Hawai'i Community College

2004–2005 Catalog

HAWAI'I COMMUNITY COLLEGE
200 West Kāwili Street
Hilo, HI 96720-4091

COLLEGE TELEPHONE OPERATOR
Phone: (808) 974-7311
TTY: (808) 974-7741

ADMISSIONS OFFICE
Manono Campus
Phone: (808) 974-7661
Fax: (808) 974-7692

RECORDS OFFICE
Manono Campus
Phone: (808) 974-7662
Fax: (808) 974-7692

UNIVERSITY OF HAWAI'I CENTER AT WEST HAWAI'I
81-964 Haleki'i St.
Kealakekua, HI 96750
Phone: (808) 322-4850
TTY: (808) 322-4856
Fax: (808) 322-4855

COLLEGE WEB SITE
http://www.hawcc.hawaii.edu

Fall 2004 Semester Calendar

Aug 20 (F)	*Admission Day (Holiday)*
Aug 23 (M)	First day of Instruction
Aug 23-27 (M-F)	Adds/Drops ($5.00 fee)
Sep 6 (M)	*Labor Day (Holiday)*
Sep 10 (F)	Last day to Withdraw from classes <u>without</u> a "W"
	*NOTE: You may withdraw online from semester-length classes through Sunday, Sept 12 provided you have at least one class remaining this semester
Oct 15 (F)	"I" removal deadline: Student to Instructor
Oct 22 (F)	Last day to apply for Credit by Exam for Fall Semester
Oct 29 (F)	Last day to submit Credit by Exam results to A&R/WHSS Office
Oct 29 (F)	Last day to apply for Fall Semester Graduation
Nov 1 (M)	"I" removal deadline: Instructor to A&R/WHSS Office
Nov 1 (M)	Last day to Withdraw from classes <u>with</u> a "W"
Nov 1 (M)	Last day to exercise CR/NC
Nov 2 (T)	*Election Day (Holiday)*
Nov 11 (R)	*Veterans' Day (Holiday)*
Nov 25 (R)	*Thanksgiving Day (Holiday)*
Nov 26 (F)	*Non-Instructional Day*
Dec 9 (R)	Last day of Instruction
Dec 10 (F)	Writing Final Exams
Dec 13-16 (M-R)	Final Examinations
Dec 20 (M)	Fall semester ends; Fall grades submitted by 12:00 noon

NOTES: 'R' denotes Thursday.
  'A&R' denotes Admissions & Records Office (Hilo)
  'WHSS' denotes West Hawai'i Student Services Office (WH)
Academic Calendar subject to change.

Spring 2005 Semester Calendar

Jan 10 (M)	First day of Instruction
Jan 10-14 (M-F)	Adds/Drops ($5.00 fee)
Jan 17 (M)	*Martin Luther King, Jr. Day (Holiday)*
Jan 28 (F)	Last day to Withdraw from classes <u>without</u> a "W"
	NOTE: You may withdraw online from semester-length classes through Sunday, Jan 30 provided you have at least one class remaining this semester
Feb 21 (M)	*Presidents' Day (Holiday)*
Mar 4 (F)	*Non-Instructional Day*
Mar 7 (M)	"I" removal deadline: Student to Instructor
Mar 11 (F)	Last day to apply for Credit by Exam for Spring Semester
Mar 18 (F)	Last day to submit Credit by Exam results to A&R/WHSS Office
Mar 18 (F)	"I" removal deadline: Instructor to A&R/WHSS Office
Mar 18 (F)	Last day to Withdraw from classes <u>with</u> a "W" (for semester-length classes)
Mar 18 (F)	Last day to exercise CR/NC
Mar 21-25 (M-F)	*Spring Recess (No School)*
Mar 25 (F)	*Kuhio Day (Holiday)*
Mar 25 (F)	*Good Friday (Holiday)*
Mar 25 (F)	Last day to apply for Spring Semester Graduation
May 4 (W)	Last day of Instruction
May 5 (R)	Writing Final Exams
May 9-12 (M-R)	Final Examinations
May 13 (F)	Hawai'i Community College Commencement - Hilo
May 14 (S)	Hawai'i Community College Commencement - West Hawai'i
May 16 (M)	Spring semester ends; Spring grades submitted by 12:00 noon

NOTES: 'R' denotes Thursday.
'A&R' denotes Admissions & Records Office (Hilo)
'WHSS' denotes West Hawai'i Student Services Office (WH)
Academic Calendar subject to change.

Pre-Registration and Tuition 2004-2005

Fall and Spring Information

For the semester: (unless otherwise indicated)	Fall 2004	Spring 2005
Applications		
International Students: Last day to submit completed application	Aug 13 (F) (for Spring 2005)	Apr 15 (F) (for Fall 2005)
Regular Students:		
Last day to submit completed applications for Regular Registration	July 30 (F)	
	Dec 1 (W) (for Spring 2005)	
Last day to submit completed applications for Late Registration	Aug 13 (F)	
	Dec 30 (R) (for Spring 2005)	
Registration		
Regular Registration (New, Returning, Continuing, and Transfer Students) *NOTE: Full Tuition Payment is due by 4:00pm on the day you register	Aug 17-18 (TW)	Jan 4-5 (TW)
Adds/Drops ($5.00 fee)	Aug 23-27 (M-F)	Jan 10-14 (M-F)
Late Registration ($30.00 fee) *NOTE: Full Tuition/Fees due by 4:00pm on the day you register	Aug 23-27 (M-F)	Jan 10-14 (M-F)
NEW: If you register and decide to not attend, you must officially withdraw by this date. After this deadline, students with unpaid balances will be obligated to pay.	Aug 27 (F)	Jan TBA
Early Registration Web Registration for continuing students: Tuition and Fees Payment will be provided with registration information.	Nov TBA (for Spring 2005)	Apr TBA (for Fall 2005)
Tuition/Refund Payments		
Full Payment of UH System Tuition/Fees due by 4:00 pm if you are registered at multiple UH campuses	July 15 (R)	
Payment of HawCC Tuition/Fees due by 4:00 pm if you are registered only at HawCC	July 30 (F)	
Last day to receive 100% Tuition Refund for withdrawal from semester-length classes	Aug 27 (F)	Jan 14 (F)
Last day to receive Fees Refund for withdrawal from semester-length or partial-semester classes	Aug 27 (F)	Jan 14 (F)
Last day to receive 50% Tuition Refund for withdrawal from any/all semester-length classes: In-Person or Online from semester-length classes provided you have at least one class remaining this semester	Sep 10 (F) or Sept 12 (U)	Jan 28 (F) or Jan 30 (U)
Withdrawals		
Last day to Withdraw from classes without a "W": In-Person or Online from semester-length classes provided you have at least one class remaining this semester	Sep 10 (F) or Sept 12 (U)	Jan 28 (F) or Jan 30 (U)
Last day to Withdraw from classes with a "W"	Nov 1 (M)	Mar 18 (F)

HawCC Information Center

Visit the Information Center if you would like to learn more about the programs and services Hawai'i Community College has to offer. It's a great starting point for anyone seeking general information and assistance.

The Center is conveniently located in Building 378 on the Manono Campus. Current and prospective students, as well as private and public sector organizations can learn more about our over 20 academic programs and student support services.

We can help coordinate your next campus visit. The Information Center offers personalized tours for individuals and groups, and can arrange for program representatives to visit your school or organization.

Call, write, or stop by today. You'll be glad you did!

Hawai'i Community College
Information Center
200 W. Kawili Street
Hilo, HI 96720-4091
(808) 974-7611
hawccinf@hawaii.edu

Table of Contents

General Information

Providing island-wide access to higher education is a high priority for Hawai'i Community College. As the only publicly supported, open-door community college on Hawai'i Island, the College seeks to serve the entire island through distributed sites and the use of technology. The College's mission is to provide the community with a responsive educational environment that empowers learners to develop skills and knowledge to be responsible and productive in a complex world. To do so, the College offers a range of academic and technical training programs that include degrees, certificates, and short-term training options in Hilo, West Hawai'i, and at various locations on the island.

A Rich Legacy

Hawai'i Community College celebrated its 60th anniversary in 2001. From its start in 1941 as the Hawai'i Vocational School, the College has provided access to higher education opportunities, trained a skilled workforce and supported economic development of the County. With the advancement in technology and expansion of educational opportunities into broader fields of technical training, the institution was renamed the Hawai'i Technical School in 1956.

In May 1970, the institution joined the University of Hawai'i as a comprehensive community college with the name Hawai'i Community College. Other significant developments for the College were the offering of college degree classes in Kona beginning in 1982, and the establishment of the continuing education programs throughout the island of Hawai'i in 1992.

Community Involvement

Community partnerships and collaboration are central to the mission of the College. To keep curricula and requirements current and relevant, the College has invited community leaders in business, industry and the professions to serve as advisers to provide guidance regarding course content, selection of training equipment, employment needs and the effectiveness of different programs.

Program advisory councils are formed for each degree program. In addition, the Chancellor of the campus seeks advice from community and business leaders on ways the College can assist in development for the community. Members of these advisory groups are listed throughout the catalog.

A Solid Foundation

Hawai'i Community College is fully accredited by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges. A comprehensive review is conducted every six years, with the most recent review being completed in Academic Year 2000-2001. The reviewers commended the faculty and staff for their dedication, and noted that they go beyond their normal roles in trying to make Hawai'i Community College viable and responsive to the students and the community.

In addition to the College's overall accreditation, there are other specialty accreditations. The Associate of Science degree in Nursing is approved by the Hawai'i Board of Nursing, and is accredited by the National League for Nursing Accrediting Commission (NLNAC). The College's Intensive English Program received accreditation by the Commission on English Language Program Accreditation in 2000.

The Hawaiʻi Community College Learning Experience

The uniqueness of the Hawaiʻi CC experience is the focus on four complimentary elements that frame the learning climate: Community work-based learning; using and learning Technology; perpetuation of Hawaiian culture; and caring for the Environment.

The College has a rich history of work-based learning, from the award-winning Model Home project where the construction trades programs design and build a house, to working on customer jobs, and including a wide range of internships, service learning and volunteer work. Students in every discipline have opportunities to apply what they've learned in the classroom, and give back to the community.

Technology is interwoven into nearly every aspect of the College and is used to support distance learning utilizing the Internet or videoconferencing. Technology supports classroom instruction such as the computer assisted design (CAD) in the Architectural/Engineering/CAD Technologies Program and in certificate and degree programs such as Information Technology and CISCO networking.

The College has made a commitment to become the center for the study of Hawaiian culture, with an emphasis on the practice, perpetuation, and evolution of the culture. This includes an Academic Subject Certificate in Hawaiian Life Styles and an Associate of Applied Science degree, which is being delivered in Hilo, Waimea, and Kona.

An Associate in Science Degree and certificate program in Tropical Ecosystem and Agroforestry Management is a key component of our focus on caring for the Environment. The College also supports an Academic Subject Certificate in Environmental Studies and has numerous projects on campus to reflect our commitment to the natural environment.

Learning by doing through community work-based learning and expanding the classroom through the use of technology, spiced with the unique Hawaiʻi Island environment and the uniqueness of Hawaiian culture, equals the Hawaiʻi Community College Learning Experience.

Facilities

In East Hawaiʻi, HawCC shares a campus with University of Hawaiʻi at Hilo (UHH) which consists of a 115-acre Main Campus and a 21-acre campus on Manono Street. To serve HawCC and the University, there are 51 major buildings and 36 portables, including classroom buildings, special facilities for student laboratories, a library and media center, numerous well-equipped shops for use in trade and industrial courses, faculty offices, administration building, student services offices, a learning center with satellites, a campus center for student activities, an athletic complex, tennis courts, and playing field. The 110-acre University Agricultural Farm Laboratory is located in the Panaʻewa Agricultural Park.

The College serves West Hawaiʻi at the UH Center in Kealakekua, with classrooms, a dining room/kitchen, computer lab, library, learning center and administrative offices.

University of Hawaiʻi Center at West Hawaiʻi

University Center at West Hawaiʻi
Kathleen Damon, Director
81-964 Halekiʻi Street
Kealakekua, HI 96750
Ph: (808) 322-4850
FAX: (808) 322-4855

The University of Hawaiʻi Center at West Hawaiʻi is one of three University Centers established by the Board of Regents (BOR) in June 1996. Administrative responsibility for the Center at West Hawaiʻi was transferred to HawCC on July 1, 1997. The Director of the University of Hawaiʻi Center at West Hawaiʻi reports to the Provost of HawCC.

The primary purpose of the Center at West Hawaiʻi is instructional. The Center provides access to multiple disciplines, serves as a receive site for courses, course sequences and/or a limited number of complete BOR-authorized credential programs that originate from other campuses of the University of Hawaiʻi system.

HawCC offers the Associate in Arts, Early Childhood Education, and Associate of Science Degree in Nursing, Practical Nursing and a Certificate of Completion in Early Childhood Education and Human Services. The Hospitality Program assists students in gaining skills, certificates and degrees, as well as provides employers with trained and qualified co-workers for one of the leading growth industries in West Hawaiʻi. The Hospitality Program combines the popular Food Service Program with the new Hotel Operations Program. The award-winning Food Service Program is designed to provide students the skills and competencies for entry-level employment in hotels, full service restaurants, fast food restaurants, institutions (schools, hospitals, corrections) and private clubs. HawCC offers the Associate in Applied Science Degree, the Certificate of Achievement, and the Certificate of Completion in Food Service. A Certificate of Completion is awarded for twenty-two credit hours of instruction in Hotel Operations earned in approximately two semesters. Through this new program, the student will become familiar with the overall hospitality industry, front desk procedures, guest services, accounting, speech, basic computer skills, and Hawaiian studies.

In addition to HawCC programs, the Center facilitates the delivery of baccalaureate and masters' programs to West Hawaiʻi. Students may apply/register for distance education courses found at other community colleges in the UH system.

Educational Talent Search Program
Mary Park, Instructor/Coordinator
Diane Dean, Student Services Specialist
Khammoui Goschke, Student Services Specialist
Pearla Haalilo, Student Services Specialist
Melissa Samura, Student Services Specialist
81-964 Haleki'i St. #5B
Kealakekua, HI 96750
phone: (808) 322-4860
fax: (808 322-4855)

The Educational Talent Search program is a federally funded program designed to assist economically disadvantaged and potential first generation college students with entry into post-secondary education. The program's purpose is to:

1. identify qualified youth and to encourage them to complete high school and enroll in post-secondary education
2. publicize the availability of student financial assistance at the post-secondary level; and
3. encourage persons who have not completed secondary or post secondary education to reenter these programs.

The program, which has been in existence on the island of Hawai'i since 1991, provides academic and personal support to qualified students in grades 6-12 in public intermediate and high schools and adults on the west side of Hawai'i Island. For those seeking admission to the College, program services include: career exploration, personal counseling, study skills development, referral for tutorial assistance, college planning, financial aid assistance, academic advising, and cultural/recreational activities. Intermediate and high school students who are enrolled in the program meet monthly and participate in a structured curriculum designed to prepare them for post-secondary education. Reentry adults meet with program staff on an "as needed" basis.

Additional information regarding the program can be obtained by contacting the Educational Talent Search program, University of Hawai'i Center at West Hawai'i, 81-964 Haleki'i Street, Kealakekua, HI 96750; (808) 322-4860.

Academic Support Services

The College shares the library and computer services with the University of Hawai'i at Hilo.

The Edwin H. Mookini Library
Hilo – Main Campus
Ellen Okuma, HawCC Distance and Instruction Librarian
Ph: (808) 974-7344
Circulation Desk
Ph: (808) 974-7344
Reference Desk
Ph: (808) 974-7346
http://library.uhh.hawaii.edu

The Edwin H. Mookini Library, completed in 1981, is located in the center of the Main Campus. The Edwin H. Mookini Library serves the University of Hawai'i at Hilo (UHH) and the Hawai'i Community College (HawCC). Its primary mission is to support the academic programs of both institutions, under the supervision of the University of Hawai'i at Hilo University Librarian/Director.

The Edwin H. Mookini Library
University Librarian/Director
Dr. Linda Marie Golian-Lui
(808) 933-3132

Available to students are over 260,000 bound volumes and 1,100 in print and over 17,000 full-text electronic current periodicals from Hawai'i, the U.S. mainland, Asia and Europe. Special formats collected include DVDs, audio and videocassettes, compact disks, and microforms. In addition, the library is a partial depository for both United States and Hawai'i State documents and currently holds more than 350,000 U.S. documents. The Hawaiian Collection houses the library's extensive Hawaiiana holdings. To ensure student proficiency in the use of these collections, the staff offers a comprehensive program of library instruction using a networked electronic library classroom.

The Edwin H. Mookini Library provides other services and facilities that further the academic mission of the College. The Graphics Department supports instruction with graphics and reprography work. Other facilities in the library include an audiovisual area with playback equipment. Students may also confer in the library's group study rooms located throughout the building. The library's PC lab provides access to web browsing, word processing, spreadsheets, and web page design software to support coursework.

The College also provides library services to the UH Center at West Hawai'i. Besides an on-site collection, the Library at the University Center at West Hawai'i provides access to a growing collection of books and electronic resources available from the entire University library system.

UH Center at West Hawai'i
Laurel Gregory, Librarian
Ph: (808) 322-4858

Computer technology is increasingly used to meet the information needs of the College and facilitate access to library services for distance learners. The library's catalog is now available on Hawai'i Voyager, a Web-based library management system.

Link to Library catalog and web-based library management system http://library.uhh.hawaii.edu

Reference service at both libraries is enhanced with subscriptions to full-text databases. Interlibrary loan services assist students and faculty in obtaining research materials from off-campus sources.

The Learning Center
Hilo
Guy Kimura, Coordinator
Ph: (808) 974-7503

Hale Kea Advancement and Testing Center, Bldg. 387
(Manono Campus)
Nancy Schein, Educational Specialist
(808) 933-3219
(808) 933-0563
fax: (808) 933-0643

UH Center at West Hawai'i
Michael Hopson, Educational Specialist
Ph: (808) 322-4862

The College operates learning centers at both the Hilo Campus and the UH Center at West Hawai'i. The Learning Center's mission is to help students be successful in their college experience. Its objective is to provide students with guidance and support to assist them in becoming active independent learners, taking responsibility for their own learning. TLC introduces students to new educational technology and old-fashioned one-on-one tutoring including study strategies and techniques. Its primary services incorporate:

1. Free academic tutoring (one-on-one and group) available to all currently enrolled students in reading, writing, math, study skills, English as a Second Language and content-area courses as available (accounting, computer science, foreign language, etc.)
2. Computer assisted instructional programs
3. Instruction utilizing self-paced audiovisual kits and print media
4. Placement testing and make-up examinations
5. Internet and e-mail assistance
6. Employment opportunities for students who enjoy helping other students and have developed mastery in one or more courses

In Hilo, The Learning Center is located on the ground floor of the Library. In West Hawai'i, the Library/Learning Center are located in the same area to extend hours of operation.

I Ola Hāloa
Native Hawaiian-Serving Institutions Program
Kekuhi Kanahele-Frias, Coordinator
Kaipo Frias, Instructor
E. Kalani Flores, Instructor
Monica Burnett, Administrative and Fiscal Support Specialist
Bldg. 380 (Manono Campus), Room 34
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 974-7486
Fax: (808) 974-7708

I Ola Hāloa started in October 1999 with a five-year Title III grant from the U.S. Department of Education. Its ultimate goal is to strengthen the College to better serve the native Hawaiian community on this island. Four main activities of the project are to expand access to college for native Hawaiians residing in Kohala, Kona, and Ka'u; to develop a new AAS degree program based upon traditional native Hawaiian vocations; to establish a Hawaiian programs facility on the campus; and to provide faculty/staff development activities focusing on understanding Hawaiian cultural practices.

Office of Continuing Education and Training

(vacant), Director
Bldg. 379A Rms 1,2,3 (Manono campus)
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 974-7531

The Office of Continuing Education and Training was established in 1992 to deliver opportunities for continuing education and training. The OCET unit delivers non-credit Basic Skills Development, Employment Preparation, Apprenticeship Training, Intensive English, International Programs, and Workforce Development Training on a regularly scheduled basis for Hawai'i Island.

Apprenticeship Program
Wilton Watanabe, Coordinator
Ph: (808) 974-7531

The Apprenticeship program presently provides evening and/or Saturday classes in the following areas: carpentry, electricity, masonry, plumbing, refrigeration and air-conditioning, and painting. These courses meet the requirements of the State of Hawai'i Apprenticeship Law and enable an apprentice to complete the required hours of related instruction paralleling on-the-job training. In addition, trade skills upgrading courses are offered for journeyworkers who desire self-improvement in their respective areas. Course offerings may be added or deleted depending on industry needs. Enrollment is limited to persons registered and indentured with the Department of Labor as apprentices and/or journeyworkers in the occupational field covered by the instruction.

FIRWM Program
Sara Narimatsu, Coordinator
Skills Development Center
Ph: (808) 974-7800

The Foundations In Reading, Writing, and Math Program offers non-credit developmental classes in reading, writing, and math. Instruction consists of lecture, lab, and computer assignments. The classes are individualized, self-paced, and competency-based. Students who successfully complete the course requirements will receive certification for appropriate HawCC level courses. Students wishing to enroll in these courses are advised to take the HawCC Placement Tests to determine their educational preparedness.

Intensive English Program
(vacant), Coordinator
Ph: (808) 974-7531

The Intensive English Program provides intensive English language preparation for international students who wish to enter an American college or university as well as those who wish to improve their English skills for professional or personal reasons. Through academic advisement and assistance from faculty and staff, students are able to move quickly toward achieving their academic and professional goals.

Four 8-week and one 6-week session are offered each year beginning in January, April, June, August, and October. The IEP offers three proficiency levels. Students are tested, interviewed, and placed in the level appropriate to their proficiency in English. A full-time coordinator/student advisor is available to assist students with orientation, housing, immigration, and any other concerns.

Students attend classes in intensive English and Hawaiian culture as well as have the opportunity to participate in numerous extra-curricular activities. Students may also take elective classes in TOEFL preparation and English Conversation. The Learning Center assists students with a self-paced reading program and computerized language learning. Students who have fulfilled class and attendance requirements receive a Certificate of Participation.

Students who complete the Intensive English Program are admitted to HawCC with no TOEFL.

The Intensive English Program is member of the American Association of Intensive English Programs (AAIEP). The Intensive English Program is accredited by the Commission on English Language Program Accreditation (CEA).

Student Organizations

HawCC offers a wide range of student-lead programs and services to meet the social, educational, cultural, and recreational needs of the campus community. The Associated Students of University of Hawai'i-Hawai'i Community College (ASUH-HawCC), the Student Activities Council (SAC), and the Board of Student Publications (BOSP) organize and direct these activities.

ASUH-HawCC represents all students of the College. Its principal responsibilities include research into campus and academic issues and problems; sponsoring programs of interest and benefit to students; and participation in HawCC policy-making and student services. All HawCC students pay a student government fee to fund these activities. For more information log on to http://www.hawcc.hawaii.edu/studentgov

The SAC presents a variety of programs for students in cultural, educational, recreational, and public areas. A student is a member if she/he enrolls for 12 credits or more. A student is an Associate member if she/he enrolls for between 6 and 12 credits. Membership is automatically renewed each semester upon registration and payment of tuition and fees.

The BOSP oversees student publications, which include the HawCC Ke Kalahea, the campus newspaper; and Kanilehua, a literary journal. All HawCC students pay a publication fee to fund the journal's creation and distribution.

The SAC and the BOSP are organized to benefit students from both HawCC and UH-Hilo. Students on both campuses are charged the same fees. The Constitution and By-Laws of both organizations require that both student bodies be equally represented. The fees from all students at both campuses also fund the operation of the Campus Center, the intramural program, and the gallery.

Students with special interests may participate in campus activities through membership in the many clubs and organizations that are active during the academic year. Clubs and organizations can be valuable assets to students by providing opportunities for interaction with others, for development of leadership skills, and for participation in recreational and academically related activities that can be pursued during college and after graduation. Clubs must be officially recognized in order

to utilize campus facilities, sponsor HawCC related activities, or to receive funding from the ASUH-HawCC. The Campus Center also provides orientation and training opportunities for registered clubs and organizations throughout the year.

Alpha Psi Epsilon Chapter of Phi Theta Kappa

Phi Theta Kappa is the internationally recognized honor society for two-year colleges. Alpha Psi Epsilon, the HawCC chapter, was chartered in the Spring of 1993. The purpose of the honor society is to recognize educational achievement. The goals are to promote scholarship, leadership, service, and fellowship.

To become members, students must have at least a 3.5 cumulative GPA, must have earned at least 12 credits towards their degree, and must be invited by the Dean of Student Services of HawCC. New members are inducted each semester based on their academic status at the end of the previous semester. To be in good standing, members must maintain a minimum 3.25 cumulative GPA. Membership is open to students at both the Hilo campus and at the University Center at West Hawai'i.

Benefits of membership include eligibility for scholarships, scholarly workshops, officer and committee chair positions, participation in college and community service projects, and social support and networking.

University of Hawai'i System
Average Graduation and Persistence Rates

This information shows the average percentage of full-time, first-time, certificate- or degree-seeking undergraduates entering in fall semesters who have graduated or are still enrolled. An average of 35% of the students entering a UH community college have either graduated or are still enrolled three years after entry, though the rates at individual campuses vary. Graduation rates are not available for students transferring out to other institutions.

Rates are 6 years after entry for UH-Mānoa and UH-Hilo, and 3 years after entry for the UH-Community Colleges.

	Graduated	Still Enrolled
Six years after entry:		
University of Hawai'i at Mānoa	54%	11%
University of Hawai'i at Hilo	30%	6%
Three years after entry:		
Hawai'i Community College	22%	14%
Honolulu Community College	15%	17%
Kapi'olani Community College	10%	26%
Kaua'i Community College	20%	17%
Leeward Community College	12%	24%
Maui Community College	17%	16%
Windward Community College	12%	18%

This information is provided in compliance with the Student Right-to-Know act, Public Law 101-542. Institutions are required by Sec. 668.41 of the law to disclose and disseminate this information through appropriate publications and mailings to all currently enrolled and prospective students.

Sources: Institutional Research Office, University of Hawai'i, March 2004.

Admission and Registration

Admission of Students

HawCC is open to any high school graduate or person 18 years of age or older who can benefit from the instruction offered. Other admission criteria may be imposed for community college programs that are limited in enrollment.

Application and admission information may be obtained from high school counselors in Hawaiʻi or from the Admissions and Registration (A&R) Office, Manono Campus, Bldg. 378, or the University of Hawaiʻi Center at West Hawaiʻi, Student Services (WHSS) Office in Kealakekua. These forms may also be downloaded from www.hawaii.edu/admissions

The admission application, "University of Hawaiʻi System Application Form," includes instructions for completing the application. Applications and all supporting documents must be received by August 1 for the fall semester and December 1 for the spring semester. International students requiring a student visa must submit all documents 15 weeks prior to the fall and spring deadlines. Nonresident applicants are assessed a $25.00 application fee.

Applications should include:

1. Official transcripts, printed in English, of all high school, college, university, business, and other post-secondary schools attended
2. Transcripts must be sent directly from each institution involved, and
3. All other credentials noted in the instruction booklet.

Successful applicants are reminded that acceptance *does not* imply that on-campus housing and/or financial aid is available. While the College will make every effort to assist, students must arrange for their own financial aid and housing.

Admission Procedures

All prospective students must:

1. File an official application for admissions by the published deadline. Any exceptions, with documentation, should be directed to the Dean of Student Services.
   The Nursing program may have earlier admission deadlines. Admittance to the College is not acceptance into the program. Consult the program section of this catalog for further information.
2. To receive financial assistance, request and file a financial aid application.
   Applications received after April 1 will be processed and eligible students will be awarded financial aid as available. Application forms are available at the HawCC Financial Aid Office, Bldg. 379A (Manono campus), phone: (808) 974-7660. See separate section on Financial Aid.
3. To receive on-campus housing assignments, request and file an official application for on-campus housing by March 31 with the Office of Student Housing, phone (808) 974-7522. Acceptance to the College does not guarantee on-campus housing.
4. Placement testing for new students is required and is administered according to established TLC policies and procedures. Call The Learning Center at (808) 974-7503 or the WHSS at (808) 322-4862 for information and appointments. Accommodations for students with disabilities can be arranged, call (808) 933-0702 [TTY].
5. Consider attending an Information Session. Call (808) 974-7741 for details on time and place.

Acceptance to Hawaiʻi Community College

Students are accepted into the College with a "classified" status by declaring a designated program or major of their choice. However, in a few cases the student may not be able to enroll in the beginning courses in the program because:

1. Certain prerequisites for the courses have not been met
2. The program may be filled
3. Beginning courses in the program are not offered in that semester

Applicants will be notified by mail of their acceptance and given information regarding registration. Upon acceptance, the student is expected to:

1. Submit a negative tuberculin test or chest x-ray report and proof of immunity to measles (rubeola) directly to the A&R/WHSS Office
2. Complete English and math placement testing as required

3. Attend a scheduled Student Orientation, Advising and Registration (S.O.A.R.) session
4. Pay for all tuition and fees by the published deadline
5. Attend classes regularly; see No Show Policy

Some programs accept students only in the fall semester. If the program is filled, students are unable to enroll in courses for their program. They will be advised to take other related courses. After one semester, the student usually will be able to take beginning courses in the program; however, in a few programs the waiting period may extend to a full academic year or more. Continuing students will be given priority in fall semesters to enter the programs when space becomes available.

The following programs accept all students who apply: Administration of Justice; Business; Early Childhood Education; Hawaiian Life Styles: Hula Option, Lawai'a Option, Mahi'ai Option; Hotel Operations; Human Services; Information Technology; Liberal Arts; and Tropical Forest Ecosystem and Agroforestry Management.

The following Applied Technical Education programs will accept students on a first-come, first-served basis: Agriculture; Auto Body Repair and Painting; Diesel Mechanics; Food Service; and Machine, Welding and Industrial Mechanics.

These more selective programs accept students after all prerequisites are completed: Architectural/Engineering/CAD Technologies, Auto Mechanics, Carpentry, Electrical Installation and Maintenance, and Electronics Technology.

For the Nursing programs, an official high school transcript, printed in English, is required as part of the admissions process, as well a pre-admission examination in English and math (see Placement Test reference for more information). The National League for Nursing Pre-Admission Examination for Associate Degree or Practical Nursing applicants is also required.

Counselors and support program coordinators are available to provide information about the College and its programs and to assist each applicant in choosing a program that offers the maximum opportunity for self-development.

Summer Session

Admission to Summer Session is open to high school graduates and individuals eighteen years of age or older. Students are expected to have satisfied prerequisites for those course(s) in which they enroll. Initial attendance in a Summer Session does not constitute admission to HawCC's Fall or Spring semesters as a degree candidate.

High school juniors and seniors are eligible to enroll in Summer Session classes at HawCC. Juniors must obtain a letter from their high school principal or counselor certifying that they are in good academic standing and capable of doing college-level course work.

Applications may be obtained from the A&R, Manono Campus, Bldg. 378 or the WHSS Office in Kealakekua.

Residency Regulations for Tuition Purposes

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

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

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

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

1. Voting/registering to vote in the State of Hawai'i
2. Filing most recent Hawai'i State Resident Personal Income Tax Return

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

Other legal factors involved in making a residency determination include:

1. The twelve months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see above) is taken to make Hawai'i the permanent residence.
2. Residency in Hawai'i and residency in another place cannot be held simultaneously.
3. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. Continued presence in Hawai'i during vacation periods and occasional periods of interruption of the course of study does not itself overcome this presumption.
4. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
5. The residency of a married person may follow that of the spouse.
6. Resident status, once acquired, will be lost by future vol-

untary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

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

For additional information or interpretation, contact the Registrar at HawCC's Records Office.

Nonresident Students

Candidates for admission from outside the State of Hawai'i must meet all the requirements noted for Hawai'i applicants. Admission is also contingent upon the College's nonresident student enrollment quota. Therefore, out-of-state candidates should await written notice of acceptance before coming to Hawai'i. No special consideration can be given to students whose applications have not been accepted.

Once classified as a nonresident, a student continues in this status at HawCC until submitting satisfactory evidence that changes the residency status.

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

1. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty
2. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning
3. Employees of the University of Hawai'i System and their spouses and legal dependents

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 System.

Residency decisions may be repealed by contacting the residency officer for information on how to initiate an appeal before a student registers for classes. Appeals are heard by the Committee on Resident Status only after the resident tuition is paid.

Appeal Process: Residency decisions may be appealed by contacting the Registrar 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 non-resident tuition is paid.

International Students

International Student Counselor
Counseling and Support Services
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 974-7741

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 HawCC. 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 nonimmigrants. HawCC is authorized under Federal Law to enroll nonimmigrant alien students.

Applicants must complete and submit at least 15 weeks prior to the published deadline:
- System Application Form
- Supplementary Information Form for Foreign Students
- $25 Application Processing fee
- Evidence of having completed the equivalent of a United States high school education. Such evidence may include an official copy of secondary school academic records, and/or official certificates of the results of qualifying examinations and attested true copies of mark sheets. All documents must be printed in English.
- Test of English as a Foreign Language (TOEFL) for international candidates whose native language is not English. A minimum score of 450 on the paper-based test, or the equivalent minimum score of 130 on the computer-based test is required. Information about TOEFL may be obtained from the American embassy or consulate offices in most countries, or by writing directly to: Test of English as a Foreign Language, Box 899, Princeton, New Jersey 08540, USA. (Policy Haw 7.220)

Since financial aid is not available to students from other countries (except those from Micronesia and other island nations in the region), international students must provide verification from a sponsor of financial support for the entire period of study in the United States. A select number of highly qualified international students from certain Pacific/Asian jurisdictions may be eligible for a complete or partial tuition subsidy. Please contact the HawCC Financial Aid Office for details.

All nonresident 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, new students prior to enrollment must show evidence that they are free of active tuberculosis and measles.

Once admitted, the nonresident international student with a valid student visa (F-1 or J-1) must maintain a minimum course load of 12 credits each consecutive fall/spring semester in order to remain in status with Immigration and Naturalization Services.

HawCC complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

Veterans and Dependents

HawCC is an approved educational institution for education and training under the Veteran's Educational Assistance Act (GI Bill) and the Dependents' Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office. For more information, call 1-800-827-1000.

Veterans who are registered for the first time under the GI Bill must present a certified copy of Form DD 214 (formal discharge papers) and Form 22-1990 (Application for Education Benefits) to the Admissions and Registration Office. Dependents of disabled veterans and survivors of veterans whose cause of death was service-related, who register for the first time under any provision of the Federal Veterans' Bill, must complete and present VA Form 22-5490 to the HawCC Records Office, Manono Campus. For more information call the VA Representative at (808) 974-7662.

Chapter 31 Disabled Veterans should contact the Hāʻawi Kōkua Program at (808) 933-0702 [TTY].

Transfer Students

Transfer students are those who were previously enrolled at a college or university (including UHH) other than HawCC. Students who are transferring to HawCC must arrange for their official transcripts, printed in English, to be sent to the Records Office directly from institutions previously attended. For all institutions outside of the University of Hawaiʻi System, the student must keep in their possession a course catalog or course description for all courses. Do not send this information to the Records Office. You will be contacted if these course descriptions are needed. An official evaluation will be processed *after* the student registers. The materials submitted become the property of HawCC.

Courses will be processed for possible transfer credits only if they could be applicable to the student's current major and if the course was completed with a grade of "D" or better. When applicable, transfer credits may be counted towards the specific requirements of a program; otherwise, they will be counted as general electives. However, neither grade points nor grade point averages earned at other institutions are used in the computation of HawCC accumulative grade point average. (Policy Haw 7.208)

Auditors

Auditors must fulfill all requirements for regular admission. Persons wishing to participate in courses as auditors may apply for the privilege by completing and submitting the auditor's form no earlier than the first day of instruction. Permission of the instructor is required. (Policy Haw 7.207)

Returnees

Any student who terminates his/her enrollment at HawCC during the semester and returns the following semester is considered a continuing student. A student who terminates his/her enrollment and is gone for one complete semester or more will be required to reapply for admission. If the student attended another institution of higher learning in the interim, he/she must reapply as a transfer student.

Unclassified Nondegree Students

A person who wishes to take courses at HawCC, but does not wish, or does not qualify, to enroll in a degree program, may apply for admission as an unclassified student by submitting the System Application Form. Most types of financial aid programs or campus student employment are not available to unclassified students. International visa students are not eligible for unclassified nondegree status. An unclassified student may declare a major and become a classified student by completing the Change of Major Form at the A&R/WHSS Office.

Early Admission Program

The Early Admission Program is intended to encourage highly motivated and academically and/or vocationally talented high school juniors or seniors to advance in their schooling by supplementing their regular high school work with selected college courses. Interested applicants must comply with the regular admissions application procedure including application deadlines. After consultation with their high school counselor and the College Admissions staff, qualified candidates may be admitted on a part-time, nondegree status. Acceptance is valid for a particular semester only. Continuation in the Early Admission Program depends upon the maintenance of a 2.0 grade point average (GPA) and approval of the College in consultation with the high school counselor.

A student seeking early admission should contact a HawCC counselor for guidance and explanation of the application process.

Running Start is a statewide program that provides an opportunity for academically qualified public high school students to enroll in Hawaiʻi Community College classes through the University of Hawaiʻi System. Students can earn both college and high school credits.

To be eligible, the student must be attending a Hawaiʻi pub-

lic or charter high school and be in grade 11 or 12. The student must be under the age of 21 as of September 1 of the school year in which the college course is taken. The student must take COMPASS Placement Tests in Reading, Writing, and Math to determine eligibility to qualify for college level courses.

A high school junior or senior interested in participating in this program should first contact the counselor who assists with the Running Start program at his/her high school. That counselor will assist the student in completing the necessary forms to apply for the program. Once the student is accepted at HawCC, he or she will be assisted by the college Running Start counselor for orientation, advising, and registration.

Students who receive free or reduced-price lunch at the high school are eligible to apply for the GEAR UP scholarship which covers tuition and fees for as many as two courses and provides a book and supplies stipend.

Health Requirements for Admission

Each student will be required to show proof that he/she is free from **Tuberculosis (TB).**

- *Proof* shall be in the form of one of the following documents:
  1. a form issued for this purpose by the UH-Hilo, Student Health Services, Health Services Nurse
  2. a TB card issued by the State of Hawai'i Department of Health; or
  3. and X-ray card. The date of proof must not be more than one year earlier than the date the proof is submitted.

- *Proof* may be provided in any of the following ways:
  1. submit the proof with his/her application
  2. present the proof in-person to A&R/WHSS Office; or
  3. bring the proof to registration.

- *Proof* is valid for four years from the date it is issued.
  To register any time after this four year period, the student must again provide proof as described above.

Students who enrolled at another college in the Community College System are presumed to have provided evidence to the college that he/she is free from Tuberculosis. Therefore evidence of enrollment at one of the other community colleges will satisfy the TB requirement.

Measles (Rubeola) Immunity is required according to State Department of Health regulations. All students who were born after 1956 and are enrolled for the first time at HawCC are expected to be immune to measles (rubeola).

You may be denied future registration if you are unable to present proof of immunity, such as:

- Documentation that two doses of rubeola, or MMR, vaccine have been received, or
- Documentation that a physician has diagnosed the individual had rubeola, or

- Documentation that a blood test shows evidence of immunity to rubeola.

It is the personal responsibility of the student to obtain a preadmission medical examination and is highly recommended for all students entering the restaurant/food services, administration of justice, and trade and industry programs.

Nursing students are required to submit medical clearance directly to the Director of Nursing Programs.

Student Health Insurance

Supplemental health and accident insurance is strongly recommended. The UH Medical Plan is designed for students and is generally less expensive than most other health insurance plans. Applications can be obtained from the Nurse-Educator located at the Campus Center on the Main Campus.

Health requirements for registration: All nonresident 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, new students must show evidence that they are free from active tuberculosis and measles.

Placement Testing

Contact for appointments:
Hale Kea Advancement and Testing Center, Bldg. 387
(Manono Campus)
Nancy Schein, Educational Specialist
(808) 933-3219
(808) 933-0563
fax: (808) 933-0643

UH Center at West Hawai'i
Michael Hopson, Educational Specialist
Ph: (808) 322-4862

COMPASS Placement Testing in mathematics, reading, writing, and ESL is required at HawCC for all entering students except those listed below. Without placement test scores, registration into English, math and other courses is restricted.

Students with a disability requiring accommodations to take the placement test should contact the Hāʻawi Kōkua Program at (808) 933-0702 [Voice/TTY] for assistance.

Exceptions (Policy Haw 5.501)
1. Unclassified students who enroll in no more than one course per semester and do not enroll in any course that requires a minimum placement test score as a prerequisite.
2. Transfer students who have taken the COMPASS Test for

placement in reading, writing, and mathematics can use their scores at HawCC. All test scores are valid for two years only, after which retesting must be done prior to enrollment into any reading, writing, or math course.

3. Transfer students who have completed college courses in reading, writing, or mathematics.
4. Transfer students who have earned an Associate in Arts degree or higher.
5. Placement Rules for Entering Students with Prior Degrees:
   a) Students with an Associate degree place into Eng 102 and 22 and Math 24X.
   b) Students with a BA/BS degree place into Eng 102 and 100 and Math 100, 27, 115.
   c) This is for placement purposes only to assist students with registration and meeting of prerequisites for all HawCC courses. This placement should be entered as a Human Evaluation preliminary to entry of the student's transfer credit evaluation. Unofficial transcripts can be used for placement purposes only.
   d) Official transcripts must be used to grant transfer credits to HawCC program and graduation requirements.
   e) Concurrent UHH classified majors place into Eng 102, Eng 22 and Math 24X. UHH ESL students are placed by UHH English department recommendation into HawCC ESL courses.

Ability to Benefit: A student who does not have a high school diploma or a GED certificate can be considered for federal student financial aid programs if he/she can demonstrate the Ability to Benefit from postsecondary education. Federal regulations define Ability to Benefit as a passing score on a nationally approved test, such as the COMPASS Test. These tests are administered at the Hale Kea Advancement and Testing Center or at the UH Center at West Hawai'i.

Student Orientation

Counseling and Support Services
Bldg. 379, Manono campus
Ph: (808) 974-7741

Students (new, returning and transfer) will receive a notice to attend a Student Orientation, Advising and Registration (S.O.A.R.) session. At this session students will:

1. Be oriented to HawCC programs, services and given general information,
2. Meet with their program advisor or a counselor, and
3. Be assisted with the registration process.

To attend a S.O.A.R session, students must have submitted a completed UH System Application Form, are expected to provide TB clearance, and to have taken the placement tests. Students may choose to do their Orientation online, but will still need to meet with their program advisor or a counselor to register. Students must print the last page, which certifies that they have completed the online Orientation, and bring it to their Advising and Registration session. The online Orientation can be found at http://www.hawcc.hawaii.edu

For new students on campus, it is important to bring certain personal documents in order to register for classes. U.S. students should bring their:
- Social Security card/number
- Driver's license (or other photo ID)
- Letter of acceptance to HawCC
- Placement test scores, and
- Any other important papers that will verify your good standing.

Transfer students must request their official academic transcripts, printed in English, be sent to the HawCC Admissions and Registration Office. Catalogs with course descriptions from other colleges attended may be requested to help determine equivalencies of courses taken. It is strongly recommended that you bring a copy of your college transcripts to advising since official evaluation is not completed during your first semester at HawCC. A copy of your transcript will facilitate the advising and registration process.

For international students or recent immigrants from other countries, it is advisable to bring your:
- Passport
- Visa
- Immigration papers
- Birth certificate
- Health insurance documents and related medical papers
- Letter of acceptance to HawCC.

Payment of tuition is expected at the time of registration. If you are receiving financial assistance, you are responsible to notify the Financial Aid Office and the Business Office that you have tuition assistance in order to secure your registration.

Non-payment may result in cancellation of registration and the registration process will need to be repeated during Regular Registration.

All students should have adequate funds to ensure their smooth adjustment in setting up living quarters either on- or off-campus. Students are advised to establish appropriate accounts at local financial institutions to handle their funds. Major credit cards may also prove useful.

Registration, Withdrawals, and Other Changes
Effective Fall 2004
If you register and decide not to attend, you must officially withdraw by the published deadline. Students with unpaid balances will be obligated to pay.

Regular Registration
The dates for registration are given in the HawCC Academic Calendar. Registration occurs prior to each semester.

Late Registration

The last date on which students may register in any term is indicated in the HawCC Academic Calendar.

Concurrent Registration

HawCC students may register online concurrently for classes at more than one community college in Hawai'i. Students may register only if the stated prerequisites for each class are met, and only if the class is open or with permission of the instructor(s). With any registration error, students must contact the institution offering the class, or the instructor of the class, to receive permission to register.

All mandatory fees at HawCC and the other institution(s) must be paid, except for the late registration fee, which is waived by the other institution(s) according to their set deadlines.

Policies on Adding and Withdrawing from Courses

To Add a Course: Courses may be added online up to two (2) working days prior to the first day of class. After the first day of class, with instructor's signature on an Add form, students may add a course during the:
- first five (5) days of instruction for a semester course
- first two (2) class sessions for a modular course, or
- first session for classes meeting once a week

Instructors may also add students after these deadlines at their discretion.

Students must meet any prerequisite and corequisite requirements. (Policy Haw 7.330)

To Drop a Course: Courses may be dropped online until the day before the first day of class. On or after the first day of class, students may come in-person to drop a course:
- through the end of the third week of the semester, or
- the day before the third class meeting for a modular course.

Courses officially dropped will not appear in the student's academic record. (Policy Haw 7.330)

To Withdraw from a Course: Students may not withdraw from a course online. After the drop period ends, students may come in-person to withdraw from a course:
- through the end of the eighth week of the semester, or
- the day before the mid-term of a modular course.

A grade of "W" will appear in the student's academic record. Students who fail to withdraw officially may receive an "F".

Appropriate forms are available at the HawCC Admissions and Registration Office. (Policy Haw 7.330)

Complete Withdrawal

Students may not completely withdraw from Hawai'i Community College online. Students may come in-person to completely withdraw from the College through the last day of instruction. The withdrawal process begins when the student submits the Withdrawal Form to the Financial Aid Office for signature.

Upon complete withdrawal, through the end of the third week of the semester, courses will not appear on the student's academic record.

Complete withdrawal after the third week will result in a grade of "W" for each course. (Policy Haw 7.330)

Change of Home Institution

HawCC students wanting to change their home institution to another Community College must submit a University of Hawai'i Change of Home Institution form. The deadline is listed on the Academic Calendar.

Credits

Courses are assigned semester credit values determined by the number of hours of study per week required of the student in and outside of the classroom or laboratory. Although semester credit hours normally are fixed, some variable credit courses are offered. The amount of credit given for a variable credit course must be approved by the instructor.

Tuition and Fees 2004-2005

Tuition is charged according to the number of semester hours carried by the student. Classified students, unclassified students, and auditors pay the same tuition.

Per Credit

Resident 47.00
Nonresident 242.00

	Hilo Classes	Non–Hilo Classes
Student Activity Fee: for all students		
5 or more semester hours	16.00	N/A
4 or fewer semester hours	8.00	N/A
10 or more semester hours	N/A	10.00
9 or fewer (per semester hour)	N/A	1.00
Student Government Fee: for all students		
5 or more semester hours	16.00	N/A
4 or fewer semester hours	8.00	N/A
10 or more semester hours	N/A	10.00
9 or fewer (per semester hour)	N/A	1.00
Publications, Campus Center, etc. Fees: for all students		
5 or more semester hours	24.00	N/A
4 or fewer semester hours	12.00	N/A
Late Registration Fee	30.00	30.00
Add/Drop Fee		
online (until day before class starts)	free	free
in-person (anytime)	5.00	5.00

Special Fees and Charges:

Nonresident Application Fee .... $ 25.00
Graduation Fee .... $ 15.00
Transcript of Record .... $ 3.00
   Rush .... $ 10.00
Replacement of laboratory
   equipment (items broken or lost) .... Cost of Item
Check tendered to the College or any department therein
   and returned for any cause .... $ 15.00
                    plus .10 per month until cleared

Tuition disclaimer statement: All tuition and fee charges at the University of Hawaiʻi campuses are subject to change in accordance with requirements of State law and/or action by the University of Hawaiʻi Board of Regents or Administration.

All tuition and fees are to be paid at the time of registration. You must officially withdraw from your classes by the end of the late registration period for a full refund and/or cancellation of charges. After this deadline, students with unpaid balances **will be obligated** to pay.

Tuition Refund Policy

Semester–length classes

1. 100% refund for complete withdrawal only if made on or before the last day of late registration (add period).
2. 100% refund for change in status or tuition rate if made on or before the last day of late registration (add period), unless otherwise stipulated by Federal regulations.
3. 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 (third week of instruction), unless otherwise stipulated by Federal regulations.
4. 0% refund if complete withdrawal or change in status or tuition rate is made after the refund period, unless otherwise stipulated by Federal regulations.

Fees

100% refund for complete withdrawal only if made on or before the last day of late registration (add period).

Classes that do not follow the 15-week semester class schedule will be prorated according to the above policy.

Financial aid recipients may be subject to a federal refund policy as required by federal regulations. Financial aid recipients may have all or part of their refund returned to Title IV program(s). Contact the Financial Aid Office for more information.

Bookstore

Textbooks, other educational materials and equipment, convenience and personal items and clothing are sold at the University of Hawaiʻi Bookstore. The Bookstore is located on the ground floor of Building 346 on the Main Campus.

Bookstore Hours:

Regular hours Mon-Fri:	8:00 a.m. - 3:30 p.m.
Saturday before classes start:	8:00 a.m. - 12 noon
First three days of classes:	8:00 a.m. - 8:00 p.m.
Remainder of first week:	8:00 a.m. - 5:00 p.m.

Parking on Campus

Parking Office
Auxiliary Services Building #300, Rm 101
Ph: (808) 974-7784

Parking a vehicle between 6:00am and 4:00pm (including parking with Handicap permit) in all lots on the Main Campus and in selected lots on the Manono campus requires a University Parking Permit during the fall and spring semesters. Parking applications for the different zones are available at the Security/Parking Office on the Main Campus. Parking permits are sold by the semester/academic year on a first-come, first-served basis with proof of class registration; present a proof of payment done in-person or online, or a financial aid award letter.

Housing

Housing Office
University of Hawai'i at Hilo
Multipurpose Building, Rm H-109
Hale 'Ikena Apartment Complex
Ph: (808) 974-7522
Fax: (808) 974-7652
e-mail: uhhhouse@hawaii.edu
www.uhh.hawaii.edu/studentaffairs/housing

Housing accommodations to meet most needs of the single student, married student, and physically challenged student are available either on-campus or in privately owned units in the Hilo community. On-campus residence halls currently house 632 students in residence halls and apartment style arrangements. Off-campus housing includes privately owned apartments, homes, or rooms in the Hilo community.

Due to the limited number of housing accommodations, students and potential students are encouraged to apply early for on-campus housing. Students in need of off-campus housing are urged to use the services of the Housing Office or make arrangements personally with a provider of privately-owned housing. Otherwise come to Hilo as early as possible to secure housing.

On-Campus Housing

In its residence hall operation, the Student Housing Program is committed to providing an atmosphere where personal growth can occur in an environment that compliments the educational objectives of the University. Residents, student staff, and professional staff carry out this commitment by adhering to concepts of responsible freedom, which encourage active participation in the residence hall community. Numerous opportunities for self and group development are available to the residents through participation in the areas of educational, recreational and social programming, community government, and the development of resident hall policies and procedures.

Residence Halls

There are four coeducational residence halls on the UH Hilo campus, two traditional, one suite, and one apartment style hall. The majority of rooms in these halls are designed for two students (double accommodations). Residents in the traditional-style halls and suite must participate in a board program. A variety of meal plan options are offered. Rooms are furnished with twin-size beds, chest of drawers, chairs, bookshelves and desks. All other furnishings, including linens, must be supplied by the residents. All residence halls have recreation lounges, television room, and laundry facilities. All halls follow the University policy on Tobacco Products. Here is a no smoking policy for all rooms and walkways of all halls. Hale Kauanoe, Hale Ikena and Hale Kehau have been designated as alcohol free and substance free halls.

Hale Kehau, a 236-bed, suite-style coed hall. Each two rooms share a bathroom that connects both rooms. All rooms are fully carpeted. Six units are designed to meet the needs of students with disabilities.

Hale 'Ikena, an apartment-style facility, provides accommodations for 196 students. Students applying to Hale 'Ikena must be 21 years of age or have completed 24 college credits. The majority of apartments in this facility are two-bedroom units with accommodations for four students in each unit. There is a limited number of one-bedroom apartment units accommodating two students. All apartment units are fully furnished with private bathroom, living room, and kitchen. Residents must provide their own linens and cooking and eating utensils. Married students may reside in student housing provided that at least one spouse per married couple is a full-time student who qualifies under the geographical area provisions of the Board's applicable priority system, the other spouse being a full-time or part-time student.

Students with Disabilities

Two apartments at Hale 'Ikena and six units at Hale Kehau have been designed to meet the needs of students with disabilities who are capable of living independently. In addition, 17 units at Hale 'Ikena and 8 units at Hale Kauanoe are accessible to people with hearing impairments. Applicants for these accommodations should indicate on their application the nature of their need. Applicants requesting housing accommodations will be immediately referred to the University Disabilities Services Office for determination of eligibility. Reasonable accommodations will be provided to qualified persons with disabilities. Students must apply by regular deadlines. Applications are available in alternate format upon request.

Room and Board Fees - Subject to change

I. ROOM RATES (Per Person/Per Semester)
   A. Dormitory-Style Residence Halls
      Double room $1,829.10
      Single room $2,743.65
   B. Apartment-Style Residence Hall
      Two-bedroom unit $2,555.28
      One-bedroom unit $3,319.68
   C. Suite Style $2,312.31

II. BOARD RATES

The meal program is administered by SODEXHO Campus Services. Residents can eat their meals at any one of the many campus food outlets. These include the Residence Hall Dining Room serving dinner nightly and brunch on weekends and holidays; Campus Center Dining Room serving 7 a.m. to 3 p.m. weekdays; Grab N' Go Express on the Library Lanai; The Cube. The snack bar "Munchies" located at the Hale Kehau Resident Dining is open in the evening to serve those with late hour appetites.

All residents, except for those that reside at Hale 'Ikena, are required to be on a meal plan. Residents of Hale 'Ikena may purchase a meal plan at the same rates.

For more information, go to the SODEXHO website at www.uhh.hawaii.edu/depts/sodexho

*All rates subject to change with 30 days' notice.

Option		Price
Plan A	5 Meal Plan plus $450.00 Points	$1,188.00
Plan B	7 Meal Plan plus $400.00 Points	$1,262.50
Plan C	9 Meal Plan plus $250.00 Points	$1,303.50

Application Procedures

Applications for on-campus housing may be obtained directly from the Housing Office or downloaded from the Housing Office website (www.uhh.hawaii.edu/studentaffairs/housing). Assignments are made according to the date of receipt of application, application fee, Board of Regents assignment priority and hall preference. BOR policy gives priority to all traditional freshman. For priority considerations, application must be received by the Student Housing Office by March 31st. All on-campus housing applicants must be accepted into a classified program of study before being eligible for housing placement. Assignments are for the academic year or remaining portion. Admission to the University does not assure students of on-campus housing. Applications for the upcoming academic year are available in the early spring and should be submitted as early as possible. Receipt of a housing application and application fee by the Housing Office does not guarantee on-campus housing.

The Housing Office provides assistance in finding off-campus housing by listing privately owned homes, apartments, and rooms in the Hilo area. A number of off-campus apartment buildings are described on the Housing Office website (www.uhh.hawaii.edu/studentaffairs/housing/offcampus.php). Contacts and arrangements with the landlord are made by the student. Materials on how to rent, find a roommate, tenant rights, and student "survival" outside of the classroom are also available at the Housing Office.

Since there is a rush for apartments and other private rental units immediately preceding the beginning of each semester, students are encouraged to come to campus to search for housing as soon as possible. It is recommended that students make all the necessary living arrangements with the owner or manager in person rather than by mail. Since a contract is a legal agreement and the terms of a contract are binding, there should be a clear understanding by both parties in writing of all terms of the contract.

Any student who has questions or problems regarding housing should attempt to resolve concerns with the manager/landlord of the unit. The Director of Housing should be contacted if the concerns or problems cannot be answered adequately or resolved satisfactorily by the manager/landlord.

Academic and Other Policies

Independent Studies/Directed Studies

Students may earn academic credits through Independent/Directed Studies in any of the areas in which credit courses are offered or to pursue other individual academic interests not included in credit courses. Independent/Directed Studies require the sponsorship of a member of the faculty, a description of the work to be undertaken, and appropriate instructor/division chairperson approval prior to the registration period.

A description of the work to be undertaken must contain an outline of the study topic, specification of the work to be done, the type and frequency of faculty-student contact, the amount of credit to be given, and a statement of the evaluative criteria to be used by the faculty member.

For Independent/Directed Studies:

1. A student may register for not more than six (6) semester hours of Independent/Directed Studies per semester with not more than six (6) semester hours granted for any single course.
2. Independent/Directed Studies may be used as electives.
3. Independent/Directed Studies may not be used to meet area/program requirements unless prior permission is given by the advisor and the Dean of Instruction. (Policy Haw 5.602)

Attendance, Satisfactory Progress, Academic Probation, Dismissal, Readmission

Students who are 'at-risk' or in academic difficulty are encouraged to contact the Counseling and Support Services Center at 974-7741.

Class Attendance and No Show Policies

Class Attendance: Regular and prompt class attendance is expected of all students. It shall be the student's responsibility to inform the instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences. (Policy Haw 7.505)

No Show: A student is responsible for attending both of the first two class sessions of the course, or the first session for classes meeting once a week. If a student misses both of the first two class sessions, or the first session for classes meeting once a week, he/she may be dropped by the instructor. (Policy Haw 7.505)

Warning: There are financial aid implications for students who are dropped from a course by an instructor. For tuition refunds, students are responsible for filing official forms. Refer to Tuition Refund and Drop/Withdrawal Policies. (Policy Haw 7.505)

If a student is dropped from a class by the instructor, the student will be notified by the Admissions and Registration Office. The notification includes appeal procedures.

Satisfactory Academic Progress

Satisfactory academic progress is defined by the College as maintaining a cumulative GPA of at least 2.0. Note: Federally-sponsored financial aid programs also define satisfactory academic progress in terms of a minimum number of credits completed each semester. Consult the Financial Aid Office if there is any doubt. (Policy Haw 7.520)

Academic Warning

A student whose semester GPA is less than 2.0, but cumulative GPA is 2.0 or higher, will be placed on academic warning and will be encouraged to seek academic counseling. (Policy Haw 7.520)

Academic Probation

A student whose cumulative GPA is less than 2.0 will be placed on academic probation. (Policy Haw 7.520)

Continued Academic Probation

Following a semester on academic probation, a student will be placed on continued academic probation if the GPA for the semester just completed was 2.0 or higher, but the cumulative GPA remains less than 2.0. (Policy Haw 7.520)

Academic Dismissal

A student whose semester and cumulative GPA is below 2.0 at the end of a semester of academic probation or continued academic probation will be dismissed from the College. He/she may appeal the academic dismissal in writing to the Dean of Instruction within 10 working days of receiving the notification of academic dismissal. (Policy Haw 7.520)

Readmission

A student, who has been dismissed from the College for academic reasons and who did not appeal or whose appeal was not granted, may apply for readmission one year after the date of academic dismissal. Such a student will be readmitted only under circumstances deemed acceptable to the Dean of Instruction. (Policy Haw 7.520)

Other Provisions

Upon finding that a student is suffering from a physical or mental condition detrimental to the student and HawCC, the Dean of Student Services will, on professional advice, recommend proper action to the appropriate Dean or Chancellor of the campus. The Dean or Chancellor of the campus may then request that the student be withdrawn officially, without prejudice or academic penalty. (Policy Haw 7.520)

Grades

Students receive one grade in each course taken. This grade combines the results of course work, tests, and final examinations. Grades are indicated by letters, to each of which is assigned a certain value in grade points per semester hour of credit, as shown in the table below:

Grade	Significance	Grade Points Per Semester Hour of Credit
A	Excellent	4
B	Good	3
C	Fair	2
D	Poor	1
F	Failure	0
I	Incomplete	-
CR	Credit	-
NC	No Credit	-
W	Withdrawal	-
N	Work in Progress (Selected Courses Only)	-

Grade Points are given for all courses in which grades are reported. They are computed as follows:

For each semester hour of a course, 4 grade points are granted if the grade is "A," 3 if "B," 2 if "C," and 1 if "D."

Grade-Point Averages (GPA) are determined by dividing the total number of grade points by the total number of credits for which a student has received letter grades (excluding I, CR, NC, W, or N). The semester GPA is calculated using any one semester's credits and grade points. The cumulative GPA is calculated using all credits attempted and grade points earned at HawCC. (Policy Haw 5.301)

Incomplete Grade (I): A grade of "I" may be given for a course in which a student has failed to complete a small but important part of a semester's work, if the instructor believes that the failure was caused by conditions beyond the student's control and not by carelessness and procrastination. Each student who receives an "I" should consult with the instructor to determine what work must be done to remove the "I".

If this work is completed by the deadline specified in the HawCC Academic Calendar, the instructor will report a change of the incomplete grade, taking the completed work into consideration.

If this work is not completed by the deadline, the "I" grade will become a grade as determined by the instructor. The time limit for incomplete removal prevails whether or not the student maintains continuous enrollment. (Policy Haw 5.303)

The "N" Grade: The "N" grade is only used in ESL courses and in entry-level math and English skills courses. The "N" grade indicates that the student has worked conscientiously but is not yet prepared to succeed at the next level. "N" grades do not affect the GPA and may be repeated as specified in the College Repeat Policy.

Students are cautioned that courses in which an "N" grade is awarded might not be counted towards "satisfactory academic progress" under certain federally supported financial aid programs. Students are advised to check with the Financial Aid Office. (Policy Haw 5.302)

Credit/No Credit (CR/NC): The Credit/No Credit option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point average.

Course credit is awarded for courses completed at HawCC with certain restrictions:

1. No grade points are given for courses taken under this grading option.
2. Students may take a maximum of two (2) courses per semester as "Credit/No Credit" provided that they are not on academic probation. A maximum of 12 credits from courses taken as CR/NC can be applied toward satisfying the requirements for graduation.
3. Students majoring in a vocational/technical program are not permitted to take a major required course for CR/NC.
4. Liberal Arts (AA Degree) majors may utilize the CR/NC option to satisfy area and elective requirements.
5. To qualify for credit, the work of the student must be at least at the "C" grade level.
6. The CR/NC option must be exercised by the date designated for this purpose in the HawCC Academic Calendar.
7. Please note that some colleges, graduate schools, professional-awarding agencies and employers may not allow this option and/or may recalculate the earned credit as a "C" grade and the earned "NC" grade as an "F" grade.

If in doubt, it is best to take a course for a regular letter grade, not for Credit/No Credit. (Policy Haw 5.503)

Change of Grade: A student who believes an error has been made in the assignment of a grade must initiate contact with the faculty member involved, or the discipline chairperson, division chairperson, or Dean of Instruction, by the last instructional day of the next regular semester. Failure to act within that time period disqualifies the student from further pursuit of the matter.

Repeating Courses

Students can repeat courses once without restrictions. For any subsequent repeats, students must register during late registration on a space-available basis with instructor approval. All entries remain a part of the student's permanent academic record.

Repeating courses for a higher grade: If a student is repeating any course for a higher grade, credit is allowed only once. The GPA is computed by using the highest of the grades received.

Repeating courses for additional credit: Certain courses may be designated as repeatable for credit and are identified in the catalog. The course may only be used once as an area requirement towards the Liberal Arts (AA) degree. When repeated, the course will count as a general elective. Cross-listed courses may be repeated for credit under one alpha only. (Policy Haw 5.304)

Courses Fulfilling Two Different Area Requirements

In a few instances, a single course has been approved as satisfying more than one of the area requirements for the Liberal Arts (AA) degree. However, students completing such a course may only receive credit to one area requirement. They will be offered their choice of which requirement is satisfied and will be expected to fulfill the other requirement(s) with other courses. (Policy Haw 5.607)

Cross-listed Courses

A cross-listed course is one that has the same course title, description and number, but listed under two alphas. To qualify as a cross-list, the course content is made up of approximately 50% of material from each discipline. A cross-listed course will only count once toward graduation. (Policy Haw 5.305)

Final Examinations

Final examinations normally are required in all courses. All such examinations are to be conducted during the final examination period specified in the HawCC Academic Calendar and Schedule of Classes or, in the case of modular classes only, on the last day of class. The academic discipline may determine to establish a student's course grade based on the semester's work and may elect not to give final examinations. Students are advised to consult with their instructor and check their course syllabus.

No comprehensive examinations are allowed in the two weeks preceding the final examination period. (Policy Haw 5.504)

Credit By Examination

Students at the College are eligible for three forms of credit by examination, credit for previous non-English language study, and credit for military service.

Advanced Placement Examination Program (AP)

Credit for comparable HawCC courses, as well as advanced standing, may be granted to students who complete Advanced Placement Tests offered by the College Entrance Examination Board. Advanced placement credit decisions are made by the faculty of the appropriate HawCC academic discipline. Students should consult individual Division/Department Chairs for advanced placement policies. (Policy Haw 5.603)

College Level Examination Program (CLEP)

The College Level Examination Program enables students to earn college credit by examination in areas approved by the disciplines. Regular students may take CLEP tests to demonstrate college level competency no matter when, where or how this knowledge has been acquired: through formal study, private reading, employment experiences, noncredit courses, military/industrial/business training, or advanced work in regular high school courses. This program gives individuals the opportunity to validate and receive credit for college-level knowledge they already possess.

Criteria for passing the CLEP general and subject examinations are determined by the appropriate academic discipline. A score of 50 on these examinations may yield course credit. Students should consult individual Division/Department Chairs for CLEP policies. The essay portion of the CLEP subject examination may be required by the academic discipline.

No student is eligible to take CLEP general examinations for HawCC credit after reaching sophomore standing (i.e., the student must have completed not more than 24 semester hours of college work). (Policy Haw 5.606)

Credit for Previous Non-English Language Study

Students who have learned non-English languages outside of the University of Hawai'i may earn credit for their language in one of three ways:

1. by satisfactory completion (a grade of "C" or better) of a more advanced course in the language sequence (e.g., completion of Japanese 201 also gives credit for Japanese 101-102)
2. through credit by institutional examination, if the language is taught at the College; or
3. through the Advanced Placement Examination Program.

For more detailed information on options 1 and 2 above, students should consult with the Dean of Instruction.

Speakers of a non-English language may receive credit for language courses in their own language. (Policy Haw 5.604)

Credit by Institutional Examination

Most HawCC courses require hands-on, time-on-task practice and day-to-day attendance for students to receive the full benefit of the educational experience; such courses are NOT appropriate or available for Credit by Institutional Exam (CBIE). CBIE is available only in a limited number of courses determined to be appropriate by the faculty members and Division Chair of the discipline involved. (Policy Haw 5.601)

To be eligible to earn credit by examination, the student must be officially enrolled at HawCC.

The student should:

1. contact the appropriate Division Chair to determine if credit by examination is available in the particular course the student wishes to challenge
2. obtain the request form from the Division Office
3. present the form to the Division Chair for approval. If approval is granted, the division chairperson shall arrange for such an examination.
4. register for the course
5. show proof of registration in the course to the division chairperson
6. take the examination as arranged

The examination shall be as comprehensive as the usual "final examination," and must be designed to serve as the scholastic equivalent of the course.

Upon completion of the examination, the examiner reports the result to the Registrar on the appropriate form. Credits awarded are recorded on the student's record and designated as credits earned through examination with a "CR" grade or "NC" grade as appropriate.

Credit for Education Received While in Military Service

Upon submission of official service documents and certificates, the Records Office will evaluate all educational experiences undertaken during military service in accordance with the credit recommendations of the Commission on Accreditation of Service Experiences and the Guide to Evaluation of Educational Experiences in Armed Forces. The Records Office will transmit its evaluation and recommendations to the relevant discipline for action as to the amount and kind of credits, if any, which are to be accepted. College courses satisfactorily completed through the Defense Activity for Nontraditional Educational Support (DANTES) may be accepted for advanced standing upon the recommendation of the Records Office and approval by appropriate faculty members. (Policy Haw 5.605)

Academic Waivers and Substitutions

Any student may petition the Dean of Instruction for a waiver or a substitution of any academic policy or regulation. The petition should include clear and convincing justification for the action requested.

Classification of Students

Full-time or Part-time Students: Students may register for either part-time or full-time status. Students registered for:

- A minimum of 12 semester hours are full-time
- Fewer than 12 semester hours are part-time.

Classified Students: Classified students are candidates for:

- Certificate of Completion
- Certificate of Achievement
- Associate in Arts
- Associate in Science
- Associate in Applied Science, or
- Associate in Technical Studies Degree

Students are further identified by credits achieved: freshmen, 0-24 semester hours completed; sophomores, 25 or more.

Unclassified Students: All students who are not candidates for a certificate or a degree are "unclassified students." Unclassified students do not qualify for financial aid or campus student employment.

Change of Major/Classified Status

Classified students who wish to change their major should consult with their counselor or faculty advisor before completing a Change of Major Request Form. A change of major may impact:

- financial aid
- graduation date
- veteran's benefits, and
- graduation requirements.

Veterans must notify their VA counselor prior to changing their major. This form is available in the A&R/WHSS Office.

Time Limits on Credits Earned

At HawCC, certificate and associate degree students shall have as much time as necessary to complete their curriculum requirements. However, any credits they earned more than ten years before graduation in courses which have materially changed in content or standards may not be applied toward the certificate or associate degree. Acceptability will be determined by the Dean of Instruction and the appropriate division chairperson.

Please note that the Satisfactory Academic Progress Policy for financial aid has a maximum time frame for financial aid eligibility while a student completes degree/certificate requirements. (Policy Haw 5.650)

Graduation Requirements

A student must satisfy either the graduation requirements in effect at the time he/she first enrolls as a classified student in a specific HawCC degree or certificate program, or the requirements in effect at the time of his/her graduation. A student whose enrollment is interrupted for two or more consecutive semesters (excluding summer sessions) must complete the requirements in effect at the time the student is readmitted or the requirements in effect at the time of his/her graduation.

Students are responsible for submitting a Petition to Graduate by the published deadline and verifying that they have completed all courses required for their degree or certificate program. It is highly recommended that students meet with their academic major advisors during the semester prior to their graduation. This will allow them the opportunity to take any missing required classes during their last semester.

A minimum 2.0 GPA is required for graduation in all programs. (Policy Haw 5.702)

Application for Graduation

An application for graduation from any of the certificate or degree programs offered by the College is available at the Records Office. Once completed, and checked by Records Office staff, it should be submitted to the Business Office for processing by the deadline specified in the HawCC Academic Calendar.

A non-refundable graduation fee of $15.00 is payable at the time a student submits an application for graduation. A separate graduation application and fee are required for each degree or certificate being completed. Students applying for an Associate of Arts, Associate in Applied Science, Associated in Science, and Certificate of Achievement may also purchase a Hawaiian language diploma in addition to, not an alternative for, the English language diploma for an additional $15.00.

If the student does not graduate that semester, the application can be transferred to ANOTHER semester. However, another application for graduation must be submitted along with proof of prior payment by the published deadline for that semester. If there is an increase in the fee, the student will be charged the difference.

Graduation ceremonies are conducted only during the Spring semester; however, the previous Fall semester graduates are eligible and are invited to participate in the ceremonies. Students should keep in mind that final course grades are due after the graduation ceremonies. Therefore, participation in the graduation ceremonies does not guarantee a student has officially completed his/her program requirements. (Policy Haw 5.701)

Honors

Student academic achievement shall be recognized each semester by the Dean's List, and at the time of graduation by graduation with honors.

Dean's List: Students who complete 12 or more credits for a letter grade and who achieve a GPA of at least 3.5 for that semester will have their names included on the Dean's list.

Honors at Graduation: The designation of Honors at Hawai'i Community College is determined at the time of graduation and is based upon the cumulative GPA for credit earned while at this college. The Honors designation shall be determined in the following manner:

Honors	GPA of 3.50 to 3.69
High Honors	GPA of 3.70 to 3.84
Highest Honors	GPA of 3.85 to 4.00

Only students who earned at least 30 credits at HawCC, of which at least 27 credits were taken for letter grade, are eligible for graduation with Honors. (Policy Haw 7.510)

Multiple/Duplicate/Second Degree Policy

Students may earn, concurrently or sequentially, more than one degree at the College under the following conditions:
1. Earn a minimum of 15 semester hours towards a second degree, beyond the hours required for the first degree.
2. Satisfy the requirements for the majors of both degrees. The major in the first degree must be different from the major in the second degree.
3. Satisfy all other requirements for both degrees.
4. Financial Aid recipients are advised to earn multiple degrees sequentially, not concurrently. The latter may result in exhaustion of financial aid eligibility before completing any degree. (Policy Haw 5.850)

Transcripts

A student may obtain an official transcript of his/her HawCC academic record by filing a Request for Transcript form at the A&R/WHSS Office. The following fees apply:
- $3 is charged in advance for each transcript requested
- $10 is charged for processing within 24 hours after payment is made and request form received by the A&R Office.
- No fee is charged if transcript is to be sent to another UH System Admissions and/or Records Office. However, rush fees will apply to requests requiring processing within 24 hours.

All transcripts released to students are stamped "ISSUED TO STUDENT." These transcripts are official documents as they bear the Hawai'i Community College seal and Registrar's signature. The stamp "ISSUED TO STUDENT" makes it clear to a third party that the student once possessed the transcript.

Transcripts received from other educational institutions must be printed in English. These official transcripts become the property of HawCC. Students should arrange for such records to be sent directly from the original educational institutions. Students can request a copy of their transcripts from any institution where credits were earned.

Counseling and Support Services

Counseling and Support Services Center
hawccssc@hawaii.edu
Bldg. 379, Manono campus
Barbara Arthurs, Counselor
Kanoelani Dela Cruz, Counselor
Robert Duley, Counselor
Helen Nishimoto, Counselor
Ph: (808) 974-7741

UH Center at West Hawai'i
Alan Bram, Counselor
Ph: (808) 322-4856

Counseling and support services are designed to help all students develop academic and personal skills in order to succeed in college. Support services are available for students who are low income, academically under prepared, displaced homemakers, and returning older nontraditional students. Individual and/or group counseling is provided by appointment or walk-in in the following areas:

1. Admissions: to assist prospective students with admissions procedures
2. Academic: to help students be successful in their coursework through awareness of learning and study strategies, academic rules and regulations, educational options, and transfer procedures
3. Career: to help students in determining career choices by using interest inventories and computerized information about training, educational requirements and career opportunities.
4. Financial Aid: to assist students in the application process for financial aid and scholarships and to counsel students on financial aid probation, suspension, or termination
5. Personal: to help students achieve positive relationships with self and others to facilitate the advancement of educational and career goals
6. Job Search: to help students learn job search skills, including resume writing, interviewing and locating employment on- and off-campus

In addition to responding to student requests for assistance, the Counseling and Support Services staff reach out to students with special needs through a cooperative arrangement with faculty. For example, students who are observed early in the semester to be having difficulty in a course may be referred to Counseling and Support Services for counseling.

Also, students on academic warning, probation, or readmission after academic dismissal receive letters encouraging them to avail themselves of various forms of counseling assistance in order to identify and correct problem areas to promote college success.

The Career Center
Bldg. 379, Rm 1A, Manono campus
Karen Leialoha
Ph: (808) 974-7741

The Career Center offers free resources and assistance to students who want to choose a career or major or prepare for a job search. Questionnaires and computerized inventories are available to help students clarify their strongest interests, their favorite skills, and value preferences. This knowledge of interests, skills and values, together with career counseling can link students to compatible careers and majors.

The center offers numerous resources that detail information about job titles, job duties, wages, future outlook and the college classes/majors required to pursue most career paths.

The center's job search assistance includes listings of job openings and internships, help with resumes, cover letters, and job interviewing tips. All services are available by appointment.

Hā'awi Kōkua Program
Services to Students with Disabilities
Bldg. 388 Rm 106, Manono campus
Karen Kane, Counselor
Ph: (808) 933-0702 [Voice/TTY]

The Hā'awi Kōkua Program provides assistance to any student with a documented physical, learning, and/or psychological disability either permanent or temporary, which limits ability to fully participate in course study and campus activities at HawCC.

In accordance with Section 84.4 of the Federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, no qualified individual with a disability shall, on the basis of their disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

Students with documented disabilities, either permanent or temporary, may be provided with the following services through the Hā'awi Kōkua Program:

- Application and registration assistance
- Campus orientation
- Placement test accommodations
- Financial aid information
- Personal, academic, and career counseling
- Enlargement of course materials
- Readers, note takers, and sign-language interpreters

- Cassette recorders, talking calculators, large print calculators
- Computer adaptations (screen enlargers, ergonomic keyboards, voice recognition software)
- Specifically designed auxiliary equipment to meet the needs of the disabled student
- Campus accessibility map showing locations of ramps, restrooms, elevators, and accessible parking stalls
- TeleTYpe (TTY) device located in the Hā'awi Kōkua office, Bldg. 388, Rm 106 Manono Campus
- Student Support Group

Students in need of disability related accommodations are advised to contact the Hā'awi Kōkua Coordinator as early as possible so that services may be arranged on a timely basis.

International Students
International Student Counselor
Bldg. 379, Manono campus
Ph: (808) 974-7741

HawCC welcomes international students. Students from other countries are offered services by the Office of Student Services (OSS). Information and assistance is provided regarding College regulations, immigration requirements, financial matters, and personal concerns.

In order to avoid difficulty in handling course work because of language barriers, all students are required to take placement tests. Based on the writing test, students may be declared exempt from English as a Second Language (ESL) courses or they may be required to take developmental English classes. Intermediate and advanced ESL courses do not carry credit towards a bachelor's degree.

Transferring from HawCC to Another Community College in the UH System

The student should determine if the program he/she wishes to pursue is offered by that community college. If it is, the next step would be to complete the UH System Application and submit it by that campus' application deadline. The student should request an official copy of his/her HawCC transcript to be submitted *now* and another transcript to be sent *when the final grades are entered*. Students wishing to apply for financial aid should contact that campus' Financial Aid Office to obtain any supplemental forms needed besides the FAFSA.

Transferring from HawCC to a Baccalaureate Program within the UH System

A HawCC student can transfer to UH Mānoa, UH Hilo, or UH West O'ahu to pursue a bachelor's degree. A student interested in transferring to one of these campuses should refer to the institution's college catalog or website to check on the requirements for transfer students.

In general, a student will need at least 24 transfer level college credits and have at least a 2.0 GPA (resident) or 2.5 GPA (non-resident). Some majors will require a higher GPA. The GPA is used for admissions purposes, but is not transferable.

If a student has less than 24 transfer level credits, the high school record will be used for determining admission. This will include the high school GPA, SAT or ACT scores, and college prep courses taken.

A student who has earned an articulated Associated in Arts (A.A.) degree from a UH Community College shall be accepted as having fulfilled the general education core requirements at all other UH campuses. However, in addition, a student must also complete any specialized lower-division, major, college and degree/graduation requirements, such as writing-intensive or foreign language requirements. Some of these additional requirements may be completed within the AA degree.

It behooves a student to have an academic plan, which anticipates transferring to a specific campus. A student planning to transfer either before or after completing the AA degree is advised to see a HawCC counselor for assistance in selecting AA degree courses, which also will meet requirements of the campus and the program to which the student will be transferring.

The student must submit a UH System Application by the deadline and also request an official copy of his/her HawCC transcript to be submitted with their application and another transcript to be sent *when the final grades are entered* and *after the degree is conferred*. The latter should be requested if applicable.

Transferring from HawCC to a non-UH Campus

A HawCC student who plans to transfer to another campus should obtain information regarding the following: majors offered, cost (including transportation), financial assistance available, size (student population and physical layout), housing, student services, academic support programs, extra-curricular activities, climate, urban/rural/suburban setting, and requirements for transfer students. This information is in the college catalog. Many colleges and universities now have their college catalog on the Internet.

A HawCC student who plans to transfer to a non-UH campus will need to obtain application information and the application forms, and request the necessary official transcripts from HawCC be sent to the campus to which the student will transfer. The student should also obtain any supplemental financial aid forms aside from the FAFSA if he/she plans to apply for financial aid.

If the student knows what courses are required at his/her next campus and knows what HawCC courses are considered equivalent by that campus, the student can select courses at HawCC, which would transfer and meet those requirements.

General Policies

Educational Rights and Privacy of Students

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Pursuant to Section 99.6 of the rules and regulations governing the *Family Educational Rights and Privacy Act of 1974* (hereinafter the Act), students in attendance at HawCC, are hereby notified of the following:

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

2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
   a. The right to inspect and review education records.
   b. The right to request to amend education records.
   c. The right to protection of disclosures by HawCC of personally identifiable information contained in education records without permission of the student involved.
   d. The right to file complaints concerning alleged failure by HawCC to comply with the Act.

3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of Dean of Student Services, HawCC.

4. 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 of student
   b. local address and zip code
   c. local telephone number
   d. major field of study
   e. educational level (e.g. freshman, sophomore, etc.)
   f. fact of participation in officially recognized activities and sports
   g. weight and height of members of athletic teams
   h. dates of attendance
   i. degrees and awards received
   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 which to exer-cise this right, he or she must in person and in writing, not earlier that the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the Admissions and Records Office which of the above items are not to be disclosed without prior consent of that student.

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

Academic Grievances

A student who believes that a faculty member has failed to meet reasonable standards of academic propriety may register a grievance. The Student Academic Grievance Policy has been established to provide guidelines and processes governing academic grievances. The student should first attempt to resolve the grievance on an informal basis with the faculty member. Should the grievance not be resolved at this level the student should discuss it with the division chairperson. Copies of the Student Academic Grievance Policy are available in the offices of the Dean of Instruction, Dean of Student Services, and Director of the UH Center at West Hawai'i. (Policy Haw 5.101)

Student Conduct Regulations

Student Conduct Code: HawCC has a Student Conduct Code which defines expected conduct for students and specifies those acts subject to University sanctions.

Students should familiarize themselves with the Student Conduct Code, since upon enrollment at HawCC, 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. (Policy Haw 7.101)

Copies of the Student Conduct Code are available at the Office of the Dean of Student Services and Director of the UH Center at West Hawai'i.

Academic Dishonesty: Academic dishonesty cannot be condoned by the College. 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 College.

Cheating includes, but is not limited to, giving or receiving unauthorized help during an examination, obtaining or distributing unauthorized information about an examination before it is administered, using inappropriate or unallowable sources of

information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to, submitting any document to satisfy an academic requirement that has been copied in 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 drylabbing, 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.

Financial Obligations to the Hawai'i Community College and the University of Hawai'i System: Students who have not taken care of their financial obligations (such as tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas, and registration.

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 Dean of Student Services.

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

Illicit Drugs and Alcohol: 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.

In conformance with the existing law, HawCC 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 College-sponsored or -approved events or on University of Hawai'i System property or in buildings used by the College for education, research or recreational programs. Consistent with its mission, the College 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.

HawCC 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 College 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 in the Office of the Dean of Student Services.

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

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the HawCC campus are available in the Office of the Dean of Student Services.

Smoking: Effective January 2003, the University of Hawai'i system implemented a new Tobacco Products policy in an effort to improve the working and learning environment of the university, and protect faculty, staff, students, and visitors from secondhand smoke exposure while on University of Hawai'i campuses.

According to the policy, smoking is prohibited in the following areas:

a. All interior space owned, rented, or leased by the university;

b. In building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces, and lanais;

c. Within 20 feet of building entrances, exits, air intake ducts,

vents, and windows of buildings that are not air-conditioned;

d. Within 50 feet of designated pick-up and drop-off points for campus and public bus transportation;

e. Within the gates of the university's outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and,

f. Any area that has been designated by the person having control of the area as a non-smoking area and marked with a no smoking sign.

In addition,

- All university residences will become smoke-free by the start of the 2004-2005 academic year.
- All advertising and sales of tobacco products on university campuses are prohibited (except for the sale or free distribution of non-university supported magazines and newspapers that incidentally contain tobacco product advertising).
- The distribution of samples of tobacco products or coupons redeemable for tobacco products on university campuses is prohibited.
- The sponsorship of campus events or campus organizations by tobacco industry or tobacco promoting organizations is prohibited.
- On-site tobacco product cessation guidance will be made available to assist and encourage individuals who wish to quit. Supervisors may authorize employees who wish to avail themselves of such on-campus programs to do so without any loss in pay.

This policy applies to the entire university community, including faculty, staff, students and visitors. The Office of the Vice President for Administration and Chief Financial Officer is responsible for policy implementation and compliance in collaboration with heads of all UH campuses. Questions, comments, or complaints relating to this policy should contact the Chancellor of the College. Detailed information is available at: http://www.hawaii.edu/smokingpolicy/policysummary.html

Sexual Assault: 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 and the procedure for the Sexual Assault Prevention Program can be obtained from the HawCC Student Services Office, Bldg. 379, Manono Campus, or the Director of the UH Center at West Hawai'i. (Policy Haw 1.301)

Policy on Sexual Harassment

Claire Shigeoka, EEO/AA Coordinator
Hawai'i Community College
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 974-7436

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

Non-Discrimination, Equal Opportunity/ Affirmative Action

Mary Perreira (EEO/AA)
Community Colleges
2327 Dole Street
Honolulu, HI 96822
Ph: (808) 956-4650 [V/T]

EEO/AA Coordinator: Claire Shigeoka
Personnel Officer
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 974-7436

Title IX and Section 504 Coordinator: John Carroll
Dean of Student Services
Hawai'i Community College
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 974-7658

It is the policy of the University of Hawai'i System to comply with Federal and State laws which prohibit discrimination in University programs and activities, including, but not necessarily limited to, the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (disability); and to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in

employment (including, but not limited to, hiring, firing, upgrading), salaries, benefits, training, and other terms, conditions, and privileges of employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (disability); Hawai'i Revised Statutes, Chapters 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, disability, marital status, arrest and court record). The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex, or disability. American citizens or immigrants with limited English proficiency will not be denied admission to vocational education programs.

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

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

Individuals designated to coordinate the University of Hawai'i Community Colleges' nondiscrimination and affirmative action programs are listed above.

Discrimination Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, ancestry, marital status, sexual orientation, national origin, disability, veteran's status, or arrest and court record may file a complaint with the EEO/AA Coordinator. The EEO/AA Coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office.

The process of addressing allegations of discrimination are described in the CCCM No. 2210 UH Community College Procedure and Guidelines, Relating to Complaints of Discrimination and in campus Section 504/ADA Grievance Procedure.

Students may also file complaints of discrimination with the Office of Civil Rights, 915 Second Ave., Room 3310, Seattle, WA 98174-1099, ph: (206) 220-7920 or FAX: (206) 220-7887.

The process of addressing allegations of misconduct is described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures. Copies are available at the HawCC Student Services Office, and the UH Center at West Hawai'i.

Safe Zone Program

The University of Hawai'i is committed to a policy of non-discrimination on the basis of race, sex, age, religion, color, nation origin, ancestry, disability, marital status, arrest and court record, sexual orientation and veteran status in all of its programs, policies, procedures or practices. This policy covers admission and access to, participation, treatment and employment in University programs and activities. The UH Safe Zone Symbol is meant to convey a positive message to the entire University of Hawai'i community—particularly to lesbian, gay, bisexual and transgendered people. The intended message of the symbol is that the person displaying it on a sticker, poster or button will be non-judgmental, understanding and trustworthy should you need help, advice or just someone to talk story with. This symbol identifies places or persons who are understanding and supportive at UH. Anyone seeing this symbol should know that—whatever the attitudes towards lesbian, gay, bisexual and transgendered people and their allies on campus—here, at least, is a "Safe Zone." This campaign is an extension of the University's commitment to providing a safe and supportive environment for all students, faculty and staff.

Crime Statistics			
	2000	2001	2002
Aggravated Assault	0	0	0
Arson	2	0	0
Auto Theft	1	0	1
Burglary	10	5	0
Drug Abuse: Arrests (Violations)	0(0)	0(0)	0(0)
Hate Crime (Terroristic threatening)	0	0	0
Liquor Law: Arrests (Violations)	0(1)	0(0)	0(0)
Murder/Manslaughter	0	0	0
Robbery	2	0	0
Sexual Assault	0	0	0
Weapons Law: Arrests (Violations)	0(0)	0(0)	0(0)

Financial Aid

Sheryl Lundberg-Sprague, FA Officer
Office of Financial Aid
Hawai'i Community College
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 974-7663

The Financial Aid program at HawCC helps those students who can benefit from higher education but who may have difficulty attending HawCC without financial help. The Financial Aid program adds to the efforts of the student and student's parents/spouse. Students may apply for financial aid at HawCC.

Eligibility: The majority of aid awarded by HawCC is federal and based on demonstrated financial need. Eligibility requirements are determined by federal rules and include the following:
Applicant must
   • be a U.S. citizen or an eligible non-citizen
   • be enrolled 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 repayment on a federal grant
   • have demonstrated financial need
   • have obtained a high school diploma, GED, or have passed a federally approved test
   • be registered with Selective Service, if required.

Selective Service Registration and Financial Student Aid: Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including:

   • Federal Pell Grants
   • Federal Supplemental Educational Opportunity Grants (SEOG)
   • Federal Work-Study
   • Leveraging Educational Assistance Program (LEAP)
   • Federal Family Educational Loan Program
   • Subsidized Federal Stafford Loan
   • Unsubsidized Federal Stafford Loan, and
   • Federal Parent Loan for Undergraduate Students.

This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group of affected males includes citizens and noncitizens eligible to receive Federal financial aid except permanent citizens of the Federated States of Micronesia, the Republic of the Marshall Islands or the permanent residents of the Republic of Palau.

For further information, contact the HawCC Financial Aid Office or visit the Selective Service System web site at: http://www.sss.gov/regist.htm

Application Procedures: Students are required to file the Free Application for Federal Student Aid (FAFSA) with the Federal Processor and supporting documents as required by the HawCC Financial Aid Office in order to ascertain eligibility for federal student aid. Students must apply and qualify annually on the basis of demonstrated financial need. The application deadline is April 1 each year. Late applications will be accepted on a first-in, first-served, funds-available basis.

Awards: Completed applications are generally processed within a three-month time period. Students who are eligible for financial aid will be notified by mail of the type and amount of the award as soon as possible after the College has received its state and federal allocations of financial aid funds. Normally, financial aid checks are disbursed once per semester. Please contact the Financial Aid Office for exact dates.

Satisfactory Academic Progress Policy for Financial Aid

All students must demonstrate satisfactory academic progress towards completion of their academic program in order to receive financial aid. The following satisfactory academic progress policy is used to evaluate the academic progress of all financial aid recipients. This policy supplements the basic academic standards, which are listed in the HawCC Catalog.

Satisfactory academic progress is checked twice a year after the publication of grades.

Grade Point Average: In general a student must maintain a 2.0 semester and cumulative GPA in order to maintain satisfactory academic progress.

Maximum Time Frame: All students must complete their academic programs within a reasonable period of time. The maximum time frames have been established based on the total number of credits required for the completion of the academic program:

   • Students in Associate Degree Programs other than Nursing and students in the Nursing Certificate of Achievement program must complete their programs within the equivalent of six (6) full-time semesters.
   • Associate Degree Nursing majors must complete their programs within eight (8) full-time semesters.

- Certificate of Completion and Certificate of Achievement programs vary in length of eligibility. Students are advised to check with the Financial Aid Office for specific information on the time allowed for program completion.

Incremental Progress: Students are expected to make progress towards the completion of their academic program. That is, they must complete a minimum number of credits depending on their enrollment status. The credit completion requirements are designed to assure that students can complete their programs within the maximum time frame. In general, full-time students must complete 10-12 credits per term, three-quarter-time students 8-9 credits, halftime students 5-6 credits, and less than halftime students all credits each term in coursework applicable to their program.

ESL Courses: A student enrolled in ESL (English as a Second Language) courses is eligible to receive financial aid only if the courses are required for the student to pursue the degree program. These courses will be applied toward the minimum number of credits the student must complete each semester. A student's maximum time frame may be extended to accommodate the additional ESL courses that must be taken. There is no limit on the number of ESL credits.

Summer Enrollment: Courses taken during the summer will be applied toward the maximum time frame.

Financial Aid Probation: The student who fails to meet the GPA and credit completion requirements will be placed on financial aid probation for the following term. The student will be awarded financial aid for that one term.

Financial Aid Suspension: Students will have their financial aid suspended and will not be eligible for financial aid in subsequent semesters in the following cases:

- did not complete at least one-half of credits enrolled in a semester, or
- if at the end of the probationary period, fail to complete *all* credits enrolled with a semester and cumulative GPA of at least 2.0 and/or have a credit deficiency.

Reinstatement: To be reinstated, students must complete *ONE* semester without financial aid. All credits earned will be applied to the student's credit deficit. To qualify for reinstatement, a student must:
1. take a credit load equal to or greater than their credit deficit (credits must apply to student's program)
2. complete *ALL* credits attempted (enrolled)
3. earn a semester and cumulative GPA of at least 2.0

At the end of this excluded semester, to be reinstated the student must meet the Satisfactory Academic Progress Policy qualitative and quantitative measures. Students may only be re-

instated once. Students must apply in writing to be reinstated. Students will be notified in writing that they have been reinstated. Please contact the Financial Aid Office **prior to the end** of the semester you wish to request as your *reinstatement semester*.

Termination of Eligibility: Students who do not meet the Satisfactory Academic Progress Policy qualitative and quantitative measures at the end of the reinstatement semester will be terminated. When students are terminated, they lose all eligibility for financial aid at HawCC.

Appeals Process: The only basis for an appeal will be extraordinary circumstances. A written appeal must be submitted to the Financial Aid Office explaining in detail the specific reasons which contributed to the lack of progress, documentation to substantiate the student's statement, and an outline of what steps the student plans take to ensure academic progress if the student is reinstated.

The student will be notified in writing of the decision.

Students may appeal to the Financial Aid Office decision by submitting copies of their appeal and the Financial Aid Office's decision to the Dean of Student Services. Students may appeal the Dean of Student Service's decision to the Financial Aid Appeals Committee.

Types of Financial Aid

Note that the financial aid programs are subject to change. The following types of financial aid assistance are available to students attending HawCC.

State Government Tuition Waivers

Tuition Waivers: HawCC issues a limited number of need-based tuition waivers. Tuition waivers are included as part of a student's financial aid package.

Native Hawaiian Tuition Waiver: Tuition waivers are granted to a limited number of Native Hawaiians who are enrolled at least halftime (six credits) at HawCC in a classified degree seeking program and who have a 2.0 cumulative GPA and demonstrate financial need. Eligible interested students must apply each semester for these tuition waivers.

Pacific-Asian Scholarship: A limited number of tuition waivers may be available to Pacific Asian students who meet academic criteria. Other students may qualify if they are pursuing a course of study important to the Pacific Asian Region.

State Government Grants

Leveraging Educational Assistance Program (LEAP): Tuition grants 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 the State of Hawai'i for tuition purposes.

Federal Government Grants

Federal Pell Grant: These are federal entitlements available to any qualified needy undergraduate student who is attending college and has not previously earned a Bachelor's degree.

Federal Supplemental Educational Opportunity Grant (SEOG): These grants are available to undergraduate students with exceptional financial need who are attending school at least half-time.

Student Employment

Federal and state funds are provided for the employment of students who are enrolled at least half-time in a program of study leading to a degree or certificate and who are in good academic standing at HawCC.

Work hours will not exceed 20 hours per week during the academic year when classes are in session. Hourly wages are related to the type of work, required proficiency, and are based on current state/federal minimum wage laws and regulations.

Federal Work Study Program (FWSP): This program provides funds for part-time employment. An individual student's award is based upon his or her individual need and the availability of funds.

State-Funded Employment: Students without FWSP employment awards may work in campus positions when students with employment awards are unavailable to fill vacant positions. Students must meet job qualifications. Information on work hours and pay scales is identical to that in the FWSP listing.

Federal Loans

Federal Family Education Loan Program (FFELP) are loans from private lenders such as banks and credit unions and guaranteed by the federal government. There are three types:

Subsidized Federal Stafford Loan is made through a bank or lending institution guaranteed by a state agency. Annual loan limits differ depending on a student's academic level and existing Stafford loan balance. Repayment begins six months after the borrower ceases to be enrolled on at least a half-time basis. Deferments are available.

Unsubsidized Federal Stafford Loan: The maximum amounts and interest rates of this loan program are similar to the Subsidized Federal Stafford Loan program. However, interest begins accruing upon disbursement of funds. Deferments are available.

Federal Parent Loan for Undergraduate Students (FPLUS): This program provides additional loan funds for student's educational expenses. Parents of dependent students may borrow up to the calculated cost of attendance, minus other student aid, for their child from the FPLUS program. The interest rates on FPLUS loans are variable. Interest begins accruing upon disbursement of the funds. Deferments are available.

Refunds/Repayments

Change in Enrollment: Students who change their registration from the enrollment level on which their award was made may be required to repay all or part of the financial aid received. A recalculation of the award based on Federal regulations will be done to determine if an overaward exists.

Official and Unofficial Complete Withdrawal: The Financial Aid office will perform a refund/repayment calculation, as specified by Federal regulations, for all students who are Title IV eligible and completely withdraw either officially or unofficially (student stops attending but does not officially withdraw).

Based on the federal calculation, a student who withdraws may be eligible for a post-withdrawal disbursement. However, students may have all or part of their refund applied first to any Title IV financial aid received in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant (SEOG)
- Leveraging Educational Assistance Program (LEAP), and
- other sources of Federal aid

Any remaining funds will be returned to the State, Institution, and student in that order.

Federal regulations require that the student (or parent for a PLUS Loan) must return any unearned Title IV funds. The amount that must be returned is determined by the federal repayment calculation. Repayments will be applied in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant (SEOG)
- Leveraging Educational Assistance Program (LEAP), and
- other sources of Federal aid

The federal refund/repayment regulations and calculation are available at the Financial Aid Office. Students are encouraged to contact the Financial Aid Office at (808) 974-7663 prior to dropping credits or withdrawing.

Endowed and Other Scholarships
(Privately Sponsored)
Office of the Dean of Student Services
200 W. Kāwili Street
Hilo, HI 96720-4091
Ph: (808) 974-7657

The purpose of the Scholarship Program at HawCC is to recognize and reward students who have demonstrated outstanding academic performance and to encourage those students who show academic potential and a willingness to participate in community activities. The scholarship awards imply the expectation of continued exceptional performance and leadership by the recipients in the years ahead. HawCC scholarship funds come from various sources such as private donors, foundations, professional associations, and state and local business firms.

These Scholarships are administered by, or in conjunction with, various components of the University of Hawai'i:

- Betty K. Ikeda Enriques Scholarship
- Charles R. Hemenway Scholarship
- Criminal Justice Scholarship
- Elizabeth Reimer Memorial Scholarship
- Hawai'i Chefs & Purveyors Scholarship
- Hawai'i Island Chamber of Commerce Scholarship
- Hilo High School Class of 1940 Scholarship
- Kapa'a Rotary Club Scholarship in the Culinary Arts
- Kenneth K. Keliipio Memorial Scholarship
- Larry Child Scholarship
- Lin Hing Society Scholarship
- Mits Sumada Scholarship
- Richard Nip Scholarship
- Ronald S. Jitchaku Memorial Scholarship
- Ruth E. Black Scholarship
- Sure Save Okuyama Scholarship
- Waiakea Lions Club Scholarship

Information regarding these and other scholarships is available from the Counseling and Support Services Office.

Other Scholarship Information

Private organizations and companies award scholarships to students attending HawCC, such as the Big Island Auto Club. Contact the organization directly for information and applications.

Scholarship and Financial Aid for Advanced Training Available to Residents of the State of Hawai'i, Bulletin No. 15, and Financial Aid Resources for Postsecondary Education, Compendium No. 10, list over 500 sources of financial assistance and is available in all Hawai'i high schools' counselor offices, Hawai'i college and university financial aid offices, and public libraries.

Additional scholarship opportunities may be found on the Internet:
1) University of Hawai'i:
   - http://dbserver.its.hawaii.edu/cash
2) Others:
   - http://www.finaid.org
   - http://www.fastweb.com

To earn a Certificate of Completion, Certificate of Achievement, an Associate in Science degree, an Associate in Applied Science degree, or an Associate of Arts degree, the curricular requirements of a given program must be met.

	CC	CA	AAS	AS	AA
Accounting (ACC)	-	-	✓	-	-
Administration of Justice (AJ)	-	-	-	✓	-
Agriculture (AG) (under revision)	-	✓	✓	-	-
Architectural, Engineering and CAD Technologies (AEC)	-	-	✓	-	-
Auto Body Repair and Painting (ABRP)	-	✓	✓	-	-
Automotive Mechanics Technology (AMT)	-	✓	✓	-	-
Carpentry (CARP)	-	✓	✓	-	-
Diesel Mechanics (DISL)	-	✓	✓	-	-
Early Childhood Education (ECED)	✓	✓	-	✓	-
Electrical Installation and Maintenance Technology (EIMT)	-	✓	✓	-	-
Electronics Technology (ET)	-	-	✓	-	-
Food Service (FSER)	✓	✓	✓	-	-
Hawaiian Life Styles (HLS)					
Hula Option	-	-	✓	-	-
Lawai'a Option	-	-	✓	-	-
Mahi'ai Option	-	-	✓	-	-
Hotel Operations (HOPE)	✓	-	-	-	-
Human Services (HSER)	✓	-	-	-	-
Substance Abuse Counseling	✓	-	-	-	-
Information Technology (IT)	-	✓	-	✓	-
Liberal Arts (LBRT)	-	-	-	-	✓
Machine, Welding and Industrial Mechanics Technologies (MWIM)	✓	✓	✓	-	-
Marketing (MKT)	-	✓	✓	-	-
Nursing					
Associate of Science Degree (NURS)	-	-	-	✓	-
Care Home Operator (CHO)	✓	-	-	-	-
Practical Nursing (PRCN)	-	✓	-	-	-
Office Administration and Technology (OAT)	✓	✓	✓	-	-
Tropical Forest Ecosystem and Agroforestry Management (TEAM)	-	✓	-	✓	-

Academic Subject Certificates

To earn the Academic Subject Certificate a sequence of courses must be completed as specifically defined for each A.S.C. A student may receive an A.S.C. without completing the A.A. degree but must have the appropriate Grade Point Average for all courses required.

    Environmental Studies Academic Subject Certificate (ASC-ENVS)
    Hawaiian Life Styles Academic Subject Certificate (ASC-HLS)

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 advisor. Students intending to transfer should also check the Student Transfer Handbook, which is published twice per year during the months of October and March. Copies of the Handbook are available at counseling, academic advising, and the library.

Curricula and Programs

General and pre-professional students may earn the Associate in Arts (A.A.) degree. Vocational-technical majors may earn an Associate in Science (A.S.), Associate in Applied Science (A.A.S.), or Associate in Technical Studies (A.T.S.) degree, or a Certificate of Achievement (C.A.), or a Certificate of Completion (C.C.) in one of the 23 vocational programs.

Associate in Arts (A.A.) Degree

A two-year Baccalaureate direct transfer liberal arts degree consisting of at least 60 semester credits at the 100 and 200 levels. To earn the Associate in Arts Degree at HawCC, also referred to as the Liberal Arts Program (LBRT), a student must meet the following requirements:

1. Credits Required: A total of 60 credits earned at or transferred to HawCC in 100-200 level courses
2. A minimum of 15 credits must be completed at HawCC
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503)

Core Requirements (18 credits)

Communication (9 credits):
- Eng 102 (Reading), 100 (Writing)
- SpCo 151

Logical Reasoning (3 credits):
- Math 100 or higher or Phil 110

World Civilization (6 credits):
- Hist 151 or 153; and Hist 152 or 154

Writing Intensive:
- One WI course with a "C" or better grade

Area Requirements (31 credits)

Humanities: Nine (9) credits total from the following groups:

Asian/Pacific Culture (3 credits):
- Art 227
- Asan 120†, 121†, 122†
- Eng 257A
- Phil 102
- Rel 152
- Hist 123, 153, 154, 241, 242, 284, 288
- HwSt 123, 124, 125, 126, 128, 129, 130, 131, 160, 161, 205, 221†, 224, 231, 232, 235, 241, 242, 250, 251, 260, 261

Humanities (3 credits):
- Art 101, 105B, 105C, 107, 108, 111, 112, 113, 114, 115, 123
- Dnce 153, 185, 256†, 285
- Ed 256† (see Dnce 256)
- Eng 103, 105, 204, 255, 256, 257E
- Haw 101, 102, 103, 201, 202
- Hist 281, 282
- Hum 100, 275†
- Jpns 101, 102
- Ling 102, 121†
- Phil 100, 101, 120, 201
- Psy 275†
- Rel 150, 151, 153
- SpCo 231, 251

AND three (3) credits from any course listed above.

Natural Science: Ten (10) credits: nine (9) credits with one course from each of Groups 1 and 2. One of these courses must be accompanied by a one (1) credit *Natural Science* lab course.

Group 1: *Biological Sciences*
- Ag 122, 200
- Biol 100/L, 101/L, 141/L, 142/L, 156/L
- Bot 101/L, 130/L
- Micr 130/L
- Zool 101/L

Group 2: *Physical Sciences*
- Astr 110
- BioC 241
- Chem 100/L, 151/L
- Geog 101/L
- GG 101/L
- Phys 100/L

Group 3: *Other Sciences*
- Geog 122, 170/L, 180/L
- Ocn 201
- Phrm 203
- Sci 124/L, 222

Social Sciences: Twelve (12) credits from at least three different alphas:
- Ag 230
- AJ 101, 210
- Anth 121†, 150, 200
- Asan 120†, 121†, 122†
- Econ 120, 130, 131
- Ed 105, 131
- FamR 230
- Geog 102
- HwSt 221†
- HSer 110, 140, 245
- PolS 110
- Psy 100, 170, 214, 230, 275†
- Soc 100, 208, 218, 251, 289, 290
- SpCo 260
- SSci 150, 250
- WS 151

† these courses are cross-listed but will only count once for graduation requirements.

Electives (11 credits)

Any other courses offered at HawCC that are 100-200 level can be used as electives.

NOTE: Students may not use "199 or higher" courses to meet area requirements unless prior permission is given by the advisor and the Dean of Instruction.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Writing Intensive Courses

A variety of courses are offered which are writing intensive (WI). These courses require students to do a significant amount of writing totalling a minimum of 4,000 words. Writing is emphasized as an essential tool for learning, course material and a major element in determining a student's course grade. In WI courses, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI courses have a minimum prerequisite of completion of Eng 100. Completion of one WI course with a grade of "C" or better is required for the AA (LBRT) degree at HawCC. Students who are planning to transfer to a four-year college or university are advised to check on that institution's WI requirements and are recommended to take two or three WI courses at HawCC.

Fulfillment of General Education Requirement: Effective Fall 1994, students who have earned an articulated Associate in Arts (A.A.) degree from any University of Hawai'i Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawai'i campuses. While an articulated A.A. degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses, may also be required. With planning, most if not all of the requirements may be incorporated into the A.A. degree; if not, they are required in addition to the A.A. degree.

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

A two-year Technical-Occupational-Professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a Baccalaureate program. A.A.S. programs may, however, include some Baccalaureate level course offerings.

To earn the Associate in Applied Science degree at HawCC, it is the responsibility of the student to meet the program requirements. Those requirements are:

1. Satisfactorily complete the program of courses prescribed for his/her major
2. Earn credits in prescribed mathematics, communications, and thinking/reasoning courses
3. Earn nine (9) credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment
4. Earn a cumulative GPA of at least 2.0
5. If in Accounting or Electrical Installation Maintenance Technology or Office Administration and Technology, earn a "C" or better in prescribed major courses
6. All other majors not mentioned above, earn at least a 2.0 GPA in major courses
7. Earn his/her final 12 semester hours at HawCC

Associate in Science Degree and Associate in Applied Science General Education Electives: The following courses may satisfy the A.S. and A.A.S. degree general education electives: Humanities/Cultural Environment, Natural Sciences/Natural Environment, Social Sciences/Social Environment. Check with a program advisor for program requirements. NOTE: Students should see their academic advisor for the most recent listing of courses used as general education electives.

Humanities/Cultural Environment:

Through study of artistic, literary, and philosophical masterworks and by examining the development of significant civilizations, cultures and the nature of human communication, students should gain an appreciation of history and achievements. This experience should enable the student to approach future studies of a more specific character with a broadened perspective.

- Art 101, 105B, 105C, 107, 108, 111, 112, 113, 114, 115, 123, 207, 211, 217, 223, 227, 230, 238, 239, 243, 244
- Asan 120†, 121†, 122†
- Dnce 153, 185, 256†, 285
- Ed 256† (see Dnce 256)
- Eng 103, 105, 204, 255, 256, 257A, 257E
- Haw 101, 102, 103, 201, 202
- HwSt 123, 124, 125, 126, 128, 129, 130, 131, 160, 161, 205, 221†, 224, 231, 232, 235, 241, 242, 250, 251, 260, 261
- Hist 123, 151, 152, 153, 154, 241, 242, 281, 282, 284, 288
- Hum 100, 275†
- Jpns 101, 102, 121, 122
- Ling 102, 121†
- Phil 100, 101, 102, 120, 201
- Psy 275
- Rel 150, 151, 152, 153
- SpCo 231, 251

Natural Sciences/Natural Environment:

A scientifically literate person should know what science is, how scientific investigation is conducted, and that the activity of a scientist is a blend of creativity and rigorous intelligence. Independent investigation in the laboratory provide an understanding of the features of scientific hypothesis and their proofs that external accounts cannot wholly describe.

- Ag 54B, 122, 141, 175, 175L, 200, 250
- Astr 110
- BioC 241
- Biol 100, 100L, 101, 101L, 141, 141L, 142, 142L, 156, 156L
- Bot 101, 101L, 130, 130L
- Chem 100, 100L, 151, 151L
- FSHN 185†
- Geog 101, 101L, 122, 170, 170L, 180, 180L
- GG 101, 101L
- ICS 100†
- Micr 130, 130L
- Ocn 201, 205
- Phrm 203
- Phys 25†, 50†, 55†, 56†, 100, 100L
- Sci 20†, 51†, 124, 124L, 222
- Zool 101, 101L

Social Sciences/Social Environment:

Every educated person should have some appreciation of the role of culture and social institutions in the shaping of individual personality and the creation of social identities. Students should also develop an understanding of the extent to which scientific inquiry is appropriate to the creation of social knowledge and of the alternative ways of organizing human institutions and interpreting social reality.

- Ag 157, 230
- AJ 101, 210
- Anth 121†, 150, 200
- Asan 120†, 121†, 122†
- Bus 71[1]
- Econ 20[1], 50[1], 120, 130, 131
- Ed 105, 131
- FamR 230
- Geog 102
- HwSt 221†
- HD 234
- HSer 110, 140, 245
- Law 30[1]
- Mgt 20[1], 24[1]
- PolS 110
- Psy 100, 170, 214, 230, 275†
- Soc 100, 208, 218, 251, 289, 290
- SpCo 51[1], 151, 130[1], 260
- SSci 25[1], 45[1], 60[1], 111, 150, 160
- WS 151

[1] Marked courses satisfy requirements for the A.A.S. degree and certificates only.

Associate in Science (A.S.) Degree

A two-year Technical-Occupational-Professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment, entirely at the Baccalaureate level.

To earn the Associate in Science degree at HawCC, it is the responsibility of the student to meet the program requirements. The requirements are:

1. Satisfactorily complete the program of courses prescribed for his/her major
2. Earn credits in prescribed mathematics, communications, and thinking/reasoning courses or pass proficiency examinations in these subjects
3. Earn nine (9) credits total by selecting one 3-credit general elective course from each of the three areas: Humanities, Natural Sciences, Social Sciences
4. Earn a cumulative GPA of at least 2.0
5. If in Administration of Justice, earn a "C" or better in prescribed major courses
6. If in Nursing, earn a "C" or better in prescribed courses
7. If in Information Technology, earn a "C" or better in all prescribed major ICS/ITS courses
8. All other majors not mentioned above, earn at least a 2.0 GPA in major courses
9. Earn his/her final 12 semester hours at HawCC

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

A two year Technical-Occupational-Professional degree, consisting of at least 60 semester credits, provides students with skills and competencies for gainful employment. This degree must be customized by using courses from two or more existing approved programs and is intended to target emerging career areas which cross traditional boundaries. This degree must have educational objectives which are clearly defined by business and industry, and employers who have near-immediate needs for specialized training for a limited number of employees. This degree must have advanced approval and cannot be requested based upon previously completed coursework.

Certificate of Achievement (C.A.)

A college credential for students who have successfully completed designated medium-term vocational education *credit* course sequences which provide them with job upgrading or entry-level skills. These courses or course sequences may not exceed 45 credit hours (unless external requirements exceed this number) and may not be less than 24 credit hours. The issuance of a Certificate of Achievement requires that the student must earn a GPA 2.0 or better for all courses required in the certificate. The final 12 semester hours of work must be completed at HawCC.

All students must have at least a 2.0 cumulative GPA. Furthermore, for a certificate in Practical Nursing, a "C" or better must be earned in all courses; while in Business Education or Electrical Installation Maintenance Technology, a "C" or better must be earned in prescribed major courses.

Certificate of Completion (C.C.)

A college credential for students who have successfully completed designated short-term vocational education credit courses or vocational education course sequences which provide them with job upgrading or entry-level skills. These courses or course sequences may not exceed 23 credit hours and may not be less than 10 credit hours. The issuance of a Certificate of Completion requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

All students must have at least a 2.0 cumulative GPA. Furthermore, for a certificate in Business Education, a "C" or better must be earned in prescribed major courses.

Academic Subject Certificate (A.S.C.)

A college credential for students who have successfully completed a specific sequence of credit courses selected 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 Academic Subject Certificate requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

PROGRAM DESCRIPTIONS

Accounting (ACCT)

Faculty: J. Onishi   J. Peralto
               B. Sanders

The Accounting program prepares students for entry-level positions. Learning centers on the accounting equation and the accounting cycle, recording financial transactions, and preparing financial statements.

Program Requirements		AAS
* Acc 20	Fundamentals of Accounting I	3
* Acc 24‡‡	Principles of Accounting I	4
* Acc 25‡‡	Principles of Accounting II	4
* Acc 26‡‡	Principles of Accounting III	3
* Acc 28	Practical Accounting Applications	3
* Acc 32	Payroll Accounting	3
* Acc 34	Income Tax Preparation	3
* Acc 50	Using Computers in Accounting	3
* Acc 55	Using Spreadsheets in Accounting	3
Bus 20	Introduction to Business (or Bus 120)	3
Bus 55B	Numeric Keypad	1
** Bus 55C	Business Math Concepts	1
** Bus 55D	Business Mathematics of Accounting	1
** Bus 55E	Business Mathematics of Merchandising	1
** Bus 55F	Business Mathematics of Financing	1
** Bus 55G	Business Mathematics of Investing	1
Eng 55	Business Communications	3
Law 30	Business Law I	3
OAT 21B‡	Keyboarding I	1
OAT 21C‡	Keyboarding II	1
OAT 21D‡	Keyboarding III	1
OAT 34	Word Processing Fundamentals (or ICS 100 or ICS 101)	1
OAT 36	Spreadsheet Fundamentals (or ICS 100 or ICS 101)	1
OAT 40B	Filing	1
OAT 43B	Telephone Techniques and Communication	1
OAT 43E	Preemployment Preparation	1
** SpCo	SpCo 51 or 151	3
Electives	Cultural, Natural, Social Env.†† (one from each area)	9
Acc 93V	CVE and/or electives	1
	TOTAL	**65**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
‡‡ Acc 201 and 202 plus 5 additional credits of business electives may be substituted for Acc 24, 25, and 26.
‡ Oat 23 may be substituted for Oat 21B-C-D
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Administration of Justice (AJ)

Faculty: D. Kalei

This program provides students with a solid background in the field of Administration of Justice by offering a variety of courses designed to prepare students for careers within the criminal justice system. The program combines the scientific study of law enforcement, the court system and corrections, along with a focus on the administration of these systems. An important component of the program is the study of the causes and effects of crime and the ways in which society responds to such behavior.

This program is designed to prepare students to obtain a two-year degree with the knowledge and skills needed to enter a career upon graduation. It also academically prepares students who wish to continue their degree at a four-year institution.

A student who successfully completes 12 credits of AJ courses at HawCC may receive up to 6 additional AJ credits for completing basic police recruit training as required by government law enforcement agencies.

An internship program is also available to students who wish to earn college credit by working in the AJ field. Students can earn up to 6 credits, which can be applied to the program. Students interested in the internship program should contact the AJ Coordinator.

Required Courses for the Associate in Science Degree in Administration of Justice

AJ 101	Introduction to Administration of Justice
AJ 210	Juvenile Justice
AJ 220	Constitutional Law
AJ 221	Criminal Law
AJ 280	Current Issues
Eng 100	Expository Writing
Eng 102	College Reading Skills
Math	Math 100 or above
or	
Phil 110	Introduction to Logic
SpCo 151	Personal and Public Speech

Additional Requirements

- 12 credits in AJ courses.
- 9 credits total by selecting one 3-credit general elective course from each area: Humanities, Natural Science, and Social Science. All courses must be numbered 100 or above and be an approved course from the designated area.
- A minimum total of 60 credits at 100-level or higher.
- Earn a "C" or better in all AJ courses.
- An overall GPA of 2.0 or better.
- 12 credits of General Electives.

First Semester		AS
** Eng 100	Expository Writing	3
Eng 102	College Reading	3
Math	Math 100 or higher	3
or		
Phil 110	Intro to Logic	(3)
Electives	Humanities, Natural Sci., Social Sci. ††	6
	TOTAL	*15*

Second Semester		AS
AJ 101	Intro to Administration of Justice	3
SpCo 151	Intro to Speech & Comm	3
Elective	Humanities, Natural Sci., Social Sci. ††	3
Electives	General	6
TOTAL	*15*

Third Semester		AS
AJ 210	Juvenile Justice	3
AJ 221	Criminal Law	3
AJ	Elective	3
Electives	General	6
TOTAL	*15*

Fourth Semester		AS
AJ 220	Constitutional Law	3
AJ 280	Current Issues in Admin of Justice	3
AJ	Electives	9
TOTAL	*15*
TOTAL	**60**

** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of three areas: Humanities, Natural Science, Social Science

Agriculture (AG)

Faculty: D. Ikeda

This program prepares students for employment in government service, agribusiness, horticulture, livestock, flowers and foliage, landscape, macadamia nuts, papaya, and coffee industries.

First Semester		CA	AAS
Ag 22	Soil Techno...	3	3
Ag 31 †	Fa...	3	3
Ag 43	...	4	4
** E...	...0 or Eng 21 or higher	3	3
TOTAL	*13*	*13*

Under Revision, see Ag advisor

Second Semester		CA	AAS
Ag 33 †	Farm Physical Facilities, Construction and Maintenance	3	3
Ag 41	Plant Disease and Pest C...	3	3
or		
Ag 62	Anim... ...trol	(3)	(3)
Ag 61	...Livestock	4	4
E...	...ronment ††	-	3
(SpCo 51 or higher rec.)	
** Ma...	Math 50 or higher	3	3
TOTAL	*13*	*16*

Under Revision, see Ag advisor

Third Semester		CA	AAS
Ag 30	Farm Management	-	3
Ag 46	Landscape Construction	-	3
or		
Ag 67	Evalua...	-	(3)
Ag 53	...roduction	-	3
or		
Ag ...	...ivestock Production I	-	(3)
Ag ...	Farm Practicum	-	4
Elective	Cultural or Natural Env. ††	-	3
TOTAL	*-*	*16*

Under Revision, see Ag advisor

Fourth Semester		CA	AAS
Ag 57	Marketing of Ag Products	-	3
Ag 51	Vegetable Crop Production	-	3
or		
Ag 65	Livestock Pr...	-	(3)
Ag 47	La...	-	3
or		
A...	...o Management	-	(3)
Ag ...	Farm Practicum	-	4
Elective	Cultural or Natural Env. ††	-	3
TOTAL	*-*	*16*
TOTAL	**26**	**61**

Under Revision, see Ag advisor

** Meets competency requirement in mathematics or communications
‡‡ Acc 20 Fundamentals of Accounting or Mgt 24 Personnel Management Relations may be substituted for Ag 31 if the student has an equipment background and/or Ag 33 if the student has a construction background.
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Architectural, Engineering and CAD Technologies (AEC)

Faculty: G. Cho   C. Kojiro

This program prepares students for employment with architectural firms, contractors, engineers, surveyors, or government agencies. Job responsibilities may range from making accurate working drawings of buildings to assisting a surveying crew.

Entry Requirements

• Proficiency levels in both reading and mathematics must be met for entry into the program:

Subject Area	Placement into course
Mathematics	Math 22
Reading	Eng 20R or ESL 9

First Semester		AAS
AEC 80	Basic Drafting	3
AEC 110B	Basic AutoCAD	3
AEC 115	Introduction to Architecture	2
AEC 117	Introduction to Surveying	1
AEC 118	Construction Materials	3
** Math 66	Trig & Algebraic Topics for Draft/Electronics	4
TOTAL	*16*

Second Semester

AEC 110C	Basic AutoCAD II	1
AEC 120	Introduction to Construction Drawings	3
AEC 123	Residential Planning and Design	3
AEC 127	Civil Engineering Drawing	3
AEC 135	Introduction to the Built Environment	3
Elective	Cultural, Natural, Social Env. ††	
	(ICS 100 recommended)	3
	TOTAL	*16*

Third Semester

AEC 130	Residential Working Drawings	3
AEC 131	Construction Codes	2
AEC 133	Basic Architectural Studio A	4
AEC 134	CAD Options I	1
AEC 137	Surveying II	1
AEC 138	Structural Drawing	1
** Eng	ESL 15 or Eng 21 or higher	3
Elective	Cultural, Natural, Social Env. ††	3
	TOTAL	*18*

Fourth Semester

AEC 140	Commercial Working Drawings	3
AEC 141B	Building Services	1
AEC 142	Basic Architectural Studio B	4
AEC 144	CAD Options II	1
AEC 147	Surveying III	2
Elective	Cultural, Natural, Social Env. ††	3
	TOTAL	*14*
	TOTAL	**64**

** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Auto Body Repair and Painting (ABRP)

Faculty: M. Saito   S. Sanborn

This program prepares the student for employment in an auto body repair and painting shop. Graduates have found that completion of the ABRP program leads to better paying jobs and faster advancement once employed.

First Semester

		CA	AAS
ABRP 20	Intro to Auto Body Repair & Painting	1	1
ABRP 21	Oxyacetylene Welding & Cutting	2	2
ABRP 22	Gas Metal Arc Welding Techniques	3	3
ABRP 23	Advanced Welding Techniques	1	1
ABRP 24	Rust Repair & Corrosion Protection	2	2
ABRP 25	Metal Straightening Techniques	3	3
** Eng	ESL 15 or Eng 21 or higher	3	3
** Math 50	Technical Math or higher	3	3
	TOTAL	*18*	*18*

Second Semester

		CA	AAS
ABRP 30	Preparation & Refinish Safety	3	3
ABRP 31	Refinish Equipment & Preparation	1	1
ABRP 32	Refinish Application & Color Matching	2	2
ABRP 33	Paint Problems	2	2
ABRP 34	Color Blending	3	3
ABRP 35	Plastic Repair & Refinishing	1	1
Electives	Cultural, Natural, Social Env. ††	-	6
	TOTAL	*12*	*18*

Third Semester

		CA	AAS
ABRP 40	Collision Damage Appraisal	2	2
ABRP 41	Panel Replacement & Alignment	3	3
ABRP 42	Door and Quarter Panel Replacement	3	3
ABRP 43	Movable Glass Service	2	2
ABRP 44	Windshield & Stationary Glass Repairs	1	1
ABRP 45	Servicing Electrical Components	1	1
Elective	Cultural, Natural, Social Env. ††	-	3
	TOTAL	*12*	*15*

Fourth Semester

		CA	AAS
ABRP 50	Structural Damage Analysis	-	3
ABRP 51	Straightening Structural Components	-	3
ABRP 52	Structural Replacement	-	3
ABRP 53	Steering and Suspension	-	2
ABRP 54	Heating and Cooling Systems	-	1
ABRP 93V	CVE (optional)	-	-
	TOTAL	-	*12*
	TOTAL	**42**	**63**

** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Automotive Mechanics Technology (AMT)

Faculty: H. Fujii   K. Shimizu

This program prepares the student for employment as a general mechanic in a service station or auto dealer's shop, or as a specialty mechanic, a specialist on engine tune-ups or electrical systems.

Entry Requirements

- Possess a valid driver's license
- Proficiency levels in both reading and mathematics must be met for entry into the program:

Subject Area	Placement into course
Mathematics	Math 22
Reading	Eng 20R or ESL 9

First Semester

		CA	AAS
AMT 20	Introduction to Auto	1	1
AMT 23	Lubrication	1	1
AMT 30	Engines	7	7
AMT 40B	Fuel Systems	3	3
Electives	Cultural, Natural, Social Env. ††	-	6
	TOTAL	*12*	*18*

Second Semester

		CA	AAS
AMT 40C	Electrical Systems	6	6
AMT 46	Power Train	4	4
AMT 57	Emission	2	2
** Math 50	Technical Math or higher	3	3
** Eng	ESL 15 or Eng 21 or higher	3	3
	TOTAL	*18*	*18*

Third Semester

		CA	AAS
AMT 50	Auto Transmission	4	4
AMT 53	Brake systems	4	4
AMT 55	Suspension/Steering	4	4
Elective	Cultural, Natural, Social Env. ††	-	3
	TOTAL	*12*	*15*

Fourth Semester

Fourth Semester		CA	AAS
AMT 60H	Elec./Fuel Systems & Related Components	-	3
AMT 60I	Engines and Related Components	-	3
AMT 60J	Susp./Brakes & Related Components	-	3
AMT 60K	Power Train/Transmissions & Related Components	-	3
AMT 93V	CVE (optional with instructor approval)	-	-
	TOTAL	*-*	*12*
	TOTAL	**42**	**63**

** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Carpentry (CARP)

Faculty: G. Harada   G. Nekoba

This program provides an excellent background for those students desiring to enter the four-year apprenticeship program. Credit may be given in the apprenticeship program for work completed at HawCC.

Entry Requirements
• Proficiency levels in both reading and mathematics must be met for entry into the program:

Subject Area	Placement into course
Mathematics	Math 22
Reading	Eng 20R or ESL 9

First Semester		CA	AAS
Carp 20	Introduction to Carpentry	12	12
** Math 50	Technical Math or higher	3	3
Blpr 30F	Blpr Reading and Drafting	3	3
	TOTAL	*18*	*18*

Second Semester		CA	AAS
Carp 22	Concrete Form Construction	12	12
Blpt 40	Blpr Reading and Estimates	3	3
** Eng	ESL 15 or Eng 21 or higher	3	3
	TOTAL	*18*	*18*

Third Semester		CA	AAS
Carp 41	Rough Framing and Exterior Finish	-	12
Electives	Cultural, Natural, Social Env. ††	-	6
	TOTAL	*-*	*18*

Fourth Semester		CA	AAS
Carp 42	Finishing	-	12
Math 55	Technical Math II	-	1
Elective	Cultural, Natural, Social Env. ††	-	3
Carp 93V	CVE (optional)	-	-
	TOTAL	*-*	*16*
	TOTAL	**36**	**70**

** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Cisco Networking Academy Program (CNAP)

Faculty: J. Yoshida

The Cisco Networking Academy Program (CNAP) is an alliance between Cisco Systems, Inc. (the largest provider of networking equipment), education, business, government, and community organizations around the world. There are over 458,000 students in 10,200 Cisco Academies in all 50 states, Washington DC, and 152 other countries.

Hawai'i Community College, as a Cisco Regional and Local Academy, is authorized to offer the two levels of Cisco networking courses on a credit and non-credit basis.

The Cisco Certified Networking Associate (CCNA) series of four courses are intended for CCNA examination preparation; to prepare individuals for further education/training; to complement courses/training in electronics, computer technology, and engineering; to provide practical hands-on exercises in computer network design, implementation and maintenance; and to prepare individuals for entry-level (learning-oriented) jobs in the computer networking field. The CCNA courses are:

BUS 100 – CCNA 1: Networking Basics
BUS 101 – CCNA 2: Routers and Routing Basics
BUS 102 – CCNA 3: Switching and Intermediate Routing
BUS 103 – CCNA 4: WAN Technologies

The Cisco Certified Networking Professional (CCNP) series of four additional courses build significantly on the material, topics, and technologies covered in the CCNA courses and are much more advanced, technical, and complex in comparison. The CCNP courses also prepare individuals for the CCNP examinations. Completion of the four CCNA courses, CCNA certification and/or fairly extensive networking education and experience are highly recommended for the CCNP. The CCNP courses are:

BUS 245 – CCNP 1: Advanced Routing
BUS 246 – CCNP 2: Remote Access
BUS 247 – CCNP 3: Multilayer Switching
BUS 248 – CCNP 4: Network Troubleshooting

For more information about the CNAP and courses, contact Jim Yoshida at jamesyos@hawaii.edu or at (808) 974-7427 or visit http://cisco.netacad.net

Cooperative Vocational Education (CVE)

Faculty: E. Tamiya

CVE is an elective that is offered to all qualified students enrolled in vocational-technical programs and who, through a cooperative arrangement between the school and employers, receive part-time related instruction in the school and on-the-job training through part-time employment.

Alternating study in college with employment in private or public sectors is provided—the two experiences being planned and supervised by HawCC and the employers contributes to the student's development in his or her chosen occupation.

Diesel Mechanics (DISL)

Faculty: L. Wakida

This program prepares the student for employment as a skilled tradesperson who troubleshoots, maintains, and repairs various types of diesel engines, trucks, tractors, boats, and other heavy equipment.

First Semester		CA	AAS
DiMc 20	Intro. to Diesel Engines	2	2
DiMc 21	Engine Operating Principles	2	2
DiMc 22	Cylinder Blocks & Heads	2	2
DiMc 23	Crankshaft & Bearings	2	2
DiMc 24	Camshaft, Gear Train, & Timing	2	2
DiMc 25	Piston & Connecting Rod Assemblies	2	2
** Math 50	Technical Math or higher	-	3
** Eng	ESL 15 or Eng 21 or higher	-	3
	TOTAL	*12*	*18*

Second Semester		CA	AAS
DiMc 30	Intro to Electrical Systems	2	2
DiMc 31	Starting Systems & Circuits	1	1
DiMc 32	Charging Systems & Circuits	2	2
DiMc 33	Intro to Fuel Systems	2	2
DiMc 34	Caterpillar Fuel Systems	1	1
DiMc 35	Detroit Fuel Systems	1	1
DiMc 36	Cummins Fuel Systems	1	1
DiMc 37	Stanadyne Fuel Systems	1	1
DiMc 38	Bosch-CAV	1	1
Elective	Natural Environment †† (Phys 50 or higher recommended)	-	3
Elective	Cultural Environment ††	-	3
	TOTAL	*12*	*18*

Third Semester		CA	AAS
DiMc 40	Intro to Power Trains	3	3
DiMc 41	Clutches & Flywheels	1	1
DiMc 42	Mechanical Transmissions	1	1
DiMc 43	Drive Lines & Power Take-Offs	2	2
DiMc 44	Differentials & Final Drives	2	2
DiMc 45	Torque Converters & Hydraulic Assist Transmissions	2	2
DiMc 46	Hydrostatics	1	1
Elective	Social Environment †† (SpCo 51 or higher rec.)	-	3
	TOTAL	*12*	*15*

Fourth Semester		CA	AAS
DiMc 50	Brakes	-	2
DiMc 51	Suspension & Steering	-	2
DiMc 52	Engine Lub. & Lub. Systems	-	2
DiMc 53	Engine Coolants & Cooling Systems	-	2
DiMc 54	Air Intake & Exhaust Systems	-	2
DiMc 55	Hydraulics/Pneumatics	-	3
DiMc 93V	CVE (optional)	-	-
	TOTAL	-	*13*
	TOTAL	**36**	**64**

** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Early Childhood Education (ECED)

Faculty: M. Goya   J. Puniwai
M. Wong

This program is designed to provide attitudes, skills, and knowledge for people who work with young children and their families in a variety of early childhood programs. The Certificate of Completion (C.C.) or Certificate of Achievement (C.A.) prepares students for support roles in early childhood programs. An Associate in Science (A.S.) degree prepares students to be teachers or lead practitioners in early childhood programs.

Students taking Laboratory or Practicum courses may be required to complete fingerprinting and criminal history record checks.

General Education Requirements
Certificate of Achievement:
- Eng 21 or 102
- Eng 22 or 100 or ESL 15
- SpCo 51 or 151
- Math 22 or higher

Associate of Science Degree:
- Eng 102
- Eng 100
- SpCo 151
- Phil 110 or Math 100 or higher
- 9 credits total by selecting one 3-credit general elective course from each of the three areas: Humanities, Natural Science, and Social Science. All courses must be numbered 100 or above and be an approved course from the designated area.
- 7 credits of General Electives (100 level or higher)

Graduating students must receive a grade of "C" or better in these courses in order to be awarded their certificate or degree: Ed 105, Ed 110, Ed 131, Ed 190 or Ed 191, and Ed 291.

First Semester		CC	CA	AS
* Ed 105	Intro to Early Childhood Education	3	3	3
* Ed 110	Developmentally Appropriate Pract.	3	3	3
* Ed 131	Early Childhood Development	3	3	3
GenEd	General Education Requirements	-	6	6
	TOTAL	*9*	*15*	*15*

Second Semester		CC	CA	AS
Ed 115†	Health, Safety, & Nutrition	(3)	3	3
Ed 140†	Guidance of Children	(3)	3	3
* Ed 190††	Early Childhood Laboratory	4	-	-
Ed 245†	Child, Family, and Community	(3)	-	-
GenEd	General Education Requirements	-	6	9
	TOTAL	*7*	*12*	*15*

Third Semester		CC	CA	AS
* Ed 190††	Early Childhood Laboratory	-	4	4
Ed 245	Child, Family, and Community	-	3	3
‡	Curriculum Cluster (Ed 252, 253, 254, 255)	-	-	3
GenEd	General Education Requirements	-	-	3
Elective	General Elective	-	-	2
	TOTAL	-	*7*	*15*

Left Column

Fourth Semester		CC	CA	AS
* Ed 291	Work Practicum and Discussion in Education II	-	-	4
‡	Curriculum Cluster (Ed 252, 253, 254, 255)	-	-	3
GenEd	General Education Requirements	-	-	3
Elective	General Elective	-	-	5
	TOTAL	-	-	15
	TOTAL (minimum)	**16**	**34**	**60**

* No grade below "C" will be counted toward graduation
† Choose one of these courses for Certificate of Completion.
†† Ed 191 - Early Childhood Practicum I may be substituted for Ed 190 only when Ed 190 is not available and with instructor's consent.
‡ Choose at least 2 of these 4 courses for A.S. degree. Students choosing to take more than 2 curriculum courses may use the units toward electives.

The HawCC Children's Center, located on the Manono campus, provides a setting for early childhood students to gain practical experience with young children. The Center provides early education and care for children 2 to 4 years of age and serves children of students, faculty, and staff from HawCC and UHH. Community children are accepted on a space available basis. The Center offers a high quality developmental approach to early education with qualified staff. Early childhood students work and study in the Center, under the guidance and supervision of early childhood faculty and staff.

Electrical Installation and Maintenance Technology (EIMT)

Faculty: P. Pajo   H. Takiue

This program prepares students for employment with electrical appliance shops, utility companies, and electrical construction, and maintenance companies. Learning will center on planning, designing, constructing, installing, and maintaining electrical wiring and equipment.

Entry Requirements

• Proficiency levels in both reading and mathematics must be met for entry into the program:

Subject Area	Placement into course
Mathematics	Math 22
Reading	Eng 20R or ESL 9

First Semester		CA	AAS
* Elec 24	Interior Wiring	12	12
Blpr 22	Blpr Reading and Drafting	3	3
** Math 51	Algebra Topics for Electricity	3	3
	TOTAL	18	18

Second Semester		CA	AAS
* Elec 22	Electricity II	12	12
Blpr 30C	Blpr Reading for Electricians	-	3
** Eng	ESL 15 or Eng 21 or higher	3	3
	TOTAL	15	18

Right Column

Third Semester		CA	AAS
* Elec 41	Alternating Current	12	12
Elective	Natural Environment †† (Phys 50 or higher recommended)	-	3
Elective	Social Environment ††	-	3
	TOTAL	12	18

Fourth Semester		CA	AAS
* Elec 43	Industrial Electricity	-	12
Elective	Cultural Environment ††	-	3
Elec 93V	CVE (Optional with instructor approval)	-	-
	TOTAL	-	15
	TOTAL	**45**	**69**

* No grade below "C" will be counted toward graduation
** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Electronics Technology (ET)

Faculty: R. Kuntemeyer   H. Motomura

This program prepares students for employment in telecommunications, medical electronics, computers, and consumer electronics. The electronic technician fabricates, installs, maintains and repairs electronic equipment.

Students applying to the electronics program should have two years of high school math including geometry or algebra, and two years of high school science including chemistry or physics.

Entry Requirements

• Proficiency levels in both reading and mathematics must be met for entry into the program:

Subject Area	Placement into course
Mathematics	Math 22
Reading	Eng 20R or ESL 9

First Semester		AAS
Etro 20	Fundamentals of Electronics	5
Etro 20L	Fundamentals of Electronics Lab	3
Etro 23	Fabrication	2
Etro 23L	Fabrication Lab	2
** Math 66	Technical Math	4
	TOTAL	16

Second Semester		AAS
Etro 22	Application of Electronics	5
Etro 22L	Application of Electronics Lab	3
Etro 32	Electronic Circuit Analysis	4
Elective	Social Environment †† (SpCo 51 or higher recommended)	3
	TOTAL	15

Third Semester   **AAS**

		AAS
Etro 40	Microprocessor Electronics	3
Etro 40L	Microprocessor Electronics Lab	3
Etro 45	Electronic Circuits/Systems	3
Etro 45L	Electronic Circuits/Systems Lab	3
** Eng	ESL 15 or Eng 21 or higher	3
Elective	Natural Environment ††	3
	TOTAL	*18*

Fourth Semester   **AAS**

		AAS
Etro 43	Computer/Networking & Hardware	4
Etro 43L	Computer/Networking & Hardware Lab	3
Etro 57	Electronics Servicing	2
Etro 57L	Electronics Servicing Lab	3
Elective	Cultural Environment ††	3
	TOTAL	*15*
	TOTAL	**64**

** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

Environmental Studies Academic Subject Certificate (ASC-ENVS)

The Environmental Studies Academic Subject Certificate, within the Liberal Arts degree, will provide a focus on issues concerning our environment. Some issues are unique to Hawai'i while some are global.

In order to allow students to study environmental issues from many different angles, the curriculum of this certificate is based on an interdisciplinary approach to Environmental Studies and includes courses from Humanities, Natural Sciences, and Social Sciences.

General Information

The listed requirements are subject to change. For the latest information, please contact Bernhard Laurich at (808) 974-7452 or leave a message at (808) 974-7422.

Residency and Transfer credit:

Credits may transfer from another college for courses equivalent to the ones listed in the curriculum.

Requirements

1. **Credits Required:** A minimum of 15 credits is required to receive the ESASC.
2. Earn a "C" or better in each course.

Must have one (1) course from each of the groups (1-5) below:

Group 1
- SSci 150   Ecology and Society

(must be taken within the first 9 credits for the ESASC)

Group 2
- Sci 124   Introduction to Environmental Science

(must be taken within the first 9 credits for the ESASC)

Group 3
- Biol 101   General Biology
- Biol 156   Natural History of the Hawaiian Islands
- BioC 241   Fundamentals of BioChemistry
- Bot 101   General Botany
- Bot 130   Plants in Hawaiian Environment
- Chem 100   Chemistry for Non-Science Majors
- Ocn 201   Science of the Sea
- Ocn 205   Intermediate Oceanography
- Zool 101   Principles of Zoology

Group 4
- Econ 120   Principles of Economics
- Geog 101   Geography and the Natural Environment
- Geog 102   World Regional Geography
- Geog 122   Geography of Hawai'i
- Phil 120   Science, Technology and Values
- SSci 111   Humanity, Society, and Technology

Group 5
- SSci 250   Environmental Issues

(can be taken after completion of SSci 150, Sci 124, and one course from Groups 3 or 4)

Food Service (FSER)

Faculty: A. Okuda   R. Sakamoto

This program is designed to provide for entry-level employment in hotels, full-service restaurants, fast food restaurants, institutions (schools, hospitals, corrections, etc.) and private clubs.

First Semester		CC	CA	AAS
FSer 20	Food Service Orientation	1	1	1
FSer 21	Food Service Sanitation	2	2	2
FSer 30	Purchasing/Control	3	3	3
FSer 41V	Dining Room Operations/Stewarding	-	-	1
FSer 50	Fundamentals of Cookery	6	6	6
** Math 50	Technical Math or higher	-	-	3
	TOTAL	*12*	*12*	*16*

Second Semester		CC	CA	AAS
FSer 23	Menu Planning & Merchandising	(1)	1	1
FSer 41V	Dining Room Operations/Stewarding	-	-	1
FSer 52	Short Order Cookery	3	3	3
FSer 54	Cold Food Pantry	4	4	4
FSer 62	Fundamentals of Baking	4	4	4
** Eng	ESL 15 or Eng 21 or higher	-	-	3
	TOTAL	*11*	*12*	*16*

Third Semester		CC	CA	AAS
FSer 34	Food & Beverage Cost Control	-	5	5
FSer 60	Intermediate Cookery	-	7	7
FSHN 185	Nutrition	-	-	3
Mgt 20	Introduction to Management	-	-	3
	TOTAL	*-*	*12*	*18*

Fourth Semester		CC	CA	AAS
FSer 63	Patissiere	-	-	(4)
FSer 70	Advanced Cookery	-	-	6
FSer 72	Buffet Preparation	-	-	4
Elective	Cultural Environment (HwSt course recommended)	-	-	3
FSer 93V†	CVE (optional)	-	-	-
	TOTAL	-	-	*13*
	TOTAL	**23**	**36**	**63**

** Meets competency requirement in mathematics or communications
† Optional with instructor's approval.

Hawaiian Life Styles Academic Subject Certificate (ASC-HLS)

The Hawaiian Life Styles ASC supports students interested in exploring Native Hawaiian culture and traditions. The program also facilitates community movement toward Hawaiian cultural understanding and the communication and preservation of Hawaiian traditions. Students may specialize in Hawaiian studies while fulfilling the program requirements for any major at HawCC. The curriculum provides a foundation upon which students may continue toward a baccalaureate degree in Hawaiian Studies or Hawaiian Language at four-year campuses.

General Information

The listed requirements are subject to change. For the latest information, please contact the advisors: Pua Kanahele at (808) 933-0703 or Kekuhi Kanahele-Frias at (808) 974-7486.

Students seeking the HLSASC must receive a grade of "C" or better in these courses: Haw 101, Haw 102, HwSt 124, HwSt 125, HwSt 231.

The student must also receive a grade of "C" or better in any other Haw or HwSt elective courses that are used to satisfy HawCC's Asian/Pacific or Humanities or Social Science area requirements.

Residency and Transfer credit:

Eight (8) Hawaiian language credits of two semesters of Haw 101/102 or Haw 201/202 and three (3) credits of HwSt 231 (Intro to Hawaiian Culture I) may transfer from another college.

All other HwSt alpha courses must be in residence at HawCC and completed in the semester that the Hawaiian Life Styles Academic Subject Certificate is awarded to the student.

Requirements

1. **Credits Required:** A minimum of 17 credits is required to receive the HLSASC.
2. A minimum of 6 credits must be completed at HawCC.
3. **Minimum GPA Required:** A minimum cumulative GPA of 2.0 is required.

Language Requirements (8 cr)

Must have Group 1 or Group 2:
Group Option 1
- Haw 101   Beginning Hawaiian Language I
- Haw 102   Beginning Hawaiian Language II

Group Option 2
- Haw 201   Intermediate Hawaiian Language I
- Haw 202   Intermediate Hawaiian Language II

Culture Requirements (9 credits)

Must have:
- HwSt 124   Introduction to Hawaiian Myths I
- HwSt 125   Hawaiian Plants and Uses
- HwSt 231   Introduction to Hawaiian Culture I

Electives

- HwSt 103   Hawaiian Language Through Traditional Occupations
- HwSt 126   Hawaiian Music
- HwSt 129   Hawaiian Chants & Dance
- HwSt 205   Hawaiian Beliefs/Practices
- HwSt 221   Hawai'i In Transition
- HwSt 224   Epic Saga of Pele and Hi'iaka
- HwSt 232   Hawaiian Culture II
- HwSt 241   Hawaiian Trails Culture
- HwSt 250   Hawaiian Leadership
- HwSt 251   Hawaiian Leadership in Action
- Hist 224   History of Hawai'i
- Hist 288   Survey of the Pacific Isles History

Hawaiian Life Styles (HLS)

Faculty: E. Flores (WH)   J. Frias

The Hawaiian Life Styles (HLS) Associate of Applied Science (A.A.S.) degree is made up of three options each reflecting traditional native Hawaiian occupations that sustained a vibrant island population thousands of years prior to Western contact. The options are Hula (dance), Lawai'a (fishing), and Mahi'ai (Kalo or Taro farming), combining new with established HawCC courses to provide students with the cultural education and technical knowledge necessary for sustainable traditional vocations in our modern world.

The overall HLS program objective is to provide an avenue for graduates to improve their employment and business opportunities, which is supported by a deep and relevant expertise in Hawaiian culture. Students will also be able to complete their Academic Subject Certificate (A.S.C.) in Hawaiian Life Styles.

Upon successful completion, the student is prepared to:
- Fulfill the growing needs of the hospitality and visitor organizations for experts in the host culture in-house visitor programs and to demonstrate the basic skills needed to obtain entry-level and supervisory positions
- Demonstrate the job skills and job upgrading skills necessary for career advancement in the hospitality industry and in-house visitor programs

- Demonstrate the job skills and job upgrading skills necessary for start-up and continuation of lawai'a and mahi'ai operations in emerging developmental areas and traditional areas
- Demonstrate the job skills demanded by start-up and continuing lawai'a and mahi'ai operations
- Demonstrate proficiency in the technical skills required in hula, lawai'a, and mahi'ai culture
- Demonstrate general knowledge of the structure, function, and operation of hula, lawai'a, and mahi'ai culture
- Demonstrate proper protocols, etiquette, and appearance and to practice these in the areas of hula, lawai'a, and mahi'ai culture
- Demonstrate awareness and understanding of the ethics and values of hula, lawai'a, and mahi'ai culture
- Demonstrate skills in technical verbal and technical written communication used in hula, lawai'a, and mahi'ai culture
- Demonstrate the skills in general verbal and written communication
- Demonstrate general knowledge of the host culture and specific knowledge in the specialized study track
- Demonstrate awareness of Hawai'i's culture and history and be able to integrate this knowledge and practice the values in their industry operations
- Demonstrate proper work attitudes and proper work habits
- Choose an appropriate career path based on occupational knowledge and requirements
- Demonstrate skills necessary in the job selection process

Hula Option (HLSH)

The HLS Hula option aims to enhance the informed practice of Hula in the tourist industry and in private business hālau hula (hula schools). Graduates will be able to enhance the visitor experience in Hawai'i with a more informed demonstration of Hawaiian cultural practices as well as be able to enhance the marketability of private business hālau hula with more informed instructors of traditional Hawaiian dance. Hula students must acquire a repertoire of ancient and secular hula and must be able to plan, organize, and implement public performances in Hawai'i as well as when visiting other communities outside Hawai'i.

All students must complete the practica required including close mentoring by recognized practitioners in this field.

First Semester		AAS	ASC
Haw 101	Elementary Hawaiian I	4	4
HwSt 124	Hawaiian Myths and Legends	3	3
HwSt 129	Classical Hawaiian Chants andDance	3	-
** Eng	Eng 21 or 102	3	-
Elective	Natural Environment		
	(Bot 130 or Biol 156 recommended)	3	-
	TOTAL	16	7

Second Semester		AAS	ASC
Haw 102	Elementary Hawaiian II	4	4
HwSt 125	Hawaiian Plants and Their Uses	3	3
HwSt 130	Papa 'Olapa (Ancient Hula)	3	-
HwSt 131	Hula Noa (Secular Hula)	3	-
** Eng	Eng 22 or ESL 15 or Eng 100	3	-
	TOTAL	16	7

Third Semester		AAS	ASC
Haw 201	Intermediate Hawaiian Language I	4	-
HwSt 224	Epic Saga of Pele and Hi'iaka	3	-
HwSt 231	Hawaiian Culture I	3	3
** Math	Math 50 or higher	3	-
Bus 25	Starting your own business	3	-
	TOTAL	16	3

Fourth Semester		AAS	ASC
Haw 202	Intermediate Hawaiian Language II	4	-
HwSt 232	Hawaiian Culture II, Oral Arts and Traditions	3	-
Elective	Social Environment (HwSt 221 or SpCo 151 recommended)	3	-
	TOTAL	10	-

Summer		AAS	ASC
HwSt 235	Hula Ensemble	4	-
	TOTAL	4	-
	TOTAL	62	17

** Meets competency requirement in mathematics or communications

Lawai'a Option (HLSL)

The HLS Lawai'a option provides students with the knowledge of the technical aspects as well as the cultural practices of catching or harvesting fish in either commercial ventures or for sustainable fishing practices. Lawai'a students must acquire skills in fabricating and utilizing fishing implements and must be able to service outboard engines used in accessing various fisheries.

All students must complete the practica required including close mentoring by recognized practitioners in this field.

First Semester		AAS	ASC
Haw 101	Elementary Hawaiian I	4	4
HwSt 124	Hawaiian Myths and Legends	3	3
+ HwSt 170	Lawai'a Culture I	3	-
** Eng	Eng 21 or 102	3	-
Elective	Natural Environment (Bot 130 or Biol 156 recommended)	3	-
	TOTAL	16	7

Second Semester		AAS	ASC
Haw 102	Elementary Hawaiian II	4	4
HwSt 125	Hawaiian Plants and Their Uses	3	3
+ HwSt 171	Lawai'a Culture II	3	-
** Eng	Eng 22 or ESL 15 or Eng 100	3	-
	TOTAL	13	7

Third Semester			AAS	ASC
	Haw 201	Intermediate Hawaiian Language I	4	-
+	HwSt 172	Loko Iʻa	3	-
	HwSt 231	Hawaiian Culture I	3	3
**	Math	Math 50 or higher	3	-
	AMT 80	Small Engine Repairs I	3	-
	or			
	AMT 84	Small Engine II, Applications	(3)	-
		TOTAL	*16*	*3*

Fourth Semester			AAS	ASC
	Haw 202	Intermediate Hawaiian Language II	4	-
	AMT 86	Outboard Engine Repair	4	-
	Bus 25	Starting Your Own Business	3	-
	Elective	Social Environment		
		(HwSt 221 or SpCo 151 recommended)	3	-
		TOTAL	*14*	*-*

Summer			AAS	ASC
+	HwSt 270	Lawaiʻa Practicum	5	-
		TOTAL	*5*	*-*
		TOTAL	**64**	**17**

** Meets competency requirement in mathematics or communications
+ Courses pending approval

Mahiʻai Option (HLSM)

The HLS Mahiʻai option provides students with the knowledge of the technical aspects as well as the cultural practices of kalo farming in either commercial ventures or for sustainable agricultural practices. Mahiʻai students must acquire skills in identifying and controlling pests and disease and must be able to service small engines used in their agricultural practices.

All students must complete the practica required including close mentoring by recognized practitioners in this field.

First Semester			AAS	ASC
	Haw 101	Elementary Hawaiian I	4	4
	HwSt 124	Hawaiian Myths and Legends	3	3
	HwSt 160	Kalo Culture	3	-
**	Eng	Eng 21 or 102	3	-
	Elective	Natural Environment		
		(Bot 130 or Biol 156 recommended)	3	-
		TOTAL	*16*	*7*

Second Semester			AAS	ASC
	Haw 102	Elementary Hawaiian II	4	4
	HwSt 125	Hawaiian Plants and Their Uses	3	3
	HwSt 161	Kalo Culture II	3	-
	Ag 41	Plants, Diseases, and Pest Control	3	-
**	Eng	Eng 22 or ESL 15 or Eng 100	3	-
		TOTAL	*16*	*7*

Third Semester			AAS	ASC
	Haw 201	Intermediate Hawaiian Language I	4	-
	HwSt 231	Hawaiian Culture I	3	3
	HwSt 260	Loʻi Kalo (Wetland Taro)	3	-
**	Math	Math 50 or higher	3	-
	AMT 80	Small Engine Repairs I	3	-
	or			
	AMT 84	Small Engine II, Applications	(3)	-
		TOTAL	*16*	*3*

Fourth Semester			AAS	ASC
	Haw 202	Intermediate Hawaiian Language II	4	-
	HwSt 261	Huki ʻAi: Harvesting and Marketing	3	-
	AMT 85	Small Engine Advanced Repair	2	-
	Bus 25	Starting Your Own Business	3	-
	Elective	Social Environment		
		(HwSt 221 or SpCo 151 recommended)	3	-
		TOTAL	*15*	*-*
		TOTAL	**63**	**17**

** Meets competency requirement in mathematics or communications

Hotel Operations (HOPE)

Pending Board of Regents Approval

Faculty: J. Lightner (WH)

The Hotel Operations program is designed to provide job training for entry-level and first line supervisory level positions in the hospitality/visitor industry. Offering educational training in the field of hospitality/visitor industry will ensure a skilled pool of workers is continuously available to meet the industry's employment demand on the Island of Hawaiʻi. Additionally, making a career path possible to local workers strengthens the human assets of our community. The objectives of the proposed program are:

- To meet the growing needs of the hotels and related hospitality/visitor organizations by training existing and future employees in basic skills needed to obtain entry-level and supervisory positions.
- To provide job upgrading skills necessary for career advancement in the hospitality/visitor industry.
- To develop skills in verbal and written communication.
- To develop skills in distance learning that will promote life-long learning.
- To enable students to become aware of and understand the ethics and values in the hospitality/visitor industry.
- To enable students to demonstrate proper work attitudes and work habits.
- To enable students to demonstrate general knowledge of hotel departmental functions and their relationship.
- To enable students to demonstrate general knowledge of the structure, function and operation of hospitality/visitor industry enterprises.
- To enable students to demonstrate entry-level proficiency in technical skills required in the hospitality/visitor industry.
- To enable students to choose an appropriate career path

based on industry knowledge or requirements.

- To expose students to proper etiquette and enable students to practice proper appearance and hygiene techniques as required by industry standards.
- To enable students to demonstrate judgment and skills necessary in the job selection process.
- To enable students to become aware of Hawai'i's history and culture and be able to integrate this knowledge in hospitality/visitor industry operations.

First Semester		CC	CA	AAS
HOpe 20	Orientation to Hotel	3	3	3
HOpe 25	Guest Service Procedures	3	3	3
HOpe 42	Housekeeping Procedures	3	3	3
HOpe 45	Front Desk Operations	3	3	3
ICS 100	Computing Literacy & Applications	4	4	4
	TOTAL	*16*	*16*	*16*

Second Semester		CC	CA	AAS
HOpe 47	Hospitality Marketing	-	3	3
HOpe 260	Hospitality Law	-	3	3
Eng 100	Expository Writing	3	3	3
** SpCo 151	Intro to Speech & Communication	-	3	3
HOpe 93V	Cooperative Education	-	3	3
	TOTAL	*3*	*15*	*15*

Third Semester		CC	CA	AAS
Mgt 20	Intro to Management	-	3	3
FSer 21	Food Service Sanitation	-	-	2
FSer 30	Purchasing and Control	-	-	3
FSer 50	Fundamentals of Cookery	-	-	6
FSHN 185	Nutrition	-	-	3
	TOTAL		*3*	*17*

Fourth Semester		CC	CA	AAS
Acc 130	Hospitality Accounting	-	3	3
HOpe 44	Principles of Hotel Management	-	-	3
HOpe 193V	Cooperative Education	-	-	3
Bus 120	Principles of Business	-	-	3
HwSt 231	Hawaiian Culture I	-	3	3
	TOTAL		*6*	*15*
	TOTAL	**19**	**40**	**63**

** Meets the competency requirement in mathematics or communications

Human Services (HSER)

This certificate prepares students for entry- and mid-level entry employment in such diverse settings as group homes and halfway houses; correctional, developmentally delayed, and community mental health centers; family, child and youth agencies; and programs concerned with special needs such as alcoholism, drug abuse, family violence, homelessness, and aging.

To receive a certificate HSER majors must earn a "C" or better in each HSER course.

Human Services Requirements		CC
HSer 110	Introduction to Human Services	3
or		
HSer 111	Intro to Human Services: Therapeutic Aide	(3)
HSer 193	Human Services Practicum I	3
HSer 293	Human Services Practicum II	3
Psy	Psy 100 or 170	3
Eng 22	Intro to Expository Writing	3
or		
ESL 15	Intro to Expository Writing (ESL)	(3)
Soc. Env. option courses approved by HServ. Coordinator		6
	TOTAL	**21**

Substance Abuse Counseling

An 18-credit Certificate of Completion in Substance Abuse Counseling is offered for students interested in a career in substance abuse counseling. Credit and non-credit courses are offered for in-service substance abuse, human service and criminal justice professionals seeking to develop and/or upgrade their skills in working with individuals and families who suffer as a result of chemical abuse or dependency. Students who successfully complete these courses are eligible to receive addition studies and/or fieldwork hours that can apply towards obtaining State Substance Abuse Counseling Certificate as required by the State of Hawai'i Department of Health Alcohol and Drug Abuse Division, the National Alcoholism and Drug Abuse Counselor Credentialing Board and the International Certification and Reciprocity Consortium. Students completing the CC in Substance Abuse Counseling along with an associate's degree are eligible to receive 2,000 hours toward the ADAD Substance Abuse Certification.

The objectives of the Human Service Certification of Completion in Substance Abuse Counseling are:

- To provide necessary addiction education and skills training to students seeking to obtain entry-level positions as paraprofessional substance abuse counselors.
- To provide required addiction studies education to individuals seeking certification or re-certification as Certified Substance Abuse Counselors by ADAD.
- To offer education and training opportunities to human service workers seeking to increase their knowledge and skills in counseling individuals and families who are affected by alcohol and other drug addiction.

Entry Requirements

- Proficiency levels must be met for entry into the program:

Subject Area	Course Completion or	Placement into course
Reading	Eng 21	Eng 102
Writing	Eng 22 or ESL 15	Eng 100
Human Svcs	HSer 110 (may be waived with documentation of substantial amount of personal growth and/or Human Service work or an advanced degree in psychology, sociology, or related human service field)	

Substance Abuse Counseling Requirements

First Semester		CC
HSer 140	Individual Counseling	3
HSer 268	Survey of Substance Abuse Problems	3
HSer 294	Substance Abuse Practicum I	3

Second Semester		
HSer 245	Group Counseling	3
HSer 270	Substance Abuse Counseling	3
HSer 295	Substance Abuse Practicum II	3
	TOTAL	**18**

Information Technology (IT)

Faculty: A. Brown K. Killam

The Information Technology program is a career-laddered, competency-based program that provides training in the use and support of business-related computer systems, data communication networks (including local area networks), and the development of business computer information systems programs using procedural, event-driven and object-oriented programming techniques.

Entry Requirements

- Proficiency levels in both reading and mathematics must be met for entry into the program:

Subject Area	Course Completion or	Placement into course
Mathematics	Math 25X or 26	Math 100
Reading	Eng 21	Eng 102

The program includes a combination of business, computer, and information technology courses. Campus-based computer and networking projects, faculty supervised laboratories, and workplace internships provide hands-on experience designed to prepare students for positions in computer support, programming, network administration, or systems development in a business information technology system. The program focuses on computers and information technology as tools to solve business problems.

Upon successful completion, the student is prepared to function in an entry-level position in computer support, network administration, or systems development and should be able to:

- Demonstrate an understanding of the functions of a com-

a small to medium size business. (ICS 101 and ITS 104, 108, 215, and 284)

- Use command language and/or operating system (e.g. MSDOS, Windows, UNIX, etc.) on a microcomputer or a computer workstation to create files, perform system functions, establish command programs, manipulate queues, list files, sort files, edit files and compile programs. (ITS 103, 104, 108, 118, 121, 151, 215, and 221)

- Analyze, design, program, debug, and implement business system specification in both procedural and object-oriented programming environments. (ITS 103, 118, 121, 151, and 221)

- Describe the function and use of data communications in a business environment. (ITS 104, 215, and 284)

- Implement the hardware, software and application components of a data communication system. (ITS 104, 215, and 284)

- Communicate in written or oral form, a system solution, its documentation, and its training modules. (ITS 118, 121, 151, 218, and 221)

- Value quality work, have self-discipline, and be a responsible member of the profession. (ITS 103, 104, 108, 118, 151, 193, 215, 218, and 284)

First Semester		CA	AS
ICS 101	Microcomputer Applications Software	4	4
ITS 103	Introduction to the Programming Process	4	4
ITS 104	Computer Hardware Support	4	4
Acc 201	Elementary Accounting I	-	3
Bus 100	Cisco Networking I: Fundamentals of Computer Networks	4	-
** Eng 102	College Reading Skills	3	3
	TOTAL	*19*	*18*

Second Semester		CA	AS
ITS 108	Computer Software Support	-	3
ITS 118	Visual Basic Programming for Business Applications	4	4
ITS 121	Computing Topics	-	3
Bus 101	Cisco Networking II: Intro to Routing	3	-
Bus 120	Principles of Business	3	-
** Eng 100	Expository Writing	3	3
** Math 100	Survey of Mathematics	3	3
	TOTAL	*16*	*16*

Third Semester		CA	AS
ITS 151	Applied Database Programming in an Object Oriented Environment	-	4
ITS 215	Network Administration	-	4
ITS 218	Help Desk Support	-	3
** SpCo 151	Intro to Speech and Communications	-	3
Elective	Humanities, Natural Sci.†, Social Sci. ††	-	3
	TOTAL	*-*	*17*

Fourth Semester		CA	AS
ITS 193	Cooperative Education/Internship/Practicum-		3
ITS 221	Advanced Computing Topics	-	3
ITS 284	Data Communications Fundamentals	-	3
Electives	Humanities, Natural Sci.†, Social Sci. ††	-	6
	TOTAL	-	*15*
	TOTAL	**35**	**66**

Additional Requirements
- Earn a "C" or better in all ICS and ITS courses.
- Earn an overall GPA of 2.0 or better.

** Meets competency requirement in mathematics or communications
†Any Natural Science elective other than ICS 100.
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Humanities, Natural Science, Social Science. All elective courses must be numbered 100 or above.

Liberal Arts (LBRT)

Faculty:
M. Bader	K. Boche
L. Brezinsky	S. Cline (WH)
J. Cole	S. Earnshaw (WH)
E. Flores (WH)	J. Frias
C. Hoffman (WH)	P. Hudson
P. Kanahele	G. Kimura
M. Larish	B. Laurich
C. Lee	A. Maeda
C. Marlow	J. Marlow
D. Moore	T. Nahm-Mijo
L. Padilla	J. Penisten
D. Petersen	W. Reed
B. Robison	N. Rodriquez
K. Sato	J. Savage
J. Schumaker	K. Sims (WH)
F. Stone	F.D. Uchima
N. Yamane	L. Zitnik
J. Stradtmann-Carvalho	

The Associate in Arts degree Program, also referred to as the Liberal Arts (LBRT) Program, is designed for students who are preparing themselves to transfer to a four-year college or university. To earn the Associate in Arts Degree, a student must meet the following requirements:

1. Credits Required: A total of 60 credits earned at or transferred to HawCC in 100-200 level courses
2. A minimum of 15 credits must be completed at HawCC
3. Minimum GPA Required: A minimum cumulative GPA of 2.0 is required for graduation
4. CR/NC option may be used to satisfy area and general elective requirements (Policy Haw 5.503)

Core Requirements (18 credits)
Communication (9 credits):
- Eng 102 (Reading), 100 (Writing)
- SpCo 151

Logical Reasoning (3 credits):
- Math 100 or higher or Phil 110

World Civilization (6 credits):
- Hist 151 or 153; and 152 or 154

Writing Intensive:
- One WI course with a "C" or better grade

Area Requirements (31 credits)
Humanities: Nine (9) credits from the following groups as indicated:

Asian/Pacific Culture (3 credits):
- Art 227
- Phil 102
- Asan 120†, 121†, 122†
- Rel 152
- Eng 257A
- Hist 123, 153, 154, 241, 242, 284, 288
- HwSt 123, 124, 125, 126, 128, 129, 130, 131, 160, 161, 205, 221†, 224, 231, 232, 235, 241, 242, 250, 251, 260, 261

Humanities (3 credits):
- Art 101, 105B, 105C, 107, 108, 111, 112, 113, 114, 115, 123
- Hist 281, 282
- Hum 100, 275†
- Jpns 101, 102
- Dnce 153, 185, 256†, 285
- Ling 102, 121†
- Ed 256† (see Dnce 256)
- Phil 100, 101, 120, 201
- Eng 103, 105, 204, 255, 256, 257E
- Psy 275†
- Rel 150, 151, 153
- Haw 101, 102, 103, 201, 202
- SpCo 231, 251

AND three (3) credits from any course listed above.

Natural Science: Ten (10) credits: nine (9) credits with one course from each of Groups 1 and 2. One of these courses must be accompanied by a one (1) credit *Natural Science* lab course.

Group 1: *Biological Sciences*
- Ag 122, 200
- Bot 101/L, 130/L
- Biol 100/L, 101/L, 141/L, 142/L, 156/L
- Micr 130/L
- Zool 101/L

Group 2: *Physical Sciences*
- Astr 110
- Geog 101/L
- BioC 241
- GG 101/L
- Chem 100/L, 151/L
- Phys 100/L

Group 3: *Other Sciences*
- Geog 122, 170/L, 180/L
- Phrm 203
- Ocn 201
- Sci 124/L, 222

Social Sciences: Twelve (12) credits from at least three different alphas:

- Ag 230
- AJ 101, 210
- Anth 121†, 150, 200
- Asan 120†, 121†, 122†
- Econ 120, 130, 131
- Ed 105, 131
- FamR 230
- Geog 102
- HwSt 221†

- HSer 110, 140, 245
- PolS 110
- Psy 100, 170, 214, 230, 275†
- Soc 100, 208, 218, 251, 289, 290
- SpCo 260
- SSci 150, 250
- WS 151

† these courses are cross-listed but will only count once for graduation requirements.

Electives (11 credits)

Any other courses offered at HawCC that are 100-200 level can be used as electives.

NOTE: Students may not use "199 or higher" courses to meet area requirements unless prior permission is given by the advisor and the Dean of Instruction.

Additionally, courses numbered 99 or below are not applicable toward an Associate in Arts degree.

Writing Intensive Courses

A variety of courses are offered which are writing intensive (WI). These courses require students to do a significant amount of writing totalling a minimum of 4,000 words. Writing is emphasized as an essential tool for learning, course material and a major element in determining a student's course grade. In WI courses, an opportunity is provided for interaction between the instructor and student as a part of the writing process. WI courses have a minimum prerequisite of completion of Eng 100. Completion of one WI course with a grade of "C" or better is required for the AA (LBRT) degree at HawCC. Students who are planning to transfer to a four-year college or university are advised to check on that institution's WI requirements and are recommended to take two or three WI courses at HawCC.

Marine Option Program (MOP)

John Coney
Ph: (808) 974-7544
e-mail: uhhmop@hawaii.edu
http://www.uhhmop.hawaii.edu

The Marine Option Program (MOP) is a certificate program for undergraduate students at the University of Hawai'i. The program is designed to combine academic requirements with practical hands-on experience in different areas of marine interest. MOP assists undergraduate students in acquiring knowledge in a marine field of the student's choice, in addition, MOP sponsors seminars, films, field trips and short-courses on various marine-related subjects. Each year MOP convenes a Student Skill Project Symposium where selected students gain valuable experience by presenting the results of their projects. The site for the symposium rotates between UH campuses, being held on a different island each year.

MOP also facilitates marine-related activities ranging from scientific research to marine recreation. Each year MOP students are trained in wildlife management by tagging green sea turtles in an ongoing sea turtle research program carried out in cooperation with the National Marine Fisheries Service. UHH MOP also trains students in sailing and seamanship, as well as affording them the opportunity to participate in fishing, snorkeling, kayaking and other marine recreational activities.

All HawCC students are invited to take part in MOP-sponsored activities. MOP students may also choose to work toward a UH MOP Certificate by completing selected course work and a hands-on field project.

Machine, Welding and Industrial Mechanics Technologies (MWIM)

Formerly: Welding and Sheet Metal (WELSM)
Faculty: W. Derasin K. Muranaka

This program prepares the student for employment as a welder or sheet metal worker in the construction, food processing, or manufacturing industry. The job requires good physical health. Job responsibilities may include fabricating, repairing, or maintaining metal products on equipment, buildings, and systems. A Certificate of Competency is available in Machine Shop and Basic Welding.

First Semester		**CA**	**AAS**
Weld 24	Measurement and Layout	2	2
Weld 25	Metal Fab I, Sheet Metal	2	2
Weld 26	Basic Arc Welding	2	2
Weld 27	Metalworking Lab I	2	2
Weld 28	Metalworking	2	2
Weld 29	Oxy-fuel Weld, Braze and Cut	2	2
** Math 50	Technical Math or higher	-	3
** Eng	ESL 15 or Eng 21 or higher	-	3
	TOTAL	*12*	*18*

Second Semester		**CA**	**AAS**
Weld 31	Intermediate Weld	2	2
Weld 34	Weld Fabrication	2	2
Weld 35	Metalworking Lab II	-	2
Weld 36	Gas Metal Arc Welding (GMAW)	2	2
Weld 39	Metal Fab II, Radial Line Dev.	-	2
Weld 40	Qualification Procedures	2	2
Blpr 30D	Blpr Reading for Machine Trades	3	3
Elective	Cultural, Natural, Social Env. ††	-	3
	TOTAL	*11*	*18*

Third Semester		**CA**	**AAS**
Weld 41	Advanced Welding	8	8
Weld 43	Sheet Metal Pattern Dev & Fab	-	4
Blpr 30B	Blpr for Welders	3	3
Elective	Cultural, Natural, Social Env. ††	-	3
	TOTAL	*11*	*18*

Fourth Semester

		CA	AAS
Weld 50	Special Processes	-	8
Weld 53	Pattern Development	-	4
Elective	Cultural, Natural, Social Env. ††	-	3
Weld 93V	CVE (optional)	-	-
	TOTAL	-	*15*
	TOTAL	**34**	**69**

** Meets competency requirement in mathematics or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

This certificate services those students and employers that are interested only in Machine Technology.

Machine Technology Requirements		**CC**
Mach 20	Intro to Machine Technology	1
Mach 21	Measurement and Layout	1
Mach 22	Handtools and Benchwork	1
Mach 23	Basic Machine Tools	1
Mach 24	Lathe Facing, Turning and Knurling	2
Mach 25	Lathe Shape Altering and Tapering	2
Mach 26	Lathe II	6
Mach 27	Vertical Milling and Intro to CNC	4
Mach 28	Shaper, Line Bore, Lathe and Drill	2
	TOTAL	*20*

This certificate services those students and employers that are interested only in WELD Practices.

WELD Technology Requirements		**CC**
Weld 26	Basic Arc Welding	2
Weld 27	Metalworking Lab I	2
Weld 28	Metalworking	2
Weld 29	Oxy-fuel Weld, Braze and Cut	2
Weld 31	Intermediate Weld	2
Weld 34	Weld Fabrication	2
Weld 35	Metalworking Lab II	2
Weld 36	Gas Metal Arc Welding (GMAW)	2
Weld 37	Flux-Cored Arc Welding (FCAW)	2
Weld 40	Qualification Procedures	2
	TOTAL	*20*

Marketing (MKT)

Faculty: S. Smith

This program is designed for students planning a career in the field of merchandising/marketing. The competency-based curriculum is designed to prepare students for positions such as stock clerk, receiving clerk, salesperson, display person, assistant buyer, and department manager and to provide basic training for possible advancement to management positions.

Major Course Requirements		**CA**	**AAS**
Mgt 22	Human Resources Management	-	3
Mgt 24	Personnel Management Relations	3	3
Mkt 20	Principles of Marketing	3	3
Mkt 30	Principles of Retailing	3	3
Mkt 50	Principles of Selling	3	3
Mkt 60	Principles of Advertising	-	3
Mkt 85	Principles of E-Marketing	-	3
Mkt 93V	Cooperative Vocational Education	3	6
	TOTAL	*15*	*27*

Other Course Requirements		**CA**	**AAS**
Acc 20	Fundamentals of Accounting I	-	3
Bus 20	Introduction to Business		
	(or Bus 120)	-	3
Bus 35	Computer Graphics Fundamentals	-	1
Bus 36	Desktop Publishing Fundamentals	-	1
Bus 55B	Numeric Keypad		
	(or Math 22 or higher)	1	1
Bus 55C	Business Math Concepts		
	(or Math 22 or higher)	1	1
Bus 55E	Business Mathematics of Merchandising		
	(or Math 22 or higher)	1	1
Eng 55	Business Communications ‡	-	3
Law 30	Business Law	-	3
OAT	OAT 21B-C-D or OAT 23	-	3
OAT 29	Microcomputer Fundamentals		
	(or ICS 100 or ICS 101)	1	1
OAT 34	Word Processing Fundamentals		
	(or ICS 100 or ICS 101)	1	1
OAT 36	Spreadsheet Fundamentals		
	(or ICS 100 or ICS 101)	-	1
OAT 37	Database Fundamentals		
	(or ICS 101)	1	-
OAT 43E	Preemployment Preparation	1	1
** SpCo	SpCo 51 or 151 ‡	3	3
	TOTAL	*10*	*27*

General Education Requirements		**CA**	**AAS**
Electives	Cultural, Natural, Social Env. ††	-	9
	(one from each area)		
	TOTAL	-	*9*
	TOTAL	**25**	**63**

** Meets competency requirement in mathematics or communications
‡ Meets the General Skills course requirements for graduation.
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment

A cumulative 2.0 GPA in the Major Course Requirements category must be earned for graduation. In addition, an overall cumulative 2.0 GPA is required for graduation.

Nursing Programs

Faculty: J. Hamasaki   K. Kotecki
   J. Moore   S. Moran
   L. Nordloh   E. Ojala
   P. Pieron   J. Sherwood

How to Apply for Admission to the Nursing Programs

Students are admitted to the nursing program once each year and start their program in the fall semester. The application procedure is as follows:

1. Send a letter to the Director of HawCC Nursing Programs indicating your intent to apply to the Associate of Science (RN) and/or Practical Nursing Program. This letter must be received by March 1.
2. Arrange to take the National League for Nursing Pre-Admission Examination—RN or PN (NLN tests) accord-

ing to the program of interest. NLN tests are administered once a year, usually in January, in Hilo. Pre-registration for the NLN tests is required. Contact the HawCC Nursing Division for more information (808) 974-7560, PB6-103.

3. Students not currently enrolled at HawCC must fill out a HawCC Common Application Form indicating their desire to enroll in the College the next fall semester. Students who have not been admitted to HawCC will not be considered for acceptance into the nursing programs.

4. Arrange for the submission of official transcripts from the high school and college(s) attended previously. Transcripts must be mailed from the school and college(s) directly to the Admissions Office. Applicants who did not graduate from high school must submit official General Education Development (GED) test results mailed from the testing agency directly to the HawCC Admissions Office, 200 West Kawili Street, Hilo, HI 96720-4091.

If prerequisite courses were taken at other colleges, arrange to have official transcripts sent to HawCC. A college catalog, official course descriptions, and course syllabi may also need to be submitted to the Admissions Office in order for a transfer credit evaluation to be completed. It is the student's responsibility to make certain all necessary materials are submitted.

5. The deadline for submission of all your admission materials is *March 1*. Late applications will be considered only if space is still available in the nursing programs.

Admission Requirements to the Associate of Science Degree Program

1. Graduation from high school or a minimum composite score of 45 on the GED test
2. National League for Nursing Pre-Admission Examination-RN scores
3. Completion of the 27 semester hours of prerequisite courses with a "C" grade or better and a minimum cumulative GPA of 2.0 by the end of the spring semester prior to program entry
4. Applicants are selected for admission to the Associate of Science in Nursing Program using a point system based on grades earned (by March 1) in the required nursing support courses and AD percentile scores on the National League for Nursing Pre-Admission Exam-RN. Additional points are awarded to applicants who are Licensed Practical Nurses.
5. Licensed Practical Nurses who desire an Associate Degree in Nursing may be eligible for advanced placement in the program. In order to be considered for acceptance into the ADN program on the LPN transition track, the following requirements must be met:

1. Graduation from a state accredited LPN program
2. Full time equivalent employment as an LPN for at least one year before entering the ADN program
3. Experience in an acute hospital setting or long-term care facility in the last five years

4. NLN Pre-Admission Exam-RN scores
5. Decision score of 70 or above on NLN Nursing Acceleration Challenge Exam (ACE) I
6. College cumulative GPA of 2.0 or above
7. Completion of the prerequisite support courses for the ADN program with C or better in each course
LPNs eligible for the LPN transition track do not have to complete Nurs 153 (8 credits). However, they do need to complete all the other associate degree nursing courses.

Admission Requirements to the Practical Nursing Program

1. Graduation from high school or a minimum composite score of 45 on the GED test
2. National League for Nursing Pre-Admission Examination-PN scores
3. Cumulative college GPA of 2.0 by the end of the spring semester prior to entry, if attended college previously
4. Proficiency in reading, writing and mathematics as evidenced by completion of courses or placement test scores.
5. Applicants are selected for admission to the Practical Nursing Program using a point system based on percentile scores on the National League for Nursing Pre-Admission Exam-PN.

Nursing, Associate of Science Degree in Nursing (NURS)

This program prepares students to take the state licensure examination (NCLEX) for registered nursing with an option to take the practical nursing state licensure examination if they desire. Graduates are qualified to work in hospitals, long-term care facilities, and community based settings.

The Associate of Science Degree program requires four semesters of course work in nursing (42 credits) and 30 credits of non-nursing prerequisite and co-requisite courses for a total of 72 credits.

A grade of "C" or better is considered passing for all nursing and support courses. A cumulative grade point average of 2.0 or better must be maintained to remain in the nursing program.

Proficiency in reading, writing and mathematics is recognized as essential for a successful nurse. Entry levels for reading, writing, and mathematics for prerequisite courses are:

Subject Area	Course Completion	or	Placement into course
Mathematics	Math 25X or 26		Math 27
Reading	Eng 21		Eng 102
Writing	Eng 22 or ESL 15		Eng 100

The nursing and support courses for the Associate of Science Degree are:

Year 1

		AS
Biol 141	Human Anatomy/Physiology I	3
Biol 141L	Human Anatomy/Physiology I Lab	1
Psy 100	Survey of Psychology	3
Eng 100	Expository Writing	3
SpCo 151	Intro to Speech & Comm.	3
Anth 200 †	Cultural Anthropology	3
Biol 142	Human Anatomy/Physiology II	3
Biol 142L	Human Anatomy/Physiology II Lab	1
Micr 130	Microbiology	3
Micr 130L	Microbiology Lab	1
FamR 230	Human Development	3
Phrm 203	General Pharmacology	3
	TOTAL	*30*

Year 2

Fall Semester

		AS
Nurs 151	Mental Health Nursing	2
+ Nurs 153	Nursing Concepts and Skills	8
Nurs 158	Issues and Trends I	1
	TOTAL	*11*

Spring Semester

		AS
Nurs 157	Adult Health Nursing	10
	TOTAL	*10*

Year 3

Fall Semester

		AS
Nurs 254	Family Health Nursing Care I	5
Nurs 255	Family Health Nursing Care II	5
	TOTAL	*10*

Spring Semester

		AS
Nurs 257	Advanced Adult Health Nursing	5
Nurs 260	Nursing Management	2
Nurs 251	Mental Health and Psychiatric Nursing	3
Nurs 258	Issues and Trends II	1
	TOTAL	*11*
	TOTAL	**72**

+ Bypass on LPN Transition Track
† Corequisite support course that may be taken either prior to admission or during the nursing program.

The Associate of Science Degree program is approved by the Hawai'i Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). The NLNAC may be contacted at nlnac@nln.org or writing to 61 Broadway, 33rd Floor, New York, NY 10006; 1-800-669-1656. Transfer agreements exist with the University of Hawai'i at Hilo and University of Hawai'i at Mānoa baccalaureate nursing programs allowing interested and qualified associate degree graduates to pursue a Bachelor of Science in Nursing at UHH or UHM.

Nursing, Practical (PRCN)

This program prepares students to take the state examination for licensure as licensed practical nurses. The practical nurse works under the guidance of a physician and/or registered nurse.

The certificate consists of 6 semester hours of non-nursing support courses and 34 semester hours of nursing courses; 40 semester hours in all. The program is 40 weeks long and includes 2 semesters and a summer session.

Proficiency in reading, writing and mathematics is recognized as essential for a successful nurse. Proficiency levels in reading, writing, and mathematics that must be met for entry into the program are:

Subject Area	Course Completion	or	Placement into course
Mathematics	Math 25X or 26		Math 27
Reading	Eng 21		Eng 102
Writing	Eng 22		Eng 100

Fall Semester

		CA
Nurs 120	Practical Nursing I	13
Sci 51	Basic Science for Health Occupations	3
	TOTAL	*16*

Spring Semester

		CA
Nurs 122	Practical Nursing II	14
FamR 230	Human Development	3
	TOTAL	*17*

Summer

		CA
Nurs 128	Maternity Nursing	3
Nurs 126	Child Health	3
Nurs 101	Personal Vocational Relations	1
	TOTAL	*7*
	TOTAL	**40**

A grade of "C" or better is considered passing in the nursing and support courses. Students must maintain a cumulative grade point average of 2.0 or better in order to remain in the nursing program.

Nursing, Adult Residential Care Home Operator (CHO)

Prerequisite: Nurses' Aide OBRA Certification

Upon completion of a Nurses' Aide course, and passing the OBRA certification exam for Nurses' Aides, students may enroll in the Adult Residential Care Home Operator (CHO) courses (Nurs 12, 13, 14). Upon completing the prescribed CHO course work, students will receive a certificate of competency and be eligible for licensure by the State Department of Health as a Care Home Operator. Upon request, students who have completed the HawCC non-credit Nurses' Aide course can convert it to 8 credits (Nurs 16) allowing them to earn a

Certificate of Completion in CHO. Interested Registered Nurses and Licensed Practical Nurses can enroll in a course to prepare for licensing as Care Home Operators (Nurs 15).

- Nurs 12 - Common Diseases, Medicines, Special Diets (1)
- Nurs 13 - Helping Therapies & Behavior Management (1)
- Nurs 14 - ARCH Regulations, Accounts, Community Resources (1)
- Nurs 15 - ARCH Regulations and Record Keeping (2)

Nurses' Aide

This course is designed to prepare Nurses' Aides to work in hospitals, long-term care facilities, clinics and private homes. Basic nursing procedures are taught through formal classes, supervised laboratory practice and clinical experience in hospitals and/or long-term care settings and private homes. Students successfully completing this course are eligible to take the OBRA certification exam.

Students enrolling in this course are required to have current CPR/First-Aid certificate, evidence of TB clearance (within 3 months), physician clearance, and a raw score above 50 on the COMPASS reading placement test. Students must be covered by group malpractice insurance while in the clinical area.

This course is not part of the regular Nursing curricula. Contact the Office of Continuing Education and Training at (808) 974-7531 for further information.

Office Administration and Technology (OAT)

Faculty: G. Ching   M. Kayano
S. Penisten   R. Yamane

The Office Administration & Technology program is designed as a *Career Ladder* for students who wish to prepare for positions as clerks, clerk-typists, receptionists, stenographers, information processors, secretaries, and administrative assistants.

Program Requirements		CC	CA	AAS
Bus 55B	Numeric Keypad	1	1	1
** Bus 55C	Business Math Concepts	1	1	1
** Bus 55D	Business Mathematics of Accounting	1	1	1
** Bus 55E	Business Mathematics of Merchandising	1	1	1
* OAT 23	Document Formatting	3	3	3
OAT 29	Microcomputer Fundamentals (or ICS 100 or ICS 101)	1	1	1
OAT 34	Word Processing Fundamentals (or ICS 100 or ICS 101)	1	1	1
OAT 40B	Filing	1	1	1
OAT 43B	Telephone Tech. & Communication	1	1	1
OAT 43E	Preemployment Preparation	1	1	1
OAT 80	Machine Transcription I	3	3	3
OAT 36	Spreadsheet Fundamentals (or ICS 100 or ICS 101)	-	1	1
** Eng	Eng 22 or ESL 15 or Eng 100	-	3	-
** Eng 100	Intro to Expository Writing	-	-	3
* OAT 30	Information Processing	-	3	3
** SpCo	SpCo 51 or 151	-	3	3
OAT 93V	Cooperative Education	-	3	3
Bus 71	Human Relations in Organizations (satisfies Social Env. Elective ††)	-	3	3
Acc 20	Fundamentals of Accounting	-	-	3
Bus 20	Introduction to Business (or Bus 120)	-	-	3
** Eng 55	Business Communications	-	-	3
Mgt 24	Personnel Management Relations	-	-	3
* OAT 31	Information Processing Applications	-	-	3
OAT 37	Database Fundamentals (or ICS 101)	-	-	1
* OAT 81	Machine Transcription II	-	-	3
Electives	Cultural, Natural Env. ††	-	-	6
Electives	General Electives †††	-	-	3
Business Electives (see below)		-	-	2
TOTAL (minimum)		**15**	**31**	**61**

* No grade below "C" will be counted toward graduation
** Meets the competency requirement in mathematics (BUS 55C,D,E together meets math skills requirements) or communications
†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural, Natural, Social Environment
††† General elective required only if total credits are less than 61

Business Electives - The following courses will be accepted:
- Acc 24, 25, 26, 32, 50, 201, 202
- BMac 41,
- Bus 25, 35, 36, 55F, 55G
- Econ 50, 120, 130, 131
- HOpe 20, 25, 42, 45
- ITS 103, 104, 118, 121, 140, 151, 193, 215, 221, 284
- Law 30
- Mgt 20
- Mkt 20, 30, 50, 60, 65
- OAT 82, 83

Students may choose to receive a C.A. or A.A.S. degree and, with additional courses, receive an Administrative Assistant Specialization.

Administrative Assistant Specialization		CA	AAS
Certificate/Degree Requirements		31	56
* OAT 66B	Beginning Shorthand, Alpha I	3	3
* OAT 66C	Beginning Shorthand, Alpha II	2	2
* OAT 68	Intermediate Shorthand, Alpha	4	4
* OAT 70	Advanced Shorthand	-	4
TOTAL		**40**	**69**

* No grade below "C" will be counted toward graduation

Tropical Forest Ecosystem and Agroforestry Management (TEAM)

Faculty: K. Boche   F. Stone

Students learn to actively manage Hawai'i's native forest ecosystems, grow native plants, establish agroforestry operations, use Global Positioning Systems (GPS), and Geographic Information Systems (GIS). Internships give students on-the-job training with potential employers. For more information (808) 974-7537, or e-mail forteam@hawaii.edu or check the website http://web.hawcc.hawaii.edu/hawcc/forestteam

First Semester		CA	AS
ICS 101	Microcomputer Applications Software	4	4
Eng 102	College Reading Skills	3	3
Ag 175	Agroforestry	3	3
AG 175L	Agroforestry Lab	1	1
Math 120	Trigonometry for Surveying	4	4
	TOTAL	*15*	*15*

Second Semester		CA	AS
Eng 100	Expository Writing	3	3
Chem 100	Chemistry for Non-Science Majors	3	3
Geog 170	Forest Ecosystem Surveying, Inventorying, and Monitoring	3	3
Geog 170L	Forest Ecosystem Surveying, Inventorying, and Monitoring Lab	1	1
HwSt 125	Hawaiian Plants and Their Uses	3	3
Biol 156	Natural History of the Hawaiian Islands	3	3
Biol 156L	Natural History of Hawaiian Islands Lab	1	1
	TOTAL	*17*	*17*

Summer		CA	AS
Ag 190V	Internship	-	1-4

Third Semester		CA	AS
Biol 101	General Biology (or Bot 101 or Zool 101)	-	3
Biol 101L	General Biology Lab (or Bot 101L or Zool 101L)	-	1
Ag 130	Agroforestry & Forestry Bus Mngt	-	3
Sci 124	Introduction to Environmental Science	-	3
Sci 124L	Introduction to Environmental Science Lab	-	1
Geog 180	Geographic Information Systems in Forest Ecosystem Management	-	3
Geog 180L	Geographic Information Systems in Forest Ecosystem Management Lab	-	1
	TOTAL	*-*	*15*

Fourth Semester		CA	AS
Ag 291	Forest Restoration Ecology and Ecosystem Management Practicum	-	3
SpCo 151	Introduction to Speech and Communication	-	3
Ag 245	Tropical Silviculture and Forest Plant Propagation	-	3
Ag 245L	Tropical Silviculture and Forest Plant Propagation Lab	-	1
Ag 275	Forest Pest Management	-	3
Ag 275L	Forest Pest Management Lab	-	1
	TOTAL	*-*	*14*
	TOTAL	**32**	**62-66**

Program Advisory Councils

The vocational-technical programs at HawCC are an integral part of the local community and reflect its day-to-day life. Close cooperation among the faculty, employers and employees in the community is maintained. One of the most effective formal means of providing for this type of cooperation is the Program Advisory Council. These groups are appointed by the Provost and advise the program of training needs and new developments in the field. Councils include employers, alumni, and others knowledgeable about the field.

Accounting
Roberta Chu, Senior Vice-President, Bank of Hawai'i

Kenneth Fuchigami, Assistant Administrator of Corporate Accounts, HELCO Corporate Accounting

Jason Hayashi, Chief Financial Officer, HFS Federal Credit Union

Bonnie Honda, Chief Financial Officer, Big Island Candies, Inc.

Jeanne Hosaka, Accounting Teacher, Waiakea High School

Randy Hu, Taketa, Iwata, Hara and Associates, LLP

Susan Jung, Assistant Managing Director, Hawai'i Island Food Bank

Eric Kapono, Advancement Services for Native Nonprofits

Toby Taniguchi, Vice-President Store Operations, KTA Superstores

Administration of Justice
Maeliette Amana, Correctional Officer, Department of Public Safety

William "Billy" Kenoi, Executive Assistant to the Mayor, County of Hawai'i

Barbara Lively, AJ Graduate, Community Organizer

Mitchell "Mitch" Roth, Prosecutor, Office of the Prosecuting Attorney, County of Hawai'i

Polly Varize, Probation Officer, Third Circuit Court, State of Hawai'i

Dexter Veriato, Police Officer, Hawai'i County Police Department

Agriculture
Greg Branco, Nursery Supervisor, County of Hawai'i

Dennis Hoota, Maintenance Supervisor, Hilo Municipal Golf Course

Jerome Sasaki, Honomu Aquatics

Carpentry
Larry Bianchi, Vice-President, ABC Interiors

Conrad Hokama, Vice-President, Alumside Products, Inc.

Kehaunani Masaki, Building Inspector, County of Hawai'i Building Department

Robert Meierdiercks, Business Agent, Carpenters' Union Local 745

Terance Nakamura, Business Agent, Carpenters' Union Local 745

Glenn Ogawa, Vice-President, Stan's Contracting, Inc.

Architectural, Engineering and CAD Technologies

Rodney Chinen, Owner/Manager, Hubs Hawai'i, Inc.

Alana Inaba, Licensed Land Surveyor, Inaba Engineering, Inc.

James M. McKeague, AIA, James McKeague Architect & Associates

Hans Santiago, Real Property Drafting Technician III, County of Hawai'i Planning Department

Auto Body Repair and Painting

Alfredo Avelino, Jr., Supervisor, Automotive Supply Center

Elton Kaku, Owner, Big Isle Auto Care

Dale Matsumoto, Manager, Auto Body Hawai'i

Debbie Omori, Owner, Bob's Fender Shop, Inc.

Warren Tanigawa, Owner/Appraiser, Mountain View Claims Service

Automotive Mechanics Technology

Casey Elizares, Service Manager, Kama'aina Motors

Wesley Ferreira, Senior Sales/Marketing Executive, Automotive Supply Center

Thomas Haraguchi, Retired Service Manager, Big Island Toyota

Jared Hook, Shop Manager, Dollar Rent A Car Systems, Inc.

Kent Inouye, Owner/Manager, Bayside Chevron Service

Mark Nishioka, Service Manager, Orchid Isle Auto Center

Louis Perreira, Jr., Technician, RANNIKKS Auto Specialists

Patrick Seto, Parts Manager, Big Island Toyota - Kona

Diesel Mechanics

Sam Gray, Owner, Precision Fuel Injection, Inc.

Kelvin Kohatsu, Fleet Manager, HELCO

Eugene Lyman, Equipment Supervisor, HT&T Co.

Dennis Rose, Owner, Power Generation Services

Mitchell Soares, Hilo Service Supervisor, Pacific Machinery

Early Childhood Education

Kelsey Hiraishi, Program Director, Boys and Girls Club of the Big Island

Diana Kahler, Head Start-HCEOC

Christie Sahagun, Kamehameha Preschool, Early Childhood Division

Venus Soares, Kaumana Baptist Drive Church, Keikiland

Angela Thomas, Good Beginning Alliance

Electrical Installation and Maintenance Technology

Wayne Fukunaga, Owner, Fukunaga Electrical

Reid Furutani, Owner, Able Electric, Inc.

John Kimura, President, JK Electric, Inc.

Clyde Nagata, Engineering Department Manager, HELCO

Food Service

Robert Ahia, Food Service Manager, Kalanianaole School

Adrian Castaneda, Kitchen Manager, Life Care Center

Sandy Dubczak, Former Student, Koehnens Interiors

Casey Halpern, Chef, Cafe Pesto

Jim O'Keefe, Manager/Owner, O'Keefe & Sons Bread Bakers

Philip Paranial, Executive Chef, Hilo Hawaiian Hotel

Electronics Technology

Francis Benevides, Airway Facilities Manager, Federal Aviation Administration/Hilo AFSFO

Stephen Hatada, Owner, Hatada's TV, Inc.

Dave Okamura, Radio Shop Supervisor, HELCO

Blaine Oyama, Systems Engineering Manager, Time-Warner Oceanic

Chris Stewart, Independent RF Consultant

Michael Texeira, Owner, Business Automation

John Wong, Technician, Verizon Hawai'i

Hospitality

Steve Boyle, Past General Manager, New Otani Hotel, Waikiki

Barbara Campbell, Waimea Gardens

Kathleen Horrigan, General Manager, Four Seasons Resort

Jean Hull, Culinary Arts Consultant

Adi Kohler, Past General Manager, Mauna Lani Resort

Chris Krueger, Guest Services Director, Mauna Kea Resort

Carrie Kuwada, Health Educator, State of Hawai'i

Lei Lightner, Activities Director, Kona Village Resort

Paul Mann, Owner, Korner Pocket Bar and Grill, HRA Past President

Mark McGuffie, General Manager, King Kamehameha Beach Hotel (HTH) Group

Wilhelm Pirngruber, Executive Chef, Hilton Waikoloa

James O'Keefe, Owner, O'Keefe & Sons Bread Bakers

Diane Quitiquit, Vice-President of Marketing, Parker Ranch

Cathy Smoot Barrett, President ACF

Daniel Thiebaut, Owner, Daniel Thiebaut Restaurant

Ke'o Velasquez, Past Student, Cook, Hokuli'a Resort

Human Services

Sandra Claveria, Trainer/Cultural Specialist, Alu Like

Alda Gomes, Account Clerk, HCEOC

Peggy Hilton, Branch Administrator, Child Welfare Services

Steve Humphers, Business Owner

Leon Luce, Advanced Practice RN, Adult Mental Health

Donna Madrid, Program Coordinator, Family Visitation Center

Wyland Scoggins, Assessment Counselor, BISAC

Human Services - Substance Abuse Counseling

Les Estrella, President, Faith Against Drugs

Christine Kefford, Probation Officer, Third Circuit Court, State of Hawai'i

Randy Kaipo Like, Clinical Supervisor, Hui Ho'ola O Na Nahulu O Hawai'i

Daniel Miller, Program Director, Keala Pono Recovery Center

Danielle Spain, Director of Operations, BISAC

Michael Spain, School Base Coordinator, BISAC

Jamal Wassan, Executive Director, Waikoloa Community-Based Substance Rehabilitation and Recovery Center

Information Technology

James Kennedy, Assistant Director of Operations, Gemini 8M Telescope Project

Linda Nako, Systems Analyst II, Hawai'i County Police Department

Danilo Padilla, ITD-Network Services, Kamehameha Schools Hawai'i Campus

Clayton Yugawa, Manager, Department of Data Systems, County of Hawai'i

Lon Taniguchi, Vice-President of Information Systems, KTA Superstores

Machine, Welding and Industrial Mechanics Technologies

James Hamano, Co-Owner, Industrial Ironworks Corp.

Steve Hurt, Service Technician, Kailua Air Conditioning and Refrigeration, Inc.

Kyle Kinoshita, Mechanical Engineering Manager, Keck Observatory

Ron Koehler, Manager, Mauna Kea Observatories Support Services

Kelvin Kohatsu, Fleet Coordinator, HELCO, Inc.

Glenn Kotomori, Manager, BOC Gases/Gaspro, Inc.

Tom Shindo, Owner, Hilo Mechanical, Inc.

Leonard Tanaka, Owner, T&T Electric, Inc.

Norman Uchida, Production Supervisor, HELCO

Shannon Warfield, Owner, Pacific Rim Erectors

Walter Yamada, Manager, Custom Sheet Metal

Marketing

Kelly Kalima, Human Resource Manager, Macy's

George Leonard, Owner, Waterfalls Inn Bed and Breakfast

Sharri Thornton, Human Resource Manager, Sears, Roebuck and Co.

Travis Uchino, Director, Marketing and Communications, Big Island Federal Credit Union

Nursing

Allyson Andrews-Nelson, Director of Nursing, Hilo Life Care Center

Kelly Clayton, Nurse Manager, Hamakua Health Center

Diane Himwich, VP for Patient Care Services, North Hawai'i Community Hospital

Phoebe Lambeth, Office Manager, Hawai'i Pacific Oncology Center

Kelly Nases, Director of Nursing, Hale Ānuenue

Earleen Rapoza, Inservice Educator, Hilo Medical Center

Ana Silva, Utilization Review, Kona Community Hospital

Office Administration and Technology

Gabriella Cabanas, Personnel Program Specialist, County of Hawai'i, Department of Civil Service

Paulette Ching, Secretary to the Vice-Chancellor of Academic Affairs, University of Hawai'i at Hilo

Terri Lyn Ferreira, Project Manager, Hawai'i Island Development Corporation

Judy Hatada, Human Resource Manager, CU Hawai'i

Chris Kakugawa, Accounts Receivable Manager, Uncle Billy's Hotel

Charles Kunz, Manager, State of Hawai'i, Workforce Development Division

Janet Okino, Employment Recruitment, Hilo Medical Center

Sue Ellen Rhodes, Administrator, Ortho Care, Inc.

Tropical Forest Ecosystem and Agroforestry Management

Dr. Paul Banko, US Geological Survey, Pacific Island Ecosystems Research Center

Mick Castillo, Hawai'i Natural Resource Services, LLC

Dr. Rob Shallenberger, The Nature Conservancy of Hawai'i

Dr. J.B. Friday, Extension Forester, Cooperative Extension Service

Kathleen S. Friday, Associate Pacific Island Forester, USDA Forest Service, Institute of Pacific Island Forestry

Ed Winkler, Hawai'i Forest Industry Association

Lisa Hadway, Hawai'i Branch, Department of Land and Natural Resources

Dr. Francis Howarth, BP Bishop Museum, Department of Natural Sciences

Richard Wass, Hakalau Forest National Wildlife Refuge

Larry Katahira, Resources Management, Hawai'i Volcanoes National Park Service

Leila Kealoha, Kua 'O Kalā Charter School

John Kekua, Director, Kekua Foundation

Clyde Kobashigawa, Office of Accountability and School Instructional Support, School Renewal Group

Nicholas Koch, Research Forester, Forest Solutions, Inc.

Charles Kunz, Department of Labor and Industrial Relations, Workforce Development Division

Dr. Rebecca Osertag, Assistant Professor, Ecology, Evolution and Conservation Biology

Mike Robinson, Department of Hawaiian Homes Land

Dr. William Sakai, Professor, UHH College of Agriculture, Forestry and Resource Management

Peter Simmons, Land Manager, Kamehameha Schools, BP Bishop Estate

Deborah Ward, Associate Professor, County Extension Agent, 4-H Youth Development, College of Tropical Agriculture & Human Resources/Extension Service

Aileen Yeh, Hawai'i Agriculture Research Center

Sharon Ziegler-Chong, UH Hawaiian Internship Program, UH Sea Grant Extension Service, Pacific Aquaculture & Coastal Resources Center

Course Listings

Cooperative Vocational Education

Course Numbers: 93V, 193V (Variable)
PreReq: Consent of CVE Coordinator and Program Advisor
Programs participating in Cooperative Vocational Education are identified by the course numbers ending in 93. CVE allows students to earn income and college credit while learning on the job. Training stations are selected according to the student's career objectives. Seminars and experiences on the job are planned and supervised by the CVE Coordinator, program instructors, and the employer. The maximum number of credits that can be earned is 24. The maximum number of credits applicable to a degree is determined by each program. Grading for CVE courses is mandatory credit/no-credit (CR/NC).

Independent Studies/Directed Studies

Course Numbers: 99, 199, 299 (1-3 variable credits)
Students may earn academic credits through Independent Studies/Directed Studies in any of the areas in which credit courses are offered.

To pursue important individual academic interests not included in credit courses, the student must: 1) receive the consent of an appropriate instructor; 2) obtain permission of the Dean of Instruction; 3) receive the approval of the Division Chairperson; 4) complete forms available in the A&R/WHSS Office and 5) complete all normal registration procedures.

Learning Communities

Learning Communities, an innovative approach to educational delivery, emphasize integrated, interdisciplinary learning through a wide range of activities including field trips, study groups, book seminars, simulations, videotaping, and projects which enliven the learning environment. In a Learning Community, courses are clustered around a common theme to provide a focus for the semester's exploration and integration by a team of faculty and students. Each cluster of courses has at least one course which fulfills a core or area requirement. Learning Communities are designed to introduce students to various academic subjects, to support students in making connections amongst those subjects, to encourage students to apply knowledge gained in the classroom to their daily lives, and to support students' involvement in learning.

How to Read the Course Listings

The listing of courses adheres to the following format:

Alpha Number—Course Title (Units)
PreReq: Courses/placement test levels required before enrolling in this course
CoReq: Other courses in which student must be concurrently enrolled at the time of enrolling in this course
Recommended: Preparation recommended before enrolling in this course
Description of course. (number of lecture and/or lab hours class meets per week for 15 weeks. In some cases classes may meet for less than 15 weeks. If so, this will be indicated in the Schedule of Classes.)

Accounting

Acc 20—Fundamentals of Accounting I (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
Basic principles of accounting; the accounting cycle; journals, ledgers, worksheets and financial statements. Utilizes the forms and procedures predominant in manual bookkeeping and accounting systems. (3 lec hrs.)

Acc 24—Principles of Accounting I (4)
PreReq: "C" or better in Acc 20; and Eng 21 or placement in Eng 102
CoReq: Bus 55 B,C,D (or prior completion of any)
An introductory course of basic accounting principles and practices which includes the accounting cycle, use of the general and special journals, general and subsidiary ledgers, and financial statements for sole proprietorships engaged in service and merchandising businesses. (4 lec hrs.)

Acc 25—Principles of Accounting II (4)
PreReq: "C" or better in Acc 24
CoReq: Bus 55 E,F,G (or prior completion of any)
An introductory course of basic accounting principles and practices which includes internal control, receivables and payables, inventory, plant & equipment and equity transactions for partnerships and corporations. (4 lec hrs.)

Acc 26—Principles of Accounting III (3)
PreReq: "C" or better in Acc 25
An introductory course of basic accounting principles and practices which includes corporate long-term debt, statements of cash flows, financial statement analysis, responsibility accounting by departments, accounting for manufacturing operations and cost accounting. (3 lec hrs.)

Acc 28—Practical Accounting Applications (3)
PreReq: "C" or better in Acc 20
CoReq: OAT 34 or OAT 36 or ICS 101 (or prior completion of any)
A practical accounting course in which students will apply previously acquired accounting skills and knowledge to set up and maintain accounting records using publisher's manual practice sets and integrated accounting software. Topics covered include processing journal entries, general ledger, accounts receivable, accounts payable, inventory, payroll, financial statement analysis, conversion to an automated system. (3 lec hrs.)

Acc 32—Payroll Accounting (3)
CoReq: Acc 24 or Acc 201 (or prior completion with "C" or better)
An introduction to the principles, procedures and terminology for business applications of payroll accounting methods. An introduction to the Hawai'i General Excise tax and Hawai'i Use tax, including preparation of application for license and reports. (3 lec hrs.)

Acc 34—Income Tax Preparation (3)
PreReq: "C" or better in Acc 20; and "C" or better in ESL 9 or in Eng 20R or in Eng 51 or placement in Eng 21
An introduction to the principles, procedures, terminology and applications of the Federal income tax law for individuals with comparison to Hawai'i individual income tax law. (3 lec hrs.)

Acc 50—Using Computers in Accounting (3)
PreReq: "C" or better in Acc 25 or Acc 201; and "C" or better in Acc 28
A practical accounting course in which students will apply previously acquired accounting skills and knowledge to set up and maintain accounting records on the computer using commercial or educational accounting software package. Emphasis placed on processing journal entries, general ledger, accounts receivable, accounts payable, payroll, and financial statement analysis. (3 lec hrs.)

Acc 55—Using Spreadsheets in Accounting (3)
PreReq: "C" or better in Acc 24 or "C" or better in Acc 201;and "C" or better in OAT 34 and "C" or better in OAT 36
A hands-on accounting course designed to help students apply previously learned knowledge of the accounting process to a computerized environment using an electronic spreadsheet. (3 lec hrs.)

Acc 130—Hospitality Accounting I (3)
PreReq: "C" or better in Eng 21 or "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 102 or "C" or better in Acc 20
This course provides a basis for understanding hospitality accounting procedures, the processing of hospitality financial data, and the flow of financial information in the accounting cycle that results in the production of financial statements. Students receiving 69% or better on the final examination will be issued a certificate from the Educational Institute of the American Hotel and Motel Association. (3 lec hrs.)

Acc 201—Elementary Accounting I (3)
PreReq: "C" or better in Eng 21 or "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 102
An introduction to accounting theory including the functions of financial accounting and the uses and limitations of accounting information. Students will be introduced to various accounting topics relating to how financial accounting information is recorded, classified and summarized. Whenever possible, real world applications will be illustrated to give the student an understanding of how the topics relate to everyday use. (3 lec hrs.)

Acc 202—Elementary Accounting II (3)
PreReq: "C" or better in Acc 201
An introduction to accounting theory including the function of financial and managerial accounting and the uses of accounting information in decision making within a business. Financial accounting topics include corporation, equity, transactions, long-term debt and the statement of cash flows. (3 lec hrs.)

Administration of Justice

AJ 101—Introduction to Administration of Justice (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
This course focuses on history, philosophy, and language of the criminal justice system. The role of law enforcement, prosecutor, public defender, courts, and corrections is examined. Social aspects of change and how it affects the criminal justice system is also explored. (3 lec hrs.)

AJ 103—Criminal Investigations I (3)
PreReq: AJ 101
This is an introductory course in criminal investigations. The nature of investigations, fingerprint classification, the role of the laboratory, and specific offense investigation will be explored. The class will also discuss interview and interrogation and search and seizure techniques. (3 lec hrs.)

AJ 106—Criminal Investigations II (3)
PreReq: AJ 103
Advanced coursework in criminal investigations; examination of new methods and advanced techniques used in investigations; and forensic laboratory capabilities. (3 lec hrs.)

AJ 150—The Correctional Process (3)
This course examines the history of punishment and corrections. The class discusses laws, records, inmate classification, treatment programs, disciplinary procedures, and supervisory techniques. (3 lec hrs.)

AJ 170—Introduction to Private Security (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
This course surveys the concepts and issues in the administration of security. Defines public versus private security roles for retail business, industry, and governmental agencies. Provides an overview of the functions of various security activities. (3 lec hrs.)

AJ 208—Criminology (3)
Cross-listed as Soc 208
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
This course explores crime and the body of knowledge regarding it as a social phenomenon. An emphasis is placed on the analysis of crime, crime causation, crime variables, impact on society, and societal reactions to crime. (3 lec hrs.)

AJ 210—Juvenile Justice (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
This course focuses on principles and procedures of arrest, detention, petition, summons, records, and adjudication of the juvenile offender. It introduces the organization and function of the police juvenile unit, community diversion practices and organization of the Family Court. (3 lec hrs.)

AJ 220—Constitutional Law (3)
PreReq: AJ 101
The U.S. Constitution is examined as a basis of arrest, search, seizure, interrogation, use of force and civil rights. U.S. Supreme Court cases and Hawai'i Court cases are examined to illustrate the court's interpretive process. (3 lec hrs.)

AJ 221—Criminal Law (3)
PreReq: AJ 101
Studies history and philosophy of criminal law. Examines United States Constitution, especially the Bill of Rights. Considers nature of law, legal institutions, criminal court procedures, and offenses against persons and property. Includes case briefs. (3 lec hrs.)

AJ 233—Police Organization and Management (3)
PreReq: AJ 101
This course studies the principles of organization and administration of policing. Overviews of operations and activities of various divisions, bureaus, training and selection procedures, planning, and research are discussed. (3 lec hrs.)

AJ 234—Police and Community Relations (3)
PreReq: AJ 101
This course acquaints the student with the role of police in government and the critical importance of effective community relations. The dynamics of race relations and other current social problems that directly relate to the law enforcement community are explored. (3 lec hrs.)

AJ 250—Practice & Procedures in Corrections (3)
PreReq: AJ 101 and 150
This course will provide students with the basic training skills necessary to enhance their opportunities to secure a job in the high demand field of corrections. The course will focus on such areas as the history and philosophy of corrections, the role of the correctional officer, legal aspects of corrections, communication and writing skills, as well as basic security procedures. (3 lec hrs.)

AJ 280—Current Issues in the Administration of Justice (3)
PreReq: AJ 101 and Eng 100
Examination of recent textual materials, government reports, and problems within the criminal justice system. Includes preparation of a formal research essay. (3 lec hrs.)

AJ 285—Narcotics and Organized Crime (3)
PreReq: Eng 21 or placement in Eng 102
The identification of narcotics and dangerous drugs, their manufacture and distribution, effects on society, applicable Federal and state laws. Vice and organized crime investigations, applicable laws, effects on individuals and society. (3 lec hrs.)

AJ 290B, 290C, 290D—Criminal Justice Internship (3-6)
PreReq: Consent of instructor required
With the cooperation of public and nonprofit agencies in the community, advanced students are placed in responsible positions where they earn credits for work performed. Permission of instructor is required. (variable hours)

Agriculture

Ag 22—Soil Technology (3)
Properties of soils, soil surveys, land layout, soil formation, classification, soil testing, fertilization practices, soil and water relationships, use of lime, soil protection, and irrigation practices. (6 lec/lab hrs.)

Ag 30—Farm Management (3)
The basic business principles upon which the farm is organized and operated, including the formulation of a loan proposal. (2 lec hrs., 3 lab hrs.)

Ag 31—Farm Equipment, Machinery and Power (3)
Farm equipment and machinery, their selection, management, principles of operation; testing, adjustment and servicing of gasoline engines, engine components. (6 lec/lab hrs.)

Ag 33—Greenhouse Construction (3)
Practice in planning the layout of physical facilities common on the farm; practice in the construction and maintenance of small structures. (6 lec/lab hrs.)

Ag 36—Pesticide Safety (2)
Introduction to safe pesticide application, formulation, toxicity, transportation, storage, safety equipment, disposal, and rules and regulations on use. *Not for recertification credit.* (2 lec hrs.)

Ag 40—Plant Identification (3)
Identification of imported and native flora, beneficial and detrimental, and their uses. (6 lec/lab hrs.)

Ag 41—Plant Disease and Pest Control (3)
Principles involved in controlling plant diseases and pests, including bacteria, fungi, nematodes, insects, weeds, and proper and safe methods in mixing sprays and dusts. (6 lec/lab hrs.)

Ag 43—Plant Science/Plant Propagation (4)
The study of plant science, especially plant propagation and extensive studies into botany. Plant morphology, anatomy, physiology, classification and growth regulators will also be covered. (2 lec hrs., 6 lab hrs.)

Ag 43B—Plant Science: Asexual Plant Propagation (1)
This course deals with increasing plants using asexual methods. The student will be taught to propagate plants using various techniques such as layering, cutting, grafting, budding, division, and separation. In addition, sections on media and growth regulators will be covered. (2 lec/lab hrs.)

Ag 46—Landscape Maintenance (3)
An introduction to landscape maintenance and construction. Skills taught include pruning, fertilizing, planting, pest control, reading of a blueprint, and nursery management. The correct use of specific power tools and equipment used in landscape maintenance and construction will be covered. The identification of plants commonly found in the landscape will also be covered. (2 lec hrs., 3 lab hrs.)

Ag 47—Landscape Horticulture (3)
PreReq: "C" or better in Eng 20W or "C" or better in ESL 13 or placement in Eng 22 or placement in ESL 15; and placement in Math 50
Recommended: Ag 46
Elements of landscape design; identification and selection of plant materials; reading of landscape plans; functional aesthetics; development and implementation of plant and maintenance practices. (6 lec/lab hrs.)

Ag 50—Mensuration (3)
This course will teach proper measuring techniques and proper application of measurements as it relates to agriculture. (6 lec/lab hrs.)

Ag 51—Tropical Crop Production I (3)
Covers the cultivation of vegetables, fruits and ornamentals typically cultivated in the Fall of each year. Topics covered will include crop selection, propagation, controlling the environment, pruning, pest control, fertilization and sanitation. Record keeping and other farm business exercises are an integral part of this course. (6 lec/lab hrs.)

Ag 53—Tropical Crop Production II (3)
Covers the cultivation of vegetables, fruits and ornamentals typically cultivated in the Spring of each year. Topics covered will include crop selection, propagation, controlling the environment, pruning, pest control, fertilization and sanitation. Record keeping and other farm business exercises are an integral part of this course. (6 lec/lab hrs.)

Ag 54A—Tropical Agriculture Production I (6)
An introduction to the culture of various horticultural enterprises commonly grown in Hawaiʻi during the Fall of each year. The course includes field preparation considerations, propagation, controlling the environment, pest control, fertilization, and marketing. These enterprises include floral, vegetable, fruits, and foliage crops. A "hands-on" approach to crop production will be employed and farm management will be stressed. (12 lec/lab hrs.)

Ag 54B—Tropical Agriculture Production II (6)
An introduction to various horticultural enterprises, commonly cultivated in Hawaiʻi during the Spring each year. The course includes field preparation considerations, propagation, controlling the environment, pest control, fertilization, and marketing. The enterprises include floral, vegetable, fruits, and foliage crops. The "hands-on" approach to agriculture production is employed and farm record keeping for farm management is stressed. (12 lec/lab hrs.)

Ag 57—Marketing of Agriculture Products (3)
The principles and practices of marketing of agricultural products with particular emphasis on the agencies and channels of trade and problems of distribution. (3 lec hrs.)

Ag 59—Farm Practicum (4)
Practical experience in career area selected by student and planned with the instructor. May be repeated for credit, up to 8 credits. (12 lab hrs.)

Ag 61—Animal Science and Livestock (4)
Terminology, technology, and specializations of the animal science curriculum; different classifications and breeds of animals; future employment possibilities; basic scientific concepts pertaining to agriculture. (8 lec/lab hrs.)

Ag 62—Animal Disease and Pest Control (3)
The general biology of microorganisms, their classification, characteristics and identification, including animal diseases and parasites with emphasis on prevention, sanitation and control. (6 lec/lab hrs.)

Ag 64—Livestock Production I (3)
Farm management techniques and practices involved in producing and marketing superior quality pork, eggs and fryers. (6 lec/lab hrs.)

Ag 65—Livestock Production II (3)
Farm management techniques and practices involved in producing and marketing superior quality beef and dairy cattle. (6 lec/lab hrs.)

Ag 67—Evaluation of Livestock (3)
Judging and selecting outstanding livestock animals for breeding and marketing and the processes of slaughtering, fabrication, grading, packaging, and storing of animal products. (6 lec/lab hrs.)

Ag 70—Range Management (3)
The growing of forage and legume crops for tropical ruminant animals and the identification and control of noxious plants. (6 lec/lab hrs.)

Ag 82—Turfgrass Management (3)
Turfgrass identification, installation, and maintenance for home, park, and golf areas with special emphasis on warm season grasses. A discussion of irrigation and fertilization practices. (6 lec/lab hrs.)

Ag 92—Selected Topics in Ag (1)
Selected topics in agriculture allows the student, with faculty advising, to explore areas in agriculture or agricultural projects which are not offered at Hawaiʻi Community College. With prior approval, this course can be used to gain credit for related course offerings. (1 lec hr.)

Ag 122—Soil Technology (3)
CoReq: Ag 200 or prior completion
Studies identification, preparation, and fertilization of soils. Discusses soil formation, soil classification, soil reaction, soil and water relationships, soil protection and irrigation practices. Emphasizes sustainable management systems. (2 lec hrs., 3 lab hrs.)

Ag 130—Agroforestry Business Management (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and Math 25X or Math 26 or placement in Math 100
Introduces agroforestry and forestry management practices including decision making, record keeping, cash flow, use of the computer as a management tool, and marketing of agricultural and forestry products. (3 lec hrs.)

Ag 141—Integrated Pest Management (3)
CoReq: Ag 200 or prior completion
Introduction to the principles involved in the control of plant diseases and pests including bacteria, fungi, nematodes, insects, and weeds. Various methods of controlling pests, including the correct method of selecting and applying pesticides will be covered. A report on the diseases of a crop is required. (6 lec/lab hrs.)

Ag 157—Marketing of Agriculture Products (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100; and placement into Math 50 or into Math 22 or higher
This course deals with the principles and practices of selecting, processing, handling, and selling of agriculture products. Principles of marketing and the marketing of specific crops are covered. The student will be introduced to the use of the Internet to research markets. A report on the marketing of a crop is required. (3 lec hrs.)

Ag 175—Agroforestry (3)
PreReq: "C" or better in Eng 21 or "C" or better in Eng 22 or placement in Eng 100 or placement in Eng 102; and "C" or better in Math 25X or "C" or better in Math 26 or placement in Math 120
CoReq: Ag 175L
Designed for students in Forest TEAM and related careers. Methods of designing mixed forestry and agricultural systems combining long-term tree crops with understory plants. Topics include choosing the combination of trees and understory plants for growth characteristics, climate zone, substrate, slope and economic goals; planting methods using nitrogen fixing plants and mulch crops to build a healthy soil ecosystem; methods of reducing soil erosion; incorporating native plants and medicinal plants; plant propagation; and use of shade and mulch to reduce weed problems. (3 lec hrs.)

Ag 175L—Agroforestry Laboratory (1)
CoReq: Ag 175
Designed for students in Forest TEAM and related careers. Laboratory to accompany Ag 175, Agroforestry. Field exercises in methods of designing mixed forestry and agricultural systems combining long-term tree crops with understory plants. Topics include choosing the combination of trees and understory plants for growth characteristics, climate zone, substrate, slope and economic goals; planting methods using nitrogen fixing plants and mulch crops to build a healthy soil ecosystem; methods of reducing soil erosion; incorporating native plants and medicinal plants; plant propagation; and use of shade and mulch to reduce weed problems. (3 lab hrs.)

Ag 190V—Internship (1-4)
PreReq: Ag 175 and Geog 170
Designed for students in Forest TEAM and related careers. An internship with a government or private agency or commercial operation in the area of tropical forest ecosystem management or agroforestry or related forest or ecosystem occupations. The internship program is intended to give students the opportunity to apply knowledge and skills learned in the Forest TEAM program to real life forest ecosystem management and agroforestry operations with potential employers. May be repeated for credit, up to 6 credits. (variable hours)

Ag 192—Selected Topics in Foreest Ecosystem Management (1)
PreReq: Eng 21 or placement in Eng102; and Math 25X or 26 or placement in Math 100
Selected topics allows addition of subjects that meet current needs in Agroforestry and Forest Ecosystem Management. It will be used for elective credit and may be repeated for different subjects. Examples include Forest Fire training, Pesticide training, and Tissue Culture. May be repeated for credit, up to 4 credits. (1 lec hr.)

Ag 200—Principles of Horticulture (4)
PreReq: Eng 22 or ESL 15 or placement in Eng100; and Math 22 or placement in Math 24X or higher
Introduces botany and plant physiology. Discusses plant nutrients, moisture, environmental requirements and plant propagation. Studies culture and production techniques for selected ornamental crops. Plant propagation techniques and the cultivation of selected economic crops will be covered using a student garden and greenhouse. (3 lec hrs., 3 lab hrs.)

Ag 230—Agriculture Business Management (3)
CoReq: Ag 200 or prior completion
Introduces the student to agricultural business management practices including the role of a manager, decision making, record keeping, budgeting, financial statements, ratio analysis and cash flow analysis. The computer will be used to develop cash flow statements, a resume, and conduct research over the web. The foundation of a business plan will be developed. (6 lec/lab hrs.)

Ag 245—Tropical Silviculture and Forest Plant Propagation (3)
PreReq: "C" or better in Eng 102; and "C" or better in Eng 100; and "C" or better in Math 120; and "C" or better in AG 175
CoReq: AG 245L
Designed for students in Forest TEAM and related careers. Ecology, restoration and management of native and non-native forest ecosystems. Classification, identification, structure, growth and development of trees and understory plants in forest ecosystems. Selection, propagation and cultivation of seeds and propagules. (3 lec hrs.)

Ag 245L—Tropical Silviculture and Forest Plant Propagation Lab (1)
CoReq: AG 245
Designed for students in Forest TEAM and related careers. Laboratory in ecology, restoration and management of native and non-native forest ecosystems. Field methods of classification, identification, structure, growth and development of trees and understory plants in forest ecosystems. Field and greenhouse selection, propagation and cultivation of seeds and propagules. (3 lab hrs.)

Ag 250—Sustainable Crop Production (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
An introduction to production methods for selected crops; compares conventional and alternative methods of production, and analysis the effects of these practices. Examines economic and social impacts. (3 lec hrs.)

Ag 250L—Sustainable Crop Production Lab (1)
CoReq: Ag 250 or prior completion
A laboratory course which gives the student practical experience in the application and/or the demonstration of agricultural practices which have a minimal negative impact on the farm and the community. (3 lab hrs.)

Ag 275—Forest Pest Management (3)
PreReq: "C" or better in Eng 102; and "C" or better in Eng 100; and "C" or better in Math 25X or in Math 26 or placement in Math 100
CoReq: AG 275L
Designed for students in Forest TEAM program. Identification of pests and other threats to forestry operations and native forests. Survey of major diseases, invertebrate pests, vertebrate pests, and invasive plants that threaten tropical forests with and emphasis on Hawai'i. Use of pest management techniques assist in pest control. (3 lec hrs.)

Ag 275L—Forest Pest Management Lab (1)
CoReq: AG 275
Designed for students in Forest TEAM program. Lab to identify pests and other threats to agroforestry operations and native forests, including methods of control. Survey of major diseases, invertebrate pests, vertebrate pests, and invasive plants that threaten forests in Hawai'i, and use of pest management techniques assist in pest control. (3 lab hrs.)

Ag 291—Forest Restoration Ecology and Ecosystem Management Practicum (3)
PreReq: Geog 170 and Geog 180 and Ag 175
Designed for students in Forest TEAM and related careers. This is the capstone course of the Forest TEAM program. It is a practicum which will give students field experience in methods of assessing the condition of and threats to native and planted forests and developing plans for their management. Students will assess threats to forests, such as alien species, and devise ways of controlling them. They will apply forest restoration methods involving propagation of forest trees and herbs. (9 lab hrs.)

Anthropology

Anth 150—Human Adaptations (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
A survey course of physical anthropology. Major topics include primates, human evolution, human adaptations to the present and future world, and global variations in human cultural adaptations. (3 lec hrs.)

Anth 121—Introduction to Language (3)
Cross-listed as Ling 121
PreReq: "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 100
An introduction to the study of language from an anthropological perspective. Broad topics include ethnolinguistics (language and culture), sociolinguistics (language and society), psycholinguistics (language and cognition), and core subfields in linguistics; phonology (sound system), morphology (word structure), and syntax (sentence structure). More emphasis will be given to anthropological methods and cultural concepts in Anth 121 than in Ling 121, where linguistic approaches are emphasized. (3 lec hrs.)

Anth 200—Cultural Anthropology (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Humans as cultural and social beings. The major concepts and conclusions of cultural anthropology. Biological, social, and linguistic foundations of culture. Research methods. (3 lec hrs.)

Architectural, Engineering and CAD Technologies

AEC 80—Basic Drafting (3)
Recommended: High School mechanical drawing
Designed for students interested in technical drawing. This course is an introduction to the very basic manual drafting practices, procedures, equipment use, lettering, and architectural symbols. Orthographic projection, pictorial drawings, sectional views, dimensioning, screw threads, and weld symbols will also be covered. (6 lec/lab hrs.)

AEC 110B—Basic AutoCAD (3)
PreReq: Placement in Eng 20R or placement in ESL 9
CoReq: AEC 80, and AEC 115, and AEC 118 (or prior completion of any)
Recommended: mechanical drawing and computer keyboarding experience
Designed for students interested in CAD drawing. This course is designed for the student with no computer aided (CAD) experience. Introduction to AutoCAD's basic drawing commands will be the focus including features, functions, and operations such as lines, arcs, circles, symbols, text, dimensions, and editing/modifying objects will be explored. (6 lec/lab hrs.)

AEC 110C—Basic AutoCAD II (1)
PreReq: AEC 110B; and Eng 51 or Eng 21 or Eng 22 or ESL 15
CoReq: AEC 120, and AEC 123, and AEC 127 (or prior completion of any)
Designed for students interested in CAD drawing. Advanced application to design and draw construction plans utilizing AutoCAD LT 98. Students will set up drawing sheets for plotting using paper space and model space and applications including how to extract information about a drawing. Manipulation of 3-D drawing commands will also be introduced if program is available. (2 lec/lab hrs.)

AEC 115—Introduction to Architecture (2)
PreReq: Placement in Eng 20R or in ESL 9
Recommended: Placement in Eng 22, keyboarding skills, access to a computer with Internet
Designed for students interested in the architectural field. Overview of the architectural profession to include professional ethics, industry organizational structure, licensing and its educational requirements, typical framework of architectural firms, compensation, model codes, awarding of contracts and legal requirements for construction projects, project administration, professional organizations, and career opportunities in related fields. Also covers the work of significant architects and the importance of the creative thinking process and its application to basic design theory. Exercises emphasize the development of basic skills used in the design of simplified architectural projects. (4 lec/lab hrs.)

AEC 117—Introduction to Surveying (1)
PreReq: Placement in Eng 20R or in ESL 9; and Math 50 or higher
CoReq: AEC 110B or prior completion
Recommended: Placement in Eng 22, keyboarding skills, access to a computer with Internet
An introductory course of the concepts of plane surveying including the use, adjustment, and maintenance of the engineering field equipment. Emphasis will be on accuracy in performing fieldwork, free-hand lettering, and the use of the engineering scales for conventions, site and plot plans. Civil Engineering drawings using AutoCAD will be explored. (2 lec/lab hrs.)

AEC 118—Construction Materials (3)
PreReq: Eng 51 or Eng 21 or Eng 22 or ESL 15
CoReq: AEC 110B or prior completion
Recommended: Access to a computer with Internet
A broad survey of materials and products used in the building industry including concrete, masonry, wood, metals, electrical and mechanical systems and other topics based on the Construction Specification Institute (CSI) format. Emphasis on construction and materials in Hawai'i including their nature, characteristic, variety and uses. (6 lec/lab hrs.)

AEC 120—Introduction to Construction Drawings (3)
PreReq: AEC 118
CoReq: AEC 110C or prior completion
A core course in basic building construction and common construction drawings. Foundation, framing, finishes, roofs, architectural dimensions, materials symbols, drawings conventions, and more will be covered. An AutoCAD course that applies procedures from AED 110B, AEC 110C, and AEC 118. (6 lec/lab hrs.)

AEC 123—Residential Planning and Design (3)
PreReq: Math 66
CoReq: AEC 120 or prior completion
Architectural design concepts, application of AutoCAD, study models, sketching, and group critiqued presentations of design will be introduced. Application of AEC 110B, 118, and 120 are incorporated. A structural model of a three-bedroom residence will be constructed. (6 lec/lab hrs.)

AEC 127—Civil Engineering Drawing (3)
PreReq: AEC 117; and Math 66; and Eng 51 or Eng 21 or Eng 22 or ESL 15
CoReq: AEC 110C or prior completion
Introduction to civil engineering drawing including maps, surveys, contours and profiles, site plans, site utilities, and land excavation. Also included are AutoCAD drawings to alter site contours, retain site areas, and flanking cut-and-fill gradients for roadways. (6 lec/lab hrs.)

AEC 130—Residential Working Drawings (3)
PreReq: AEC 120
CoReq: AEC 131 and AEC 138 (or prior completion of either)
Advanced study and application of materials and methods of construction specifically related to two-story dwellings. Projects utilize light wood, steel, and/or masonry construction principles and practices. Course includes basic residential planning, drafting expressions, structural details and complete working drawings of a two-story dwelling. All drawing is done using AutoCAD. (1 lec hr., 6 lab hrs.)

AEC 131—Construction Codes (2)
CoReq: AEC 130 or prior completion
This course explores the ramifications of codes on building project. Construction codes are used to produce project drawings that meet zoning, building and accessibility requirements. (2 lec hrs.)

AEC 133—Basic Arch Studio A (4)
PreReq: AEC 123 and AEC 135
CoReq: AEC 134 or prior completion
Perception, design and communication is explored through human perception, multi-sensory reception, interpretation of sensory input by the brain and emotional and cultural factors. Elements and principles of basic two- and three-dimensional design concepts. Formal/spatial exercises that explore elements, surfaces, measure and order in both graphic and architectural contexts. Analytical exercises which examine both existing and self-created orders and studio activities involving thinking, reading, writing, drafting, model making, and especially drawing (freehand, with instruments and computer). (8 lec/lab hrs.)

AEC 134—CAD Options I (1)
PreReq: AEC 118
CoReq: AEC 131 and AEC 133 (or prior completion of either)
An introduction to AutoDesk 3D Studio VIZ (if available), a high-end 3D modeling and rendering program primarily aimed at building design. Topics include the user interface, basic modeling concepts, object creation, material rendering, and lighting. The student will construct several 3D computer models. (If the software AutoDesk 3D Studio VIZ is not available, a generic 3D rendering program, possibly "Punch 5-in-1 Home Design will be substituted.) (2 lec/lab hrs.)

AEC 135—Introduction to the Built Environment (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100; and Eng 21 or placement in Eng 102
Philosophical development of society's physical fabric as revealed by the range of representative physical designs. (3 lec hrs.)

AEC 137—Surveying II (1)
PreReq: AEC 127
CoReq: AEC 134 and AEC 138 (or prior completion of either)
This course expands on AEC 117 and AEC 127. Emphasis will focus on measuring horizontal distances, on steep slopes, alignment between points, and mistakes and errors in measuring distances. Also included will be the horizontal circle, digital verniers used in measuring angles, instrument set-up, measuring vertical angles, setting points on line and intersection of lines. (2 lec/lab hrs.)

AEC 138—Structural Drawing (1)
CoReq: AEC 131 or prior completion
Introduction to structural drawing for building construction and includes load analysis, concrete and steel plan and detail drawings, and wood frame design. Drawings to be done with AutoCAD. Emphasis on floor and roof framing, lintels and beams, and posts and columns. Goals is to develop in students a sense and basic understanding of structures in building construction. (2 lec/lab hrs.)

AEC 140—Commercial Working Drawings (3)
PreReq: AEC 130
CoReq: AEC 141B or prior completion
A core course that includes the theory and practice involved in producing and organizing working drawings using CAD for multi-family and/or commercial projects. Students are exposed to design, layout and construction methods used in steel, concrete, masonry and wood systems. Independent research emphasized. (6 lec/lab hrs.)

AEC 141B—Building Services (1)
CoReq: AEC 140 or prior completion
Preliminary and detail planning of service and mechanical equipment and facilities in multi-family and/or commercial buildings. Topics include energy, thermal control, plumbing and electrical systems, and vertical transportation equipment. (2 lec/lab hrs.)

AEC 142—Basic Arch Studio B (4)
PreReq: AEC 134
Materials, Design & Communication. Hands-on exploration of various materials and construction techniques and as introduction to various design processes as systematic approaches to solving architectural/environmental design problems. Analysis of architecture as the creation of spaces generated by human needs and aspirations and developing concepts to explore and achieve innovative solutions responding to these needs. Studio activities involving thinking, reading, writing, model making and a variety of communication techniques with emphasis on the delineation of 3-D spaces using perspective drawing techniques, light notation and computer modeling. (8 lec/lab hrs.)

AEC 144—CAD Options II (1)
PreReq: AEC 137
CoReq: AEC 141B and AEC 147 (or prior completion of either)
This course will introduce the student to ArcView's software for Geographic Information System (GIS), a data gathering program, and Global Positioning Systems (GPS) for data gathering of points, lines, features, and areas. (2 lec/lab hrs.)

AEC 147—Surveying III (2)
CoReq: AEC 144 or prior completion
This course will use the information gathered in the surveys conducted in AEC 137. Emphasis will focus on topographic contour drawings including uses of contours, contour intervals, determining elevations/grades, contours for cut and fill, excavations for buildings, volumes of cut and fill, and profile sections. (4 lec/lab hrs.)

Art

Art 101—Introduction to the Visual Arts (3)
Introduction to the Visual Arts, the nature of the visual arts and their expression in various forms. (3 lec hrs.)

Art 105B—Introduction to Ceramics - Hand Building (3)
An introduction to three dimensional concepts in clay through hand building techniques. (2 lec hrs., 4 lab hrs.)

Art 105C—Introduction to Ceramics - Wheel Throwing (3)
PreReq: Art 105B
Three dimensional concepts in clay through wheel throwing techniques. (2 lec hrs., 4 lab hrs.)

Art 107—Elementary Studio: Photography (3)
Studio experience mainly for non-majors. Lectures and projects. Credit cannot count toward major requirements in art. (2 lec hrs., 4 lab hrs.)

Art 108—Elementary Studio: Drawing and Painting (3)
Painting studio with emphasis on materials and techniques. (2 lec hrs., 4 lab hrs.)

Art 111—Introduction to Watercolor Painting (3)
An introduction to watercolor materials and techniques, including an introduction to Oriental brush painting. (2 lec hrs., 4 lab hrs.)

Art 112—Introduction to Digital Arts (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
CoReq: Art 115 or prior completion
Studio introduction to digital technology and its applications to the production of visual art. Emphasis will also be placed on developing an aesthetic criteria for evaluation. (1 lec hrs., 4 lec/lab hrs.)

Art 113—Foundation Studio: Drawing (3)
Two-dimensional visualization and rendering of forms, spaces and ideas through a variety of approaches and media. (2 lec hrs., 4 lab hrs.)

Art 114—Foundation Studio: Color (3)
Aspects and theories of color and their practical applications. (2 lec hrs., 4 lab hrs.)

Art 115—Foundation Studio: 2-D Design (3)
Basic two-dimensional designs, concepts, elements and principles of organization. (2 lec hrs., 4 lab hrs.)

Art 123—Introduction to Painting (3)
Theory and practice of painting: basic material and technical procedure will be addressed. Oil or acrylic. (2 lec hrs., 4 lab hrs.)

Art 207—Photography Studio I (3)
Basic techniques of photography. The camera as a tool for communication and self-expression. Assumes no previous knowledge of photography. Student is required to have a camera with adjustable speed and aperture settings. (2 lec hrs., 4 lab hrs.)

Art 211—Intermediate Watercolor Painting (3)
PreReq: Art 111
Continuation and intensive application of the basic techniques introduced in Art 111. Emphasis on the development of personal style in the medium of watercolor. (2 lec hrs., 4 lab hrs.)

Art 217—Screen Printing (3)
Basic screen printing techniques from open screen to photographic methods will be addressed. (6 lec/lab hrs.)

Art 223—Intermediate Painting (3)
PreReq: Art 123
Survey of late 19th and 20th century studio practice with emphasis on abstraction and non-representational painting. May be repeated for credit, up to 6 credits. (2 lec hrs., 4 lab hrs.)

Art 227—Oriental Brush Painting (3)
Basic techniques and concept involved in traditional Chinese painting. (6 lec/lab hrs.)

Art 230—Textile Design (3)
Design problems for production of printed fabric utilizing silkscreen techniques. (2 lec hrs., 4 lab hrs.)

Art 238—Weaving I (3)
An introduction to basic weaving techniques. Experimentation with a variety of fibers. The student will gain experience in the operation of the four-harness loom. (2 lec hrs., 4 lab hrs.)

Art 239—Weaving II (3)
PreReq: Art 238
A continuation of fiber techniques and weaving concepts with emphasis on the application of design principles and problem solving. (2 lec hrs., 4 lab hrs.)

Art 243—Intermediate Ceramics - Hand Building (3)
PreReq: Art 105B
The development of sculptural and vessel concepts using hand building techniques. May be repeated for credit, up to 6 credits. (2 lec hrs., 4 lab hrs.)

Art 244—Intermediate Ceramics - Wheel Throwing (3)
PreReq: Art 105C
The development of vessel and sculptural concepts using wheel throwing techniques. May be repeated for credit, up to 6 credits. (2 lec hrs., 4 lab hrs.)

Asian

Asan 120—Japanese Culture I (3)
An introduction to study of common and distinctive aspects of the Japanese culture. It is designed to give students an introduction to Japanese culture and the Japan of today directly related to the modern Japanese people. (3 lec hrs.)

Asan 121—Chinese Culture (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
An introduction to the study of past and present Chinese culture in relation to other East Asian cultures. It is designed to give students an introduction to the Chinese culture. Topics such as: Chinese values and philosophy, social structure, language and literature, art, and migration of Chinese will be covered. (3 lec hrs.)

Asan 122—Korean Culture (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
An introduction to the study of common and distinctive aspects of Korean culture in relation to other East Asian cultures designed to give students an overview of contemporary Korean culture and the relationship to its socio-historical, cultural past. (3 lec hrs.)

Astronomy

Astr 110—Survey of Astronomy (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and Math 22 or placement in Math 26
Survey of modern astronomy intended for non-science majors with emphasis on scientific method and development of scientific thought. (3 lec hrs.)

Auto Body Repair and Painting

ABRP 20—Introduction to Auto Body Repair & Painting (1)
CoReq: ABRP 21, 22, 23, 24, and 25, or consent of instructor
This course prepares student for participation in the Auto Body Repair and Painting program. Students will gain an understanding of college policies, program requirements, career opportunities, shop safety practices, personal safety protection, and health and environmental concerns related to the field. (2 lec/lab hrs.)

ABRP 21—Oxyacetylene Welding & Cutting (2)
CoReq: ABRP 20, 22, 23, 24, and 25, or consent of instructor
This course instructs the student in the safe and proper operation of oxyacetylene torch set on metals utilized in automotive construction. Students will be exposed to hands-on welding techniques and heat control to reduce warpage on thin gauge sheet metal as well as the oxyacetylene cutting torch and plasma arc cutting. (4 lec/lab hrs.)

ABRP 22—Gas Metal Arc Welding Techniques (3)
CoReq: ABRP 20, 21, 23, 24, and 25, or consent of instructor
This course is designed to instruct the student in the proper operation of the wire feed welder in the automotive repair industry. It emphasizes the importance of this type of welding process in repairing the thin gauge high strength steels found in current production automobiles. Students will learn and practice MIG welding techniques and demonstrate their skills in welding automotive metals. (6 lec/lab hrs.)

ABRP 23—Advanced Welding Techniques (1)
CoReq: ABRP 20, 21, 22, 24, and 25, or consent of instructor
In this course the student is introduced to the theory of specialized welding processes and advanced welding techniques employed in the automotive repair industry when repairing exotic metals. (2 lec/lab hrs.)

ABRP 24—Rust Repair and Corrosion Protection (2)
CoReq: ABRP 20, 21, 22, 23, and 25, or consent of instructor
Students in this course will learn the causes and effects of corrosion on automobile bodies and methods of corrosion protection. They will have the opportunity to learn to layout and fabricate repair panels from thin gauge sheet metal and repair rust out damage. (4 lec/lab hrs.)

ABRP 25—Metal Straightening Techniques (3)
CoReq: ABRP 20, 21, 22, 23, and 24, or consent of instructor
Students taking this course will learn how collision and corrective forces affect automotive sheet metal. They will gain experience using the basic auto body hand and power tools to practice metal straightening techniques. Students will also be instructed in the selection, application and finish of body filler materials. (6 lec/lab hrs.)

ABRP 30—Preparation & Refinish Safety (3)
CoReq: ABRP 31, 32, 33, 34, and 35, or consent of instructor
This course instructs the student in proper safety procedures and practices for automotive refinishing, to include OSHA guidelines, Right-to-Know Act, EPA laws and regulations, etc. Students will learn pre-refinishing operations prior to application of topcoat systems, and introduced to products and equipment used in color finessing and final detail of the vehicle for delivery. (6 lec/lab hrs.)

ABRP 31—Refinish Equipment & Preparation (1)
CoReq: ABRP 30, 32, 33, 34, and 35, or consent of instructor
This course covers corrosion principles and manufacturers' corrosion protection with emphasis on repair methods and materials. Students will be introduced to safety procedures, proper operation, and maintenance of tools and equipment used in automotive refinishing. (2 lec/lab hrs.)

ABRP 32—Refinish Application & Color Matching (2)
CoReq: ABRP 30, 31, 33, 34, and 35, or consent of instructor
This course will introduce final preparation and application of various types of automotive refinishing topcoats with emphasis on topcoat color analysis, tinting, and mixing. (4 lec/lab hrs.)

ABRP 33—Paint Problems (2)
CoReq: ABRP 30, 31, 32, 34, and 35, or consent of instructor
This course will introduce the student to various common paint problems and paint film defects caused by curing, mixture, and spraying techniques, with emphasis on paint problem solutions and preventions. (4 lec/lab hrs.)

ABRP 34—Color Blending (3)
CoReq: ABRP 30, 31, 32, 33, and 35, or consent of instructor
This course will introduce the student to color blending preparation techniques, application techniques of color, and clearcoat topcoats. (6 lec/lab hrs.)

ABRP 35—Plastic Repair & Refinishing (1)
CoReq: ABRP 30, 31, 32, 33, and 34, or consent of instructor
This course will introduce the student to plastic identification, repairability decisions, adhesive and welding repair, and refinishing. (2 lec/lab hrs.)

ABRP 40—Collision Damage Appraisal (2)
CoReq: ABRP 41, 42, 43, 44, and 45, or consent of instructor
Students learn to identify damages created by collision forces, and how they influence repair procedures on different types of body construction. Utilizing collision estimating guides, students will create a manual estimate and develop a repair procedure plan. (4 lec/lab hrs.)

ABRP 41—Panel Replacement & Alignment (3)
CoReq: ABRP 40, 42, 43, 44, 45, or consent of instructor
Students learn proper procedures when replacing panels and alignment techniques to ensure correct fit and operation. Interior and exterior panels with their attached components and trim are covered. (6 lec/lab hrs.)

ABRP 42—Door and Quarter Panel Replacement (3)
CoReq: ABRP 40, 41, 43, 44, 45, or consent of instructor
This course will instruct students in the fundamental procedures in servicing door and quarter panel assemblies. Major focus on door intrusion beam, outer door panel and quarter panel replacement techniques. (6 lec/lab hrs.)

ABRP 43—Movable Glass Service (2)
CoReq: ABRP 40, 41, 42, 44, and 45, or consent of instructor
This course covers repairs, replacement, and adjustment of movable glass, regulator systems, and track components. Students will also learn to diagnose and repair air and water leaks. (4 lec/lab hrs.)

ABRP 44—Windshield & Stationary Glass Repairs (1)
CoReq: ABRP 40, 41, 42, 43, and 45, or consent of instructor
Students learn the importance of fixed glass as a structural component in unibody vehicles. Proper procedures for removing and replacing laminated windshield and tempered safety glass are covered. Windshield glass chip and crack repairs are explained. (2 lec/lab hrs.)

ABRP 45—Servicing Electrical Components (1)
CoReq: ABRP 40, 41, 42, 43, and 44, or consent of instructor
Students learn basic electrical system operation and use of testers to check functions and troubleshoot problems. (2 lec/lab hrs.)

ABRP 50—Structural Damage Analysis (3)
CoReq: ABRP 51, 52, 53, and 54, or consent of instructor
Course covers proper procedures for diagnosing structural collision damage and use of various types of measuring systems to indentify extent of damage. (6 lec/lab hrs.)

ABRP 51—Straightening Structural Components (3)
CoReq: ABRP 50, 52, 53, and 54, or consent of instructor
Course covers proper procedures for diagnosing modern vehicle construction, crucial procedural steps in restoring the vehicles structural body alignment, panel alignment, and vehicle safety performance to OEM standards. (6 lec/lab hrs.)

ABRP 52—Structural Replacement (3)
CoReq: ABRP 50, 51, 53, and 54, or consent of instructor
Course covers proper procedures for replacing structural panels done according to specified operation; location, purpose, and replacement of structural components and crush zones in relation to passenger safety. (6 lec/lab hrs.)

ABRP 53—Steering and Suspension (2)
CoReq: ABRP 50, 51, 52, and 54, or consent of instructor
Course covers principles of suspension and steering systems, elements of proper wheel alignment, and the diagnosis and service repair of steering systems. (4 lec/lab hrs.)

ABRP 54—Heating and Cooling Systems (1)
CoReq: ABRP 50, 51, 52, and 53, or consent of instructor
Course covers proper procedures for diagnosing and repairing air conditioning, cooling systems, and auxiliary oil cooling systems. (2 lec/lab hrs.)

ABRP 60—Basic and Minor Auto Body Repairs (2)
PreReq: consent of instructor
This course is to develop basic knowledge and repair skills in auto body minor repairs. Included will be orientation of tools used for repairs, repairs of damaged vehicle body parts, warpage control management of repaired body parts and metal finishing of repairs. Classroom and hands-on experiences will be included. (2 lec hrs.)

ABRP 101—Basic Radiator Maintenance, Trouble Shooting Repairs and Remedies (1)
PreReq: consent of instructor
Provides the students with the basic fundamentals of radiator maintenance, trouble shooting, repairs and remedies. (1 lec hr.)

Automotive Mechanics

+ Valid driver's license required.

+ AMT 20—Intro to Auto (1)
CoReq: AMT 23, 30, and 40B
Fundamentals of automotive service, repair procedures, facilities and equipment, nomenclature, and shop safety. (2 lec/lab hrs.)

+ AMT 23—Lubrication (1)
CoReq: AMT 20, 30, and 40B
Lubricant theory; selection, use and practice in using lubrication equipment. (2 lec/lab hrs.)

+ AMT 30—Engines (7)
CoReq: AMT 20, 23, and 40B
The theory, construction, design, service, and repair of upper and external engine components, such as cylinder heads, valves, cams, timing gears and chains, and manifolds. (14 lec/lab hrs.)

+ AMT 40B—Fuel System (3)
CoReq: AMT 20, 23, and 30
The characteristics, operation, construction, design, service and repair of fuel systems. (6 lec/lab hrs.)

+ AMT 40C—Electrical System (6)
CoReq: AMT 46 and 57
The theory, operation, design, and repair of automobile electrical systems, including power sources, regulators, indicators, wiring, lighting, and accessories. (12 lec/lab hrs.)

+ AMT 43—Heating and Air Conditioning (3)
This course is designed to provide the student with related technical and manipulative skills necessary for entrance into the automotive heating and air conditioning field. Air condition servicing and diagnostics will be covered using approved recovery/recycling equipment. Training is also provided on the function of the vacuum, electrical, refrigeration and computer control circuits. (3 lec hrs.)

+ AMT 46—Power Train (4)
CoReq: AMT 40C and 57
The theory, construction, design, service and repair of standard transmissions and clutches. (8 lec/lab hrs.)

+ AMT 50—Auto Transmission (4)
CoReq: AMT 53 and 55
The use of testing equipment (pressure readings and vacuum test), adjusting bands, linkage adjustments, replacing worn parts, and troubleshooting procedures. (8 lec/lab hrs.)

+ AMT 53—Brake Systems (4)
CoReq: AMT 50 and 55
The maintenance and repair of the hydraulic and power brake system. (8 lec/lab hrs.)

+ AMT 55—Suspension and Steering (4)
CoReq: AMT 50 and 53
The theory, design, construction, service and repair of standard and power steering, and front and rear suspensions, including tires, wheels, alignment and balancing. (8 lec/lab hrs.)

AMT 55B—Suspension and Steering (2)
Theory, design, and construction of steering systems, suspension systems and alignment for non-major students. (2 lec hrs.)

+ AMT 57—Emission (2)
CoReq: AMT 40C and 46
The service and repair of vehicle emission control systems and devices. (4 lec/lab hrs.)

+ AMT 60H—Diagnostic and Repair: Electrical/Fuel System and Related Components (3)
PreReq: AMT 20, 23, 30, 40B, 46, 57, 53, and 55
CoReq: AMT 60I, 60J, and 60K
The student will be exposed to different types of live auto repair jobs, but emphasis is placed on electrical/fuel systems and related components. (6 lec/lab hrs.)

+ AMT 60I—Diagnostic and Repair: Engines and Related Components (3)
PreReq: AMT 20, 23, 30, 40B, 57, 53, and 55
CoReq: AMT 60H, 60J, and 60K
The student will be exposed to different types of live auto repair jobs, but emphasis is placed on engines and related components. (6 lec/lab hrs.)

+ AMT 60J—Diagnostic and Repair: Suspension/Brake and Related Components (3)
PreReq: AMT 20, 23, 30, 40B, 46, 57, 53, and 55
CoReq: AMT 60H, 60I, and 60K
The student will be exposed to different types of live auto repair jobs, but emphasis is placed on suspension/brake and related components. (6 lec/lab hrs.)

+ AMT 60K—Diagnostic and Repair: Power Train/Transmissions and Related Components (3)
PreReq: AMT 20, 23, 40B, 46, 57, 53, and 55
CoReq: AMT 60H, 60I, and 60J
The student will be exposed to different types of live auto repair jobs, but emphasis is placed on power train/transmissions and related components. (6 lec/lab hrs.)

AMT 80—Small Engine Repairs I (3)
This course is designed to introduce the students to the field of small gasoline engine repair including an overview of job opportunities and skills required for a small engine repairman. An understanding of small engine technology shall be accomplished by exposing the student to basic principles and factory approved disassembly, inspection, and assembly. Emphasis is on shop safety, proper tool use and identification, and general construction and repair of small gasoline engines. (1 lec, 4 lec/lab hrs.)

AMT 83—Chain Saw Repair (2)
The Basic Chain Saw Repair course is designed to provide an understanding of chain saw technology by exposing the student to the basic principles of gasoline-powered chain saws with factory-approved disassembly and assembly procedures. (4 lec/lab hrs.)

AMT 84—Small Engine II, Applications (3)
This course will cover the applications of two- and four-cycle engines in various types of equipment. Classroom and laboratory experiences will include: 4-cycle Tecumesh, 2-cycle O & R engines, 2-cycle Sanshin engine, as well as other locally popular models. (6 lec/lab hrs.)

AMT 85—Small Engine III, Advanced Repair (2)
Theory of operation of two- and four-stroke cycle engines with practical experience in all aspects of their repair. Includes operating principles, carburetor and fuel systems, lubrication, ignition systems, cooling systems, mechanical construction, reconstruction, and troubleshooting. (4 lec/lab hrs.)

AMT 86—Outboard Engine Repair (4)
CoReq: AMT 80 or prior completion
Course covers the theoretical and operational aspects of two- and four-cycle outboard engines, their maintenance and repair. Includes operating principles, carburetors, fuel systems, lubrication, cooling, mechanical construction of powerhead, and troubleshooting. (8 lec/lab hrs.)

AMT 87—Advance Outboard Repair (4)
PreReq: AMT 86
Course covers advance work on powerheads, carburetors, fuel systems, lubrication systems, ignition systems; operating principles, troubleshooting, reconditioning, tune-up procedures, and proper use of test equipment. (8 lec/lab hrs.)

AMT 101—Basic Automotive Maintenance and Safety (2)
This course is designed to provide the student with related technical information on preventive maintenance for engines, power train, brakes, and steering/suspension systems. (2 lec hrs.)

Biochemistry

BioC 241—Fundamentals of BioChemistry (3)
PreReq: Math 26; and Eng 21 or placement in Eng 102
The fundamentals of general, inorganic and bio-organic chemistry and biochemical concepts as they apply to living systems. (3 lec hrs.)

Biology

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

Biol 100—Human Biology (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Basic biology of cells, tissues, and organ systems applied to humans. (3 lec hrs.)

Biol 100L—Human Biology Laboratory (1)
CoReq: Biol 100 or prior completion
Experiments and exercises to accompany Biology 100, Human Biology. Function of human organic systems in relation to health, genetics and environment. (3 lab hrs.)

Biol 101—General Biology (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Recommended: concurrent enrollment in Biol 101L
A one semester introductory biology course for non-majors. Course covers molecular biology to ecosystems. (3 lec hrs.)

Biol 101L—General Biology Laboratory (1)
CoReq: Biol 101 or prior completion
Experiments and exercises to accompany Biology 101, General Biology. Survey of the functioning, diversity, evolution and ecology of living things at the molecular, cellular, organ system and ecosystem levels. (3 lab hrs.)

Biol 141—Human Anatomy and Physiology I (3)
CoReq: Biol 141L
Recommended: High school or college chemistry with lab; Microbiology preferred
Structure and function of the human body, including basic biochemistry, cells, and tissues. Includes detailed coverage of the integumentary, skeletal, muscular, digestive, respiratory and cardiovascular systems. (3 lec hrs.)

+Biol 141L—Human Anatomy and Physiology I Lab (1)
CoReq: Biol 141 or prior completion
Observation and identification of human tissues under light microscopy, in photomicrographs, and in Human models. Dissection of animal organs and tissues to complement lectures in Biology 141. (3 lab hrs.)

Biol 142—Human Anatomy and Physiology II (3)
PreReq: "C" or better in Biol 141 or consent of instructor
CoReq: Biol 142L
Recommended: High school or college chemistry with lab; Microbiology preferred
Structure and function of the human body, including metabolism, fluid and electrolyte balance, and genetics. Includes detailed coverage of the urinary, nervous, endocrine and reproductive systems. (3 lec hrs.)

+Biol 142L—Human Anatomy and Physiology II Lab (1)
CoReq: Biol 142 or prior completion
Observation and identification of human tissues under light micros-copy, in photomicrographs, and in Human models. Dissection of ani-mal organs and tissues to complement lectures in Biology 142. (3 lab hrs.)

+Biol 156—Natural History of the Hawaiian Islands (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
CoReq: Biol 156L
The formation of the Hawaiian Islands, establishment and evolution of their native flora and fauna, effects of man. (3 lec hrs.)

+Biol 156L—Natural History of the Hawaiian Islands Lab (1)
CoReq: Biol 156 or prior completion
Field trips to accompany Biology 156, Natural History of the Hawaiian Islands: required as part of the lecture course whenever offered with the course. Laboratory exercises will be completed during the field trips. (3 lab hrs.)

Blueprint Reading

Blpr 20—Mechanical Drawing (3)
A basic mechanical drawing course in the care and use of drafting instruments, orthographic projections, methods of dimensioning, pic-torial drawings, auxiliary views, sectioning, and freehand sketching. (3 lec hrs.)

Blpr 22—Blueprint Reading and Drafting (3)
The use of mechanical drawing instruments to make shop drawings which include orthographic projection, dimensioning, and full section. Freehand sketching of shop drawings, isometric and oblique projec-tion sketching. Reading blueprints of simple structures. (3 lec hrs.)

Blpr 30B—Blueprint Reading for Welders (3)
PreReq: Blpr 30D
Advanced principles of graphic presentation used in welding. Topics covered are sketching, notes and specifications, dimensioning, struc-tural shapes, various types of views, preferred and nonpreferred weld-ing symbols and abbreviations, and blueprints using metric measure-ments. (3 lec hrs.)

Blpr 30C—Blueprint Reading for Electricians (3)
PreReq: Blpr 22
Reading of specifications and blueprints of residential dwellings to ex-tract information that may affect the wiring of the structure. Designing and sketching of wiring diagrams of branch circuits which are in com-pliance with the National Electrical Code. (3 lec hrs.)

Blpr 30D—Blueprint Reading for Machine Trades I (3)
Basic principles of graphic presentation used in machine trade draw-ings. The terminology and nomenclature, interpretation of working draw-ings, and sketching of shop drawings. (3 lec hrs.)

Blpr 30E—Blueprint Reading for Machine Trades II (3)
PreReq: Blpr 30D
Advanced principles of graphic presentations used in the machine trades. Blueprints used will include sectionals, surface texture sym-bols, untrue projections, special views, symbology for geometric di-mensioning and tolerances, screw thread representations, material designations, structural shapes and apparatus used for achieving cer-tain mechanical outcomes and advantages. (3 lec hrs.)

Blpr 30F—Blueprint Reading for Carpenters (3)
A basic course in construction drawing and sketching using ortho-graphic, isometric and oblique projection systems. Reading of blue-prints and specifications including the interpretation of symbols, ab-breviations, notes, types of lines, scales, and various dimensioning methods. Extracting of information from the various plan views, eleva-tions, sectionals, and detail drawings. (2 lec hrs., 3 lab hrs.)

Blpr 40—Blueprint Reading and Estimates (3)
PreReq: Blpr 30F
Advanced principles of graphic presentation used in residential con-struction. The course covers the reading and interpretation of blue-prints and specifications, preconstruction details, making of material takeoff, and making of working drawings and sketches. (3 lec hrs.)

Botany

Bot 101—General Botany (3)
PreReq: "C" or better in Eng 21 or "C" or better in Eng 22 or "B" or better in Eng 51 or placement in Eng 100 or placement in Eng 102
CoReq: Bot 101L
This is an introductory course in plant biology. Topics include cell struc-ture and function, plant tissues and organs, reproduction and genet-ics. (3 lec hrs.)

Bot 101L—General Botany Lab (1)
PreReq: "C" or better in Eng 21 or "C" or better in Eng 22 or "B" or better in Eng 51 or placement in Eng 100 or placement in Eng 102
CoReq: Bot 101
This is a field-based introductory lab course in plant biology. Topics include plant classification, environments and related plant evolution in Hawai'i, scientific methodology, and plant identification. (3 lab hrs.)

Bot 130—Plants in Hawaiian Environment (3)
PreReq: Eng 21 or Eng 22 or "B" or better in Eng 51 or ESL 15 or placement in Eng 100 or placement in Eng 102
CoReq: Bot 130L
An introductory course on the identification, ecology, and usage of com-mon native and introduced trees, shrubs, vines, and flowers. Outdoor activities, including field trips, will be stressed. (3 lec hrs.)

Bot 130L—Plants in Hawaiian Environment Laboratory (1)
CoReq: Bot 130
Laboratory to accompany Bot 130. Identification ecology and usage of common native and introduced plants found in Hawai'i. The Labora-tory will focus on applications of the material learned in the lecture through laboratory exercises and field trips. (3 lab hrs.)

Business

Bus 20—Introduction to Business (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
Survey of the American free enterprise system. Major divisions: nature of business, forms of business, marketing, personal finance, labor unions, insurance, the role of government, and laws regulating busi-ness. Emphasis is placed on the vocabulary of business. (3 lec hrs.)

Bus 25—Starting Your Own Business (3)
Recommended: completion of basic math and communication courses
This course introduces the student to the private business world. It is designed for individuals who have or are acquiring skills and considering options such as opening their own business or are operating their own business. Topics covered include a self analysis, obtaining technical assistance, financing a business, keeping business records, legal issues, risk assessment and developing a business plan. Upon completion, the student will have developed a one-year business plan. (3 lec hrs.)

Bus 35—Computer Graphics Fundamentals (1)
CoReq: OAT 29 or ICS 101 (or prior completion of either)
An introduction to basic computer graphics features, functions, capabilities, procedures, and operations. Students will generate various graphs, charts, and drawings using graphics software. (1 lec hr.)

Bus 36—Desktop Publishing Fundamentals (1)
CoReq: OAT 29 or ICS 101 (or prior completion of either)
An introduction to desktop publishing features, functions, capabilities, procedures, and operations. Students will generate various documents using desktop publishing software. (1 lec hr.)

Bus 55B—Numeric Keypad (1)
This course gives students practice with real world skills used in the modern business environment; emphasizes proper technique and speed with the 10-key pad found on calculators and computer keyboards; develops the ability to work with numbers and use of a calculator to perform business computations. (1 lec hr.)

Bus 55C—Business Math Concepts (1)
PreReq: Placement in Math 22
CoReq: Bus 55B or prior completion
Realistic business applications of basic mathematical concepts. Offers students experience with current trends and real-world situations involving problem solving with whole numbers, fractions, decimals, and formulas. (1 lec hr.)

Bus 55D—Business Mathematics of Accounting (1)
CoReq: Bus 55C or prior completion
Realistic business applications of mathematical concepts involved in accounting. Offers students experience with current trends and real-world problems involving negotiable instruments, payroll, depreciation, various taxes and financial statements. (1 lec hr.)

Bus 55E—Business Mathematics of Merchandising (1)
PreReq: Bus 55B and Bus 55C
Realistic business applications of mathematical concepts involved in merchandising. Offers students experience with current trends and real-world problems involving trade and cash discounts, markups and markdowns, sales tax, and inventory valuation. (1 lec hr.)

Bus 55F—Business Mathematics of Financing (1)
PreReq: Bus 55B and Bus 55C
Realistic business applications of mathematical concepts involved in financing. Offers students experience with current trends and real-world problems involving borrowing money, consumer credit, compound interest, and annuities. (1 lec hr.)

Bus 55G—Business Mathematics of Investing (1)
PreReq: Bus 55B and Bus 55C
Realistic business applications of mathematical concepts involved in investing. Offers students experience with current trends and real-world problems involving annuities and sinking funds, cost of home ownership, insurance, stocks, bonds, and mutual funds. (1 lec hr.)

Bus 71—Human Relations in Organizations (3)
An action- and goal-oriented course designed to develop positive self-image and cooperative teamwork. Motivation, feelings, and emotions are discussed with particular reference to on-the-job problems. (3 lec hrs.)

Bus 100—CCNA 1: Networking Basics (4)
PreReq: "C" or better in Eng 21 or "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 102
Recommended: Basic computer experience/knowledge
First in a series of courses designed to provide classroom and laboratory experience in current and emerging networking technology for employment and/or further education and training in the computer networking field. Instruction includes, but is not limited to: The OSI Reference Model; the TCP/IP Protocol Suite; networking terminology, standards, and media; structured cabling and tools; network devices; classful IP addressing, subnetting, and subnet masks; network routed and routing protocols; and network design. (3 lec hrs., 2 lec/lab hrs.)

Bus 101—CCNA 2: Routers/Routing Basics (3)
PreReq: Bus 100
Second in a series of courses designed to provide classroom and laboratory experience in current and emerging networking technology for employment and/or further education and training in the computer networking field. Instruction builds from the first course and includes, but not limited to: Introduction to routers and routing; Cisco IOS softwware; Cisco Discovery Protocol; router management; and configuring RIP and IGRP routing protocols. (2 lec hrs., 2 lec/lab hrs.)

Bus 102—CCNA 3: Switching/Inter Routing (3)
PreReq: Bus 101
Third in a series of courses designed to provide classroom and laboratory experience in current and emerging networking technology for employment and/or further education and training in the computer networking field. Instruction includes, but is not limited to: CIDR and VLSM; RIPv2; Link-State routing and OSPF; EIGRP; Access Control Lists; LAN switching; LAN design; Virtual LANs; Trunking; and Spanning-Tree Protocol. (2 lec hrs., 2 lec/lab hrs.)

Bus 103—CCNA 4: WAN Technologies (2)
PreReq: Bus 102
Last in a series of courses designed to provide classroom and laboratory experience in current and emerging networking technology for employment and/or further education and training in the computer networking field. Instruction includes, but is not limited to: Network and Port Address Translation; Wide Area Networks (WAN) and technologies, WAN Design, Point-to-Point Protocol (PPP), ISDN and PRI, Dial-on-Demand Routing; Frame Relay; and introduction to telecommunications. (1 lec hrs., 2 lec/lab hrs.)

Bus 120—Principles of Business (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
Surveys the fundamentals of American business enterprise. Treats the foundations and responsibilities of business, management, finance, and marketing; and the legal, government, and social environment. (3 lec hrs.)

Bus 245—CCNP 1: Advanced Routing (4)
PreReq: Bus 103
Recommended: CCNA Certification
Advanced configuration of routing protocols: RIPv2, EIGRP, OSPF, IS-IS, and BGP. CIDR; VLSM; route summarization, optimization, and redistribution; DHCP; NAT and PAT are also covered. (3 lec hrs., 2 lec/lab hrs.)

Bus 246—CCNP 2: Remote Access (4)
PreReq: Bus 103
Recommended: CCNA Certification
Advanced configuration of remote networks and WAN protocols. Configuring asynchronous and PPP connections with modems; PAP and CHAP; ISDN and DDR technologies; frame relay connection and traffic flow control; and using AAA to scale access control. (3 lec hrs., 2 lec/lab hrs.)

Bus 247—CCNP 3: Multilayer Switching (4)
PreReq: Bus 103
Recommended: CCNA Certification
Advanced configuration of networks. Building enterprise campus networks using multilayer switching technologies over high speed Ethernet. This course includes Layer 2 and Layer 3 switching technologies. (3 lec hrs., 2 lec/lab hrs.)

Bus 248—CCNP 4: Network Troubleshooting (4)
PreReq: Bus 245, Bus 246, and Bus 247
Advanced network troubleshooting. A comprehensive course to baseline and troubleshoot networks that use routers, switches, and multiprotocol client hosts and servers. (3 lec hrs., 2 lec/lab hrs.)

Business Machines

BMac 40—Machine Calculating Techniques I (4)
This course is designed to provide competence and understanding of the 10-key printing calculator. Emphasis is on accuracy and computations, practical business applications of mathematical skills. (4 lec hrs.)

BMac 41—Machine Calculating Techniques II (4)
PreReq: BMac 40
A course to help the student develop the touch system to operate the 10-key printing calculators and to use these machines to solve math problems. Emphasis will be on fundamental numerical processes and problem-solving techniques. This course includes banking, percents, discounts, merchandising, payroll, interest, depreciation, and inventory. (4 lec hrs.)

Carpentry

Carp 20—Introduction to Carpentry (12)
This course is designed to introduce students to basic occupational information in carpentry; the care, use, operation and maintenance of hand and power tools; basic materials; and hardware and fastening materials. Safety and first aid will be stressed within each of the topics throughout the course. (24 lec/lab hrs.)

Carp 21—Basic Cabinetmaking and Millwork (3)
CoReq: Carp 20 or prior completion
This course is designed to emphasize and utilize the skills and knowledge learned in Carp 20, Basic Carpentry. Performance of hand and power tool operations, to layout cut shape, and assemble prepared parts for furniture, cabinets office equipment, and home furniture. (2 lec hrs., 3 lab hrs.)

Carp 22—Concrete Form Construction (12)
PreReq: Carp 20
This course is designed to familiarize students working with concrete. It covers the different types of concrete forms, laying out, materials and accessories, properties in concrete, leveling tools/instrument and special techniques in heavy concrete construction. (24 lec/lab hrs.)

Carp 41—Rough Framing and Exterior Finish (12)
PreReq: Carp 22
This course is designed for house construction. It involves footings and foundations, platform framing, wall and ceiling framing, roof framing and the different designs, roof coverings, and exterior sidings. Students will participate in actual construction. (24 lec/lab hrs.)

Carp 42—Finishing (12)
PreReq: Carp 20
This course covers application of wall and ceiling panels; hanging doors and windows; construction and installation of cabinets and closets; application of moldings and trims; bathroom materials and finishing hardware, window and door frame construction, and installation and application of siding and trims. (24 lec/lab hrs.)

Chemistry

Chem 100—Chemistry for Non-Science Majors (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and Math 22 or placement in Math 26
Basic concepts of chemistry utilizing mathematics only where necessary, designed for the non-science major. (3 lec hrs.)

Chem 100L—Chemistry for Non-Science Majors Lab (1)
CoReq: Chem 100 or prior completion
Laboratory to accompany Chem 100; Basic concepts of chemistry utilizing mathematics only where necessary, designed for the non-science major. (3 lab hrs.)

Chem 151— Elementary Survey of Chemistry (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
CoReq: Chem 151L (when offered)
Provides the beginning student with a background in the fundamentals of chemistry. (3 lec hrs.)

Chem 151L—Elementary Survey of Chemistry Laboratory (1)
CoReq: Chem 151 or prior completion
Laboratory of Chem 151: Provides the beginning student with a background in the fundamentals of chemistry laboratory. (3 lab hrs.)

Dance

Dnce 153—Introduction to Dance Forms (3)
Introduction to dance through history and culture. Students will learn basic movement and vocabulary of the major dance forms through theoretical perspectives and the performance of dance skills in the studio. (3 lec hrs.)

Dnce 185—Modern/Jazz Dance I (3)
Introduces technical skill in modern and jazz vocabularies and explores the creative processes of dance. (2 lec hrs., 2 lec/lab hrs.)

Dnce 256—Creative Movement (3)
Cross-listed as Ed 256

Dnce 285—Modern/Jazz Dance II (3)
PreReq: Dnce 185
A continuation of Modern/Jazz Dance I in which the student will continue more in-depth work in technique, improvisation, and composition. Performance skills will be stressed. (2 lec hrs., 2 lec/lab hrs.)

Diesel Mechanics

DiMc 20—Introduction to Diesel Engines (2)
This course introduces the students to the fundamentals of diesel service, theory, repair procedures, shop facilities and equipment, and nomenclature. To aid students in career selection and to instill safe, proper work attitudes. Shop tools and equipment and fastening devices will be covered. (1 lec hr., 3 lab hrs.)

DiMc 21—Engine Operating Principles (2)
This course is designed to introduce students to design, construction, theory, and operating principles of the internal combustion diesel engine. Study basic parts and purpose and function relative to engine operation, operating principles, the cycle operation, servicing and repair of engines. Shop activities include the disassembly, cleaning, inspection, reassembly, pre-start adjustments, starting, tune-up, and troubleshooting. (1 lec hr., 3 lab hrs.)

DiMc 22—Cylinder Blocks and Heads (2)
This course is designed to introduce students to the cylinder block and cylinder head as to its function and purpose. Construction, inspection and rebuilding of the cylinder block and heads discussed. Shop activities include disassembly, cleaning, inspection, reassembly, pre-start adjustments, starting, tune-up, and troubleshooting. (1 lec hr., 3 lab hrs.)

DiMc 23—Crankshaft and Bearings (2)
This course is designed to give the students an understanding of the crankshaft, design, parts, lubrication, balance, thrust accommodation, seals, and general inspection. Bearing removal, inspection, replacement, and reassembly will be part of the shop activities. (1 lec hr., 3 lab hrs.)

DiMc 24—Camshaft, Gear Train and Timing (2)
This course is a study of camshaft, gear train, and timing of the diesel engine. The purpose, design, operating principles, and inspection procedures of components will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, pre-start adj, starting, tune-up, and troubleshooting. (1 lec hr., 3 lab hrs.)

DiMc 25—Piston and Connecting Rod Assemblies (2)
This course is a study of piston and connecting rods. Design, purpose, material, inspection, and servicing procedure. Component serviceability determination, lubrication, and problem areas will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, starting, and troubleshooting. (1 lec hr., 3 lab hrs.)

DiMc 30—Introduction to Electrical Systems (2)
This course is a study of electricity and magnetism, electron theory, Ohm's Law to measure voltage, amperes, and resistance in a basic circuit. It covers types of electrical circuits, types of electrical current, battery, and the instruments used in checking electrical circuits. Shop activities include testing and charging batteries and connecting batteries using a series-parallel switch. (1 lec hr., 3 lab hrs.)

DiMc 31—Starting Systems and Circuits (1)
This course is a study of the starting systems and electrical starting circuit, various methods used to start the diesel engine, low temperature starting aids and components will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, and testing starters. Demonstrate ability to troubleshoot starting circuits. (2 lec/lab hrs.)

DiMc 32—Charging Systems and Circuits (2)
This course is a study of the charging systems of a diesel engine. Various charging systems, voltage regulators, instrument gauges and circuits will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, and testing alternators and generators. Demonstrate ability to troubleshoot charging circuits. (1 lec hr., 3 lab hrs.)

DiMc 33—Introduction to Fuel Systems (2)
This course is a study of the basic functions of the diesel fuel system, diesel fuel classification and terminologies and fuel filters. Shop activities include servicing and basic checking of fuel flow circuits. (1 lec hr., 3 lab hrs.)

DiMc 34—Caterpillar Fuel Systems (1)
This course is a study of the caterpillar fuel injection systems. The design and operating principle of the five types of caterpillar fuel systems will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, pre-start adjustments, starting, and troubleshooting. (2 lec/lab hrs.)

DiMc 35—Detroit Fuel Systems (1)
This course is a study of the Detroit Diesel Fuel Injection Systems. The design operating principle of both two- and four-stroke cycle systems, servicing injectors, tune-up, control rack and throttle delay will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, testing, pre-start adjustments, starting, and troubleshooting. (2 lec/lab hrs.)

DiMc 36—Cummins Fuel Systems (1)
This course is a study of Cummins Fuel Injection Systems. The design, operating principles, injector and pump lubrication, injection timing control and governor types will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, testing, pre-start adjustments, starting, and troubleshooting. (2 lec/lab hrs.)

DiMc 37—Stanadyne Fuel Systems (1)
This course is a study of the Stanadyne and DPA distributor-type fuel injection pumps. The design, operating principle of the DM Series fuel pump will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, testing, pre-start adjustments, starting, and troubleshooting. (2 lec/lab hrs.)

DiMc 38—BOSCH-CAV (1)
This course is a study of United Technologies Diesel Fuel Systems formerly American Bosch, Robert Bosch, CAV and Diesel KIKI Port-and-Helix Fuel-Injection Pumps. The design, operation principles of in-line and distributor fuel pump will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, testing, pre-start adjustments, starting, and troubleshooting. (2 lec/lab hrs.)

DiMc 40—Introduction to Power Trains (3)
This course introduces the students to the fundamentals of power train, service, theory of operation, repair procedures, preventive maintenance, troubleshooting, and power flow from engine to final drive, methods of power transmission, types of gears and bearings, lubrication, and maintenance. (1 lec hr., 3 lab hrs., 2 lec/lab hrs.)

DiMc 41—Clutches and Flywheels (1)
This course is the study of the types of clutches. The purpose, design, operating principles, inspection, maintenance and repair procedures of these components will be covered. Shop activities include the disassembly, cleaning, inspection, reassembly, and testing of components. (2 lec/lab hrs.)

DiMc 42—Mechanical Transmissions (1)
This course is a study of the types of mechanical transmissions. The purpose, design, operating principles, inspection, maintenance and repair procedures of these components will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, and testing of components. (2 lec/lab hrs.)

DiMc 43—Drive Lines and Power Take-Offs (2)
This course is a study of the components of the drive line and power takeoffs. The purpose, design, operating principles, inspection, maintenance and repair procedures will be covered. Shop activities include disassembly, cleaning, inspection, and reassembly. (1 lec hr., 3 lab hrs.)

DiMc 44—Differentials and Final Drives (2)
This course is a study of the different types of differentials and final drives. The purpose, design, operating principles, inspection, maintenance and repair procedures will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, and pre-installation adjustments. (1 lec hr., 3 lab hrs.)

DiMc 45—Torque Converters and Hydraulic Assist
    Transmissions (2)
This course is a study of the different types of torque converters and hydraulic assist transmissions. The purpose, design, operating principles, inspection, maintenance and repair procedures will be covered. Shop activities include disassembly, cleaning, inspection and reassembly of components. (1 lec hr., 3 lab hrs.)

DiMc 46—Hydrostatics (1)
This course is a study of the different types of hydrostatic drives. The purpose, design, operating principles, inspection, maintenance and repair procedures will be covered. Shop activities include disassembly, cleaning, inspection, and reassembly of components. (2 lec/lab hrs.)

DiMc 50—Brakes (2)
This course is a study of the different types of brakes. The purpose, design, operating principles, inspection, maintenance and repair procedures will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, and testing of the brakes and its components. (1 lec hr., 3 lab hrs.)

DiMc 51—Suspension and Steering (2)
This course is a study of the different types of suspension and steering systems. Purpose, design, operating principles, inspection, maintenance and repair procedures will be covered. Shop activities include disassembly, cleaning, inspection, reassembly and testing of suspension and steering system components. (1 lec hr., 3 lab hrs.)

DiMc 52—Engine Lubricant and Lubrication Systems (2)
This course is a study of engine lubricants and lubrication systems of the diesel engine. Purpose of oil, oil recommendations, type of oil filters, oil coolers, lubrication pumps, and oil leakage test will be covered. Shop activities include disassembly, cleaning inspection, troubleshooting, and reassembly. (1 lec hr., 3 lab hrs.)

DiMc 53—Engine Coolants and Cooling Systems (2)
This course is a study of engine coolants and cooling systems of the diesel engine. The purpose of the coolants, coolant recommendations, circuits and components will be covered. Shop activities include cleaning, inspection, starting, and troubleshooting. (1 lec hr., 3 lab hrs.)

DiMc 54—Air Intake and Exhaust Systems (2)
This course is a study of air intake and exhaust systems of the diesel engine. The purpose, design, types of aftercoolers, air cleaners, blowers of the intake system and the purpose, design, and turbochargers of the exhaust system and maintenance of these systems will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, starting, and troubleshooting. (1 lec hr., 3 lab hrs.)

DiMc 55—Hydraulics/Pneumatics (3)
This course is a study of the hydraulic/pneumatic systems. The purpose, design, operating principles, inspection, maintenance and repair procedures will be covered. Shop activities include disassembly, cleaning, inspection, reassembly, and testing of various hydraulic/pneumatic components. (2 lec hrs., 3 lab hrs.)

Economics

Econ 20—Consumer Economics (3)
A consumer emphasis on money management for everyday living, income loans and savings, home investment, personal expenditures, deductions, and withholding taxes and interests. (3 lec hrs.)

Econ 50—Business Economics (3)
A one-semester course that provides general understanding of the functioning of economic systems, including monetary institutions and policies, unemployment, inflation, and other public issues. (3 lec hrs.)

Econ 120—Principles of Economics (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
General understanding of the functioning of economic systems, including various approaches to the organization of production and allocation of resources, and of policies to achieve national economic goals. These include determination of national income, inflation, recession, unemployment, taxation, labor unions, environmental pollution, energy, and economic growth. (3 lec hrs.)

Econ 130—Principles of Microeconomics (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100; and Math 25X or 26 or placement in Math 100
This course analyzes the market mechanism, prices, competition, and the efficient allocation of scarce resources. Formulates possible solutions to contemporary economic and social issues such as world food problems, poverty and distribution of income, market power of business including multinationals, role of labor unions, energy crisis, environmental pollution, consumerism, and welfare. (3 lec hrs.)

Econ 131—Principles of Macroeconomics (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100; and Math 25X or 26 or placement in Math 100
This course analyzes the forces determining national and international economic performance in employment, inflation, production, money supply, and trade. Presents in historical context the modern economic situation. Describes relative roles of major economic institutions such as businesses, labor unions, government agencies, international organizations, and the banks. (3 lec hrs.)

Education

Ed 105—Introduction to Early Childhood (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
Consists of the common core of knowledge that makes the field of early childhood a profession. Discusses the history of the field and early childhood models. Explores the teacher's style and roles. Introduces current issues and advocacy in early childhood. Gives students the opportunity to develop understanding about play and observation skills as they learn of the opportunities available to them in the field today. (3 lec hrs.)

Ed 110—Developmentally Appropriate Practices (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
Offers a practical guide and overview of basic awareness, knowledge and skills necessary for working with children birth through age eight. Introduction to appropriate curriculum and planning in the early childhood program to meet the needs of the child: socially, physically, emotional, and intellectually. Discusses designing learning environments for young children, adult-child relationships, and an introduction to working with children with special needs. (3 lec hrs.)

Ed 115—Health, Safety, and Nutrition for the Young Child (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
Includes methods for establishing a healthy and safe environment for the young child. Also includes basic understanding of the child's nutritional needs and its relationship to growth and development. Discusses current topics related to health and safety. (3 lec hrs.)

Ed 131—Early Childhood Development: Theory to Practice (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
Covers principles of development from conception through early childhood. Focuses on the interrelation of physical, cognitive, emotional and social aspects of the individual during this period and how this information of development affects one's expectations and relationship to the individual child. (3 lec hrs.)

Ed 134—Introduction to Observation of Children (1)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
Provides guided experiences in observing young children in selected community sites. Develops skills in observing and recording children's behaviors accurately, descriptively, and objectively. Explores and observes models of early childhood programs. (2 lec/lab hrs.)

Ed 140—Guidance of Children in Group Settings (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
Addresses positive ways to support children's social-emotional development. Focuses on adult-child and child-child interactions and relationships. (3 lec hrs.)

Ed 170—Introduction to Infants and Toddlers (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
Provides an overview of the basic skills in working with infants and toddlers in groups. Focuses on interactive aspects of child development, infant-toddler caregiving routines and environments, caregiver roles, and ways to enrich experiences and to promote strong relationships with families. (3 lec hrs.)

Ed 190—Early Childhood Laboratory (4)
PreReq: "C" or better in Ed 105 and "C" or better in Ed 110 and "C" or better in Ed 131, and consent of instructor
Provides the early childhood student with information on health and safety practices and appropriate curriculum in early childhood programs. Provides a setting to observe and experience maintaining a healthy, safe environment for children and staff, and to gain skills in working effectively with children, teachers and parents in a "model" early childhood program. Allows the student to participate in a group program for young children. Provides supervised practice in planning and guiding children's learning and routine living activities. Nine hours in a campus laboratory and one hour in seminar per week. (1 lec hr., 9 lab hrs.)

Ed 191—Early Childhood Practicum I (4)
PreReq: "C" or better in Ed 105 and "C" or better in Ed 110 and "C" or better in Ed 131 and consent of instructor
Provides practical application of early childhood studies which allow the student to participate in a group program for young children. Supervised practice in planning and guiding learning, and children's routine living activities. Emphasizes experiences that increase student's skills in dealing with group and individual behavior. Twelve hours practicum and discussion. (12 lab hrs.)

Ed 245—Child, Family, and Community (3)
PreReq: Ed 105
Focuses on developing skills for establishing effective relationships between the early childhood professional, families of the children, and the communities they live and work in. Helps students become aware of community resources and the uniqueness of these resources. (3 lec hrs.)

Ed 252—Early Childhood Curriculum: Communication (3)
PreReq: Ed 110 and Ed 131
Provides an overview of literacy, language arts, and literature for the early childhood years. Includes the teacher's role, the developmental perspective, teaching strategies, and materials in each area. Covers basic components and alternative structures for each of the subjects; as well as planning lessons, units, and making materials and games. Emphasizes practical, usable ideas and integrating subject areas into overall curriculum. A three hour weekly laboratory in an Early Childhood setting is required. (2 lec hrs., 3 lab hrs.)

Ed 253—Early Childhood Curriculum: Physical (3)
PreReq: Ed 110 and Ed 131
Provides an overview of sensory, small muscle and large muscle development for the early childhood years. Includes the teachers' role, the developmental perspective, teaching strategies and materials in each area. Covers basic components and alternative structures for each of the subjects; as well as planning lessons, units, and making materials and games. Emphasizes practical, usable ideas and integrating subject areas into overall curriculum. A three hour weekly laboratory in Early Childhood setting is required. (2 lec hrs., 3 lab hrs.)

Ed 254—Early Childhood Curriculum: Cognitive (3)
PreReq: Ed 110 and Ed 131
Provides an overview of science, mathematics, and social studies for the early childhood years. Includes the teachers' role, the developmental perspective, teaching strategies and materials in each area. Covers basic components and alternative structures for each of the subjects; as well as planned lessons, units and making materials and games. Emphasizes practical, usable ideas and integrating subject areas into overall curriculum. A three hour weekly laboratory in an Early Childhood setting is required. (2 lec hrs., 3 lab hrs.)

Ed 255—Early Childhood Curriculum: Creative (3)
PreReq: Ed 110 and Ed 131
Provides an overview of art, music, creative movement and dramatics for the early childhood years. Includes the teachers' role, the developmental perspective, teaching strategies and materials in each area. Covers basic components and alternative structures for each of the subjects; as well as planned lessons, units, and making materials and games. Emphasizes practical, usable ideas and integrating subject areas into overall curriculum. A three hour weekly laboratory in an Early Childhood setting is required. (2 lec hrs., 3 lab hrs.)

Ed 256—Creative Movement (3)
Cross-listed as Dnce 256
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
Recommended: Ed 110 or Dnce 185 or FamR 230
This course introduces the content, method, and processes for leading creative movement experiences for young people. The creative process, elements of movement and its relationship to other art forms, as well as its integration with other curricula are explored in this course. The teaching methods used in this course enable the design of lessons appropriate for a wide range of ages, interests, and developmental stages. Especially applicable to those in or planning to enter education or human service fields. May be repeated for credit, up to 6 credits. (3 lec hrs.)

Ed 275— Inclusion of Children with Special Needs (3)
PreReq: Ed 105; and Ed 131; and Ed 110
Introduces legal, historical and research information about serving young children with special needs in inclusive environments. Introduces issues and practices associated with establishing partnerships with families and collaborative relationships that contribute to meeting the diverse needs of children in inclusive settings. Facilitates the development of skills to adapt and modify the learning environment and educational curriculum in line with developmentally appropriate practice. Introduces traditional and alternative assessment and identifies the skills necessary to facilitate successful transitions from early childhood setting to the elementary school. (3 lec hrs.)

Ed 280—Introduction to Early Childhood Program Administration (2)
PreReq: Ed 190 or Ed 191 or consent of instructor
Recommended: Experience/employed as an Early Childhood Program Administrator
Provides an introduction to administrative principles and practices of program planning, organization, personnel management, boards, and regulatory agencies. Surveys program handbooks, personnel policies, assessment tools, community resources, and fund-raising ideas. (2 lec hrs.)

Ed 291—Early Childhood Practicum II (4)
PreReq: Ed 140; and "C" or better in Ed 190 or "C" or better in Ed 191; and consent of instructor
Provides advanced practical application of early childhood studies which allows the student to participate in a group program for young children. Supervised practice in planning and guiding learning, and children's routine living activities. Emphasizes experiences that increase student's skills in dealing with group and individual behavior. Twelve hours practicum and discussion. (12 lab hrs.)

Electrical Installation and Maintenance Technology

Elec 22—Electricity II (12)
PreReq: "C" or better in Elec 24
Basic electron theory, Ohm's Law, batteries, electromagnetism, motors and generators, electrical conductors and wire sizes, wiring methods and materials, basic electrical system, analyzing National Electric Code, motor troubleshooting and repair, small motor circuit design, and overload protection. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

Elec 24—Interior Wiring (12)
Safety regulations and codes, use of hand tools and equipment, basic interior wiring for light and power, electrical plans and symbols, series and parallel circuits, electrical code interpretations, residential wiring systems and circuitry, and use of electrical test instruments. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

Elec 41—Alternating Current (12)
PreReq: "C" or better in Elec 22
Alternating current principles, series and parallel circuit characteristics, single-phase and three-phase services, commercial and industrial wiring systems, N.E.C. basic motor controls, testing for high grounds, insulation, light and power loads, residential wiring, evaluating installations, and basic motor controls hookups. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

Elec 43—Industrial Electricity (12)
PreReq: "C" or better in Elec 41
Polyphase circuits and wye and delta connections, transformers and applications, industrial and commercial blueprint reading, N.E.C. test equipment, voltage test observations, fire alarm systems, motor controls, lighting controls, and hazardous location wiring and troubleshooting electrical systems. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

Electronics Technology

Etro 10—Survey of Electronics (3)
Survey course for pre- and non-majors. Provides general information about electronics and its effects on high technological industries and associated careers. Not part of degree program. (3 lec hrs.)

Etro 11—Electronics, Assembling and Packaging (2)
Basic concepts and techniques in fabrication of electronic equipment and associated safety precautions that apply to tools and procedures. Designed for pre- and non-majors. Not part of degree program. (1 lec hr., 3 lab hrs.)

Etro 20—Fundamentals of Electronics (5)
CoReq: Etro 20L; and Math 66 or prior completion
Electron physics, Ohm's Law, direct and alternating current circuit theory, principles of magnetism, electronic components; the care, use, and construction of basic meters for voltage, current, and resistance measurements. (5 lec hrs.)

Etro 20L—Fundamentals of Electronics Lab (3)
CoReq: Etro 20; and Math 66 or prior completion
Lab assignments to apply circuit theory as presented in Etro 20. The proper uses of the VOM, VTVM, DMM, ammeter, oscilloscope, signal generator and regulated power supply are stressed in this course. (10 lab hrs.)

Etro 22—Application of Electronics (5)
PreReq: Etro 20 and 20L; and Math 66
CoReq: Etro 22L and 32
The theory of vacuum tubes and semiconductor devices, measurement and analysis of the types of power supplies, amplifiers and oscillator circuits are emphasized in this course. (5 lec hrs.)

Etro 22L—Application of Electronics Lab (3)
CoReq: Etro 22 and 32
Lab assignments will apply component and circuit theory as presented in Etro 22. The proper use of the tube tester, transistor tester, and transistor curve tracer is also presented in this course. (10 lab hrs.)

Etro 23—Fabrication (2)
CoReq: Etro 23L
General shop safety, care and use of hand and power tools, soldering techniques, chassis layout and construction techniques and fabrication materials, and repair processes and techniques used on electronic equipment and devices. (2 lec hrs.)

Etro 23L—Fabrication Lab (2)
CoReq: Etro 23
General shop safety, care and use of hand and power tools, soldering techniques, chassis layout and construction techniques and fabrication materials, and printed circuit board fabrication and repair processes and techniques. (6 lab hrs.)

Etro 25—Electronics Test Instruments (3)
PreReq: Etro 20, 20L, 22, 22L, 37, 37L, 40L, 45, and 45L
CoReq: Etro 25L
The theory, operation, maintenance, and calibration of the VOM, VTVM, oscilloscopes, audio generators, RF generators, sweep frequency generators, impedance bridge, pulse generators, digital frequency counters, and digital voltmeters. (3 lec hrs.)

Etro 25L—Electronics Test Instruments Lab (2)
CoReq: Etro 25
Lab assignments provide the student "hands-on" experience in maintaining and calibrating instruments studied in Etro 25. The techniques in precision measurements are studied and applied. (6 lab hrs.)

Etro 30—Communications (4)
PreReq: Etro 20, 20L, 22, 22L, 25, 25L, 37, 37L, 40, 40L, 45, and 45L
CoReq: Etro 30L
Theory of operation, installation, and maintenance of transmission lines, antennas, transmitters, receivers, and related equipment. (4 lec hrs.)

Etro 30L—Communications Lab (3)
CoReq: Etro 30
Lab assignments to give the student experience in troubleshooting, repairing, aligning, and operating of transmitters and receivers used in radio communications. The use of the spectrum analyzer, RF power meter, AM/FM signal generator, and other RF test equipment is emphasized in this course. (9 lab hrs.)

Etro 32—Electronic Circuit Analysis (4)
PreReq: Etro 20 and 20L; and Math 66
CoReq: Etro 22 and 22L
This course utilizes the basics learned in electronics math (Math 66) and DC/AC circuit fundamentals for the analysis and solution of circuit problems, using transistors, op-amps and digital logic gates. (8 lec/lab hrs.)

Etro 37—Digital Electronics (2)
PreReq: Etro 20 and 20L
CoReq: Etro 37L
Instruction in the areas on non-sinusoidal wave forms, pulse generating and shaping, switching and gating; integrated circuit modules and logic circuit designs and applications. (2 lec hrs.)

Etro 37L—Digital Electronics Lab (1)
PreReq: Etro 20 and 20L; and Math 66
CoReq: Etro 37
Lab assignments in which the student constructs, tests, and verifies the theory of operation for circuits studied in Etro 37. The proficient use of the oscilloscope to measure time and voltages is stressed in this course. (3 lab hrs.)

Etro 40—Micro Processor Electronics (3)
PreReq: Etro 32
CoReq: Etro 40L
A course in basic TTL digital logic which starts with basic FLIP-FLOPs and ends with the complex LSI circuits—IC and logic circuit applications, counters, scalers, registers, and introduction to microprocessors and personal computers. (3 lec hrs.)

Etro 40L—Micro Processor Electronics Lab (3)
PreReq: Etro 32
CoReq: Etro 40
This is a hands-on course where the student is required to build, test, and verify the operations of microprocessor and microcomputer circuits presented in Etro 40. The student will use the digital multimeter and an oscilloscope to evaluate the circuit operation. (9 lab hrs.)

Etro 43—Computer/Networking and Hardware (4)
PreReq: Etro 40, 40L, 45 and 45L
CoReq: Etro 43L
Introduction to PC computer basics, communication systems, networks, the essentials of cabling voice and data networks, LAN/WAN protocols and the Internet working with hubs, bridges, routers, switches, ISDN, TCP/IP and ATM in preparation for work in the field of network service and maintenance. (4 lec hrs.)

Etro 43L—Computer/Networking and Hardware Lab (3)
PreReq: Etro 40, 40L, 45 and 45L
CoReq: Etro 43
A hands-on training course in which the student will set up, install, configure and troubleshoot a laboratory PC server, network hardware and software associated with the laboratory network system. (9 lab hrs.)

Etro 45—Electronic Circuits and Systems (3)
PreReq: Etro 20, 20L, 22, 22L and 32; and Math 66
CoReq: Etro 45L
Basic electronic circuits used in communication, navigation, microwave and radar, oceanography, industrial, medical, and consumer systems. (3 lec hrs.)

Etro 45L—Electronic Circuits and Systems Lab (3)
CoReq: Etro 45
Lab assignments in which the student constructs, tests, and verifies the theory of operation for circuits studied in Etro 45. The proficient use of basic electronic test equipment is stressed. (9 lab hrs.)

Which English Course Should I Take?

English (Eng) courses cover two different areas: Reading and Writing, and different progressions for native speakers of English and non-native speakers of English (ESL). If you have any questions, see an advisor or counselor.

Progression I: Native Speaker of English
Reading: FIRWM*/PREP**   ⇒ Eng 18   ⇒ Eng 20R   ⇒ Eng 21   ⇒ Eng 102
Writing: FIRWM/PREP   ⇒ Eng 20W   ⇒ Eng 22   ⇒ Eng 100

Progression II: Non-Native Speaker of English (ESL)
Reading: IEP***/PREP   ⇒ ESL 7   ⇒ ESL 9   ⇒ Eng 21   ⇒ Eng 102
                                        (Formerly ESL 98)

Writing: IEP***/PREP   ⇒ ESL 11   ⇒ ESL 13   ⇒ ESL 15   ⇒ Eng 100
                                        (Formerly ESL 97)

Progression for Vocational-Technical Majors
Reading: FIRWM/PREP   ⇒ Eng 51/Eng 20R   ⇒ Eng 21   ⇒ Eng 102

Carefully review the Eng requirements for your major. Also see your program advisor. Closely check the prerequisites for each course to see what must be taken *before* enrolling in that course. For example, Eng 257A has a prerequisite (PreReq) of Eng 100.

Placement testing is required for all Eng courses. Other HawCC courses may have Eng prerequisites. For example, Psy 100 requires Eng 21 or placement in Eng 102; *and* Eng 22 or ESL 15 or placement in Eng 100.

* FIRWM: Foundations in Reading, Writing, and Math (non-credit classes)
** PREP: Non-credit reading, writing, and math classes that prepare students for college coursework
*** IEP: Intensive English Program

Etro 52—Industrial Electronics (7)
PreReq: Etro 20, 20L, 22, 22L, 25, 25L, 37, 37L, 45, and 45L
Electronic circuits used in industrial process control; motor control systems, photoelectric control magnetic amplifiers, servo mechanisms, heating and curing and computer control systems. (4 lec hrs., 9 lab hrs.)

Etro 57—Electronics Servicing (2)
PreReq: Etro 45 and 45L
CoReq: Etro 57
The theory of operation, troubleshooting and repair techniques for consumer products such as radios, televisions, record players, tape recorders, and stereo equipment. (2 lec hrs.)

Etro 57L—Electronics Servicing Lab (3)
PreReq: Etro 45 and 45L
CoReq: Etro 57
Lab assignments include diagnosis of malfunctions, repair and alignment of color television sets, tape recorders, and other radio equipment. The use of special test instruments, including color-bar generator, FM stereo generator, RF signal generator, distortion analyzer, and audio power meter. (9 lab hrs.)

English

All students are required to take a reading and a writing placement test before enrolling in any reading or writing class at HawCC. Concurrent UHH classified majors should check the Placement Testing information in this catalog.

Eng 18—Reading Essentials (3)
PreReq: Placement in Eng 18
This is a reading fundamentals course designed to develop reading comprehension, vocabulary acquisition, and study skills. Some of the activities will include building vocabulary skills through phonics, context clues, and word structure; improving comprehension by finding the main ideas, making inferences and recognizing patterns of organization; developing study skills by practicing good time management and taking organized notes; and learning to use information retrieval skills. (3 lec hrs.)

Eng 20R—Reading and Learning Skills (3)
PreReq: Eng 18 or placement in Eng 20R
A reading and learning skills course designed to develop vocabulary, comprehension skills, and the ability to think clearly. Activities will include improving listening skills, notetaking, textbook reading, independent lab work and learning/study skills necessary for college survival. Writing will be used to promote reading and study skills. (3 lec hrs.)

Eng 20W—College Writing and Grammar (3)
PreReq: Placement in Eng 20W
Instruction and practice in writing varied and effective sentences with correct sentence structure, grammar, word choice, punctuation, and spelling. Instruction and practice in writing and editing paragraphs which demonstrate proficiency in sentence skills. Exit examination required. (Not applicable to AA and AS degrees) (3 lec hrs.)

Eng 21—Developmental Reading (3)
PreReq: "C" or better in ESL 9 or Eng 20R or placement in Eng 21
Reading to find main ideas and specific details, to draw inferences, and to develop critical judgment. Training to develop flexible reading rates, study skills, and vocabulary. Drill and practice in independent reading activities. (3 lec hrs.)

Eng 22—Introduction to Expository Writing (3)
PreReq: "C" or better in Eng 20W or placement in Eng 22; and Eng 20R or Eng 51 or placement in Eng 21
Instruction and practice in writing clear, effective, well-developed paragraphs and short essays using various modes of development. Exit examination required. (3 lec hrs.)

Eng 51—Occupational Reading (3)
PreReq: Placement in Eng 51
Vocational-technical reading for trade and industry majors. Emphasis in the following areas: study skills for trades courses, technical vocabulary, vocational reading, problem solving, reading rate, and technical library resources. Consent of instructor is required for non-trade and industry majors. (3 lec hrs.)
Courses restricted to majors:
51A—Auto Mechanics
51B—Auto Body Repair/Painting
51C—Carpentry
51D—Diesel mechanics
51E—Electricity
51F—Food Service
51G—Generic section for any vocational major
51M—Machine Shop
51T—Accounting
51W—Welding

Eng 55—Business Communications (3)
PreReq: "C" or better in Eng 20W or "C" or better in ESL 13 or placement in Eng 22 or in ESL 15; and OAT 21B-C-D or OAT 23; and sophomore standing
A course in writing purposeful, effective business letters through experience in analyzing problem situations. Fundamentals of written communication skills will be emphasized. (3 lec hrs.)

Eng 60—Technical Report Writing (3)
PreReq: Eng 20R or Eng 51 or placement in Eng 21; and "C" or better in Eng 20W or "C" or better in ESL 13 or placement in Eng 22 or in ESL 15
Analyzing and organizing technical data, structuring factual materials by writing in a clear and concise manner; use of technical terms. (3 lec hrs.)

Eng 100—Expository Writing (3)
PreReq: Eng 21 or "B" or better in Eng 51 or placement in Eng 102; and "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 100
Instruction and practice in writing clear, effective university-level prose. Attention to all stages of the process—generating ideas, drafting, revising, and editing. (3 lec hrs.)

Eng 102—College Reading Skills (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 20W or ESL 13 or placement in Eng 22
Emphasis on reading college-level materials, including improvement in the following areas: problem solving skills, reading and interpreting literature, college vocabulary, study skills, library research skills, and speed reading skills to become a flexible reader. (3 lec hrs.)

Eng 103—Critical Reading, Thinking, Problem Solving (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
Emphasis on critical reading, thinking, and problem solving skills, and interpreting literature. Use of higher level reading skills of analysis, interpretation, and integration to develop increased thinking and reading proficiency at the college level. (3 lec hrs.)

Eng 105—Reading Film (3)
PreReq: "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 100
This course introduces students to the study of film techniques, types, and interpretation. Using a variety of films, especially those with a connection to Hawai'i, the course surveys a wide range of topics, including cinematography, editing, genre, production, history and analysis. Fictional films and their alternatives including the documentary will be studied to develop visual literacy - the ability to read moving images. (3 lec hrs.)

Eng 204—Creative Writing (3)
PreReq: "C" or better in Eng 100
Students will practice writing poems, scenes, and short stories. The course includes creative writing assignments and discussions of each student's writing. May be repeated for credit, up to 9 credits. (3 lec hrs.)

Eng 255—Types of Literature: Short Story and Novel (3)
PreReq: Eng 100
An introduction to two major types of English literature: the short story and the novel. Students will read, analyze, and discuss works of fiction as well as learn how to apply principles of interpretation to other literary works. The goal of the course is to help students achieve a greater understanding, appreciation, and enjoyment of literature. (3 lec hrs.)

Eng 256—Types of Literature: Poetry and Drama (3)
PreReq: Eng 100
An introduction to two major types of English literature: poetry and drama. Students will read, analyze, and discuss poems and plays as well as learn how to apply principles of interpretation to other literary works. The goal of the course is to help students achieve a greater understanding, appreciation, and enjoyment of literature. (3 lec hrs.)

Eng 257A—Themes in Literature: Literature of Hawai'i (3)
PreReq: Eng 100
This course introduces students to persistent themes that appear in the English language literature of 19th and 20th century Hawai'i. Literary contributions from a wide range of sources representative of Hawai'i's rich cultural and ethnic diversity will be studied in their historical and cultural context. Emphasis will be placed on the themes that help readers to appreciate the ideological and aesthetic qualities specific to Hawai'i's literature as well as those that identify Hawai'i as part of a global community. (3 lec hrs.)

Eng 257E—Themes in Literature: Multi-Cultural Literature (3)
PreReq: Eng 100
This course is a multi-cultural literature course designed for students who want to learn more about the various ethnic groups in the U.S. through analysis of various literary works. In addition, the course will focus on how various ethnic groups have felt the impact of other cultures, especially the Euro-centric, in the economic, educational, historical, religious and social areas. This course will also show how certain themes, such as the family, cultural heritage, community assimilation, and the spiritual are reflected in the selected literature. (3 lec hrs.)

English as a Second Language

ESL 7—Reading and Study Skills I (3)
PreReq: Placement in ESL 7 and ESL 11
CoReq: ESL 25 or prior completion
This course is the first in a two-level general reading program focusing on reading comprehension, vocabulary development, and study skills for non-native speakers of English. This course provides students with the necessary foundation in reading skills for liberal arts and occupational/technical study. Students must have the ability to understand classroom instruction and read simple directions in English to take this class. May be repeated for credit, up to 6 credits. *Additional time in the reading lab is required.* (3 lec hrs.)

ESL 9—Reading and Study Skills II (4)
PreReq: "C" or better in ESL 7 or placement in ESL 9; and "C" or better in ESL 11 or placement in ESL 13
Recommended: ESL 25
This course is the second in a two-level reading program focusing on improving reading comprehension, increasing reading speed, expanding vocabulary, and enhancing study skills for non-native speakers of English. This course provides students with the necessary foundation in reading skills for liberal arts and occupational/technical study. May be repeated for credit, up to 8 credits. *Additional time in the reading lab is required.* (4 lec hrs.)

ESL 11—Basic Grammar and Writing (5)
PreReq: Placement in ESL 7 and placement in ESL 11
CoReq: ESL 25 or prior completion
This is a foundations course in grammar and writing for non-native speakers of English. It emphasizes basic grammar, sentence structure, and paragraph writing. Students must have the ability to understand classroom instruction and read simple directions in English to take this class. May be repeated for credit, up to 10 credits. *Additional time in the ESL lab is required.* (5 lec hrs.)

ESL 13—Grammar and Writing (7)
PreReq: "C" or better in ESL 7 or placement in ESL 9; and "C" or better in ESL 11 or placement in ESL 13
Recommended: ESL 25
This course is the second in a three-level writing program for non-native speakers of English. It is an introductory course in writing, which emphasizes building grammar, proofreading, and paragraph-writing skills. May be repeated for credit, up to 14 credits. *Additional time in the ESL lab is required.* (7 lec hrs.)

ESL 15—Introduction to Expository Writing (ESL) (5)
PreReq: "C" or better in ESL 13 or placement in ESL 15; and "C" or better in ESL 9 or placement in Eng 21
The third course in a three-level writing program for non-native speakers of English. This course emphasizes writing expository paragraphs and essays, summarizing and paraphrasing reading material, expands students' knowledge of grammar as it is used in complex sentence structures and improving proofreading skills. May be repeated for credit, up to 10 credits. *Additional time in the ESL lab is required.* (5 lec hrs.)

ESL 25—Academic Listening and Speaking (3)
PreReq: Placement in ESL 7 and placement in ESL 11
This course is designed to improve the communication skills of non-native speakers of English. It includes instruction and practice in academic listening comprehension, lecture note taking, small group and public speaking, and pronunciation. Students must have the ability to understand classroom instruction and read simple directions in English to take this class. May be repeated for credit, up to 6 credits. (3 lec hrs.)

Family Resources

FamR 230—Human Development (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Concepts, issues, theories of human growth and development from conception to death. Focus on the interrelation of physical cognitive, and psychosocial development of the individual throughout the life span. (3 lec hrs.)

Food Service

FSer 20—Food Service Orientation (1)
CoReq: FSer 21, 30, and 50
An overview of the history, growth, significant trends and projections of the food service industry. Exposes students to employment opportunities, standard of professionalism, major types of food service operations, labor laws and regulations, organization of food service kitchens, and the influence of modern technology upon the hospitality industry. (1 lec hr.)

FSer 21—Food Service Sanitation (2)
CoReq: FSer 20, 30, and 50
A course for food service workers providing information, principles, and application of methods for safe and sanitary food handling functions from purchasing, storing, to preparing and serving safe food. Includes the effect of personal hygiene, safety precautions, accident prevention, fire hazards, first aid and emergencies, and work habits, as they contribute to the reduction of foodborne disease and the improvement of food quality. Students become eligible for certification as safe and sanitary food handlers. (2 lec hrs.)

FSer 23—Menu Planning and Merchandising (1)
PreReq: FSer 20, 21, 30, and 50
CoReq: FSer 52, 54, and 62
Students learn the basic principles of menu planning; including design and format, selection and development of menu items and pricing structure. (1 lec hr.)

FSer 30—Purchasing/Control (3)
CoReq: FSer 20, 21, and 50
Study of the organization and operation of a central storeroom in a food service operation. Provides experience in purchasing, receiving, pricing, storing, distributing, and controlling the flow of food, beverages, and supplies. (1 lec hr., 6 lab hrs.)

FSer 34—Food and Beverage Cost Control (5)
PreReq: FSer 20, 21, 30, and 50
CoReq: FSer 60
Students examine and identify the varied factors which influence food and beverage costs in a food service operation. Students use analytical tools and techniques to enable them to interpret, to make operational decisions, to identify problems in achieving cost and quality control in a food and beverage system. (3 lec hrs., 6 lab hrs.)

FSer 41V—Dining Room Operations and Stewarding (1–2)
CoReq: (FSer 70 and 72) or (FSer 52 and 54)
Students study and practice a variety of table service techniques and procedures. Course coverage includes salesmanship of food and beverage, tableside service techniques, interpersonal communication and managing work flow between the dining room and kitchen. Course coverage also provides students with the principles and practices of the beverage operation and application of stewarding in a hotel or food service establishment. (variable hours)

FSer 50—Fundamentals of Cookery (6)
CoReq: FSer 20, 21 and 30
This course is an introduction to the fundamental concepts, skills and techniques of food preparation. Course coverage include basic cooking methods for soups, sauces and stocks, meats, poultry, seafood, vegetables and starches. Students will learn to identify, use and maintain equipment, tools and utensils in a safe and sanitary manner. (3 lec hrs., 9 lab hrs.)

FSer 52—Short Order Cookery (3)
PreReq: FSer 20, 21, 30, and 50
CoReq: FSer 23, 54, and 62
Students apply skillful manipulative methods in the mise en place, presentation, and service of foods requiring a short cooking time. Experience will be gained in stations demanding knowledge of mise en place, specific equipment, and production techniques for short order cookery. (1 lec hr., 6 lab hrs.)

FSer 54—Cold Food Pantry (4)
PreReq: FSer 20, 21, 30, and 50
CoReq: FSer 23, 52, and 62
The study and practice in preparation of cold food items such as salads, salad dressings, sandwiches, canapés, hors d' oeuvres and desserts as produced in the pantry department. (1 lec hr., 9 lab hrs.)

FSer 60—Intermediate Cookery (7)
PreReq: FSer 20, 21, 30, and 50
CoReq: FSer 34
Extension of FSer 50, Fundamentals of Cookery. The students will increase their competency level in culinary arts with more complex food preparation and production techniques. (3 lec hrs., 12 lab hrs.)

FSer 62—Fundamentals of Baking (4)
PreReq: FSer 20, 21, 30, and 50
CoReq: FSer 23, 52, and 54
An introduction to baking. Specific instruction in the areas of safety, sanitation, and industrial housekeeping. Nomenclature, use, and care of tools and equipment used in the baking industry. Theory of and practice in the production of cakes, cookies, pies, and yeast products at the introductory level. A study of wheat, milling, and flour. An introduction to the mathematics-associated with formula construction and product control. (2 lec hrs., 6 lab hrs.)

FSer 63—Patissiere (4)
PreReq: FSer 62 or 25
Expanded baking skills and techniques relating to specialty cakes, pastries, petit fours, yeast products, chocolate cookies, and other more complex bake shop items will be studied and produced. Baking as a science to assure consistent results for a quality finished product. (2 lec hrs., 6 lab hrs.)

FSer 70—Advanced Cookery (6)
PreReq: FSer 20, 21, 30, 34, 50, and 60
CoReq: FSer 72 and 41B
This course involves the application of previously learned theory, skills and techniques in food preparation and presentation. More complex menu items will be involved in food production with emphasis on classical, traditional, international, and ethnic cuisines. Quality, food costs, and nutritional considerations are focused. Includes culinary experiences in the fine dining in the College's Gourmet Dining Room. (3 lec hrs., 9 lab hrs.)

FSer 72—Buffet Preparation (4)
PreReq: FSer 20, 21, 30, 34, 50, and 60
CoReq: FSer 70 and 41B
A study of the basic Garde Mange principles. Techniques and skills in the preparation of specialty items such as aspic, chaud-froids, forcemeat, pates, terrines, galantines, mousses, hot and cold hors d' oeuvres, canapés, as well as buffet catering, center centerpieces, and vegetable carvings will be covered. (2 lec hrs., 6 lab hrs.)

FSer 80—Supervisory Management (3)
Application of principles of supervision in the hospitality industry. (3 lec hrs.)

Food Science and Human Nutrition

FSHN 185—Nutrition (3)
Biological concepts that form scientific framework of human nutrition; study of characteristics of major nutrient groups and relationship to diet and health. Designed specifically for FSer students as a Natural Science elective. (3 lec hrs.)

Geography

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

+Geog 101—Geography and the Natural Environment (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Survey of the natural environment of the earth; distribution and interrelationships of climate, vegetation, soils and landforms with a focus on Hawai'i and the Pacific. Emphasis will be placed on current environmental problems and issues as they are related to course content. (3 lec hrs.)

+Geog 101L—Geography and the Natural Environment Lab (1)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
CoReq: Geog 101 or prior completion
Analysis of the natural environment through the use of maps, airphotos, field and laboratory observation and experimentation. Emphasis on Hawai'i and upon human modification of the environment. (3 lab hrs.)

Geog 102—World Regional Geography (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Survey of the of the world's major geographic regions with focus on the interrelationships between the physical and human elements of these regions. Geographic aspects of contemporary economic, social and political conditions will be studied as they relate to human use of, and impact on, the land and resources. (3 lec hrs.)

Geog 122—Geography of Hawai'i (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
This course will survey the physical and cultural geography of the Hawaiian Islands. Physical geography will emphasize the volcanic landforms, coastal features, climate and vegetation. Cultural aspects will include population, settlement, agriculture, economics and land use. Students will be expected to learn the names and locations of physical and cultural features of the Hawaiian Islands. (3 lec hrs.)

Geog 170—Forest Ecosystem Surveying, Inventorying, and Monitoring (3)
PreReq: "C" or better in Eng 100 or "C" or better in Eng 102; and "C" or better in Math 120; and "C" or better in ICS 101
CoReq: Geog 170L
Designed for students in Forest TEAM and related careers. Methods used to survey, inventory and monitor native and planted forest ecosystems utilizing analog and electronic instruments. Discussion of the selection of sample sites and measurement of environmental and biological variables of forest ecosystems. Methods of analyzing information from data loggers and GPS units for computer analysis. (3 lec hrs.)

Geog 170L—Forest Ecosystem Surveying, Inventorying, and Monitoring Laboratory (1)
CoReq: Geog 170
Designed for students in Forest TEAM and related careers. Field laboratory to accompany Geography 170. Methods used to survey, inventory and monitor native and planted forest ecosystems utilizing optical and electronic instruments learned in the lecture section will be carried out in the lab. Field methods of selecting sample sites and measuring the environmental and biological variables of the forest. Data loggers and GPS units will be used to record data in the forest for computer analysis. (3 lab hrs.)

Geog 180—Geographic Information Systems in Forest Ecosystem Management (3)
PreReq: "C" or better in Geog 170; and "C" or better in Geog 170L; and "C" or better in Eng 100
CoReq: Geog 180L
Designed for students in Forest TEAM and related careers. Geographic Information Systems will introduce students to GIS principles and practice through use of ArcView and Spatial Analyst. GIS will be applied in developing computer generated map layers for resource management decision making in forest ecosystems and agroforestry. (3 lec hrs.)

Geog 180L—Geographic Information System in Forest Ecosystem Management Laboratory (1)
CoReq: Geog 180
Designed for students in Forest TEAM and related careers. Laboratory to accompany Geography 180 will give students hands-on experience in using ArcView and Spatial Analyst. Laboratory exercises and independent projects will apply GIS developing computer generated map layers for resource management decision making. (3 lab hrs.)

Geology

GG 101—Introduction to Geology (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
The study of the earth, with emphasis placed on the materials, surface features, structures, and various erosional and depositional processes. (3 lec hrs.)

GG 101L—Introduction to Geology Laboratory (1)
CoReq: GG 101 or prior completion
The study of the earth, with emphasis placed on the materials, surface features, structures, and various erosional and depositional processes. Laboratory to accompany GG 101. (3 lab hrs.)

Hawaiian

Haw 101—Elementary Hawaiian I (4)
Study of basic structures of the Hawaiian language with emphasis on listening, speaking, reading, and writing skills. (5 lec hrs.)

Haw 102—Elementary Hawaiian II (4)
PreReq: Haw 101
Continuation of the study of basic structures of the Hawaiian language with emphasis on listening, speaking, reading and writing skills. (5 lec hrs.)

Haw 103—Hawaiian Language Through Traditional Occupation ('Oihana) (3)
Hawaiian language through traditional occupation introduces conversational Hawaiian language through the study and practice of traditional Hawaiian occupations such as hula, lawai'a (fishing), mahi'ai (farming), etc. Requires memorization and close examination of related vocabulary and basic sentence structure. May be repeated for credit, up to 9 credits. (3 lec hrs.)

Haw 201—Intermediate Hawaiian Language I (4)
PreReq: Haw 102
This course is a continuation of Haw 102 and it is the second year intermediate Hawaiian language course. It continues the students' speaking, reading, writing, and listening language development. (5 lec hrs.)

Haw 202—Intermediate Hawaiian Language II (4)
PreReq: Haw 201
Hawaiian Language 202 is a continuation of 201 Hawaiian Language. This course ends the intermediate level of the Hawaiian Language courses. This course investigates Hawaiian Language newspapers and legal documents and improves the students listening, speaking, reading, and writing skills. (5 lec hrs.)

Hawaiian Studies

HwSt 123—Hawaiian Language (1)
The basic skills in speaking, reading, and writing the language. An elementary course with emphasis on the practical use of the language in daily encounters. (1 lec hr.)

HwSt 124—Hawaiian Myths and Legends (3)
Examination of traditional native Hawaiian myths. Analysis of their composition, function, uses and effect upon the culture in pre and post contact times. (3 lec hrs.)

HwSt 125—Hawaiian Plants and Their Uses (3)
The identification of Hawaiian plants and the study of their preparation and Hawaiian cultural uses especially for medicine, dyes, crafts and rituals; beliefs and practices; the deities. (3 lec hrs.)

HwSt 126—Introduction to Hawaiian Music (3)
An introduction to Hawaiian music. Its historical background, music of the monarchy period, contemporary music, comparative studies. Singing of choral literature, musicianship, production. Public performances. (3 lec hrs.)

HwSt 128—Hawaiian Arts and Crafts (1)
The arts and crafts of the Hawaiian people. Selected crafts will be made by the student. A lab fee may be asked of the student. May be repeated for credit provided a different topic is studied, up to 3 credits. (1 lec hr.)

HwSt 129—Hawaiian Chants and Classical Dances (3)
Study of ancient dances and some performance of selected chants, practicing hālau hula, traditions and structure, rituals, beliefs and practices. (3 lec hrs.)

HwSt 130—Papa ʻOlapa (Ancient Hula) (3)
PreReq: "C" or better in Haw 101; and "C" or better in HwSt 129
An introduction to the physical, aesthetic, intellectual, and spiritual aspects of the holistic study of ancient hula, Hawaiʻi's indigenous form of dance. Prepares student for the dance ensemble. Public performances required. (2 lec hrs., 2 lec/lab hrs.)

HwSt 131—Hula Noa (Secular Hula) (3)
PreReq: HwSt 130
Hula Noa is descriptive of the secular hula more commonly referred to as hula ʻauana. This course will examine the practices of Hula Noa from ancient to modern times. This course is third in a series of hula studies courses and prepares the student for public performances and the Hula Ensemble. (2 lec hrs., 2 lec/lab hrs.)

HwSt 160—Kalo (Taro) Culture I (3)
PreReq: "C" or better in HwSt 125
CoReq: Haw 101 or prior completion
Designed for students in AAS Hawaiian Lifestyles Degree, Mahiʻai track. This course is the first in a series of four courses of Kalo (Taro) culture of the indigenous Hawaiians. The history, identification, lore, its effects upon the cultural past, present and future, Kalo Culture as a metaphor of cultural beliefs, practices and values are major focuses of the course. This course includes fieldwork and service learning. (2 lec hrs., 2 lec/lab hrs.)

HwSt 161—Kalo (Taro) Culture II (3)
PreReq: "C" or better in HwSt 160
CoReq: Haw 102 or prior completion
Designed for students in AAS Hawaiian Lifestyles Degree, Mahiʻai track. This is the second in a series of four courses on indigenous Hawaiian Kalo (Taro) culture. This course provides an in-depth examination of the actual process of kalo production and its integration with the indigenous Hawaiian culture. Kalo Culture II focuses on cultural practices, beliefs and values that are part of Kalo Culture. This course includes fieldwork and service learning. (2 lec hrs., 2 lec/lab hrs.)

HwSt 205—Native Hawaiian Beliefs and Practices (3)
Examines the ethics, morals, religion of Native Hawaiians from the migration period to the post-contact era. (3 lec hrs.)

HwSt 221—Hawaiian Culture in Transition (3)
The study of Hawaiian history and culture in transition from the annexation of Hawaiʻi and the overthrow of the monarchy to the present. (3 lec hrs.)

HwSt 224—Epic Saga of Pele and Hiʻiaka (3)
PreReq: HwSt 124; and Haw 101; and Eng 22 or ESL 15 or placement in Eng 100
The course is a sequential course to HwSt 124 and examines in depth and complexity the indigenous Hawaiian national epic saga of Pele and Hi`iaka. It includes a deeper and rigorous study of Hawaiian philosophy, religious beliefs, intricate poetry forms, lifestyles and practices, world views and values. (3 lec hrs.)

HwSt 231—Hawaiian Culture I (3)
A survey of native Hawaiian culture and its place in Pacific Island societies, studied through its literature, language, values and religion. Some contrasts with modern Hawaiian society. (3 lec hrs.)

HwSt 232—Hawaiian Culture II, Oral Arts and Traditions (3)
A continuation of HwSt 231, surveys the relationship of pre-contact Hawaiians to their culture through myth, chant, dance and poetry. (3 lec hrs.)

HwSt 235—Hula Ensemble (4)
PreReq: HwSt 131
Comment: May require travel abroad. If so, passport is required.
Hula Ensemble is an experiential learning course in formal public hula performance that reflects the culmination of all hula studies courses. (2 lec hrs., 4 lec/lab hrs.)

HwSt 241—Hawaiian Trail Culture of Puna and Kaʻu on Hawaiʻi Island (3)
A focus on the study of the Indigenous Hawaiian Culture as interpreted through its trail systems in the districts of Puna and Kaʻu on Hawaiʻi island. (3 lec hrs.)

HwSt 242—Hawaiian Trail Culture of Kona and Kohala on Hawaiʻi Island (3)
A focus on the study of the Indigenous Hawaiian Culture as interpreted through its trail systems in the districts of Kona and Kohala on Hawaiʻi island. May be repeated for credit up to 6 credits. (2 lec hrs., 2 lec/lab hrs.)

HwSt 250—Hawaiian Leadership (3)
PreReq: HwSt 231
This course is intended to serve the student desiring a background in appropriate native Hawaiian culture introducing the development of the principles of Hawaiian leadership. The contributions of native Hawaiian culture upon effective Hawaiian leadership in modern Hawaiʻi will be emphasized. (3 lec hrs.)

HwSt 251—Hawaiian Leadership in Action (3)
PreReq: HwSt 250
This course will focus on the further development of Hawaiian leadership skills through the application of appropriate Hawaiian cultural thought and practice. The students will be exposed to a wide range of real life leadership opportunities from community service learning projects to traditional Hawaiian ceremonial protocol. (3 lec hrs.)

HwSt 260—The Loʻi Kalo (Wetland Taro) (3)
PreReq: "C" or better in HwSt 161
CoReq: Haw 201 or prior completion
This is the third in a series of four courses on the Kalo (Taro) Culture of the indigenous Hawaiian culture. This course provides an in-depth examination of the actual process of kalo (taro) production. The main focus of the course will be on the construction of a loʻi (wetland taro patch), waterways and planting. (2 lec hrs., 2 lec/lab hrs.)

HwSt 261—Huki ʻAi: Harvest and Marketing (3)
PreReq: "C" or better in HwSt 260
CoReq: Haw 202 or prior completion
This course is the last in a series of four courses on indigenous Hawaiian Kalo (Taro) Culture. Huki ʻAi: Harvest and Marketing will review previously learned materials from HwSt 260. The student will continue the maintenance of a loʻi/malaʻai and waterways with the added focus on harvest, production and distribution of marketable products. (2 lec hrs., 2 lec/lab hrs.)

Health

Hlth 31—First Aid and Safety (1)
The prevention of accidents and first aid care. Includes cardiopulmonary resuscitation. (1 lec hr.)

Health, Physical Education, and Recreation

HPER 122—Aerobics (1)
Designed to improve cardiovascular fitness, strength, flexibility, and coordination through a systematic program of rhythmical activities. (2 lec/lab hrs.)

HPER 123—International Square Dance (2)
Square dancing as defined through basic and mainstream programs of Caller Lab, and as danced by square dance clubs all over the world. (1 lec hr., 3 lab hrs.)

HPER 129—Step Aerobics (1)
Introduction to bench stepping as a means to developing cardiovascular fitness. (2 lec/lab hrs.)

History

Hist 123—Philippine History (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Survey of the history of the Philippine islands from the beginning to present. (3 lec hrs.)

Hist 151—World Civilization I (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
A broad survey of world history from its prehistoric origins through the 16th century. (3 lec hrs.)

Hist 152—World Civilization II (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
A broad survey of world history from the 16th century to the present. (3 lec hrs.)

Hist 153—Hawaiʻi and the World I (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
History of Hawaiʻi from the earliest times until the reign of Kamehameha within the context of world history. (3 lec hrs.)

Hist 154—Hawaiʻi and the World II (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
History of Hawaiʻi since the reign of Kamehameha within the context of world history. (3 lec hrs.)

Hist 241—Civilization of Asia I (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Recommended: Hist 151
A survey of Asian civilization from earliest times and traditional society to contact with the West with emphasis upon the cultures of China, Japan, Korea, Southeast Asia. (3 lec hrs.)

Hist 242—Civilizations of Asia II (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
A survey of Asian civilizations from the time of contact with the West, and the response of these civilizations to the impact of the Western World. This course is part of a two term sequence: 241: to 1500; 242: from 1500. (3 lec hrs.)

Hist 281—Introduction to American History I (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
An interpretive survey of United States history, 281: 1500-1877; 282: 1877-present. (3 lec hrs.)

Hist 282—Introduction to American History II (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
An interpretive survey of United States history. 281: 1500-1877; 282: 1877-present. (3 lec hrs.)

Hist 284—History of Hawaiʻi (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
A general survey of economic, political, and social history of Hawaiʻi from earliest times to present. (3 lec hrs.)

Hist 288—Survey of the Pacific Islands History (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and Hist 152
A survey of the history of the Pacific Islands from earliest settlement to the present with emphasis on island culture, interaction with the West, colonization, modern development and contemporary problems. (3 lec hrs.)

Hotel Operations

HOpe 20—Orientation to Hotel (3)
A survey of local commercial and resort hotels; orientation to basic work methods and attitudes from uniform services to management. (3 lec hrs.)

HOpe 25—Guest Service Procedures (3)
PreReq: Placement in Eng 20R or in Eng 51 or in ESL 9 or higher
Designed to familiarize students with professional standards, communication, and attitudes essential for successful workers in the hospitality industry. Examines the origin, relevance, and application of emerging service concepts as they relate to Hawaiʻi's travel industry. Constructs representative profiles of the Hawaiʻi visitor based on life status and inclinations. Explores concepts and ideals, and integrates conditioning exercises in the formulation of outstanding service attitude. (3 lec hrs.)

HOpe 42—Housekeeping Procedures (3)
The organization and functions of the housekeeping department and its relationship to other departments in a hotel. Also includes purchasing guides, care of furnishings and supplies, and general procedures for the maintenance of facilities. (3 lec hrs.)

HOpe 45—Front Desk Operations (3)
PreReq: Placement in Eng 20R or in Eng 51 or in ESL 9 or higher
Study of philosophy, theory, equipment, and current operating procedures of a hotel front office, concentrating on development of human relation skills necessary for effective guest and employee relations and the technical skills necessary to operate a manual and computerized front office operation. (3 lec hrs.)

HOpe 47—Hotel Marketing (3)
PreReq: HOpe 20; and Eng 22 or Eng 55 or ESL 15 or placement in Eng 100
Introduces basic marketing principles including marketing environments, the marketing mix, segmentation, pricing, consumer behavior, marketing functions and organization, and promotional activities. Studies hotel-motel marketing techniques. Examines the relationship and coordination of hotel marketing activities in the community and marketplace. (3 lec hrs.)

HOpe 260—Hospitality Law (3)
PreReq: HOpe 20; and Eng 22 or Eng 55 or ESL 15 or placement in Eng 100
Introduces a basic understanding of the potential legal problems and pitfalls related to the Hospitality Industry. Explores and examines the legal basis, responsibility, and legislation that influence the relationships and practices of hospitality business in a variety of settings. (3 lec hrs.)

Human Development

HD 100—Self-Development (3)
Designed to assist students in increasing their personal effectiveness through the exploration of such topics as academic adjustment, personal development, and career life planning. (Not acceptable as a social science elective) (3 lec hrs.)

HD 234—Aging (3)
The emotional, physical, and social processes of aging. (3 lec hrs.)

Human Services

HSer 110—Introduction to Human Services (3)
An overview of the field of human services including history, present and future perspectives, strategies of intervention, organization and delivery of services, issues and requirements for service givers, and kinds of employment. Also, the course surveys selected human service agencies available within the local community (principally Hilo). (3 lec hrs.)

HSer 111—Introduction to Human Services:Therapeutic Aide (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
Comment: Course allows those working as T.A.'s to update their skills
Course designed to provide students with a basic understanding of the human service field through the lens of a therapeutic aide worker. The course will focus on the attitudes, knowledge and skills necessary for employment as employment as a therapeutic aide within the mental health system. This course emphasizes cultural awareness, crisis intervention skills and knowledge of child and adolescent mental health disorders. Also the course will enable therapeutic aides already working in the community to update their essential skills and to have a broader understanding of their responsibilities. (3 lec hrs.)

HSer 140—Individual Counseling (3)
CoReq: HSer 268 or prior completion
Designed to provide students with knowledge and understanding of theoretical approaches and interviewing skills used in counseling chemically dependant individuals. Also examines ethical issues and self-care in substance abuse counseling utilizing a combination of didactic and experiential learning. (3 lec hrs.)

HSer 193—Human Services Practicum I (3)
PreReq: HSer 110 or HSer 111
Supervised experience in human services providing counseling, practical support, education, information and/or care-giving in community agencies in the local community. (2 lec hrs., 3 lab hrs.)

HSer 245—Group Counseling (3)
PreReq: HSer 140
Provides theoretical and experiential training in facilitating groups. Examines the process of group facilitation and group membership. Exploring task facilitation, psychoeducational counseling, and psychotherapy groups in the treatment of chemically dependent individuals and their families. Ethical issues and self-care of the group facilitator will also be addressed. (3 lec hrs.)

HSer 268—Survey of Substance Abuse Problems (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100; HSer 110; or consent of instructor
This course is designed to provide students and those interested in acquiring hours toward Certification as Substance Abuse Counselors by the State of Hawai'i Department of Health, Alcohol and Drug Abuse Division, with a general and basic understanding of substance use, abuse, and dependency. The course will explore the historical and societal perceptions of substance use, patterns and trends of use, societal and legal responses to drugs and alcohol. Description of psychoactive drugs, their effects and methods of ingestion, and their effects on the individual. Methods of prevention, intervention, and treatment will be identified and analyzed. (3 lec hrs.)

HSer 270— Substance Abuse Counseling (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and HSer 268
This course focuses on the treatment process, including some intervention and prevention issues, as it applies specifically to the substance-abusing population. Ethical and legal issues for the substance abuse counselor will be identified. A primary theme in this course will be the explication of the Twelve Core Function of the Alcohol and Drug Abuse Counselor. (3 lec hrs.)

HSer 293—Human Services Practicum II (3)
PreReq: HSer 110 or HSer 111; and HSer 193
A continuation of HSer 193 in another agency setting. Supervised experience in human services providing counseling, practical support, education, information and/or care-giving in community agencies in the local community. (2 lec hrs., 3 lab hrs.)

HSer 294—Substance Abuse Practicum I (3)
CoReq: HSer 140 and HSer 268 or prior completion of either
An exploratory internship for majors who wish to gain field experience in a substance abuse agency setting. The focus is to introduce the student to the practical experience of the 12 Core Function of a Substance Abuse Counselor by observation and practice when appropriate. (15 practicum hrs.)

HSer 295—Substance Abuse Practicum II (3)
PreReq: HSer 294
CoReq: HSer 270 or prior completion
The second of two required substance abuse practicum courses for the HSer Certificate of Completion in Substance Abuse Counseling (CCSAC) Program. This course offers students majoring in the CCSAC Program a graduated learning opportunity and additional practical experience in the observation and application of the 12 Core Functions of a Substance Abuse Counselor. (15 practicum hrs.)

Humanities

Hum 100—Introduction to the Arts (3)
PreReq: Eng 20W or ESL 13 or placement in Eng 22 or placement in ESL 15; and Eng 21 or placement in Eng 102
An introduction to the arts through the study of aesthetics, creativity, values, and meaning through the underlying elements and principles inherent in the visual arts, music, dance, theatre, and all artistic endeavors. (3 lec hrs.)

Hum 160—Modes of Thought (3)
Cross-listed as SSci 160

Hum 275—Psychology and the Expressive Arts (3)
Cross-listed as Psy 275

Information and Computer Science

ICS 100—Computing Literacy and Applications (4)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21; and Math 50 or Math 24X or placement in Math 26
An introduction to computer science including computer history, concepts, and technological developments. Hands-on use of a current PC operating system, business uses of word processing and spreadsheet programs, and a very brief introduction to computer programming and hardware operation. (3 lec hrs., 2 lec/lab hrs.)

ICS 101—Microcomputer Applications Software (4)
PreReq: Eng 21 or placement in Eng 22 or placement in ESL 15; and Math 25X or Math 26 or placement in Math 100
Tools for the information age. Use of software packages for business problem-solving -- a microcomputer operating system, word processing, spreadsheet, graphics, database management system, and presentations programs. Hands-on experience is provided on the computer, out of class exercises required. (3 lec hrs., 2 lec/lab hrs.)

Information Technology

ITS 103—Introduction to the Programming Process (4)
CoReq: ICS 101 or prior completion with a "C" or better
A first course emphasizing the development of problem solving and logical skills required to program in a business environment. Algorithms and programs are designed and implemented in the structured procedural style. Basic debugging and documentation techniques are also covered. (3 lec hrs., 2 lec/lab hrs.)

ITS 104—Computer Hardware Support (4)
CoReq: ICS 101 or prior completion
The first course in computer support intended to provide the skills needed to prepare the student to support personal computer hardware. The course prepares the student to address the most common PC hardware concerns. It includes both concepts and hands-on real-world experience. (3 lec hrs., 2 lec/lab hrs.)

ITS 108—Computer Software Support (3)
PreReq: ITS 104
The second course in computer support intended to provide the skills needed to prepare the student to support personal computer operating systems. The course prepares the student to address the most common PC operating system concerns. This course includes both concepts and hands-on real-world experience. (3 lec hrs.)

ITS 118—Visual Basic Programming for Business Applications (4)
PreReq: "C" or better in ICS 101 and "C" or better in ITS 103
A second course in programming introducing the development of business applications. Event-driven programming and object-oriented concepts are covered utilizing Visual Basic. Programming constructs, practices, and style are emphasized as well as program testing, debugging and documentation. (3 lec hrs., 2 lec/lab hrs.)

ITS 121—Computing Topics (3)
PreReq: variable per topic
Introductory topics varying semester to semester to maintain currency with rapidly changing technologies in Hawai'i's business industry. Topics may include operating systems, specific hardware systems, other software packages and programming languages not covered in IT program courses. May be repeated for credit provided that a different topic is studied. (3 lec hrs.)

ITS 151—Applied Database Programming in an Object Oriented Environment (4)
PreReq: "C" or better in ITS 118
This is a course in developing interactive Database Management Systems (DBMS) in an Object Oriented Database Environment. This requires experience with object oriented programming in an interactive mode. Application requirements are explained through presentation of a set of data structures, or logical schema, for sample applications. Structured programming techniques, good programming style, and event driven programming emphasized. Students will develop complete event driven menu based database systems. (3 lec hrs., 2 lec/lab hrs.)

ITS 193—Cooperative Education/Internship/Practicum (3)
PreReq: "C" or better in ITS 151 and "C" or better in ITS 215; and Eng 100; and SpCo 151
Cooperative internship integrating classroom learning with supervised, structured and unstructured work experience. Offers an opportunity to enhance workplace soft skills as well as technical skills. Assignments determined by students' interests, program content and job availability. (1 lec hr., 8 practicum hrs.)

ITS 215—Network Administration (4)
PreReq: "C" or better in ITS 104
The setup and operation of a local area network utilizing Novell NetWare and/or Microsoft Windows NT. Managing hardware, software, file systems, user accounts, and security. System management for performance optimization, name space, protocol support, and preventative maintenance. (3 lec hrs., 2 lec/lab hrs.)

ITS 221—Advanced Computing Topics (3)
PreReq: variable per topic
Advanced topics varying semester to semester to maintain currency with rapidly changing technologies in Hawai'i's business industry. Topics may include advanced courses in programming languages or networking, systems analysis, electronic commerce and other topics as they emerge. May be repeated for credit provided that a different topic is studied. (3 lec hrs.)

ITS 284—Data Communications Fundamentals (3)
PreReq: "C" or better in ITS 215
Familiarizing students with the terms and concepts used in the computer networking industry. Providing them with a conceptual framework of data communications. Assisting students to understand computer networks and enabling them to make informed decisions on network design and technology. (3 lec hrs.)

Interdisciplinary Studies

IS 100V—Introduction to Student Government (1-3)
PreReq: consent of instructor
Problems and issues of student government activities. May be repeated for credit, up to 6 credits. (variable hours)

IS 105B—Self Awareness and Decision Making (1)
PreReq: Eng 21 or placement in Eng 102
Designed to assist students in developing self-awareness and self-esteem for problem solving and decision making. Emphasis will be on values, goals, locus of control, and life transitions. (1 lec hr.)

IS 105C—Personal Enhancement (1)
PreReq: Eng 21 or placement in Eng 102
Designed to improve one's self-concept and self-confidence and to achieve a sense of stability and overall well being. This course explores such topics as stress management, conflict resolution, and health and fitness awareness. (1 lec hr.)

IS 105D—Career/Life Exploration and Planning (1)
PreReq: Eng 21 or placement in Eng 102
Designed to assist students in identifying possible careers that would match their values, interests, and skills. Introduces students to job search resources and can assist them with future résumé writing and job interviews. (1 lec hr.)

Japanese

Jpns 101—Elementary Japanese I (4)
Introductory Japanese language course, emphasizing reading, writing, speaking, and listening. (5 lec hrs.)

Jpns 102—Elementary Japanese II (4)
PreReq: Jpns 101
Continuation of Jpns 101. The study of the basic structure of the Japanese language with emphasis on listening, speaking, reading and writing skills. (5 lec hrs.)

Jpns 121—Elementary Japanese Conversation I (3)
Development of conversational skills—listening, comprehension, and speaking—for persons in business or occupations dealing with Japanese-speaking clientele. (3 lec hrs.)

Jpns 122—Elementary Japanese Conversation II (3)
PreReq: Jpns 121
An intermediate course with emphasis on the creative skills of conversation—adding some reading and writing of the language—for persons in business or occupations dealing with Japanese clientele. (3 lec hrs.)

Law

Law 30—Business Law I (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
The origin and principles of our American legal system including the law of torts, criminal law, and the basic court system; the basic principles of contracts, agency and employment, real property, personal property, and insurance. (3 lec hrs.)

Learning Skills

LSK 30—College Study Skills (3)
This course is designed to give students an opportunity to learn and practice fundamental learning skills necessary for success in college. This course will build a strong foundation of study skills, including reading skills, memory strategies, listening skills, writing, note taking, and speaking skills, as well as time management and goal setting. (3 lec hrs.)

LSK 70—Vocational Student Success Strategies (1)
PreReq: Eng 20R or Eng 20W or placement in Eng 21 or in Eng 22
Introduces new Vocational students to useful strategies and techniques for achieving success in college. Topics include: College and Community resources, attitude and motivation, time and money management, learning styles and memory techniques, note taking and test taking strategies. Limited to classified Voc-Ed freshmen students only. (1 lec hr.)

LSK 102—College Success Strategies (1)
PreReq: Eng 21 or Eng 22 or placement in Eng 102 or placement in Eng 100
Introduces new students to useful strategies and techniques for achieving success in college. Topics include: motivation and attitudes for learning, note taking skills, test taking skills, time and money management techniques, memory enhancement strategies, learning styles and use of college and community resources. (1 lec hr.)

Linguistics

Ling 102—Introduction to the Study of Language (3)
PreReq: "C" or better in Eng 21 or placement in Eng 102; and "C" or better in Eng 22 or ESL 15 or placement in Eng 100
A broad introduction to the nature and workings of language through linguistic analysis: an overview of phonology (sound system), morphology (word structure), syntax (sentence structure), semantics (meaning), ethnolinguistics, and historical-comparative linguistics. (3 lec hrs.)

Ling 121—Introduction to Language (3)
    Cross-listed as Anth 121
    PreReq: "C" or better in Eng 22 or "C" or better in ESL 15 or placement
        in Eng 100
    An introduction to the study of language from an anthropological per-
    spective. Broad topics include ethnolinguistics (language and culture),
    sociolinguistics (language and society), psycholinguistics (language
    and cognition), and core subfields in linguistics; phonology (sound sys-
    tem), morphology (word structure), and syntax (sentence structure).
    More emphasis will be given to anthropological methods and cultural
    concepts in Anth 121 than in Ling 121, where linguistic approaches
    are emphasized. (3 lec hrs.)

Machine Technology

Mach 20—Introduction to Machine Shop Techonology (1)
    A beginning course in Machine Shop Technology that covers the occu-
    pational outlook and job descriptions for a machinist and other careers
    in metal related trades. General shop and personal safety are also
    stressed. (2 lec/lab hrs.)

Mach 21—Measurement and Layout (1)
    A course on systems of measurements, tools, and methods used in
    making accurate measurements. Also covers tools and procedures used
    in making precise layouts. (2 lec/lab hrs.)

Mach 22—Hand Tools and Bench Work (1)
    A course in the proper use and maintenance of the basic hand tools of
    a machine shop. Bench work includes the operations of laying out,
    fitting, and assembling. These operations may involve sawing, chop-
    ping, filling, polishing, scraping, reaming, and threading. (2 lec/lab hrs.)

Mach 23—Basic Machine Tools (1)
    A course in the proper use and maintenance of the basic machine
    tools. Equipment includes the metal cutting saws, drilling machines,
    grinders, and external threading machine. (2 lec/lab hrs.)

Mach 24—Lathe I: Facing and Turning (2)
    CoReq: Mach 21, 22, and 23
    A beginning course on the use of the engine lathe. Topics covered are
    methods of mounting work, cutting tool shapes and preparation, turn-
    ing, facing, knurling, speeds, and feeds. (4 lec/lab hrs.)

Mach 25—Shape Altering and Tapering on the Lathe (2)
    CoReq: Mach 24 or prior completion
    Second of two beginning courses on the use of the engine lathe. Op-
    erations covered in this course are grooving, form turning, tapering,
    drilling, boring, and reaming. (4 lec/lab hrs.)

Mach 26—Lathe II (6)
    Engine lathe operations including taper and angular turning, boring,
    cutting internal and external acme screw threads, face plate set-up,
    and metalizing by spray build-up and sizing. Stress is placed on accu-
    racy and measurement by the use of micrometers, vernier calipers,
    dial indicators, and gauge blocks. (12 lec/lab hrs.)

Mach 27—Vertical Milling & Introduction to CNC (4)
    PreReq: Mach 26
    CoReq: Mach 28
    This course is an introduction to the common milling operations, in-
    cluding the nomenclature, functions, lubrication, maintenance, setup
    and safety in milling operations. Basic machining operations commonly
    done on the vertical milling machine include the common work holding
    devices, milling cutters and tool holding devices. Also an introduction
    to Computer Numerical Control (CNC), use of Cartesian coordinates,
    absolute and incremental measurements, datum points and applica-
    tions of the Digital Read Out (DRO). Emphasis on the use of the CNC
    function in the shop floor mode and the setup and machining of
    programmed functions. (8 lec/lab hrs.)

Mach 28—Shaper, Line Boring, and Advanced Machines (2)
    PreReq: Mach 26
    CoReq: Mach 27
    This course will include safety, maintenance and basic operations of
    the shaper, portable line boring machine, and advanced operations on
    the lathe and drill press. This course is designed to be offered concur-
    rently with Vertical Milling. Due to the limited work stations, this course
    is a part of a multiple activity laboratory offering. (4 lec/lab hrs.)

Machine, Welding and Industrial Mechanics Technologies

Formerly: Welding and Sheet Metal

WELD 17—General Welding (3)
    For non-majors. Theory and basic manipulative techniques in the safe
    operation of equipment for oxyacetylene welding and cutting and for
    shielded metal arc welding. Emphasis on safety, machines and acces-
    sories, electrode identification and selection, identification of metals,
    and basic manipulative skills. (3 lec hrs.)

WELD 20—Introduction to Welding (8)
    CoReq: Weld 23
    Welding shop safety, proper use of oxyacetylene and electric arc weld-
    ing equipment, care and use of tools and machines, flat position weld-
    ing of ferrous metals, layout and fabrication procedures, jig and fixture
    development. (1 lec hr., 14 lec/lab hrs.)

WELD 23—Basic Metalwork (4)
    CoReq: Weld 20
    Shop safety, care and use of hand tools and machines, sketches and
    blueprints, soldering techniques, drilling and punching procedures, and
    riveting and seaming operations. Sheet metal uses, fastening devices,
    basic supplies, and metal characteristics. (8 lec/lab hrs.)

WELD 24—Measurement and and Layout (2)
    An introductory course in linear and angular measurement; applica-
    tions of math calculation on practical shop projects using common
    measuring and layout tools; direct measurement and simple layout
    using basic geometric construction and principles of squaring; blank-
    ing and procedures for development of simple patterns with allowances
    for common edges and seams; use of common three factor equations
    and application on cylindrical objects and rectangular objects with edges
    and seams; emphasis on accuracy in linear and angular measure-
    ment, squaring, and direct measurement layout. (4 lec/lab hrs.)

WELD 25—Metal Fabrication I Sheet Metal (2)
Intro to manual processes in sheet metal fabrication; direct measurement layout and introduction to pattern development including parallel line development; procedures for layout, blanking, cutting, and forming, use of mechanical joints, fasteners and soldering; sheet metal fabrication of common fittings; emphasis on pattern development and sheet metal processes; sheet metal fabrication of round fittings and application to pipe. (4 lec/lab hrs.)

WELD 26—Basic Arc Welding (2)
This is a theory and practice course in SMAW safety and set-up; electrical principles and terminology; manipulative techniques in flat and horizontal welding; common SMAW power sources; electrode identification; selection; application, and manipulative techniques; basic materials, their identification and weldability; introduction to evaluation of welds and common shop tests to determine weld quality; and common joints and fit-up in structural steel and plate. (4 lec/lab hrs.)

WELD 27—Metalworking Lab I (2)
CoReq: Weld 24 or 25 or 26 or 28 or 29 or prior completion of any
Open laboratory for students to complete assigned work or to develop proficiency in basic skills. The student must be enrolled in one of the courses listed above, or have credit in the courses that require this additional lab time. With instructor approval, course may be repeated for credit, up to 6 credits. (4 lec/lab hrs.)

WELD 28—Metalworking (2)
Introduction to the metalworking trades; safety and common industrial shop practices; interpretation of shop drawings and sketches; commonly used materials and supplies; basic hand tools; metalworking machinery and bench work common to metal fabrication; emphasis on hand processes and fabrication with light gage materials and flat stock. (4 lec/lab hrs.)

WELD 29—Oxy-acetylene Welding, Brazing, and Cutting (2)
This is a theory and practice course designed to provide instruction in the areas of oxy-acetylene welding safety; proper use of oxy-acetylene welding equipment; flat, horizontal, and vertical welding of ferrous metals; bronze welding and silver brazing methods and applications; and oxy-acetylene cutting of ferrous metals with a manual torch and radiograph. (4 lec/lab hrs.)

WELD 30—Intermediate Welding and Fabrication (8)
CoReq: Weld 33
Horizontal, vertical and overhead position welding, brazing and soldering of ferrous and nonferrous metals. (1 lec hr., 14 lec/lab hrs.)

WELD 31—Intermediate Welding (2)
PreReq: Weld 26
Theory and practical course in shielded metal arch welding; joint designs, preparation, and fit-up; mild steel electrodes and low hydrogen-type electrode applications and weld techniques; development of manipulative skills on common welding joints with mild steel and low hydrogen-type electrode in the horizontal, vertical, and overhead positions; emphasis on proficiency in vertical up welding with mild steel and low hydrogen-type electrodes; and preparation for AWS structural welding limited certification test in the vertical position. (4 lec/lab hrs.)

WELD 33—Sheet Metal Fabrication (4)
CoReq: Weld 30
Sheet metal pattern development and forming and shaping various sheet metal projects such as gutters, gutter miters, hangers, flashings, downspouts, expansion joints, etc. (8 lec/lab hrs.)

WELD 34—Welding Fabrication (2)
PreReq: Weld 26
Basic welding fabrication with emphasis on safety and common industrial shop practices; interpretation of shop drawings and sketches; commonly used materials and supplies; layout on plates and structural steels; common joint designs and fit-up; oxy-acetylene cutting of plate and structural steel; basic structural framing; use of jigs and fixtures; common practices to control expansion and contraction of weldments and welding procedures. (4 lec/lab hrs.)

WELD 35—Metalworking Lab II (2)
CoReq: Weld 31 or 34 or 36 or 39 or 40 or prior completion of any
Open laboratory for students to complete assigned work or to develop proficiency in basic skills. The student must be enrolled in one of the courses listed above, or have credit in the courses that require this additional lab time. With instructor approval, course may be repeated for credit, up to 6 credits. (4 lec/lab hrs.)

WELD 36—Gas Metal Arc Weld (GMAW) (2)
Introductory course in semi-automatic welding with wire feeders; safety, basic electricity in welding, power sources, wire feeders, MIG gun and cable assembly, filler wires, shielding gases, selection and set-up of GMAW welding processes; set-up for solid micro-wire in short-circuiting mode for thinner metals or set-up for heavier welding in spray transfer mode; welding techniques and procedures for all-position welding. (4 lec/lab hrs.)

WELD 37—Flux Cored Arc Weld (FCAW) (2)
Introductory course in semi-automatic welding with wire feeders; safety, basic electricity in welding, power sources, wire feeders, MIG gun and cable assembly, filler wires, shielding gases, selection and set-up of FCAW welding; set-up with constant voltage and constant current power sources; types and size wires for positioned, all-position, and dual-shield FCAW; welding techniques and procedures for all-position FCAW welding. (4 lec/lab hrs.)

WELD 38—Gas Tungsten Arc Weld (GTAW) (2)
Introductory course in GTAW with air cooled and water cooled TIG torches; safety, basic electricity in welding, power sources, TIG torches, types of weld current, types and sizes of tungsten electrodes, shielding gases and flow meters, types and sizes of filler metal, set-up GTAW for commonly welded ferrous and nonferrous metals; joint design and fit-up for GTAW welding; welding techniques for GTAW of common ferrous metals, stainless steel, and aluminum. (4 lec/lab hrs.)

WELD 39—Metal Fab II Radial Line Development (2)
PreReq: Weld 25
Manual and machine process in sheet metal fabrication; direct measurement layout and pattern development including radial line development; procedures for layout, blanking, cutting, forming, use of mechanical joints, fasteners, and soldering; sheet metal fabrication of symmetrical and uniform tapering fittings; radial line development of patterns and sheet metal process. (4 lec/lab hrs.)

WELD 40—Qualification Procedures (2)
PreReq: Weld 26
A practical course in industrial standards for quality control in welding and welding fabrication; introduction to the common codes, specifications, and standards used for procedure qualification and welder certification emphasis on specific parts of these codes applying to workmanship and qualifications; certification requirements and applications of these codes to specific types of welded construction or fabrication; and development of qualification procedures and testing for welder certification with AWS D1.1-86 Structural Welding Code. (4 lec/lab hrs.)

WELD 41—Advanced Welding (8)
CoReq: Weld 43
Advanced techniques in electric arc welding; prepares students for the qualification tests in the vertical and overhead positions on the guided bend testing machine. (1 lec hr., 14 lec/lab hrs.)

WELD 43—Sheet Metal Pattern Development & Fabrication (4)
CoReq: Weld 41
Sheet metal pattern development procedures, techniques in construction of geometrical forms, concepts of multiview drawings and planes of projection, and principles of parallel and radial line development and triangulation. (8 lec/lab hrs.)

WELD 50—Special Processes in Welding (8)
CoReq: Weld 53
Pipe joint preparation; all-position pipe welding with electric, ferrous and nonferrous metal; welding with oxyacetylene and electric arc; and aluminum and stainless steel welding with tungsten inert gas (TIG) and metallic inert gas (MIG). (1 lec hr., 14 lec/lab hrs.)

WELD 53—Pattern Development (4)
CoReq: Weld 50
Pipe joint preparation and pipe pattern development for basic fittings for heating and air-conditioning type of work. (8 lec/lab hrs.)

Management

Mgt 20—Introduction to Management (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
An introduction to the management process. Principal functions of planning, organizing, directing, and controlling are integrated with behavioral concepts. (3 lec hrs.)

Mgt 24—Personnel Management Relations (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
To enhance the understanding of the supervisory process and the management of human resources. Focuses on supervisory position function, activities, and topics for supervisors to understand and apply. (3 lec hrs.)

Marketing

Mkt 20—Principles of Marketing (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
An introductory course to theories and principles of marketing. Emphasis is on understanding the importance of the channels of distribution, market research, and marketing application. Consumer buying preferences and buying behavior is examined. (3 lec hrs.)

Mkt 30—Principles of Retailing (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
An introductory review of retailing and its relationship in the marketing and free enterprise system. Emphasis is on the basic functions of a retail store, finance, inventory, and expense control, operations, personnel, merchandise, and sales promotion. (3 lec hrs.)

Mkt 50—Principles of Selling (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
A study of the principles and methods of selling and its role in the marketing process. Emphasis is on the sales process and the various aspects involved in making a sales presentation. Students will select a product, service or intangible, develop a complete sales presentation and role play the presentation for analysis and evaluation. (3 lec hrs.)

Mkt 60—Principles of Advertising (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
An introduction to advertising and its marketing role in selling a product. A nontechnical, practical approach involving basic media evaluation, media rates and purchasing methods, and advertising creation and production. (3 lec hrs.)

Mkt 65—Principles of Visual Merchandising (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
An introduction to the principles of visual merchandising methods and applications. Includes planning various types of displays as they relate to the sales promotion program of a retail establishment; to include the building, evaluating, and dismantling a display. (3 lec hrs.)

Mkt 85—Principles of E-Marketing (3)
PreReq: ESL 9 or Eng 20R or Eng 51 or placement in Eng 21
Conducting business in today's digital age means using the Internet and other forms of digital sales and marketing. This course provides the foundation for marketing using the Internet. Course work includes managing e-Commerce through customer service, interfacing with customers by e-mail, understanding the digital mentality and netiquette, fulfilling e-Commerce orders, what not to do online, and thriving in the virtual international marketplace. (3 lec hrs.)

Mkt 93V—Cooperative Vocational Education (1-12)
A work study course providing opportunities to reinforce skills learned in Sales and Marketing courses by applying them in an actual job situation. (variable hours)

Mathematics

All students are required to take a math placement test before enrolling in any math class at HawCC.

Math 22—Pre-Algebra Mathematics (4)
PreReq: Placement in Math 22
A course designed to prepare students who have not taken algebra to prepare for an Elementary Algebra course. Topics include exponents, roots, formulas, concepts of variables, signed numbers, algebraic expressions and simple equations. (4 lec/lab hrs.)

Math 24X—Elementary Algebra I (3)
PreReq: "C" in Math 22 or placement in Math 24X
This course is the first half of a standard one year course in elementary algebra. Topics to be covered include the concept of a variable, signed numbers, evaluation of expressions, solution of equations and inequalities in one variable, graphing, and systems of equations and inequalities. (3 lec/lab hrs.)

Math 25X—Elementary Algebra II (4)
PreReq: "C" or better in Math 24X
This course is the second half of a standard one-year course in elementary algebra. Topics to be covered include polynomials, products and factors, quadratic equations, rational expressions and equations, and radical expressions and equations. (5 lec hrs.)

Math 26—Elementary Algebra (5)
PreReq: "C" or better in Math 22 or placement in Math 26
A beginning course in algebra; operating with real numbers, solving linear equations and inequalities in one variable, polynomials, factoring, rational numbers and rational expressions, linear equations, linear systems of equations, roots and radicals, and quadratic equations. (5 lec hrs.)

Vocational Math Progression

```
                    ┌─────────────┐
                    │  DOE/FIRM   │
                    └─────────────┘
                           │
           ┌───────────────┴───────────────┐
           ▼                               ▼
    ┌─────────────┐                 ┌─────────────┐
    │  MATH 50    │                 │  MATH 22    │
    └─────────────┘                 └─────────────┘
           │                               │
           ▼                               │
    ┌─────────────┐                        │
    │  MATH 55    │                        │
    └─────────────┘                        │
                           ┌───────────────┴───────────────┐
                           ▼                               ▼
                    ┌─────────────┐                 ┌─────────────┐
                    │  MATH 51    │                 │  MATH 66    │
                    └─────────────┘                 └─────────────┘
```
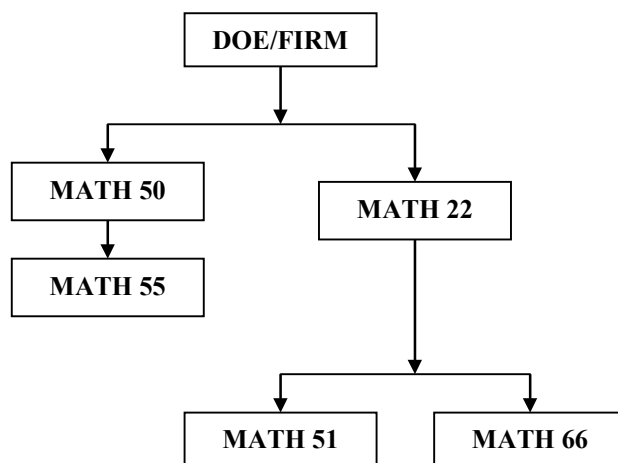
Math 27—Intermediate Algebra (3)
PreReq: "C" or better in Math 25X or Math 26 or placement in Math 27
Reviews real numbers, polynomials, algebraic fractions, first degree equations, and inequalities. Studies quadratic equations, exponents, radicals and rational expressions and equations, complex numbers, graphing equations and inequalities in two variables, systems of equations in two and three variables, applications of first and second degree equations and an introduction to functions. (3 lec hrs.)

Math 50—Technical Mathematics I (3)
PreReq: Placement in Math 50
An applied mathematics course that includes an integration of topics in arithmetic, algebra, geometry, tables and graphs, and problem solving. (3 lec hrs.)

Math 51—Algebra Topics for Electricity (3)
PreReq: Placement in Math 51
Math and algebraic theory used in solution of practical problems dealing with simple electrical circuits and DC circuits. Mathematical principles are reviewed with emphasis on application of theory to problems concerned with electricity. (3 lec hrs.)

Math 55—Technical Mathematics II (1–3)
PreReq: Math 50
Advanced topics in technical mathematics including applications of algebra, geometry, and/or numerical trigonometry to shop problems. May be repeated for credit, provided that a different topic is studied. (variable hours)

Math 56—Technical Mathematics for Electronics I (5)
PreReq: Placement in Math 56
Algebra theory used in solutions of practical problems dealing with all types of electronic circuits. Mathematical principles are reviewed. (5 lec hrs.)

Math 57—Technical Mathematics for Electronics II (5)
PreReq: "C" or better in Math 25X or Math 26 or placement in Math 27 or Math 57
A course of study in mathematical theory and skills to provide the necessary skills to help solve electronic problems encountered in the shop. Topics include a review of general math, algebra, trigonometry, phasor algebra, determinants, and complex numbers; optional topics include logarithms, binary and octal number systems, and Boolean algebra. (5 lec hrs.)

Math 60—Trigonometry for Electricity (3)
PreReq: "C" or better in Math 51
A course of applied trigonometry for electricity; trigonometry as applied to AC circuit problems. Includes series circuit, parallel circuits, complex circuits, power, phase shift, and reactance problems as applied to electrical AC circuits. (3 lec hrs.)

Math 61—Elementary Trigonometry for Drafting (3)
PreReq: "C" or better in Math 24X or placement in Math 26
Application of trigonometry to drafting and surveying. Topics included are right triangles, directions and bearings, logarithms, and oblique triangles. (3 lec hrs.)

Math 65—Intermediate Trigonometry for Drafting (3)
PreReq: "C" or better in Math 61
Application of trigonometry to surveying and site preparations. Topics included are measuring distances and angles, survey computations, areas, missing lines or angles, circular curves, leveling contours, and computations for cuts and fill. (3 lec hrs.)

Math 66—Trig & Algebraic Topics for Drafting and Electronics (4)
PreReq: "C" or better in Math 22 or placement in Math 24X
A course covering the fundamental concepts of arithmetic, algebra, geometry, and trigonometry, including application problems. (4 lec hrs.)

```
                    ┌─────────────┐
                    │  DOE/FIRM   │
                    └──────┬──────┘
                           │
                    ┌──────▼──────┐
                    │   MATH 22   │
                    └──────┬──────┘
              ┌────────────┴────────────┐
       ┌──────▼──────┐                  │
       │  MATH 24X   │                  │
       └──────┬──────┘          ┌───────▼───────┐
       ┌──────▼──────┐          │    MATH 26    │
       │  MATH 25X   │          └───────┬───────┘
       └──────┬──────┘                  │
              └────────────┬────────────┘
     ┌──────────┬──────────┼──────────┬──────────┐
┌────▼────┐ ┌───▼────┐ ┌───▼────┐ ┌───▼─────┐
│MATH 120 │ │MATH 100,│ │MATH 27 │ │MATH 115 │
│         │ │107, 108 │ │        │ │         │
└─────────┘ └────────┘ └───┬────┘ └─────────┘
          ┌────────────────┼────────────────┐
    ┌─────▼─────┐   ┌──────▼──────┐   ┌──────▼──────┐
    │ MATH 103  │   │  MATH 104F  │   │  MATH 121   │
    └───────────┘   └──────┬──────┘   └─────────────┘
                    ┌──────▼──────┐   ┌─────────────┐
                    │  MATH 104G  │   │  MATH 122   │
                    └──────┬──────┘   └─────────────┘
                    ┌──────▼──────┐
                    │  MATH 205   │
                    └──────┬──────┘
                    ┌──────▼──────┐
                    │  MATH 206   │
                    └─────────────┘
```
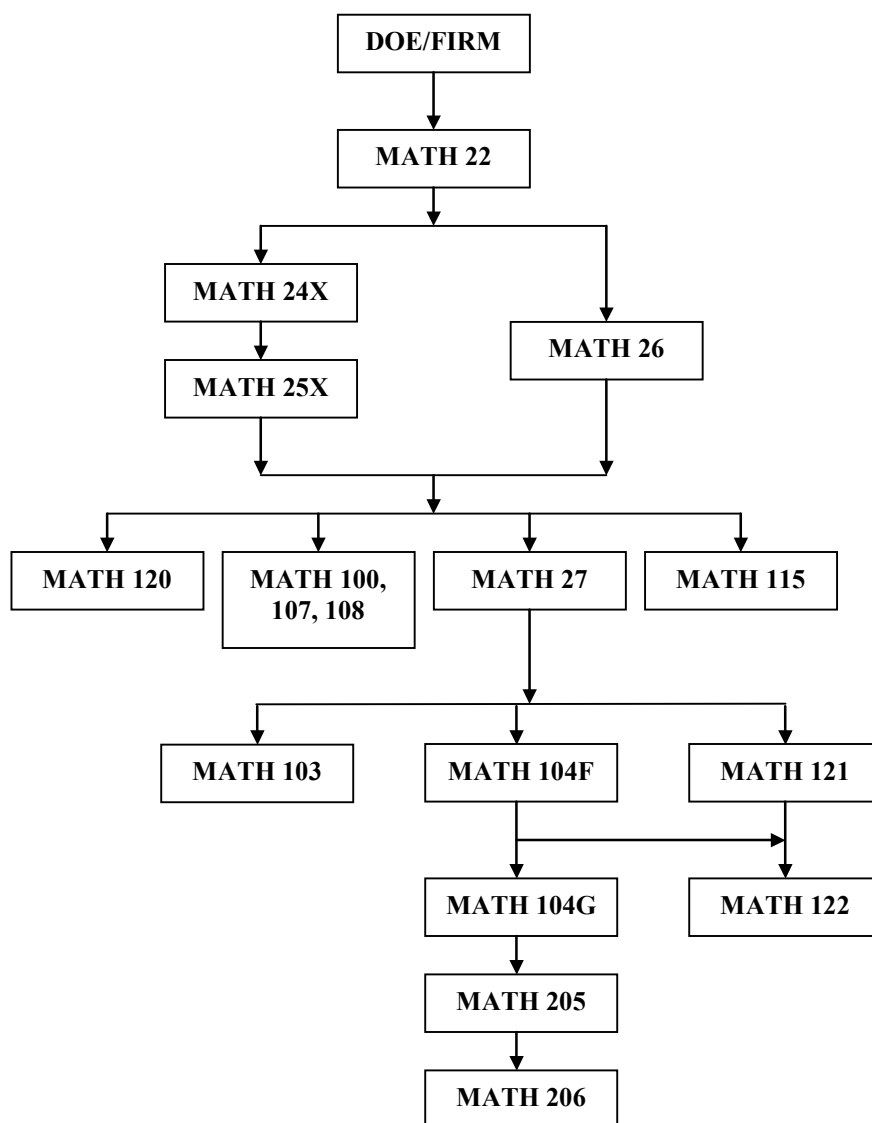
Math 100—Survey of Mathematics (3)

PreReq: "C" in Math 25X or Math 26 or placement in Math 100; and Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102

To acquaint nonspecialists with mathematics as a human endeavor. Includes such topics as the role of mathematics in the past, present, and future; the structure of mathematical systems; the use of inductive and deductive logic in arguments; the nature of geometry; counting, probability, statistics; and the scholars of mathematics. (3 lec hrs.)

Math 103—College Algebra (3)

PreReq: "C" or better in Math 27 or placement in Math 103; and Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102

This course is a continuation of topics from Intermediate Algebra. Topics of study include algebraic equations and inequalities, absolute value, polynomial, rational, exponential and logarithmic functions, conic sections, systems of equations and inequalities, matrices and determinants. Additional topics may include sequences and series, combinatorics, probability and/or mathematical induction. (3 lec hrs.)

Math 104—Pre-Calculus Mathematics (5)

PreReq: Math 27 or placement in Math 104

An intensive coverage of the material in the sequence Math 104F-G. Includes elementary functions, trigonometry, and analytic geometry. A student may not receive credit for both Math 104 and Math 104F-G. (5 lec hrs.)

Math 104F—Pre-Calculus: Elementary Functions (4)

PreReq: "C" or better in Math 27 or placement in Math 104F

Functions and relations, polynomial and rational functions, exponential and logarithmic functions, matrices, sequences and series. Instruction will be given on the use of appropriate technology to facilitate conceptual understanding of functions (numerically, graphically, symbolically, and verbally). (4 lec hrs.)

Math 104G—Pre-Calculus: Trigonometry and Analytic Geometry (4)

PreReq: "C" or better in Math 104F or placement in Math 104G

Properties of trigonometric functions, analytical geometry, polar coordinates, conic sections, and vectors. (4 lec hrs.)

Math 107—Mathematics for Education I (4)
PreReq: Math 25X or Math 26 or placement in Math 107; and Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Concepts, properties and applications of topics of number systems. Intended for pre-service and in-service elementary school teachers. (4 lec hrs.)

Math 108—Mathematics for Education II (4)
PreReq: Math 25X or Math 26 or placement in Math 108; and Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Concepts, properties and applications of topics from probability, statistics and geometry. Intended for pre-service and in-service elementary school teachers. (4 lec hrs.)

Math 115—Statistics (3)
PreReq: "C" or better in Math 25X or "C" or better in Math 26 or placement in Math 115; and "C" or better in Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Presents basic introduction to topics in statistics including: descriptive statistics, elementary probability theory, normal and binomial distributions, and methods of statistical inference. Emphasis is on interpretation and application. (3 lec hrs.)

Math 120—Trigonometry for Surveying (4)
PreReq: "C" or better in Math 25X or "C" or better in Math 26 or placement in Math 120
Designed for students in Forest TEAM & related careers. Application of trigonometry to surveying. Topics included are solving right triangles to find angle measures and lengths of sides; specifying directions (finding bearings and azimuths to plot surveys); converting between bearings and azimuths; computing precision; using Law of Sine and Law of Cosine to find the measures of angles and lengths of sides of oblique triangles; computing areas of triangles and other polygonal regions using geometric and trigonometric formulas, computing, correcting and balancing latitude and departure, computing error of closure, and finding the coordinates of the survey. (4 lec hrs.)

Math 121—Math for Business and Economics I (3)
PreReq: "C" or better in Math 27 or placement in Math 121
This is an introduction to the modeling of real phenomena in the social, life, and managerial sciences. Emphasis is on applications and computation rather than theory. Topics are selected from matrices, linear equations, linear programming, graph theory, probability, statistics, decision making. (3 lec hrs.)

Math 122—Math for Business and Economics II (3)
PreReq: "C" or better in Math 104F or Math 121 or placement in Math 122
Applications of Calculus to business and economics. The emphasis is on technique and applications rather than theory. Topics include limits, differentiation, integration, and applications. (3 lec hrs.)

Math 205—Calculus I (4)
PreReq: "C" or better in Math 104 or Math 104G or placement in Math 205
Basic concepts of differentiation and integration with applications. (4 lec hrs.)

Math 206—Calculus II (4)
PreReq: "C" or better in Math 205
The second course in the calculus sequence, which focuses on techniques of integration and on integrals of specific functions and their applications. Explores infinite series. (5 lec hrs.)

Microbiology

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

Micr 130—Microbiology (3)
PreReq: Eng 21 or "B" in Eng 51 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
CoReq: Math 25X or Math 26 or placement in Math 27; and Micr 130L
Recommended: One semester of college chemistry or one year of high school chemistry
This is a survey course of microbiology including topics in infectious disease, microbial taxonomy, morphology, genetics, immunology, microbial ecology, and applied microbiology. (3 lec hrs.)

+Micr 130L—Microbiology Lab (1)
CoReq: Micr 130 or prior completion
This course provides hands-on experience in introductory microbiology. (3 lab hrs.)

Nursing, Adult Residential Care Home Operator

Prerequisite—Nurses Aide Certificate of Completion.

The following three courses (Nurs 12, 13, and 14) comprise the requirements for the CHO certificate of competency.

Nurs 12—Common Diseases, Medicines, Special Diets (1)
PreReq: Nurse's Aide OBRA Certification
Prepares care home operators to observe residents for signs and symptoms of common diseases, and to prepare special diets; includes content on side effects, use and misuse of medication, and lines of responsibility in caring for their residents. (1 lec hr.)

Nurs 13—Helping Therapies and Behavior Management (1)
PreReq: Nurs 12
Prepares care home operators to assist in provision of occupational, physical, recreational and diversional therapies and to identify their role in caring for residents who are mentally retarded or emotionally ill. (1 lec hr.)

Nurs 14—ARCH Regulations, Accounts, Community Resources (1)
PreReq: Nurs 13
Acquaints care home operators with specific regulations of Chapter 96, "Title II"; prepares them to compile accounting records; assists them to identify resources available to residents and operators. (1 lec hr.)

Nurs 15—ARCH Regulations and Record Keeping (2)
Designed in cooperation with the Department of Health to prepare Registered Nurses and Licensed Practical Nurses to be Residential Care Home Operators. Acquaints students with rules and regulations of Hawai'i Administrative Rules, Title 11, Chapter 100. Emphasis is placed on interpretation and applications of Chapter 100. Restricted to Registered Nurses and Licensed Practical Nurses only. (2 lec hrs.)

Nurses' Aide

Nurs 16—Nurses' Aide (8)
PreReq: Basic Life Support/CPR certificate (BLSC); and a score of 50 on COMPASS reading placement test
Basic nursing procedures for employment in hospitals, nursing homes, clinics and private homes. Includes formal classes, supervised laboratory practice and clinical experience in hospital and home settings. Satisfactory completion allows student to take the OBRA Certification Exam. (3 lec hrs., 15 lab hrs.)

Nursing, Practical

Nurs 101—Personal Vocational Relations (1)
PreReq: "C" or better in Nurs 122
Assuming the responsibilities and opportunities associated with a career in practical nursing. Ethical implications, legal aspects, and career requirements discussed. (1 lec hr.)

Nurs 120—Practical Nursing I (13)
CoReq: Sci 51 or prior completion with a "C" or better
Introduction to basic nursing theories and skills. Concepts related to the nurse-patient relationship, pharmacology, nutrition, and rehabilitation are included in the course. Application of knowledge in patient-care situations under supervision of faculty. Open to Practical Nursing Majors only. (7 lec hrs., 18 lab hrs.)

Nurs 122—Practical Nursing II (14)
PreReq: "C" or better in Nurs 120 and "C" or better in Sci 51
CoReq: FamR 230 or prior completion with a "C" or better
Integrates anatomy and physiology, human behavior, and nursing care. Emphasis is placed on understanding and implementation of general nursing care of patients with medical, surgical, and emotional disturbances. Application of knowledge in patient-care situations including administration of medications under supervision of faculty. (8 lec hrs., 18 lab hrs.)

Nurs 126—Child Health (3)
PreReq: "C" or better in Nurs 122 and "C" or better in FamR 230
Theory and clinical experiences in caring for sick children of various age groups in the hospital. Concepts of normal growth and development are considered in the assessment, planning, and implementation of care for individual patients. Offered during summer session only. (1 lec hr., 6 lab hrs.)

Nurs 128—Maternity Nursing (3)
PreReq: "C" or better in Nurs 122 and "C" or better in FamR 230
Caring for the normal family unit during the antepartal, intrapartal, and postpartal periods including care of the newborn infant. Clinical experiences in doctor's office, hospital maternity and newborn units. Offered during summer session only. (1 lec hr., 6 lab hrs.)

Nursing, Associate of Science

Nurs 50—Nursing Student Success Strategies (2)
Provides an introduction to nursing levels, roles, and the profession. Communication, caring and the therapeutic relationship are introduced. Nursing students work together to establish general strategies and techniques for achieving success in the nursing programs. Other topics include: identifying learning styles and goals, strategies for reading, studying, note-taking and test-taking, time and stress management and critical thinking skills. Open to pre-nursing and nursing majors only. (2 lec hrs.)

Nurs 110—Introduction to Medical Terminology (2)
Recommend: Sci 51 or Biol 100
An introduction to medical terminology that includes: prefixes, suffixes, and word roots; pronunciation, spelling, definition of words dealing with human body systems; commonly used abbreviation and symbols; diagnostic and special procedures; pathology and pharmacology. Emphasis is on increasing professional vocabulary. (2 lec hrs.)

Nurs 151—Mental Health Nursing (2)
First level introductory course in which concepts basic to nursing assessment are presented within the framework of the nursing process. Emphasis is on psychosocial and sociocultural assessment of the adult and geriatric client using basic communication skills. Simulated clinical experiences in laboratory setting. Open to Nursing majors only. (1 lec hr., 3 lab hrs.)

Nurs 153—Nursing Concepts and Skills (8)
First level introductory course in which concepts basic to nursing care are presented within the framework of the nursing process. Emphasis is on basic care of the adult and geriatric client using beginning level psychomotor and communication skills. Clinical experiences in laboratory and health agencies. Open to Nursing majors only. (3 lec hrs., 15 lab hrs.)

Nurs 157—Adult Health Nursing (10)
PreReq: "C" or better in Nurs 151, "C" or better in Nurs 153, and "C" or better in Nurs 158
First level course in which concepts basic to promotion, maintenance and restoration of adult health are presented within the framework of the nursing process. Emphasis is on nursing management of clients' experiencing disruptions in ego and body integrity/defense, oxygenation, metabolism, fluid and electrolyte balance, sensory-perceptual, mobility and coordination, digestion and elimination due to developmental and/or pathophysiological processes. (4 lec hrs., 18 lab hrs.)

Nurs 158—Issues and Trends I (1)
First level introductory course in which the historical, legal, ethical and political aspects of professional nursing are explored. The nursing roles of member of the profession, member of the health care team and client advocate and educator are addressed. Open to Nursing majors only. (1 lec hr.)

Nurs 198V—Directed Clinical Studies (1-3)
Application of knowledge and basic nursing skills in selected clinical areas. Students may identify own clinical objectives under the guidance of nursing faculty. Planned clinical supervision by nursing faculty in college nursing lab and hospital setting. May be repeated for credit, up to 4 credits. (variable hours)

Nurs 251—Mental Health and Psychiatric Nursing (3)
PreReq: "C" or better in Nurs 157
Second level course in which concepts regarding the promotion, maintenance, and restoration of mental health are presented within the framework of the nursing process. Emphasis is on nursing management of clients and families experiencing disruptions in psychosocial functioning. Clinical experiences in institutional and community based settings. (1 lec hr., 6 lab hrs.)

Nurs 254—Family Health Nursing Care I (5)
PreReq: "C" or better in Nurs 157
Second level course in which concepts regarding promotion, maintenance and restoration of health are applied to the nursing care of the childbearing woman and family are presented within the framework of the nursing process. Emphasis on health teaching, anatomic and physiologic adaptation, human growth and development, and the many interdependent relationships of human reproduction (including normal and high risk pregnancies). Clinical experiences in hospital and community based settings. (2 lec hrs., 9 lab hrs.)

Nurs 255—Family Health Nursing Care II (5)
PreReq: "C" or better in Nurs 157
Second level course in which concepts regarding promotion, maintenance and restoration of health are applied to the nursing care of the pediatric client and childrearing family. Concepts are presented within the framework of the nursing process. Emphasis on growth and development and health teaching of the pediatric client and family in community family based settings. Clinical experiences in hospital and community based settings. (2 lec hrs., 9 lab hrs.)

Nurs 257—Advanced Adult Health Nursing (5)
PreReq: "C" or better in Nurs 157
CoReq: Nurs 260
Second level course in which concepts regarding promotion, maintenance and restoration of health are applied to the management of clients experiencing complex disruptions in functioning. Concepts are presented within the framework of the nursing process. Emphasis is on managing the nursing care of groups of clients in hospital, long term care and community settings. Clinical experiences in institutional and community based settings. (2 lec hrs., 9 lab hrs.)

Nurs 258—Issues and Trends II (1)
PreReq: "C" or better in Nurs 157
Second level course in which legal, ethical, political and sociocultural issues and trends impacting health care are discussed. Emphasis is on the roles and responsibilities of the new graduate. (1 lec hr.)

Nurs 260—Nursing Management (2)
PreReq: "C" or better in Nurs 157
CoReq: Nurs 257
Second level course in which principles of management, organizational structure, leadership, decision making and change are presented within the framework of the nursing process. Emphasis is on the beginning level of management of the nursing care of a group of clients. Application of principles occurs in Nurs 257 clinical settings. Employment opportunities and effective job-seeking strategies are addressed. (2 lec hrs.)

Nurs 264—Introduction to Emergency Nursing (2)
PreReq: "C" or better in Nurs 157 or Registered Nurse
Recommended: Ability to use e-mail and Internet
This is an elective, second level course in which advanced nursing theory related to the care of the emergency department client is presented within the framework of the nursing process. Emphasis is on triaging, assessing and treatment of cardiovascular, respiratory, and multi-trauma emergencies. Physiology and pathophysiology of cardiovascular, respiratory, and multi-trauma emergencies will be presented. (2 lec hrs.)

Nurs 266V—Contemporary Nursing Topics (1-3)
PreReq: Nurs 157
Second level elective course. Advanced nursing care topics relevant to current nursing issues and community needs will be offered. Course content and topics may vary among semesters. May be repeated for credit provided that a different topic is studied. (variable hours)

Nurs 298V—Directed Clinical Studies (1-3)
PreReq: Consent of the Director of Nursing Programs
Application of knowledge and advanced nursing skills in selected clinical areas. Students may identify own clinical objectives under the guidance of nursing faculty. This will be a planned clinical supervision by nursing faculty in selected clinical settings. May be repeated for credit, up to 4 credits. (variable hours)

Oceanography

Ocn 201—Science of the Sea (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and Math 25X or Math 26 or placement in Math 27
Geological, physical, and biological aspects of the ocean; structure, formation, and features of ocean basins; seawater properties and their distributions; currents, waves, tides; characteristics of marine organisms; marine ecological principles. (No more than 3 credits may be granted for the completion of both Ocn 201 and Geol 201 at UHH College of Arts and Sciences.) (3 lec hrs.)

Ocn 205—Intermediate Oceanography (3)
PreReq: "C" or better in Ocn 201
An examination of the methods and results of marine science applied to various problems in geological, physical, chemical, and biological oceanography. Topics from Ocn 201 reexamined in more detail. (3 lec hrs.)

Office Administration and Technology

OAT 21B—Keyboarding I (1)
A beginning course designed to teach keyboarding skills for personal and vocational purposes using a computer system. It will introduce a computer keyboard and other elements, with special attention to the alphabetic keys and correct technique. (1 lec hr.)

OAT 21C—Keyboarding II (1)
This course is designed to develop keyboarding skills and to address the formatting of business correspondence utilizing basic word processing functions. (1 lec hr.)

OAT 21D—Keyboarding III (1)
This course is designed to further develop keyboarding speed of 30 wpm and skills to produce neat, attractively arranged, and "mailable" copy of various documents utilizing proofreading, correction skills, and word division rules. (1 lec hr.)

OAT 23—Document Formatting (3)
Recommended: OAT 21B-C-D or ability to keyboard 35 wpm
Skill development and basic problems with emphasis on technicalities of producing business letters—details of commonly used styles, letter placement, proper punctuation, and special letter features. Tables and reports are included. Emphasis on businesslike production. (3 lec hrs.)

OAT 29—Microcomputer Fundamentals (1)
PreReq: Placement in Eng 20R or in Eng 51 or in ESL 9
A nontechnical introduction to basic microcomputer concepts and terminology for individuals with little or no previous experience, training, or working knowledge of microcomputers. Emphasis will be on the hardware, software, and operating systems of microcomputers. Students will be introduced to file management, the Internet, e-mail, and factors to consider when evaluating various microcomputer systems. (1 lec hr.)

OAT 30—Information Processing (3)
PreReq: OAT 34 and "C" or better in OAT 23
A continuation course covering basic word processing concepts and the development of power keyboarding and formatting skills. (3 lec hrs.)

OAT 31—Information Processing Applications (3)
PreReq: OAT 34 and OAT 36; and OAT 21B-C-D or OAT 23
Recommended: OAT 37
An advanced course which expands concepts of information processing and develops skills in order to integrate word processing, graphics, databases, and spreadsheets. (3 lec hrs.)

OAT 34—Word Processing Fundamentals (1)
CoReq: OAT 29 or ICS 101 (or prior completion of either)
Recommended: OAT 21B-C-D or ability to keyboard 35 wpm
Brief introduction to use of microcomputers and file utilities with emphasis on basic word processing features, functions, capabilities, operations, procedures, and commands of a word processing program through lectures and hands-on computer activities. (1 lec hr.)

OAT 36—Spreadsheet Fundamentals (1)
CoReq: OAT 29 or ICS 101 (or prior completion of either)
Brief introduction to use of microcomputers and file utilities with emphasis on basic spreadsheet features, functions, capabilities, operations, procedures, and commands of a spreadsheet program through lectures and hands-on computer activities. (1 lec hr.)

OAT 37—Database Fundamentals (1)
CoReq: OAT 29 or ICS 101 (or prior completion of either)
Brief introduction to use of microcomputers and file utilities with emphasis on basic database features, functions, capabilities operations, procedures, and commands of a database program through lectures and hands-on computer activities. (1 lec hr.)

OAT 40B—Filing (1)
A study of procedures to process, file, and retrieve materials using alphabetic, numeric, geographic, and subject filing methods. (1 lec hr.)

OAT 43B—Telephone Techniques and Communications (1)
An introduction to various communication systems, particularly the telephone and mail systems. Emphasis will be on answering and using the telephone efficiently and courteously and taking messages for others. Types of mail services available will be introduced. (1 lec hr.)

OAT 43E—Preemployment Preparation (1)
Recommended: OAT 21B-C-D or ability to keyboard 35 wpm
The entire cycle of preemployment preparation will be covered: letter of application, resume, follow-up letter. Also covered will be the completion of application forms and a one-on-one interview. (1 lec hr.)

OAT 53—Office Simulation (3)
PreReq: OAT Certificate of Completion
Designed to operate as a full-scale office simulation with the realism of an actual business office. Students will work as members of the office team, rather than independently, organizing work, setting priorities, and interacting with other students as they perform specific office jobs. Offered alternate semesters as required; consult advisor. (3 lec hrs.)

OAT 66B—Beginning Shorthand, Alpha I (3)
Recommended: OAT 21B-C-D or ability to keyboard 35 wpm
An introductory course in SuperWrite shorthand theory, an alphabetic writing system designed to develop fast, legible writing. Presentation of theory and abbreviations. Beginning transcription factors are covered. All transcription is keyboarded. Minimum requirement: three 3-minute 40 wpm dictation tests with 95 percent or better accuracy. (3 lec hrs.)

OAT 66C—Beginning Shorthand, Alpha II (2)
PreReq: "C" or better in OAT 66B or concurrent enrollment
Recommended: OAT 21B-C-D or ability to keyboard 35 wpm
Further development of reading and writing alphabetic shorthand. Integration of English, shorthand, and keyboarding skills to produce transcripts in acceptable formats. Minimum requirement: three 3-minute 50 wpm dictation tests with 95 percent or better accuracy. (2 lec hrs.)

OAT 68—Intermediate Shorthand, Alpha (4)
PreReq: "C" or better in OAT 66C
A course designed to reinforce knowledge of shorthand theory and to integrate English, shorthand, and keyboarding skills to produce transcripts in acceptable formats. Minimum requirement: three 3-minute 70 wpm dictation tests with 95 percent or better accuracy and "C" grade or better in mailable transcription. (3 lec hrs., 2 lec/lab hrs.)

OAT 70—Advanced Shorthand, Alpha (4)
PreReq: "C" or better in OAT 68
An advanced course designed to reinforce knowledge of shorthand theory and to integrate English, shorthand, and transcription skills to produce transcripts in acceptable formats. Minimum requirement: three 3-minute 80 wpm dictation tests with 95 percent or better accuracy and "C" or better grade in mailable transcription. (3 lec hrs., 2 lec/lab hrs.)

OAT 80—Machine Transcription I (3)
PreReq: "C" or better in Eng 20W or "C" or better in ESL 13 or placement in Eng 22 or placement in ESL 15
Recommended: OAT 21B-C-D or ability to keyboard 35 wpm
An introductory course in machine transcription designed to improve communication, skills—reading, listening, speaking, word usage, spelling, punctuation, proofreading, understanding sentence structure—to produce business communications from familiar and unfamiliar dictation. (3 lec hrs.)

OAT 81—Machine Transcription II (3)
PreReq: "C" or better in OAT 30 and "C" or better in OAT 80
An advanced-level course stressing proficiency in the conversion of business documents from dictated material to correctly formatted mailable copy using transcribing machines. (3 lec hrs.)

OAT 82—Medical Transcription (3)
Recommended: Completion or concurrent enrollment in a medical ter-
minology course or experience; and ability to keyboard 40 wpm
An introduction to medical office transcription in order to prepare medi-
cal documents, such as chart notes, diagnostic reports, consultations,
office procedure notes, and correspondence. Students will learn how
to identify correct terminology, spell and define terms, and prepare
typical forms. (3 lec hrs.)

OAT 83—Legal Transcription (3)
Recommended: Ability to keyboard 40 wpm
An introduction to legal office transcription in order to familiarize stu-
dents with the activities performed by a transcriptionist in a law firm.
The course will include the knowledge, terminology, and background
needed to prepare legal documents. (3 lec hrs.)

Pharmacology

Phrm 203—General Pharmacology (3)
PreReq: Biol 141 and Biol 141L; and Math 25X or Math 26 or place-
ment in Math 27
Drugs discussed with emphasis on sites and mechanism of action,
toxicity, fate and uses of major therapeutic agents. Intended for under-
graduates in the health sciences and related fields. (3 lec hrs.)

Philosophy

Phil 100—Introduction to Philosophy: Survey of Problems (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or
placement in Eng 102
Major philosophers, methods, and issues in philosophy. Discussion of
such problems as our knowledge of reality, the freedom of the will, the
relations between the mind and body, morality, ethics, and the exist-
ence of God. (3 lec hrs.)

Phil 101—Introduction to Philosophy: Morals and Society (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or
placement in Eng 102
Examination of social and individual values, obligations, rights, and
responsibilities. Application of classical ethical theories to contempo-
rary moral issues. (3 lec hrs.)

Phil 102—Introduction to Philosophy: Asian Traditions (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or
placement in Eng 102
Universal themes and problems, methods and fields of Philosophy from
the historical as well as positional perspectives of Asian traditions of
Hindu, Buddhist, Taoist, Confusian and Shinto philosophical world
views. (3 lec hrs.)

Phil 110—Introduction to Logic (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or
placement in Eng 102
Development of basic methods and techniques of analysis and an un-
derstanding of principles and concepts involved in critical thinking.
Emphasis on logical validity, invalidity, deductive and inductive rea-
soning, fallacious arguments, Symbolic logic, Fuzzy logic, and the
Scientific Method and the criteria of reasonable evidence. (3 lec hrs.)

Phil 120—Science, Technology and Values (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or
placement in Eng 102
Addresses the relationship between science, technology and human
values with a focus on contemporary problems posed by developments
in modern science. Discussion on modern results and historical devel-
opment of astronomy, evolution and atomic theory. Understanding the
impact of cognitive and other values on world views. (3 lec hrs.)

Phil 200—History of Ancient and Medieval Philosophy (3)
PreReq: "C" or better in Eng 100
This course examines the historical development of philosophically
significant movements, schools of thought, and founders from the an-
cient Greeks to the medieval philosophers. (3 lec hrs.)

Phil 201—History of Modern and Contemporary Philosophy (3)
PreReq: "C" or better in Eng 100
This course examines the historical development of philosophically
significant movements, schools of thought, and founders from the re-
naissance to the present. (3 lec hrs.)

Physics

Phys 25—Measurements Toolbox (3)
Using a combination of methods and actual measuring tools, the mea-
surement topics required in science will be learned and experience
gained in applying the measures. (3 lec hrs.)

Phys 50—Technical Physics (3)
PreReq: Math 22 or Math 50 or Math 51 or placement in Math 24X
A study of matter and energy with emphasis on practical applications.
Selected topics from mechanics, heat, sound, or electricity. (3 lec hrs.)

Phys 55—Metallurgy (3)
The identification of metals; metallic structure and properties; effects
of heat and chemicals on metals; testing and analytical examination of
metals; progressing of metals; alloys; heat treatment; annealing and
hardening of metals. (3 lec hrs.)

Phys 56—Hydraulics (3)
Studies and technical application of the transmission of energy and
the effects of liquid in motion. (3 lec hrs.)

Phys 100—Concepts of Physics-A Survey (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or
placement in Eng 102; and Math 22 or placement in Math 26
Students learn the concepts and methods of modern physics. Empha-
sis on comprehension of the scientific approach to problem solving
and understanding of fundamentals of physics in motion, forces and
energy, heat and sound, structure of matter, electricity and magne-
tism, light and relativity. Course designed for liberal arts students and
as preparation for mathematics-based physics courses. (3 lec hrs.)

Phys 100L—Survey of Physics Lab (1)
CoReq: Phys 100 or prior completion
Simple experiments in the basic concepts of physics, illustrating the
role of physics in society to the nonscientist. (3 lab hrs.)

Political Science

PolS 110—Introduction to Political Science (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
The nature of the State, basic forms of government, and the theories of democracy, communism, fascism, and other political ideologies. Roles of political parties and pressure groups; the nature of job opportunity and voting behavior; the character of modern public administration; the pattern of contemporary international relations. (3 lec hrs.)

Psychology

Psy 100—Survey of Psychology (Introductory) (3)
PreReq: Eng 21 or "B" or better in Eng 51 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
Principles of human behavior, individual difference, motivation, emotion, perception, learning. (3 lec hrs.)

Psy 170—Psychology of Adjustment (3)
PreReq: Eng 21 or "B" or better in Eng 51 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
Understanding, evaluating and improving adjustment. Ideas and techniques concerning behavior change and personal growth. (3 lec hrs.)

Psy 214—Research Methodology (4)
PreReq: Psy 100 and Psy 213; and Eng 100; and Math 115
Examines methods of critically reading, interpreting and evaluating psychological research. Explores ethical issues in research methods of scientific observation, development of experiments using a variety of research design and writing using APA style. (4 lec hrs.)

Psy 230—Human Sexuality (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
The biological, psychological, and sociological determinants of human sexuality are explored. Some specific topic areas include: the anatomy and physiology of sexual behavior and reproduction, gender role and sexual differences, sexual variations in behavior, clinical dysfunctions and treatment, and contemporary issues. (3 lec hrs.)

Psy 275—Psychology and the Expressive Arts (3)
Cross-listed as Hum 275
PreReq: Psy 100 or Psy 170 or Hum 100
The theory and practice of studying the personality through the visual arts, writing arts, dance, music, and drama towards a therapeutic end for the individual utilizing group dynamics. May be repeated for credit up to 6 credits. (3 lec hrs.)

Religious Studies

Rel 150—Introduction to the World's Major Religions (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Survey of the development and major features of the world's major religions: Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Islam, Christianity, and Judaism. (3 lec hrs.)

Rel 151— Religion and the Meaning of Existence (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Introduction to contemporary religious issues, their background and development, with emphasis on the question, "What is the meaning of existence?" (3 lec hrs.)

Rel 152—Asian Religions (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Introduction to the study of Asian religions: Hinduism, Buddhism, Confucianism, Taoism, and Shintoism. (3 lec hrs.)

Rel 153—Western Religions (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Introduction to the study of Western religions: focusing of Zoroastrianism, Judaism, Christianity, and Islam. (3 lec hrs.)

Science

+ If a student/participant is under 18 years of age a co-signature of parent or guardian is required on the Assumption of Risk and Release Form.

+Sci 20—Individual and Environment (3)
The nature of man and of the problems which science and technology have created; overpopulation and pollution and possible alternative solutions. (3 lec hrs.)

Sci 51—Basic Science for Health Occupations (3)
Basic concepts in chemistry, physics, microbiology, anatomy, and physiology are included. Primarily for students in health occupation programs. (3 lec hrs.)

+Sci 124—Introduction to Environmental Science (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
An introduction to ecological principles and how they relate to the human situation. The course also explores the causes and solutions of present environmental problems. (3 lec hrs)

+Sci 124L—Introduction to Environmental Science Lab (1)
CoReq: Sci 124 or prior completion
The laboratory accompanies the Environmental Science 124 lecture. Students apply the scientific method in learning about processes of ecosystem function and of human impact on the natural environment. Field work and field trips are an integral part of this course. (3 lab hrs.)

Sci 222—Marine Navigation (3)
PreReq: Math 25X or Math 26 or placement in Math 27
A survey of ocean navigation schemes used by voyaging people of Western and Oceanic cultures. (2 lec hrs., 3 lab hrs.)

Social Science

SSci 25—Issues in Ecology (3)
PreReq: Eng 20R or Eng 51 or ESL 9 or placement in Eng 21
This interdisciplinary course is concerned with developing a basic understanding and awareness of environmental issues and problems, their cause, and solutions. Students explore social, economic, and political aspects of issues such as pollution, population, and resources. (3 lec hrs.)

SSci 45—Urban Community (3)
The local community, its functions and its relationships to the island and state nation and world. Technology, work, public policy, and institutions will be examined. Field work. (3 lec hrs.)

SSci 60—Family and Community (3)
Overview of family and community in our contemporary society. The course studies how to identify family and community issues, strategies and resources to address problem areas, and how to develop skills which strengthen families and responsible citizenry. (3 lec hrs.)

SSci 111—Humanity, Society, and Technology (3)
Humanity's existence in a changing society brought about by rapid technological advancements. Trends, current issues, and future global alternatives for man's survival. (3 lec hrs.)

SSci 150—Ecology and Society (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
The course will examine how the relationship between the individual and the natural environment is mediated through society. This will involve learning to identify systems of culture and political economy in terms of institutionalized relationships to nature. Students will develop a basic awareness of environmental issues and problems, their causes, and solutions. (3 lec hrs.)

SSci 160—Modes of Thought (3)
Cross-listed as Hum 160
Recommended: Eng 21 or Eng 22
Literature-based Western tradition survey. Emphasis on intellectual history and the approaches to issues used in the humanities and social sciences. Values definition and clarification. (3 lec hrs.)

SSci 241—Labor Problems and Trade Unionism (3)
Problems and economics of labor, history, structure, government, activities of trade unions; social and labor legislation. (3 lec hrs.)

SSci 250—Environmental Issues (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100; and Math 26 or placement in Math 27; and SSci 150; and consent of Instructor
This interdisciplinary course will require students to synthesize skills, knowledge and understanding of environmental issues. Students will be required to, individually or in a group, independently research and evaluate an issue relevant to our environment in Hawai'i, such as development, pollution, conservation, or natural resources. This includes interacting with the community, such as service learning. (3 lec hrs.)

Sociology

Soc 100—Survey of General Sociology (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
Survey of basic social relationships, social structures and processes. (May be applied toward Sociology major in UHH College of Arts and Sciences) (3 lec hrs.)

Soc 208—Criminology (3)
Cross-listed as AJ 208

Soc 218—Social Problems and Social Issues (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
An introduction to the major social problems and issues of contemporary society, including their nature, social causes and possible solutions. (3 lec hrs.)

Soc 251—Introduction to Sociology of the Family (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
Examines family patterns, mate selection, parent-child interaction, socialization of roles, legal issues, and current trends in family organization and functions. (3 lec hrs.)

Soc 289—Sociology of Knowledge (3)
PreReq: Eng 22 or ESL 15 or placement in Eng 100
Recommended: Soc 100
The sociology of knowledge studies the connection between modes of consciousness and knowledge and social structure. This course examines how forms of consciousness like art, political ideologies, popular culture, science, religious beliefs and philosophy reflect a society's institutions. It reviews the historical processes by which society forms and is formed by ideas. (3 lec hrs.)

Soc 290—Hawai'i's People (3)
Sociologically-oriented approaches to create an awareness of individual cultural backgrounds and the culture of other ethnic groups in Hawai'i and in the continental U.S. (May be applied toward Sociology major in UHH College of Arts and Sciences) (3 lec hrs.)

Speech and Communication

SpCo 51—Oral Communication Techniques (3)
A practical skills-oriented course stressing a great deal of practice in speech skills. (3 lec hrs.)

SpCo 130—Business and Organization Communication (3)
PreReq: "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 100
Recommended: ESL 25 and/or Eng 55
Develops competence in oral and written communication within business and organizational contexts. Provides theory and practical skills to be a confident and effective communicator in a variety of business and organizational settings. (3 lec hrs.)

SpCo 151—Introduction to Speech and Communication (3)
PreReq: "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 100
Principles, theories and practices in one-to-one, small group, and one-to-many communication situations through participation in structured activities. (3 lec hrs.)

SpCo 231—Oral Interpretation of Literature (3)
PreReq: SpCo 151
The study of literature through performance. Practice in rhetorical and literary analysis culminating in performance of literary selections for an audience. The study of and practice in performance criticism. (3 lec hrs.)

SpCo 251—Public Speaking (3)
PreReq: Eng 100
Analysis, preparation and delivery of speeches. Emphasis on content, organization and style. (3 lec hrs.)

SpCo 260—Media & Society (3)
PreReq: Eng 100
An introductory survey course that explores the history, architecture, impacts, and major theories of mass media. It fuses theory with practice by including a component on media message production that permits students a hands-on learning style with actual media production skills and vocabulary. (3 lec hrs.)

University

Univ 101—Freshman Experience Seminar (3)
Designed to assist first year students in knowing HCC, its programs, services, and place in the tradition of higher education. Students will learn about their role, the skills they will need, expectations of others, career options, and the student's contributions to this multi-cultural setting. Admission is limited to classified freshman students. (3 lec hrs.)

Welding and Sheet Metal

See Machine, Welding and Industrial Mechanics Technologies

Women's Studies

WS 151—Introduction to Women's Studies (3)
PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100
This course will present an interdisciplinary examination of the evolving role, status, and identity of women in a multicultural society. Emphasis will be given to patterns of social change and their effect on contemporary issues. (3 lec hrs.)

Zoology

Zool 101—Principles of Zoology (3)
PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102
CoReq: Zool 101L (when offered)
The biology of animals: kinds of animals, their structure, evolutionary relationships, physiology, ecology and development. (3 lec hrs.)

Zool 101L—Principles of Zoology Laboratory (1)
CoReq: Zool 101 or prior completion
Laboratory to accompany Zool 101: Laboratory exercises on the biology of animals, their structure, evolutionary relationships, physiology, and ecology. (3 lab hrs.)

Joni Onishi
Recipient, Regents' Award for
Excellence in Teaching
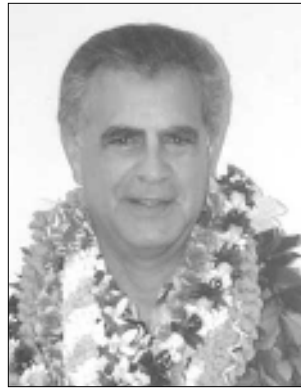
Michael Leialoha
Recipient, Chancellor's Award for
Outstanding Service to the College

Shanti Devi
Recipient, Outstanding Lecturer
Award

Wendy Medeiros
Recipient, Campus Award for
Outstanding Staff Member

Ellen Okuma
Recipient, Innovation Award

Noreen Yamane
Recipient, 'A'ali'i Award

The faculty of Hawaiʻi Community College are highly trained and experienced in their respective fields. In the vocational technical fields they hold a minimum technical or bachelor's degree while most in business education and the liberal arts hold masters and/or doctoral degrees in their fields.

Many faculty have extensive work experience in their fields. The Trade & Industry faculty, for example, are experts in their areas, each with an average of over ten years of industry work experience. They bring to the classroom a keen insight into the demands and needs of modern high tech industry. In addition, professional staff development activities keep all faculty abreast of trends and developments in their fields and enhance their effectiveness in classroom teaching.

The University of Hawaiʻi is an Equal Opportunity/Affirmative Action Employer.

ADVIENTO, JODY A.
Clerk-Typist, Financial Aid Office

AITO, JOY M.
IT Specialist, Academic Support Unit
B.B.A. 1986, University of Hawaiʻi at Mānoa
B.S. 1989, University of Hawaiʻi at Hilo

ARITA, CATHY K
Clerk, Office of Continuing Education and Training

ARTHURS, BARBARA A.
Associate Professor/Counselor, Student Services
B.Ed. 1967, M.Ed. 1971, University of Hawaiʻi at Mānoa
Ed. D. 1981, University of San Francisco

ASATO, MARIS
Clerk-Steno, Liberal Arts Division
Campus Outstanding Staff Award, 2003

AU, KAREN L.
Library Assistant, UH Center at West Hawaiʻi

BADER, MARILYN H.
Professor, Mathematics
B.S. 1972, University of Hawaiʻi at Mānoa
M.S. 1973, University of Illinois
Provost's Award for Outstanding Service to the College, 2001

BERGKNUT, LEOMI L.
Educational Specialist
Office of Continuing Education and Training
B.A. 1999, University of Hawaiʻi at Hilo

BOCHE, KENNETH E.
Instructor, Science
A.B. 1968, M.A. 1974, University of California - Los Angeles

BRAM, ALAN B.
Instructor, UH Center at West Hawaiʻi
B.A. 1988, M.S. 1996, California State University, Northridge

BREZINSKY, LAURA
Assistant Professor, Biology
B.S. 1980, University of Massachusetts at Amherst
M.S. 1984, Ph.D. 1990, University of Hawaiʻi at Mānoa

BROWN, ANNIE Y.K.Y.
Associate Professor, Information and Computer Science
B.A. 1981, University of Hawaiʻi at Hilo
M.Ed. 1991, Heritage College, Washington

BURNETT, MONICA M.H.
Administrative and Fiscal Support Specialist, I Ola Hāloa
A.S. 1992, University of Hawaiʻi at Hilo

CARROLL, JOHN J.
Dean of Student Services
B.S. Ed. Northern Illinois University
M.Ed. University of Hawaiʻi at Mānoa
Ph.D. University of California at Los Angeles

CHANG, DORIS J.
Secretary, Dean of Student Services
Campus Outstanding Staff Award, 2002

CHARON, KATHLEEN A.
Account Clerk, Business Office

CHING, GORDON T.H.
Professor, Business Education
B.S. 1963, Xavier University
M.B.A. 1966, University of Dayton
M.Ed. 1973, University of Hawaiʻi at Mānoa

CHO, GAYLE H.
Professor, AECTech
A.S. 1980, Honolulu Community College

CLINE, STEPHEN H.
Instructor, English
B.A. 1972, M.A. 1993, California State University

DAMON, KATHLEEN KISS
Director, UH Center at West Hawaiʻi
B.S. 1964, University of Wisconsin, Madison
M.A. 1966, University of Iowa
Ed.D. 1997, University of Southern California

DANIEL, SHIRLEY J.
Interim Chancellor
Professor/Walker Chair

DEAN, DIANE
Student Services Specialist, Talent Search, UH Center at West Hawaiʻi
B.A. 1978, Boston College

DELA CRUZ, KENOALANI C. K.
Instructor/Counselor, Student Services
B.A. 1997, M.Ed. 2001, University of Hawaiʻi at Mānoa

DERASIN, WILLIAM
Professor, MWIM Technologies
Certificate 1957, Hawaiʻi Technical School
B.Ed. 1982, University of Hawaiʻi at Mānoa

DORIA, JOSEPH J., JR.
Janitor, UH Center at West Hawaiʻi

DOWNS, ERNELLE K.B.
Student Services Specialist, Information Center
B.A. 1997, University of Hawaiʻi at Hilo

DULEY, ROBERT A.
Instructor/Counselor, Student Services
TESL Certificate 1987, Humboldt State University
B.A. 1988, Humboldt State University
M.A.Ed. 1992, Humboldt State University

DUYAO, ANDREA A.A.
Account Clerk, Business Office

EARNSHAW, SPENCER W.
Instructor, Math
B.A. 1968, M.A. 1969, Sonoma State College

EDMUNDS, KATHY L.
Administrative Officer, UH Center at West Hawaiʻi
B.A. 1984, Oregon State University

ENOKI, LYNNE A.
Professor Emeritus, English

FERREIRA, DIANE S.C.
Professor Emeritus, English

FLORES, ERIK K.
Instructor, Hawaiian Studies, UH Center at West Hawai'i
B.A. 1982, University of Hawai'i at Hilo

FRIAS, JOHN M., IV
Instructor, Hawaiian Studies
B.A. 1992, University of Hawai'i at Hilo
M.Ed. 1995, Heritage College, Washington

FUJII, HAROLD H.
Associate Professor, Automotive Technology
A.S. 1973, University of Hawai'i at Hilo
BOR Excellence in Teaching Award, 1997

FUKUI, LORIANNE L.
Student Services Specialist, Student Services
B.A. 1995, University of Hawai'i at Hilo

GALI, DARNETTE
Clerk-Typist, Counseling and Support Services

GOSCHKE, KHAMMOUI L.
Student Services Specialist, Talent Search, UH Center at West Hawai'i
B.A. 1994, Black Hills State University

GOYA, MARY E.
Associate Professor, Early Childhood Education
B.Ed. 1973, M.Ed. 1978, University of Hawai'i at Mānoa
Kunimoto Award for Outstanding Contributions to Career & Technical Education, 2002

GREGORY, LAUREL A.M.
Assistant Professor/Librarian, UH Center at West Hawai'i
B.A. 1972, M.L.S. 1973, University of Washington

GUERRERO, BARRY J.
Professor Emeritus, English

HAALILIO, PEARLA L.
Student Services Specialist, Talent Search, UH Center at West Hawai'i
B.A. 2000, University of Hawai'i at Hilo

HALEAMAU-KAM, RAYNETTE
Student Services Specialist, UH Center at West Hawai'i
B.A. 1992, University of Hawai'i at Hilo

HAMASAKI, JOYCE E.
Assistant Professor, Nursing
B.S.N. 1980, University of Hawai'i at Mānoa
B.A. 1982, University of Hawai'i at Hilo
M.S. 1990, University of Hawai'i at Mānoa

HAMMOND, THOMAS M.
Professor Emeritus, Science

HARADA, GENE F.
Associate Professor, Carpentry
A.S. 1975, University of Hawai'i at Hilo
Provost's Award for Outstanding Service to the College, 1995

HAVENS, MARY KAY
Secretary, UH Center at West Hawai'i

HEERLEIN, PAUL E.
Instructor, Food Service, UH Center at West Hawai'i
Chef

HOFFMAN, CHRISTINA D.
Instructor, Biology, UH Center at West Hawai'i
B.S. 1977, Muhlenberg College, Pennsylvania
M.S. 1982, Ph.D. 1987 Albert-Ludwigs University, Freiburg, Germany

HOPSON, MICHAEL R.
Educational Specialist, Library/Learning Resource Center, UH Center at West Hawai'i
B.S. 1970, University of Washington
M.Ed. 1981, Western Washington University

HUDSON, PAMELA J.
Professor, English
A.B. 1965, Stanford University
M.A.T. 1967, Harvard University

IHA, CHRISTINE
Secretary, Director of Continuing Education and Training

IIDA, JANE Y.
Professor Emeritus, Mathematics

IKEDA, DAVID T.
Professor, Agriculture
B.S. 1966, M.S. 1970, M.B.A. 1984, University of Hawai'i at Mānoa

INOUYE, GAIL S.
Private Secretary, Chancellor

ISHII, DAYLE L.
Personnel Clerk, Human Resources

ISHII, LUANE KELLEY
Account Clerk, Business Office

KALEI, DONNALYN N.
Instructor, Administration of Justice
B.A. 1996, University of Hawai'i at Hilo
M.A. 1999, Heritage College

KANAHELE, PUALANI O.
Assistant Professor, Hawaiian Studies
B.A. 1982, University of Hawai'i at Hilo
BOR Excellence in Teaching Award, 2002

KANAHELE-FRIAS, KEKUHI K.
Instructor/Coordinator, I Ola Hāloa
B.A. 1995, University of Hawai'i at Hilo
M.Ed. 1997, Heritage College, Washington

KANE, KAREN S.
Instructor/Counselor, Student Services
B.A. 1986, University of Hawai'i at Hilo
M.Ed. 1998, University of Hawai'i at Mānoa

KANNARR, JOAN H.
Professor Emeritus, Fashion Technology

KAPONO, DONNETTE LEI
Instructor/Coordinator, Rural Development Grant
B.B.A. 1993, University of Hawai'i at Hilo
M.A. 2000, Central Michigan University

KAPUA, APRIL D.
Clerk-Typist, Financial Aid Office

KAWACHI, SCOTT K.
Educational Specialist, Office of Continuing Education and Training
B.B.A. 1994, University of Hawai'i at Hilo

KAWASAKI, ELISSA Y.
Account Clerk, Business Office, UH Center at West Hawai'i

KAYANO, MARSHA M.
Professor, Business Education
Certificate 1967, Hawai'i Technical School
B.Ed. 1972, 5th Year 1973, M.Ed., 1980, University of Hawai'i at Mānoa

KILLAM, KENT H.
Professor, Information and Computer Science
B.S. 1964, Polytech Institute
M.S. 1974, Naval Post Graduate School

KIMURA, GUY Y.
Associate Professor/Coordinator, The Learning Center
B.Ed. 1977, M.Ed. 1987, University of Hawai'i at Mānoa
Campus Outstanding Staff Award, 1993
Provost's Award for Outstanding Service to the College, 2002

KIMURA, GWEN L.C.
Professor, Reading
B.Ed. 1977, M.Ed. 1981, University of Hawai'i at Mānoa
BOR Excellence in Teaching Award, 1993

KITABAYASHI, JASON
Media Specialist, UH Center at West Hawai'i
Electronic Engineering Technology
Certificate 1998, Electronics Institute

KITCHEN, MARVIN H.
IT Specialist, Administrative Services

KLINKER, GALE L.
Educational Assistant, Office of Continuing
Education and Training

KOJIRO, CLYDE S.
Associate Professor, AECTech
Certificate 1969, Hawai'i Technical School

KOTECKI, KATHLEEN J.
Assistant Professor, Nursing
B.A. 1977, Mills College
M.N. 1996, University of Phoenix

KUNTEMEYER, ROGER W.
Instructor, Electronics
A.S. 1991, University of Hawai'i at Hilo

KURODA, JOAN Y.
Secretary, Nursing and Allied Health Division

LAGRIMAS, CHARLENE F
Assistant Professor, Office of Continuing
Education and Training
B.A. 1974, University of Hawai'i at Hilo
P.T.C. 1987, University of Hawai'i at Hilo
Frances Davis Award for Excellence in
Undergraduate Teaching, 1999

LARISH, MICHAEL D.
Instructor, English
B.A. 1982, Certificate of Japanese Studies
1983, University of Hawai'i at Hilo
M.A. 1989, Ph.D. 1999, University of Hawai'i
at Mānoa

LAURICH, BERNHARD K.
Assistant Professor, Physical Sciences
B.S. 1977, M.S. 1981, Ph.D. 1986, University
of Stuttgart

LEE, CAROLYN
Assistant Professor, Speech Communications
B.A. 1978, University of Minnesota
M.A. 1991, University of Wisconsin
BOR Excellence in Teaching Award, 1993

LEIALOHA, KAREN E.
Associate Professor/Counselor, Student
Services
B.A. 1970, M.S. 1972, University of Missouri
at Columbia

LEIALOHA, MICHAEL N.
Administrative Officer
B.S. 1966, Weber State University
B.B.A. 1979, University of Hawai'i at Hilo

LESLIE, MILTON M.
Educational Specialist, UH Center at West
Hawai'i
B.A. 1971, M.A. 1973, San Francisco State
University
Ed.D. 1988, United States International
University

LIGHTNER, JAMES M.
Instructor/Coordinator, Hospitality, UH
Center at West Hawai'i
B.S. 1961, U.S. Coast Guard Academy

LOEDING, DAVID R.
Student Services Specialist/Registrar,
Student Services
BES 1978, St. Cloud State University

LUNDBERG-SPRAGUE, SHERYL E.
Student Services Specialist/Financial Aid
Officer, Student Services
B.A. 1991, University of Hawai'i at West
Oahu
MBA 1993, Chaminade University of
Honolulu
Campus Outstanding Staff Award, 1997

MAEDA, ANNETTE Y.
Associate Professor, English
B.A. 1975, 5th Year Certificate 1977, M.A.
1978, University of Hawai'i at Mānoa

MARLOW, CHARLEEN A.
Professor, Psychology
B.A. 1968, M.A. 1972, University of Hawai'i
at Mānoa

MARLOW, JOHN W.
Associate Professor, Speech
B.A. 1973, San Diego State University
M.A. 1981, University of Hawai'i at Mānoa

MEDEIROS, PAULA M.
Clerk-Steno, Liberal Arts Division

MEDEIROS, WENDELIN T.
Clerk-Typist, UH Center at West Hawai'i

METCALF, SHIRLEY I.
Professor, Business Education
B.Ed. 1973, 5th Year 1974, M.Ed. 1974,
University of Hawai'i at Mānoa
Ed.D. 1990, Northern Illinois University

MIMAKI, JAMES
Professor Emeritus, English

MINE, JODI A.K.
Administrative and Fiscal Support Specialist,
Business Office
B.B.A. 1992, University of Hawai'i at Hilo

MOORE, DONNA J.
Assistant Professor, English
B.A. 1971, M.A. 1981, California State
University, San Francisco

MOORE, JULIA L.
Associate Professor, Nursing
B.S.N. 1990, M.S.N. 1993, M.P.H. 1993,
University of Hawai'i at Mānoa

MORAN, SHARON E.
Associate Professor, Nursing
B.S.N. 1985, Consortium of the California
State University
M.P.H. 1990, University of Hawai'i at Mānoa

MOTOMURA, HARVEY S.
Associate Professor, Electronics Technology
A.S.E. 1967, National Technical School
A.A. 1974, Imperial Valley College
B.S. 1976, San Diego State University
M.Ed. 1989, University of Hawai'i at Mānoa

MUKAI, IRIS M.
Purchasing Technician, Business Office

MURANAKA, KENNETH K.
Professor, MWIM Technologies
Certificate 1960, Hawai'i Technical School
B.Ed. 1978, University of Hawai'i at Mānoa

NAHM-MIJO, TRINA
Professor, Psychology
B.A. 1969, M.Ed. 1971, University of Hawai'i
at Mānoa
M.P.H. 1974, Ph.D. 1979, University of
California—Berkeley
BOR Excellence in Teaching Award, 1984
Hung Wo and Elizabeth Lau Ching Faculty
Service to the Community Award, 2000
Innovation Award, 2000, 2003

NAGATA, IRENE M.
Professor Emeritus, Mathematics

NAKAGAWA, APRIL H.
Secretary, Applied Technical Education
Division

NARIMATSU, SARA S.
Professor/Coordinator, Office of Continuing
Education and Training
B.Ed. 1969, University of Hawai'i at Mānoa
M.Ed. 1972, University of Hawai'i at Mānoa
Provost's Award for Outstanding Service to
the College, 2003

NEKOBA, GORDON M.
Assistant Professor, Carpentry
A.A. 1977, A.S. 1978, Hawai'i Community
College
B.A. 1980, University of Hawai'i at Hilo

NISHIMOTO, HELEN C.
Instructor/Counselor, Student Services
A.A. 1997, Hawaiʻi Community College
B.A. 1999, University of Hawaiʻi at Hilo
M.A. 2002, Saybrook Graduate School

NORDLOH, LEA D.
Assistant Professor, Nursing
B.S.N. 1971, St. Paul College of Manila
M.S.N. 1976, Loyola University of Chicago

NUNOKOWA, RANDAL R.
Educational Specialist, Office of Continuing
Education and Training
A.S. 2000, Kapiʻolani Community College
B.A. 1981, University of Hawaiʻi at Mānoa

OJALA-HIPSHER, ELIZABETH
Chairperson, Nursing and Allied Health
Division
Professor, Nursing
B.S.N. 1968, M.S. 1972, University of
Minnesota
Ph.D. 1983, University of Denver

OKADA, BETTY
Clerk-Steno, The Learning Center
Campus Outstanding Staff Award, 2003

OKAJIMA, MARSHA
Administrative and Fiscal Support Specialist,
Office of Continuing Education and
Training
A.A. 1981, University of Southern Colorado

OKUDA, ALLAN K.
Professor, Food Service
A.S. 1978, A.S. 1979, A.A. 1980
B.A. 1989, University of Hawaiʻi at Hilo
BOR Excellence in Teaching Award, 1999

OKUMA, ELLEN K.
Associate Professor, Instruction/Distance
Learning Librarian
A.A. 1970, Pasadena City College
B.A. 1973, California State University, Los
Angeles
MSLS 1974, California State University,
Fullerton
MPA 1978, California State University,
Dominquez Hills
Certificate 1992, University of Hawaiʻi at
Mānoa
Innovation Award, 1997

ONISHI, JONI Y.
Professor, Business Education
B.B.A. 1978, University of Hawaiʻi at Hilo
M.Ed. 1983, University of Hawaiʻi at Mānoa
Provost's Award for Outstanding Service to
the College, 1996
Innovation Award, 1997

PADILLA, LEANNAH J.
Instructor, History
B.A. 1989, M.A. 1994, California State
University

PAJO, PATRICK C.
Assistant Professor, Electricity
A.S. 1981, Hawaiʻi Community College

PARK, MARY J.Y.
Instructor/Coordinator, Talent Search, UH
Center at West Hawaiʻi
B.A. 1984, Smith College
M.S. 1992, San Francisco State University

PENISTEN, JOHN E.
Professor, Reading
B.A. 1967, M.S. 1971, Drake University

PENISTEN, SUSAN S.
Associate Professor, Business Education
B.S.E. 1971, M.S.E. 1972, Drake University

PERALTO, JOEL C.
Professor, Business Education
B.B.A. 1973, University of Hawaiʻi at Mānoa
M.B.A. 1982, Chaminade University of
Honolulu
CPA 1986, Hawaiʻi
CMA 1992

PETERSEN, DANIEL W.
Instructor, Philosophy
B.A. 1981, University of Hawaiʻi at Hilo
M.A. 1987, University of Nevada, Reno

PIERON, PETRI P.M.
Associate Professor, Nursing
B.Sc.N. 1989, University of Saskatchewan
M.S.N. 1996, M.P.H. 1997, University of
Hawaiʻi at Mānoa

PUA-KAIPO, LILY U.
Clerk, Office of Continuing Education and
Training

PUNIWAI, JUDY A.
Early Childhood Specialist, Children's Center
B.A. 1983, University of Hawaiʻi at Hilo
Certificate 1988, Early Childhood Education
A.S. 1989, University of Hawaiʻi at Hilo

REED, WILLIAM R.
Instructor, English
B.A. 1989, M.A. 1993, San Diego State
University

ROBISON, BIRCH E.
Professor, Reading
B.A. 1961, State College of Iowa
M.A. 1970, St. Michael's College
Innovation Award, 1996

RODRIGUEZ, NOELIE M.
Associate Professor, Sociology
B.A. 1965, University of South Florida at
Tampa
M.A. 1967, Ph.D. 1974, University of
California at Los Angeles
BOR Excellence in Teaching Award, 1996
Hung Wo and Elizabeth Lau Ching Faculty
Service to the Community Award, 2001
Innovation Award, 2000, 2003

SAITO, MICHAEL T.
Assistant Professor, Auto Body Repair and
Painting
A.S. 1974, University of Hawaiʻi at Hilo
Innovation Award, 1999

SAKAMOTO, RODGER H.
Instructor, Food Services
Certificate 1969, Hawaiʻi Technical School

SAMBUENO, ROBERTA
Clerk-Typist, Amissions and Registration

SAMURA, MELISSA C.L.
Student Services Specialist, Talent Search,
UH Center at West Hawaiʻi
B.A. 1993, University of Hawaiʻi at Hilo

SANBORN, SANFORD L.
Associate Professor, Auto Body Repair and
Painting
A.S. 1978, University of Hawaiʻi at Hilo
Innovation Award, 1999

SANDERS, BETH H.
Associate Professor, Business Education
B.A. 1974, University of Texas, Pan American
CPA 1980, Texas, CPA 1989, California, CPA
1994, Hawaiʻi
CFP 1986
Innovation Award, 1999

SATO, KAYLEEN F.
Professor, English
B.A. 1973, M.A. 1978, University of Hawaiʻi
at Mānoa

SAVAGE, JILL A.
Associate Professor, Mathematics
B.S.N. 1977, Seattle University
M.S.P.E. 1983, University of Washington
B.A. 1988, University of Hawaiʻi at Hilo
M.S. 1990, University of Arizona

SCHEIN, NANCY L.
Educational Specialist, The Learning Center
B.A. 1994, University of Hawaiʻi at Hilo

SCHULTE, STEPHEN B.
IT Specialist, Academic Support Unit
Telecommunications Systems Management
Certificate 1989, Marylhurst College
B.A. 1994, Concordia College
Provost's Award for Outstanding Service to
the College, 1999

SCHUMAKER, JAMES A.
Assistant Professor, Mathematics
A.A.S. 1980, Richland College
B.S. 1983, M.S. 1987, University of Texas at
Dallas

SHERWOOD, JANE E.
Assistant Professor, Nursing
B.S.N. 1968, Stanford University
M.B.A. 1981, M.S.N. 1996, University of
Hawai'i at Mānoa

SHIGEHARA, DEBORAH S.
Educational Specialist, Office of Continuing
Education and Training
B.S. 1971, University of Hawai'i at Mānoa
Campus Outstanding Staff Award, 2000
Chancellor's Award for Outstanding Service,
2000

SHIGEOKA, CLAIRE A.
Personnel Officer
B.S. 1975, University of Hawai'i at Mānoa
Campus Outstanding Staff Award, 1998

SHIMIZU, KENNETH Y.
Associate Professor, Auto Mechanics
A.S. 1980, University of Hawai'i at Hilo

SIMS, KATHRYN A.
Instructor, English, UH Center at West
Hawai'i
B.A. 1980, University of California - Davis
M.A.T. 1982, University of California -
Berkeley

SMITH, STEVEN L.
Associate Professor, Business Education
B.A. 1971, California State University, Long
Beach
M.I.M. 1979, American Graduate School of
International Management

STONE, FREDERICK D.
Professor, Science
B.S. 1962, M.S. 1964, Cornell University
Ph.D. 1983, University of Hawai'i at Mānoa
Innovation Award, 1994

STRADTMANN-CARVALHO, JACQUELINE
Instructor, Mathematics
B.A. 1992, University of Hawai'i at Hilo
M.A. 1994, Johns Hopkins University

STRASLICKA, SHERRIE ANN
Educational Specialist, Academic Support
B.A. 1997, B.S. 1997, University of Hawai'i
at Hilo

TAKIUE, HARRY H.
Associate Professor, Electricity
Certificate 1965, Hawai'i Technical School

TAMIYA, EARL M.
Associate Professor/Coordinator,
Cooperative Vocational Education
B.B.A. 1969, University of Hawai'i at Mānoa

TANAKA, TAMMY M.
Admissions Specialist, Admissions &
Registration

TATEISHI, ELLEN E.
Clerk Typist, Admissions & Registration

TAVARES, STELLA H.
Secretary, Business Education and
Technology Division

UCHIMA, FRANCIS-DEAN A.
Assistant Professor, Biology
B.S. 1974, M.S. 1978, Ph.D. 1982, University
of Hawai'i at Mānoa

WAKIDA, LAWRENCE T.
Professor, Diesel Mechanics
Certificate 1965, Hawai'i Technical School
B.Ed. 1986, University of Hawai'i at Mānoa

WATANABE, JANICE A.
Secretary, Director of Administrative Services

WATANABE, WILTON J.
Assistant Professor/Coordinator, Office of
Continuing Education and Training
B.B.A. 1973, University of Oregon

WONG, MAI
Assistant Professor, Early Childhood
Education
B.Ed. 1972, University of Iowa
M.S. 1979, California State University
Hayward

YAMANE, NOREEN R.
Professor, Mathematics
B.Ed. 1973, M.Ed. 1980, University of Hawai'i
at Mānoa
BOR Excellence in Teaching Award, 1990

YAMANE, ROBERT S.
Professor, Business Education
B.Ed. 1976, M.Ed. 1981, University of Hawai'i
at Mānoa

YOSHIDA, JAMES M.
Professor, Business Education
A.A. 1970, Maui Community College
B.B.A. 1973, M.Ed. 1991, University of
Hawai'i at Mānoa
BOR Excellence in Teaching Award, 1987
Provost's Award for Outstanding Service to
the College, 1994

YOSHIZUMI, PEGGY E.
Secretary, Liberal Arts Division
UH Community Colleges' Outstanding
Service Award, 1999
Campus Outstanding Staff Award, 2003

ZITNIK, LOUIS E., II
Assistant Professor, English
B.A. 1975, San Francisco State
M.F.A. 1992, University of Iowa
Innovation Award, 2003

Administration

University of Hawai'i Board of Regents

Patricia Y. Lee
Chairperson
Byron W. Bender
James J.C. Haynes, II
Ted H.S. Hong
Trent K. Kakuda

Charles K. Kawakami
Kitty Lagareta
Walter Nunokawa
Alvin A. Tanaka
Jane B. Tatibouet
Myron A. Yamasato

University Of Hawai'i Central Administration

Evan S. Dobelle	President, University of Hawai'i
Sam Callejo	Chief of Staff
Doris Ching	Vice-President for Student Affairs
Paul Costello	Vice-President for External Affairs and University Relations
Walter Kirimitsu	Vice-President for Legal Affairs, University General Counsel
David McClain	Vice-President for Academic Affairs
James R.W. Sloane	Vice-President for Administration and Chief Financial Officer
Colleen O. Sathre	Vice-President for Planning and Policy (on leave)
Joyce Tsunoda	Vice-President for International Education

Hawai'i Community College Administration

Shirley J. Daniel	Interim Chancellor, Hawai'i Community College
Noreen Yamane	Interim Dean of Instruction
Michael Leialoha	Interim Director of Administrative Services
John J. Carroll	Dean of Student Services
Kathleen Damon	Director, University Center at West Hawai'i
Vacant	Director, Office of Continuing Education and Training

Hawai'i Community College Instructional Units

Liberal Arts Division

English	Pamela Hudson	Department Chair
Math & Natural Sciences	Marilyn Bader	Department Chair
Social Sciences	John Marlow	Department Chair
Humanities	Pua Kanahele	Department Chair

Hospitality	James Lightner	Coordinator
Nursing & Allied Health	Elizabeth Ojala	Division Chair/Dir. of Nursing
Business Education & Technology	Beth Sanders	Division Chair

Applied Technical Education

Construction Technology	Clyde Kojiro	Department Chair
Transportation & Applied Technology	Larry Wakida	Department Chair

Community Partnerships

Community connections, partnerships and collaboration are central to the mission of the College. Hawai'i Community College is responsive to the needs of the community and works proactively with the community on workforce training and economic development. Advisory councils in each of our training areas advise faculty of training needs and new developments in the field. These councils are listed under "Curricula and Programs." In addition, the Chancellor of the College seeks advice from community and business leaders on ways the College can assist in economic development for the community. Two of the College's federally-funded programs also have community-based advisory committees that guide the development of those projects. Members of these groups are:

Chancellor's Community Advisory Committee

Scott Bell, Body Glove Cruises
Winston Chow, Senior Vice President - Hawai'i Region Supervisor, First Hawaiian Bank
Sandra Claveria, Trainer/Cultural Specialist, Alu Like
Betsy Cole, Deputy Director, The Kohala Center
Patti Cook, Cook's Discoveries
Will Hancock
Roland Higashi, President, Hawai'i Printing Corp.
Diane Himwich
Harris Hirata, Hilo Branch Manager, HPM Building Supply
Delmar Kleckner, Mauna Loa Macadamia Nut Corp.
Phoebe Lambeth, Manager, Hawai'i Pacific Oncology Center
Wayne Nishijima, Hawai'i County Administrator, Cooperative Extension Service, UHM
Debbie Omori, Owner, Bob's Fender Shop, Inc.
Paul Rosendahl, PHRI
Jeff Smith, Director, Natural Energy Laboratory of Hawai'i
Leonard Tanaka, President, T&T Electric
Barry Taniguchi, President, KTA Super Stores
Eugene Tao
Carol Van Camp, General Manager, Prince Kūhiō Plaza
Lynn Walton, Administrator, Kona Community Hospital
George Yokoyama, Executive Director, HCEOC

Rural Development Project Advisory Council

Kehau Chrisman, Workforce Development Division
Kathleen Damon, University of Hawai'i Center at West Hawai'i
Paula Helfrich, Hawai'i Island Economic Development Board
Jane Horike, County of Hawai'i, Research and Development
June Kunimoto
Charles Kunz, Workforce Development Division
Derek Kurisu, KTA Super Stores
Carla Kurokawa, Alu Like Inc.
Alan Okinaka
Lori Sasaki, Workforce Development Division — Kona
Dwight Takamine, Hilo Hāmākua High Technology Task Force
Gail Watson, SHRM
Becky Winters, Small Business Development Center

Mahalo Award 2004

The college annually recognizes community-based organizations, companies or associations for their support of the educational programs of the college. This year the college recognizes Family Intervention Services.

Index

A

B

C

H

I

J

L

M

N

O