAR UP Hawai'i, will invest more than \$1.2 million of resources to fund tuition and expenses and provide technical assistance to selected high schools working in partnership with University of Hawai'i campuses, to provide high school-based early college courses. For more information, go to <http://www.p20hawaii.org>.

COLLEGE COSTS AND FINANCIAL INFORMATION

Fall 2015 - Spring 2016 Kaua'i Community College

Schedule of Tuition and Fees

No. of Credits	Fees (per semester)	Resident Tuition (per credit)	Resident Total	Non-Resident Tuition (per credit)*	Non-Resident Total
1	54.00	120.00	174.00	328.00	382.00
2	54.00	240.00	294.00	656.00	710.00
3	54.00	360.00	414.00	984.00	1,038.00
4	54.00	480.00	534.00	1,312.00	1,366.00
5	54.00	600.00	654.00	1,640.00	1,694.00
6	54.00	720.00	774.00	1,968.00	2,022.00
7	54.00	840.00	894.00	2,296.00	2,350.00
8	54.00	960.00	1,014.00	2,624.00	2,678.00
9	54.00	1,080.00	1,134.00	2,952.00	3,006.00
10	54.00	1,200.00	1,254.00	3,280.00	3,334.00
11	54.00	1,320.00	1,374.00	3,608.00	3,662.00
12	54.00	1,440.00	1,494.00	3,936.00	3,990.00
13	54.00	1,560.00	1,614.00	4,264.00	4,318.00
14	54.00	1,680.00	1,734.00	4,592.00	4,646.00
15	54.00	1,800.00	1,854.00	4,920.00	4,974.00

* 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

A \$30 activity fee is charged to both residents and non-residents for the Fall/Spring terms.

Allied Health and Nursing Lab Fee

A \$150-\$400 lab fee is charged each semester for the Allied Health and Nursing labs.

Apprenticeship Tuition and Fees

Apprentice and Journey Work: \$.45 per clock hour.

Bus Pass

A \$24 bus pass fee is charged to both residents and non-residents for the Fall/Spring terms.

Kaulana Bus Pass (KPASS) Fee

Fees are used to support subsidized public transportation services negotiated with the County of Kaua'i that allows student fee payers unlimited bus rides in exchange for payment of the mandatory fee amounts as negotiated. This two year public transportation program will take into effect for all registered students during the following semesters:

Fall 2015 – August 1, 2015 to December 31, 2015

Spring 2016 – January 1, 2016 to May 31, 2016

Fall 2016 – August 1, 2016 to December 31, 2016

Spring 2017 – January 1, 2017 to May 31, 2017

Terms of the public transportation services will be reviewed by Kaua'i Community College and the County of Kaua'i in Spring 2017 for successive contract renewals and negotiations.

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 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 duplicating fee is charged for each copy.

Graduation

A fee of \$15 is payable at the time the student submits the Application for Graduation.

Hawaiian Language Diploma

A \$15 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 is charged when a student registers after the last day of regular registration for the Fall/Spring terms (\$10 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/>

Special Tuition Fees (continued) **Other Educational Records**

A \$2 fee is charged for each copy of any other educational record requested by a student.

Transcript

A \$5 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 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.

Refunds (continued)

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.
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 Federal 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 completed a secondary education home schooling credential.
- 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 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.

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 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.

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.

Quantitative (Maximum Timeframe)

In addition to completing a certain percentage of their coursework, students must also be progressing through their educational program within a set timeframe. **A student's maximum timeframe is determined by the number of credits required for completion of their degree goal multiplied by 150 percent.**

Examples:

A Certificate of Achievement in Business Technology requires 33 credits. A student in this program is eligible to receive aid for a total of 50 credits.

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

- Transfer credits that have been evaluated and accepted will be counted as both attempted and completed hours. 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
- Students may choose to change their major at any time, however all credits previously attempted at the college and accepted transfer credits, will initially be counted in their new maximum timeframe.

Multiple Degrees

Once a student completes one degree at Kaua'i CC, the student **may not be eligible for financial aid OR may have limited financial aid eligibility**. Students must see an academic counselor to determine how many credits from the previous degree apply to the second degree and submit a Second Degree Review form to the Financial Aid Office. The form will inform the Financial Aid Office of how many credits the student needs to graduate with the second degree. In certain cases, if a student has not exceeded the maximum timeframe as allowed by federal guidelines, professional judgment may be used to allow the student to receive aid towards subsequent certificates or degrees.

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 (3rd 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 immediate family member
- 3) Withdrawal for reasons other than medical (i.e., military activation)

Students are required to meet with the Academic 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 USAFunds 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 Kaumuali'i 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>.

See Federal Financial Aid and State, Institutional, Private, and other Financial Assistance, pages 26 and 27.

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 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

Students are limited employment to a maximum of 20 hours per week during the academic terms. 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 U.S. Department of Veterans Affairs at 1-888-442-4551 (toll free central time) or visit gibill.va.gov or the Admissions and Records Office at 245-8225.

CAMPUS RESOURCES AND SERVICES

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

Admissions and Records 245-8224, 245-8225

The Admissions and Records Office is the custodian of your academic record. Go there for admission information and special procedures, registration information, transcripts, grades, residency information, transcript evaluation, VA certification, and Class Availability.

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 7 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 each respective campus bookstore at the contact number listed on their website. If you call during school rush, you may need to leave a message, since staff is often helping customers on the sales floor, and they will contact you at their first available moment. 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 Manoa 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 week 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 week, all sales are final. Summer session refunds must be made within 24 hours. Exception may be made on a case-by-case basis.

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 Public Safety Department (CPSD)

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.

Assistance: 245-8399 Information: 245-8393

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.

Campus Wellness 245-8307

The Campus Wellness Center is a nurse-managed, academic health center with the goals of: providing high quality wellness care to students, faculty, and staff; offering a clinical practice site for health careers students and faculty; and serving as a site for investigation of wellness-related topics.

Services are provided by Nurse Practitioners 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.

**Career Planning
245-8212**

Career planning information and testing services, including occupational interest inventories, personality inventories, and a library of occupational information, are available at the Counseling and Advising Office. Career Kokua and Discover, along with other computer occupational information and guidance systems, are also available.

Computer Labs

Computers for student use are located in the Learning Commons.

**Counseling
and Advising
245-8212**

Counseling and guidance at Kauaʻi 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.

Counseling is based on your individual interests, abilities, aptitudes, and needs. Advising is available year-round to assist you in defining your academic and occupational goals. You are encouraged to see a counselor to resolve personal problems that may interfere with your studies.

**Distance Learning
245-8330**

Distance learning courses can increase student flexibility regarding the time, place, and pace of study. Cable TV courses provide instruction to students via commercial and public access television. Students receive their course content through television and interact with faculty through phone and email. Online courses are delivered to students via the World Wide Web (WWW). These courses generally provide the most flexibility for students in terms of time and place of study. Interactive Television (ITV) classes and videoconferencing provide two-way video and audio instruction between students and faculty at various sites around the state. Students need to go to the ITV or videoconferencing site on campus. On-site outreach courses involve instructors hired by another UH campus to teach classes on Kauaʻi. Associate, Bachelor's, and graduate courses and programs are available through distance-delivered technologies. For more information, go to <http://kauai.hawaii.edu/uckauai/>.

**Email Access/
MyUH Portal**

As part of its effort to help students gain skills in current technology and to support instructors using email as a teaching and communicating mechanism, the College provides email accounts for students. Because it is an educational institution, the College emphasizes the educational use of email. Students can log onto: <http://myuh.hawaii.edu>.

**English Language
and Culture
245-8278**

Special courses are offered for students who speak English as a second language. See ELI 1, ELI 2, ELI 3, and ELI 4 in the Course Description section of this catalog.

**Facilities Use
245-8231**

The College facilities may be used by University of Hawaiʻi affiliates, state of Hawaiʻi 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 Hawaiʻi and the state of Hawaiʻi, 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 Hawaiʻi and the state of Hawaiʻi, and their officers, employees, and agents.

Non-institutional users of University facilities must clearly indicate in all promotional material that the program or activity is neither sponsored nor endorsed by the University of Hawaiʻi.

**Financial Aid
245-8360**

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.

**Food Services
245-8243
(Cafeteria)
245-8365
(Dining Room Reservations)**

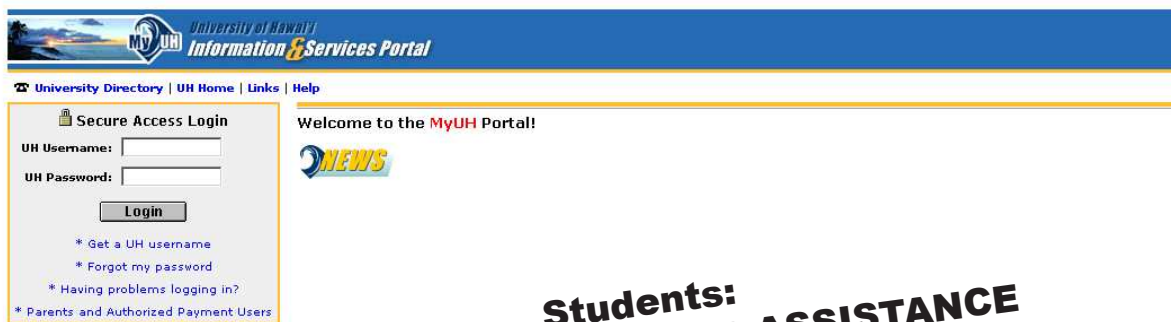
The KCC Cafeteria serves as an instructional facility for students in the Culinary Arts program. During the course of training, students produce a wide variety of lunch items. Facilities are open to the public. The Cafeteria is open in both the fall and spring semesters. The Dining Room is open during the fall semester for 12 weeks and during the spring semester for 6 weeks. Call 245-8365 for information and reservations.

Handicapped Parking 245-8399	There are several handicapped stalls located in all KCC parking lots. Any student with a state of Hawai'i, Department of Transportation Disabled Person's Parking Placard may park in these reserved spaces.
Health Care Insurance 245-8313	<p>See Campus Wellness section, page 29, for campus health center. A hospital is located in Lihue. Referral for those in need of vocational rehabilitation assistance or psychiatric attention is also available.</p> <p>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 Hawai'i/Chaminade University Student Plan. Brochures and applications for the student health plans are available at the Office of the Vice Chancellor of Student Affairs.</p> <p>All F-1 and M-1 visa foreign students must have some form of medical insurance before registration will be permitted.</p>
Interlibrary Loans 245-8353	Through Interlibrary Loan, KCC students have access to materials in all of the UH System libraries. Materials can be ordered and received from any remote UH campus.
International Education	International study opportunities may be available. For information, ask your instructor or counselor.
Internet Access	All KCC students have access to the Internet on campus computers. UH campus computers are to be used for academic pursuits.
Kaua'i Community College Training (Office of Continuing Education and Training) 245-8318 (Registration)	<p>KCC is a first-rate institution that helps businesses create a stronger, better workforce and also helps working people reach their goals. As Kaua'i's training hub, KCC provides effective, customized training that responds to the professional and personal development needs of our community's lifelong learners. Job-related skill courses are accelerated, focused, and often customized to meet specific industry needs. KCC also has a wide variety of specialized 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, Environmental Health and Safety, and Security Guard Training).</p> <p>Non-credit courses are open to anyone who can benefit from them. While there are no prerequisites, specific courses may require some prior experience to obtain maximum benefit. NON-CREDIT COURSES DO NOT MEET THE REQUIREMENTS FOR A COLLEGE CERTIFICATE OR DEGREE.</p>
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, and a math/science 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.
Learning Resource Center	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.
Library 245-8233	<p>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.</p> <p>The KCC Library has a collection of over 54,000 books and over 700 AV materials as well as a subscription of 123 periodical titles. Complementing the Library's physical book collection is electronic books (or e-books) offered via Ebrary. Over 120,000 e-book titles are currently available. Along with e-books, the Library subscribes to full-text databases for over 20,000 journal titles. An electronic catalog provides access to all UH System libraries, to 34 local and national indexes, and to online databases. Interlibrary loan service is available to the 4 million volumes within the UH System libraries.</p> <p>The Library offers ample seating for students. Small group meeting rooms are available for students working on projects. Computers within the Library provides access to the internet and to the campus network. Laptops and a reserve collection are available at the circulation desk. Other services in the Library include video/DVD players, microfilm readers/printers, and a photocopier (color and black and white).</p> <p>Library hours will vary depending on whether or not a semester is in session. Please call the Library for current hours.</p>
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>

'Oihana 'Imi Loa Center (Career Exploration Center) 245-0132

The center's staff can assist you with job searches both on- and off-campus. We can help with reviewing your résumé, prepare for interviews, and provide career exploration assessments.

Students may access off-campus work by setting up an account at <http://tinyurl.com/kynhkkn> and on-campus work by visiting <https://sece.its.hawaii.edu/sece>.

Positions not posted at the above sites may be viewed on the Job Boards located in the Learning Resource Center and outside the career center.

Orientation for New Students 245-8212

We invite all new students to attend a New Student Orientation (NSO) session at Kaua'i 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.

Parking 245-8399	Parking on campus is governed by the College's Rules and Regulations Governing Parking and the Operation of Motor Vehicles on the Kaua'i Community College Campus. Copies are available at the Office of the Vice Chancellor of Student Affairs.
Performing Arts Center (PAC) 245-8270, Box Office 245-8352, Manager	<p>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.</p> <p>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 30 for details).</p>
Recreational Facilities 245-8231	The College's recreational facilities include 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 (SPDH) 245-8245	The SPDH program provides support services to single parents and displaced homemakers pursuing vocational, career or technical certificate/degrees. Services include college orientation, academic and personal advising, career planning, registration and financial aid resources. In addition, SPDH also manages Bridge to Hope (BTH), an on campus employment opportunity, designed for students needing to complete work or volunteer requirements to maintain status with the State of Hawai'i First to Work Program.
Services to Students with Disabilities 245-8212 245-8314	<p>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."</p> <p>Through the Counselor for Students with Disabilities, Kaua'i Community College provides equal access and reasonable accommodation to students with disabilities. Students requesting accommodations need to identify themselves and provide appropriate verification of their disability to the Counselor for Students with Disabilities. Only the Office of Student Services, Counselor for Students with Disabilities can grant accommodations for a student with a verified disability. 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: hashisak@hawaii.edu.</p>
Student Clubs - Registered Independent Campus Organizations (RICO) 245-0112	<p>Registered Independent Campus Organizations provides students the opportunity to acquire valuable leadership skills, interact with other people that have similar interests, participate in civic, recreational, social and academically related activities, and gain important networking relationships.</p> <p>For a complete list of Registered Independent Campus Organizations, check out the Student Life website at http://info.kauai.hawaii.edu/asuhkauai/.</p> <p><i>'AUPAKA CLUB - Academic</i> 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 Kaua'i Community College can access to successfully complete their educational goals.</p> <p><i>BAHA'I CLUB - Religious</i> 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.</p>

**Student Clubs
(continued)*****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.

ELECTRONICS CLUB - Academic

The purpose of the Electronics Club is to provide a place for students to gain knowledge, experience and confidence in electronics.

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.

HO`OKUI CAREER CLUB - Academic

We the future leaders in our community, desire to develop, participate in, and serve the community by engaging in co-curricular activities, do hereby ordain and establish this Constitution for the students in the Career program offered at Kaua'i Community College.

HOSA (Health Occupation Student of America) CLUB - Academic

The purpose of HOSA is to serve the needs of its members and strengthen the HSE-HOSA partnership in the following ways: Fostering programs and activities, fostering self actualization of each member, building confidence in students and their work, promoting inter-organizational relationships with professional groups, recognizing individual achievements, promoting involvement in survival needs of the world, and establishing and maintaining state associations in good standing with HOSA.

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.

**Student Clubs
(continued)*****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.

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.

KAUAI AUTOMOTIVE TECHNOLOGY CLUB - Academic

The purpose of the organization shall be to promote enthusiasm for study of automotive technology through "Learning by Doing" and to reinforce what students have learned through "Learning by Teaching." The organization shall promote a positive image of the industry to the public at all times and work to improve the public understanding of automotive technology.

KAUAI CATHOLIC CAMPUS MINISTRY - Religious

The purpose of KCCM is to establish a Catholic Community that promotes and fosters group and individual growth through faith and service.

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 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 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 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.

KCC SUSTAINABILITY CLUB - Educational

The mission of the group is to bring together KCC students, faculty/staff and broader community members who are passionate about sustainability and its ability to create meaningful change through the use of culture, environment, economics, water, energy, affordable living, food models.

KU PONO I HO`OKAHI HAWAII - Language and Culture

The purpose of the Hawaiian Club is to perpetuate the Native Hawaiian culture and values through cultural practices, social gatherings, educational advancement, and community support.

LA TERTULIA 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.

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.

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.

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 VETERANS OF AMERICA - Military Veterans

The Student Veterans of America is composed of college based military veterans and supporters dedicated to supporting military veterans, their families, and their communities.

**Student Employment
off campus**

Off-campus employment opportunities are provided to students seeking employment. Students of the University of Hawai'i System may access these services. Full-time and part-time positions can be viewed on Bulletin Boards in the lobby of the Learning Resource Center and One Stop Center or visit <http://tinyurl.com/kynhkkn>.

**Student
Employment
on campus:
245-8323 or
245-8372**

To be eligible for on-campus jobs, a student must be enrolled for at least 6 credits and have a cumulative GPA of 2.0. New students are eligible for jobs upon enrollment for at least 6 credits. Interested students may visit the following website, <http://www.hawaii.edu/sece/>, to search for jobs and print referrals.

To be eligible for jobs funded by Federal Work Study Program (FWSP), a student must apply through the Financial Aid Office and qualify for the program. Upon qualifying, a student must have received a Federal Work Study award by the Financial Aid Office and be enrolled for at least 6 credits. Eligible students are limited to a maximum of 20 hours per week during the academic terms (Fall/Spring semesters). Students' award is based upon individual need and the availability of funds. Please visit <http://www.hawaii.edu/sece/>.

See Federal Aid Programs, pages 25 and 26.

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

The Associated Students of the University of Hawaii Kaua'i Community College Student Government ASUH-KCC SG is the official chartered student senate organization of Kaua'i Community College. The senate is comprised of an administrative council and student representatives for each campus division and minority groups of the college. The main function of ASUH-KCC SG is self-governance and student representation. This allows the senate to maintain its facility operations and serves as an avenue for student leaders to advocate on behalf of the general needs of its constituents. Also important, the group serves as a voice for campus concerns and actively volunteers on various campus and community committees. ASUH-KCC SG also sponsors activities for the student body, budgets and allocates student activity fees to support student groups and campus projects.

To get involved with ASUH-KCC Student Government, visit the Student Life website at info.kauai.hawaii.edu/asuhkauai/.

**Student Housing
245-8225**

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

**Student Life
Center
245-0104**

The Student Life Center is the central hub for student government, student activities, and registered independent campus organizations. Located on the second floor of the Campus Center, the popular gathering place houses the Student Lounge where friends meet and relax between classes, study areas with free internet access, LCD televisions to watch a favorite sport, and a coffee and tea station to get through those rigorous academic courses. Also available is a spacious multi-purpose conference room for think-tank groups and clubs. And if stress release is in order, the Game Room is the perfect place to shed some energy with the professional grade ping pong table, tournament sized billiard tables, foosball, LCD televisions with cable access, and board games for all ages. Student Identification Cards, bus pass information and gaming equipment are available at the Student Life Information Center.

Find out more about the Student Life Center at <http://info.kauai.hawaii.edu/asuhkauai/>.

**Student Life Office
245-0112**

The Student Life Office is located in the Student Life Center on the second floor of the Campus Center. The office provides administrative support, leadership development, training and activity planning for all student-led groups such as ASUH-KCC Student Government and registered independent campus organizations. In addition, the office works closely with the Student Activities Council (SAC) whose primary goal is to sponsor general campus activities and volunteer with non-profit community organizations on numerous projects.

For a complete list of Student Life services, visit the Student Life website at <http://info.kauai.hawaii.edu/asuhkauai/>.

**Student Loans
245-8360**

The College offers federal student loans. For information on these loan programs, please contact the Financial Aid Office, kaucfao@hawaii.edu.

**Student Services
245-8313**

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.

**Testing Center
245-8306**

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.

Transportation

All current students who have paid tuition and fees each fall and spring semester have access to the Kaua'i Bus Transportation System. Guidelines and current fee schedule for the Student ID/Kaulana Bus Pass is available at the Student Life Center located on the second floor of the Campus Center.

**Tutoring Services
245-8341**

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. 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 in math, writing and other content areas and language courses; resource materials; individualized study skills instruction; and small group workshops and/or individual instruction in learning skills, word processing, email, internet use and self-management skills. Tutoring Services offers computers and a printer for student use.

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.

**University Center
245-8330**

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 Manoa, UH Hilo, and UH West O'ahu. Call to find out about current and future program availability, or visit <http://info.kauai.hawaii.edu/uckauai/>.

**Veteran's Training
245-8225**

The College is an approved educational institution for education and training under the Veterans' Educational Assistance Act (G.I. Bill), the Veterans' Readjustment Act, and the Dependents' Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained at the Admissions and Records Office or by contacting the U.S. Department of Veterans Affairs at 1-888-442-4551 (toll free central time) or visit gibill.va.gov.

COLLEGE POLICIES AND PROCEDURES

Information in this section is organized alphabetically.

Academic Dishonesty

See Student Conduct Code, page 49.

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 shall be placed on academic probation. Grades of "W", "I", and "N" are excluded. Academic probation statuses are noted in the student's transcript record.

A student on academic probation who subsequently fails to achieve a 2.0 GPA for courses undertaken during the probationary semester and whose cumulative grade point average is below 2.0 shall be placed on academic suspension for one semester.

A student returning to the College following a semester of academic suspension shall be placed on academic probation and is subject to all conditions set forth for probationary students.

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

Adding/Dropping Classes

You may add or drop courses through the MyUH Portal on the internet. When you drop a class, you will receive a "W" grade. A "W" grade means that you have officially dropped a course. If you intend to withdraw but do not officially do so, you are considered enrolled and expected to complete assignments; the instructor will give you a grade based on your work in the class.

Erase Period - Courses dropped during the first 3 weeks of the semester will not be recorded on the student's record and a "W" grade will not be assigned.

Deadlines - Check the College Calendar for both add and drop deadlines. You need to take care of your responsibilities in dropping a course because your GPA could be affected.

Semester Courses - You may drop (withdraw from) semester-length courses any time up to the stated deadline.

Non-Semester Length Courses - The last day to withdraw from modular and non-modular courses that are completed in less than a semester is the instructional day prior to 60% completion of the course.

Complete Withdrawal - Students may drop courses online via their MyUH Portal prior to the first day of instruction. If you are not allowed to withdraw from the last course listed under Current Schedule in your MyUH Portal, contact the Admissions and Records Office at (808) 245-8225. There is no charge for a withdrawal from your last Kaua'i Community College course. 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.

No-Show Drop Policy

All credit courses - Students who do not establish attendance by the 100% refund date stated in the schedule of classes may be administratively withdrawn. If the student does not contact the instructor and the instructor reports the student as a "no show," the student will be withdrawn. Under these conditions, the administrative withdrawal will take place before the 100% refund date period and the student may be eligible for a refund, if applicable. The course will not appear on the student's transcript. Since many classes do not have mandatory attendance, **it is still the responsibility of any student who registers for class but then desires not to attend to notify the records and registration office before the 100% refund date, otherwise the student is liable for the course tuition and fees.**

Average Graduation and Persistence Rates

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

	Fall 2008 Cohort			Fall 2011 Cohort							
	MAHono	SSU	Pied Pikes	UHCC Avg	Hawaii	Honolulu	Kapiolani	Kauai	Lanikai	Manoa	Waikiki
GRADUATION RATE - 100% of normal time to completion	68%	38%	48%	17%	27%	14%	28%	38%	14%	17%	12%
Gender											
Male	52%	39%	3	16%	34%	15%	15%	23%	12%	15%	14%
Female	59%	44%	47%	18%	18%	14%	25%	14%	15%	18%	13%
IPEDS Race/Ethnicity											
Nonresident Alien	50%	3	3	30%	3	3	28%	3	46%	3	3
Hispanic/Latino	44%	46%	3	13%	15%	13%	6%	12%	12%	17%	10%
American Indian or Alaska Native	33%	3	3	3	3	3	3	3	3	3	3
Asian	67%	41%	55%	22%	38%	18%	22%	25%	19%	22%	27%
Black or African American	24%	3	3	3%	3	3	3	3	8%	3	3
Native Hawaiian or Other Pacific Islander	46%	25%	3	11%	18%	5%	4%	17%	5%	13%	13%
White	44%	36%	3	18%	18%	23%	18%	14%	16%	22%	18%
Two or more races	57%	44%	3	15%	19%	14%	14%	14%	12%	14%	12%
Race and ethnicity unknown	25%	3	3	5%	3	3	3	3	8%	3	3
Federal Grants/Low Household											
Recipient of a Federal Pell Grant	57%	48%	3	16%	27%	12%	28%	16%	13%	15%	13%
Recipient of a subsidized (Student Loans who did not receive a Pell Grant)	46%	34%	3	16%	3	8%	3	3	3	35%	3
(Student who did not receive either a Pell Grant or a subsidized Student Loan)	57%	29%	36%	18%	22%	17%	19%	22%	15%	19%	14%
PERSISTENCE RATE - 100% enrolled after 100% of normal time to completion	7%	1%	3%	18%	18%	18%	22%	17%	22%	22%	18%
TRANSFER OUT RATE	86%	88%	88%	18%	13%	27%	17%	14%	18%	18%	17%

A pound sign (\$) denotes any calculation with fewer than ten students.

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 label or predict individual students.

Institution Research and Analysis Office, University of Hawaii, February 2013

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 Public 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. For assistance from campus security call 245-8399. For information, contact the Campus Public Safety Manager at 245-8393 or the Vice Chancellor of Administrative Services at 245-8230.

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.

**Campus Public
Safety (continued)**

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.

Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion, or rescission of grades or degree. Copies of the full text of the Code are available at the Office of the Vice Chancellor of Student Affairs.

Campus-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College / University policies and state laws.

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the University of Hawai'i Community College campus are available at the Office of the Vice Chancellor of Student Affairs.

Lethal Weapons - Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.

Sexual Assault - See Sexual Assault Policy, page 48.

Sex Offenses - Students should report any incidents of sexual harassment, rape, attempted rape, or sexual assault to the Vice Chancellor for Student Affairs (245-8274), and the Kaua'i Police Department (911). They may request that the Vice Chancellor assist by making these calls.

Assistance is available at the Office of the Vice Chancellor of Student Affairs for students who would like to change their academic and/or living situations following an alleged sexual assault incident as well as for those who need counseling. Information on how to best minimize becoming a victim of sexual assault is provided in a brochure entitled "Sexual Assault, Reducing the Risk and Coping with an Attack." Complimentary copies are available at the Office of the Vice Chancellor of Student Affairs.

Smoking - In accordance with the State's No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987, and University policy, smoking is prohibited in any of the classrooms, laboratories, conference rooms, and other covered structures of the College.

Catalog of Record

The catalog that is current when the student enrolls in Kaua'i Community College is the catalog of record. A student who is in continuous attendance (except summer session) may graduate under the provisions of the catalog of record or a subsequent issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on the last re-entry date or a subsequent issue. A student who changes a program of study will come under the provisions of the catalog in effect at the time of the change.

Change of Major	<p><u>ENTERING STUDENTS:</u> 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><u>CURRENT STUDENTS:</u> Current students may change their major by seeing their counselor and completing the Change of Major Form.</p>
Change of Personal Data or Address	Any change of name and citizenship must be reported to the Admissions 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 Kauaʻi.
Classification of Students	<p>Students are classified as follows:</p> <p><u>By program enrollment:</u></p> <p><u>Classified:</u> Students who follow a prescribed program of studies leading to a degree or certificate.</p> <p><u>Unclassified:</u> Students who are not enrolled in an organized program or curriculum and are not working toward a degree or certificate.</p> <p><u>By number of credits enrolled:</u></p> <p><u>Full-time:</u> Students who are enrolled for 12 or more credits.</p> <p><u>Part-time:</u> Students who are enrolled for 11 credits or less.</p> <p><u>By educational level:</u></p> <p><u>Freshman:</u> Students who have completed 0 – 29.99 credits</p> <p><u>Sophomore:</u> Students who have completed 30 – 59.99 credits</p> <p><u>By registration status:</u></p> <p><u>First-time student:</u> A student attending a post-secondary institution (beyond high school) for the first time.</p> <p><u>Continuing student:</u> A student who was enrolled at Kauaʻi Community College during the previous semester (excluding summer session).</p> <p><u>Returning student:</u> A student who was last enrolled at Kauaʻi Community College and is returning to the College after an absence of one or more semesters.</p> <p><u>Transfer student:</u> A student who was last enrolled in another academic institution of a post-secondary nature.</p> <p><u>Continuing education student:</u> A student at Kauaʻi Community College who is taking a non-credit course through the KCC Training Office/OCET.</p>
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	Classified students who take full-time Kauaʻi CC courses 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.
Educational Rights and Privacy of Students	<p>Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act (FERPA) of 1974 (hereinafter the Act), students in attendance at the University of Hawaiʻi, Kauaʻi Community College are hereby notified of the following:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. The right to inspect and review education records within 45 days after a request for access is received. b. The right to request the amendment of education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. c. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. d. The right to file complaints concerning alleged failure by Kauaʻi Community College to comply with the Act.

Educational Rights and Privacy of Students (continued)

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. Major field of study,
 - c. Education level, (i.e. freshman, sophomore, etc.)
 - d. Fact of participation in officially recognized activities and sports,
 - e. Weight and height of members of athletic teams,
 - f. Dates of attendance,
 - g. Previous educational institution attended,
 - h. Degrees and awards received,
 - i. Honors and awards (including Dean's List)
 - j. 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 Kauaʻi Community College for high school students from Kauaʻi'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 and high school transcripts to the Admissions and Records Office.

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

**Factors Which
May Affect Your
Credits (continued)**

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).

Credit Load - The normal credit load for a student is 15-17 credits per semester.

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

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

If you intend to transfer to a 4-year institution, you should check that school's catalog to find out whether it accepts "CR" grades.

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

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

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

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

Final Exams

Final examinations take place the last week of each term (see the Academic Calendar 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.

**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	0 point per credit

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	
W	Withdrawal from a course	
N	No grade assigned	
CR	Credit Granted	
CE	Credit Granted (Credit by Examination)	
NC	No Credit Granted	
NCE	No Credit Granted (Credit by Examination)	
L	Audit	

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.

Graduation

In order to receive either a degree or certificate from Kaua'i Community College, a student must complete a Graduation Application. Check the Academic Calendar 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 an 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.

Notation of Academic Credentials

A student will be notified of the potential to earn a credential when enrolled in coursework that will fulfill requirements to complete a certificate or degree. Upon successful completion of requirements, academic credential will be notated on the student's official transcript, unless Kauai Community College is informed not to notate the completed credential at the request of the student. Notation of the academic credential will be completed at no cost to the student.

Health and Accident Insurance Requirement

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

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

Kaua'i Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

Health Requirements

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

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

Kaua'i Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

International Programs and Services

The Office of International Programs and Services establishes and implements systemwide policies and procedures to ensure the effective systemwide coordination of the University's international programs relating to immigration, study abroad, scholar services, protocol, exchanges, and cooperative agreements for systemwide implementation. The University of Hawai'i has exchanges and cooperative agreements at both the student and faculty levels with universities around the world and it has especially close ties with many universities in the Asia-Pacific region. The office, which is administratively housed under the Senior Vice President and Chancellor for Community Colleges, also administers the International Agreements Fund and serves as a clearinghouse for information on the University of Hawai'i's international involvement.

International Students

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

Contact the Admissions and Records Office for rules and regulations and admission requirements.

Late Registration

Check the Academic Calendar 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.

Non-Resident Student

Once classified as a non-resident, a student continues in this status at the College until submitting satisfactory evidence to the Admissions and Records Office that proves otherwise.

The maximum number of non-resident students that can be accepted by the College is limited by the Board of Regents policy. Students classified as non-residents are required to pay non-resident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

- A. 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.
- F. Citizens from an eligible Pacific Island district, commonwealth, territory, or insular jurisdiction, state or nation which provides no public higher education institution granting baccalaureate degrees are charged 150 percent of the resident tuition rate. The Office of the President updates and distributes the list of eligible Pacific Island jurisdictions.
- G. Veterans of the United States Armed Forces eligible to use Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai'i, and enroll at the university within three years of discharge from a period of active duty service of 90 days or more.
- H. Individuals eligible to use transferred Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai'i, and enroll at the university within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- I. Individuals eligible to use Post 9/11 GI Bill educational benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai'i, and enroll at the university within three years of the service member's death in the line of duty following a period of active duty service of 90 days or more.
- J. With the written approval of the chancellor, campuses may, for those nonresident students whose special talents and/or unique skills will make a significant contribution to campus life, exempt the nonresident portion of tuition. If instituted, the total number of exemptions granted in any given year should be established in accordance with the campus's strategic enrollment management goals, not exceed two percent of campus enrollment in any given year, and be reviewed/promulgated on a biennial basis.

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, Affirmative Action and Filing Complaints

Kaua'i Community College is an equal opportunity / affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, status as a covered veteran, national guard, victims of domestic or sexual violence, gender identity and expression, genetic information, citizenship, credit history, and income assignment. This policy covers admission and access to, and participation, treatment, and employment in Kaua'i Community College's programs, activities, and services. With regard to employment, Kaua'i Community College is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under University of Hawai'i policy.

Kaua'i Community College strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, Kaua'i Community College is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans.

Policy of Sexual Harassment and Sexual Assault

The University of Hawai'i ("University") is committed to maintaining and promoting safe, respectful campus environments that are free from discrimination, harassment, and sexual violence. The University prohibits and does not tolerate sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These forms of sex discrimination and sexual misconduct are prohibited by law and are serious offenses that violate the basic standards of behavior expected of members of the University community. Such conduct substantially interferes with a person's civil rights to equal opportunity in employment, education, and/or access to University programs, activities and services, whether on- or off-campus. The University will take appropriate action to prevent sexual harassment, sexual assault, domestic violence, dating violence,

**Policy of
Nondiscrimination,
Affirmative Action
and Filing Complaints
(continued)**

and stalking. Each campus will implement prevention and response procedures that include providing information on Title IX Coordinators and other designated personnel, law enforcement options, safety, interim measures, education and prevention services, and on- and off-campus resources. Each campus will investigate complaints in a manner that is equitable and reasonably prompt. Where appropriate, the campus will take prompt and effective steps (including disciplinary sanctions) reasonably calculated to end the sexual misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Resources and Filing Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of a protected category may file a complaint with any of the individuals listed below. The process of addressing allegations of discrimination are described in the University of Hawai'i Administrative Procedure A9.920, Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission.

Students may also file complaints of discrimination with the U.S. Department of Education, Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: 206-607-1600 FAX: 206-607-1601, TDD: 800-877-8339.

For more information on equal opportunity policies, complaint procedures, and available avenues of recourse for Kaua'i Community College, contact:

Students: Earl Nishiguchi, Vice Chancellor for Student Affairs & Title IX Coordinator, 808-245-8274

Student with Disabilities: Marilyn Hahisaka, Counselor, 808-245-8314

Employees: JoRae Baptiste, Human Resources Manager, EEO/ AA Coordinator, and Title IX Deputy, 808-245-8323

Mary Perreira, Director of EEO/ AA, UH Community Colleges, 808-956-4650

UH Community Colleges

2327 Dole Street

Honolulu, HI 96822

Residency

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 non-resident 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 non-resident, a student continues to be so classified during his/her term at the college until he/she can present clear and convincing evidence to the residency officer that proves otherwise. Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions Office. The complete rules and regulations are available at the Admissions Office.

DEFINITION OF HAWAI'I RESIDENCY

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

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

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

- A. Filing Hawai'i resident personal income tax return.
- B. Voting/registering to vote in the state of Hawai'i.

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawai'i, may apply, but **no single act is sufficient to establish residency in the state of Hawai'i**.

Other legal factors in making a residency determination include:

- A. The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see evidences) is taken to make Hawai'i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
- B. Residency in Hawai'i and residency in another place cannot be held simultaneously.
- C. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. A non-resident 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.

**Residency
(continued)**

- 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. Non-residents 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, descendents of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
 - F. Veterans of the United States Armed Forces eligible to use Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai'i, and enroll at the university within three years of discharge from a period of active duty service of 90 days or more.
 - G. Individuals eligible to use transferred Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai'i, and enroll at the university within three years of the transferor's discharge from a period of active duty service of 90 days or more.
 - H. Individuals eligible to use Post 9/11 GI Bill educational benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai'i, and enroll at the university within three years of the service member's death in the line of duty following a period of active duty service of 90 days or more.
 - I. With the written approval of the chancellor, campuses may, for those nonresident students whose special talents and/or unique skills will make a significant contribution to campus life, exempt the nonresident portion of tuition. If instituted, the total number of exemptions granted in any given year should be established in accordance with the campus's strategic enrollment management goals, not exceed two percent of campus enrollment in any given year, and be reviewed/promulgated on a biennial basis.
- 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:

American Samoa	Republic of Palau
Commonwealth of the Northern Marianas	Republic of the Marshall Islands
Cook Islands	Solomon Islands
Federated States of Micronesia	Tokelau
Futuna	Tonga
Kiribati	Tuvalu
Nauru	Vanuatu
Niue	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 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parent or legal guardian.

Safe Zone

The Task Force on Sexual Orientation has initiated a Safe Zone program aimed at keeping the University System a comfortable place for the lesbian, gay, bisexual, and transgendered population. A Safe Zone symbol identifies a person (student, teacher, staff, administrator) you can trust; someone who will be understanding, supportive, and helpful.

Selective Service Registration and Federal Student Aid	<p>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.</p>
Sexual Assault Policy	<p>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.</p> <p>See Campus Safety, pages 39 and 40.</p>
Student Conduct Code	<p>The University of Hawai'i, Kaua'i Community College has a Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions.</p> <p>Students should familiarize themselves with the Student Conduct Code, since upon enrollment at the University of Hawai'i, Kaua'i Community College, the student has placed himself/herself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct.</p> <p>Copies of the Student Conduct Code are available at the Office of the Vice Chancellor of Student Affairs.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Student Grievances	<p>The process of addressing allegations of misconduct is directed in the Student Academic Grievance Procedure or the Student Non-Academic Grievance Policy & Procedure. Copies are available at the Office of the Vice Chancellor of Student Affairs. The policies are also online on the KCC website under Student Support Services – Policies and in the Student Handbook.</p>
Transcript Requests	<p>Students may request for their official transcripts via mail, fax or in-person at the Admissions & Records Office located in the One Stop Center. Transcript request may also be ordered online directly through the National Student Clearinghouse. Standard processing time is within 7 working days for \$5.00 per transcript. Rush processing time is within 24 business hours for \$15.00 per transcript. For additional information, contact the Admissions & Records Office at (808) 245-8225.</p>
Transferring to Another College	<p>The College's liberal arts curriculum and some of the vocational courses are designed to enable a student to transfer to a four-year college or university. By proper program planning, students may complete the first 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.</p> <p>Students planning on transferring should consult the catalog of the college or university in which they are interested. Students are also advised to work closely with a counselor to ensure that the choice of courses taken will fulfill general education requirements for their chosen 4-year institution, as well as the requirements for the College's Associate in Arts degree.</p> <p>Catalogs of schools, colleges and universities are available at the Counseling and Advising Office. Program requirements for various majors for transfer to the University of Hawai'i (Mānoa), the University of Hawai'i (Hilo), and the University of Hawai'i (West O'ahu) are available at the Counseling and Advising Office.</p>

Kaua'i Community College

3-1901 Kaumuali'i Highway
LThu'e, HI, 96766
(808) 245 - 8225
www.kauai.hawaii.edu

LEGEND:



Automatic External
Defibrillator



Bus Stop



Emergency Phone



Handicapped
Parking



Restrooms

HLTHP - Health Sciences Ha'upu
HLTKH - Health Sciences Kiloohana
LRC - Learning Resource Center
Classrooms
Library
Media Services
Tutoring Services
MN - Maintenance
NSCI - Natural Science
OCET - Office of Continuing
Education and Training
Apprenticeship
Bookstore
Classrooms
OSC - One Stop Center
Administration
Financial Aid
Student Services
Testing Center
University Center
PACTR - Performing Arts Center
PE - Physical Education
SSCI - Social Science
Veterans Center
WC - Wellness Center
WELD - Welding Shop
WELD2 - Welding Class

ABRP - Autobody
AMT - Automotive
ART1 - Fine Arts 1
ART2 - Fine Arts 2
BUS - Business Education
CARP - Carpentry
CCTR - Campus Center
ASUH-KCC
Cafeteria
Culinary Arts
Fine Dining
COG - Cognition
DKI TECH - Daniel K. Inouye Tech Center
EB - Elections Building
EMT - Emergency Medical Services
Training Center
FARM - Office, Classrooms, K
FC1 - Faculty 1
FC2 - Faculty 2
HAW ST - Hawaiian Studies
HLT ANX - Health Sciences Annex
HLTSCI - Health Sciences
GRNSHP - Green Automotive Shop



PUBLIC FORUM AREAS
• A. Concrete Lanai, front of
Fine Dining
• B. Lanai by Holomua Statue

KAUMUALI'I
HIGHWAY

PUHI RD.

NANI ST.

NUHOU ST.

PROGRAMS AVAILABLE AT KAUA'I COMMUNITY COLLEGE

	Certificate of Competence	Certificate of Achievement	Academic Subject Certificate	Associate in Applied Science Degree	Associate in Science Degree	Associate in Arts Degree
<u>ACCOUNTING</u>						
Accounting.....	X	X		X		
<u>AUTO BODY REPAIR AND PAINTING</u>						
Auto Body Repair and Painting.....	X	X		X		
<u>AUTOMOTIVE TECHNOLOGY</u>						
Automotive Technology.....	X	X		X		
<u>BUSINESS</u>						
Business	X	X			X	
<u>BUSINESS TECHNOLOGY</u>						
Business Technology.....	X	X		X		
<u>CARPENTRY TECHNOLOGY</u>						
Carpentry Technology		X		X		
<u>CULINARY ARTS</u>						
Culinary Arts	X	X		X		
<u>DIGITAL MEDIA ARTS</u>						
Digital Media Arts: Digital Film*	X					
Digital Media Arts: Digital Graphic Design*	X					
*The Digital Media Arts programs are currently housed under the Electronic Technology program.						
<u>EARLY CHILDHOOD EDUCATION</u>						
Early Childhood Education.....	X	X			X	
<u>ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY</u>						
Electrical Installation and Maintenance Technology	X	X		X		
<u>ELECTRONICS TECHNOLOGY</u>						
Electronics Technology	X	X			X	
<u>FACILITIES ENGINEERING TECHNOLOGY</u>						
Facilities Engineering Technology	X					
<u>HEALTH SERVICE</u>						
Adult Residential Care Home Operator	X					
Massage Therapy	X					
Medical Assisting		X				
Nurse Aide	X					
<u>HOSPITALITY AND TOURISM</u>						
Hospitality and Tourism	X	X		X		

PROGRAMS AVAILABLE AT KAUA'I COMMUNITY COLLEGE

	Certificate of Competence	Certificate of Achievement	Academic Subject Certificate	Associate in Applied Science Degree	Associate in Science Degree	Associate in Arts Degree
<u>LIBERAL ARTS</u>						
Hawaiian Studies			X			X
Liberal Arts Program						X
Hawaiian Botany.....	X					
Marine Option Program.....			X			
Plant Biology and Tropical Agriculture			X			
Polynesian Voyaging			X			
<u>NATURAL SCIENCE</u>						
Concentration in Biological Science					X	
Concentration in Physical Science					X	
Concentration in Plant Biology and Tropical Agriculture.....					X	
<u>NURSING</u>						
Practical Nursing.....		X				
Registered Nursing					X	
<u>PLANT BIOLOGY AND TROPICAL AGRICULTURE</u>						
Plant Biology and Tropical Agriculture	X	X			X	
<u>SUSTAINABILITY SCIENCE</u>						
Sustainability Science	X	X				

DEGREES AND CERTIFICATES

Associate in Arts degree (A.A.)

The Associate in Arts degree is a 2-year baccalaureate direct transfer liberal arts degree, consisting of at least 60 semester credits at the 100 and 200 levels. It is intended for students who plan to transfer to a 4-year institution or for students desiring two years of general education beyond high school. Only courses numbered 100 or above may count toward the degree, and all area requirements must be satisfied. The courses are likely to be transferable to any university. A transferrable course, however, may not be applicable to a particular program or major at the other institution. Therefore, it is highly recommended that the student consult with a counselor at the start of the liberal arts program. The issuance of an A.A. degree requires that the student must earn a GPA of 2.0 or better for all courses applicable toward the degree.

Associate in Science degree (A.S.)

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

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

The Associate in Applied Science degree is a 2-year technical-occupational-professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a baccalaureate program. A.A.S. programs may, however, include some baccalaureate-level course offerings. The issuance of an A.A.S. degree requires that the student must earn a GPA of 2.0 or better for all courses applicable toward the degree.

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 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. These course sequences shall be at least 4 credit hours, but may not exceed 23 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.

GENERAL SKILLS/ED CORE OPTIONS

Category	Cr	Course Options
<u>A.S. DEGREE</u>		
(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
<u>A.A.S. DEGREE</u>		
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 150*, ANTH 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, HLTH 140, ICS 100, ICS 101, any Natural Science course, or any DB/DP designation
Oral Communication	3	BUS 130, CULN 160, SP 151, SP 185, SP 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 100 or higher, PHIL 110, any FS designation
Written Communication	3	BUS 175, ENG 100, ENG 104 or higher, JOUR 205, LING 102, any WI course, or any FW designation
* Inactive courses		

Diversification, Foundations, and Graduation Requirement Courses

DIVERSIFICATION (Arts) - DA

ART 101 (2013-2018)
ART 105 (2013-2018)
ART 107D (2010-2015)
ART 110* (2010-2015)
ART 111 (2013-2018)
ART 113 (2013-2018)
ART 123 (2013-2018)
ART 207D (2010-2015)
ART 211 (2010-2015)
ART 213 (2010-2015)
ART 223 (2013-2018)
ART 243 (2010-2015)
ART 244 (2010-2015)
ENG 104 (2010-2015)
HWST 128 (2010-2015)
HWST 177 (2010-2015)
MUS 103B* (2010-2015)
MUS 106* (2010-2015)
MUS 121B (2010-2015)
MUS 121C (2010-2015)
MUS 121D (2013-2018)
MUS 121F (2013-2018)
MUS 122B (2010-2015)
MUS 122C (2010-2015)
MUS 150 (2012-2017)
MUS 166 (2010-2015)
MUS 177* (2010-2015)
MUS 201 (2010-2015)
MUS 202 (2010-2015)
MUS 203G (2010-2015)
MUS 203N* (2010-2015)
MUS 203R* (2010-2015)
MUS 204 (2010-2015)
MUS 220 (2010-2015)
MUS 253 (2015-2020)
MUS 254 (2010-2015)
SP 151 (2010-2015)
SP 231 (2010-2015)
SP 233* (2010-2015)
SP 251 (2010-2015)
THEA 101 (2010-2015)
THEA 221 (2014-2019)
THEA 222 (2015-2020)

**Currently inactive*

DIVERSIFICATION (Biological Sciences) - DB

BIOL 100 (2010-2015)
BIOL 123 (2010-2015)
BIOL 171 (2013-2018)
BIOL 172 (2013-2018)
BIOL 208 (2010-2015)
BOT 130 (2010-2015)
MARE 171 (2013-2018)
MARE 172 (2013-2018)
MICR 130 (2010-2015)
PBT 141 (2015-2020)
PBT 275 (2015-2020)
SCI 121 (2010-2015)
ZOO 101 (2010-2015)
ZOO 141 (2010-2015)
ZOO 142 (2010-2015)

DIVERSIFICATION (Humanities) - DH

ART 170* (2010-2015)
ART 180* (2010-2015)
HIST 241 (2015-2020)
HIST 242 (2015-2020)
HIST 250 (2015-2020)
HIST 281 (2015-2020)
HIST 282 (2015-2020)
HIST 284 (2010-2015)
HIST 284K (2010-2015)
HWST 107 (2010-2015)
HWST 111 (2012-2017)
HWST 281 (2010-2015)
HWST 290 (2010-2015)
LING 102 (2012-2017)
PHIL 100 (2015-2020)
PHIL 101 (2015-2020)
PHIL 102* (2010-2015)
PHIL 204 (2015-2020)
PHIL 211 (2015-2020)
PHIL 213 (2015-2020)
PHIL 250* (2010-2015)
REL 151* (2010-2015)
REL 205 (2010-2015)
REL 210 (2015-2020)

**Currently inactive*

DIVERSIFICATION (Literature) - DL

EALL 272 (2010-2015)
ENG 250 (2010-2015)
ENG 251 (2010-2015)
ENG 252 (2010-2015)
ENG 253 (2010-2015)
ENG 254 (2010-2015)
ENG 255 (2010-2015)
ENG 256 (2010-2015)
ENG 257 (2010-2015)
ENG 257K (2010-2015)
ENG 257N (2012-2017)
ENG 257T (2015-2020)
ENG 261 (2010-2015)
FR 261* (2010-2015)
HAW 261 (2010-2015)
HAW 262 (2010-2015)
REL 122 (2015-2020)

** Currently inactive*

DIVERSIFICATION (Physical Sciences) - DP

ASTR 110 (2010-2015)
CHEM 151 (2010-2015)
CHEM 152 (2010-2015)
CHEM 161 (2010-2015)
CHEM 162 (2010-2015)
ENRG 101 (2014-2019)
GEOG 101 (2010-2015)
GG 101 (2015-2020)
OCN 120 (2013-2018)
OCN 201 (2010-2015)
PHYS 151 (2010-2015)
PHYS 152 (2010-2015)
PHYS 170 (2010-2015)
PHYS 272 (2010-2015)
SCI 122 (2013-2018)

Diversification, Foundations, and Graduation Requirement Courses

• continued •

DIVERSIFICATION (Social Sciences) - DS

ANTH 200 (2010-2015)
 ANTH 220 (2010-2015)
 BOT 105 (2010-2015)
 ECON 130 (2010-2015)
 ECON 131 (2010-2015)
 POLS 110 (2010-2015)
 PSY 100 (2010-2015)
 PSY 220 (2010-2015)
 SOC 100 (2010-2015)
 SOC 220* (2010-2015)
 SP 185 (2012-2017)
 SSCI 250 (2010-2015)

**Currently inactive*

DIVERSIFICATION (Lab) - DY

BIOL 100L (2010-2015)
 BIOL 123L (2010-2015)
 BIOL 171L (2013-2018)
 BIOL 172L (2013-2018)
 BOT 130L (2010-2015)
 CHEM 151L (2010-2015)
 CHEM 161L (2010-2015)
 CHEM 162L (2010-2015)
 GEOG 101L (2010-2015)
 GG 101L (2015-2020)
 MARE 171L (2013-2018)
 MARE 172L (2013-2018)
 MICR 140 (2010-2015)
 PHYS 151L (2010-2015)
 PHYS 152L (2010-2015)
 PHYS 170L (2010-2015)
 PHYS 272L (2010-2015)
 SCI 121L (2010-2015)
 SCI 122L (2013-2018)
 ZOOL 101L (2010-2015)
 ZOOL 141L (2010-2015)
 ZOOL 142L (2010-2015)

DIVERSIFICATION (Biological Science and Lab) - DB + DY

BOT 101 (2010-2015)
 HORT 200 (2015-2020)

DIVERSIFICATION (Physical Science and Lab) - DP + DY

PBT 204 (2014-2019)

FOUNDATIONS (Global and Multicultural Perspectives) - FGA

HIST 151 (2010-2015)

FOUNDATIONS (Global and Multicultural Perspectives) - FGB

HIST 152 (2010-2015)
 SSM 101 (2015-2020)

FOUNDATIONS (Global and Multicultural Perspectives) - FGC

REL 150 (2014-2019)

FOUNDATIONS (Symbolic Reasoning) - FS

MATH 100 (2010-2015)
 MATH 103 (2010-2015)
 MATH 112 (2010-2015)
 MATH 115 (2014-2019)
 MATH 140 (2010-2015)
 MATH 140X (2015-2020)
 MATH 205 (2010-2015)
 MATH 206 (2010-2015)
 PHIL 110 (2014-2019)

FOUNDATIONS (Written Communication) - (FW)

ENG 100 (2009-2014)

GRADUATION REQUIREMENT (Alternative Communication)

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 courses
 HAW courses
 HWST 128
 ICS 111
 ICS 120V
 JOUR 205
 JPNS courses
 MATH 135
 MATH 140

Diversification, Foundations, and Graduation Requirement Courses

• continued •

GRADUATION REQUIREMENT (Alternative Communication) •continued •

MATH 205
MATH 206
MUS 121B
MUS 121C
MUS 122B
MUS 122C
MUS 201
MUS 202
MUS 203G
MUS 204
MUS 220
MUS 253
MUS 254
SP 185
SP 231
SPAN courses
THEA 221

GRADUATION REQUIREMENT (Health and Wellness)

BOT 130L (2015-2020)
CULN 185 (2015-2020)
HLTH 140 (2014-2019)
HLTH 155 (2014-2019)
HPER 100 (2014-2019)
HPER 108 (2014-2019)
HPER 130 (2014-2019)
HPER 131 (2015-2020)
HPER 132 (2015-2020)
HPER 137 (2014-2019)
HPER 152 (2014-2019)
HPER 160 (2014-2019)
HPER 171 (2015-2020)
HPER 197 (2015-2020)
HWST 128 (2015-2020)
MUS 121B (2015-2020)
MUS 122B (2015-2020)
ZOO 141 (2014-2019)
ZOO 142 (2014-2019)

GRADUATION REQUIREMENT (Pacific Cultures)

ANTH 220
BOT 105
GEOG 189
HAW 261
HAW 262
HIST 284
HIST 284K
HWST courses
PHIL 102*
REL 105

**Currently inactive*

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.

Program	Certificate	Credits	US Dept. of Labor SOC Code	On-Time Graduation Rate	Normal Time Total Tuition and Fees (Resident)	Normal Time Total Tuition and Fees (Non-Resident)	Typical Cost of Books and Supplies	Job Placement Rate	Median Loan Debt
Accounting	Certificate of Achievement	32	43-3031	10%	\$3,810	\$10,274	\$1,346	70%	\$0
Accounting (Individual Income Tax Preparer)	Certificate of Completion	19	13-2082	*	\$2,274	\$6,112	\$897	70%	\$0
Accounting (Payroll Preparer)	Certificate of Completion	16	43-3051	*	\$1,932	\$5,164	\$897	70%	\$0
Accounting (Small Business Accounting)	Certificate of Completion	16	43-3031	*	\$1,932	\$5,164	\$897	70%	\$0
Auto Body Repair and Painting	Certificate of Achievement	39	49-3021	*	\$4,608	\$12,486	\$2,546 - \$2,846	74%	\$0
Automotive Mechanics Technology	Certificate of Achievement	51	49-3023	52%	\$6,030	\$16,332	\$3594 - \$3794	61%	\$0
Automotive Mechanics Technology (Electronics/Computer Control Specialist)	Certificate of Completion	23	49-3023	0%	\$2,730	\$7,376	\$897	61%	\$0
Business Technology	Certificate of Achievement	35	43-6011, 43-9061, 43-6014, 43-4171	6%	\$4,152	\$11,222	\$1,346	69%	\$0
Business Technology (Office Assistant)	Certificate of Completion	18	43-6011, 43-9061, 43-6014, 43-4171	0%	\$2,160	\$5,796	\$897	69%	\$0
Carpentry Technology	Certificate of Achievement	53	47-2031	*	\$6,258	\$16,964	\$1,794	*	\$0
Culinary Arts	Certificate of Achievement	30	35-2021	62%	\$3,528	\$9,588	\$1,257	75%	\$0
Culinary Arts	Certificate of Completion	16	35-2021	60%	\$1,932	\$5,164	\$1,257	75%	\$0
Digital Media Arts (Digital Film)	Certificate of Completion	21	27-1024	*	\$2,502	\$6,744	\$897	75%	\$0
Digital Media Arts (Digital Graphic Design)	Certificate of Completion	21	27-1024	*	\$2,502	\$6,744	\$897	75%	\$0
Early Childhood Education	Certificate of Achievement	39	25-2010	*	\$4,608	\$12,486	\$1,346	71%	\$0
Electrical Installation and Maintenance Technology	Certificate of Achievement	47	47-3013	*	\$5,574	\$15,068	\$1,794	*	\$0
Electronics Technology	Certificate of Achievement	33	15-1041, 17-3021, 17-3023, 17-3024, 49-2011, 49-2021, 49-2022, 49-2091, 49-2097, 49-2098, 49-9062, 49-2093	*	\$3,924	\$10,590	\$1,646 - \$2,146	75%	\$0
Facilities Engineering Technology	Certificate of Completion	23	49-9042	0%	\$2,730	\$7,376	\$897	86%	\$0
Facilities Engineering Technology (FENG mechanical, electrical, and plumbing)	Certificate of Completion	23	49-9071	*	\$2,730	\$7,376	\$897	86%	\$0
Hospitality and Tourism (Hospitality and Sales Marketing)	Certificate of Completion	21	41-3099	*	\$2,502	\$6,744	\$897	74%	\$0
Hospitality and Tourism (Hospitality Management)	Certificate of Completion	21	11-9081	*	\$2,502	\$6,744	\$897	74%	\$0
Hospitality and Tourism (Hotel Operations)	Certificate of Achievement	45	11-9081	0%	\$5,292	\$14,382	\$1,351	74%	\$0
Medical Assisting	Certificate of Achievement	23	31-9092	*	\$2,730	\$7,376	\$1,413	*	\$0
Practical Nursing	Certificate of Achievement	52	29-2061	28%	\$6,144	\$16,648	\$3,494	57%	\$0

Notes:

* Insufficient data or withheld to protect confidentiality due to small population

On-time graduation rate, median loan debt, and job placement reflect three-year averages

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

	CREDITS
ACC 124 Principles of Accounting I.....	3
ACC 125 Principles of Accounting II	3
ACC 126* Principles of Accounting III.....	3

*ACC 202 will fulfill the requirement for ACC 126.

TOTAL 9

Certificate of Competence (Accounting Office Assistant): 18 credits

	CREDITS
ACC 124 Principles of Accounting I.....	3
ACC 125 Principles of Accounting II	3
ACC 255 Using Excel in Accounting.....	3
<u>Computer /Technology.....</u>	3
BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 100, ICS 101, or ICS 111	
<u>Thinking, Reasoning /Mathematics.....</u>	3
BUSN 189 or any 100-level or higher MATH course except MATH 111 and MATH 112, FS designated course, or Core Options	
<u>Written Communication</u>	3
BUS 175; ENG 100, ENG 215; or Core Options	

TOTAL 18

Certificate of Competence (Accounting Assistant): 21 credits

	CREDITS
ACC 124 Principles of Accounting I.....	3
ACC 125 Principles of Accounting II	3
ACC 252 Using QuickBooks in Accounting.....	3
ACC 255 Using Excel in Accounting.....	3
<u>Computer /Technology.....</u>	3
BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 100, ICS 101, or ICS 111	
<u>Thinking, Reasoning /Mathematics.....</u>	3
BUSN 189 or any 100-level or higher MATH course except MATH 111 and MATH 112, FS designated course, or Core Options	
<u>Written Communication</u>	3
BUS 175; ENG 100, ENG 215; or Core Options	

TOTAL 21

Certificate of Competence (Payroll Preparer): 21 credits

	CREDITS
ACC 124 Principles of Accounting I.....	3
ACC 132 Payroll and Hawai'i General Excise Tax.....	3
<u>Computer /Technology.....</u>	6
ACC 255; BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 100, ICS 101, or ICS 111	
<u>Social Environment.....</u>	3
ECON 130, ECON 131; HOST 125; MGT 122; POLS; SOC; or Core Options	
<u>Thinking, Reasoning /Mathematics.....</u>	3
BUSN 189 or any 100-level or higher MATH course except MATH 111 and MATH 112, FS designated course, or Core Options	
<u>Written Communication</u>	3
BUS 175; ENG 100, ENG 215; or Core Options	

TOTAL 21

Certificate of Competence (Small Business Accounting): 21 credits

	CREDITS
ACC 124 Principles of Accounting I.....	3
ACC 125 Principles of Accounting II	3
ACC 132 Payroll and Hawai'i General Excise Tax.....	3
ACC 252 Using QuickBooks in Accounting.....	3
ACC 255 Using Excel in Accounting.....	3
<u>Computer /Technology.....</u>	3
BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 100, ICS 101, or ICS 111	
<u>Written Communication</u>	3
BUS 175; ENG 100, ENG 215; or Core Options	

TOTAL 21

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

ACCOUNTING

Business Education

• continued •

Certificate of Competence (Tax Preparer): 21 credits

	CREDITS
ACC 124 Principles of Accounting I.....	3
ACC 125 Principles of Accounting II	3
ACC 134 Individual Income Tax Preparation.....	3
ACC 137 Business Income Tax Preparation	3
ACC 255 Using Excel in Accounting.....	3
<u>Computer /Technology</u>	3
BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 100, ICS 101, or ICS 111	
<u>Written Communication</u>	3
BUS 175; ENG 100, ENG 215; or Core Options	

TOTAL 21

Certificate of Achievement (Accounting): 28-31 credits

	CREDITS
ACC 124* Principles of Accounting I.....	3
ACC 125* Principles of Accounting II	3
ACC 132 Payroll and Hawai'i General Excise Tax.....	3
ACC 134 Individual Income Tax Preparation.....	3
ACC 193V** Cooperative Education.....	1
ACC 252 Using QuickBooks in Accounting.....	3
ACC 255 Using Excel in Accounting.....	3
*ACC 201 will fulfill the requirements for ACC 124 and ACC 125.	
**Variable option for additional credit(s) if ACC 201 is taken.	
<u>Computer /Technology</u>	3
BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 100, ICS 101, or ICS 111	
<u>Oral Communication</u>	3
Core Options	
<u>Thinking, Reasoning /Mathematics</u>	3
BUSN 189 or any 100-level or higher MATH course except MATH 111 and MATH 112, FS designated course, or Core Options	
<u>Written Communication</u>	3
BUS 175; ENG 100, ENG 215; or Core Options	

TOTAL 28-31

Associate in Applied Science Degree (Accounting): 60-61 credits

	CREDITS
ACC 124* Principles of Accounting I.....	3
ACC 125* Principles of Accounting II	3
ACC 126* Principles of Accounting III.....	3
ACC 132 Payroll and Hawai'i General Excise Tax.....	3
ACC 134 Individual Income Tax Preparation.....	3
ACC 137 Business Income Tax Preparation	3
ACC 193V** Cooperative Education.....	1
ACC 252 Using QuickBooks in Accounting.....	3
ACC 255 Using Excel in Accounting.....	3
BLAW 200 Legal Environment of Business.....	3

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

**Variable option for additional credit(s) if ACC 201 is taken.

<u>Computer /Technology</u>	3
BUSN 121, BUSN 123, BUSN 130, BUSN 150; ICS 100, ICS 101, or ICS 111	
<u>Cultural Environment</u>	3
ANTH 200; HWST 107, HWST 111; PHIL 100; REL 150; or Core Options	
<u>Electives</u>	6
BUSN 189; ECOM; ECON; ENT; HAW; HIST; HOST; ICS; MGT; MKT; POLS; PSY; REL; SMKT; or 2nd language	
<u>Natural Environment</u>	3
Any 100-level or higher Natural Science, DB, DP, or Core Options	
<u>Oral Communication</u>	3
SP 151 Personal and Public Speaking	3
<u>Social Environment</u>	6
ECON 130, ECON 131; HOST 125; MGT 122; POLS; SOC; or Core Options	
<u>Thinking, Reasoning /Mathematics</u>	3
BUSN 189 or any 100-level or higher MATH course except MATH 111 and MATH 112, FS designated course, or Core Options	
<u>Written Communication</u>	6
ENG 100 Composition I	3
and choose from the following [3]	
BUS 175; ENG 100, ENG 215; or Core Options	

TOTAL 60-61

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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 CHO residents.
5. Demonstrate knowledge of the licensure requirements for CHO facilities.

Certificate of Competence (Adult Residential Care Home Operator): 4 credits

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

TOTAL 4

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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. Communicate effectively with customers, coworkers, and supervisors by using active listening, oral, and written skills.
2. 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. Work independently and in teams to diagnose, service, prep, and repair vehicles.
4. Demonstrate professionalism through initiative, efficiency, positive attitude, honesty, and ethics.
5. 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 Repair1
ABRP 23	Auto Body Welding4
ABRP 26	Non-Structural Analysis and Repair4
TOTAL 9	

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

	CREDITS
ABRP 30	Non-Structural Analysis Damage Repair3
ABRP 34	Painting and Refinishing: Surface and Prep/Safety2
ABRP 36	Plastics and Adhesives2
TOTAL 7	

Certificate of Achievement (Auto Body Repair and Painting): 39 credits

	CREDITS
ABRP 20	Introduction to Collision Repair1
ABRP 23	Auto Body Welding4
ABRP 26	Non-Structural Analysis and Repair4
ABRP 30	Non-Structural Analysis Damage Repair3
ABRP 32	Structural Analysis Damage Repair/Frame.....3
ABRP 34	Painting and Refinishing: Surface and Prep/Safety2
ABRP 36	Plastics and Adhesives2
ABRP 40	Structural Analysis Repair/Unibody4
ABRP 42	Non-Structural Analysis Damage Repair III.....4
ABRP 44	Painting and Refinishing: Spray Gun Operation I3
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
TOTAL 39	

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

AUTO BODY REPAIR AND PAINTING

Trade Technology

• continued •

Associate in Applied Science Degree (Auto Body Repair and Painting): 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</u>	3
Core Options	
<u>Electives</u>	3
Any 100-level or higher course	
<u>Natural Environment</u>	3
PHYS 101 Career and Technical Education Physics	3
<u>Oral Communication</u>	3
Core Options	
<u>Social Environment</u>	3
Core Options	
<u>Thinking, Reasoning/Mathematics</u>	3
MATH 100 or higher	
<u>Written Communication</u>	3
Core Options	
<u>TOTAL 60</u>	

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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 providing a set of marketable workplace skills. The Certificates of Competence as Drive Train Specialist, Undercar Specialist, and Electronics/Computer Specialist lead to the Certificate of Achievement in Automotive Technology and the AAS degree. This two-year AAS degree program is primarily designed to begin every other year.

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 qualification into ENG 21 or higher and MATH 100 or higher or concurrent enrollment in 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 Competence (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 Competence (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 Competence (Engine Specialist): 12 credits

CREDITS

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

TOTAL 12

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

AUTOMOTIVE TECHNOLOGY

Trade Technology

• continued •

Certificate of Competence (Electronics/Computer Control Specialist): 23 credits

	CREDITS
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
ETRO 18 General Electronics	3
TOTAL 23	

Certificate of Achievement (Automotive Mechanics Technology): 51 credits

	CREDITS
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
TOTAL 51	

Associate in Applied Science Degree (Automotive Mechanics Technology): 69 credits

	CREDITS
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

Communication3
Core Options

Cultural Environment3
Core Options

Natural Environment3
PHYS 101 Career and Technical Education Physics3

Social Environment3
Core Options

Thinking, Reasoning/Mathematics3
MATH 100 Survey of Mathematics.....3

TOTAL 69

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

BUSINESS

Business Education

The Associate in Science in Business degree will prepare students for entry-level positions in business, industry, and non-profit organizations. It is designed for students who seek to gain a solid foundation of the basic business concepts and skills necessary to contribute and create solutions in today's business environment. Upon successful completion of this program, students will acquire the knowledge and skills to apply management, marketing, and accounting concepts to improve operational performance in a business setting. This degree can help an individual jump-start a career in business or prepare them for transfer to a four-year institution.

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

Business Program Student Learning Outcomes (PSLOs)

1. Develop critical thinking and interpersonal skills applicable to real-world problems.
2. Utilize creativity and logical strategies and techniques to solve complex business issues.
3. Implement and apply current technical solutions to business activities, systems, and processes.
4. Apply foundational management principles to the functions of planning, organizing, coordinating, and decision making to business operations.
5. Demonstrate fundamental knowledge of business and technical skills to support lifelong professional development.

Certificate of Competence (Entrepreneurship): 18 credits

	CREDITS
ENT 125 Starting a Business	3
ENT 150 Basic Accounting and Finance for Entrepreneurs	3
HOST 125 Service Excellence	3
<u>Computer Technology</u>	3
BUSN 121, BUSN 130, BUSN 150; ICS 100, ICS 101	
<u>Marketing Options</u>	3
ENT 130; ECOM 100; MKT 130; SMKT 150	
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	

TOTAL 18

Certificate of Competence (Management Essentials): 21 credits

	CREDITS
MGT 120 Principles of Management	3
MGT 122 Human Relations in Business	3
<u>Choose from the following</u>	3
BUS 120 or MATH 115	
<u>Marketing Options</u>	3
ENT 130; ECOM 100; MKT 130; SMKT 150	
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
<u>Thinking, Reasoning /Mathematics</u>	3
BUSN 189 Business Mathematics	3
<u>Written Communication</u>	3
BUS 175 (WI); ENG 100, ENG 209*	

*Not currently offered at Kaua'i CC but available at other UH campuses.

TOTAL 21

Certificate of Competence (Retail Essentials): 15 credits

	CREDITS
HOST 125 Service Excellence	3
MGT 122 Human Relations in Business	3
MKT 130 Principles of Retailing	3
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
<u>Thinking, Reasoning /Mathematics</u>	3
BUSN 189 Business Mathematics	3

TOTAL 15

Certificate of Achievement (Entrepreneurship): 42 credits

	CREDITS
BLAW 200 Legal Environment of Business	3
BUS 293V Cooperative Education	3
ECON 130 Principles of Microeconomics	3
ENT 125 Starting a Business	3
ENT 150 Basic Accounting and Finance for Entrepreneurs	3
HOST 125 Service Excellence	3
MGT 122 Human Relations in Business	3
<u>Choose from the following</u>	3
BUS 120 or MATH 115	
<u>Computer Technology</u>	3
BUSN 121, BUSN 130, BUSN 150; ICS 100, ICS 101	
<u>Marketing Options</u>	6
ENT 130; ECOM 100; MKT 130; SMKT 150	
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
<u>Thinking, Reasoning /Mathematics</u>	3
BUSN 189 Business Mathematics	3
<u>Written Communication</u>	3
BUS 175 (WI); ENG 100, ENG 209*	

*Not currently offered at Kaua'i CC but available at other UH campuses.

TOTAL 42

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

BUSINESS

Business Education

• continued •

Certificate of Achievement (Management): 42 credits

	<u>CREDITS</u>
ACC 201 Introduction to Financial Accounting	3
ACC 202 Introduction to Managerial Accounting	3
BLAW 200 Legal Environment of Business	3
BUS 293V Cooperative Education	3
ECON 130 Principles of Microeconomics	3
HOST 125 Service Excellence	3
MGT 120 Principles of Management	3
MGT 122 Human Relations in Business	3
<u>Choose from the following</u>	3
BUS 120 or MATH 115	
<u>Computer Technology</u>	3
BUSN 121, BUSN 130, BUSN 150; ICS 100, ICS 101	
<u>Marketing Options</u>	3
ENT 130; ECOM 100; MKT 130; SMKT 150	
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
<u>Thinking, Reasoning/Mathematics</u>	3
BUSN 189 Business Mathematics	3
<u>Written Communication</u>	3
BUS 175 (WI); ENG 100, ENG 209*	

*Not currently offered at Kaua'i CC but available at other UH campuses.

TOTAL 42

Associate in Science (Business): 61 credits

	<u>CREDITS</u>
ACC 201 Introduction to Financial Accounting	3
ACC 202 Introduction to Managerial Accounting	3
BLAW 200 Legal Environment of Business	3
BUS 293V Cooperative Education	3
ECON 130 Principles of Microeconomics	3
ECON 131 Principles of Macroeconomics	3
ENT 125 Starting a Business	3
ENT 150 Basic Accounting and Finance for Entrepreneurs	3
HOST 125 Service Excellence	3
MGT 120 Principles of Management	3
MGT 122 Human Relations in Business	3
<u>Choose from the following</u>	3
BUS 120 or MATH 115	
<u>Computer Technology</u>	3
BUSN 121, BUSN 130, BUSN 150; ICS 100, ICS 101	
<u>Cultural Environment</u>	3
ANTH 200; HWST 107; PHIL 100; POLS 110; PSY 100; REL 150; SOC 100	
<u>Marketing Options</u>	6
ENT 130; ECOM 100; MKT 130; SMKT 150	
<u>Natural Environment</u>	4
Any 100-level or higher natural science course. DB 3 credits or DP 3 credits, and DY 1 credit.	
<u>Oral Communication</u>	3
BUS 130; SP 151, SP 251	
<u>Thinking, Reasoning/Mathematics</u>	3
MATH 100, MATH 103, MATH 135 or higher	
<u>Written Communication</u>	3
BUS 175 (WI); ENG 100, ENG 209*	

*Not currently offered at Kaua'i CC but available at other UH campuses.

TOTAL 61

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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.
3. Apply appropriate strategies to secure employment, retain a job, and advance in a career.
4. Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
5. Work as a responsible member of a team to meet an organization's objectives.
6. Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.

Certificate of Competence (Medical Office Receptionist): 23 credits

	CREDITS
BUSN 106 Introduction to Medical Coding	3
BUSN 123 Word Processing for Business	3
BUSN 150 Introduction to Business Computing	3
BUSN 160 Telephone Techniques and Communications	1
BUSN 161B Customer Service – Basic Concepts.....	1
BUSN 170 Records and Information Management.....	3
BUSN 193V Cooperative Education.....	2
<u>Electives</u>	3
HLTH 140 Introduction to Human Body Systems and Related Medical Terminology	3
<u>Natural Environment (One of the following pairs)</u>	4
BIOL 100/BIOL 100L or SCI 121/SCI 121L	

TOTAL 23

Certificate of Competence (Office Assistant): 12 credits

	CREDITS
BUS 175 Business Communications - Written	3
BUSN 121 Introduction to Word Processing	3
BUSN 160 Telephone Techniques and Communications	1
BUSN 161B Customer Service - Basic Concepts.....	1
BUSN 164 Career Success	3
BUSN 166 Professional Employment Preparation	1
TOTAL 12	

Certificate of Competence (Virtual Assistant): 23 credits

	CREDITS
BUSN 123 Word Processing for Business	3
BUSN 150 Introduction to Business Computing	3
BUSN 151 Intermediate Business Computing	3
BUSN 158 Social Media and Collaboration Tools for Business	3
BUSN 159 Creating and Managing the Virtual Office	3
BUSN 164 Career Success	3
BUSN 193V Cooperative Education.....	2
<u>One of the following</u>	3
ACC 124 or ACC 201	

TOTAL 23

Certificate of Competence (Business Technology): 21 credits

	CREDITS
BUS 175 Business Communications - Written	3
BUSN 123 Word Processing for Business	3
BUSN 160 Telephone Techniques and Communications	1
BUSN 161B Customer Service – Basic Concepts.....	1
BUSN 164 Career Success	3
BUSN 166 Professional Employment Preparation	1
BUSN 170 Records and Information Management.....	3
ECOM 100 Introduction to E-Commerce.....	3
<u>One of the following</u>	3
BUSN 189 or MATH 103 or higher	

TOTAL 21

Certificate of Achievement (Business Technology): 33 credits

	CREDITS
BUS 175 Business Communications-Written	3
BUSN 123 Word Processing for Business	3
BUSN 150 Introduction to Business Computing	3
BUSN 151 Intermediate Business Computing	3
BUSN 160 Telephone Techniques and Communications	1
BUSN 161B Customer Service - Basic Concepts.....	1
BUSN 164 Career Success	3
BUSN 166 Professional Employment Preparation	1
BUSN 170 Records and Information Management.....	3
BUSN 179 Business English.....	3
ECOM 100 Introduction to E-Commerce.....	3
<u>One of the following</u>	3
BUSN 189 or MATH 103 or higher	
<u>Social Environment</u>	3
BUS 120 or ECON 130	

TOTAL 33

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

BUSINESS TECHNOLOGY

Business Education

• continued •

Associate in Applied Science Degree (Business Technology): 60 credits

	<u>CREDITS</u>
BUS 175 Business Communications-Written	3
BUSN 123 Word Processing for Business	3
BUSN 150 Introduction to Business Computing	3
BUSN 151 Intermediate Business Computing	3
BUSN 158 Social Media and Collaboration Tools for Business	3
BUSN 160 Telephone Techniques and Communications	1
BUSN 161B Customer Service - Basic Concepts.....	1
BUSN 164 Career Success	3
BUSN 166 Professional Employment Preparation	1
BUSN 170 Records and Information Management.....	3
BUSN 179 Business English.....	3
BUSN 193V Cooperative Education.....	3
ECOM 100 Introduction to E-Commerce.....	3
<u>One of the following</u>	3
ACC 124 or ACC 201	
<u>One of the following</u>	3
BUSN 189 or MATH 103 or higher	
<u>Cultural Environment</u>	3
Core Options	
<u>Electives</u>	5
Any 100-level or higher course	
<u>Natural Environment</u>	4
Any 100-level or higher 3-credit DB or DP science course with a 1-credit DY course	
<u>Oral Communication</u>	3
BUS 130 or SP 151	
<u>Social Environment</u>	3
BUS 120 or ECON 130	
<u>Written Communication</u>	3
Core Options	
<u>TOTAL 60</u>	

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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 graduate's entry into the carpenters apprenticeship program.

Program Admission Requirements:

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

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

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.

Certificate of Achievement (Carpentry Technology): 53 credits

CREDITS

BLPR 22	Blueprint Reading	3
BLPR 40	Advanced Blueprint Reading and Estimates	3
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

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

TOTAL 53

Associate in Applied Science Degree (Carpentry Technology): 67 credits

CREDITS

BLPR 22	Blueprint Reading	3
BLPR 40	Advanced Blueprint Reading and Estimates	3
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
WELD 17	General Welding	2

<u>Communication</u>	3
BUS 130; ENG 100, ENG 106; SP 151, SP 231	

<u>Cultural Environment</u>	3
Core Options	

<u>Natural Environment</u>	3
PHYS 101 Career and Technical Education Physics	3

<u>Social Environment</u>	3
Core Options	

<u>Thinking, Reasoning/Mathematics</u>	3
MATH 100 or higher	

TOTAL 67

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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 (CISCO I): 6 credits

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

Certificate of Competence (CISCO II): 6 credits

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
		<u>TOTAL 6</u>

Other Courses

ETRO 187	Computer Hardware and OS (4)
ETRO 299V*	Router Security (3)
ETRO 299V*	PIX Firewall (3)
ETRO 299V*	Wireless Networks (3)

*Cisco courses offered as directed studies.

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

CULINARY ARTS

Business Education

The Certificate of Competence (CO) in Culinary Arts--Food Prep requires 9 credits and prepares students for entry-level positions in the food service industry. Students are able to demonstrate competency in basic food preparation, sanitation, and safety and customer service. Completion of this certificate does not assure entry into the Culinary Arts Associate in Applied Science (AAS) degree cycle.

The Kaua'i Community College Career Ladder Culinary Arts program is designed to provide technical knowledge and basic skills training for students choosing to enter the culinary field, as well as upgrade skills of 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 such as chefs, kitchen managers, and restaurant managers.

Successful completion of the 16 credit Certificate of Competence in Culinary Arts (CO) allows students to continue to the Certificates of Achievement (CA) and /or to the AAS degree program. Graduates will also be eligible to apply for the American Culinary Federation "Certified Culinarian" certificate.

Although applicants will be admitted into the Culinary Arts program, admission into the Culinary Arts Associate in Applied Science laboratory cycle (except CULN 101B/C and CULN 102 B/C) is on a "first applied, first qualified" basis. Once qualified, the student must initiate the registration process (i.e., submit health clearances, gain academic advising, register for classes, and attend the mandatory orientation). A new culinary laboratory cycle begins each fall semester.

Applicants must demonstrate basic skills proficiency writing and mathematics as part of acceptance into the CO in Culinary Arts, CA, and AAS degree programs. Priority admittance into the Culinary Arts fall AAS degree cycle will be given to continuing students who have met the following requirements by the March 1 priority deadline:

- (1) Met minimum English requirements by placing into ENG 22 or higher, or completed ENG 19 with a grade of "C" or higher;
- (2) Met minimum math requirements by placing into MATH 25, MATH 26, MATH 75 or higher, or completed MATH 21 or MATH 22 with a grade of "C" or higher; and
- (3) Completed CULN 101B/C and/or CULN 102B/C with a grade of "B" or higher, and maintained a 2.0 GPA in all courses applicable toward a CO in Culinary Arts or higher degree.

Applicants exploring the culinary arts field that wish to gain a general survey of basic culinary skills and/or are working on completing the reading, writing and/or math program prerequisites are encouraged to enroll in the Certificate of Competence in Culinary Arts – Food Prep program.

Students planning to apply for admission to the University of Hawaii at West Oahu and attain the Bachelor's of Applied Science with a Concentration in Culinary Management are required to successfully complete ENG 100 and MATH 103. Please see UHWO website for current admissions information.

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 Competence (Food Prep): 9 credits

CREDITS

BUSN 161B	Customer Service – Basic Concepts.....1
and one of the following pairs [8]	
CULN 101B	Introduction to Food Service, Basic Skills, and Sanitation.....4
CULN 101C	Introduction to Food Service, Short Order, and Quantity Food Cookery.....4
or	
CULN 102B	Introduction to Food Service, Breakfast Cookery, and Cafeteria Service.....4
CULN 102C	Introduction to Food Service, Pantry Development, and Basic Baking4

TOTAL 9

Certificate of Competence (Culinary Arts): 16 credits

CREDITS

CULN 111	Introduction to the Culinary Industry2
CULN 112	Sanitation and Safety2
CULN 120	Fundamentals of Cookery.....4
CULN 130	Intermediate Cookery.....5

Written Communication3
ENG 22 or higher

TOTAL 16

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

CULINARY ARTS

Business Education

• continued •

Certificate of Achievement (Culinary Arts): 29 - 31 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
CULN 150	Fundamentals of Baking	5
CULN 160	Dining Room and Beverage Service	5

One of the following 3-5
MATH 25, MATH 26, MATH 75, or higher

Written Communication 3
ENG 22 or higher

TOTAL 29-31

Certificate of Achievement (Advanced Culinary Arts): 38 - 40 credits

CREDITS

CULN 115	Menu Merchandising	2
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 275	Human Resources Management and Supervision	3
CULN 294	Culinary Arts Practicum	5

One of the following 3-5
MATH 25, MATH 26, MATH 75, or higher

Written Communication 3
ENG 22 or higher

TOTAL 38-40

Associate in Applied Science Degree (Culinary Arts): 61 credits

CREDITS

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 275	Human Resources Management and Supervision	3
CULN 294	Culinary Arts Practicum	5

One of the following 3
MATH 100 or higher

Written Communication 3
BUS 175; EALL 272; ENG 100, ENG 106, ENG 215, ENG 250, or
higher; JOUR 205; LING 102; or any WI course

TOTAL 61

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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.

A GPA of 2.0 or higher for all courses applicable toward the certificate or degree 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 (Digital Media Arts: Digital Film): 21 credits

CREDITS

ART 117/ENG 117	Introduction to Screenwriting	3
ART 147	Introduction to Digital Media Documentary (<i>being proposed</i>).....	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
<u>Electives</u>		3
ART 107D, ART 112, ART 126, ART 149*, ART 190B, ART 190C, ART 190D, ART 194B*, ART 194C*, ART 194D*, ART 207D		

*Not yet proposed.

TOTAL 21

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

DIGITAL MEDIA ARTS: DIGITAL 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.

A GPA of 2.0 or higher for all courses applicable toward the certificate or degree 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 (Digital Media Arts: Digital Graphic Design): 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

Electives	3
ART 113, ART 157, ART 190B, ART 191B*, ART 192B*, ART 207D, ART 249	

*Not yet proposed.

TOTAL 21

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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).

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.

Current certifications in Infant, Toddler, and Child CPR and first aid are required before the Certificate of Achievement or the Associate in Science degree is conferred. All ECE courses must be completed with a grade of "C" or higher. Online labs for SCI 121 and SCI 122 are not accepted. It is recommended that the science option of SCI 121 or SCI 122 be taken concurrently with the corresponding lab on campus.

Students are responsible for fees related to the criminal history check.

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. Build respectful partnerships with children's families.
3. Observe, document, and assess children's development and learning in partnership with families.
4. Build positive relationships and guide children through supportive interactions.
5. Plan, implement, and assess learning experiences using appropriate content, concepts, and methods.
6. Base decisions and actions on ethical and other professional standards.
7. Demonstrate collaboration, critical thinking, and reflection.
8. Advocate for children and their families within the program.

Certificate of Competence (Early Childhood Education): 9 credits

CREDITS	
ED 105	Introduction to Early Childhood Education3
ED 110	Developmentally Appropriate Practices.....3
ED 131	Child Development: Theory Into Practice.....3

TOTAL 9

Certificate of Achievement (Early Childhood Education): 39 credits

CREDITS	
ED 105	Introduction to Early Childhood Education3
ED 110	Developmentally Appropriate Practices.....3
ED 115	Health, Safety, and Nutrition for the Young Child.....3
ED 131	Child Development: Theory Into Practice3
ED 140	Guidance of Young Children in a Group Setting3
ED 192	Beginning Preschool Seminar and Laboratory ...2
ED 195	Field Experience in Early Childhood Education I4
ED 245	Child, Family, and Community3
PSY 100	Survey of Psychology3

<u>Communication</u>6	
ENG 100	Composition I3
SP 151	Personal and Public Speaking3

<u>Fine Arts</u>3	
ART 101; MUS 166, MUS 253	

<u>Hawaiian Studies</u>3	
ENG 261; HAW 261; HIST 284; HWST 107, HWST 111	

TOTAL 39

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

EARLY CHILDHOOD EDUCATION

Public Service • continued •

Associate in Science Degree (Early Childhood Education): 62 credits

	CREDITS
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 Seminar and 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 Speaking.....	3
<u>Fine Arts</u>	3
ART 101; MUS 166, MUS 253	
<u>Hawaiian Studies</u>	3
ENG 261; HAW 261; HIST 284; HWST 107, HWST 111	
<u>Quantitative or Logical Reasoning</u>	3
MATH 100 or any higher level math course or PHIL 110	
<u>Science (must be taken with the corresponding course alpha and number)</u>	4
BIOL 123/BIOL 123L; BOT 130/BOT 130L; GG 101; SCI 121/SCI 121L, SCI 122/SCI 122L	
<u>Social Science/Humanities</u>	3
ANTH 200; HIST 151, HIST 152; LING 102; PSY 220; REL 150	
TOTAL 62	

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements,
see pages 55-57.

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 75;
- 2) approval of instructor.

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

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. 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. Demonstrate the craftsmanship standards of dependability, punctuality, and quality.

Certificate of Competence (Solar Energy Technology/Technician): 14 credits

CREDITS

ELEC 22	Wiring Materials, Methods and NEC Codes.....3
ELEC 70	Renewable Energy PV I.....3
ELEC 75	Renewable Energy Advanced PV.....3
ELEC 85	Renewable Energy PV Technical Sales.....3
FENG 23	Plumbing Basics and Repair.....2

TOTAL 14

Certificate of Competence (Electrical Installation and Maintenance Technology): 15 credits

CREDITS

BLPR 22	Blueprint Reading3
ELEC 22	Wiring Materials, Methods and NEC Codes3
ELEC 41	Industrial Motor Controls I3
ELEC 70	Renewable Energy PV I.....3
ETRO 18	General Electronics3

TOTAL 15

Certificate of Achievement (Electrical Installation and Maintenance Technology): 47 credits

CREDITS

BLPR 22	Blueprint Reading3
ELEC 22	Wiring Materials, Methods and NEC Codes3
ELEC 30	Electrical Installation Theory I4
ELEC 32	Electrical Installation Laboratory I6
ELEC 40	Electrical Installation Theory II.....4
ELEC 41	Industrial Motor Controls I3
ELEC 42	Electrical Installation Laboratory II.....6
ELEC 46	AC-DC Systems and Equipment6
ELEC 70	Renewable Energy PV I.....3
ETRO 18	General Electronics3

Choose from the following3
ELEC 75 or ELEC 85

Thinking, Reasoning /Mathematics3
MATH 100 or higher (except MATH 111 and MATH 112)

TOTAL 47

Associate in Applied Science Degree (Electrical Installation and Maintenance Technology): 62 credits

CREDITS

BLPR 22	Blueprint Reading3
ELEC 22	Wiring Materials, Methods and NEC Codes3
ELEC 30	Electrical Installation Theory I4
ELEC 32	Electrical Installation Laboratory I6
ELEC 40	Electrical Installation Theory II4
ELEC 41	Industrial Motor Controls I3
ELEC 42	Electrical Installation Laboratory II6
ELEC 46	AC-DC Systems and Equipment6
ELEC 70	Renewable Energy PV I.....3
ETRO 18	General Electronics3

Choose from the following3
ELEC 75 or ELEC 85

Cultural Environment3
Core Options

Natural Environment3
PHYS 101 or higher

Oral Communication3
SP 151 Personal and Public Speaking.....3

Social Environment.....3
Core Options

Thinking, Reasoning /Mathematics3
MATH 100 or higher (except MATH 111 and MATH 112)

Written Communication3
Core Options

TOTAL 62

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

ELECTRONICS TECHNOLOGY

Trade Technology

Students enrolled in the Electronics Technology program receive an education in basic electronics, computer technology, computer programming, RF and optical systems, and networking that includes knowledge of DC/AC/Semiconductor circuits, digital electronics, lasers, computers, and networks. Graduates may enter the workforce as entry-level technicians or continue their education in Electronics or Computer Engineering Technology baccalaureate programs.

Program Admission Requirements:

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

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

Electronics Technology Program Student Learning Outcomes (PSLOs)

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

Certificate of Competence (Cisco I): 6 Credits

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

Certificate of Competence (Cisco II): 6 Credits

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

Certificate of Competence (Electronics): 8 Credits

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

Certificate of Competence (Computer Support Specialist): 10 credits

	CREDITS
ETRO 18 General Electronics	3
ETRO 140B Cisco Networking 1	3
ETRO 187 Computer Hardware and OS	4
TOTAL 10	

Certificate of Achievement (Electronics): 27 credits

	CREDITS
ETRO 120 Electronics I.....	3
ETRO 120L Electronics I Lab	1
ETRO 121 Electronics Fabrication and Assembly	2
ETRO 122 Electronics II.....	3
ETRO 122L Electronics II Laboratory	1
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
<u>Oral Communication</u>	3
SP 251 Principles of Effective Public Speaking.....	3
<u>Written Communication</u>	3
ENG 100 Composition I	3
TOTAL 27	

ELECTRONICS TECHNOLOGY

Trade Technology

• continued •

Certificate of Achievement (Network and System Administration/Administrator): 35 credits

	CREDITS
ETRO 18 General Electronics	3
ETRO 140B Cisco Networking 1	3
ETRO 140C Cisco Networking 2	3
ETRO 187 Computer Hardware and OS	4
ETRO 240B Cisco Networking 3	3
ETRO 240C Cisco Networking 4	3
ETRO 244 Cisco CCNA Security.....	4
ETRO 275 Fundamentals of Linux	3
ICS 101 Digital Tools for the Information World	3
<u>Oral Communication</u>	3
SP 251 Principles of Effective Public Speaking.....	3
<u>Written Communication</u>	3
ENG 100 Composition I	3
TOTAL	35

Associate in Science Degree (Electronics): 62 credits

	CREDITS
ETRO 120 Electronics I.....	3
ETRO 120L Electronics I Lab	1
ETRO 121 Electronics Fabrication and Assembly	2
ETRO 122 Electronics II.....	3
ETRO 122L Electronics II Laboratory	1
ETRO 140B Cisco Networking 1	3
ETRO 140C Cisco Networking 2	3
ETRO 143 Digital Electronics	3
ETRO 143L Digital Electronics Laboratory	1
ETRO 161 Introduction to Optics and Photonics	3
ETRO 187 Computer Hardware and OS	4
ETRO 240B Cisco Networking 3	3
ETRO 240C Cisco Networking 4	3
ETRO 280 Microprocessor Architecture, Programming, and Interfacing	3
ICS 101 Digital Tools for the Information World	3
ICS 111 Introduction to Computer Science I	4
MATH 103 College Algebra	3
SCI 122 Introduction to Science: Physical Science	3
SCI 122L Introduction to Physical Science Laboratory	1
<u>Cultural Environment</u>	3
Core Options	
<u>Oral Communication</u>	3
SP 251 Principles of Effective Public Speaking.....	3
<u>Social Environment</u>	3
Core Options	
<u>Written Communication</u>	3
ENG 100 Composition I	3
TOTAL	62

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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.

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

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 in writing, orally, and with 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 Competence (Facilities Engineering Technology): 23 credits

	<u>CREDITS</u>
BLPR 22	Blueprint Reading3
ELEC 22	Wiring Materials, Methods and NEC Codes.....3
ETRO 18	General Electronics3
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 Refrigeration3

Electives4

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

TOTAL 23

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

	<u>CREDITS</u>
BLPR 22	Blueprint Reading3
ELEC 22	Wiring Materials, Methods and NEC Codes3
ELEC 41	Industrial Motor Controls I3
ETRO 18	General Electronics3
FENG 23	Plumbing Basics and Repair2
FENG 30	Basic Fundamentals of Air Conditioning and Refrigeration3
FENG 40	Commercial Refrigeration and Air Conditioning Diagnostics3

Electives3

AEC 81, AEC 99V, AEC 110; AMT 80; CARP 20B, CARP 99V;
FENG 99V; WELD 17

TOTAL 23

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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.

Students will earn a GPA of 3.0 or better for all courses required in the certificate.

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 (Hawaiian Botany): 7 credits

	<u>CREDITS</u>
BOT 105	Ethnobotany3
BOT 130	Plants in the Hawaiian Environment3
BOT 130L	Plants in the Hawaiian Environment Laboratory1

TOTAL 7

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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 Competence in Hospitality and Tourism (15 credits)
- * Certificate of Competence in Hospitality Management (21 credits)
- * Certificate of Competence in Hospitality and Sales Marketing (21 credits)
- * Certificate of Achievement in Hospitality and Tourism (44 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 Kaua'i Community College academic advisor that they want to track into the UH West O'ahu Articulation Option Associate in Applied Science degree program.

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

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

Hospitality and Tourism Program Student Learning Outcomes (PSLOs)

1. Demonstrate critical thinking skills to effectively function in the hospitality and tourism industry.
2. Demonstrate an awareness of diversity and exhibit professional work ethics that promote positive service interactions and teamwork skills.
3. Utilize interpersonal written and oral communication skills necessary for effective organizational operations.
4. Incorporate the principles of Aloha to promote the sustainability of Hawaiian cultural values in the hospitality industry.

Certificate of Competence (Hospitality Essentials): 8 credits

CREDITS

BUSN 160	Telephone Techniques and Communications	1
BUSN 166	Professional Employment Preparation	1
HOST 101	Introduction to Hospitality and Tourism	3
HOST 125	Service Excellence	3

TOTAL 8

Certificate of Competence (Hospitality and Tourism): 15 credits

CREDITS

BUSN 89	Electronic Calculating.....	1
BUSN 160	Telephone Techniques and Communications	1
BUSN 166	Professional Employment Preparation	1
HOST 101	Introduction to Hospitality and Tourism	3
HOST 125	Service Excellence	3

Computer Technology3

BUSN 121, BUSN 130; ICS 100, ICS 101

Cultural Environment3

ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150

TOTAL 15

Certificate of Competence (Hospitality Management): 21 credits

CREDITS

BLAW 200	Legal Environment of Business.....	3
BUSN 130	Spreadsheet and Database	3
HOST 150	Housekeeping Operations	3
HOST 152	Front Office Operations	3
HOST 290	Hospitality Management	3

Oral Communication3

BUS 130 or SP 151

Written Communication3

ENG 22 Introduction to Composition.....3

TOTAL 21

Certificate of Competence (Hospitality and Sales Marketing): 21 credits

CREDITS

BUSN 130	Spreadsheet and Database	3
ECOM 100	Introduction to E-Commerce	3
HOST 101	Introduction to Hospitality and Tourism	3
HOST 125	Service Excellence	3
MGT 120	Principles of Management	3
SMKT 150	Principles of Personal Selling	3

Choose from the following3

MKT 120 or MGT 122

Marketing6

ECOM 100; ENT 130; MKT 130; SMKT 150

Oral Communication3

BUS 130 or SP 151

TOTAL 21

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

HOSPITALITY AND TOURISM

Business Education

• continued •

Certificate of Achievement (Hospitality and Tourism): 44 credits

	CREDITS
BUSN 160 Telephone Techniques and Communications	1
BUSN 166 Professional Employment Preparation	1
HOST 101 Introduction to Hospitality and Tourism	3
HOST 125 Service Excellence	3
HOST 150 Housekeeping Operations	3
HOST 152 Front Office Operations.....	3
HOST 154 Food and Beverage Operations.....	3
HOST 293V Cooperative Education.....	3
<u>Choose from the following</u>	3
ACC 124 or ACC 201	
<u>Computer Technology</u>	3
BUSN 121, BUSN 130; ICS 100, ICS 101	
<u>Cultural Environment</u>	3
ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150	
<u>Marketing</u>	3
ECOM 100; ENT 130; MKT 130; SMKT 150	
<u>Oral Communication</u>	3
BUS 130 or SP 151	
<u>Social Environment</u>	3
BUS 120 or ECON 130	
<u>Thinking, Reasoning/Mathematics</u>	3
BUSN 189; MATH 100, MATH 103, MATH 115, MATH 135, MATH 205 or higher; PHIL 110	
<u>Written Communication</u>	3
ENG 22 Introduction to Composition.....	3
TOTAL 44	

Associate in Applied Science Degree: 60 credits

	CREDITS
BLAW 200 Legal Environment of Business.....	3
BUSN 160 Telephone Techniques and Communications	1
BUSN 166 Professional Employment Preparation	1
HOST 101 Introduction to Hospitality and Tourism	3
HOST 125 Service Excellence	3
HOST 150 Housekeeping Operations	3
HOST 152 Front Office Operations.....	3
HOST 154 Food and Beverage Operations.....	3
HOST 290 Hospitality Management	3
HOST 293V Cooperative Education.....	3
<u>Choose from the following</u>	3
ACC 124 or ACC 201	
<u>Computer Technology</u>	3
BUSN 121, BUSN 130; ICS 100, ICS 101	
<u>Cultural Environment</u>	3
ANTH 200; BOT 105; HWST 107, HWST 111; PHIL 100; REL 150	
<u>Elective</u>	6
Any 100-level or higher course	
<u>Marketing</u>	3
ECOM 100; ENT 130; MKT 130; SMKT 150	
<u>Natural Environment</u>	4
Any 100-level or higher natural science, DB, or DP designated course and a one-credit science (DY) lab.	
<u>Oral Communication</u>	3
BUS 130 or SP 151	
<u>Social Environment</u>	3
BUS 120 or ECON 130	
<u>Thinking, Reasoning/Mathematics</u>	3
BUSN 189; MATH 100, MATH 103, MATH 115, MATH 135, MATH 205 or higher; PHIL 110	
<u>Written Communication</u>	3
Core Options	
TOTAL 60	

If applicable, for a list of Core Options, see page 54.

*If applicable, for a list of all diversification, foundations, and graduation requirements,
see pages 55-57.*

LIBERAL ARTS (A.A.)

The Liberal Arts 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.

Program Admission Requirements:

Kaua'i Community College has an open door policy so that once students are admitted to the College they can designate themselves as Liberal Arts students and be in the 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. 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 (A.A.)

• continued •

Associate in Arts Degree (Liberal Arts): 60 credits

CREDITS

Communications6

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

Oral Communication [3]

BUS 130; SP 151, SP 185, SP 251

Written Communication [3]

ENG 100 or any FW designated course

Quantitative or Logical Reasoning3

MATH 100, MATH 103, MATH 112, MATH 140, MATH 205, MATH 206; PHIL 110; or any FS designated course

Global and Multicultural Perspectives: Two courses from

different time periods (FGA, FGB, or FGC)6

HIST 151 (FGA), HIST 152 (FGB); REL 150 (FGC)

Literature, Arts, and Humanities: Minimum 3 credits from each group (Literature, Humanities, and Fine Arts)9

Literature:

EALL 272; ENG 250, ENG 251, ENG 252, ENG 253, ENG 254, ENG 255, ENG 256, ENG 257, ENG 257K, ENG 257N, ENG 261; HAW 261, HAW 262; or any DL designated course

Humanities:

HIST 281, HIST 282, HIST 284, HIST 284K; HWST 107, HWST 111, HWST 281, HWST 290; LING 102; PHIL 100, PHIL 101, PHIL 211, PHIL 213; REL 205; or any DH designated course

Arts:

ART 101, ART 105, ART 107D, ART 111, ART 113, ART 123, ART 207D, ART 211, ART 213, ART 223, ART 243, ART 244; ENG 104; HWST 128, HWST 177; MUS 121B, MUS 121C, MUS 121D, MUS 121F, MUS 122B, MUS 122C, MUS 150, MUS 166, MUS 201, MUS 202, MUS 203G, MUS 204, MUS 220, MUS 253, MUS 254; SP 151, SP 231, SP 251; THEA 101; or any DA designated course

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

Biological Sciences:

BIOL 100, BIOL 123, BIOL 171, BIOL 208; BOT 101, BOT 130; HORT 200; MARE 171; MICR 130; SCI 121; ZOOL 101, ZOOL 141, ZOOL 142; or any DB designated course

Physical Sciences:

ASTR 110; CHEM 151, CHEM 152, CHEM 161, CHEM 162; GEOG 101; GG 101; OCN 120, OCN 201; PHYS 151, PHYS 152, PHYS 170, PHYS 272; SCI 122; or any DP designated course

Lab:

BIOL 100L, BIOL 123L, BIOL 171L; BOT 130L; CHEM 151L, CHEM 161L, CHEM 162L; GEOG 101L; MARE 171L; MICR 140; PHYS 151L, PHYS 152L, PHYS 170L, PHYS 272L; SCI 121L, SCI 122L; ZOOL 101L, ZOOL 141L, ZOOL 142L; or any DY designated course

Social Sciences: From at least two disciplines9

ANTH 200, ANTH 220; BOT 105; ECON 130, ECON 131; POLS 110; PSY 100, PSY 220; SOC 100; SP 185; SSCI 250; 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) (3-4 credits):

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 201, MUS 202, MUS 203G, MUS 204, MUS 220, MUS 253, MUS 254; SP 185, SP 231; SPAN; THEA 221

Health and Wellness (2 credits):

BIOL 100L; BOT 130L; CULN 185; HLTH 140, HLTH 155, HLTH 240; HPER 100, HPER 108, HPER 131, HPER 132, HPER 137, HPER 152, HPER 160, HPER 195; HWST 128, HWST 251, HWST 285, HWST 295; ZOOL 141, ZOOL 141L, ZOOL 142, ZOOL 142L

Pacific Cultures (PC):

At least one course needs to be completed from the Pacific Cultures group:

ANTH 220; BOT 105; GEOG 189; HAW 261, HAW 262; HIST 284, HIST 284K; HWST; PHIL 102; REL 205

Writing Intensive (WI):

At least one WI course must be completed for graduation

Writing Intensive Courses (3 credits)

Each semester, courses from a variety of disciplines are offered which are designated Writing Intensive (WI). These courses emphasize using writing as a tool to help students think actively about course content; in addition, WI instructors commit to helping students improve their writing ability. WI courses require students to write 4,000 words over the course of a semester; at least 1,000 words must be polished prose. Completion of one WI course is required for the A.A. degree in Liberal Arts; however, students planning to transfer to UH Mānoa or UH Hilo may opt to take several WI courses to help meet these schools' requirements. Current WI course offerings appear on the Class Availability link on the KCC homepage.

TOTAL 60

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

LIBERAL ARTS (A.A.) HAWAIIAN STUDIES

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

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.

Program Admission Requirements:

The program will be governed by the same admission policies as the current Liberal Arts A.A. program, and advising and counseling will be available from a special designated counselor at Student Services.

Hawaiian Studies Program Student Learning Outcomes (PSLOs)

1. Describe aboriginal Hawaiian linguistic, cultural, historical, and political concepts.
2. Apply aboriginal Hawaiian concepts, knowledge, and methods to the areas of science, humanities, arts, and social sciences in academics and in other professional endeavors.
3. Engage, articulate, and analyze topics relevant to the aboriginal Hawaiian community using college-level reading skills, research methods, and writing and speaking techniques.
4. Apply appropriate mathematical and logical concepts and methods to understand, analyze, and explain issues.
5. Synthesize aboriginal Hawaiian problem-solving skills and creative thinking strategies with other approaches then applying this learning to new and varied situations.
6. Identify, allocate, and utilize technological and natural resources effectively and responsibly.

Academic Subject Certificate (Hawaiian Studies): 26 credits

Basic Requirements: 11 credits

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

Electives: 15 credits

(At least one course must be taken from each of the following areas)

Hawaiian Environment:

BIOL 123/BIOL 123L; BOT 105, BOT 130/BOT 130L; HWST 251, HWST 281, HWST 285, HWST 295

Hawaiian Language:

HAW 201, HAW 202, HAW 221, HAW 222, HAW 262

Culture, History, and Arts:

ANTH 220; HAW 261; HIST 284, HIST 284K; HWST 111, HWST 128, HWST 177, HWST 199V, HWST 290, HWST 299V; REL 205

TOTAL 26

Associate in Arts Degree (Hawaiian Studies): 60 credits

	CREDITS
General Education Requirements	15
ENG 100 Composition I	3
Oral Communication	3
SP 151, SP 231, SP 251	
Choose from the following	3
MATH 100, MATH 103, MATH 112, MATH 140, MATH 205, MATH 206; PHIL 110; or any FS designated course	
Choose from the following	6
HIST 151, HIST 152; REL 150	
Literature, Arts, and Humanities: Two of the three courses (6 credits) must be taken from different designations	9
Humanities (DH):	
HIST 284, HIST 284K; HWST 111, HWST 281, HWST 290; REL 205	
Literature (DL):	
ENG 261 or HAW 261	
Arts (DA):	
HWST 128, HWST 177; MUS 121F	
Natural Sciences: 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)	7
Biological Sciences (DB):	
BIOL 123, BIOL 208; BOT 130	
Physical Sciences (DP):	
ASTR 110; OCN 120, OCN 201	
Lab(DY):	
BIOL 123L or BOT 130L	

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

LIBERAL ARTS (A.A.) HAWAIIAN STUDIES

• continued •

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

	CREDITS
<u>Social Sciences</u> (Must be from two different disciplines)	6
ANTH 200, ANTH 220; BOT 105	
<u>Hawaiian Studies Core Requirements</u>	14
HAW 101 Elementary Hawaiian I	4
HAW 102 Elementary Hawaiian II	4
HWST 107 Hawai'i: Center of the Pacific	3
HWST 270 Hawaiian Mythology.....	3
<u>Electives</u> (Choose a minimum of 9 credits from the following. Courses may come from one topic area or a combination of topics)	9
<u>Culture, History, and Arts:</u> HAW 261; HIST 284, HIST 284K; HWST 111, HWST 128, HWST 199V, HWST 290, HWST 299V; REL 205	
<u>Hawaiian Environment:</u> BIOL 123/BIOL 123L; BOT 105, BOT 130/BOT 130L; HWST 251, HWST 281, HWST 285, HWST 295	
<u>'Olelo:</u> HAW 201, HAW 202, HAW 221, HAW 222, HAW 262	
<u>Graduation Requirements:</u> <u>Hawaiian, Asian, and Pacific Issues (HAP) course:</u> At least one (1) course must be completed for graduation	
<u>Writing Intensive (WI):</u> At least two (2) WI courses must be completed for graduation	
<u>TOTAL 60</u>	

If applicable, for a list of Core Options, see page 54.

*If applicable, for a list of all diversification, foundations, and graduation requirements,
see pages 55-57.*

MARINE OPTION PROGRAM

ACADEMIC SUBJECT

CERTIFICATE

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 Academic Subject Certificate can then be used when applying for marine-related jobs or for further study at a four-year institution.

Program Admission Requirements:

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

The student must complete at least twelve total credits including six credits consisting of three required courses (OCN 101, OCN 201, and OCN 199V) and six credits of electives including one of the listed laboratory courses.

Marine Option Program Program Student Learning Outcomes (PSLOs)

1. Increased understanding and appreciation of marine and freshwater systems by undergraduates in any major at all UH campuses.
2. Enhanced employability and opportunities for advanced study as a result of knowledge, skills, and contacts acquired through experiential education and networking.

Academic Subject Certificate (Marine Option Program): 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

Electives6

BIOL 123, BIOL 123L*; BOT 130, BOT 130L*; CHEM 151, CHEM 151L*, CHEM 161, CHEM 161L*; GG 101*; HWST 281; MARE 264**, MARE 364**, MICR 130, MICR 140*; OCN 120; PHYS 151, PHYS 151L*, PHYS 170, PHYS 170L*; SCI 121, SCI 121L*; SSCI 250; ZOOL 101, ZOOL 101L*

* Indicates course fulfills the laboratory requirement.

**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

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

MASSAGE THERAPY

Health Service

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 (Massage Therapy): 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
TOTAL 6	

NON-CREDIT COURSES:

	<u>HOURS</u>
Theory and Demonstration of Massage.....	86
Different Modalities/Practicum.....	420
CPR.....	4
TOTAL 510	

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:

Students will be admitted as a cohort in the fall each year. The program application period will be open from December 1 through April 1. Once the general education requirements and HLTH 140 are completed, students will be able to submit an application for admission into the MEDA program. Acceptance will be on a first qualified basis. Students will be required to have completed a nurse aide course or have six months of equivalent clinical health care experience. Progression onto the spring semester will require passing of all required courses in the fall.

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

Medical Assisting Program Student Learning Outcomes (PSLOs)

1. Demonstrate professional understanding and knowledge of medical office economics.
2. Communicate effectively with all members of the healthcare team.
3. Demonstrate clinical and administrative medical assisting skills in a variety of clinical settings.
4. Demonstrate ethical and legal behavior to maintain patient safety and confidentiality.
5. Apply critical thinking skills and apply basic concepts of medical assisting to maintain safe patient care and efficient administrative procedures.

Certificate of Achievement (Medical Assisting): 42 credits

	<u>CREDITS</u>
Medical Assisting program prerequisites: 12 credits	
ENG 100 Composition I	3
HLTH 140 Introduction to Human Body Systems and Related Medical Terminology	3

Choose from the following3

MATH 25, MATH 26, or MATH 75

Any diversification Social Science (DS) course.....3

Support Courses: 8 credits

ACC 124 Principles of Accounting I.....	3
HLTH 155 Introduction to the Study of Diseases	3
HLTH 240 Medical Law and Professional Ethics	2

Medical Assisting program courses: 22 credits

MEDA 105 Introduction to Medical Assisting	3
MEDA 120 Clinical Medical Assisting I.....	3
MEDA 123 Clinical Medical Assisting II.....	3
MEDA 143 Administrative Medical Assisting I.....	3
MEDA 165 Administrative Medical Assisting II	2
MEDA 176 Administration of Medications	3
MEDA 210 Medical Assisting Certification Review	1
MEDA 220 Medical Assisting Externship	4

TOTAL 42

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

NATURAL SCIENCE, BIOLOGICAL SCIENCE

Biological Science

The purpose of the Associate in Science in Natural Science (A.S.N.S.) degree is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the A.S.N.S. degree to better market their science background or in preparation for transfer to a four-year institution. The A.S.N.S. in Biological Science provides a clear pathway to properly prepare students for transfer with core introductory courses and laboratories in biology, chemistry, and physics typically required in the first two years of a broad range of biological science baccalaureate degrees at four-year universities.

A minimum of 60 credits are required but the total and individual subtotals can vary depending on “double dipping” between general education, electives, and graduation requirements. For example, more than 60 credits may be necessary if WI and Pacific Cultures requirements are not double dipped with diversification requirements or electives. As another example, more than the minimum electives will be necessary if MATH 205 is applied to FS general education requirement or a required concentration course is applied to natural science diversification. Likewise, more than the minimum concentration credits will be required if PHYS 170 (4 credits) is taken instead of PHYS 151 (3 credits). Double dipping between concentration requirements and electives is not allowed. Students must earn a “C” or higher in all concentration courses and natural science elective courses.

Program Requirements:

Kaua'i Community College (KCC) has an open door policy so that once students are admitted to the College they can designate themselves as Natural Science students and be in the program.

Students must complete at least 60 total credits consisting of at least 21 credits of general education requirements and at least 39 credits of discipline-specific science requirements and electives as outlined below.

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

Natural Science Program Student Learning Outcomes (PSLOs)

1. Analyze data effectively using currently available technology.
2. Communicate scientific ideas and principles clearly and effectively.
3. Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
4. Apply fundamental concepts and techniques in their chosen natural science field of study, such as biology, chemistry, engineering, physics, etc.

Associate in Science Degree (concentration in Biological Science): 60 credits

	CREDITS
BIOL 171	Introduction to Biology I.....3
BIOL 171L	Introduction to Biology Laboratory I.....1
BIOL 172	Introduction to Biology II.....3
BIOL 172L	Introduction to Biology Laboratory II.....1
CHEM 161	General Chemistry I.....3
CHEM 161L	General Chemistry Laboratory I.....1
CHEM 162	General Chemistry II.....3
CHEM 162L	General Chemistry Laboratory II.....1
MATH 205	Calculus I.....4
PHYS 151*	College Physics I.....3
PHYS 151L*	College Physics I Laboratory.....1
PHYS 152**	College Physics II.....3
PHYS 152L**	College Physics II Laboratory.....1
SCI 170	STEMINAR: Science, Technology, Engineering, and Mathematics Seminar.....1

*PHYS 170 and PHYS 170L fulfill the requirements for PHYS 151 and PHYS 151L.

**PHYS 272 and PHYS 272L fulfill the requirements for PHYS 152 and PHYS 152L.

Foundations, FW.....3
ENG 100 or any FW designated course

Foundations, FS..... 3-4
MATH 103 or higher

Foundations, FG (Two courses from different time periods: FGA, FGB, or FGC).....6
HIST 151, HIST 152; REL 150

Diversification Literature (DL), Arts (DA), or Humanities (DH).....3
Any one DA, DL, or DH designated course

Diversification Natural Science..... 3-4
Any one course from DB or DP

Diversification Social Science.....3
ANTH 200, ANTH 220; BOT 105; ECON 130, ECON 131; POLS 110; PSY 100, PSY 220; SOC 100; SSCI 250; any DS designated course

Electives (At least 10 credits)

•Natural Science Electives: Minimum 9 credits of any college-level Natural Science courses (DB, DP, DY).

•Additional Electives to fulfill degree: Any transfer-level course.

Graduation Requirements:

Pacific Cultures (PC) (At least one course from the following):
ANTH 220; BOT 105; GEOG 189; HAW 261, HAW 262; HIST 284, HIST 284K; HWST; PHIL 102; REL 205; or any PC designated course

Writing Intensive (WI):

At least one WI course

TOTAL 60

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

NATURAL SCIENCE, PHYSICAL SCIENCE

Physical Science

The purpose of the Associate in Science in Natural Science (A.S.N.S.) degree is to address the needs of students interested in science, technology, engineering, and mathematics (STEM). Students can use the A.S.N.S. degree to better market their science background or in preparation for transfer to a four-year institution. The A.S.N.S. in Physical Science provides a clear pathway to properly prepare students for transfer with core introductory courses and laboratories in chemistry, mathematics, and physics typically required in the first two years of a broad range of biological science baccalaureate degrees at four-year universities.

A minimum of 60 credits are required but the total and individual subtotals can vary depending on “double dipping” between general education, electives, and graduation requirements. For example, more than 60 credits may be necessary if WI and Pacific Cultures requirements are not double dipped with diversification requirements or electives. Double dipping between concentration requirements and electives is not allowed. Students must earn a “C” or higher in all concentration courses and natural science elective courses.

Program Requirements:

Kaua'i Community College (KCC) has an open door policy so that once students are admitted to the College they can designate themselves as Natural Science students and be in the program.

Students must complete at least 60 total credits consisting of at least 21 credits of general education requirements and at least 39 credits of discipline-specific science requirements and electives as outlined below.

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

Natural Science Program Student Learning Outcomes (PSLOs)

1. Analyze data effectively using currently available technology.
2. Communicate scientific ideas and principles clearly and effectively.
3. Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
4. Apply fundamental concepts and techniques in their chosen natural science field of study, such as biology, chemistry, engineering, physics, etc.

Associate in Science Degree (concentration in Physical Science): 60 credits

	CREDITS
CHEM 161 General Chemistry I.....	3
CHEM 161L General Chemistry Laboratory I.....	1
CHEM 162 General Chemistry II.....	3
CHEM 162L General Chemistry Laboratory II.....	1
MATH 205 Calculus I.....	4
MATH 206 Calculus II.....	4
PHYS 170 General Physics I.....	4
PHYS 170L General Physics I Laboratory.....	1
PHYS 272 General Physics II.....	3
PHYS 272L General Physics II Laboratory.....	1
SCI 170 STEMINAR: Science, Technology, Engineering, and Mathematics Seminar.....	1
<u>Foundations, FW.....</u>	3
ENG 100 or any FW designated course	
<u>Foundations, FS.....</u>	3-4
MATH 103 or higher	
<u>Foundations, FG (Two courses from different time periods: FGA, FGB, or FGC).....</u>	6
HIST 151, HIST 152; REL 150	
<u>Diversification Literature (DL), Arts (DA), or Humanities (DH).....</u>	3
Any one DA, DL, or DH designated course	
<u>Diversification Natural Science.....</u>	3-4
Any one course from DB or DP (3-4)	
<u>Diversification Social Science.....</u>	3
ANTH 200, ANTH 220; BOT 105; ECON 130, ECON 131; POLS 110; PSY 100, PSY 220; SOC 100; SSCI 250; or any DS designated course	
<u>Electives (At least 13 credits)</u>	
•Natural Science Electives: Minimum 9 credits of any college-level Natural Science courses (DB, DP, DY). At least one DB course required.	
•Additional Electives to fulfill degree: Any transfer-level course.	
Graduation Requirements:	
<u>Pacific Cultures (PC) (At least one course from the following):</u>	
ANTH 220; BOT 105; GEOG 189; HAW 261, HAW 262; HIST 284, HIST 284K; HWST; PHIL 102; REL 205; or any PC designated course	
<u>Writing Intensive (WI):</u>	
At least one WI course	

TOTAL 60

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

NATURAL SCIENCE, PLANT BIOLOGY AND TROPICAL AGRICULTURE

Science and Mathematics

The Plant Biology and Tropical Agriculture academic program is designed to meet the needs of students interested in agriculture. The Associate in Science Natural Sciences (ASNS) concentration in Plant Biology and Tropical Agriculture is a transfer degree which provides an educational pathway for students intending to transfer to four-year agriculture degree programs. The ASNS in Plant Biology and Tropical Agriculture is designed to meet the requirements of the first two years of a baccalaureate program in agriculture and to prepare students for further study.

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

Natural Science Program Student Learning Outcomes (PSLOs)

1. Analyze data effectively using currently available technology.
2. Communicate scientific ideas and principles clearly and effectively.
3. Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
4. Apply fundamental concepts and techniques in their chosen natural science field of student, such as biology, chemistry, engineering, physics, etc.

Associate in Science Degree (concentration in Plant Biology and Tropical Agriculture): 60 credits

	CREDITS
¹ BOT 101*	General Botany4
BOT 130	Plants in the Hawaiian Environment3
BOT 130L	Plants in the Hawaiian Environment Laboratory1
¹ CHEM 161	General Chemistry I.....3
¹ CHEM 161L	General Chemistry Laboratory I.....1
¹ CHEM 162	General Chemistry II3
¹ CHEM 162L	General Chemistry Laboratory II.....1
HORT 200	Introduction to Horticulture.....3
PBT 100	Orientation to Hawai'i Agriculture Industry.....1
PBT 141	Integrated Pest Management.....3
PBT 204	Fundamentals of Tropical Soil Science.....4
PBT 264	Introduction to Horticulture and Plant Propagation.....3
PBT 275	Introduction to Crop Improvement.....3
PBT 290V	Plant Biology and Tropical Agriculture Internship3

*BIOL 171/BIOL 171L will fulfill the requirement for BOT 101.

Diversification Arts (DA), Humanities (DH), or Literature (DL)3
Any DA, DL, or DH designated course

Diversification Social Science (DS)3
BOT 105 (recommended) or any DS designated course

Electives.....6
Any course numbered 100 or higher

Note: Electives consist of any transfer-level courses beyond the specified degree requirements that can be applied towards the minimum 60 credits needed for graduation. Examples include baccalaureate program general education requirements, prerequisites for required courses, excess internship credits, or courses of relevance or personal interest. More than the minimum 60 credits may occur if WI and PC graduation requirements are not fulfilled with other general education courses, or if additional course prerequisites are needed.

Foundations, FG (Two courses from different time periods: FGA, FGB, or FGC)6
HIST 151, HIST 152; REL 150

Foundations Symbolic Reasoning (FS)3
MATH 140 or any higher math FS designated course

Foundations, FW3
ENG 100 or any FW designated course

Graduation Requirements:

¹Pacific Cultures (PC):

ANTH 220; BOT 105 (recommended); GEOG 189; HAW 261, HAW 262; HIST 284, HIST 284K; HWST, PHIL 102; REL 205; or any PC designated course

¹Writing Intensive (WI):

At least one WI designated course

¹Some courses fulfill both concentration requirements and the general education requirements for Foundations Symbolic Reasoning (FS) and Diversification Biological Sciences and Science Lab (DB/DY) or Diversification Physical Sciences and Science Lab (DP/DY). Students are also encouraged to satisfy the WI and PC graduation requirements with foundations of diversification courses with WI and PC designations.

TOTAL 60

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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 (Nurse Aide):

6 credits

CREDITS

NURS 100 Nurse Aide6

TOTAL 6

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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 Accreditation Commission for Education in Nursing (ACEN) formerly known as NLNAC, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; telephone: (404) 975-5000. The ACEN (www.acenursing.org) is officially recognized as the accredited agency for nursing education by the National Council of State Boards of Nursing, Council for Higher Education Accreditation, and the U.S. Department of Education.

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

Continuation into the second level of the Career Ladder Nursing program is based upon satisfactorily meeting established criteria for entry of continuing students into the second level. The second level requires an additional two semesters and leads to an Associate in Science Degree and eligibility to take the State examination for licensure as a Registered Nurse. Graduates will also be eligible for admissions to the fourth year of the Bachelor of Science in Nursing program at UH Mānoa after completing additional prerequisite courses which can be taken concurrently with the AS degree 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.

Program Admission Requirements:

Complete prerequisites listed with:

1. A grade of "C" or higher (C- is not accepted). No more than two courses may be repeated once.
2. Minimum GPA 2.5 (e.g., 11 credits with a grade of "B" and 11 credits with a grade of "C").
3. Reading COMPASS test score of 79 or greater or completed ENG 21 with a grade of "C" or higher.
4. Science courses must be completed within seven (7) years and math courses within three (3) from being qualified for the Nursing program.

If the prerequisite GPA is between a 2.5 to 3.0, it is highly recommended that an academic plan be developed with the Nursing and Allied Health counselor in order to provide a stronger foundation before entering the rigor of the Nursing program, and the following courses are **highly recommended**:

- HLTH 140
- ENG 106 OR ENG 215

The selection processes will change to 25% most qualified and 75% "first qualified, first applied."

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

A grade of "C" or higher in all Nursing program courses is required for graduation. 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 Associate in Science degree in Nursing can be confirmed.

Nursing Program Student Learning Outcomes (PSLOs)

1. A competent nurse's professional actions are based on core nursing values, professional standards of practice, and the law.
2. A competent nurse develops insight through reflective practice, self-analysis, and self-care.
3. A competent nurse engages in ongoing self-directed learning and provides care based on evidence supported by research.
4. A competent nurse demonstrates leadership in nursing and health care.
5. A competent nurse collaborates as part of a health care team.
6. A competent nurse practices within, utilizes, and contributes to the broader health care system (including the Global Community).
7. A competent nurse practices client-centered care.
8. A competent nurse communicates and uses technology effectively.
9. A competent nurse demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety.

Certificate of Achievement (Practical Nursing): 50 credits

	CREDITS
Nursing program prerequisites	20
ENG 100 Composition I	3
MICR 130 General Microbiology	3
PSY 220 Developmental Psychology	3
ZOOL 141 Human Anatomy and Physiology I	3
ZOOL 141L Human Anatomy and Physiology Laboratory I	1
ZOOL 142 Human Anatomy and Physiology II	3
ZOOL 142L Human Anatomy and Physiology Laboratory II	1
<u>One of the following</u>	3
MATH 100 or any higher MATH FS designated course	

Nursing program courses	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 50

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

NURSING
Health Service
• continued •

Associate in Science Degree (Registered Nursing): 70 credits

		<u>CREDITS</u>
<u>Nursing program prerequisites</u>		20
ENG 100	Composition I	3
MICR 130	General Microbiology	3
PSY 220	Developmental Psychology	3
ZOOL 141	Human Anatomy and Physiology I	3
ZOOL 141L	Human Anatomy and Physiology Laboratory I	1
ZOOL 142	Human Anatomy and Physiology II	3
ZOOL 142L	Human Anatomy and Physiology Laboratory II	1
<u>One of the following</u>		3
MATH 100 or any higher MATH FS designated course		
<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
<u>TOTAL 70</u>		

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

PLANT BIOLOGY AND TROPICAL AGRICULTURE

Science and Mathematics

The Plant Biology and Tropical Agriculture academic program is designed to meet the needs of students interested in agriculture. The AS in Plant Biology and Tropical Agriculture may be utilized as a terminal degree for students wishing to enter the workforce directly. Certificate programs in Plant Biology and Tropical Agriculture are also available to meet a range of academic and career needs. Graduates with an AS degree or certificates in Plant Biology and Tropical Agriculture will qualify for a range of different agricultural occupations that provide improved career opportunities and income.

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

Natural Science Program Student Learning Outcomes (PSLOs)

1. Use appropriate scientific and agricultural terminology to communicate in different settings and with different audiences.
2. Identify and analyze the biotic and abiotic factors that affect agricultural production and describe how these factors are managed at the local, state, national, and global level.
3. Apply principles and practices from tropical agriculture and plant and soil sciences to improve production and profitability.
4. Apply the scientific method and available technology to understand and manage agronomic and agribusiness challenges and opportunities.
5. Explain contemporary social, political, economic, and ethical issues involving food, agriculture and the environment.
6. Use practical hands-on field and laboratory investigation skills in plant biology and tropical agriculture.

Certificate of Competence (Plant Biology and Tropical Agriculture): 15 credits

	CREDITS
¹ BOT 101*	General Botany4
BOT 130	Plants in the Hawaiian Environment.....3
BOT 130L	Plants in the Hawaiian Environment Laboratory1
HORT 200	Introduction to Horticulture.....3
PBT 100	Orientation to Hawai'i Agriculture Industry.....1
PBT 264	Introduction to Horticulture and Plant Propagation.....3

*BIOL 171/BIOL 171L will fulfill the requirement for BOT 101.

¹Some courses fulfill both concentration requirements and the general education requirements for Foundations Symbolic Reasoning (FS) and Diversification Biological Sciences (DB) and Science Lab (DY) or Diversification Physical Sciences (DY) and Science Lab (DY).

TOTAL 15

Certificate of Achievement (Plant Biology and Tropical Agriculture): 35 credits

	CREDITS
¹ BOT 101*	General Botany4
BOT 130	Plants in the Hawaiian Environment.....3
BOT 130L	Plants in the Hawaiian Environment Laboratory1
HORT 200	Introduction to Horticulture.....3
PBT 100	Orientation to Hawai'i Agriculture Industry.....1
PBT 141	Integrated Pest Management.....3
PBT 204	Fundamentals of Tropical Soil Science.....4
PBT 264	Introduction to Horticulture and Plant Propagation.....3
PBT 275	Introduction to Crop Improvement.....3
PBT 290V	Plant Biology and Tropical Agriculture Internship3

*BIOL 171/BIOL 171L will fulfill the requirement for BOT 101.

Foundations, Symbolic Reasoning (FS)3
MATH 115 or any FS designated MATH course

¹One of the following pairs4
CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L

¹ Some courses fulfill both concentration requirements and the general education requirements for Foundations Symbolic Reasoning (FS) and Diversification Biological Sciences (DB) and Science Lab (DY) or Diversification Physical Sciences (DY) and Science Lab (DY).

TOTAL 35

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

PLANT BIOLOGY AND TROPICAL AGRICULTURE

Science and Mathematics

• continued •

Associate in Science (Plant Biology and Tropical Agriculture): 60 credits

	CREDITS
¹ BOT 101* General Botany	4
BOT 130 Plants in the Hawaiian Environment	3
BOT 130L Plants in the Hawaiian Environment Laboratory	1
HORT 200 Introduction to Horticulture	3
PBT 100 Orientation to Hawai'i Agriculture Industry	1
PBT 141 Integrated Pest Management	3
PBT 204 Fundamentals of Tropical Soil Science	4
PBT 264 Introduction to Horticulture and Plant Propagation	3
PBT 275 Introduction to Crop Improvement	3
PBT 290V Plant Biology and Tropical Agriculture Internship	3

*BIOL 171/BIOL 171L will fulfill the requirement for BOT 101.

Diversification: Arts (DA), Humanities (DH), or Literature (DL).....3
Any DA, DH, or DL designated course

Diversification: Social Science (DS)3
BOT 105 (recommended) or any DS designated course

Electives.....10
Any course numbered 100 or higher

Note: Electives consist of any transfer-level courses beyond the specified degree requirements that can be applied towards the minimum 60 credits needed for graduation. Examples include baccalaureate program general education requirements, prerequisites for required courses, excess internship credits, or courses of relevance or personal interest. More than the minimum 60 credits may occur if WI and PC graduation requirements are not fulfilled with other general education courses, or if additional course prerequisites are needed.

Foundations: Global and Multicultural Perspectives (FGA, FGB, FGC).....6
Any FGA, FGB, or FGC designated course (must be two courses from different time periods).

Foundations: Symbolic Reasoning (FS)3
MATH 115 or any FS designated MATH course.

Foundations: Written Communication (FW)3
ENG 100 or any FW designated course.

¹One of the following pairs4
CHEM 151 and CHEM 151L or CHEM 161 and CHEM 161L

¹Some courses fulfill both concentration requirements and the general education requirements for Foundations Symbolic Reasoning (FS) and Diversification Biological Sciences (DB) and Science Lab (DY) or Diversification Physical Sciences (DY) and Science Lab (DY).

TOTAL 60

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

PLANT BIOLOGY AND TROPICAL AGRICULTURE ACADEMIC SUBJECT CERTIFICATE

Science and Mathematics

The Plant Biology and Tropical Agriculture (PBS) Academic Subject Certificate is designed to provide students with education and training in horticulture, propagation/micropropagation, agriculture, pest management, and crop improvement.

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.

Academic Subject Certificate (Plant Biology and Tropical Agriculture): 23 credits

CREDITS

CHEM 151*	Elementary Survey of Chemistry	3
CHEM 151L*	Elementary Survey of Chemistry Laboratory	1
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 Biology and Tropical Agriculture Internship	2-3
SCI 121**	Introduction to Science (Biological Science)	3
SCI 121L**	Introduction to Science Laboratory (Biological Science)	1

*CHEM 161 and CHEM 161L will fulfill the requirements for CHEM 151 and CHEM 151L.

**BOT 105 will fulfill the requirements for SCI 121 and SCI 121L.

TOTAL 23

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

POLYNESIAN VOYAGING ACADEMIC SUBJECT CERTIFICATE

Liberal Arts

The Polynesian Voyaging Academic Subject Certificate program is designed for students interested in exploring, experiencing, and understanding the scientific, historical, and cultural aspects of non-instrument wayfinding as it pertains to the exploration and settlement of Polynesia.

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

Polynesian Voyaging Program Student Learning Outcomes (PSLOs)

1. Identify the basic principles of non-instrument wayfinding.
2. Describe how the major starlines are utilized by contemporary wayfinders in navigating.
3. Describe the basic physics of sailing in the Pacific Ocean.
4. Explain the movement of people in Polynesia from a cultural and historical context.

Academic Subject Certificate (Polynesian Voyaging): 12 credits

CREDITS

HWST 107	Hawai'i: Center of the Pacific.....	3
HWST 281	Hawaiian Astronomy and Weather Relating to Polynesian Voyaging	3

Electives6

ASTR 110; BOT 105; OCN 201; SCI 122, SCI 122L

TOTAL 12

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

SUSTANABILITY SCIENCE

Science and Mathematics

The Sustainability Science Certificate of Competence (CO) and Certificate of Achievement (CA) are interdisciplinary and focus on understanding and finding solutions to real world problems. They address some of the most critical challenges Kaua'i, Hawai'i, and the world face, and the skills and knowledge students gain in the program provide a solid background in science, math, and other disciplines preparing them for the local workforce and/or transfer into many different Associate and Bachelor degree programs in the University of Hawai'i system.

Program Admission Requirements:

The student must be enrolled at Kaua'i Community College.

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

Sustainability Science Program Student Learning Outcomes (PSLOs)

1. Detail valid sustainability concerns and potential solutions, the inter-related nature of these concerns, and their implications in an island context.
2. Identify and describe the basic scientific components behind existing and emerging technologies in a variety of areas related to sustainability.
3. Demonstrate skills needed to work towards sustainability in a variety of contexts, including collaboration, making presentations, preparing reports, and the use of appropriate science and technology and other information gathering techniques to access information.
4. Design comprehensive solutions to basic sustainability problems that are well researched and supported.
5. Use scientific principles or methods to critically evaluate proposed solutions to basic sustainability problems.

Certificate of Competence (Sustainability Science): 12 credits

CREDITS

ENRG 101	Introduction to Sustainable Energy Technology	3
SSM 101	Introduction to the Science of Sustainability	3
<u>Electives</u>		6
AG 103 and AG 103B; HORT 200; SSM 110, SSM 201		

TOTAL 12

Certificate of Achievement (Sustainability Science): 25-27 credits

CREDITS

ENRG 101	Introduction to Sustainable Energy Technology	3
SSM 101	Introduction to the Science of Sustainability	3
<u>Electives</u>		6
AG 103 and AG 103B; HORT 200; SSM 110, SSM 201		
<u>General Education</u>		4-5
BIOL 123/BIOL 123L, BIOL 171/BIOL 171L; BOT 101, BOT 130/BOT 130L; HORT 200; MICR 130/MICR 140; SCI 121/SCI 121L		
<u>General Education Electives</u>		9-10
No more than four credits from any one category		
Accounting/Finance:		
ACC 124, ACC 125, ACC 201; ENG 150		
Mathematics:		
MATH 115, MATH 140 or higher		
Physical Science:		
CHEM 151/CHEM 151L, CHEM 162/CHEM 162L		
Written Communication:		
BUS 175; ENG 100		

TOTAL 25-27

If applicable, for a list of Core Options, see page 54.

If applicable, for a list of all diversification, foundations, and graduation requirements, see pages 55-57.

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 Class Availability on the website, kauai.hawaii.edu

WHAT IS A COURSE ALPHA?

It is an abbreviation of a subject area. In this example, ETRO means "electronics." A Foundations or Diversification designation will be identified in parentheses at the end of a course title. For more information, see page 114.

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

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



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. Courses with sustainable concepts are listed below.

 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:

Corequisite	A course which must be taken in conjunction with and during the same semester or part of semester term as another course. Corequisites are indicated in the course description.
Approval of Instructor	Written permission granted by the instructor before a student enrolls in a course.
Modular Courses	Modular courses are shorter than one semester, ranging from 2 to 13 weeks and carrying from 1 to 7 credits. Modular courses may be found in accounting, automotive mechanics, business education, mathematics, and nursing. The course description will indicate that a course is modular.
Placement Test	A test administered by the College to assess current skills to determine acceptable class placement.
Prerequisite	A requirement that must be met before you are allowed to enter a course. The purpose of a prerequisite is to ensure that you have the background you need to be successful in the course.
Recommended	Suggested preparation which will enhance a student's ability to perform well in a particular course.
Transferability	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.
Writing Intensive Courses (3 credits)	Each semester, courses from a variety of disciplines are offered which are designated Writing Intensive (WI). These courses emphasize using writing as a tool to help students think actively about course content; in addition, WI instructors commit to helping students improve their writing ability. WI courses require students to write 4,000 words over the course of a semester; at least 1,000 words must be polished prose. Completion of one WI course is required for the A.A. degree in Liberal Arts; however, students planning to transfer to UH Mānoa or UH Hilo may opt to take several WI courses to help meet these schools' requirements. Current WI course offerings appear on the Class Availability link on the KCC homepage.

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

Agriculture – AG

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 - BUS

Business Law - BLAW

Business Technology - BUSN

Carpentry - CARP

Chemistry - CHEM

Culinary Arts - CULN

**East Asian Language
and Literature - EALL**

E-commerce - ECOM

Economics - ECON

Education - ED

Electrical Engineering - EE

Electricity - ELEC

Electronics - ETRO

Energy – ENRG

English - ENG

English Language Institute - ELI

Entrepreneurship – ENT

**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

Marine Science - MARE

Marketing – MKT

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

**Sustainable Science
Management – SSM**

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 for service and/or merchandising businesses. Areas include: accounting as an information system, the accounting cycle, financial statements, internal control, current and/or long-term assets, current liabilities, and payroll. Special emphasis will be placed upon the practical application of accounting principles. *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 continues the study of financial accounting procedures. Areas include: long-term assets, long-term liabilities, accounting for corporations and/or partnerships. The statement of cash flows and financial statement analysis may be covered. *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*

Effective Through Fall 2015

ACC 132 - Payroll and Hawai'i General Excise Tax

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*

Effective Spring 2016

ACC 132 - Payroll and Hawai'i General Excise Tax

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher or concurrent enrollment in ACC 124 or ACC 201.

Description: This course introduces principles, manual and computerized procedures, and terminology for business applications of payroll accounting. Areas include preparation of federal and Hawai'i state forms for payroll taxes and the Hawai'i General Excise and Use Tax.

Effective Through Fall 2015

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*

Effective Spring 2016

ACC 134 - Individual Income Tax Preparation

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 22.

Description: This course introduces the preparation of federal and state of Hawai'i individual income tax returns with an emphasis on tax law and regulations and their application to the tax returns. This course is intended for an individual preparing basic tax returns under the supervision of an accounting professional.

Effective Through Fall 2015

ACC 137 - Business Income Taxes

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in ACC 124 or ACC 201.

Recommended: Basic computer skills. Basic skills accessing and using Lauima.

Description: This course introduces Federal and Hawaii tax laws and regulations and basic return preparation for business entities. This course is intended for an individual preparing basic tax returns under the supervision of an accounting professional. *S*

Effective Spring 2016

ACC 137 - Business Income Tax Preparation

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in ACC 134.

Description: This course introduces Federal and Hawai'i tax laws and regulations and basic return preparation for business entities. This course is intended for an individual preparing basic tax returns under the supervision of an accounting professional.

ACC 193V - Cooperative Education

Credits: 1-3

Class hours: 1 hour per week with coordinator and 75 hours work experience for each credit.

Prereq: Accounting major or Department/instructor approval. Additional prerequisites may be required by different campuses.

Comments: May be repeated for a maximum of 3 credits.

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 (with or without compensation) in private and public sectors 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*

ACCOUNTING (ACC) • continued •

ACC 201 - Introduction to Financial Accounting

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 100.

Recommended: ACC 199V is recommended each semester to supplement ACC courses.

Description: This course is an introduction to accounting principles and practices used to record and communicate financial information and to analyze methods for valuating assets, liabilities, and equity of an organization.
F

ACC 202 - Introduction to Managerial Accounting

Credits: 3

Class hours: 3 lecture

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

Recommended: ACC 199V is recommended each semester to supplement ACC courses.

Description: This course is an introduction to managerial accounting methods for evaluating performance including cost accounting, budgeting, break-even analysis, ratio analysis, standard cost systems, and reporting for internal decision making. Also included are principles and procedures relating to cash flow analysis and partnerships, corporations, and manufacturing accounting. S

ACC 252 – Using QuickBooks in Accounting

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in ACC 125 or ACC 201 or approval or instructor.

Description: This course provides a "hands-on" approach to computerized accounting using QuickBooks. Students will apply previously acquired accounting skills and knowledge in a computerized environment to set up and maintain accounting records. An emphasis will be placed on the application of QuickBooks to the accounting cycle.

ACC 255 – Using Excel in Accounting

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in or concurrent enrollment in ACC 125 or ACC 201.

Description: This course provides hands-on training in the use of spreadsheets on computers to solve accounting problems. It applies previously acquired accounting skills and knowledge and emphasizes financial and managerial accounting. Additionally, students will develop the ability to use a numeric keypad to perform business computations.

AGRICULTURE (AG)

AG 103 - Sustainable Agriculture Systems

Credits: 2

Class hours: 2 lecture

Prereq: Qualified for ENG 22.

Description: This course explores sustainable agriculture systems in Kaua'i, Hawai'i and the world. It compares various sustainable models and examines various sectors of production agriculture and related agribusinesses in Hawai'i. Field trips to farms, processors and wholesalers will complement the course.

AG 103B - Sustainable Farm Management

Credits: 1

Class hours: 1 lecture

Prereq: Qualified for ENG 22. Qualified for either MATH 26 or MATH 75.

Description: This course covers business and regulation aspects, available resources, and collaborative opportunities for farmers. Students will learn through guest speakers, lectures, readings, and business planning.

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.

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

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. S

ART (ART)

ART 101 - Introduction to the Visual Arts (DA)

Credits: 3

Class hours: 3 lecture

Description: This course is a general introduction to the visual arts including media, techniques, and history. It is designed to offer an in-depth appreciation of the creative processes involved in the visual arts. This course reviews two- and three-dimensional art forms, methods and media; examines the visual elements and principal of design; and surveys art styles from the prehistoric to the 20th Century. It is oriented to students who have not been exposed to the formal study of these disciplines. *F, S*

ART 105 - Introduction to Ceramics (DA)

Credits: 3

Class hours: 2 lecture and 4 studio

Comments: May be repeated for a maximum of 3 credits.

Description: This course introduces students to creating three dimensional concepts in clay. Students complete hand-building and wheel-throwing projects and learn how to use a kiln. *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 studio

Prereq: "C" or higher in ART 113.

Description: This course is an introduction to the theory and practice of watercolor painting. Students will learn about the use of watercolor materials and wet and dry painting techniques, including applying washes, glazing, lifting, scraping, and creating blends. They also will concentrate on painting composition, paint consistency, and color development within the context of practicing and improving their technical painting skills. *F, S*

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, Su*

ART 113 - Introduction to Drawing (DA)

Credits: 3

Class hours: 2 lecture and 4 studio

Description: This course involves students in two-dimensional visualization and rendering of forms, spaces, and ideas through a variety of approaches and media. Students learn the basics of line, contour, shading, texture, perspective, composition, and action drawing. Students will create several original works of art and compile a portfolio of their drawings at the end of the term. *F*

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, S*

ART 123 - Introduction to Painting (DA)

Credits: 3

Class hours: 2 lecture and 4 studio

Prereq: "C" or higher in ART 113.

Description: This course teaches the fundamentals of painting to beginning painting students. Students will explore the technical and expressive possibilities of the paint media. The class will focus on the formal, conceptual, and technical problems in painting. Emphasis will be given to color mixing systems and successfully manipulating paint as a medium for self expression. *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 preprocess. *F, S*

ART **(ART) • continued**

ART 126 - 3D Computer Graphics 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 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.

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.

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. F

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 studio

Prereq: "C" or higher in ART 123.

Description: This course provides an overview of the origins, influences, development and impact of major artistic movements in Europe and the U.S. Students will paint with an emphasis on familiarizing themselves with the subject matter, styles, techniques, and intentions of famous artists from these movements to further develop the skill they learned in ART 123. S

ART **(ART) • continued**

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. F, S

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. S

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, Su

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. F, 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. *F, 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. *F, 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 20.

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

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

AUTOMOTIVE MECHANICS TECHNOLOGY (AMT) • continued

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, S

AMT 93V - Cooperative Education

See explanation under the heading of Cooperative Education.

AMT 99V - Special Studies

See explanation under the heading of Special Studies.

AMT 171 - HEV I - Introduction to Hybrid and Electric Vehicle Technology

Credits: 3

Class hours: 1 lecture and 6 lab

Prereq: "C" or higher in AMT 40E and ETRO 18; Or automotive industry work experience with instructor's approval.

Recommended: Basic electrical knowledge of Ohm's Law and proper use of a DVOM to determine voltage drop, shorts, opens, and resistance problems. Knowledge on basic theory of operation on automotive electrical and mechanical subsystems.

Description: This course is designed to familiarize the student with the safety, electrical and electronic theories related to hybrid and electric vehicles, high voltage analysis tools used in hybrid and electric vehicles, high voltage safety systems, AC induction electric machines, and permanent magnet electric motors theory and construction. Hands-on application to safety disconnect and use of high voltage analysis tools to perform basic checks. F

AMT 172 - HEV II - Preventive Maintenance and Repair

Credits: 3

Class hours: 1 lecture and 6 lab

Prereq: "C" or higher in AMT 40E, ETRO 18, and AMT 171; Or automotive industry work experience with instructor's approval.

Recommended: Basic electrical knowledge of Ohm's Law and proper use of a DVOM to determine voltage drop, shorts, opens, and resistance problems. Knowledge on basic theory of operation on automotive electrical and mechanical subsystems.

Description: This course is designed to familiarize the student with hybrid and electric vehicle safety, hybrid internal combustion engines (ICE), regenerative braking systems, high voltage climate control system, power inverter and battery pack cooling systems, high voltage analysis tools used, high voltage safety systems, and 12 volt systems used in hybrid and electric vehicles. Hands-on application to safety disconnect, use of high voltage analysis tools to perform basic checks, and perform service and preventive maintenance on hybrid and electric vehicles. S

AMT 173 - HEV III - Diagnostic and Repair

Credits: 3

Class hours: 1 lecture and 6 lab

Prereq: "C" or higher in AMT 40E, ETRO 18, and AMT 171; Or automotive industry work experience with instructor's approval.

Recommended: Basic electrical knowledge of Ohm's Law and proper use of a DVOM to determine voltage drop, shorts, opens, and resistance problems. Knowledge on basic theory of operation on automotive electrical and mechanical subsystems.

Description: This course is designed to familiarize the student with hybrid and electric vehicle safety, hybrid internal combustion engines (ICE), hybrid transmissions, parallel/series, power inverter system, AC induction electric machines, permanent magnet electric motors theory and construction, and battery pack construction. Hands-on application to safety disconnect, use of high voltage analysis tools to perform diagnostic tests on high voltage insulation failures, electric motor failures, battery failures, and differentiate between an ICE failure and an electric machine failure. Perform battery pack testing and reconditioning. S

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 171 - Introduction to Biology I (DB)

Credits: 3

Class hours: 3 lecture

Coreq: BIOL 171L and CHEM 151 (or CHEM 161)

Recommended: ENG 100 or equivalent.

Comments: Cross-listed with MARE 171.

Description: This course covers introductory biology with a marine emphasis for all life science majors including cell structure, chemistry, growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes. *F*

BIOL 171L - Introduction to Biology Laboratory I (DY)

Credits: 1

Class hours: 3 lab

Coreq: BIOL 171 and CHEM 151 (or CHEM 161)

Comments: Cross-listed with MARE 171L.

Description: The laboratory complements BIOL 171 and must be taken concurrently with the lecture. It is intended to provide laboratory experiences that focus on organic molecules, cell structure, cell functions, and genetics. *F*

BIOL 172 - Introduction to Biology II (DB)

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in BIOL 171 and 171L.

Coreq: BIOL 172L

Comments: This course is cross-listed with MARE 172.

Description: BIOL/MARE 172 is a continuation of BIOL/MARE 171 emphasizing anatomy, physiology, and systematic of plants and animals to include behavior, ecosystems, populations, and communities. *S*

BIOL 172L - Introduction to Biology Laboratory II (DY)

Credits: 1

Class hours: 3 lab

Coreq: BIOL 172

Comments: This course is cross-listed with MARE 172L.

Description: This laboratory complements the BIOL 172 lecture and must be taken concurrently with the lecture. It is intended to provide laboratory experiences that focus on a systemic study of the anatomy and physiology of plants and animals, and how they interact in populations, ecosystems, and communities. *S*

BIOL 208 - Field Biology: Island Ecosystems (DB)

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. *S*

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, functions, and evolution of plants and their relationship to the environment and human activities. The course will give the student an overall view of the plant kingdom and the integral part that they play in life. The lecture and laboratory are combined in BOT 101. *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 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: Students explore and demonstrate skills and techniques for effective business writing. This class uses word processing software to facilitate message creation and revision. *F, S*

BUS 293V - Cooperative Education

Credits: 1-3

Class hours: 1 credit = 75 hours of work experience, 2 credits = 150 hours of work experience, 3 credits = 225 hours of work experience

Prereq: Business program major and "C" or higher in ENT and MGT courses.

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 business environment. *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. *F, S*

BUSINESS TECHNOLOGY (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 106 - Introduction to Medical Coding

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in HLTH 140.

Recommended: Basic computer and keyboarding skills.

Description: This course introduces the procedures to code medical office visits or diagnostic procedures for tracking and billing purposes. Students will use the International Classification of Disease (ICD) and Current Procedural Terminology (CPT) systems as required for medical insurance claims and statistical information tracking in health care facilities. *S*

BUSN 121 - Introduction to Word Processing

Credits: 3

Class hours: 3 lecture

Description: This course covers proper keyboarding techniques, word processing concepts, and document formatting of letters, memos, tables, reports, and email. Basic file management and operating system functions are included. Keyboarding speed and accuracy are emphasized. *F, S*

BUSINESS TECHNOLOGY

(BUSN) • continued

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, S*

BUSN 130 - Spreadsheet and Database

Credits: 3

Class hours: 3 lecture

Recommended: BUSN 121 and BUSN 189.

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 150 - Introduction to Business Computing

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in or concurrent enrollment in ENG 21 and ENG 22.

Recommended: "C" or higher in BUSN 121 or ability to keyboard by touch.

Description: This course is an introduction to computers and the components of a business computer system, including "hands-on" exposure to elementary applications and learning how computer technology can be applied to satisfy business needs. *F, S*

BUSN 151 - Intermediate Business Computing

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in BUSN 150.

Description: This course expands the concepts of business computing introduced in BUSN 150, broadens the knowledge of word processing, spreadsheet, database, and presentation software utilizing intermediate- and advanced-level features of the software, and provides experience with typical business applications that utilize the intranet and internet technologies. Students develop greater proficiency in creating, modifying, and printing documents, spreadsheets, database queries, reports, and forms. *S*

BUSN 158 - Social Media and Collaboration Tools for Business

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in ENG 21 and ENG 22.

Recommended: Basic computer, internet, and keyboarding skills.

Description: This course introduces students to social media, collaboration, and Web 2.0 tools as it relates to business. Students learn how to effectively create, maintain, and update blogs, social media sites (i.e. Facebook, Google+, LinkedIn, Pinterest, Twitter, and YouTube), and internal/external collaboration and communication tools. Organizational management of cloud storage will be covered. *F*

BUSN 159 - Creating and Managing the Virtual Office

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in ENG 21, ENG 22, BUSN 123, BUSN 150, and BUSN 164.

Recommended: Basic computer, internet, and keyboarding skills.

Description: This course will explore concepts and issues involved in establishing a virtual assistant business. Students will use integrated software applications to complete assignments, create projects, conduct research, and prepare a comprehensive business and marketing plan. *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 164 - Career Success

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in or concurrent enrollment in ENG 21 and ENG 22.

Recommended: Computer experience using a word processing program.

Description: This course presents concepts and theories relating to workplace behavior, managing one's attitude, and building relationships for workplace effectiveness. *F*

BUSN 166 - Professional Employment Preparation

Credits: 1

Class hours: 1 lecture

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*

BUSINESS TECHNOLOGY (BUSN) • continued

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*

BUSN 179 - Business English

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in BUSN 123 and qualified for ENG 100 and 102.

Description: This course is the study of language fundamentals needed to communicate effectively in a business environment. Basic language skills include grammar, usage, punctuation, capitalization, number style, and spelling. *S*

BUSN 189 - Business Mathematics

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 21 and MATH 24.

Description: This course introduces various accounting and finance computational procedures utilizing various electronic calculating tools. Students will survey concepts in algebra, logical structure, numeration systems, and statistics. Students will also develop critical thinking skills in making personal and business decisions. *F, S*

BUSN 193V - Cooperative Education

Credits: 1-3 (1 hour per week with coordinator and 75 hours work experience for each credit)

Prereq: Approval of instructor.

Comments: May be repeated for a maximum of 3 credits.

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 the private and public sectors 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.

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

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. F

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. S

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. S

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. F, S

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. F, S

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. S

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. S

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, Su*

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, Su*

CHEM 152 - Survey of Organic and Bioorganic Chemistry (DP)

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

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 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.

CULN 193V for culinary arts majors.

ETRO 93V and ETRO 193V for electronic 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 75 or higher, and ENG 21.

Coreq: CULN 275 and CULN 294

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 116 - Introduction to Culinary Sustainability

Credits: 1

Class hours: 1 lecture

Description: This course overviews a variety of sustainable practices, and examines how to implement them in a food service operation. Students will learn to combine elements of purchasing/receiving, energy and water conservation, and recycling to help control costs while reaping the benefits of being good environmental stewards.

CULINARY ARTS **(CULN) • continued**

CULN 120 - Fundamentals of Cookery

Credits: 4

Class hours: 2 lecture/lab and 9 lab

Prereq: Qualified for ENG 22 and MATH 26 or MATH 75 or higher. "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*

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 industry. Theory and laboratory work will provide the student with knowledge and skills in the preparation of breakfast breads, pastries, bread, 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 22 or higher and MATH 26 or MATH 75 or higher.

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 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*

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 75.

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*

CULINARY ARTS

(CULN) • continued

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. S

CULN 294 - Culinary Arts Practicum

Credits: 5

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

Prereq: Approval of instructor or "C" or higher in CULN 185, CULN 240, and CULN 271.

Coreq: CULN 115 and CULN 275.

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, S

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: "C" or higher in or concurrent enrollment in ENG 22.

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 Seminar and 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. This course 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

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

EDUCATION (ED) • continued

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.

ELECTRICAL ENGINEERING (EE)

EE 160 - Programming for Engineers

Credits: 4

Class hours: 3 lecture and 3 lab

Prereq: Qualified for MATH 205 (Calculus I) or concurrent enrollment in MATH 140.

Description: This is an introductory course on computer programming and modern computing environments with an emphasis on algorithm and program design, implementation and debugging. Designed for engineering students, this course includes a hands-on laboratory to develop and practice programming skills.

EE 205 - Object-Oriented Programming

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in EE 160 or approval of instructor.

Description: This is a second-level programming course for Engineers. The course introduces the object-oriented programming paradigm focusing on the definition and use of classes along with fundamentals of object-oriented design in a modern object-oriented language such as C++. Other topics include complex data structures, simple searching and sorting techniques, and an introduction to software engineering issues.

EE 211 - Basic Circuit Analysis I

Credits: 4

Class hours: 3 lecture and 3 lab

Prereq: Qualified for MATH 232 (Calculus IV) or concurrent enrollment in MATH 231 (Calculus III).

Description: This course studies linear passive circuits, time domain analysis, transient and steady-state responses, phasors, impedance and admittance; power and energy, frequency responses, and resonance.

EE 213 - Basic Circuit Analysis II

Credits: 4

Class hours: 3 lecture and 3 lab

Prereq: "C" or higher in EE 211. "C" or higher in or concurrent enrollment in MATH 232 (Calculus IV).

Description: This course studies Laplace transforms, Fourier transforms, convolution and the applications to circuits, frequency selective circuits, design of active filters, and state space analysis of circuits.

EE 260 - Introduction to Digital Design

Credits: 4

Class hours: 3 lecture and 3 lab

Prereq: "C" or higher in EE 160.

Description: This course is an introduction to the design of digital systems with an emphasis on design methods and the implementation and use of fundamental digital components.

EE 296 - Sophomore Project

Credits: 1

Class hours: 1 lecture

Prereq: Approval of instructor.

Comments: May be repeated for a maximum of 3 credits.

Description: Sophomore level individual or team project under EE faculty direction and guidance. The project provides design experience and develops practical skills. Repeatable unlimited times.

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. S

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. S

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. F

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. F

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. S

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. F, S

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. F, S

ELECTRICITY (ELEC) • continued

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. *S*

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. *F, S, Su*

ETRO 120 - Electronics I

Credits: 3

Class hours: 3 lecture

Prereq: Acceptance into the Electronics Technology program.

Coreq: ETRO 120L

Comments: Credit by exam is not an available option.

Description: This course covers the basic theory of electricity from the atomic theory to filter circuits. Topics covered include Ohm's Law, Power, Energy, DC and AC circuits, network analysis, sinusoidal and non-sinusoidal voltages and current, resonant circuits, and the use of meters, probes, and oscilloscopes. *F (every 2 years)*

ETRO 120L - Electronics I Lab

Credits: 1

Class hours: 3 lab

Prereq: Acceptance into the Electronics Technology program.

Coreq: ETRO 120

Comments: Credit by exam is not an available option.

Description: This course demonstrates the principles studied in ETRO 120 by means of laboratory experiments. Circuits are constructed and tested using various electronic tools. *F (every 2 years)*

ETRO 121 - Electronic Fabrication and Assembly

Credits: 2

Class hours: 1 lecture and 3 lab

Recommended: 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: 3

Class hours: 3 lecture

Prereq: "C" or higher in ETRO 120 and ETRO 120L.

Coreq: ETRO 122L

Comments: Credit by exam is not an available option.

Description: The course teaches practical and theoretical principles of AC and semiconductor circuits, including applications to power supplies, amplifiers, oscillators, integrated circuits, filters, and instrumentation. *S (every 2 years)*

ETRO 122L - Electronics II Laboratory

Credits: 1

Class hours: 3 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)*

ELECTRONICS (ETRO) • continued

ETRO 140B - Cisco Networking 1

Credits: 3

Class hours: 6 lecture/lab

Recommended: Basic computer and internet usage skills.

Description: This course introduces the architecture, structure, functions, components, and models of the internet and other computer networks. The principles and structure of IPv4 and IPv6 addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. *F (every 2 years)*

ETRO 140C - Cisco Networking 2

Credits: 3

Class hours: 3 lecture/lab

Prereq: "C" or higher in ETRO 140B.

Recommended: Basic computer and internet usage skills.

Description: This course introduces the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches; implement and troubleshoot common issues with static, RIPv2, single-area OSPFv2, and single-area OSPFv3 routing protocols; implement inter-VLAN routing in both IPv4 and IPv6 networks; secure the network with Access Control Lists (ACLs); and apply essential network services such as Dynamic Host Configuration Protocol (DHCP) for IPv4 and IPv6, and Network Address Translation (NAT). *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. Digital design using both logic gates and the VHDL programming language are studied. Analog-to-digital/digital-to-analog and microprocessor interfacing are introduced. *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 simulating, 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.

ETRO 161 - Introduction to Optics and Photonics

Credits: 3

Class hours: 6 lecture/lab

Prereq: Qualified for ENG 100 and MATH 25.

Description: This introductory photonics course covers the physics of light, laser safety, 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, S*

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. *F, S*

ELECTRONICS (ETRO) • continued

ETRO 187 - Computer Hardware and OS

Credits: 4

Class hours: 8 lecture/lab

Recommended: ETRO 18 and ICS 100 or ICS 101.

Description: This course covers the fundamentals of computer hardware, software, and advanced concepts such as security, networking, and responsibilities of an Information Technology (IT) professional. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install and configure operating systems, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a networked environment. This course includes an introduction to mobile devices such as tablets and smartphones and client side virtualization. Hands-on labs are an essential element of the course.

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, Su*

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 140B and ETRO 140C.

Recommended: Basic computer and internet usage skills.

Description: This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with Open Shortest Path First (OSPF), Enhanced Interior Gateway Routing Protocol (EIGRP), and Spanning-Tree Protocol (STP) in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a Wireless Local Area Network (WLAN) in a small-to-medium network. *S (every 2 years)*

ETRO 240C - Cisco Networking 4

Credits: 3

Class hours: 6 lecture/lab

Prereq: "C" or higher in ETRO 240B, or approval of instructor.

Recommended: Basic computer and internet usage skills.

Description: This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network. *S*

ETRO 244 - Cisco CCNA Security

Credits: 4

Class hours: 8 lecture/lab

Prereq: "C" or higher in ETRO 140C, or approval of instructor.

Recommended: ETRO 240B and ETRO 240C.

Description: CCNA Security is a hands-on career-oriented course preparing students with the associate-level knowledge and skills required to secure Cisco networks. Emphasis is placed on the development of a security infrastructure; identification of threats and vulnerabilities to networks; mitigation of security threats; and core security technologies. Students will experience hands-on installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality, and availability of data and devices.

ELECTRONICS (ETRO) • continued

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, or approval of instructor.

Comments: May be repeated for a maximum of 1 time for credit.

Description: The purpose of this course is to develop the knowledge and skills needed to manage Internet Protocol (IP) traffic and access; understand scalable internetworks; configure advanced routing protocols including Border Gateway Protocol [BGP], Enhanced Interior Gateway Routing Protocol [EIGRP], and Open Shortest Path First [OSPF]; configuration of Internet Protocol version 6 (IPv6); and configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills. *F (every 2 years)*

ETRO 247 - Multilayer Switching

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, or approval of instructor.

Comments: May be repeated for a maximum of 1 time for credit.

Description: This course focuses on the development of knowledge and skills in monitoring and maintaining complex enterprise routed and switched Internet Protocol (IP) networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, in a systematic approach. Extensive labs emphasize hands-on learning and practice to reinforce configuration and troubleshooting skills. *S (every 2 years)*

ETRO 248 - Network Troubleshooting

Credits: 3

Class hours: 6 lecture/lab

Prereq: "C" or higher in ETRO 245, ETRO 246, and ETRO 247.

Comments: May be repeated for a maximum of 1 time for credit.

Description: This course focuses on the development of knowledge and skills in monitoring and maintaining complex enterprise routed and switched Internet Protocol (IP) networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, in a systematic approach. Extensive labs emphasize hands-on learning and practice to reinforce configuration and troubleshooting skills. *S (every 2 years)*

ETRO 257 - RF Communications

Credits: 4

Class hours: 8 lecture/lab

Prereq: "C" or higher in ETRO 122 and ETRO 122L.

Description: This course studies 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, modulation techniques, and circuits. RF communication theory will be reinforced in lab with practical hands-on experience. *F (every 2 years)*

ETRO 275 - Fundamentals of Linux

Credits: 3

Class hours: 6 lecture/lab

Prereq: "C" or higher in ICS 101, or approval of instructor.

Description: This course introduces the student to fundamentals of the Linux-based system that provides essential services for a local area network. Upon completion of this course, the student will have a basic understanding of the Linux operating system and have hands-on experience installing, managing, and troubleshooting the Linux operating system. *S (every 2 years)*

ETRO 280 - Microprocessor Architecture, Programming, and Interfacing

Credits: 3

Class hours: 3 lecture

Prereq: Acceptance into Electronics Technology program. Qualified for ENG 100. "C" or higher in MATH 25 or MATH 26 or qualified for MATH 103.

Recommended: ETRO 143/143L.

Comments: Credit by exam is not an available option.

Description: Microprocessor trainers 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, or approval of instructor.

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)*

ELECTRONICS **(ETRO) • continued**

ETRO 287L - Computer Systems and Networking Laboratory

Credits: 1

Class hours: 3 lab

Prereq: "C" or higher in ETRO 280, or approval of instructor.

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.

ENERGY **(ENRG)**

ENRG 101 - Introduction to Sustainable Energy Technology (DP)

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 22. Qualified for either MATH 26 or MATH 75.

Recommended: ICS 100, and qualified for ENG 100.

Description: This course introduces alternative methods for meeting long term energy needs, identifies and explores local resources including demand-side management of conventional gas and electric power and sustainable energy resources such as solar, wind, biomass, small hydroelectricity, geothermal, ocean thermal energy conversion, and alternative transportation fuel options.

ENGLISH (ENG)

ENG 18 - Reading Essentials

Credits: 3

Class hours: 3 lecture

Prereq: Acceptable reading placement test score (COMPASS 37-55).

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, Su*

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, S, Su

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

Effective Through Fall 2015

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

Effective Spring 2016

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 of world literature from classical times (Generally beginning with The Epic of Gilgamesh from around 2000 B.C.) through the 16th century, or the time of Shakespeare. Students will look at works from all the major cultures of the world. They will discuss these works in relation to their context, ideas, intended meaning, and historical significance. Literary movements and methods of interpretation also will be discussed.

Effective Through Fall 2015

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

Effective Spring 2016

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 of world literature from 1600 (the time of Shakespeare) to the present. Writers from Europe, North America, China, Japan, India, the Middle East, South America, Africa, and other regions will be discussed. Students will consider these works within their historical contexts and discuss their context, ideas, intended meaning, and historical significance. Literary movements and methods of interpretation also will be discussed.

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. S

ENGLISH

(ENG) • continued

ENG 257N - Introduction to Literature and Film (DL)

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

ENG 257T - Introduction to Children's Literature (DL)

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in ENG 100.

Description: This course is an introduction to Children's Literature and will offer a general survey of the history and development of children's literature. Students will critically evaluate various genres of literature written for children and adolescents, including folk-tales, picture books, chapbooks, classical myths & legends, and the novel. Students will explore many themes associated with preteen and adolescent literature.

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. 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.

ELI 2 - Reading and Writing American English

Credits: 3

Class hours: 3 lecture

Prereq: Acceptable TOEFL score.

Comments: May be repeated any number of times for credit.

Description: This first semester course (of the sequence ELI 2 & 4) for non-native speakers of English focuses on reading comprehension skills, writing strategies and skills, vocabulary development, interpersonal communication skills, and cross-cultural understanding.

ELI 3 - Understanding and Speaking American English

Credits: 3

Class hours: 3 lecture

Prereq: Acceptable TOEFL score.

Comments: May be repeated any number of times for credit.

Description: This second semester course (of the sequence ELI 1 & 3) offers further practice in spoken American English for the non-native speaker of English. Special emphasis is placed on listening comprehension, fluency practice, and other oral communication activities. *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*

ENTREPRENEURSHIP (ENT)

ENT 125 - Starting a Business

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher or concurrent enrollment in ENG 21 and ENG 22.

Description: This course surveys the business environment, establishing a firm, decision-making processes, marketing assessments, financing, operations considerations, and government regulations. It also covers development of a business plan. It is designed for those who wish to start or are currently operating their own business. *F*

ENT 130 - Marketing for the Small Business

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 100.

Description: This course covers key concepts and issues underlying the modern practice of marketing for the small business. The course provides a clear understanding of marketing's role in the management of a small business including marketing terminology, consumer-oriented approach to marketing, channels of distribution, marketing research, concepts and practices of retailing, wholesaling, and physical distribution, marketing communication, personal selling, and marketing organization. *F*

ENT 150 - Basic Accounting and Finance for Entrepreneurs

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for MATH 24 or higher.

Description: This course introduces accounting concepts and principles, procedures, and systems for the entrepreneur. Application skills include recording, summarizing, reporting, analyzing, and using accounting information for the small business. The development of a financial plan for a small business will incorporate the basic concepts pertaining to financial statements and financial planning. *F*

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, S*

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.

FENG 99V - Special Studies

See explanation under the heading of Special Studies.

FRENCH (FR)

FR 101 - Elementary French I

Credits: 4

Class hours: 4 lecture

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*

FR 102 - Elementary French II

Credits: 4

Class hours: 4 lecture

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*

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 (DY)

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, etc.

GEOG 189 - G.I.S., Mapping, and Society

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 100.

Description: Geographic Information Systems (G.I.S.) is a computerized system used to design, capture, store, manipulate, analyze, manage and present geographically referenced information, or data. G.I.S combines cartography, statistical analysis, and databases to manipulate spatial areas for a given application. GEOG 189 - G.I.S., Mapping, and Society, is an introductory course covering the use and application of computerized geographic information systems (G.I.S), combining an overview of general principles of G.I.S and practical experience in the analytical use of spatial information. Students will gain an overall knowledge of G.I.S, analyze the social context of mapping and knowledge production, examine the diverse range of G.I.S applications, and complete a final project with a practical component involving the use of an analytical software package: ArcGIS 10 by ESRI (Environmental System Research Institute). F, S

GEOLOGY (GG)

Effective Through Fall 2015

GG 101 - Introduction to Geology (DP)

Credits: 4

Class hours: 3 lecture and 3 lab

Prereq: Qualified for MATH 26 and ENG 100; or qualified for MATH 25.

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, and the processes shaping the earth's surface. We'll study geology as it affects our lives and shapes our landscape including volcanoes, earthquakes, tsunamis, and other processes such as weathering and mountain building that evolve or act over extremely long time periods. The course also explores the very nature of science and scientific inquiry through the unifying theory of plate tectonics, the most recent and perhaps most dramatic example of new evidence and understanding revolutionizing a scientific discipline. There are two field trips. S

Effective Spring 2016

GG 101 - Introduction to Geology (DP)

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for MATH 26 and ENG 100; or qualified for MATH 75 and ENG 100; or qualified for MATH 25.

Description: This course is a study of the principles of physical geology, the composition and structure of the earth, and the processes shaping the earth's surface. We'll study geology as it affects our lives and shapes our landscape including volcanoes, earthquakes, tsunamis, and other processes such as weathering and mountain building that evolve or act over extremely long time periods. The course also explores the very nature of science and scientific inquiry through the unifying theory of plate tectonics, the most recent and perhaps most dramatic example of new evidence and understanding revolutionizing a scientific discipline.

GG 101L - Introduction to Geology Lab (DY)

Credits: 1

Class hours: 1 lab

Prereq: Qualified for MATH 26 and ENG 100; or qualified for MATH 75 and ENG 100; or qualified for MATH 25.

Description: GG 101L explores basic procedures of geologic investigations into the structure and properties of Earth and its geologic processes. Two field trips may be required.

HAWAIIAN (HAW)

HAW 101 - Elementary Hawaiian I

Credits: 4

Class hours: 4 lecture

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: 4 lecture

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: 4 lecture

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: 4 lecture

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. 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, Su

HAW 262 - Survey of Hawaiian Writings (DL)

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in HAW 202.

Description: This course offers a sampling of different styles and modes of native Hawaiian literature, primarily from the 19th and 20th centuries. The readings are presented in the original Hawaiian. F, S

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 (DH)

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

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 270 - Hawaiian Mythology

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in both HWST 107 and HAW 101 or approval of instructor.

Description: HWST 270 is an introduction to Hawaiian mythology and mo`olelo as a basis of understanding (or a reflection) of Hawaiian culture, values, metaphor, and worldviews. This course will investigate and analyze oral and written Hawaiian literary sources and the roles of akua, `aumakua, kupua and kanaka.

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: La'au Lapa'au

Credits: 4

Class hours: 3 lecture and 2 lecture/lab

Prereq: "C" or higher in HWST 107.

Description: An introduction to Hawaiian medicinal herbs including the basic philosophy and strictness in adhering to protocol, with discussion, identification, and utilization of various methods and techniques of extraction used by Hawaiians in preparing native and hānai herbs (hānai: exotic herbs adopted into the culture) for curing diseases.

HWST 290 - Rediscovering Polynesian Connections (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: La'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.

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 145 - Introduction to Healthcare

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in HLTH 140. Qualified for ENG 21.

Description: This course provides an introduction to health care and health professions. It focuses on the concepts of effective communication, emergency preparedness, and protective practices to prevent illness and injury. Professional ethics will also be discussed.

Effective Through Fall 2015

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

Effective Spring 2016

HLTH 155 - Introduction to the Study of Diseases

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in HLTH 140. Qualified for ENG 100.

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.

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. S

HLTH 285 - Human Nutrition

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in HLTH 155. Qualified for ENG 100.

Description: This course provides students with an introduction to Human Nutrition from a scientific and cultural perspective. The basic components of nutrition and a healthy diet are explored. Food sustainability and food politics are introduced. Sustainable diet planning with a cultural perspective is discussed. Basic research methodology is examined.

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. *F, S*

HPER 108 - Beginning Yoga

Credits: 2

Class hours: 4 lecture/lab

Comments: May be repeated for a maximum of 2 credits.

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. *F, S*

HPER 130 - Beginning Tennis

Credits: 1

Class hours: 2 lecture/lab

Comments: May be repeated for a maximum of 2 credits.

Description: Students will develop the fundamental skills of tennis for singles and doubles competition. *F, S*

Effective Through Fall 2015

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*

Effective Spring 2016

HPER 131 - Intermediate Tennis

Credits: 1

Class hours: 2 lecture/lab

Prereq: "C" or higher in HPER 130.

Comments: May be repeated for a maximum of 2 credits, and unlimited for non-credit.

Description: This course is designed to provide students with the opportunity to refine basic tennis skills and focus on more advanced technical skills. There will be an emphasis on court strategy for singles and doubles.

Effective Through Fall 2015

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. *S*

Effective Spring 2016

HPER 132 - Advanced Tennis

Credits: 1

Class hours: 2 lecture/lab

Prereq: "B" or higher in HPER 131.

Recommended: United States Tennis Association (USTA) rating of 3.5 or higher.

Comments: May be repeated for a maximum of 2 credits.

Description: This course will focus on students learning additional skills of tennis needed for advanced competition with emphasis on singles and doubles strategies. Emphasis is on development of total fitness and more advanced play for leisure use.

Effective Through Fall 2015

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*

Effective Spring 2016

HPER 137 - Basketball

Credits: 1

Class hours: 2 lecture/lab

Comments: May be repeated for a maximum of 2 credits.

Description: This course will focus on the basic knowledge and practice of the fundamental skills of basketball with emphasis on offensive and defensive strategies.

HPER 148 - Hiking

Credits: 2

Class hours: 4 lecture/lab

Recommended: Medical clearance if you've been inactive. Able to walk at least 3 miles at one time.

Comments: May be repeated for a maximum of 2 credits, and unlimited for non-credit.

Description: This is an introductory hiking course designed to impart skills such as fitness preparation, navigation, and the logistics of planning a hiking trip on Kaua'i. This class will also examine certain aspects of group dynamics such as problem solving, communication, stress management, and leadership. Hawaiian folklore will be explored on some of the hikes. There will be class meetings for lecture and fitness, as well as day hiking trips.

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*

HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPER) • continued

HPER 160 - Fitness Boot Camp

Credits: 1

Class hours: 2 lecture/lab

Recommended: Medical clearance.

Comments: May be repeated for a maximum of unlimited credits.

Description: This course will focus on the development and maintenance of the following components of fitness: muscular endurance, strength, cardiovascular fitness, balance, speed, and coordination. General fitness concepts to improve each component of fitness, nutrition, and weight management will be included. The primary emphasis is helping reduce the risk of functional decline and improve overall performance in everyday activities.

HPER 171 - Intermediate Yoga

Credits: 2

Class hours: 4 lecture/lab

Prereq: "C" or higher in HPER 108 (Beginning Yoga) or approval of instructor.

Recommended: 1) Medical Clearance if you have not been regularly active. 2) Consistent and recurring participation in a Yoga practice.

Comments: May be repeated for a maximum of 4 credits.

Description: This course will focus on corrective work and improvement of basic poses, as well as intermediate poses, meditation, breathing, and relaxation techniques in Hatha Yoga with independent, group, and personalized training. Students will study yoga history, philosophy, and understand how to apply principles of yoga into a healthy lifestyle.

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.

HPER 270 - Personal Trainer

Credits: 2

Class hours: 4 lecture/lab

Prereq: Qualified for ENG 22 and MATH 75.

Recommended: BLS - CPR Certification.

Description: This course focuses on applied kinesiology, exercise physiology, and nutrition. Functional screening and application to training programs will also be discussed. With completion of the course, the students will be eligible to take the ACE Personal Trainer Certification Exam and become effective personal trainers.

HISTORY (HIST)

HIST 151 - World History to 1500 (FGA)

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 100.

Description: A global and historical survey focusing on human societies and cross-cultural interactions to 1500 C.E. History 151 is the first half of a two-semester series of courses that cover human history from our origins through the twentieth century. This course provides a survey of world history from the prehistoric era to 1500 C.E. with an emphasis on the development of complex societies and enduring historical trends. F, S, Su

HIST 152 - World History Since 1500 (FGB)

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 100.

Description: A global and historical survey focusing on human societies and cross-cultural interactions since 1500 C.E. History 152 is the second half of a two-semester series of courses that cover human history from our origins through the twentieth century. This course provides a survey of world history since 1500 C.E. with an emphasis on the growth of and response to global empires, as well as the major revolutions which characterize the modern world. F, S, Su

HIST 241 - History of Asia to 1500 (DH)

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 100.

Description: This is the first in a two-semester series of courses that provide a survey of the history of East, Southeast, and South Asia from the earliest times to the modern era. History 241 will examine the history of Asia from the prehistoric era through 1500 CE. It includes a broad survey of major historical figures, events, and developments in India, China, Korea, and Japan. Students will examine a number of interrelated processes—the origins of civilizations, the formation and disintegration of great empires, the evolution of ruling classes, the growth and spread of religions, as well as nomadic-sedentary relations.

HIST 242 - History of Asia since 1500 (DH)

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 100.

Description: The second in a two-semester series of courses that provide a survey of the history of East, Southeast, and South Asia from the earliest times to the modern era. History 242 will examine the history of Asia from the year 1500 through the present. It includes a broad survey of major historical figures, events, and developments in India, China, Korea, and Japan. Students will examine a number of interrelated processes: technological change, the impact of Western imperialism, the growth of Asian nationalism, and the transition to a modern world.

HIST 250 - Film and World History Since WWII (DH)

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. S

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 (DH)

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. F

HORTICULTURE (HORT)

Effective Through Fall 2015

HORT 200 - Introduction to Horticulture (DB & DY)

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

Effective Spring 2016

HORT 200 – Introduction to Horticulture (DB & DY)

Credits: 3

Class hours: 2 lecture and 2 lecture/lab

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.

HOSPITALITY AND TOURISM (HOST)

HOST 101 - Introduction to Hospitality and Tourism

Credits: 3

Class hours: 3 lecture

Description: This course builds and maintains the critical skills and understanding necessary to be a dynamic and successful member of today's rapidly-growing service economy. Individuals who work with customers will gain insight into customer service behavior and attitudes and develop strategies to create positive customer relationships encountered in various job situations. Students will gain an understanding of Hawai'i's travel industry and the strategies and skills related to career success and customer satisfaction in the hospitality industry. F, S

HOST 125 - Service Excellence

Credits: 3

Class hours: 3 lecture

Description: This course builds and maintains the critical skills and understanding necessary to be a dynamic and successful member of today's rapidly-growing service economy. Individuals who work with customers will gain insight into customer behavior and attitudes and will develop strategies to create positive customer relationships encountered in various situations on the job. 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. The class provides practical applications to effectively manage resources for food and beverage industry operations. 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. F, S

HOST 293V - Cooperative Education

Credits: 1-3

Class hours: 1 credit = 75 hours of work experience, 2 credits = 150 hours of work experience, 3 credits = 225 hours of work experience

Prereq: Hospitality and Tourism major. Department approval. "C" or higher in HOST 101 and HOST 125.

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

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: This course is an introductory survey of computers and their role in the information world emphasizing computer terminology, hardware, and software. Students will receive opportunities for hands-on experience using applications software which 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: Primarily for students with strong interest in computers and computer programming. Involves materials and techniques beyond that used in the regular computer science courses. Individual work on problem solving by computer.

INTERDISCIPLINARY STUDIES (IS)

IS 50 - Summer Bridge

Credits: 2

Class hours: 2 lecture

Description: IS 50: Summer Bridge is meant to help prepare students for their first semester at KCC. This course includes the study of resources available to students at KCC, college-level study skills, non-cognitive affective success skills, and the use of technology to create, manage, and share files.

IS 99V - Special Studies

See explanation under the heading of Special Studies.

IS 103 - Introduction to College

Credits: 3

Class hours: 3 lecture

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 199V - Special Studies

See explanation under the heading of Special Studies.

JAPANESE (JPNS)

JPNS 101 - Elementary Japanese I

Credits: 4

Class hours: 4 lecture

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: 4 lecture

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: 4 lecture

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*

JPNS 202 - Intermediate Japanese II

Credits: 4

Class hours: 4 lecture

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. *F, 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, S*

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*

MARINE SCIENCE (MARE)

MARE 171 - Introduction to Marine Biology I (DB)

Credits: 3

Class hours: 3 lecture

Coreq: CHEM 151 (or CHEM 161) and MARE 171L

Recommended: ENG 100 or equivalent

Comments: Cross-listed with BIOL 171.

Description: MARE 171 Introduction to Marine Biology I is an introductory biology course with a marine emphasis for all life science majors. Cell structure and chemistry; growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes. F

MARE 171L - Introduction to Marine Biology Laboratory I (DY)

Credits: 1

Class hours: 3 lab

Coreq: CHEM 151 (or CHEM 161) and MARE 171

Comments: Cross-listed with BIOL 171L.

Description: The laboratory complements MARE 171 and must be taken concurrently with the lecture. It is intended to provide laboratory experiences that focus on organic molecules, cell structure, cell functions, and genetics. F

MARE 172 - Introduction to Marine Biology II (DB)

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MARE 171 and 171L.

Coreq: MARE 172L

Comments: This course is cross-listed with BIOL 172.

Description: BIOL/MARE 172 is a continuation of BIOL/MARE 171 emphasizing anatomy, physiology, and systematic of plants and animals to include behavior, ecosystems, populations, and communities. S

MARE 172L - Introduction to Marine Biology Laboratory II (DY)

Credits: 1

Class hours: 3 lab

Coreq: MARE 172

Comments: This course is cross-listed with BIOL 172L.

Description: This laboratory complements the MARE/BIOL 172 lecture and must be taken concurrently with the lecture. It is intended to provide laboratory experiences that focus on a systemic study of the anatomy and physiology of plants and animals, and how they interact in populations, ecosystems, and communities. S

MARKETING (MKT)

MKT 130 - Principles of Retailing

Credits: 3

Class hours: 3 lecture

Description: This course provides an introductory view of retailing and its relative position in the marketing chain. The primary emphasis is on the basic functions of a retail store, including finance and control, operations, personnel, merchandising, and sales promotion. F

MATHEMATICS (MATH)

MATH 16 - Math Study Skills

Credits: 1

Class hours: 1 lecture

Coreq: MATH 22

Description: Students in MATH 16 study and apply essential study skills needed to succeed in mathematics and other mathematics-related courses. Techniques are introduced to reduce math anxiety, improve note-taking skills, manage time effectively, employ effective study techniques, and practice sound math test-taking skills. This course is required for students taking MATH 22 who tested below 31 on the COMPASS prealgebra assessment.

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 (1 cr.).

Description: This course prepares students for elementary algebra, technical mathematics, and/or select program requirements. Topics include operations with rational numbers, an introduction to variables, expressions and equations, as well as ratios, proportions, percents and applications. *F, S*

MATH 24 - Elementary Algebra I

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MATH 21 or 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, Su*

MATH 25 - Elementary Algebra II

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MATH 24 or MATH 75; or acceptable math placement test score.

Comments: Credit by exam is not an available option.

Description: This course covers intermediate topics in elementary algebra. Topics include properties of exponents; operations on polynomials; factoring; rational expressions and equations; roots and radicals; and quadratic equations. *F, S, Su*

MATH 26 - Elementary Algebra

Credits: 5

Class hours: 5 lecture

Prereq: "C" or higher in MATH 21 or MATH 22; or acceptable math placement test score.

Description: This course covers elementary algebra topics. Topics include operations with real numbers; linear equations and inequalities; graphing; linear systems, properties of exponents; operations on polynomials; factoring; rational expressions and equations; radical expressions and equations; quadratic equations; and applications. *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 75 - Fundamentals of Mathematics

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MATH 21, MATH 22, or acceptable math placement test score.

Description: This course prepares students for MATH 100, MATH 111, and MATH 115. Course topics include ratio and percent, unit conversion, graphs and charts, basic algebra, solving linear equations, and working with formulas with special emphasis on problem solving. *F, 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 MATH 75; or acceptable math placement test score (A55 or higher).

Comments: Not recommended for science and engineering majors.

Description: This course offers a non technical survey of mathematical concepts and techniques enjoying applications in the daily life of our society. Topics chosen are from the areas of arithmetic, algebra, computers, geometry, logic, probability, and statistics. *F, S*

MATHEMATICS

(MATH) • continued

MATH 103 - College Algebra (FS)

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MATH 25 or MATH 26, 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; polynomials, rational, radical, exponential and logarithmic functions; conic sections; systems of equations and inequalities; matrices and determinants. *E, S*

MATH 111 - Math for Elementary Teachers I

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MATH 25 or MATH 26 or MATH 75; or acceptable math placement test score; and qualified for 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. *E, S*

MATH 112 - Math for Elementary Teachers 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. *E, S*

MATH 115 - Introduction to Statistics and Probability (FS)

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MATH 25 or MATH 26; or MATH 75; or acceptable math placement test score.

Description: This course utilizes basic statistical topics including measures of central tendency and dispersion, classification of variables, sampling techniques, elementary probability, normal and binomial probability distributions, tests of hypothesis, linear regression and correlation in order to solve problems. *E, S*

MATH 135 - Pre-Calculus: Elementary Functions

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MATH 103 OR qualified placement test score (COMPASS minimum of 75 in Algebra or 56 in College Algebra).

Description: Students in this course study the operations with, the inverse of, and the multiple representations of functions, including but not limited to linear; quadratic; polynomial; rational; exponential; and logarithmic. Appropriate use of technology is incorporated to enhance the conceptual understanding of mathematics. This course is recommended to students who are pursuing further studies in business, engineering, mathematics and/or sciences. *E, 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. *E, S*

MATH 140X - PreCalculus (FS)

Credits: 4

Class hours: 4 lecture

Prereq: "C" or higher in MATH 103, or acceptable placement score.

Description: Successful completion of MATH 140X will provide students with essential precalculus skills needed in Calculus. Topics of study include but are not limited to functions, with special attention to polynomials, rational, exponential, logarithmic, and trigonometric functions; plane trigonometry; polar coordinates; matrices; and conic sections.

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. *E, S*

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*

MATH 231 - Calculus III

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MATH 206 or equivalent.

Description: MATH 231 covers vector algebra, vector-valued functions, differentiation of functions of several variables, and optimization.

MATH 232 - Calculus IV

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MATH 231 or equivalent.

Description: MATH 232 covers multiple integrals; line integrals and Green's Theorem; surface integrals, and Stokes's and Gauss's Theorems.

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.

Coreq: MEDA 220

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 143 - Administrative Medical Assisting I

Credits: 3

Class hours: 2 lecture and 3 lab

Prereq: Admission into the Medical Assisting program.

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 165 - Administrative Medical Assisting II

Credits: 2

Class hours: 2 lecture

Prereq: "C" or higher in MEDA 143.

Description: This course focuses on the concepts of administrative medical assisting including medical office coding, billing, insurance claims processes, and human resource management.

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*

MEDA 210 - Medical Assisting Certification Review

Credits: 1

Class hours: 1 lecture

Prereq: "C" or higher in MEDA 120, MEDA 143, and MEDA 176 or approval of instructor.

Description: This course focuses on reviewing medical assisting concepts in preparation for a medical assistant certification exam. Certification test taking skills and preparation will also be discussed.

MEDA 220 - Medical Assisting Externship

Credits: 4

Class hours: 12 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.

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 121D - Elementary Guitar (DA)

Credits: 1

Class hours: 2 direct method

Description: This is an introductory classroom instruction in the art of classic guitar playing. It will deal with solo and ensemble performance, technique, music reading, interpretation, stage etiquette, and music literature. F, S

MUS 121F - Elementary Slack Key Guitar (DA)

Credits: 1

Class hours: 2 direct method

Description: This course takes up the fundamentals of slack key playing. The emphasis is on slack key techniques using the standard G and double slack key tunings. Reading of tablature and the counting of basic rhythms will also be covered. No prior training in any style of guitar playing is required. Students must provide their own guitars. 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 199V - Special Studies

See explanation under the heading of Special Studies.

MUS 201 - Vocal Ensemble (DA)

Credits: 2

Class hours: 1 lecture and 2 direct

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

MUS 202 - College Band (DA)

Credits: 1

Class hours: 2 lecture/lab

Prereq: Approval of instructor.

Recommended: Experience with instrumental performance.

Comments: May be repeated any number of times for credit.

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. F, S

MUS 203G - College Orchestra (DA)

Credits: 1

Class hours: 2 lecture/lab

Prereq: Approval of instructor.

Recommended: Minimum of one year's study on an instrument and experience in reading music.

Comments: May be repeated any number of times for credit.

Description: This course provides an opportunity for orchestral musicians to perform repertoire ranging from Renaissance and Baroque to contemporary popular music. F, S

MUS 204 - Jazz Ensemble (DA)

Credits: 1

Class hours: 2 lecture/lab

Prereq: Approval of instructor.

Recommended: Audition.

Comments: May be repeated any number of times for credit.

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. F, S

MUSIC

(MUS) • continued

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*

MUS 254 - Songwriting and Transcription (DA)

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in MUS 253.

Description: The course is divided into three parts, and each part constitutes approximately one-third of the semester. Part I focuses on developing aural skills (recognition and notation of intervals, rhythm, and harmony) and the setting of text and music. Part II is a study of standard song structures, harmonic progressions, and notation with the Sibelius music software. Part III will be devoted to song composition. The student will compose at least four songs and notate them with the Sibelius music software. *S*

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 23 - School Health Aide Level I

Credits: 3

Class hours: 2 lecture and 3 lab

Prereq: High School diploma or its equivalent, current First Aid and CPR certificates.

Description: This course prepares entry level school health aides to

function successfully in the school health environment. Students will learn to provide culturally sensitive and competent care to elementary, middle and high school students. Successful completion of the course will enable students to apply for a School Health Aide I position with the Hawai'i Department of Education (DOE).

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 199V - Special Studies

See explanation under the heading of Special Studies.

NURS 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.

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

NURSING **(NURS) • continued**

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 275 - NCLEX Review

Credits: 2

Class hours: 2 lecture

Prereq: "C" or higher in NURS 320 or approval of instructor.

Description: This course provides opportunity for synthesis and evaluation of professional nursing practice essential to care of clients and to assist in achieving successful completion of the NCLEX board exam and licensure requirements. Emphasis is placed on refinement of critical thinking, communication skills, and the integration

of a range of therapeutic interventions into nursing practice, including those appropriate to individual clients, their families/significant others, and relevant population-based groups. *S*

NURS 277 - International Nursing

Credits: 2

Class hours: 4 lecture/lab

Prereq: Application and approval of instructor.

Comments: May be repeated for a maximum of 2 credits.

Description: This course explores the healthcare system in Japan and how it has changed since WWII. Students will travel to Japan to experience, compare, and contrast the healthcare with/between US/Hawaii and Japan (Nagasaki or Okinawa). Students will explore effects of WWII, then and currently, on the people of Japan and themselves.

NURS 299V - Special Studies

See explanation under the heading of Special Studies.

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. *S*

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*

NURSING **(NURS) • continued**

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 22 and MATH 24 or 26.

Description: This course focuses on scientific approaches to evaluating human-caused environmental challenges and their potential solutions. S

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) Academic Subject Certificate. F, S

OCN 201 - Science of the Sea (DP)

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 100 and MATH 24.

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

Description: In this course, students will be introduced to the nature of philosophical inquiry by considering some of the most fundamental questions that can be asked about the nature of reality, human beings and our knowledge of both: Does god exist? Do human beings have free will? What's the essence of personal identity? What does it mean to have knowledge? Can we know anything at all? Do human beings have an obligation to act morally? What makes a particular action moral or immoral? Is it morally permissible for a woman to have an abortion? Do the citizens of wealthier nations have a moral obligation to help end extreme poverty and world hunger? *F, S*

PHIL 101 - Morals and Society (DH)

Credits: 3

Class hours: 3 lecture

Description: In this course, students will be introduced to the nature of philosophical inquiry by considering some of the most fundamental and controversial questions in moral philosophy: Do human beings have an obligation to act morally? Where do our moral principles come from? Are there objective moral truths? What makes a particular action moral or immoral? Is it morally permissible for a woman to have an abortion? When, if ever, is the government justified in moral censorship? What sort of sexual behavior is morally permissible? Do the citizens of wealthier nations have a moral obligation to help end extreme poverty and world hunger? *F, S, Su*

PHIL 110 - Introduction to Logic (FS)

Credits: 3

Class hours: 3 lecture

Description: In this course, students will be introduced to the nature, application and evaluation of correct reasoning. Primary attention will be devoted to developing each student's critical thinking skills by means of analyzing and evaluating arguments. Logic is an analytic tool that can be applied to any intellectual endeavor in which people attempt to give reasons to support conclusions. However, it is especially useful in fields such as philosophy, law, mathematics and computer science. *F, S, Su*

PHIL 204 - Film and Philosophy (DH)

Credits: 3

Class hours: 3 lecture

Description: In this course, students will watch a selection of movies and analyze them in light of the various philosophical ideas that they explore. Primary attention will be devoted to identifying, considering and evaluating these philosophical ideas, the ways they are artistically presented in film and their connections to both traditional philosophical problems and each student's personal world and life view. One overriding theme of the course will be a focus on the philosophy of human nature and the so-called "fragile human condition."

PHIL 211 - Ancient Greek Philosophy (DH)

Credits: 3

Class hours: 3 lecture

Description: In this course, students will be introduced to a range of important ideas, arguments and theories advanced by such ancient Greek philosophers as the so-called Pre-socratics, Socrates, Plato, Aristotle and the Hellenistic Stoics, Epicureans and Skeptics. These thinkers were some of the first in Western history to rationally consider fundamental questions about the nature of reality, human beings and our knowledge of both. Their innovative ideas and wonderful insights influenced the development of all subsequent philosophy still continue to fascinate, challenge and instruct even the best modern minds. *F, S*

PHIL 213 - Modern Philosophy (DH)

Credits: 3

Class hours: 3 lecture

Description: In this course, students will be introduced to a range of important ideas, arguments and theories advanced by such "modern" (17th-18th century) philosophers as Hobbes, Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume, Kant, Nietzsche, etc. Primary attention will be devoted to the so-called "rationalist" and "empiricist" traditions and the way these modern philosophical traditions considered fundamental questions about the nature of reality, human beings and our knowledge of both. Immanuel Kant's important critique of these traditions and the way his ideas influenced the development of subsequent philosophy will also be considered. *S*

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 101 - Career and Technical Education Physics

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for MATH 25.

Description: This course investigates the nature of science and selected topics among linear and rotational mechanics, problems of matter, energy, optics, pressure, fluids, wave motion, electricity, or magnetism. Basic trigonometry is introduced and used along with introductory algebra to solve problems. Emphasis is placed on practical applications of physics in industry and in everyday life. 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.
F

PBT 141 - Integrated Pest Management (DB)

Credits: 3

Class hours: 2 lecture and 2 lecture/lab

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.
S

Effective Through Fall 2015

PBT 204 - Fundamentals of Tropical Soil Science (DP & DY)

Credits: 4

Class hours: 3 lecture and 3 lab

Prereq: "C" or higher in CHEM 151/151L or CHEM 161/161L.

Description: This course covers the origin, development, properties, classification, use, and management of soils with emphasis on applications in the tropics. The lecture and laboratory for PBT 204 are combined.

Effective Spring 2016

PBT 204 - Fundamentals of Tropical Soil Science (DP & DY)

Credits: 4

Class hours: 3 lecture and 3 lab

Prereq: Qualified for MATH 25.

Description: This course covers the origin, development, properties, classification, use, and management of soils with emphasis on applications in the tropics. The lecture and laboratory for PBT 204 are combined.

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.
F

Effective Through Fall 2015

PBT 275 - Introduction to Crop Improvement (DB)

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.
S

Effective Spring 2016

PBT 275 - Introduction to Crop Improvement (DB)

Credits: 3

Class hours: 3 lecture

Prereq: 1) "C" or higher in either BOT 101, HORT 200, or SCI 121/121L and 2) qualified for MATH 25.

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 Biology and Tropical Agriculture 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: Approval of instructor.

Comments: May be repeated for a maximum of 12 credits. The Plant Biology and Tropical Agriculture ASNS, AS, and CA require 3 credits of PBT 290V which may be accumulated over multiple semesters. PBT 290V credits in excess of this amount may be applied as electives.

Description: The course provides credit for supervised experiential learning projects including independent research projects with an instructor and internships with an employer. The nature of the internship or research project is variable but will be designed to provide an opportunity for experiential learning. Students may enroll in 1-3 credits of PBT 290V per semester, depending on project time commitment.
F, S, Su

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 100 - Survey of Psychology (DS)

Credits: 3

Class hours: 3 lecture

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 122 - Greek and Roman Mythology (DL)

Credits: 3

Class hours: 3 lecture

Description: In this course, students will be introduced to the primary narratives that the ancient Greeks and Romans told about their gods, their world and themselves. The emphasis throughout the course will be on reading, analyzing and evaluating the literature of classical Greek and Roman mythology. One overriding theme of the course will be a focus on human nature and the so-called "fragile human condition" as it is portrayed in classical mythology.

REL 150 - Introduction to World Religions (FGC)

Credits: 3

Class hours: 3 lecture

Description: In this course, students will explore the history, literature, beliefs and practices of the world's major religious traditions in an effort to understand how they shed light on the fabric of reality as well as the nature, meaning and struggles of human existence. Some of the religious traditions that will be considered include Hinduism, Buddhism, Judaism, Christianity and Islam. *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*

REL 210 - Christianity (DH)

Credits: 3

Class hours: 3 lecture

Description: In this course, students will be introduced to the historical, literary and theological foundations of Christian thought and practice. Some of the topics that will be considered include: The historical and theological connections between the so-called Old and New Testaments; The person and work of Christ; The doctrines of salvation, the church and the "end times"; The inspiration, reliability and authority of scripture.

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 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

Prereq: Qualified for MATH 26 and ENG 100; or qualified for MATH 25.

Coreq: SCI 122L

Description: Students will explore how relatively simple physical principles can explain and predict the outcome of natural events observed on Earth and beyond. F

SCI 122L - Introduction to Physical Science Laboratory (DY)

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 course provides hands-on learning activities, investigates methods of general scientific inquiry, and explores laboratory methods in physical sciences such as physics, chemistry, astronomy, geology, meteorology, and oceanography. Students will also explore characteristics of science and its utility in gaining knowledge and solving problems. F

SCI 170 - STEMINAR: Science, Technology, Engineering, and Mathematics Seminar

Credits: 1

Class hours: 1 lecture

Description: This course primarily explores current topics in science, technology, engineering, and mathematics (STEM) in a seminar format. The course will also cover the process and guidelines of science, careers pathways in STEM, and the role of STEM in our modern economy and society. F

SOCIAL SCIENCE (SSCI)

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

SPANISH (SPAN)

SPAN 101 - Elementary Spanish I

Credits: 4

Class hours: 4 lecture

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: 4 lecture

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 151 - Personal and Public Speaking (DA)

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 22.

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. F, S

SP 199V - Special Studies

See explanation under the heading of Special Studies.

SPEECH (SP) (continued)

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, S

SP 299V - Special Studies

See explanation under the heading of Special Studies.

SUSTAINABLE SCIENCE MANAGEMENT (SSM)

Effective Through Fall 2015

SSM 101 - Introduction to the Science of Sustainability (FGB)

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 22. Qualified for either MATH 26 or MATH 75.

Recommended: ENG 100.

Description: This course introduces the science of sustainability including vocabulary and basic concepts in green building, water and wastewater, waste management, food and agriculture, sustainable land use and planning, unique dimensions to island sustainability, transportation, sustainable materials choices and supply chains, energy efficiency, and policy strategies.

Effective Spring 2016

SSM 101 - Sustainability in a Changing World (FGB)

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 22. Qualified for either MATH 26 or MATH 75.

Recommended: ENG 100.

Description: This course identifies sustainability concepts which have become evident from early human movement toward Industrialization in the 1500s to the present. Examines diverse societal circumstances and approaches in resource use including water, energy, waste, land use, economics, oceans, and others. Introduces fundamental systems approaches to recognize interconnections and ramifications of practices. Identifies global sustainability issues and uses Hawai'i and island case studies as a means of better understanding their applied relevance.

SSM 110 - Sustainable Water and Waste Management

Credits: 3

Class hours: 3 lecture

Prereq: Qualified for ENG 22 and "C" or higher in MATH 26 or MATH 75 or acceptable math placement test score.

Recommended: ENG 100.

Description: This course explores water, wastewater, and waste management challenges and solutions, with an emphasis regarding issues specific to Hawai'i. It also examines the sustainable operational management of water, wastewater, and waste systems.

SSM 201 - Sustainable Building Design, Construction, and Operations

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in SSM 101 and ENRG 101.

Description: This course introduces principles of green building design and operations, including site planning and zoning, construction practices, energy efficiency, economics of green building, benefits and barriers, and the LEED rating system.

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. F

THEA 221 - Beginning Acting (DA)

Credits: 3

Class hours: 3 lecture

Comments: May be repeated for a maximum of 6 credits.

Description: This course is an introduction to acting. Students will practice a variety of individual and group exercises for developing stage performance techniques. F, S

THEA 222 - Acting II (DA)

Credits: 3

Class hours: 3 lecture

Prereq: "C" or higher in THEA 221 or equivalent training from another institution with approval of instructor.

Comments: This course is repeatable for a maximum of 6 credits.

Description: Students will conduct advanced work in improvisation and character development. Vocal and physical training is emphasized, particularly on scene work. Actors are expected to work together to present scenes to the class.

WELDING (WELD)

Effective Through Fall 2015

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

Effective Spring 2016

WELD 17 - Introduction to Welding

Credits: 2

Class hours: 1 lecture and 2 lecture/lab

Coreq: WELD 18

Description: Introduction to Oxy/Ace and basic arc welding procedures in the work place in accordance with American Welding Society (AWS) standards. This includes proper safety and handling of welding equipment.

WELD 18 - Shop Tools and Equipment

Credits: 1

Class hours: 1 lecture

Coreq: WELD 17

Description: This course will include instruction on basic hand tools. This course will also introduce proper handling of shop tools and equipment.

WELD 41 - Advanced Welding I

Credits: 3

Class hours: 2 lecture and 2 lecture/lab

Prereq: "C" or higher in WELD 20 and WELD 66.

Comments: May be repeated for a maximum of 6 credits.

Description: This course covers introduction to safe practices, setup, and operation of Gas Tungsten Arc Welding (GTAW) equipment. Our students will use GTAW in steel and aluminum, sheet metal and mild steel plate in flat, butt, and tee positions. We will also cover out of position welding using GTAW or MIG in vertical and overhead positions. Emphasis will be on practice and production of assemblies and coupons to be examined and tested according to Section 8 AWS SENSE QC10.

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

STUDENT ACADEMIC GRIEVANCE PROCEDURE

1. Purpose

This policy is designed to provide students with an opportunity to obtain an equitable resolution to complaints of academic nature, to include but not limited to grades assigned to coursework, final course grades, course policies, academic policies, or any other academic impropriety caused in part or whole by the actions or practices of the College. Grievances relating to non-academic matters, including discrimination and disability issues, are handled through the Non-Academic Grievance Policy. Grievances relating to student conduct matters are handled through the Student Conduct Procedure.

2. Background

- A. It is a historically established rule of higher education, that an instructor has the authority to conduct classes, provide for the discussion of ideas, make assignments or other exercises, require examinations, and render judgments on the performance of students. The exercise of this authority provides the foundation for an academic relationship between individual instructors and individual students that is unique to colleges and universities. This relationship is maintained by the interplay of traditional and customary standards of conduct and courtesies, the observance of which is the responsibility of both faculty and students. Certain basic expectations, relevant to teaching and learning, are summarized below. Inevitably, issues associated with the instructor's responsibilities as a teacher and the student's responsibilities as a learner may occasionally arise. In order to address these issues, the University of Hawai'i has instructed its constituent campuses to provide for the consistent and equitable resolution of legitimate student academic grievances.
- B. Academic Rights and Responsibilities of Students
 - i. Kaua'i Community College subscribes to the following part of the 1968 "Joint Statement on Rights and Freedoms of Students," adopted by a diverse number of higher education organizations including the American Association of University Professors, which relates to classroom instruction:
"The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
 - ii. Protection of Freedom of Expression - Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
 - iii. Protection Against Improper Academic Evaluation - Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
 - iv. Protection Against Improper Disclosure - Information about student views, beliefs and political associations, which professors acquire in the course of their work as instructors, advisors, and counselors, should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

3. Definitions

- A. Complaint of Alleged Academic Impropriety: A written charge filed by a student with the chair of an academic division alleging that an instructor has acted improperly or in a manner otherwise inconsistent with the instructor's responsibilities or the student's customary academic expectations.
- B. Academic Grievance: A written statement of complaint submitted to the Chancellor requesting a formal review of an academic complaint by an Academic Grievance Committee which the student believes to have been unsatisfactorily resolved by the Academic Impropriety procedures.
- C. Patently Frivolous Grievance: A written grievance that is so weak and unsubstantial as to be void of merit or for which there is no identifiable or appropriate remedy. Examples of such grievances may include, but are not limited to: those that do not describe an improper or uncustomary situation; those that are best pursued under other more appropriate procedures; or those that have been pursued and concluded through other grievance or appeal procedures.

4. Procedures for the Resolution of Academic Grievances

- A. Any student who believes that an instructor has acted improperly or in a manner otherwise inconsistent with the instructor's responsibilities or the student's customary academic expectations, may initiate action to achieve a remedy. The actions available are outlined herein and must be initiated within fourteen (14) calendar days after the student became aware, or could have reasonably been expected to become aware, of the alleged impropriety. Grievances involving final course grades must be initiated within 90 days of the end of a semester, or they will not be considered.

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STUDENT ACADEMIC GRIEVANCE PROCEDURE (continued)

B. Report of Alleged Academic Impropriety

- i. A student who believes that an instructor acted improperly should make every reasonable attempt to discuss the matter with the instructor involved.
- ii. Failing to resolve the matter with the instructor involved, the student should discuss the matter with the instructor's division chair, reporting the facts as the student perceives them, specifying the remedy sought, and outlining the instructor's response, if any, to the consultations with the instructor. Such discussion should be initiated with the division chair within seven (7) calendar days after the final scheduled discussion with the instructor involved. The division chair may meet separately with the student and instructor, or if both agree, jointly, to discuss the report. Within seven (7) calendar days of receipt of the student's unresolved report, the division chair shall complete any consultation and shall notify the student and the instructor in writing or by University email of his or her conclusion(s) and recommendation(s).
- iii. In the attempt to resolve the matter with the instructor involved, the student may request mediation services through the Vice Chancellor of Student Affairs. Additionally, the instructor's division chair may seek mediation services in helping to resolve any outstanding matters.
- iv. Should the instructor involved be the division chair, the student should present his or her unresolved report, in accordance with paragraph B.ii. above, directly to the Vice Chancellor for Academic Affairs (VCAA) or the VCAA's designee, noting the apparent "conflict of interest" in his or her report.

C. Complaint of Alleged Academic Impropriety

- i. Failing to achieve satisfactory resolution of a report of an alleged academic impropriety, the student may file a written complaint with the VCAA. Such complaint must be filed within seven (7) calendar days after the student has been notified by the division chair of the resolution of the student's report of alleged academic impropriety.
- ii. The student shall provide as a part of his written complaint, the facts of the matter as the student perceives them, the remedy sought, the instructor's response to initial consultations, and the division chair's resolution of the report. In addition, the student shall identify the custodians of any relevant documents which the student does not possess.
- iii. Upon receipt of a written complaint, the VCAA or VCAA's designee shall immediately notify the division chair of the instructor's department. If new material or information relevant to the situation, which was not introduced as a part of the student's report to the division chair, becomes available, the VCAA or the VCAA's designee shall refer the complaint back to the division chair for review and recommendation. The division chair shall make written recommendations to the VCAA within seven (7) calendar days of receipt of the student's complaint from the VCAA.
- iv. The VCAA or the VCAA's designee shall have fourteen (14) calendar days to review the complaint, consult with the parties involved, and resolve the complaint. This timetable may be extended for no more than fourteen (14) additional days if, in the VCAA's or the VCAA's designee's judgment, such extension would be of benefit in resolving the complaint.
- v. Upon expiration of the time provided for resolving the complaint, the VCAA or the VCAA's designee shall inform the student in writing or by University email of the disposition of the complaint.

D. Academic Grievance

- i. Failing to achieve satisfactory resolution of a complaint of an alleged academic impropriety, the student may file a grievance, in writing, with the Chancellor, to be heard by the Academic Grievance Committee. Such filing must be done within seven (7) days after the student has received written notification from the VCAA or the VCAA's designee regarding the resolution of the student's complaint.
- ii. The student's written grievance shall contain all information previously provided in the student's complaint to the VCAA as well as a copy of the VCAA's or the VCAA's designee's notification to the student regarding the disposition of his/her complaint.

E. Academic Grievance Committee

There shall be an Academic Grievance Committee appointed by the Chancellor. Academic Grievance Committee hearings will usually not be available during the last two weeks of each semester (study period and finals week) nor during the summer. During these periods, a hearing before a designated campus administrator may be conducted or grievances may be deferred until such time as a committee hearing is available, as determined by the Chancellor.

F. Composition of the Academic Grievance Committee

- i. The Academic Grievance Committee shall be composed of a chair, four students, and four faculty members. The chair shall vote only in the case of a tie.

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STUDENT ACADEMIC GRIEVANCE PROCEDURE (continued)

- ii. Upon receipt of the grievance, the Chancellor will appoint the faculty members.
 - iii. The Chancellor will appoint the student members nominated by the student government organization.
 - iv. The Chancellor will appoint the committee chair who may be any faculty or student of the College.
 - v. If any faculty or student so selected feels that his or her relationship with either the case or the individuals involved would affect his/her ability to render an impartial judgment, the committee member shall disqualify him/herself. The Chancellor will then select additional members until the committee membership is complete.
 - vi. A majority of the members of the Academic Grievance Committee present shall constitute a quorum for the purposes of a hearing.
 - vii. Prior to the first committee meeting, the Chancellor will brief the committee members on their responsibilities and the procedures to be followed.
- G. Responsibilities and Procedures of the Academic Grievance Committee
- i. Upon receipt of a written grievance requesting a formal hearing by the Academic Grievance Committee, the committee chair shall notify the instructor involved, the instructor's division chair, and the VCAA.
 - ii. The committee chair shall have the authority to dismiss all patently frivolous grievances. The committee shall not proceed on any grievance for which there is no identifiable or appropriate remedy.
 - iii. Having determined that a grievance is not patently frivolous, the committee chair shall schedule a hearing of the Academic Grievance Committee within fourteen (14) working days after receipt of the grievance.
 - iv. The committee chair shall have the authority to waive specified timelines for a specific period, when necessary, in order to ensure proper notice and a fair hearing.
 - v. Having scheduled a hearing, the committee chair shall give notice via University email to the student, the instructor involved, the instructor's division chair, and the VCAA. Such notice shall be given at least five (5) working days prior to the hearing and shall include:
 - a. The date, time, and place of the hearing;
 - b. Any particular section(s) of the statement of Academic Rights and Responsibilities of Students. that is alleged to have been violated;
 - c. An explicit statement of the issue(s) involved, the facts alleged by the student, the conclusions and recommendations, if any, reached by the division chair and VCAA;
 - d. The fact that the burden of proof rests upon the student; and,
 - e. That the hearing shall be closed.
 - vi. The Academic Grievance Committee shall conduct its fact-finding in accordance with the following provisions, which are designed to assure a fair hearing and equitable treatment for those involved.
 - a. The committee chair shall be responsible for recording the hearings, maintaining order, and shall have the authority to rule on points of order and to exclude immaterial and/or repetitious evidence.
 - b. The student and the instructor shall have sufficient opportunity to discuss all issues involved.
 - c. Oral and documentary information may be presented to the committee.
 - d. All members of the committee shall have the right to raise additional questions or seek clarification on all relevant points.
 - e. The committee may secure additional information from sources other than those presented by the student or the instructor. The committee may also secure other documents relevant to the issue, which were not introduced at any previous step by the student or instructor.
 - f. The student is expected to be present at the hearing and the instructor may be required to attend at the discretion of the committee. The instructor may provide written information to the committee for its consideration. In the absence of the instructor, the committee shall consider the information in its possession and render a decision. The deliberations of the committee, after receipt of all relevant information, shall be closed.
 - g. In the absence of the student, except for good and sufficient cause, the grievance shall be dismissed with prejudice. Upon certification by the Chancellor, the decision of the Academic Grievance Committee as to good and sufficient cause is final within the University.
 - vii. After hearing a grievance, the committee will decide if the University has reasonable cause to remedy a student's situation. Accordingly, the committee may decide the following:
 - a. No cause for remedy: Wrongful or uncustomary behavior on the part of the instructor has not been established.
 - b. Cause for remedy: Wrongful or uncustomary behavior on the part of the instructor has been established. In this case, the academic grievance committee may recommend an appropriate academic remedy.

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STUDENT ACADEMIC GRIEVANCE PROCEDURE (continued)

- viii. After the committee has made its findings, decision as to cause, and any recommended remedy, the chair shall inform the student and the instructor in writing or by University email of the findings and recommendations within five (5) calendar days of the hearing. Copies shall be provided to the instructor's division chair, the VCAA, and the Chancellor.
- H. Final Decision and Orders by the Chancellor
 - i. Upon receipt of the committee's findings, decision as to cause, and recommendations, the Chancellor may take the following actions:
 - a. Direct the committee to rehear the grievance if there is substantial reason to doubt the fairness of the hearing. A determination of the fairness of the hearing shall be based on four issues: 1) Did the committee follow the procedures contained herein? 2) Was the committee hearing conducted in such a way as to provide the student adequate opportunity to present his or her grievance? 3) Did the evidence presented at the hearing satisfy the requisite burden of proof? and, 4) Is the remedy reasonable in relation to the grievance?
 - b. Affirm the committee's findings, decision as to cause, and implement, in whole or in part, the recommended remedies.
 - iii. Within thirty (30) calendar days from the receipt of the committee's findings, decision as to cause and recommendations as to remedy, the Chancellor shall notify, in writing or by University email, both the student and the instructor of the final decision regarding any remedy to be undertaken.
 - iii. The decision of the Chancellor shall be final within the University.
- I. Records of the Academic Grievance Committee - The Chancellor shall maintain a log of the hearings. This log shall include a brief description of the subject matter of the grievance and the outcome of the hearing, but shall not contain any personally identifiable information. This log shall be open to outside inspection.
- K. Other records of the committee which are not open to outside inspection include: recordings of the hearing, all written information presented, the actions of the committee and the committee chair's final report including the committee's findings, decision as to cause, and recommended remedies.

Kaua'i Community College

STUDENT NON-ACADEMIC GRIEVANCE POLICY & PROCEDURE

1. Purpose of the Policy

This policy and procedures are designed to provide a student grievant with an opportunity to obtain an equitable resolution to alleged injustices or problems of a non-academic nature caused in part or whole by the actions or practices of the College. Grievance relating to academic matters are handled through the Academic Grievance Procedure. Grievances relating to student conduct matters are handled through the Student Conduct Procedure.

2. Description of a Non-Academic Grievance

A grievance is a complaint by a student about an alleged action by a College employee which adversely affects the status, rights or privileges of the student. A grievance is filed against the College, with employee acting as the respondent to the allegations. Any action or practice can be complained at the informal level, that is, through direct discussion with the relevant employee.

Throughout the steps of the grievance, the burden of proof will be on the student to prove the allegations and the grievance may be denied because of a lack of sufficient evidence. A simple allegation or unsubstantiated assertion is an insufficient basis for lodging a formal grievance. Students must support their allegations with evidence compelling enough to give the Non-Academic Grievance Committee reason to hold a formal hearing.

3. The grievance process cannot be used to contest the following actions (proper procedures cited in parenthesis below):

- A. To contest an instructors evaluation of academic performance; (through Academic Grievance Procedure)
- B. Academic probation, disqualification or other academic decisions by the College (through Vice Chancellor of Student Affairs)
- C. College student conduct action; (through Student Conduct Procedure)
- D. Academic dishonesty allegations; (through Vice Chancellor of Student Affairs)
- E. Debt to the university; (through Vice Chancellor of Academic Services)
- F. Contents of materials contained in a student's university records; (through Vice Chancellor of Student Affairs)

4. Informal Resolution

- A. Students who believe that their status, rights or privileges have been adversely affected by an action of the College's employee(s) may request that the Informal Resolution process be initiated prior to /or instead of filing a formal grievance.
- B. Upon receipt of a student's informal concern(s), the person who received the concern shall contact the Vice Chancellor of Student Affairs and provide that individual with the student's contact information. In cases where the grievance is with the Vice Chancellor of Student Affairs and /or his staff, the person should contact the Chancellor of the College.
- C. During the Informal Resolution process, the College will attempt to resolve the student's concern(s) quickly and effectively. The Vice Chancellor of Student Affairs or Chancellor will meet with the student, the accused, and any other person(s) or witness(es) determined to be necessary for a resolution of the matter, to review the allegations and any responses. Informal Resolution may take the form of a negotiated resolution facilitated by the Vice Chancellor of Student Affairs or Chancellor or the Chancellor. At any time during the Informal Resolution process, the student may elect to terminate the process and proceed with the Formal Level of this policy. Both the student and the accused will be expected to keep the details of the informal resolution process confidential until the process is concluded.
- D. If resolution is reached by these informal means, a record of the resolution will be documented and signed by the student. Such document will be maintained in accordance with applicable College recordkeeping policies in the Office of the Vice Chancellor of Student Affairs or Office of the Chancellor as appropriate. The matter will be considered closed and the student will be precluded from subsequently filing a formal grievance or appeal on the same incident under this policy.
- E. If resolution is not reached by these informal means, the student will be informed about how to file a formal grievance.

5. Formal Level

- A. The student shall file a written grievance with the Vice Chancellor of Student Affairs or Chancellor, as appropriate. The date of receipt shall establish the grievance filing date.
- B. Timeline for filing a grievance. To be timely, the student must file a grievance no later than ten (10) days after the conclusion informal process
- C. Requirements of a Grievance. The student should complete the "Student Non-Academic Grievance Complaint Form" or, as an alternative, the student shall submit a written signed statement containing the following information:
 - i. The full name, address and telephone number(s) of the College employee;
 - ii. A clear, concise written statement of the facts that constitute the alleged act(s), including pertinent date(s) and sufficient information to identify any individuals who may provide information (e.g., potential witnesses) during the course of the investigation conducted under these procedures;

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STUDENT NON-ACADEMIC GRIEVANCE POLICY & PROCEDURE
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- iii. A statement by the student verifying that the information supporting the allegations are true and accurate to the best of his/her knowledge;
 - iv. The term and year of the student's last active academic status;
 - v. The name of the student's advisor /, if any;
 - vi. Specific harm resulting from the alleged action;
 - vii. Specific remedy sought;
 - viii. The student's signature; and
 - ix. The date of complaint submission.
- D. Intake interview. A student interview with the Vice Chancellor of Student Affairs or Chancellor, as appropriate, or other designated individual shall occur within ten (10) working days after the student has submitted a formal grievance or as soon as possible if the Chancellor deems it cannot occur within ten days. The meeting will serve to:
- i. Acquaint the student with the investigation procedure and timelines, if not already done.
 - ii. Inform the student of his/her rights (including having an advisor,) if not already done.
 - iii. Request the student to complete and sign a formal grievance form, if not already done.
 - iv. Conduct the initial intake interview.
 - v. To provide the Chancellor with sufficient information to assign the appropriate investigator.
- E. Advisor. The student may elect to have an advisor accompany him/her to any meeting(s) and/or interview(s) with the University regarding the grievance. The advisor's role in such meetings and/or interviews is limited to observing and consulting with the student. The advisor cannot be a potential witness or someone who has filed a separate complaint against the accused.
- F. Only those persons with a legitimate need to know will be apprised of the filing of and disposition of a grievance. Those persons may include, but are not necessarily limited to, Vice Chancellors, Division Chairs, Directors, Program Coordinators, and the accused employee who must be involved to ensure that retaliatory action does not occur during or after the investigative process, and/or to effectuate corrective actions.
- G. Upon inquiry or during the course of an investigation, the student shall be advised of the status of the investigation. The investigation shall be completed no later than thirty (30) days after the intake interview, unless the timeline has been extended pursuant to the next section of this policy. The timeline for the investigation shall not be extended for a period longer than an additional thirty (30) days from the original due date. Within the investigation period stated above, the investigator will make findings of fact and conclusions regarding the allegations which he/she shall reduce to an investigative report. The preponderance of the evidence is the applicable standard for demonstrating facts in the investigation. In order to establish a fact, the investigator must find that its existence is more probable than its non-existence: i.e., that it is more likely than not to exist. The investigative report should include a summary of the allegations, a description of the investigative process, the preponderance of the evidence standard used to determine whether a violation of policy occurred, the evidence considered and a determination of whether the allegations were found to be substantiated. The investigative report is then provided to the Non-Academic Grievance Committee.
- H. The Non-Academic Grievance Committee shall have thirty days (30) after completion of the investigation to convene, review the report, and render a single written recommendation to the Chancellor
- I. The Chancellor has ten (10) working days to render a decision and notify the student of the decision and the reasons for it. The decision of the Chancellor is final.

6. General Provisions for Investigations of a Grievance Against College Employees

- A. The person who conducts an investigation under this policy at the Formal Level may be any of the College administrators or an external consultant, provided the investigator is not within the administrative control or authority of the accused. All investigations/reviews under this policy shall be conducted impartially and in good faith.
- B. Students and the College employees are required to cooperate with the investigation/review, including but not limited to attending meetings, being forthright and honest during the process, and keeping confidential the existence and details of the investigation/review. If a grievant and/or accused refuses to cooperate, the investigator may draw all reasonable inferences and conclusions on the basis of all available evidence and conclude the investigation/review.
- C. A student must proceed with a grievance in good faith. A student who knowingly and intentionally files a false grievance, abuses this policy, or files a malicious or frivolous grievance may be subject to discipline. Discipline shall be taken in accordance with the Student Conduct Code. Such disciplinary action shall not be deemed to be retaliation under this policy.

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STUDENT NON-ACADEMIC GRIEVANCE POLICY & PROCEDURE
(continued)

- D. Both the student and the accused shall have the right to identify witnesses and other evidence for consideration; however, the investigator shall decide which witnesses and evidence are relevant and significant to the issues raised.
- E. If the student, the accused, a witness, the campus investigator, or other necessary person involved in the grievance process is unavailable because of any reason deemed to be legitimate by the investigator, the timelines in this policy will be automatically adjusted according to the period of absence. The student will receive written notification of the period of extension.
- F. When submitting a grievance or issuing a response, personal delivery or certified mail shall be used. If personal delivery is used, a signature acknowledging the calendar date of delivery shall be obtained which will establish the date of filing or response. If certified mail delivery is used, the postmark shall establish the date of response or filing.
- G. The College is not obligated under this policy to investigate a grievance not timely filed under its provisions. Regardless, the College may investigate the underlying allegations of any grievance against a College employee if it determines the circumstances warrant investigation.
- H. The Non-Academic Grievance Committee shall consists of seven voting member and shall be constituted as follows:
 - i. Three students selected by the UHCC-KCC Student Government
 - ii. Three faculty members selected by Faculty Senate
 - iii. A chairperson selected by the Chancellor

Kaua'i Community College

STUDENT NON-ACADEMIC GRIEVANCE FORM

The Student Non-Academic Grievance Policy was established to provide students a procedure to file non-academic grievances. Students who file a grievance are required to cooperate with the investigation/review, including but not limited to, attending meetings, being forthright and honest during the process, and keeping confidential the existence and details of the investigation/review.

Please fill in all of the information requested below as completely as possible.

Last Name: _____ First Name: _____ M.I. _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Best time to call: _____ a.m. [] p.m. []

Email: _____

Currently enrolled: Yes [] No [] Student I.D. Number: _____

Last semester attended: _____

1. Identify the employee(s) of the University against whom the allegations are made and the relationship to you, e.g., instructor, etc. Attach additional pages to this form if necessary.

Accused Employee's Name: _____

Relationship to you: _____

Accused Employee's Name: _____

Relationship to you: _____

Accused Employee's Name: _____

Relationship to you: _____

2. Describe the incident(s) or event(s), date(s), time(s), and location(s) giving rise to your complaint. Attach additional pages to this form if necessary.

3. To whom have you gone for resolution of the grievance? What did you or others do to try to resolve the grievance? What was the outcome?

Kaua'i Community College
STUDENT NON-ACADEMIC GRIEVANCE FORM (continued)

4. Identify individuals who may have observed or witnessed the incident(s) that you described.

Last Name: _____ First Name: _____

Telephone: _____ Email: _____

Last Name: _____ First Name: _____

Telephone: _____ Email: _____

Last Name: _____ First Name: _____

Telephone: _____ Email: _____

5. Do you have any documents that support your allegations? Yes ☐ No ☐ **Please list and attach a copy.**

6. Describe how you would expect the complaint to be resolved. **Be as specific as possible.**

You may elect to have an advisor present at meetings/interviews. If you indicate you will have an advisor, you are authorizing that individual to accompany you to any meetings and/or interviews regarding this complaint. The role of the advisor is limited to observing and consulting with you.

If you elect to have an advisor, provide his/her name, address, and telephone number:

Last Name: _____ First Name: _____

Address: _____ City: _____ State: _____ Zip Code _____

Telephone: _____ Cell Phone: _____

AUTHORIZATION

I certify that the information given in this complaint is true and correct to the best of my knowledge or belief.

Signature of Student

Date

Print Name of Student



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, Environmental Health and Safety, 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
- Passport Services

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 at 808-245-8318 for the latest offerings.

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