



UNIVERSITY of HAWAI'I®  
**HAWAI'I**  
COMMUNITY COLLEGE

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## 2013-2014 Catalog

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### **HAWAI'I COMMUNITY COLLEGE**

200 West Kāwili Street  
Hilo, HI 96720-4091

**[www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu)**

#### **INFORMATION CENTER**

Building 378, Manono Campus  
Phone: (808) 934-2500  
Fax: (808) 934-2501  
[hawccinf@hawaii.edu](mailto:hawccinf@hawaii.edu)

#### **OFFICE OF ADMISSIONS/OFFICE OF THE REGISTRAR**

Building 378, Manono Campus  
Phone: (808) 934-2710/(808) 934-2705  
Fax: (808) 934-2501  
[hawccar@hawaii.edu](mailto:hawccar@hawaii.edu)

#### **UNIVERSITY OF HAWAI'I CENTER AT WEST HAWAI'I**

81-964 Haleki'i St.  
Kealahou, HI 96750  
Phone: (808) 969-8800  
v/t: (808) 969-8816  
Fax: (808) 322-4855

**[www.hawaii.hawaii.edu/ucwh](http://www.hawaii.hawaii.edu/ucwh)**

#### **Disclaimer**

This catalog provides general information about Hawai'i Community College, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necessarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents.

# Academic Calendar 2013-2014

## Fall 2013 Semester Calendar

May 31 (F)	Last day for International Students (living abroad) to submit complete Fall 2013 application
July 26 (F)	Deadline to pay HawCC (and UH System) Tuition/Fees if you early registered - due by 4:00pm
Aug 1 (R)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2013 application
Aug 1 (R)	Last day to submit completed applications for Fall 2013 Semester
Aug 16 (F)	<i>Admission Day (Holiday)</i>
Aug 20-21 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Aug 26 (M)	First day of Instruction NOTE: A \$30.00 Late Registration fee will be charged for new registrations on or after the first day of instruction. Tuition Payment is due by 4:00pm on the day you register.
Aug 26-30 (M-F)	Online registration available until 11:59pm on Friday (for semester-length classes)
Aug 30 (F)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes † ‡ NOTE: If you register and decide to not attend, you must officially withdraw by the 100% refund date. Failure to officially withdraw will result in a financial obligation to the UH System and may also result in a failing grade on your permanent academic record for the class(es) not attended. †
Aug 30 (F)	Last day to receive Fees Refund for withdrawal from all UH system classes
Sep 2 (M)	<i>Labor Day (Holiday)</i>
Sep 16 (M)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes † ‡
Sep 16 (M)	Last day to Withdraw from semester-length classes without a "W" † ‡
Sep 16 (M)	Financial Aid enrollment status determination date
Oct 4 (F)	"I" removal deadline: Student to Instructor
Oct 11 (F)	Last day to apply for Credit by Exam for Fall Semester
Oct 18 (F)	Last day to submit Credit by Exam results to A&R/WHSS Office
Oct 25 (F)	Last day to apply for Fall Semester Graduation
Oct 28 (M)	Last day to Withdraw from semester-length classes with a "W" † ‡
Oct 28 (M)	"I" removal deadline: Instructor to A&R/WHSS Office
Oct 28 (M)	Last day to submit application to Audit classes
Oct 28 (M)	Last day to exercise the Credit/No Credit option (CR/NC)
Oct 31 (R)	Last day for International Students (living abroad) to submit complete Spring 2014 application
Nov TBA	Spring 2014 Early Registration for continuing students. NOTE: Information for Tuition and Fees Payment will be provided with registration information.
Nov 11 (M)	<i>Veterans' Day (Holiday)</i>
Nov 28 (R)	<i>Thanksgiving (Holiday)</i>
Nov 29 (F)	<i>Non-Instructional Day</i>
Dec 2 (M)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2014 application
Dec TBA	Deadline to pay HawCC (and UH System) Tuition/Fees if you early registered - due by 4:00pm
Dec 12 (R)	Last day of Instruction
Dec 13 (F)	Writing Assessment Day for English Department
Dec 13 (F)	Final Exams for classes that met on Fridays only throughout the semester
Dec 16-19 (M-R)	Final Examinations
Dec 23 (M)	Fall Semester ends; Instructors must submit grades by 12:00 noon
Dec 25 (W)	<i>Christmas Day (Holiday)</i>
Jan 1 (W)	<i>New Year's Day (Holiday)</i>
Jan 13, 2014 (M)	First Day of Spring 2014 Semester

† Deadlines for part-term classes vary. Click the "Check Class Availability" link at [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) then choose "Fall", an alpha, and a CRN to view its refund and withdrawal deadlines.

‡ If your home campus is HawCC and you are withdrawing from your last class at HawCC, you must also submit a Complete Withdrawal Form to the AR/WHSS Office for processing. Refund deadlines apply.

**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.*



# Academic Calendar 2013-2014

## Spring 2014 Semester Calendar

Oct 31 (R)	Last day for International Students (living abroad) to submit complete Spring 2014 application
Dec 2 (M)	Last day for International Students (in the US with F-1 Visa) to submit complete Spring 2014 application
Dec 2 (M)	Last day to submit completed applications for Spring 2014 Semester
Dec TBA	Deadline to pay HawCC (and UH System) Tuition/Fees if you early registered - due by 4:00pm
Jan 1 (W)	<i>New Year's Day (Holiday)</i>
Jan 7-8 (T-W)	Regular Registration (New, Returning, Continuing, and Transfer Students)
Jan 13 (M)	First day of Instruction NOTE: A \$30.00 Late Registration fee will be charged for new registrations on or after the first day of instruction. Tuition Payment is due by 4:00pm on the day you register.
Jan 13-17 (M-F)	Online registration available until 11:59pm on Friday (for semester-length classes)
Jan 17 (F)	Last day to receive 100% Tuition Refund for withdrawal from semester-length classes † ‡ NOTE: If you register and decide to not attend, you must officially withdraw by the 100% refund date. Failure to officially withdraw will result in a financial obligation to the UH System and may also result in a failing grade on your permanent academic record for the class(es) not attended. †
Jan 17 (F)	Last day to receive Fees Refund for withdrawal from all UH system classes.
Jan 20 (M)	<i>Martin Luther King, Jr. Day (Holiday)</i>
Feb 3 (M)	Last day to receive 50% Tuition Refund for withdrawal from semester-length classes † ‡
Feb 3 (M)	Last day to Withdraw from classes without a "W" † ‡
Feb 3 (M)	Financial Aid enrollment status determination date
Feb 17 (M)	<i>Presidents' Day (Holiday)</i>
Mar 6 (R)	"I" removal deadline: Student to Instructor
Mar 7 (F)	<i>Non-Instructional Day</i>
Mar 26 (W)	<i>Kūhiō Day (Holiday)</i>
Mar 27 (R)	Last day to apply for Credit by Exam for Spring Semester
Mar 27 (R)	Last day to submit Credit by Exam results to A&R/WHSS Office
Mar 27 (R)	Last day to apply for Spring Semester Graduation
Mar 27 (R)	Last day to Withdraw from semester-length classes with a "W" † ‡
Mar 27 (R)	"I" removal deadline: Instructor to A&R/WHSS Office
Mar 27 (R)	Last day to submit application to Audit classes
Mar 27 (R)	Last day to exercise the Credit/No Credit option (CR/NC)
Mar 24-28 (M-F)	<i>Spring Recess (No School)</i>
Apr TBA	Fall 2014 Early Registration for continuing students. NOTE: Information for Tuition and Fees Payment will be provided with registration information.
Apr 15 (T)	Last day for International Students (living abroad) to submit complete Fall 2014 application
Apr 18 (F)	<i>Good Friday (Holiday)</i>
May 7 (W)	Last day of Instruction
May 8 (R)	Writing Assessment Day for English Department
May 9 (F)	Final Exams for classes that met on Fridays only throughout the semester
May 12-15 (M-R)	Final Examinations
May 16 (F)	Hawai'i Community College Commencement - Hilo
May 17 (S)	Hawai'i Community College Commencement - West Hawai'i
May 19 (M)	Spring semester ends; Instructors must submit grades by 12:00 noon
May 31 (S)	Last day for International Students (in the US with F-1 Visa) to submit complete Fall 2014 application

† Deadlines for part-term classes vary. Click the "Check Class Availability" link at [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu) then choose "Spring", an alpha, and a CRN to view its refund and withdrawal deadlines.

‡ If your home campus is HawCC and you are withdrawing from your last class at HawCC, you must also submit a Complete Withdrawal Form to the AR/WHSS Office for processing. Refund deadlines apply.

**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.*

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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.



# General Information

## Kauhale

Hawai'i Community College embraces the concept of *Kauhale* that traditionally means the Hawaiian village. *Kauhale* is an 'ohana of administrators, faculty, staff, students, their families, and the Hawai'i Island community that contributes measurably to the success of our college's mission and outcomes. *Kauhale* maximizes the "community" in our mission through dialogue, planning, innovation, and assessment across traditional college divisions and units. *Kauhale* enables all members of the college 'ohana to recognize and celebrate our own individual skills, knowledge, and experiences as well as the skills, knowledge, and experiences of others. *Kauhale* unites all components of Hawai'i Community College into an "academic village without walls" for the overall success of our learners, the learners' communities and their families, in the spirit of *E 'Imi Pono* (seeking excellence).

Mālama Ke Kula Kaiaulu o Hawai'i i Kauhale, he 'ike ku'una Hawai'i ia no ke kaiaulu. 'O Kauhale ke ka 'ā e pa'a ai kākou, nā luna ho'oponopono, nā pū'ulu kumu kula, nā limahana, nā haumāna, ka 'ohana, a me ko ka Moku o Keawe kaiaulu i 'ohana ho'okahi. A e ho'olako a e ho'onui launa 'ole Kauhale i ka holopono 'ana o ko kākou ala nu'ukia a me ko ke kula kaiaulu nei mau hopena a'o. Na Kauhale e ho'omāhuahua ana i ko kākou nu'ukia ma o ke kūkākūkā 'ana, ka ho'olālā 'ana, ka 'imi mau 'ana o ka 'oi loa a'e, a me nā loiloi holomua 'ana ma waho a'e o ka mokuna kālai'ike a me nā ke'ena kāko'o ma'amau o ke ku'una kula kaiaulu e kū nei. Na Kauhale e ho'omana i nā lālā a pau o ko kēia kula kaiaulu nei 'ohana e mea e 'ike a hō'ike a'e ai i ko kākou mau mākau iho, ko kākou na'auao iho, a me ko kākou 'ike iho a hāpai pū ma ke ākea. 'O Kauhale ke ka 'ā e ho'opili ana i nā mahele like 'ole o kēia kula kaiaulu nei i kaiaulu kālai'ike me nā paia 'ole no ka holopono 'ana o nā kānaka 'imi na'auao, no ka honua 'imi na'auao a no ko lākou mau 'ohana ma o ka mana'o o "E 'Imi Pono."

### Mission

Hawai'i Community College (HawCC) promotes student learning by embracing our unique Hawai'i Island culture and inspiring growth in the spirit of "*E 'Imi Pono*." Aligned with the UH Community Colleges system's mission, we are committed to serving all segments of our Hawai'i Island community.

### Vision

To promote student learning, Hawai'i Community College will emphasize the knowledge and experience necessary for students to pursue academic achievement. As lifelong learners, the students will become productive and engaged citizens capable of meeting the complex challenges of a global community.

### Institutional Learning Outcomes

- Our graduates will be able to communicate effectively in a variety of situations.
- Our graduates will be able to gather, evaluate and analyze ideas and information to use in overcoming challenges, solving problems and making decisions.
- Our graduates will develop the knowledge, skills and values to make contributions to our community in a manner that respects diversity and Hawaiian culture.

### Ke Ala Nu'ukia

Ho'opai Ke Kula Kaiaulu O Hawai'i i ka 'imi na'auao o ka haumāna ma ka mālama 'ana i ka 'ike o ko ka Moku o Keawe mo'omeheu laha'ole a ho'oulu pū 'ia ka mākaukau ma loko o ka 'imi pono 'ana. Ma ka hana alu like pū 'ia e kō ai ke Ala Nu'ukia o Ke Kula Kaiaulu nei me ka 'Ōnaehana Kula Kaiaulu o Hawai'i a he kūpa'a nō ho'i ma ka lawelawe 'ana aku i kēlā me kēia 'āpana o ko ka Moku o Keawe kaiaulu.

### Ka 'Ōlelo Nu'ukia

'O ka ho'olako 'ia aku o nā 'ano pō'aiapili ho'onui 'ike like 'ole o ka mākaukau e ke Kula Kaiaulu o Hawai'i ka mea e paipai ai ka haumāna e pi'i a'e i ka pae kālai'ike 'oi kelakela. Ma ka nohona 'imi na'auao e ho'okele ana ka haumāna i ka wā 'ālo'alo'a o ke ao holo'oko'a ma kona 'ano he kanaka e papau ai kona no'ono'o i ka hana.

### Nā Hō'ike Hopena A'o

- E hiki ana ko ke Kaiaulu nei haumāna puka e ho'oka'a 'ike me ka poeko ma nā 'ano pō'aiapili like 'ole.
- E hiki ana ko ke Kaiaulu nei haumāna puka e hō'ili'ili, e ana, a e no'ono'o loi i nā mana'o e lanakila ai ma luna o ka mea pa'akikī a pohihihi, ma ka ho'oponopono pilikia, a ma ka ho'oholo mana'o.
- E ho'omōhala ko ke Kaiaulu nei haumāna puka i ka 'ike ku'una me ka lōina Hawai'i a me nā mākau e kōkua aku ai i ke kaiaulu me ka mahalo mau i ka mo'omeheu 'ōiwi o Hawai'i a me ka nohona o kēlā 'ano kēia 'ano.

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## General Education Philosophy

For the learner, general education at Hawai'i Community College fosters self awareness; broadens the understanding of an individual's roles within communities and environments; supports cultural understanding; emphasizes the breadth and interconnectedness of knowledge; and creates a foundation for continued personal, intellectual and professional development.

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### General Education Learning Outcomes

- Communication - Speak and write to communicate information and ideas in professional, academic and personal settings.
- Critical Reading - Read critically to synthesize information to gain understanding.
- Critical Thinking - Make informed decisions through analyzing and evaluating information.
- Information Competency - Retrieve, evaluate, and utilize information.
- Technological Literacy - Employ computer technology to perform academic and professional tasks.
- Quantitative Reasoning - Apply mathematical concepts, methods, and problem-solving strategies to analyze, synthesize, and evaluate real-world problems in quantitative terms.
- Areas of Knowledge - Utilize methods, perspectives and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Self and Community - Engage in activities demonstrating understanding of one's relationship with one's communities and environments.
- Cultural Diversity - Articulate and demonstrate an awareness and sensitivity to cultural diversity.
- Ethics - Behave in an informed and principled manner.

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## A Rich Legacy

Hawai'i Community College celebrated its 70<sup>th</sup> anniversary in 2011. 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. Lastly, on July 1, 1997, Hawai'i Community College assumed administration of the University of Hawai'i Center, West Hawai'i located in Kealahou.

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### Accreditation

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 2012-2013. 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 for certain programs:

<u>Program</u>	<u>Accrediting Organization</u>
Culinary Arts	• American Culinary Federation Foundation, Inc Accrediting Commission (ACFFAC)
ECE/Children's Center	• National Association for the Education of Young Children (NAEYC)
Intensive English	• Commission on English Language Program Accreditation (CEA)
A.S. in Nursing	• National League for Nursing Accrediting Commission, Inc. (NLNAC)

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## 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.

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### The Hawai'i Community College Learning Experience

The uniqueness of the Hawai'i CC experience is the focus on four complementary 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 have 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 use of global positioning systems (GPS) in Agroforestry, 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 Hawai'i Life Styles, and an Associate in Applied Science degree which is being delivered island-wide.

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 which 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 Hawai'i Island environment and the spirit of Kauhale, equals the Hawai'i Community College learning experience.

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## Campus Governance

The interests of faculty, staff, and students are represented by three separate and equally important bodies:

- Academic Senate
- Associated Students of the University of Hawai'i - Hawai'i Community College
- College Council

In order to ensure the integrity and effectiveness of the College's governance and decision-making processes, roles of governance groups, such as College Council and Academic Senate, are regularly evaluated and results communicated with college constituent groups. (Policy Haw 3.303)

### Academic Senate

The Academic Senate of Hawai'i Community College convenes as an organization to maintain and strengthen academic decision-making at the College and system-wide levels. The purpose of the Academic Senate is to ensure academic integrity of the College. The Senate functions as a recommending and governing body. Senate responsibilities include but are not limited to the development, modification, initiation, and review of academic policies and issues in consultation with the Chancellor and others as needed. Membership consists of all BOR-appointed instructional and non-instructional faculty covered by Collective Bargaining Unit 7 who have their primary assignment with HawCC. Members of the Academic Senate are referred to as Senators. All Senators have the rights of voice and vote.

### Associated Students of the University of Hawai'i - Hawai'i Community College

The Associated Students of the University of Hawai'i - Hawai'i Community College (ASUH-HawCC) is a chartered student organization (CSO) established to carry out functions or operations on behalf of the University for the purpose of serving the entire Student Body of HawCC. The ASUH-HawCC pledges to build a community which is student oriented and establishes a democratic system of government committed to fellowship and service.

Membership consists of students whose home campus is HawCC and who are enrolled in at least one (1) credit offered by HawCC.

### College Council

The College Council of Hawai'i Community College convenes as the Chancellor's means to maintain and strengthen communication. The purpose of the Council is to serve as a college-wide organization with representatives from all major campus constituencies and ex-officio members. The Council's primary purpose is to serve as the Chancellor's forum to facilitate a dialog on college-wide issues. The Council advises the Chancellor on issues that affect the entire college and that are not exclusively



governed by another body, such as the Academic Senate and/or ASUH-HawCC. Ex-officio members and representatives must be full-time administrators, BOR-appointed faculty, or APT and clerical regular hires. Constituencies to be represented and ex-officio members are determined by the Chancellor and the Administration in consultation with the Council. Ex-officio members and constituencies for Council representation are determined by the most current Organizational Chart to ensure college-wide participation. (Policy Haw 3.303)

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### **Ho‘olulu Council**

The Ho‘olulu Council’s mission is to honor, empower, and advance Native Hawaiian people, culture, and language through excellence in higher education. The Council serves as an advisory body to the Chancellor of Hawai‘i Community College. The Ho‘olulu Council is a member of the University of Hawai‘i’s Pūko‘a Council which serves as an advisor to the UH President on issues that have particular relevance for Ka Pae ‘Āina o Hawai‘i and Native Hawaiians.

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### **Oregon State University**

Hawai‘i Community College entered into an articulation agreement with Oregon State University (OSU) to promote educational opportunities for students to earn a Bachelor’s Degree. HawCC students can be jointly admitted and concurrently enrolled at OSU. Upon earning an Associate Degree from HawCC, students can transfer to OSU with junior standing and with lower division general education requirements completed. For more information, contact the Counseling, Advising and Support Services Center at (808) 934-2720.

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### **University of Hawai‘i at Hilo - Degree Pathways Partnership Program**

A Memorandum of Understanding (MOU) exists between the University of Hawai‘i at Hilo (UH Hilo) and Hawai‘i Community College (HawCC) to cooperatively promote successful undergraduate educational experiences for students who attend both institutions through curricular and advising pathways. The Degree Pathways Partnership facilitates the completion of baccalaureate degrees at UH Hilo by students who begin their post-secondary education at HawCC.

This partnership supports student access, success, and 4-year degree completion by improving academic program articulation; offering students the opportunity to be admitted to, and receive advising from, the 4-year program while they are completing their HawCC program; and fostering better alignment between learning goals at each institution. This agreement benefits students and programs on both campuses.

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### **University of Hawai‘i at Hilo - College of Business and Economics**

A Memorandum of Understanding (MOU) exists between the University of Hawai‘i at Hilo - College of Business and Economics (COBE) and Hawai‘i Community College (HawCC) to allow students who have earned the Associate in Arts Degree with a Business emphasis to transfer to COBE to earn a baccalaureate degree in Business.

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### **Construction Academy**

In 2006, the Hawai‘i State Legislature passed a bill establishing Construction Academy programs at select University of Hawai‘i Community College campuses with a goal of preparing high school students with the technical, academic, and employability skills necessary to pursue a career in the construction industry. Hawai‘i Community College has since established Construction Academy programs at Waiākea, Hilo, Laupāhoehoe, Kohala, Kealahou, Konawaena, Ka‘ū, Pāhoa, and Kea‘au High Schools, placing community college faculty at the high schools to teach courses, giving students the opportunity to earn community college credits while satisfying high school graduation requirements. For more information, contact Joel Tanabe at (808)934-2669, or visit [www.hawaii.hawaii.edu/ca](http://www.hawaii.hawaii.edu/ca)

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### **Facilities**

In East Hawai‘i, HawCC shares a campus with University of Hawai‘i 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 Pana‘ewa Agricultural Park.

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

## University of Hawai'i Center, West Hawai'i

**81-964 Haleki'i Street  
Kealahou, HI 96750  
Ph: (808) 969-8800  
fax: (808) 322-4855**

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

The primary purpose of the Center is instructional. It provides access to multiple degrees and certificates, serving as a receive site for courses and programs offered by the University of Hawai'i colleges and universities. The Kealahou-based Center also provides access to counselors, financial aid assistance, registration information, library services, and learning center resources.

The Center is also an alternate Hawai'i Community College site, offering community college classes on the Kealahou campus and serving as the home campus for numerous Hawai'i Community College faculty, representing a variety of disciplines. Students attending Hawai'i Community College in Kealahou have an opportunity to participate in a variety of class formats including: traditional instructor-led classroom settings, video conference classes with the instructor or other students participating from a remote site, online classes available via the World Wide Web, and hybrid classes utilizing a combination of technologies and/or face-to-face interactions to facilitate learning. At the University of Hawai'i Center, West Hawai'i a higher education is closer than ever. Starting with the first college class, students have an opportunity to earn an associate's degree; select from numerous bachelor's degree programs; and continue earning a post-baccalaureate certificate, master's degrees, or doctorate. For a complete listing of distance programs available through the University of Hawai'i Centers visit [www.hawaii.edu/campuses/edcenters.html](http://www.hawaii.edu/campuses/edcenters.html)



## Academic Support Services

Hawai'i Community College shares the library and computer services with the University of Hawai'i at Hilo. Access to library and computer services for students attending classes in Kealahou are provided by the University of Hawai'i Center, West Hawai'i.

**The Edwin H. Mookini Library  
Circulation Desk: (808) 974-7344  
Reference Desk: (808) 974-7346  
<http://library.uhh.hawaii.edu>**

**Helen M. Rogers, Interim University Librarian/Director  
Ph: (808) 933-3132**

**Lari-Anne Au, Public Services Librarian  
Ph: (808) 933-8614**

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 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.

Students have access to over 230,000 bound volumes, over 3,000 periodicals in print, over 80,000 e-books, and over 35,000 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. 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. Students may utilize the audiovisual area with playback equipment. Students may also confer in the library's group study rooms located throughout the building. PCs located on all three floors provide access to web browsing, word processing, spreadsheets, and web page design software to support coursework.

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 available on Hawai'i Voyager, a Web-based library management system.

The library offers reference services enhanced with subscriptions to full-text periodical databases and interlibrary loan services to assist students and faculty in obtaining research materials from off-campus sources.

**The Learning Center (TLC)**  
**Hilo (Upper Campus, Library, lower level)**  
**Gwen Kimura, Interim Coordinator**  
**Ph: (808) 934-2530**  
**fax: (808) 974-7785**

The mission of The Learning Center (TLC) 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 (history, computer science, philosophy, etc.)
2. Computer assisted instructional programs (including getting started with Laulima classes)
3. Instruction utilizing self-paced Computer Assisted Instruction and printed material
4. Internet and e-mail assistance
5. Employment opportunities for students who enjoy helping other students and have developed mastery in one or more courses

**Hale Kea Advancement and Testing Center (HKATC)**  
**Building 387 (Manono Campus), Hilo**  
**Nancy Schein, Educational Specialist**  
**(808) 934-2540**  
**fax: (808) 934-2541**

The Hale Kea Advancement and Testing Center (HKATC) provides computers, a study area, and free testing services (COMPASS placement testing, distance education testing, and make-up testing) for current and prospective Hawai'i Community College students. Distance education and COMPASS tests are administered for community members attending non-UH campuses for a fee.

**University of Hawai'i Center, West Hawai'i Library and Learning Center**  
**Laurel Gregory, Librarian**  
**Karen Au, Educational Specialist**  
**Alysia Downs, Academic Support Specialist**  
**Ph: (808) 969-8830**  
**fax: (808) 322-4859**

The Library and Learning Center in Kealahou offers basic computer literacy and research instruction, reference services, and a small on-site collection of books and DVDs. The Center also offers reference services enhanced with subscriptions to full-text periodical databases and intra-library loan services to assist students and faculty in obtaining research materials from off-campus sources. Free academic tutoring is available to UH and Hawai'i Community College students as well as test proctoring for UH system classes. COMPASS placement testing is offered year-round.

### **Academic Support for Distance Education Students**

Students who claim HawCC as their home campus for distance education purposes will be provided appropriate access to the following services for HawCC courses in which they are currently enrolled:

- Tutoring
- Placement Testing
- Computers
- Mookini Library/Library & Learning Center in Kealahou:
  - Reference assistance
  - Information literacy instruction
  - Intrasystem library loan
  - Reserves, print, and electronic collections

Before being granted in-person library access, HawCC distance education students must be authenticated by having a currently-validated student ID card.

Test proctoring will be provided for UH distance education classes. (Policy Haw 5.200)

Remote access to library resources is authenticated by using a currently valid UH username and password.



**I Ola Hāloa Center for Hawai'i Life Styles**  
**Kekuhi Keali'ikanaka'ole, Program Coordinator**  
**Bldg. 380 (Manono Campus), Room 34**  
**Ph: (808) 934-2600**  
**fax: (808) 934-2601**  
**[www.hawaii.hawaii.edu/humd/iolahaloa/haloa.html](http://www.hawaii.hawaii.edu/humd/iolahaloa/haloa.html)**

**Paepae 'Ōhua Success Center**  
**Melanie Marciel, Native Hawaiian Counselor**  
**Monica Burnett, Student Success Support**

**Hālaulani Transfer Success Center**  
**Noe Noe Wong-Wilson, Hālaulani Transfer Success**  
**Instructor/Coordinator**  
**Bldg. 381 (Manono Campus), Room 16**  
**Ph: (808) 934-2610**  
**fax: (808) 934-2601**

**Ha'akūmalae Protocols Program**  
**Taupōuri Tangarō, Ha'akūmalae Protocols Coordinator**  
**Jacqueline Ulu Van Blarcom, Ha'akūmalae Support**

I Ola Hāloa Center for Hawai'i Life Styles offers full support for student success. Based on Native Hawaiian philosophy and foundation, I Ola Hāloa initiatives include:

- Paepae 'Ōhua Success Center where counseling, advising, tutoring, and peer mentors are offered,
- Hālaulani Transfer Success Center offers counseling, advising, and support programs for students who attend to transfer to a baccalaureate four-year institution, and
- Ha'akūmalae Hawaiian protocols and cultural bridging initiative for faculty, staff, and learners from HawCC and the University of Hawai'i at Hilo.

These initiatives are supported, in part, by three USDOE Title III Strengthening Native Hawaiian Institutions Grants.

## **Office of Continuing Education and Training**

**Deborah Shigehara, Interim Director**  
**Bldg. 379A, Rooms 1,2,3 (Manono Campus)**  
**200 W. Kāwili Street**  
**Hilo, HI 96720-4091**  
**Ph: (808) 934-2700**  
**[www.hawaii.hawaii.edu/ocet](http://www.hawaii.hawaii.edu/ocet)**

The Office of Continuing Education and Training (OCET) was established in 1992 to deliver opportunities for continuing education and training for Hawai'i Island. The OCET unit delivers non-credit Workforce Development training; customized, contract training; career certificate programs; a variety of online classes; summer classes for K-12 students; and personal enrichment classes. Additionally, OCET provides testing services, passport acceptance services, and workshop/conference coordination for the community. The Apprenticeship training, Intensive English Program, and the Rural Development Project are housed under OCET.

**Apprenticeship Training**  
**Wilton Watanabe, Coordinator**  
**Ph: (808) 934-2700 or (808) 934-2692**

HawCC's Apprenticeship Training Program provides related classroom instruction for apprentices registered in various apprenticeship programs. Classes are offered in the evenings or on Saturdays, and are currently related to training programs specific to the following building trades: carpenter, electrician, plumber, refrigeration and air-conditioning, mason, tile setter, roofer, sheet metal worker, and ironworker. Class instruction supports requirements established by State Apprenticeship Law and makes it possible for apprentices to comply with related instructional requirements in conjunction with on-the-job training requirements of each program. In addition, journeyworker-upgrade training courses are also accommodated for journeyworkers seeking skill-upgrading or self-improvement in their respective trades.

It is important to note that HawCC is not involved with the recruitment and selection of apprentices. This recruitment process is administered by separate Sponsor organizations and enrollment into apprenticeship classes is limited to individuals registered with the respective Sponsor. All Sponsors have established and registered apprenticeship programs that meet guidelines established by the Department of Labor and Industrial Relations (DLIR) and the U.S. Bureau of Apprenticeship Training (USBAT).



**Intensive English Program**  
**Sherri Fujita, Coordinator**  
**Ph: (808) 934-2697 or (808) 934-2699**  
**[www.hawaii.hawaii.edu/iep](http://www.hawaii.hawaii.edu/iep)**

The Intensive English Program (IEP) 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. The IEP is also for permanent residents and immigrants who are non-native speakers of English who need further development of their English language skills. Through academic advisement and assistance from faculty and staff, students are able to move quickly toward achieving their academic and professional goals.

Five 8-week sessions are offered each year beginning in January, March, June, August, and October. The IEP offers up to four proficiency levels. Students are tested, interviewed, and placed in the level appropriate to their proficiency in English. A full-time coordinator and a student advisor is available to assist students with orientation, housing, immigration, and any other concerns.

Students attend classes in intensive English as well as have the opportunity to participate in numerous extra-curricular activities. Students may also take elective classes in TOEFL (Test of English as a Foreign Language) preparation. 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 accredited by the Commission on English Language Program Accreditation (CEA), and is a member of the American Association of Intensive English Programs (AAIEP). For more information, and to download application forms, visit the website above.

**Rural Development Project**  
**Anthony Kent, Program Assistant**  
**Ph: (808) 934-2688 or (808) 934-2689**

The HawCC Rural Development Project (RDP) is a satellite of the Statewide Rural Development Project based out of UH Maui College. RPD manages extramural funds and seeks to expand education opportunities for the college and community through innovative planning, partnerships, community input, and grant proposals. Project goals focus on campus, workforce, and economic development. Past projects have included agriculture, business, education, visitor industry, healthcare, technology, public safety, trades, and youth programs.

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## Student Organizations

Hawai'i Community College maintains two types of student organizations: Chartered Student Organizations (CSO) and Registered Independent Student Organizations (RISO).

**Chartered Student Organizations:** CSOs at HawCC are authorized by the University of Hawai'i Board of Regents (BOR) to carry out functions or operations on behalf of the University for the purpose of serving the entire student body. These organizations provide programming that is relevant to student body and is funded by the mandatory student fees collected from the student body.

**Registered Independent Student Organizations:** RISOs are student clubs. To register, clubs require at least 6 currently registered HawCC students, a faculty/staff advisor (non-temporary), and bylaws. More information is available online at: <http://blog.hawaii.edu/riohawaiiicc>

Other chartered student organizations include the Board of Student Publications (BOSP) which produces *Ke Kalaheia*, a campus newspaper, and *Kanilehua*, a literary journal. The BOSP is also responsible for the student radio station <http://radio.uhh.hawaii.edu>

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## Alpha Psi Epsilon Chapter of Phi Theta Kappa

PhiTheta 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 Associate degree, and must be invited by the Vice Chancellor for Student Affairs of HawCC. New members are inducted each semester based on their academic status at the end of the previous semester. To remain in good standing, members must maintain a minimum 3.00 cumulative GPA. Membership is open to students at both the Hilo campus and at the University of Hawai'i Center, 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.



## Emergency Response and Evacuation Plan

The purpose of the Emergency Response and Evacuation Plan is to provide the necessary guidance to organize and direct operations in the event of an emergency and/or civil defense action. Although Hawai'i Community College and the University of Hawai'i at Hilo have independent emergency operation plans, because the campuses are shared, both institutions work together in the event of an emergency. The Emergency Response and Evacuation Plan is periodically reviewed and updated. The final Emergency Plan is reviewed and approved by the Director of the Hawai'i County Civil Defense. (Policy Haw 2.203)

### UH Alert Emergency Notification System

The UH Alert emergency notification system alerts the university community in the event of a natural, health, or civil emergency.

Automated emergency messaging options:

**E-mail:** The hawaii.edu e-mail address is automatically subscribed to UH Broadcast, which sends out e-mails for administrative as well as health and safety alerts. Unsubscribing from UH Alert will not affect e-mail sent from UH Broadcast.

**SMS/text messages:** Faculty, staff, and students may choose to be alerted via text messages to mobile phones. Approximately one message per semester is scheduled to test the UH Alert system. Depending on the phone plan, some cell phone carriers may charge for this message. Due to limitations with public carrier networks, there is no guarantee an emergency message will be received.

Personal information will not be given, rented, or voluntarily supplied to any third party for any reason other than emergency notification. For more information and to sign up for the service, visit [www.hawaii.edu/alert](http://www.hawaii.edu/alert)

Return to the above page at any time to update information or to unsubscribe. If the relationship with the University is terminated and the UH Username is deprovisioned, the subscription to UH Alert will terminate automatically.



## 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. This information should not be used to infer or predict individual behavior.

Rates are 6 years after entry for UH-Mānoa and UH-Hilo, and 3 years after entry for the UH-Community Colleges (150% of normal time to completion).

	Graduated	Still Enrolled	Transferred Out
Six years after entry:			
UH at Mānoa	55%	14%	n/a
UH at Hilo	39%	9%	n/a

Three years after entry:			
Hawai'i CC	18%	12%	12%
Honolulu CC	14%	18%	27%
Kapi'olani CC	14%	20%	29%
Kaua'i CC	15%	19%	14%
Leeward CC	11%	21%	24%
Maui CC	11%	18%	19%
Windward CC	5%	19%	28%

	UHCC Average	HawCC
Gender		
Men	12%	19%
Women	13%	16%

IPEDS Race/Ethnicity		
Nonresident alien	42%	#
Hispanic/Latino	8%	#
American Indian/Alaska Native	6%	#
Asian	15%	28%
Black or African American	8%	#
Native Hawaiian/Pacific Islander	8%	14%
White	11%	16%
Two or more races	13%	21%
Unknown	9%	#

Federal Grant/Loan Recipient		
Federal Pell Grant	13%	17%
Subsidized Stafford Loan (no Pell Grant)	3%	#
Neither Pell Grant nor Stafford Loan	13%	18%

# denotes any cohort/subcohort with fewer than 10 students

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.

Source: Institutional Research and Analysis Office, University of Hawai'i, Feb 2013. For current rates: [www.hawaii.edu/irao/srtk](http://www.hawaii.edu/irao/srtk)

# Admission and Registration

## ***Mailing address for Student Services units:***

**Admissions and Records Office**

**Financial Aid Office**

**Counseling and Support Services**

**Hawai'i Community College**

**200 W. Kāwili Street**

**Hilo, HI 96720-4091**

**Office of Student Housing**

**University of Hawai'i at Hilo**

**200 W. Kāwili Street**

**Hilo, HI 96720-4091**

## **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. Additional admission criteria may be imposed for individual community college programs.

Applications and admission information may be obtained from high school counselors in Hawai'i or from the Admissions and Records Office (ARO), Manono Campus, Bldg. 378, or the University of Hawai'i Center, West Hawai'i, Student Services (WHSS) Office in Kealahou, or online at

[www.hawaii.edu/admissions](http://www.hawaii.edu/admissions)

The admission application, "University of Hawai'i System Application Form," includes instructions for completing the application. Completed applications and all supporting documents must be received by August 1 for the Fall semester, December 1 for the Spring semester, and three (3) working days prior to the start of a class for the Summer session. (Nonresident applicants are assessed a \$25.00 application fee.)

International students requiring a student visa must submit all documents (see page 14) by April 15 for the Fall semester and August 15 for the Spring semester.

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**

1. File an official application for admissions by the published deadline.

The Nursing program may have earlier admission deadlines. Admittance to the College is not acceptance into the Nursing program. Furthermore, applicants seeking to be admitted to the Associate in Science Degree in Nursing (AS-NURS) program are admitted with Liberal Arts as their major to distinguish them from those students who have been accepted into the AS-NURS program. Any applicant who wishes to have AS-NURS listed as his/her major prior

to actual acceptance into the Associate in Science Degree in Nursing program may request a change of major through the Admissions & Registration Office at (808) 934-2710. Consult the program section of this catalog for further information.

2. Request and file a financial aid application before April 1 if seeking financial assistance. Applications received after April 1 will be processed, but awards will be made to eligible students only if funds are available. Application forms are available at the HawCC Financial Aid Office, Bldg. 379A (Manono campus), phone: (808) 934-2712. See separate section on Financial Aid.
3. Request and file an official application for on-campus housing by March 31 if seeking on-campus housing. Contact the Office of Student Housing (808) 974-7522. Acceptance to the College does not guarantee on-campus housing.

## **Acceptance to Hawai'i 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. The beginning courses are not offered that semester.

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

1. Submit a negative tuberculin test or chest x-ray report (valid if taken within one year of the first day of instruction) and proof of immunity to measles (rubeola), mumps, and rubella (MMR) directly to the A&R/WHSS Office.

Note: Chest x-ray reports must be accompanied by proof of a positive skin test which includes dates and induration. Proof of MMR immunity must be signed by a licensed practitioner or stamped by a clinic.

2. Arrange to take placement tests. Placement testing is required prior to registering for English, Math, and certain other courses. Tests are administered according to established TLC policies and procedures. Call The Hale Kea Advancement and Testing Center at (808) 934-2540 or the WHSS Office at (808) 969-8830 for information and appointments. Accommodations for students with disabilities can be arranged, call (808) 934-2800 [TTY].
3. Attend a scheduled Student Orientation, Advising and Registration (S.O.A.R.) session. For details on time and place: in Hilo call (808) 934-2720, in West Hawai'i call (808) 969-8816.

After registration for courses, the student is expected to:

1. Pay for all tuition and fees by the published deadline; see Academic Calendar.
2. 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; Architectural/Engineering/CAD Technologies; Auto Body Repair and Painting; Auto Mechanics; Carpentry; Culinary Arts; Diesel Mechanics; Electrical Installation and Maintenance; Electronics Technology; and Machine, Welding, and Industrial Mechanics.

Admission into the Nursing programs is on a selective basis. Refer to the Curricula and Programs section of this catalog for more detailed information.

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. Information is also provided to students via e-mail through their hawaii.edu account.

## Change of Home Institution

Students wanting to change their home institution from another UH campus must submit a University of Hawai'i Change of Home Institution form. The form is treated as an application and application deadlines apply - see the Academic Calendar.

## 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, in the case of a minor student, his/her parent or legal guardian has:

1. Demonstrated intent to reside permanently in Hawai'i;
2. Been *continuously physically present* in Hawai'i for the 12 consecutive months *prior* to the first day of instruction; 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.

The following evidences of a person's intent to establish domicile in Hawai'i shall be considered:

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

Other information such as employment, carrying on of a business, ownership of residential property or continuous rental of a dwelling on a lease basis in Hawai'i, or the presence of immediate family members in Hawai'i may be considered. No single act is sufficient to establish residency in the State of Hawai'i.

The following rules of residency determination shall be applied in all cases:

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. A nonresident student enrolled for 6 or more credits during any term within the previous 12-month period shall be presumed to be in Hawai'i primarily to attend an institution of higher learning. Such periods of enrollment shall not be applied toward the physical presence requirement.
4. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
5. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

These considerations do not exhaust all of the factors that affect determination of residency. For more information, visit [www.hawaii.hawaii.edu/future-students/residency.php](http://www.hawaii.hawaii.edu/future-students/residency.php) or contact the Residency Officer at HawCC's Admissions and Records Office (808) 934-2710.

## 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. Members of the Hawai'i National Guard and Hawai'i-based Reserves
3. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning may be eligible for a tuition exemption which allows them to pay 150% of the resident tuition
4. Employees of the University of Hawai'i System and their spouses and legal dependents
5. Hawaiians: descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.

**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.

**Appeal Process:** Residency decisions may be appealed by submitting an appeal application to the Residency Office at HawCC's Admissions and Records Office. Contact the Residency Officer at (808) 934-2710 for more information prior to the start of the applicable semester. Appeal applications will not be accepted after the deadline established each semester by the University of Hawai'i System Office of the Vice President of Student Affairs.

**Conversion Process:** A student who is a non-resident for tuition purposes and wishes to convert his/her residency status to resident may submit an Application to Convert Residency Status. The Application to Convert Residency Status must be submitted to the Residency Officer **prior** to the first day of instruction of the semester for which the student wishes to convert his/her residency. For more information and to obtain the Application to Convert Residency Status, contact the Residency Officer at (808) 934-2710.

## International Students

**Counseling, Advising and Support Services Center**  
**200 W. Kāwili Street**  
**Hilo, HI 96720-4091**  
**Ph: (808) 934-2720**  
**[www.hawaii.hawaii.edu/international](http://www.hawaii.hawaii.edu/international)**

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 non-immigrants. HawCC is authorized under Federal Law to enroll non-immigrant alien students.

International students requiring an I-20 for application for an F1 visa must submit the following:

- UH System Application Form
- \$25 Application Processing fee
- Supplementary Information Form for Undergraduate International Applicants (FSS). To download this form, visit [www.hawaii.edu/admissions](http://www.hawaii.edu/admissions)
- A current (within 90 days from date of application) original bank statement from sponsor(s) signing the FSS Form - Section C Part II. The statement must indicate at least \$25,196 (US dollars) in available funds.
- 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 TOEFL score of 61 on the Internet Based Test (iBT), or 500 (paper-based test) is required. Scores must be less than two years old and must be sent directly to Hawai'i Community College (code #4322) from ETS. For information about TOEFL, visit the website at [www.toefl.com](http://www.toefl.com)

A score of 5.5 on the International English Language Testing System (IELTS) is also accepted. For information about IELTS, visit the website at [www.ielts.org](http://www.ielts.org)

International students who do not have the TOEFL or IELTS score to enter HawCC's credit classes can take the Intensive English Program (IEP). After successfully completing this program, students may enter HawCC credit classes without a TOEFL or IELTS score. Please see the section titled Intensive English Program for more information. (Policy Haw 7.220)

All application materials must be received by the deadlines listed in the academic calendar.



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 of active tuberculosis and immunized against measles (rubeola), mumps, and rubella prior to enrollment.

Once admitted, the nonresident international student with a valid student F-1 visa must maintain a minimum course load of 12 credits each consecutive Fall/Spring semester in order to remain in status with the United States Customs and Immigration Services (USCIS).

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

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## Veterans and Dependents

HawCC is an approved educational institution for education and training under the Veterans' 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 1-888-442-4551 or visit the website at [www.gibill.va.gov](http://www.gibill.va.gov)

Veterans who are registered for the first time under the GI Bill must present a copy of Form 22-1990 (Application for Education Benefits) to the Admissions and Records 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 Admissions and Records Office, Manono Campus. For more information call the VA Representative at (808) 934-2705.

Chapter 31 Disabled Veterans should contact the Hā'awi Kōkua Program at (808) 934-2725 [v/t].

**Veteran's Information:** The U.S. Department of Veteran's Affairs approves applications and makes decisions about eligibility, payments, and issuance of checks. (Visit the U.S. Department of Veterans Affairs website [www.gibill.va.gov](http://www.gibill.va.gov) for more information.) The V.A. pays for classes appropriate to declared majors only. Students must submit all necessary documents to the HawCC Admissions and Records Office, must participate in a Veteran's Orientation session, and must meet with an advisor/counselor *before registering*.

Each Veteran's Affairs Certifying Official is responsible for certifying and monitoring Veterans' enrollment, academic progress, and other academic information. Contact the VA representative at 934-2705 before the semester begins.

Chapter 31 Disabled Veterans should contact the Hā'awi Kōkua Program at [hawccds@hawaii.edu](mailto:hawccds@hawaii.edu)

**Post 9/11 GI Bill (Chapter 33):** Chapter 33 payments for tuition and fees are paid directly to the University approximately six weeks after receiving certification from the campus V.A. Certifying Official. Refunds due to changes in registration after the first day of the term will be sent to the student. Refunds due to non-attendance will be sent to the V.A. If funds are returned to the V.A. because the students did not officially withdraw from the University, those students will be responsible for all tuition and fee charges incurred.

Hawai'i Community College is preparing to participate in the Yellow Ribbon Program. For more information call the V.A. Representative at (808) 934-2705.

**Military Spouse Career Advancement Accounts MyCAA:** Payments are paid directly to the University. Students must bring or send a copy of their approved Financial Assistance Form to HawCC's Business Office at least 48 hours prior to the payment deadline. This will ensure that an invoice is sent and grades will be posted for classes into which they are registered. An updated approval form is required each semester.

If the MyCAA program does not make a payment for tuition for any reason after being billed by the University, the student will be responsible for paying any unpaid balances.

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## 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 Admissions and Records Office directly from institutions previously attended. A course catalog or course description for course(s) must be submitted for all institutions outside of the University of Hawai'i System. An official evaluation will be processed *after* the student registers. The materials submitted become the property of HawCC.

A course will be processed for possible transfer credits only if it might be applicable to the student's current major and if the course was completed with a grade of "D" (not "D-") or better. However, for AAS, AS, and certificate programs, a course with a "D" grade will not be accepted when a "C" or better is required for that course for graduation. 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 the HawCC cumulative grade point average. (Policy Haw 7.208)

NOTE: The overall cumulative transfer GPA (per institution) must be 2.0 or higher.



## Transferring Credits from External Institutions to HawCC

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Credits earned from postsecondary institutions may be transferred to HawCC if the following criteria are met:

1. The official transcript is from an accredited institution recognized by HawCC.
2. The transcript is in English or translated into English by a certified translator.
3. The earned grade for the course is at least a “D” (not “D-”).
4. The course is applicable to the student’s HawCC program requirements.
5. The student is already enrolled in at least one credit at HawCC as the primary campus.

Credits earned from other institutions within the UH system will be transferred to HawCC at the close of the semester if the course is already in the HawCC articulation database and the course is applicable to the student’s HawCC program requirements. If credits have not been transferred, the student should submit the “Authorization Form to Access UH System Credits per Campus” to the HawCC Admissions and Records Office.

To transfer credits from non-UH institutions, students should have an official transcript (sealed/unopened) be sent to the HawCC Admissions and Records Office. If the coursework is applicable to the student’s HawCC program requirements, the Records Office will transfer courses which are already in the HawCC or UH articulation database. If the coursework is not in the HawCC or UH articulation database, the student (with a counselor/advisor’s assistance) can initiate the “course waiver/substitution/articulation process” to have the coursework considered for transfer.

To verify that credits have been transferred, students may check their STAR report. (Policy Haw 7.209)

## Auditors

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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. Tuition is charged for the audited course(s). (Policy Haw 7.207)

## Returnees

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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. 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. (Policy Haw 5.702) If the student attended another institution of higher learning in the interim, he/she must reapply as a transfer student.

## Unclassified Nondegree Students

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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. After a semester has started, changing one’s major becomes effective the following semester.

## Early Admission Program

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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 and completion of the Early Admit Application. 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 one 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 juniors and seniors to enroll in Hawai‘i Community College classes

through the University of Hawai'i System as part of their high school course work. Students can earn both college and high school credits.

To participate, the student must:

- be in grade 11 or 12 and attending a Hawai'i public or charter high school,
- be under the age of 21 as of September 1 of the school year in which the college course is taken,
- meet the prerequisite(s) for the college course(s) including taking the COMPASS Placement Test(s) in Reading, Writing, or Math if required; and
- pay Hawai'i Community College tuition and fees.

Interested high school juniors and seniors should first contact their high school counselor for program information, forms, and consultation. Students in the Early Admission Program do not qualify to receive Veteran's benefits.

### Health Requirements for Registration

State of Hawai'i Department of Health regulations require students to submit proof of health clearance for Tuberculosis (TB), measles (Rubeola), mumps, and rubella PRIOR to registration for classes. Health clearances must be signed by the administering practitioner or stamped by the administering clinic.

**Tuberculosis (TB) Clearance:** The student must present to the Admissions and Registration Office a Mantoux tuberculin skin test result of the diameter issued within 12 months before first attendance. If the diameter of induration is 10mm or more then a negative chest x-ray is also required. The certificate of TB examination (PPD) and chest x-ray must be issued by a US practitioner.

**Measles (Rubeola), Mumps, Rubella Immunization (MMR):** All students born after 1956 must present proof of immunity to MMR. A student is considered immune to MMR by submitting documented proof, signed or stamped by a licensed practitioner, of:

- having received two (2) doses of the MMR vaccine at least one month apart, on or after the first birthday; or
- having received one (1) dose of the MMR vaccine and one (1) dose of the measles (rubeola) vaccine at least one month apart; or
- laboratory (blood test) evidence of MMR immunity.

A student enrolled at another college in the State of Hawai'i is presumed to have met the health requirements for registration as long as the student can provide a copy of the required health documents that were presented to the original college.

## 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 Upper Campus, or from the Information Center in Building 378 on the Manono 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.

### Placement Testing

*Contact for appointments:*

**Hale Kea Advancement and Testing Center**  
Bldg. 387 (Manono Campus), Hilo  
**Nancy Schein, Educational Specialist**  
Ph: (808) 934-2540  
fax: (808) 934-2541

**University of Hawai'i Center, West Hawai'i**  
**Karen Au, Educational Specialist**  
Ph: (808) 969-8830  
fax: (808) 322-4859

**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 Hale Kea in advance for assistance.

Students who have active COMPASS test scores in the student information system will be charged a \$25 fee for each retesting session, regardless of how many tests they retake during any one session.

All test scores are valid for two years. Once scores are archived, retesting must be done prior to enrollment into any reading, writing, or math course.

### 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.
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 AA/AS degree place into Eng 102 and 22 and Math 24.
- 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 course 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 credit for courses completed to meet HawCC program and graduation requirements.
- e) Concurrent UHH classified majors (without HawCC placement scores) place into Eng 102, Eng 22 and Math 24. UHH ESL students are placed by UHH English department recommendation into HawCC ESL courses.

**SAT/ACT Scores:** Students who meet one of the following criteria will be placed into:

Eng 100:

- A score of 510 or higher on the Critical Reading section AND a score of 510 or higher on the Writing section of the SAT test
- A score of 22 or higher on the English section of the ACT test

Math 110/115:

- A score of 510 or higher on the Math section of the SAT test
- A score of 22 or higher on the Math section of the ACT test



## Student Orientation, Advising and Registration (S.O.A.R)

**Counseling, Advising and Support Services Center**  
**Bldg. 379, Manono campus**  
**Ph: (808) 934-2720**

Students (new, returning and transfer) will receive a notice to attend a mandatory, in-person orientation. To attend a student orientation, students must have been accepted to Hawai'i Community College, have taken the COMPASS placement tests, and submitted valid TB and MMR health clearances. At the orientation session, students will:

- learn about on-campus student resources,
- become familiar with college terminology and online tools used to track their progress towards graduation, and
- meet fellow students and supportive faculty and staff.

All students transitioning to HawCC must attend a mandatory in-person orientation prior to registering. There is a web-based option for students who do not reside on the Island of Hawai'i.

To assist in the registration process, it is important that new students bring certain personal documents to campus:

- Driver's license (or other photo ID)
- Letter of acceptance to HawCC
- Placement test scores, and
- Copies of transcripts (if classes were taken outside of the University of Hawai'i System)

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

International students from other countries should also bring:

- Passport
- Visa
- Immigration papers
- Health insurance documents and related medical papers

For students who early register, see the Academic Calendar for payment deadline. For students who register after the payment deadline, payment of tuition is expected at the time of registration. If an outside agency is paying tuition, the student must notify the Financial Aid Office and the Business Office that he/she has tuition assistance in order to secure registration.

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

All students should have adequate funds for books, supplies, and housing to ensure their smooth adjustment to college. Some classes may also have lab fees and additional costs for tools.

## 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.

## Registration, Withdrawals, and Other Changes

### PLEASE NOTE:

Students who register and decide later to not attend must officially withdraw by the published deadline (refer to the HawCC Academic Calendar at the front of this catalog). Students still enrolled after the withdrawal deadline will have appropriate tuition and fees posted to their account even if they have stopped attending classes. Students with unpaid balances will be obligated to pay. Failure to pay will create a hold on the account affecting other transactions with the college such as: future registration attempts, transcript requests, and receipt of a diploma at graduation.

### Registration

Registration dates and deadlines are listed in the HawCC Academic Calendar at the front of this catalog.

### 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 message, 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.

If you are receiving financial aid from HawCC and are taking classes at other colleges in the UH System, your enrollment

is not automatically protected from disenrollment due to non-payment. Check with the other college concerning their enrollment protection policies and procedures.

Credits transferred into HawCC, once posted, may not be repeated at another institution for a higher grade at HawCC. Only course(s) taken specifically at HawCC for credit will override the lower HawCC grade on record. Also, transfer courses will not override posted HawCC course(s) with an exit grade of "D" or higher.

### Policies on Adding and Withdrawing from Classes

Current practices will reflect procedures in place by the computer registration system. Information is subject to change.

**To Add a Class:** For semester-length classes, classes may be added online up to the end of the first week of instruction. After the first week of instruction, classes may be added in-person at the Admissions & Registration Office with instructor's signature on an Add form.

For classes that are less than the full semester in length, classes may be added up to and including the day prior to the start date of the class.

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

**To Drop/Withdraw from Classes:** Classes may be dropped online until the withdrawal deadline provided the class being dropped is not the student's last class at his/her home institution. Financial Aid recipients should consult with the Financial Aid Office regarding possible repercussions resulting from registration changes. (Policy Haw 7.330)

Information regarding registration deadlines may be obtained through the students' MyUH portal. Students who fail to withdraw officially may receive an "F".

Refer to the HawCC Academic Calendar at the front of this catalog for published deadlines.

### Complete Withdrawal

As of the first day of instruction students may not withdraw online from the last class at their home institution. Students must submit a completed Complete Withdrawal Form.





## Tuition and Fees 2013-2014

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 .....	\$ 106
Nonresident .....	304

### Hilo Non-Hilo Classes Classes

#### Student Activity Fee: for all students

5 or more semester hours.....	18.00.....	N/A
4 or fewer semester hours .....	9.00.....	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.....	18.00.....	N/A
4 or fewer semester hours .....	9.00.....	N/A
10 or more semester hours .....	N/A.....	10.00
9 or fewer (per semester hour) .....	N/A.....	1.00

#### Publications Fee: for all students

5 or more semester hours.....	19.00.....	N/A
4 or fewer semester hours .....	9.50.....	N/A

#### Student Recreation Fee: for all students

5 or more semester hours.....	5.00.....	N/A
4 or fewer semester hours .....	2.50.....	N/A

#### Campus Center Fee: for all students

5 or more semester hours.....	7.00.....	N/A
4 or fewer semester hours .....	3.50.....	N/A

#### Late Registration Fee .....

30.00.....30.00

#### Add/Drop Fee

online .....	free.....	free
in-person.....	5.00.....	5.00

#### Special Fees and Charges:

Nonresident Application Fee .....	\$ 25.00
Nursing Professional Fee (per semester) .....	\$ 200.00
Graduation Fee .....	\$ 15.00
Transcript of Record .....	\$ 5.00
Rush .....	\$ 15.00
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.....	\$ 25.00
Payment Plan Fee (per semester per plan) .....	\$ 30.00

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

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

### Tuition Payment Plan

An installment plan is available to students who cannot pay in full by the published deadline. A non-refundable plan fee will be charged per student per semester to participate. More information is available at <https://myuh.hawaii.edu>

### Tuition Refund Policy

Any refund can be directly deposited into a savings or checking account. To do so, students must first sign up for eRefund through the MyUHH Portal at <https://myuh.hawaii.edu>

### Semester-length classes

1. 100% refund for complete withdrawal only if made on or before the Friday of the first week of instruction.
2. 100% refund for change in status or tuition rate if made before the first day of instruction, unless otherwise stipulated by Federal regulations.
3. 50% refund for withdrawals if made after the first week of instruction but on or before the end of the refund period, unless otherwise stipulated by Federal regulations.
4. 0% refund if withdrawals or change in status or tuition rate is made after the 50% refund deadline, unless otherwise stipulated by Federal regulations.

### Part-term classes

Students enrolled in classes that do not run the entire semester should consult with the Admissions and Records Office because different dates apply.

### Fees

100% refund for complete withdrawal only if made on or before the Friday of the first week of instruction. No fees refund after this date.

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 tuition refund returned to Title IV program(s). Contact the Financial Aid Office for more information.

**Reminder:** See the HawCC Academic Calendar in the front of this catalog for Registration and Refund dates and deadlines.



## Education Tax Credits

The U.S. Congress established federal tax credits for qualified college tuition and related expenses under the Taxpayer Relief Act of 1997 and the American Recovery and Reinvestment Act (ARRA) of 2009. More information about these tax credits as well as other education-related tax credits is available on the Internal Revenue Service (IRS) website at [www.irs.ustreas.gov/individuals/article/0%2C%2Cid=96341%2C00.html](http://www.irs.ustreas.gov/individuals/article/0%2C%2Cid=96341%2C00.html) or review the IRS Publication 970 online at [www.irs.gov/pub/irs-pdf/p970.pdf](http://www.irs.gov/pub/irs-pdf/p970.pdf)

With the exception of nonresident aliens, all students who are charged qualified tuition and related expenses from January 1st to December 31st of a given tax year will receive a 1098-T Tuition Statement. This form reflects amounts billed (not paid) for qualified tuition and related expenses and amounts paid for scholarship and grants during the calendar year. Any registration charges for a Spring semester posted to a student's account on or before December 31st of the previous year will be reflected in the following calendar year's 1098-T form and not during the calendar year when that Spring semester occurs. Students may view their 1098-T at the University of Hawai'i's webpage <https://www.hawaii.edu/1098T>

Nonresident alien students are generally not eligible to claim education tax credits. However, under certain conditions, some nonresident alien students may be eligible to claim tax credits. Nonresident alien students who feel they are eligible to claim the tax credit and can provide documentation of their status, should contact the Business Office at (808) 934-2746.

### Important note about Social Security Numbers (SSN)

Students must provide the University of Hawai'i with a Social Security Number. The Taxpayer Relief Act of 1997 requires the University to collect and use students' Social Security Numbers (SSNs) or Individual Taxpayer Identification Numbers (ITINs) to report annually to the IRS any qualified and related expenses billed to students, as well as any scholarship and grant payments made to students. If the University does not have a valid SSN on file, students will be asked to submit a Form W9-S. Forms are available in PDF format at the IRS website at [www.irs.gov/pub/irs-pdf/fw9s.pdf](http://www.irs.gov/pub/irs-pdf/fw9s.pdf)

## Bookstore

Textbooks, other educational materials and equipment, software and computer related items, convenience and personal items, gifts, and clothing are sold at the University of Hawai'i at Hilo Bookstore. Personal and Traveler's checks, money orders, VISA, MasterCard, and Discover are accepted.

The Bookstore is located in Hilo adjacent to the UH Campus Center Dining room on the first floor. The phone number is (808) 974-7348.

Textbooks can also be ordered online from the UH Hilo Bookstore. Visit [www.bookstore.hawaii.edu/hilo](http://www.bookstore.hawaii.edu/hilo)

### Bookstore Hours:

Regular semester hours Mon-Fri:	8:00am - 4:30pm
Summer hours Mon-Fri:	8:00am - 3:30pm
Saturday before classes start:	8:00am - 12 noon
First two days of classes:	8:00am - 6:00pm
Sat, Sun, and Holidays:	closed



## Child Care

The Hawai'i Community College Children's Center in Hilo provides early education and care for children 18 months to 5 years of age. The Center serves children of students, faculty, and staff from HawCC and UHH. The program is accredited by the National Association for the Education of Young Children and the staff has specialized training in early childhood.

The Center offers a high quality developmental approach to early education and serves as a training site for Early Childhood Education students. There is a fee for service with student assistance available. Call (808) 934-2637 for more information.

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## Parking on Campus

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

In Hilo, the Manono (Lower) Campus does not require a permit. Parking is open except in labeled/reserved stalls; all vehicles must park in appropriately marked spaces.

Parking permits are required to park a vehicle in all lots on the Upper Campus between 6:00am and 4:00pm (including parking with a Handicap placard and carpool stalls). Starting on the first day of classes, permits need to be displayed on all class days during the Fall and Spring semesters. Daily passes are available or permits can be bought for the semester/academic year on a first-come, first-served basis. Parking applications for the different zones are available at the Parking Office on the Upper Campus, and online at [www.uhh.hawaii.edu/auxsvc/parking](http://www.uhh.hawaii.edu/auxsvc/parking). The following items are required to purchase a parking permit:

- completed parking application
- current driver's license
- valid motor vehicle registration certificate
- owner's waiver (if vehicle is not operated by registered owner)
- verification of enrollment (proof of payment done online or in-person, or a financial aid award letter).

At the University of Hawai'i Center, West Hawai'i, all parking is open except in designated and marked stalls.

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## Housing

**University Housing Office**  
**University of Hawai'i at Hilo**  
**PB-11, Room 1**  
**200 W. Kāwili St.**  
**Ph: (808) 974-7522**  
**fax: (808) 974-7652**  
**e-mail: [uhhouse@hawaii.edu](mailto:uhhouse@hawaii.edu)**  
**[www.hilo.hawaii.edu/studentaffairs/housing](http://www.hilo.hawaii.edu/studentaffairs/housing)**  
**[www.facebook.com/uhhouse](https://www.facebook.com/uhhouse)**

### On-Campus Housing

In its residence hall operation, the University Housing Program is committed to providing an atmosphere where personal growth can occur in an environment that complements 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 residence hall policies and procedures.

## Residence Halls

University Housing has a variety of room types to meet the needs of most single students, married students, and disabled students. On-campus residence halls currently house 922 students in five residence halls. Rooms are furnished with twin-size extra long beds (except for Hale Kauanoe which has standard size twin beds), chest of drawers, chairs, bookshelves, and desks. All other furnishings, including linens, must be supplied by the residents. All halls have recreation lounges, a television room, and laundry facilities. All halls follow the University policy on tobacco products: no smoking is allowed in any rooms or walkways of residence halls. Three halls (Hale Kauanoe, Hale Kanilehua and Hale Kehau) are alcohol-free and substance-free halls. Residents in the traditional-style halls and suites are required to participate in one of a variety of on-campus meal plan options.

Hale Kanilehua is a 48 bed traditional styled hall that is open to select students wanting to participate in a living learning community (LLC). The LLC focus is on providing additional learning opportunities outside of the classroom. The goal of the LLC is to integrate curricular and co-curricular experiences. Hale Kauanoe is a traditional style residence hall that accommodates 136 resident students in shared rooms. Men and women are housed in separate wings. Students share a common bath and restroom on each floor of the wing. Lounge, recreation area, community kitchen and computer lab are available.

Hale Kehau is a 236-bed, semi-suite-style coed hall. Each two rooms share a connecting bathroom. 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. A limited number of one-bedroom apartment units accommodate 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.

Hale 'Alahonua is a two-bed room semi-suite style facility that features single person bedrooms. This hall is open to sophomores and above. The hall includes a large student life area that includes lounges, kitchen, private study rooms, computer lab and laundry.

### Married Students

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

Three apartments at Hale Ikena and six units at Hale Kehau and 8 units in Hale 'Alahonua 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 equipped with audible and visual alarms. Applicants for these accommodations should indicate on their application the nature of their need. Applicants requesting housing accommodations will be 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.

## Application Procedures

Applications for on-campus housing may be obtained directly from the University Housing Office or downloaded from the University Housing Office website.

Assignments are made according to the date of receipt of application, non-refundable application fee, Board of Regents assignment priority, acceptance to a classified University Program, and hall preference. BOR policy gives priority to all traditional freshmen. For priority considerations, application must be received by the University Housing Office by March 1st.

All on-campus housing applicants must be accepted into a classified program of study before being eligible for housing placement. Assignments are for the semester or remaining portion. Applications for the upcoming academic year are available early January and should be submitted as early as possible.

Admission to the University does not assure students of on-campus housing. Receipt of a housing application and application fee by the University Housing Office does not guarantee on-campus housing.

## Rates

For current rates, go to the University Housing website.

[www.hilo.hawaii.edu/studentaffairs/housing](http://www.hilo.hawaii.edu/studentaffairs/housing)

## Board Program

The meal program is administered by Sodexo 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 7am to 3pm weekdays; Deja Brew (located on the Library Lanai); and Da Cube (located on the Upper Campus between buildings 346 and PB-9). The snack bar "Munchies" (located at the Hale Kehau Resident Dining Room) 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 Sodexo website at

[www.uhhcampusdining.com/index.html](http://www.uhhcampusdining.com/index.html)

# 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. Forms are available online at [www.hawaii.hawaii.edu/records/forms.php](http://www.hawaii.hawaii.edu/records/forms.php)

The form must be completed prior to registration. Independent/Directed Studies require:

- 1) sponsorship of the appropriate instructor;
- 2) a description of the work to be undertaken;
- 3) approval of the appropriate division chairperson; and
- 4) permission of the Vice Chancellor for Academic Affairs.

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 Vice Chancellor for Academic Affairs. (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, Advising and Support Services Center at 934-2720. Students can monitor their academic status by using the STAR Advising Tool. See section about STAR.

### Class Attendance, Disappearer, 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)

**Disappearer:** Instructors may set their own attendance policies; depending on an instructor's attendance policy, non-attending students, i.e., "disappearers" may receive an "F" grade

if the class is not officially dropped by the student by the withdraw deadline. It is the student's responsibility to be aware of his/her instructor's attendance policies and the consequences of non-attendance. (Policy Haw 7.505)

Face-to-face, HITS, VidCon, and off-site courses: Students who have ceased to attend or have never attended class and have not officially dropped the class may be considered "disappearers" by their instructors.

Online courses: Students registered in online courses who have ceased to communicate or have never communicated with their instructor and have not officially dropped the class may be considered "disappearers" by their instructors. Any of the following will be accepted to determine a student's last date of attendance in a completely online course. The date a student:

1. Turns in an assignment.
2. Takes an exam.
3. Participates in tutorial instruction.
4. Participates in computer-assisted instruction.
5. Participates in a course-related discussion.

The following will not be accepted to determine a student's last date of attendance in a completely online course. The date a student:

1. Logs into an online course without any other participation.
2. Participates in advising or counseling on non-course related subjects. (Policy Haw 5.505)

**No Show:** A student is responsible for attending class, otherwise he/she may be dropped by the instructor. Part-of-term (modular) courses are excluded from the No Show Policy. (Policy Haw 7.505)

Semester-length face-to-face, HITS, VidCon, and off-site courses: For classes meeting once a week, a student is responsible for attending the first class session of the semester. For classes meeting two or more times a week, a student is responsible for attending one of the first two class sessions of the semester. If a student fails to meet these attendance requirements during the first week of the semester, he/she may be dropped by the instructor.

Semester-length online courses: Students registered in online courses must communicate with the instructor by the end of the second day of the semester; otherwise, they may be dropped by the instructor.

**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)

Students dropped from a class by the instructor will be notified by the Admissions and Records Office. Students may add back a dropped class during the Add/Drop period if space is



available. If unable to add, students may seek reinstatement from the instructor. If refused, the notification letter explains 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, will be notified, and is 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 Vice Chancellor for Student Affairs within ten (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. (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 Vice Chancellor for Student Affairs will, on professional advice, recommend proper action to the Vice Chancellor for Academic Affairs (VCAA) or Chancellor. The VCAA or Chancellor may then request that the student be withdrawn officially, without prejudice or academic penalty. (Policy Haw 7.520)

## Academic Renewal Policy

Students may apply for Academic Renewal for one semester or one summer session of their academic career at HawCC. The student's HawCC GPA will be recalculated to exclude all grades and credits from the renewal semester. However, this information will appear on the transcript with an Academic Renewal notation. Academic Renewal may not be applied to courses that have already been used to meet requirements for a previously earned degree or certificate. Academic Renewal at HawCC does not guarantee that other institutions will approve such action. Academic Renewal does not change the Financial Aid Satisfactory Academic Progress calculation. Please consult with the Financial Aid Office as appropriate.

Students who are interested in Academic Renewal must meet the following conditions:

- The student must complete the Academic Renewal Request Form. It must be signed by a counselor or academic advisor. The completed form must be submitted to the Vice Chancellor for Academic Affairs.
- The student must have a declared major and must be seeking a degree or certificate.
- The student must ensure that all non-academic holds are cleared prior to submitting the Academic Renewal Request Form.
- If a student has been placed on Academic Dismissal, the student may request Academic Renewal one year after the date of dismissal.
- The student must complete the Academic Renewal process prior to submitting an application for graduation. (Policy Haw 7.521)





## 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	-
W	Withdrawal	-
CR	Credit	-
NC	No Credit	-
N	Work in Progress (Selected Courses Only)	-
P	Pass (Intensive English Program Only)	-
NP	No Pass (Intensive English Program 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 prior to the end of the semester 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 the 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)

Once the "I" deadline has passed, additional course work can not be submitted.

**Work in Progress Grade (N):** 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)

**Withdrawal Grade (W):** A grade of "W" will be assigned for a course in which a student has withdrawn after the "Withdraw Without a W" deadline has passed. Refer to the HawCC Academic Calendar at the front of this catalog for published deadlines. The "W" grade will appear on the student's transcript. Courses with a "W" grade are not calculated into the GPA.

**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 on a "Credit/No Credit" basis provided that they are not on academic probation. A maximum of 12 credits from courses taken with the CR/NC option 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, except when the only grading option offered is 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, if the faculty member is unavailable, the Department Chairperson, Division Chairperson, Deans, or Vice Chancellor for Academic Affairs, by the last instructional day of the next regular semester. Incomplete grades cannot be changed after the deadline has passed, unless there has been an instructor error. Grades cannot be changed once classes in the following semester have ended.

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### Repeating Courses

Students can repeat courses once without restrictions except when permission to repeat selected courses is determined by program-specific requirements; students are advised to check with their programs regarding specific requirements. 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 a course for a higher grade, credit is allowed only once. The GPA is computed by using the highest of the grades received. (Policy Haw 5.304) Transfer courses do not apply.

**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)

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### 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 toward 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)

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### 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)

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### 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)

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### eCAFE Student Evaluation of Instructors

Students are given the opportunity to evaluate their courses and instructors using eCAFE, the online UH-administered Course and Faculty Evaluation survey. Timelines and announcements are prescribed by the UH Information Technology Services (ITS) and administered by the HawCC eCAFE Campus Contact. Evaluations are conducted near the end of each term.

It is mandatory for probationary and non-probationary instructors and all lecturers to use eCAFE as the instrument to gather student evaluations. Tenured instructors are encouraged to participate in eCAFE. Instructors and lecturers must not be present during student use of eCAFE. (Policy Haw 9.204)

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### 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.

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### 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. The English Department allows students who score a 4 or 5 on the AP English Language and Composition test to be given 3 credits for Eng 100. Students should consult individual Division/Department Chairs for advanced placement policies. (Policy Haw 5.603)

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### 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, non-credit 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 Vice Chancellor for Academic Affairs.

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

### **Credit for Education Received While in Military Service**

Upon submission of official service documents and certificates, the Admissions and Records Office will consider and 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 Admissions and 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 Admissions and Records Office and approval by appropriate faculty members. (Policy Haw 5.605)

### **Credit by Institutional Examination (CBIE)**

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 paid 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 “CE” grade or “NCE” grade as appropriate. Report results are final.

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## Academic Waivers and Substitutions

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

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## Classification of Students

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### Full-time or Part-time Students:

During Spring and Fall semesters, students registered for:

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

During the Summer, students registered for a minimum of 6 semester hours are full-time. NOTE: Due to Federal regulations, Financial Aid recipients are considered full-time during Summer only if registered for 12 or more semester hours.

**Classified Students:** Classified students are candidates for:

- Certificate of Competence
- 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.

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## Change of Major/Classified Status

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Classified students who wish to change their major should consult with their counselor or faculty advisor before completing a Change of Major Request Form. The change in major will become effective the following semester. A change of major may impact:

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

Veterans must notify the Registrar prior to changing their major. This form is available in the R/WHSS Office.

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## Time Limits on Credits Earned

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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 Vice Chancellor for Academic Affairs 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)



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## Graduation Requirements

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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 from HawCC courses is required for graduation in all programs. (Policy Haw 5.702)

NOTE: The Community Colleges of the UH System require a minimum 2.0 GPA from 100- and 200-level courses for the AA degree in Liberal Arts (LBRT).

Receiving an Incomplete grade the final semester in a required course will prevent degree conferral that term.



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## Application for Graduation

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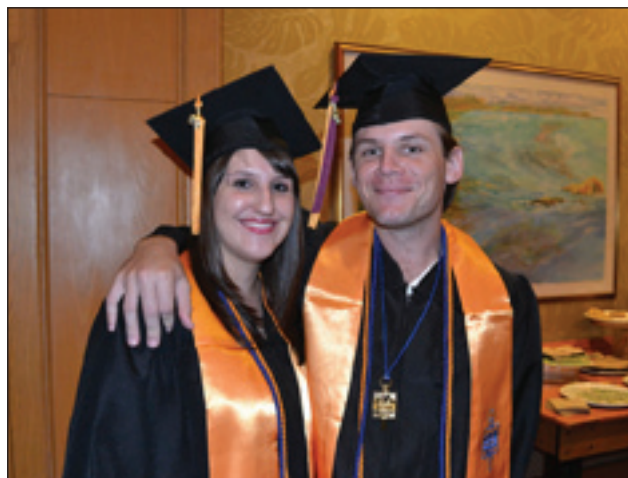
An application for graduation from any of the certificate or degree programs offered by the College is available at the Admissions and Records Office. Once completed and checked by staff of the Admissions and Records Office, the application should be submitted to the Business Office for processing by 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 during the Spring semester only; however, the previous Summer session and 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 graduation ceremonies. Therefore, participation in the ceremonies does not guarantee a student has officially completed his/her program requirements. (Policy Haw 5.701)

Students are advised to carefully monitor their online Academic Journey (STAR) report to determine graduation readiness before submitting an application. Counselors are available to address any concerns.



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## Academic Honors

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Student academic achievement shall be recognized each semester via the Dean's List, and at the time of graduation via 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. Names of students on the Dean's List will be compiled and posted at the end of each semester.

**Graduation With Honors:** 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)

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## Multiple/Duplicate/Second Degree Policy

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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)

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## Transcripts

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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:

- \$5 is charged in advance for each transcript requested
- \$15 is charged for processing within 24 hours after payment is made and request form received by the Admissions and Records Office.
- No fee is charged if transcript is to be sent to another UH System Admissions 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. Students should arrange for such records to be sent directly from the original educational institutions. These official transcripts become the property of HawCC and cannot be given to students. Students are advised to keep copies of their transcripts and course descriptions from other institutions at all times.

# Counseling and Support Services

## ***Counseling, Advising, and Support Services Center***

**Building 379 (Manono Campus), Hilo**

**Karen Crowell, Counselor**

**Kenoalani Dela Cruz, Counselor**

**Robert Duley, Counselor**

**Grace Funai, Counselor**

**Mari Giel, Counselor**

**Glenn-Dee Kuwaye, Student Support Specialist**

**Angela Larmony, Student Support Specialist**

**Larissa Leslie, Counselor**

**Elizabeth Niemeyer, Counselor**

**Helen Nishimoto, Counselor**

**Christine Quintana, Counselor**

**Kaleopono Quintana, Counselor**

**Melissa Yamanaka, Outreach Specialist**

**Ph: (808) 934-2720**

**[hawccssc@hawaii.edu](mailto:hawccssc@hawaii.edu)**

## **University of Hawai'i Center, West Hawai'i**

**Kara Dumaguin, Counselor**

**Raynette Haleamau-Kam, Counselor**

**Ph: (808) 969-8816**

Counseling and support services are designed to help all students develop the academic and personal skills needed to succeed in college. Support services are available for students who are low income, academically under prepared, displaced homemakers, and/or 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 seek counseling assistance in order to identify and correct problem areas to promote college success.



## ***The Career and Job Development Center***

**Bldg. 379, Rm 1A, Manono Campus**

**Helen Nishimoto, Counselor**

**Ph: (808) 934-2731**

The Career and Job Development Center offers free resources and assistance to students who want to choose a career or major or prepare for employment. Assessment questionnaires and computerized inventories are available to help students clarify their interests, favorite skills, and value preferences. This knowledge of interests, skills and values, together with career counseling can link students with compatible careers and majors. The center offers numerous resources that detail information about Hawai'i Community College majors, job titles, job duties, wages, future outlook, and the college classes/majors required to pursue them.

Students will learn to navigate the channels needed to gain meaningful employment in their chosen fields. The center provides on and off campus employment assistance to students and graduates. The center's employment preparation services

include: assistance with conducting a job search, listings of current job openings and internships, assistance with resume and cover letter writing, and preparation for job interviews. The coordinator also works with employers to obtain job referrals.

In addition, the center offers numerous workshops and class presentations on career exploration, effective job search strategies, resume writing, and interview preparation. Services are provided through workshops and individual appointments and students must schedule an appointment for assistance.

***Hā'awi Kōkua Program***  
**Services for Students with Disabilities**  
**Bldg. 388 Rm 104, Manono Campus**  
**Mari Giel, Counselor**  
**Ph: (808) 934-2825**  
**[www.hawaii.hawaii.edu/disability-services](http://www.hawaii.hawaii.edu/disability-services)**  
**[hawccds@hawaii.edu](mailto:hawccds@hawaii.edu)**

**University of Hawai'i Center, West Hawai'i**  
**Ph: (808) 969-8816**

Hawai'i Community College is committed to a barrier-free campus and provides accommodations to ensure students with disabilities have equal access to education. The Hā'awi Kōkua Program provides assistance to a student who self identifies as having a documented physical, learning, psychological, or sensory disability (either permanent or temporary) which limits the ability to fully participate in course study and campus activities at HawCC.

Under the Americans with Disabilities Act (Title II) and the Rehabilitation Act of 1973 (Section 504) individuals with disabilities have protections against discrimination and are assured access to programs, services, and activities. '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 who can provide documentation that indicates the existence of a disability as well as its substantial impact in limiting one or more major life activities, including learning, are eligible for services. The documentation should indicate whether the absence of special accommodations would limit or deny equal access and, thus, result in discrimination.

Students with documented disabilities should contact the campus Counselor for students with disabilities. Call to make

an appointment and complete an intake application for services. Students must bring documentation of the disability. Services and accommodations may include:

#### General Disability Services

- Community agencies liaison and referral
- Notetakers, readers, or scribes
- American Sign Language Interpreters
- ECHO transcriptions
- Alternate text formats
- Extended time for testing in a minimal distraction area

#### Kōkua Assistive Technology Lab - Multi-Media Stations

- Sorenson Video Phone
- Interpretive communication device
- Digital Recorders (loan basis)
- Introduction and training to Assistive Technology
- Kurzweil 3000 - Screen Reader software
- Dragon Dictate - Voice Activated software

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

#### ***Student Services Support for Distance Education*** ***Students***

**Bldg. 379, Manono Campus**  
**Ph: (808) 934-2720**

Students who claim HawCC as their home campus for distance education purposes, have access to services for admissions and records, orientation, financial aid, registration, counseling, and advisement.

Students with disabilities who claim HawCC as their home campus for distance education purposes must self disclose to the HawCC Disability Service Provider and provide accommodation documentation to the Distance Education (DE) instructor.

The coordination of access to services and accommodations will be provided by HawCC in consultation with the campus delivering the course and receiving tuition, according to the system-wide guidelines. (Policy Haw 5.200)

Students with disabilities, who have identified with their home campus disabilities office, need to notify their home campus disability office of any DE courses taken at another campus. The disability services counselor of the home campus will notify the disability counselor of the campus where the DE course is offered. Documentation can be kept at the student's home campus. The accommodation letter is generated by the disability counselor of the campus where the DE course is offered. Students with disabilities are responsible for self-identifying in a timely manner and obtain their accommodation letter from the campus disability counselor where the DE course is offered.

**Student Life Program and the Kau Wa'a Center**  
**Bldg. 379, Manono Campus**  
**Larissa Leslie, Student Life Advisor**  
**Ph: (808) 934-2733**

The mission of the Student Life Program is to facilitate and encourage student involvement in co-curricular learning opportunities, contributing to the development of the life-long learner by providing access to positive, culturally-relevant programs for students. Student involvement will empower students to achieve success by learning and developing ethical leadership skills, participating in collaborative activities, and practicing social responsibility.

The Student Life Program is responsible for managing the Kau Wa'a Student Center, registering student clubs, and advising the chartered student organizations. Some of the services provided by Student Life include sitting areas, lockers, copy machine, and student workshops. For more information, visit [www.hawaii.hawaii.edu/student-life](http://www.hawaii.hawaii.edu/student-life)

**International Students**  
**Counseling, Advising and Support Services Center**  
**Bldg. 379, Manono Campus**  
**Christine Quintana, Counselor**  
**Ph: (808) 934-2720**

Hawai'i Community College welcomes international students. The Counseling, Advising and Support Services Center assists international students with achieving their academic and personal goals while complying with the regulations pertaining to their immigration status. The Center provides new student orientation, advising on immigration regulations which includes on and off campus employment while going to school and after graduation, and endorses international student travel outside of the United States. The Center also provides academic, financial, and personal counseling.

### **STAR Advising Tool**

STAR is an online information and advising tool that enables students to view: courses needed for graduation in the chosen major, grades, transfer credits, academic holds, etc.

Access to STAR is available through the MyUH Portal at <http://myuh.hawaii.edu> or at [www.star.hawaii.edu](http://www.star.hawaii.edu)

Information contained in STAR is intended for reference and advising purposes only. Students are highly encouraged to check their academic progress in STAR regularly. If there are any questions or discrepancies with information noted in STAR, seek counseling by contacting the Counseling Office at (808) 934-2720. For technical information or assistance with STAR navigation, contact the Admissions and Records Office at (808) 934-2705.

### **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 Change of Home Institution form and submit it by that campus' application deadline. Because each institution has different procedures, students should contact the other campus to verify how and when to request a transfer credit evaluation of courses taken at HawCC. Students wishing to apply for financial aid should contact that campus' Financial Aid Office to obtain any supplemental forms needed besides the Free Application for Federal Student Aid (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 that 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.

Students should develop an academic plan which anticipates transferring to a specific four-year 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.





## Automatic Admissions

Students graduating from any of the University of Hawai'i's seven Community Colleges with an A.A. degree or selected A.S. degrees will be notified that they may be eligible for automatic admission to UH Mānoa, UH Hilo, or UH West O'ahu. Under automatic admission, the application fee is waived, priority registration provided, and student transcripts analyzed to help identify likely majors. Qualified students will receive an admission letter via their UH e-mail account informing them of their eligibility and must respond in order to take advantage of this opportunity.

Please contact the Hālaulani Transfer Success Center at (808) 934-2613 or HawCC Counseling, Advising and Support Services Center at (808) 934-2720 for more information.

## 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.

Determining course equivalency is at the discretion of the receiving campus. Students are encouraged to contact an Academic Advisor at the transfer campus for assistance in selecting courses at HawCC that will transfer.

# General Policies

## Family Educational Rights and Privacy Act (FERPA)

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

The *Family Educational Rights and Privacy Act of 1974* (FERPA) gives parents certain rights with respect to their children's education records:

- Right to inspect and review education records
- Right to seek to amend education records
- Right to have some control over the disclosure of information from education records

These rights transfer to the student when he or she reaches the age of 18 or attends a post secondary institution at any age. Schools are permitted to disclose education records, without student consent, to parents in some circumstances:

- When a student is a dependent under the IRS tax code
- When the student has violated a law or the school's rules/policies governing alcohol or substance abuse, if the student is under 21 years old
- When the information is needed to protect the health or safety of the student or other individuals in an emergency

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Directory information specifically prohibits the designation of the student's Social Security Number as well as a student number, which can be used without a secret password.

FERPA allows schools to disclose education records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest; this may include contractors, consultants, volunteers, and other parties to whom a school has outsourced services or functions and who are under the direct control of the school
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- Organizations conducting certain studies for or on behalf of the school
- Research purposes using de-identified data
- State and local authorities, within a juvenile justice system, pursuant to specific State law
- Appropriate officials in cases of health and safety emergencies

- To comply with a judicial order (to include ex parte court orders under USA Patriot Act involving investigation/prosecution of an act of domestic or internal terrorism) or lawfully issued subpoena
- To comply with Federal guidelines concerning a student who is required to register as a sex offender in the State
- To comply with the Clery Act requiring the school to disclose the outcome of disciplinary proceeding of an alleged sex offense to the accuser and the accused

Attendance at a post secondary institution includes taking a class on campus; by correspondence; by videoconference, satellite, internet, or other electronic information and telecommunications technologies.

By notifying the HawCC Admissions and Records Office in person and in writing no earlier than the first day of instruction and no later than fourteen calendar days from the first day of instruction for the semester (or the fourth day of summer session), a student may prohibit disclosure of directory information, with the exception of conditions and parties listed above. However, opting out from directory information does not include a right to be anonymous in the classroom or to impede routine classroom communication and interactions.

A non-disclosure request of a former student will be honored even when the student leaves the institution.

## Academic Freedom

The Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i states in Article IX A that "Faculty Members are entitled to freedom in the classroom in discussing subjects of expertise, in the conduct of research in their field of special competence, and in the publication of the results of their research." It also states in Article IV A that "Faculty Members are responsible for maintaining high professional standards of scholarship and instruction in their field of special competence. In giving instruction upon controversial matters, Faculty Members are expected to set forth justly and without suppression the differing opinions of other investigators, and in their conclusions provide factual or other scholarly sources for such conclusions. Faculty members should be careful not to introduce into their teaching controversial matters that have no relation to their subject." This Article also states that "When speaking and acting as citizens, Faculty Members shall take suitable precaution to assure that personal utterances or actions are not construed as representing the University."

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## Statement on Professional Ethics

The following are excerpts from the Statement on Professional Ethics (Faculty) policy. The complete policy is available online [www.hawaii.edu/offices/cc/docs/policies/5.211.pdf](http://www.hawaii.edu/offices/cc/docs/policies/5.211.pdf)

Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. Faculty members demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and counselors. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They protect their academic freedom.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. Faculty members show due respect for the opinions of others. Faculty members accept their share of faculty responsibilities for the governance of their institutions.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of other citizens. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. (Policy UHCCP 5.211)

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## 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. (Policy Haw 5.101)

Copies of the Student Academic Grievance Policy are available in the offices of the Vice Chancellor for Academic Affairs, Dean of Student Services, and Director of the University of Hawai'i Center, West Hawai'i. The policy is also available on the HawCC website at:

[www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw5.php](http://www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw5.php)

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## 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: Mari Chang**  
**Personnel Officer**  
**200 W. Kāwili Street**  
**Hilo, HI 96720-4091**  
**Ph: (808) 934-2526**

**Title IX and Section 504 Coordinator**  
**Vice Chancellor for Student Affairs**  
**Hawai'i Community College**  
**200 W. Kāwili Street**  
**Hilo, HI 96720-4091**  
**Ph: (808) 934-2510**

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers academic considerations such as admission and access to, and participation and treatment in, the University's programs, activities, and services. With regard to employment, the University is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment is expressly prohibited under University policy.

The University strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11245. The program includes measuring performance against specific

annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, the University is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans.

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.

The purpose of the EEO/AA Policy is to clearly delineate and express the commitment of HawCC to the principles of equal employment opportunity and affirmative action. (Policy Haw 9.900)

## 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 at the University of Hawai'i Center, 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.





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## Policy on Sexual Harassment

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**Mari Chang, EEO/AA Coordinator**  
**Hawai'i Community College**  
**200 W. Kāwili Street**  
**Hilo, HI 96720-4091**  
**Ph: (808) 934-2526**

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. (See Policy on Sexual Harassment and Related Conduct E1.203)

**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 University of Hawai'i Center, West Hawai'i. (Policy Haw 1.301)

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## Electronic Communication Policy

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The College has the right to send communications to students via email and to expect that those communications will be received and read in a timely fashion. The College is responsible of ensuring that such communications are timely, accurate, and appropriate. Students must establish a UH Username when admitted to the College. Students are responsible for frequently checking their email accounts and managing their mailboxes so that mail can be delivered. Students may redirect their mail at their own risk. Students with disabilities have the right to receive communications in an accessible format. (E2.213)

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## Student Conduct Code

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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. Disciplinary procedures have been identified in the policy and are designed to afford certain procedural protection to any student alleged to have committed an infraction of the Student Conduct Code warranting disciplinary action. The Committee has developed procedures for hearing allegations of misconduct. (Policy Haw 7.101)

The following are excerpts from the Student Conduct Code. Copies of the complete Student Conduct Code are available at the Offices of the Vice Chancellor for Student Affairs and the Director of the University of Hawai'i Center, West Hawai'i. The policy is also available on HawCC's website: [www.hawaii.hawaii.edu](http://www.hawaii.hawaii.edu)

### Categories of Impermissible Behavior

The following categories and specific examples of impermissible behavior are subject to disciplinary sanctions because they conflict with the fundamental purposes and special interests of the University and its constituent campuses. While these impermissible behaviors are described as clearly as possible, it should be recognized that any determination as to whether a given act constitutes a violation on the University's special interests will necessarily involve the institution applying some degree of judgment to the facts and circumstances as they are presented.

### Category 1: Interference with the Rights of Others

A student may not behave towards another member of the University community, even in the name of conviction or under a claim of academic freedom, in a manner that denies or interferes with another member's expression of conviction, academic freedom, or performance of legitimate duties or functions.

### Interference with Freedom of Speech and the Right to Peaceful Assembly

Freedom of speech and the right to peaceful assembly are possible only in an orderly environment in which individuals are not endangered by force or violence and are free from coercion and interference. Consequently, behavioral restrictions are considered necessary to preserve both the orderly functioning of the campus and the right of freedom of speech.

1. *Demonstrations:* Demonstrations which coerce individuals, present a hazard to the safety of any person, or threaten the destruction of property are not permitted. Similarly, authorized speakers and approved public demonstrations may not be disrupted by hostile audiences or speakers.
2. *Interference with Campus Operations:* Conduct which disrupts the holding of classes, the carrying out of University busi-

ness, the holding of campus events, or any other normal functioning of the University, including the discharge of responsibility by any University officer, employee, or student, is not permitted. Demonstrations may not physically obstruct access to university facilities nor may they engage in obstructive noise.

3. *Noncompliance with campus behavioral restrictions on demonstrations:* Persons engaging in disruptive behavior or in demonstrations which coerce individuals or advocate the use of force will be requested to cease by University authorities. In the event the alleged disruptive behavior or demonstration does not end within a reasonable length of time, temporary sanctions, as described in the Code, may be imposed by the Chancellor or his/her designee. If the use of discussion methods of temporary sanctions are not effective in ending the disruption or demonstration, or when alleged violators are not members of the University community, or when the gravity of the situation requires it, the Chancellor or his/her designee may resort to calling in law-enforcement authorities.

### **Category 2: Interference with University Processes**

Impermissible behavior, as described in this category, includes that which directly or indirectly interferes with or disrupts the processes of teaching, learning, research, and administration, or those processes or conditions furthering or facilitating these activities.

#### **False or Fraudulent Information**

1. Furnishing false information or academic credentials with the intent to deceive or mislead when applying for admission to any campus of the University or for any of its programs and services.
2. Forging, altering, misrepresenting, or misusing any University or campus document, record, or instrument of identification.
3. Failing to provide required and legally appropriate information to University officials.
4. Misrepresenting facts in connection with any request for any University programs or services or for an exception to any official campus policy or regulation.
5. Assisting anyone in the commission of any acts in this section.

#### **Personal Misconduct**

1. Intentionally, recklessly, or negligently causing physical harm to any person on University premises or at University sponsored activities. This includes engaging in any form of fighting.
2. Placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse, harassment (including repeated phone calls), sexual harassment, hazing, intimidation, threats or other conduct which

threatens or endangers that person's emotional, mental, or physical well-being. Reports of sexual harassment will be investigated and addressed under complaint procedures that are separately established by each unit of the University.

3. Criminal sexual behavior including, but not limited to, the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behavior with a person.
4. Theft of or willful damage to any property of the University or of any person on the campus.
5. The unauthorized occupation, use of, or entry into any University facility, including both indoor and outdoor facilities.
6. Possessing, producing, manufacturing, or having manufactured any key or unlocking device for use on University facilities or locks, without proper authorization.
7. Use or possession of weapons on University premises or at University sponsored events, unless expressly authorized by the University. "Weapon" includes, but is not limited to, all firearms, ammunition, dangerous knives, explosive fuels, dangerous chemicals, and billy clubs.
8. Use or possession on campus or at campus events, of bombs, explosives, incendiary devices, or fireworks.
9. Activating a fire alarm without a cause; damaging or misusing fire safety equipment or initiating a false report, warning or threat of fire, explosion, or other emergency on University premises; or setting any fire on University property.
10. Intentionally obstructing or delaying a police officer, fire fighter, security officer, or University official in the performance of his/her duty.
11. Failure to comply with the directions of University officials including, but not limited to campus security, residence hall staff, faculty or administrators acting in the performance of their duties; failure to present identification upon request to University personnel in the performance of their duties.
12. Being contemptuous or disorderly at any hearing of a campus judicial or review board.

#### **Theft or Mutilation of College Property**

1. Possessing or having under one's control any materials or property belonging to the University without proper authorization.
2. Mutilating or vandalizing University property.
3. Unauthorized or fraudulent use of the University facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by this Student Conduct Code or other regulations established by the University or campus related to student use of specific facilities or equipment e.g., computers, dormitory rooms.

## Disruption or Disturbances

1. Creating noise or other disturbance on campus or in student life areas including, but not limited to, Campus Center buildings sufficient to disrupt the normal functioning of campus activities, including classroom instruction or University sponsored events.
2. Violation of published University policies, rules or regulations including, but not limited to, smoking, solicitation, distribution of literature, sexual harassment, residence hall agreement, and amplification and loud speaker use.

## Abuse of Controlled Substances

1. *Alcohol/Intoxicants*: The purchase, distribution, 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 and campus guidelines regulating the use and consumption of alcoholic beverages on campus.
2. *Drugs*: 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. College knowledge of possession or use of illegal drugs on campus may subject the students involved to investigation.

## Off-Campus Behavior

A student's off-campus behavior must comply with applicable Federal and State laws. Off-campus behavior shall not be subject to the University's disciplinary procedures unless such behavior indicates that the student represents a danger to the health or safety of members of the University community.

In addition, off-campus behavior that is violative of professional standards of conduct which are an integral part of professional discipline may be subject to formal hearing procedures and sanctions. Academic or professional programs that require students to abide by such professional standards shall secure the endorsement of the appropriate Chancellor and shall clearly set forth this requirement to all affected students. Off-campus behavior charged as violative of such standards shall be adjudged pursuant to hearing procedures to be established by the program and approved by the appropriate Chancellor. The hearing process afforded by student so charged must be consistent with the procedural requirements provided herein.

## Academic Dishonesty

Because the University is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

1. *Cheating* includes, but is not limited to, giving or receiving unauthorized assistance during an examination; obtaining or distributing unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination; falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official University record; or misrepresenting the facts in order to obtain exemptions from course requirements.
2. *Plagiarism* includes, but is not limited to, submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry labbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from previous terms, or fabricating data to fit the desired or expected results.
3. In cases of suspected or admitted dishonesty, the instructor shall attempt to discuss the matter with the student. If appropriate, the instructor may bring it to the attention of the department chairperson and the student's advisor. Additionally, an instructor may refer such case of academic dishonesty to the Vice Chancellor for Student Affairs for action under this Code.

## Violations of Other Existing College Regulations

Violations of other existing College regulations or policies may subject the affected student to disciplinary actions under this Code. The decision as to whether such action will be initiated will be made by the Vice Chancellor for Student Affairs after a preliminary investigation and after a determination as to whether probable cause exists to establish that there was a repeated or serious violation of College regulations or policies.

## **Sanctions**

One or more of the following sanctions may be imposed as hereinafter provided whenever a student is found to have violated any of the rules contained in this Code.

1. *Warning*: Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. *Probation*: A written notice placing the student on disciplinary probation for a specified period of time. The terms of the probation will be decided in each case.
3. *Restitution*: Reimbursement for damage to or misappropriation of property which may take the form of direct financial compensation, of service, or of other forms of indirect compensation.
4. *Temporary Suspension*: In an emergency, the Chancellor or his/her designee is authorized to alter or suspend the rights of a student to be present on campus or to attend class for an interim period prior to a hearing; provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter.
5. *Suspension*: Exclusion from classes and from other privileges or activities or from the campus itself, for a specified period of time.
6. *Expulsion*: Termination of student status for an indefinite period of time.
7. *Rescission of Grades or Degree*: The cancellation of grades or the revocation of an awarded degree as the result of academic dishonesty or the discovery of a material misrepresentation relating to the completion of course or degree requirements.

## **Disciplinary Procedures**

The following procedures are designed to afford certain procedural protection to any student alleged to have committed an infraction of the Student Conduct Code warranting disciplinary action. The procedures described herein shall not affect other non-disciplinary student matters.

For the purpose of these procedures, the term "Vice Chancellor for Student Affairs" shall mean the Vice Chancellor or the Vice Chancellor's designated representative.

### **Temporary Suspension in Emergency Situations**

In an emergency, the Chancellor is authorized to suspend a student prior to a hearing, provided that a hearing pursuant to these rules is conducted within a reasonable period thereafter. An emergency will include such situations as when a student poses a danger of inflicting bodily harm on himself/herself or others, of inflicting serious emotional distress on others or creating a substantial disruption of normal campus activities including classroom instruction. If, after a Student Conduct Committee hearing, it is determined that the student did not violate this Student Conduct Code, consideration will be granted so that the student may be allowed to make up any missed academic work.

## **Pre-disciplinary Hearing Stage**

1. *Reporting of Infractions*: Infraction of the Student Conduct Code should be reported to the Vice Chancellor for Student Affairs. Reports of infractions must be submitted in writing and signed by the complainant. No matter except temporary suspensions in emergency situation will proceed without such written reports. The reports must state information including the specific names(s) (if known), date, and description of the alleged misconduct in sufficient detail to allow the Vice Chancellor for Student Affairs to determine whether further fact-finding is necessary and if sufficient evidence exists for acting on the allegation(s).
2. *Preliminary Investigation*: Upon receiving a written report that a student has allegedly committed a violation of the Student Conduct Code, the Vice Chancellor for Student Affairs shall promptly initiate an investigation. Within five (5) school days of receiving a written report, the Vice Chancellor for Student Affairs shall contact the student or group named in the complaint, and request that they appear before the Vice Chancellor to discuss the alleged misconduct and possible charges. Failure to respond to a written allegation of charges will result in a hold being placed on the student's registration for subsequent terms.

## **Initiation of Charges and Their Disposition**

If the Vice Chancellor for Student Affairs determines that there is reasonable cause to believe that the student or students committed the violation and in his/her judgment the initiation of formal disciplinary procedures is appropriate, the accused student or group will be notified by the Vice Chancellor for Student Affairs that they have been accused of violating this Student Conduct Code. Charges may be disposed of in the following ways:

1. *Administrative Disposition*: The Vice Chancellor for Student Affairs after investigating the charges, shall have the authority, when accepted by the student in writing, to settle matters in lieu of proceeding with a formal disciplinary hearing. In this instance, the Vice Chancellor for Student Affairs may impose only the sanctions of warning or probation. A student shall have five (5) school days within which to accept or reject in writing any proposed administrative disposition.
2. *Student Conduct Committee Disposition*: Failing to secure an administrative disposition of any alleged violation of this Code, the Vice Chancellor for Student Affairs may refer the case to the Student Conduct Committee for a hearing. The Vice Chancellor for Student Affairs may also refer cases to the Student Conduct Committee without first offering an administrative disposition.
3. Student Conduct Committee hearings will usually not be available during the last two weeks of each semester (study period and finals week) nor during the summer. During these periods, a hearing before an administrator may be conducted for students accused of violating the Student Conduct Code or special Committee hearings may be arranged.



## Student Conduct Committee

There shall be a Student Conduct Committee. It shall have jurisdiction and authority to determine cause and recommend sanctions for all cases referred to it by the Vice Chancellor for Student Affairs involving behavior which is alleged to be violative of this Student Conduct Code.

1. The Student Conduct Committee shall consist of seven (7) voting members and shall be constituted as follows:
  - a. Three (3) students selected by the Associated Students of Hawai'i Community College.
  - b. Three (3) faculty members selected by the Faculty Senate.
  - c. A chairperson selected by the Chancellor.
2. A recording device shall be made available to the committee by the Vice Chancellor for Student Affairs.
3. Four (4) members of the Student Conduct Committee shall constitute a quorum.
4. If any member of the committee feels that his/her relationship with either the case of the individuals involved would affect his/her ability to render an impartial judgment, the committee member shall disqualify himself/herself.

## Disciplinary Hearing Stage

1. *Notice:* A student shall be given written notice of a hearing by registered or certified mail with return receipt requested, at least fifteen (15) calendar days prior to the date of the hearing. If service by registered or certified mail is not made because of the refusal to accept service or if the Vice Chancellor for Student Affairs has been unable to ascertain the address of the student after reasonable and diligent efforts, a hearing notice may be given to the student by publication at least once in each of two successive weeks in a newspaper of general circulation. Published notices shall include the date, time, place, and nature of the hearing, and shall invite the student to contact the Vice Chancellor for Student Affairs regarding the charges and other relevant issues and facts. The last published notice shall appear at least fifteen (15) calendar days prior to the date of the hearing.
2. *Hearing Procedures:* Hearings held pursuant to this Student Conduct Code shall be conducted in such a manner as to assure equity for all parties. Having determined through a preliminary investigation that there is reasonable cause to believe that the student has committed a violation of this Code, the Vice Chancellor for Student Affairs or his/her representative shall present the case against the student. The student and his/her counsel and the Vice Chancellor for Student Affairs or his/her representative shall be afforded the opportunity to present evidence and argument on all issues involved.
3. *Records:* For the purpose of determining Committee find-

ings and recommendations, a record of all hearings shall be maintained.

- a. The record shall include the following:
  - All pleading, motions, and intermediate rulings
  - All evidence received or considered, including oral testimony, exhibits, and a statement of all matters officially noticed
  - Offers of proof and rulings thereon
  - Proposed findings and exceptions
  - The report of the Committee chairperson
- b. The Committee may preserve a record of its hearings through recordings. This record shall be retained by the Office of the Vice Chancellor for Student Affairs for a minimum of five (5) years from the date of last attendance by the student.
- c. It shall not be necessary to transcribe any recordings unless requested for purpose of rehearing or judicial review. The cost of such transcription shall be paid by the party requesting or appealing to a court.
4. *Committee Findings and Recommendations:* After hearing a case, the Committee will decide if the College has reasonable cause to take disciplinary action against the student. No matters outside the record shall be considered by the Committee in making its determination. Accordingly, the Committee may decide as follows:
  - a. No Cause for Disciplinary Action
  - b. Cause for Disciplinary Action
5. Within ten (10) school days after the hearing, the Committee shall transmit its findings and decision as to cause and recommendation in writing to the Chancellor. Simultaneously, a certified copy of the Committee's findings, decision as to cause, and recommendations shall be delivered or posted by registered or certified mail with return receipt requested to the student's last known address.
  - a. The Committee's decision as to cause shall be in writing and shall be accompanied by separate findings of fact.
  - b. If the student has filed proposed findings of fact, the Committee shall rule on each proposed finding in its final decision as to cause.

## Review by the Chancellor

No Committee determination adverse to a student shall be finalized by the Chancellor until the student has been afforded an opportunity to request that the Chancellor review the Committee's findings, decision as to cause, and recommendations. The student shall have five (5) school days after the receipt of the Committee's findings, decision as to cause, and recommendations to request in writing a review by the Chancellor. The request should be sent by registered mail to the Office of the Chancellor.

The Chancellor may take appropriate action with respect to situations and developments not specifically covered by the Student Conduct Code in order that the intent of the Code may be properly administered. The decision of the Chancellor shall be final within the College.

## Final Decision and Orders by the Chancellor

Within thirty (30) calendar days from the receipt of the Committee's findings, decision as to cause, and recommendations, the Chancellor shall notify, by certified or registered mail with return receipt requested, the student/student's attorney of the sanction to be taken and any accompanying orders. A copy of this notification shall be included in the record of proceedings and retained by the Vice Chancellor for Student Affairs for a minimum period of five (5) years after the date of last attendance by the student.

In cases of an alleged sex offense or other "crime of violence" the victim and the accused shall be informed of the outcome of any institutional disciplinary proceedings.

## Judicial Review

Any student who feels that his/her rights have been infringed upon by any final decision issued in accordance with this Student Conduct Code, may seek judicial review as provided for in law.

## Severability

If any provision of these procedures is held to be illegal or unconstitutional, the remaining rules shall remain valid.

## Disruptive Students

These guidelines are based on ensuring personal safety and are consistent with the HawCC Student Conduct Code. These guidelines are to be used with said code of conduct. The following are excerpts from the Policy on Disruptive Students. Copies of the complete policy are available at the Offices of the Vice Chancellor for Student Affairs and the Director of the University of Hawai'i Center, West Hawai'i.

### Guidelines:

1. To help promote appropriate student conduct, the instructor includes in the course syllabus reference to the Student Conduct Code available at the HawCC website. The instructor may include additional expectations of class interaction and decorum in the course syllabus (i.e., respecting students' expectation to learn in a safe and non-disruptive environment) which is distributed on the student's first day in class and acknowledged by the student on a sign-in sheet.
2. *Non-physically distracting and disruptive student in the class.* Examples: coming to class late, sleeping, annoying finger-tapping, talking out of turn, using rude language, inappropriate postings or e-mails in Internet classes. The instructor asks the student to stop, takes the student aside if in a classroom, and reminds the student of the established expectations for class conduct. If the student does not stop, the teacher asks the student to leave in a face-to-face class. If the student does not leave, the instructor should enlist the support of other college personnel (faculty members, administrators, campus security guards, etc.) The instructor must judge, based on the nature of the disruption, whether the class period can continue once the offending student leaves. If the student is prohibited from participating in the next

class, the VCAA will notify the student that participation is prohibited until further notice. The incident is reported in writing by the instructor and by the campus security guard, if involved, to the Vice Chancellor for Student Affairs. The instructor may consult with a counselor and request that the student be seen by the counselor. If the behavior persists, the Vice Chancellor for Student Affairs will take disciplinary action according to the Student Conduct Code.

3. *Non-physically threatening and disruptive student in a non-classroom setting* (i.e., division offices, student services offices, library or learning/testing centers, or outside). Examples: being noisy, using rude language, not following guidelines for the use of the non-classroom setting. The staff reports disruptive student to the supervisor. The supervisor takes the student aside and reminds the student that the behavior is not appropriate. If the behavior persists, the supervisor calls the campus security guard to have the student escorted off the campus. The incident is reported in writing by the supervisor to the Vice Chancellor for Student Affairs. The supervisor can consult with a counselor and request that the student be seen by the counselor. If the behavior persists, the Vice Chancellor for Student Affairs will take disciplinary action according to the Student Conduct Code.
4. *Student whose behavior is imminently physically threatening or harmful to himself/herself or others.* Examples: threatening to jump from a building, using a weapon to threaten safety, holding hostages. The UH Administrative Policy for Workplace Non-Violence Campus Procedures requires all four initial tasks:
  - a. Call the police at 911
  - b. Call campus security at sites where security is available
  - c. Call the Vice Chancellor for Administrative Affairs (or the closest administrator) and decide whether to continue operations or evacuate the area
  - d. Call medical emergency service.The Chancellor or his designee convenes the Campus Crisis Management Team (CCMT) to deal with the immediate situation until it is resolved. The CCMT works with the Vice Chancellor for Administrative Affairs and the Vice Chancellor for Student Affairs on incident management activities (investigation, due process, alternative dispute resolution – ADR), post-incident management, and re-establishing normalcy. The CCMT handles situation through counseling or student conduct code.
5. If there is a shooting incident, seek cover for protection in a secure place. Do not run outside. If doors can be locked from the inside, lock doors if the shooter is outside. Stay low below windows, out of sight. Call the police at 911 immediately to report the shooting and request medical emergency assistance. Remain in a secure place until "All Clear" announcement is given. The Chancellor or designee convenes the Campus Crisis Management Team (CCMT) to deal with the immediate situation until it is resolved. The CCMT works with the Vice Chancellor for Administrative Affairs and the Vice Chancellor for Student Affairs on

incident management activities (investigation, due process, alternative dispute resolution – ADR), post-incident management, and re-establishing normalcy. (Policy Haw 7.102)

### Children of HawCC Students

In general, the campus and classroom are not appropriate places for non-student minor children to be present on a frequent or continuing basis. Occasionally, family needs and responsibilities may require students to bring a child on campus for a limited period of time. A student who decides to bring a child to campus is expected to be respectful of the needs of others for a professional educational and work environment. These guidelines are intended to promote respect for the needs of all parties impacted by the presence of minor children as well as to protect the health and safety of the child and the college community. A parent/guardian must provide adult supervision at all times. (Policy Haw 7.103)

#### In the Classroom and Other Rooms

1. For health and safety reasons children will not be allowed to enter high risk areas such as shops, science labs, mechanical rooms, garages, or areas where heavy equipment or power tools are in use.
2. Only under occasional extenuating circumstances may a child be in a classroom while class is in session. Children may be allowed in the classroom under the supervision of the parent/guardian in the following circumstance:
  - a. Alternate arrangements for childcare are impractical or impossible; and
  - b. The faculty member or lecturer responsible for the classroom has granted permission. If the child is disruptive or interferes with instruction and/or testing, the faculty member may require the student and child to leave. The student will be responsible for the day's material on his/her own.
3. Because the Learning Center and the Testing Center are expected to be free of disruption, children are specifically prohibited.
4. The UHH Library allows minor children, but they and the parent/guardian will be asked to leave if disruptive behavior occurs.
5. Children are not to be brought to campus if the parent/guardian knows they are ill with a contagious disease.

#### Outside of Rooms on Campus

1. If a supervisory adult cannot be located, minor children between the ages of 13 and 17, who are engaging in disruptive or dangerous behavior, will be asked to leave the campus. (This will also apply to children of parents/guardians who are not HawCC students.)
2. In the interest of the children's safety, minor children below age 13 will be reported to the Campus Security Officer and to the Police when a supervisory adult cannot be located. (This will also apply to children of parent/guardians who are not HawCC students.)

3. For the children's safety, they are prohibited from playing on roof tops, in stairwells, in doorways, on roadways, and in parking areas.
4. Skateboarding and rollerblading are prohibited on campus and this is not limited to minors.

#### Field Trips

Non-student, minor children are not allowed on field trips related to college class.

#### Extra Curricular Activities

During any college inter-generational activity, minor children are the responsibility of the parent/guardian or a supervisory adult designated by the parent/guardian who is expected to ensure the health and safety of the children and prevent disruptive and dangerous behavior.

#### Injuries or Damages Caused by Minor Children

Parents/guardians are responsible and liable for all injuries or damages caused by their children. (Haw.Rev.Stat. §577-3). Parents/guardians, who are HawCC students, are responsible for any injuries or damages caused by their child while on campus and are subject to the HawCC Student Conduct Code, and if applicable, the State or Federal judicial system.

### Pets on Campus

No pets, except service dogs, are allowed on the Manono Campus. (Policy Haw 2.100)

A service dog is individually trained to do work or perform tasks for people with disabilities. Service dogs are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.







## Smoking on Campus

Effective January 2003, the University of Hawai'i system implemented a 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. (E10.102)

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 25 feet of building entrances and exits
- d. Within 25 feet of air intake ducts and vents, and of operable windows of buildings;
- e. Within 50 feet of designated pick-up and drop-off points for campus and public bus transportation;
- f. Within the gates of the university's outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and
- g. 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 became 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>



## Death of a HawCC Student

The purpose of this procedure is to ensure that in the event of a death of a student, the College provides compassionate attention to the family of the deceased while processing the necessary documents relating to the student's records in a timely and professional manner. (Policy Haw 7.901)

## Workplace Non-Violence

The University of Hawai'i has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts include physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive or unwanted phone calls, notes, or e-mails, etc.

All administrators, faculty, staff, and students are responsible for maintaining a University campus environment that ensures that all members are treated with civility and respect to fulfill the University's missions and goals. The University fully supports the efforts of the State of Hawai'i and is committed to a workplace that is free of violence.

**Weapons:** The possession or use of lethal weapons on University premises is strictly prohibited unless specifically authorized by the senior administrator. Lethal weapons include but are not limited to firearms, ammunition, spearguns, explosives, and dangerous substances. Any person found in violation may be subject to the provisions of state law, University policy, and the Student Conduct Code.

Retaliation against witnesses, victims, etc. is prohibited. This prohibition will be strictly enforced, and appropriate disciplinary action may be taken. Disciplinary action shall be subject to the appropriate bargaining agreement. (Policy Haw 9.730)

## Campus Safety and Security

Campus Security Officers and contracted Security Guards are committed to making Hawai'i Community College a safe and secure environment in which students, faculty, staff, and visitors feel at ease while they learn, work, and play.

Campus Security is dedicated to providing safety and security services by responding to emergencies and alarms; making emergency notifications; securing rooms, buildings, parking lots, and grounds; and checking exterior lighting, doors, and shrubbery for unsafe conditions. In addition, the Campus Security Office supports the education of faculty, staff, and students in safety issues and prevention measures.

### Police, Fire, and/or Medical Response Emergencies:

Anyone on the Manono Campus, Upper Campus, or the University of Hawai'i Center, West Hawai'i Campus, in a situation requiring police, fire, and/or medical assistance, should call 911 and provide the requested information. Follow up with a call to the respective security emergency number (below). Employees must also notify an immediate supervisor.

### Other Incidents and Situations:

Manono Campus: (808) 854-1420 emergencies  
(808) 934-2760 non-emergencies  
Upper Campus: (808) 974-7911  
West Hawai'i: (808) 854-7577

### Skateboards, Rollerblades, and Bicycles:

Skateboarding and rollerblading are not allowed on campus. Do not ride bicycles on walkways and sidewalks.

### Crime Statistics

	2009	2010	2011
Aggravated Assault	0	0	0
Arson	0	0	0
Auto Theft	0	0	1
Burglary	0	0	0
Drug Abuse: Arrests (Violations)	0(0)	1(1)	0(0)
Liquor Law: Arrests (Violations)	0(0)	0(0)	0(0)
Murder/Manslaughter	0	0	0
Robbery	0	0	0
Sexual Assault	0	0	0
Weapons Law: Arrests (Violations)	0(0)	0(0)	0(0)

The Hawai'i Community College Security Office prepares the Annual Disclosure of Crime Statistics Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The crime statistics can be obtained from the Campus Security Office, or can be viewed online at: [www.hawaii.hawaii.edu/security](http://www.hawaii.hawaii.edu/security)

# Financial Aid

**Office of Financial Aid  
Hawai'i Community College  
200 W. Kāwili Street  
Hilo, HI 96720-4091  
Ph: (808) 934-2712  
[hawccfao@hawaii.edu](mailto:hawccfao@hawaii.edu)**

The Hawai'i Community College Financial Aid Office administers a variety of federal, state, and institutional financial aid programs. These financial aid programs are intended to assist students and their families pay for educational costs. Students may apply for financial aid at HawCC. Peer Advisors are available to assist with completing the Free Application for Federal Student Aid (FAFSA) and renewal FAFSA. Please call the Financial Aid Office for an appointment.

An academic year is defined as 24 credits and 30 weeks of instruction.

**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 an eligible certificate or degree program (classified student)
- be making satisfactory academic progress toward a certificate or degree
- not be in default on a loan or owe repayment on a federal grant
- have demonstrated financial need
- have obtained a high school diploma or GED
- be registered with Selective Service, if required.

**Application Procedures:** Students are required to file the Free Application for Federal Student Aid (FAFSA) with the Federal Processor and submit 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 priority date is April 1 each year (for aid the following academic year). Applications will be accepted on a first-in, first-served, funds-available basis. Application instructions and forms are available at the Financial Aid Office and online at: [www.hawaii.hawaii.edu/financialaid](http://www.hawaii.hawaii.edu/financialaid)

**Awards:** Completed applications (including all required supporting documents) are generally processed within one month. Students eligible for financial aid will be notified 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 funds are disbursed once per semester. Please check the Financial Aid Office's website for exact dates.

## Satisfactory Academic Progress Policy for Financial Aid

Federal regulations require that financial aid recipients maintain satisfactory academic progress toward the achievement of a degree or certificate. All attempted courses in any term at Hawai'i Community College will be counted regardless of whether or not the student was receiving financial aid at the time the courses were attempted.

**Minimum Standards for Academic Progress:** Satisfactory academic progress will be monitored at the end of each Spring term. Students whose academic program is less than one year (less than 24 credits) and students who do not earn any credits at the end of the Fall term will be evaluated after each term of enrollment, and may be placed on a financial aid suspension.

All Financial Aid recipients must:

1. maintain a minimum cumulative HawCC grade point average (GPA) of 2.0 (credits and grades excluded under the Academic Renewal Policy will be included in the calculation of the financial aid GPA and Credit Completion Rate (CRC));
2. successfully complete a minimum of 67% of all credits attempted at HawCC without exceeding the normal completion time.

### Maintain Cumulative Grade Point Average (GPA):

Students must maintain a minimum HawCC cumulative GPA of 2.0 in order to be eligible for financial aid.

1. The only grades that meet satisfactory academic progress standards are A, B, C, and D. An F grade is not a passing grade but will be averaged into the grade point average, and it will be counted in credits attempted.
2. A grade of N, NC, W, or I/F will not be calculated into the grade point average, but will be counted in the financial aid maximum time frame as credits attempted.
3. An I/F grade is calculated as no credit received until the grade is changed by the instructor and added to the student's academic record by the Admissions and Records Office. If the "I" grade should change to an A, B, C, or D, it is the student's responsibility to notify the Financial Aid Office so the financial aid GPA may be recalculated.
4. Non-credit courses are not eligible for federal financial aid and are not calculated in either the GPA or maximum time frame calculation.

**Maximum Time Frame (Credit Hours) for Aid Eligibility:** Students must complete their educational objectives within a reasonable period of time. Financial Aid may fund up to 150% of the number of credit hours required for the completion of the degree or certificate. A student who completes the academic requirements for a program degree or certificate, but has not applied for graduation or posting of credentials to transcripts, is not eligible for further federal aid for that program.

- Students who change their major, without completing their degree or certificate, will have all credits previously attempted counted toward their new maximum time frame.
- Financial Aid will fund one degree or certificate at a time. Students who seek a second degree or certificate must submit a Subsequent Degree form and a new time frame will be calculated.
- A student can only be awarded aid for courses that are applicable towards their degree or certificate.
- All semesters of previous enrollment at HawCC, regardless of aid status, will be counted toward the maximum time frame.
- All transfer credits accepted by HawCC will be counted toward the maximum time frame for completion of the degree or certificate.
- Students may receive payment once for repeating a course if credit was earned. Credits for each attempt will be counted towards the maximum time frame and may affect the Credit Completion Rate (CCR).
- A student is allowed thirty (30) remedial credits that are not counted toward the time frame. Remedial credits are program specific (e.g. ENG 21 is a remedial course for the LBRTAA). ESL courses do not count against the thirty (30) credit limits.

**PACE Requirement:** Students must maintain a minimum Credit Completion Rate (CCR) of 67% of all credits attempted at HawCC to finish a program within the established maximum time frame

**Failure to Meet Financial Aid Satisfactory Academic Progress:** Students who do not meet the cumulative 2.0 GPA and/or the minimum 67% completion rate and/or the completion of a degree or certificate within the maximum time frame will be suspended from financial aid eligibility. Financial aid suspension means that the student is ineligible to receive Federal Financial Aid until the satisfactory academic progress requirements are met. During the period of financial aid suspension, students may (unless placed on Academic Dismissal) attend Hawai'i Community College without financial aid. It will be the student's responsibility to secure other financial resources during this period.

**Reinstatement:** To regain financial aid eligibility, a student must earn sufficient grades and/or complete the necessary credits to meet the 2.0 GPA and/or the 67% completion rate and/or making PACE.

### **Appeal of Financial Aid Suspension/Termination:**

Students may appeal in writing for reinstatement of financial aid eligibility if they have experienced mitigating circumstances that prevented them from meeting the minimum standards (accident, illness, death of immediate family member, etc.). Students must submit a signed Satisfactory Academic Progress (SAP) Appeal form to the Financial Aid Office. Forms can be found at [www.hawaii.hawaii.edu/financialaid/Documents/SAPAppealForm.pdf](http://www.hawaii.hawaii.edu/financialaid/Documents/SAPAppealForm.pdf). Students must also explain the mitigating circumstances, provide documentation to substantiate the statement, and submit an outline of what steps have been taken to ensure academic progress. The student will be informed by letter if the appeal is conditionally approved or denied. If an appeal is granted, the student will receive an Academic Plan outlining the conditions of the appeal which must be met in order to continue to receive financial aid.



## **Types of Financial Aid**

Note that the financial aid programs are subject to change and additional criteria may apply.

### **Federal Government Grants**

**Federal Pell Grant:** A Federal grant for a student who has not received a bachelor's degree. It does not need to be paid back. The award amount is based on the student's enrollment level and his or her Expected Family Contribution (EFC). Effective July 1, 2012, the duration of eligibility is equivalent to 12 full-time semesters.

**Federal Supplemental Educational Opportunity Grant (SEOG):** This grant is for students with exceptional financial need and who are eligible for the Federal Pell Grant. It does not need to be paid back. Requires at least half-time enrollment.

## State Grant/Scholarship Programs

**B+ Scholarship:** The Hawai'i State B+ Scholarship is based on merit and financial need. It is awarded to incoming freshmen from a Hawai'i public high school. It may be renewed annually up to four years as long as the recipient maintains Satisfactory Academic Progress and continues to demonstrate financial need. Students who completed a rigorous high school academic program should submit a copy of their official high school transcript for review to the Financial Aid Office.

## Hawai'i Community College Grants and Tuition Waivers (funded by HawCC)

**Hawai'i Community College Opportunity Grant:** A HawCC grant awarded based on financial need which requires at least half-time enrollment.

**HawCC Achievement Grant:** This scholarship is awarded to students who have demonstrated achievement or service to the College (e.g. Student Government officers).

**Native Hawaiian Tuition Waiver:** A HawCC tuition waiver based on financial need and Hawaiian ancestry (approximately 12 waivers awarded per academic year). This tuition waiver applies only to HawCC credits.

**Centennial Scholarship:** A University of Hawai'i Scholarship, funded by HawCC, based on academic achievement. This scholarship is awarded to incoming freshman and can be renewed annually.

## 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. Students who hold a student employment position may not hold a UH appointed position at the same time.

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.

For more information, or to view job vacancies, please go to the Student Employment web site:

[www.hawaii.hawaii.edu/financialaid/StudentEmployment.php](http://www.hawaii.hawaii.edu/financialaid/StudentEmployment.php)

## Federal Work Study

The Federal Work Study (FWS) program provides funds for part-time on-campus job opportunities to help students earn money to pay for school costs while gaining valuable work experience. Campus employment is flexible and convenient. FWS is not pre-awarded. A student who is eligible to receive federal Financial Aid and who has remaining need is eligible to apply for any FWS position. An individual student's award is based upon his or her individual need and the availability of funds. This award requires at least half-time enrollment.

**State Funded Employment:** Student employment positions funded by general, special, Bridge to Hope, and other funds are also available.

## Federal Loans

**William D. Ford Direct Loans** are provided by the federal government. There are three types:

**Subsidized Federal Direct Loan:** A loan which must be repaid and is based on demonstrated financial need. The interest rate for new loans is fixed. Repayment begins 6 months after a student ceases to be enrolled at least half-time. Students must be enrolled at least half-time to be eligible.

**Unsubsidized Federal Direct Loan:** A non-need based loan that must be repaid. The interest rate for new loans is fixed. Interest begins accruing upon disbursement of loan funds. Repayment begins 6 months after a student ceases to be enrolled at least half-time. Students must be enrolled at least half-time to be eligible.

**Federal Direct Parent Loan for Undergraduate Students (FDPLUS):** This loan is for parents of dependent students who want to borrow to help pay for their child's college cost. Parents of dependent students may borrow up to the calculated Cost of Attendance (COA), minus other student aid, for their child. The interest rate for new loans is fixed. Interest begins accruing upon disbursement of the funds. Repayment begins 60 days after disbursement of funds. The student is required to be enrolled at least half-time.

## Loan Grade Levels

First Year: Earned 0 to 24 credits

Second Year: Earned 25 or more credits



## Refunds/Repayments

The HawCC Enrollment Status Determination Date is the same as the last day to withdraw from classes without a “W”. All student budgets and awards will be adjusted to reflect the actual enrollment as of this date. Based on this revision, a student may be entitled to additional funds or owe a repayment of part or all of his/her award(s). Students must begin attendance to be eligible for any federal funding for each course.

**Official and Unofficial Complete Withdrawal:** The Official Withdrawal Process begins when the student submits the withdrawal form to the Financial Aid Office for signature. All refunds and repayments will be rounded to the nearest cent.

The Financial Aid office will perform a refund/repayment calculation, as specified by Federal regulations, for all students who are Title IV recipients 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.

In cases in which the federal calculation requires funds to be returned, the school will reimburse the Title IV programs. As a result, any tuition refunds due to the student will first be returned to reimburse the Title IV programs.

Students will be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs.

In addition, the student may be required to directly repay a portion of the Title IV funds that were received.

The Refund/Repayment Policy is available at the Financial Aid Office or on the financial aid web site:

[www.hawaii.hawaii.edu/financialaid/policies.php](http://www.hawaii.hawaii.edu/financialaid/policies.php)

Students are encouraged to contact the Financial Aid Office at (808) 934-2712 prior to dropping credits or withdrawing.

## Endowed and Other Scholarships

**(Privately Sponsored)**

**Financial Aid Office**

**200 W. Kāwili Street**

**Hilo, HI 96720-4091**

**Ph: (808) 934-2712**

Hawai‘i Community College offers a number of scholarships to incoming and currently enrolled students each year. The scholarship funds come from various sources such as private donors, foundations, professional associations, and state and local business firms. These scholarships may be awarded based on academic achievement, financial need, or both.

Internal Scholarships and privately donated scholarships are awarded through the Financial Aid Office. Some Endowed and other Privately Sponsored scholarships are administered by, or in conjunction with, various components of the University of Hawai‘i. Information on endowed and other scholarships that are privately sponsored may be obtained by contacting the address above.

External Scholarships are awarded by individuals, companies, or organizations outside of the College. Some external scholarships include, Hawai‘i Community Foundation, Ke Ali‘i Pauahi Foundation/Kamehameha Schools Bishop Estate. Scholarships do not require repayment.

Scholarship information, as well as support for applying for scholarships, is available from the Financial Aid Office.

A Scholarship Guide, information, and links to a variety of scholarships and scholarship search engines can be found on the financial aid scholarship web site:

[www.hawaii.hawaii.edu/financialaid/scholarships.php](http://www.hawaii.hawaii.edu/financialaid/scholarships.php)



# HawCC Degrees & Certificates

To earn a Certificate of Competence, Certificate of Completion, Certificate of Achievement, an Associate in Applied Science degree, an Associate in Science degree, an Academic Subject Certificate, or an Associate in Arts degree, all curricular requirements must be met. 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.

	<u>CoC</u>	<u>CC</u>	<u>CA</u>	<u>AAS</u>	<u>AS</u>	<u>ASC</u>	<u>AA</u>
Accounting (ACC).....	-	-	✓	✓	-	-	-
Administration of Justice (AJ) .....	-	-	-	-	✓	-	-
Homeland Security .....	-	✓	-	-	-	-	-
Criminal Justice Addictions Professional .....	-	✓	-	-	-	-	-
Agriculture (AG) .....	-	-	✓	✓	-	-	-
Farm Worker (AG-FMWK) .....	-	✓	-	-	-	-	-
Landscape Worker (AG-LSWK) .....	-	✓	-	-	-	-	-
Architectural, Engineering and CAD Technologies (AEC) .....	-	-	✓	✓	-	-	-
Auto Body Repair and Painting (ABRP) .....	-	-	✓	✓	-	-	-
Automotive Refinish (ABRP-ABRF) .....	-	✓	-	-	-	-	-
Basic Auto Body Repair (ABRF-BABR) .....	-	✓	-	-	-	-	-
Automotive Mechanics Technology (AMT) .....	-	-	✓	✓	-	-	-
Business Technology (BTEC).....	-	✓	✓	✓	-	-	-
Medical Office Assistant (MOA) .....	-	✓	-	-	-	-	-
Carpentry (CARP) .....	-	-	✓	✓	-	-	-
Culinary Arts (CULN).....	-	✓	✓	✓	-	-	-
Diesel Mechanics (DISL) .....	-	-	✓	✓	-	-	-
Digital Media Arts (DMA) .....	-	✓	-	-	-	-	-
Early Childhood Education (ECED).....	-	✓	✓	-	✓	-	-
Electrical Installation and Maintenance Technology (EIMT) .....	-	-	✓	✓	-	-	-
Electronics Technology (ET).....	-	-	✓	✓	-	-	-
Optics Technology (ET-OT).....	✓	-	-	-	-	-	-
Network Technology (ET-NT) .....	-	✓	-	-	-	-	-
Fire Science (FS).....	-	-	✓	-	✓	-	-
Hawai'i Life Styles (HLS)							
Hula Track (HLS-HULA).....	-	-	-	✓	-	-	-
Lawai'a Track (HLS-LAWA).....	-	-	-	✓	-	-	-
Mahi'ai Track (HLS-MAHI) .....	-	-	-	✓	-	-	-
Hawaiian Studies, Associate in Arts (AA-HWST).....	-	-	-	-	-	-	✓
Hospitality and Tourism (HOST) .....	-	✓	✓	✓	-	-	-
Human Services (HSER).....	-	✓	-	-	-	-	-
Information Technology (IT).....	-	-	✓	-	✓	-	-
Computer Support (IT-ITCS).....	-	✓	-	-	-	-	-
Liberal Arts, Associate in Arts (AA-LBRT).....	-	-	-	-	-	-	✓
Environmental Studies Academic Subject Certificate (ASC-ENVS) .....	-	-	-	-	-	✓	-
Hawai'i Life Styles Academic Subject Certificate (ASC-HLS) .....	-	-	-	-	-	✓	-
Machine, Welding and Industrial Mechanics Technologies (MWIM).....	-	✓	✓	✓	-	-	-
Marketing (MKT).....	-	-	✓	✓	-	-	-
Nursing and Allied Health							
Associate of Science Degree (NURS) .....	-	-	-	-	✓	-	-
Practical Nursing (PRCN) .....	-	-	✓	-	-	-	-
Substance Abuse Counseling (SUBS) .....	-	✓	-	-	-	-	-
Prevention Specialist.....	✓	-	-	-	-	-	-
Tropical Forest Ecosystem and Agroforestry Management (TEAM) ....	-	-	✓	-	✓	-	-

# 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, a Certificate of Achievement (C.A.), or a Certificate of Completion (C.C.) in one of the 24 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. The Associate in Arts degree Program is designed for students who are preparing themselves to transfer to a four-year college or university. Hawai'i Community College offers two Associate in Arts Degrees: in Liberal Arts and in Hawaiian Studies.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Communication - Speak and write to communicate information and ideas in professional, academic and personal settings.
- Critical Reading - Read critically to synthesize information to gain understanding.
- Critical Thinking - Make informed decisions through analyzing and evaluating information.
- Information Competency - Retrieve, evaluate, and utilize information.
- Technological Literacy - Employ computer technology to perform academic and professional tasks.
- Quantitative Reasoning - Apply mathematical concepts, methods, and problem-solving strategies to analyze, synthesize, and evaluate real-world problems in quantitative terms.
- Areas of Knowledge - Utilize methods, perspectives and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Self and Community - Engage in activities demonstrating understanding of one's relationship with one's communities and environments.
- Cultural Diversity - Articulate and demonstrate an awareness and sensitivity to cultural diversity.
- Ethics - Behave in an informed and principled manner.

To earn the Associate in Arts Degree in Liberal Arts (LBRT) from HawCC, 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 12 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 or 251†

*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
- Hist 123, 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 119, 130, 131, 140, 141, 150, 151, 160, 161, 180, 201, 204, 206, 230, 231, 232, 233, 240, 241, 250, 251, 260, 261, 280, 281, 282
- Phil 102
- Rel 152
- SpCo 233

*Humanities* (3 credits):

- Art 101, 105B, 105C, 107, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 207, 209, 212, 214, 217, 223, 225, 243, 244, 246, 248, 249, 257, 269C, 294, 295, 296
- Dnce 153, 185, 190V, 256† (see Ed 256), 285, 290V
- Ed 256† (see Dnce 256)
- Eng 103, 105, 204, 205†, (see Jour 205), 215, 255, 256, 257E
- Haw 101, 102, 201, 202
- Hist 120, 151†, 152†, 274, 281, 282
- Hum 100, 160† (see SSci 160), 275† (see Psy 275)
- Jour 205† (see Eng 205)
- Jpns 101, 102
- Ling 102, 121† (see Anth 121), 235† (see Anth 235)
- Mus 102
- Phil 100, 101, 120, 211, 213, 255
- Rel 150, 151, 153
- SpCo 231, 251†

**AND** three (3) credits from any other course listed in either Asian/Pacific or Humanities.

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

**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 200
- Biol 100/L, 101/L, 141/L, 142/L, 156/L, 171/L, 172/L
- Bot 101/L, 105/L, 130/L
- Micr 130/L
- Zool 101/L

Group 2: Physical Sciences

- Astr 110, 281
- BioC 241
- Chem 100/L, 151/L, 161/L, 162/L
- Geog 101/L
- GG 101/L
- Phys 100/L, 105

Group 3: Other Sciences

- Geog 122, 170/L, 180/L
- Ocn 201
- Phrm 203
- Sci 124/L

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

- AJ 101, 210, 256† (see HSer/WS 256), 280
- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Econ 120, 130, 131
- Ed 105, 131
- FamR 230
- Geog 102
- HSer 110, 140, 141† (see Subs 141),  
248† (see Subs 248), 256† (see AJ/WS 256)
- IS 101
- PolS 110
- Psy 100, 170, 214, 230, 270, 275† (see Hum 275)
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 260
- SSci 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268
- WS 151, 256† (see AJ/HSer 256)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only 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 Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

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 and the AA-HWST 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 Writing Intensive 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 communications and mathematics/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 in HawCC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 12 semester hours at HawCC

(continued on next page)



**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.

### 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 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, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 207, 209, 211, 212, 214, 217, 223, 225, 227, 230, 243, 244, 246, 248, 249, 257, 269C, 294, 295, 296
- Asan 120†, 121†, 122†
- Dnce 153, 185, 190V, 256† (see Ed 256), 285, 290V
- Ed 256† (see Dnce 256)
- Eng 103, 105, 204, 205† (see Jour 205), 215, 255, 256, 257A, 257E
- Haw 101, 102, 201, 202
- Hist 120, 123, 151, 152, 153, 154, 241, 242, 274, 281, 282, 284, 288
- Hum 100, 160† (see SSci 160), 275†
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 119, 130, 131, 140, 141, 150, 151, 160, 161, 180, 201†, 204, 206, 230, 231, 232, 233, 240, 241, 250, 251, 260, 261, 280, 281, 282
- Jour 205† (see Eng 205)
- Jpns 101, 102, 121, 122
- Ling 102, 121† (see Anth 121), 235† (see Anth 235)
- Mus 102
- Phil 100, 101, 102, 120, 211, 213, 255
- Psy 275
- Rel 150, 151, 152, 153
- SpCo 231, 251, 233

### 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 provides an understanding of the features of scientific hypothesis and their proofs that external accounts cannot wholly describe.

- Ag 122, 141, 175, 175L, 200, 250, 260<sup>1</sup>
- Astr 110, 281
- BioC 241
- Biol 100, 100L, 101, 101L, 141, 141L, 142, 142L, 156, 156L, 171, 171L, 172, 172L
- Bot 101, 101L, 105, 105L, 130, 130L
- Chem 100, 100L, 151, 151L, 161/L, 162/L
- Culn 185<sup>1</sup>
- FSHN 185
- Geog 101, 101L, 122, 170, 170L, 180, 180L
- GG 101, 101L
- Micr 130, 130L
- Ocn 201, 205
- Phrm 203
- Phys 100, 100L, 105
- Sci 124, 124L
- Zool 101, 101L

### 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, 180, 210, 256† (see HSer/WS 256), 280, 290B<sup>1</sup>, 290C<sup>1</sup>, 290D<sup>1</sup>
- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Busn 164<sup>1</sup>
- Econ 120, 130, 131
- Ed 105, 131
- FamR 230
- Geog 102
- HD 234
- HSer 110, 140, 141† (see Subs 141), 248† (see Subs 248), 256† (see AJ/WS 256)
- HwSt 201†
- ICS 100
- IS 101
- Mgt 124<sup>1</sup>

(continued on next page)

- PolS 110
- Psy 100, 170, 214, 230, 270, 275†
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 151, 130<sup>1</sup>, 260
- SSci 111, 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248),  
268, 270<sup>1</sup>, 275<sup>1</sup>, 280<sup>1</sup>
- WS 151, 256† (see HSer/WS 256)

<sup>1</sup> Marked courses satisfy requirements for the A.A.S. degree and certificates only.

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

### **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: Cultural Environment, Natural Environment, Social Environment
4. Earn a cumulative GPA of at least 2.0 in HawCC courses
5. Earn at least a 2.0 GPA in major courses
6. Earn 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, which provides students with skills and competencies for gainful employment. This degree must be customized by using courses from two or more existing approved programs and is intended to target emerging career areas which cross traditional boundaries. This degree must have educational objectives which are clearly defined and recognized by business, 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. [Policy currently under review.] The issuance of a Certificate of Achievement requires that the student must earn a cumulative GPA of 2.0 or better for all HawCC courses required in the certificate. The 12 semester hours of work must be completed at HawCC.

### **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 cumulative GPA of 2.0 or better for all HawCC courses required in the certificate.

### **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.

### **Certificate of Competence (CoC)**

A college credential for students who have successfully completed designated short-term credit or non-credit courses which provide them with job upgrading or entry-level skills. The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. Credit course sequences shall be at least 4 but less than 10 credit hours. In a credit course sequence the student must earn a GPA of 2.0 or better for all courses required in the certificate.

## Residency Requirement for Graduation

To graduate with a degree from a University of Hawai'i Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major from that college. (UHCCP #5.208)

## Assessment

Assessment is the process of gathering information/data on student learning and services for the purposes of evaluating and improving the learning environment. The purpose of this policy is to establish that assessment is the responsibility of everyone employed by Hawai'i Community College.

The Assessment Committee, formed in 2004, established a 5-year cycle to integrate biennium and supplemental budget planning with assessment through comprehensive program reviews. An annual program review process, required by the UH System, was also initiated and monitored by the committee. The following UH System policies determine program review:

- UHCCP #5.202 (October 2005)  
[www.hawaii.edu/offices/cc/docs/policies/5.202.pdf](http://www.hawaii.edu/offices/cc/docs/policies/5.202.pdf)
- Board of Regents Policy, Section 5-1.b  
[www.hawaii.edu/offices/bor/policy/borpch5.pdf](http://www.hawaii.edu/offices/bor/policy/borpch5.pdf)
- University of Hawai'i Systemwide Executive Policy, E5.202  
[www.hawaii.edu/apis/ep/e5/e5202.pdf](http://www.hawaii.edu/apis/ep/e5/e5202.pdf)

In addition, standards and criteria from the Accrediting Commission for Community and Junior Colleges (ACCJC), as well as accrediting bodies providing oversight for career and technical education programs, serve as the overall guidelines within which the college establishes and revises its assessment activities. (Policy Haw 5.202)

## Course Review Policy

The University Council on Articulation (UCA) policy requires that all of Hawai'i Community College's previously articulated general education core courses be reviewed over a five-year period. HawCC has developed procedures to review 20% of all of its approved courses each year. Courses will be reviewed according to their approval date; the oldest will be reviewed first. The policy and procedures were developed by the Academic Senate in collaboration with the Dean of Instruction, and were approved by the Senate on January 26, 2001. (Policy Haw 5.250)

## PROGRAM DESCRIPTIONS

### Accounting (ACC)

**Faculty:** M. DeMarco 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 Learning Outcomes

Upon successful completion, students are prepared to:

- Perform basic accounting tasks and business math skills to maintain accurate accounting systems in for-profit organizations.
- Communicate with stake holders in a manner that reflects organizational culture and sensitivity to diverse customer and community needs.
- Perform basic office functions using standard and emerging technologies.
- Demonstrate, in a work environment, effective self-management through efficient use of time and personal commitments.
- Participate effectively in individual and group decision making.
- Use critical thinking skills to make decisions that reflect legal and ethical standards of the accounting profession.

First Semester		CA	AAS
* Acc 120	College Accounting I	3	3
Busn 89	Electronic Calculating	1	1
Busn 121	Introduction to Word Processing	3	3
** Busn 189	Business Mathematics	3	3
Eng 55	Business Communications	3	3
Busn 164	Career Success (or IS 101)	3	3
TOTAL		16	16

Second Semester		CA	AAS
* Acc 124	Principles of Accounting I	3	3
* Acc 134	Income Tax Preparation (or Acc 130 or Acc 132 or Ent 120)	3	3
* Acc 150	Using Computers in Accounting	3	3
* Acc 155	Spreadsheets in Accounting	3	3
Busn 150	Intro to Business Computing (or ICS 101)	3	3
TOTAL		15	15

Third Semester		CA	AAS
* Acc 132	Payroll and HI Gen Excise Taxes (or Acc 130 or Acc 134 or Ent 120) (choose a course that was not taken previously)	-	3
* Acc 201	Elementary Accounting I (Fall 2013) Intro to Financial Accounting (Spring 2014) -	-	3
** Eng 100	Expository Writing (Fall 2013) Composition I (Spring 2014)	-	3
** SpCo	SpCo 130 or 151 or 251	-	3
Elective ††	Cultural Env., Natural Env., Social Env. (not IS 101, nor Busn 164)	-	3
TOTAL		-	15

Fourth Semester		CA	AAS
* Acc 193B	Accounting Practicum II (or Acc 193V)	-	3
* Acc 202	Elementary Accounting II (Fall 2013) Intro to Managerial Accting (Spring 2014) -	-	3
* Acc 255	Using Spreadsheets in Accounting II	-	3
Elective ††	Cultural Env., Natural Env., Social Env. (not IS 101, nor Busn 164)	-	6
TOTAL		-	15
TOTAL		31	61

\* 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 three areas: Cultural Env., Natural Env., Social Env.

## 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.

## Program Learning Outcomes

Upon successful completion, students are prepared to:

- Express a foundational understanding of the three components (law enforcement, courts, and corrections) of the Administration of Justice system and how they interrelate and affect individuals and society.
- Work independently and interdependently with diverse populations to produce personal, professional, and community outcomes.
- Use technology to access, synthesize, and communicate information effectively in written and oral reports.
- Develop and initiate career plans to obtain jobs or continue a degree in Administration of Justice or related fields.

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

AJ 101	Introduction to Administration of Justice
AJ 131	Ethics in Public Services
AJ 210	Juvenile Justice
AJ 220	Constitutional Law
AJ 221	Criminal Law
AJ 280	Current Issues in the Administration of Justice
Eng 100	Expository Writing (Fall 2013) Composition I (Spring 2014)
Eng 102	College Reading Skills
Math	Math 100 or higher
or	
Phil 110	Introduction to Logic
SpCo 151	Intro to Speech and Communication

## 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 (Fall 2013) Composition I (Spring 2014)	3
Eng 102	College Reading Skills	3
** Math 100	Survey of Mathematics or higher	3
or		
Phil 110	Introduction to Logic	(3)
Electives ††	Cultural Env., Natural Env., Social Env.	6
TOTAL		15

Second Semester		AS
AJ 101	Introduction to Administration of Justice	3
AJ 131	Ethics in Public Services	1
SpCo 151	Intro to Speech & Comm	3
Elective ††	Cultural Env., Natural Env., Social Env.	3
Electives	General	6
TOTAL		16



Third Semester		AS
AJ 210	Juvenile Justice	3
AJ 220	Constitutional Law	3
AJ or Subs	Elective (see below)	3
Electives	General	6
<b>TOTAL</b>		<b>15</b>

Fourth Semester		AS
AJ 221	Criminal Law	3
AJ 280	Current Issues in the Administration of Justice	3
AJ or Subs	Electives (see below)	9
<b>TOTAL</b>		<b>15</b>
<b>TOTAL</b>		<b>61</b>

#### Homeland Security Certificate of Completion

AJ 101	Introduction to Administration of Justice	3
AJ 131	Ethics in Public Services	1
AJ 180	Introduction to Homeland Security	3
AJ 181	Intelligence Analysis and Security Mgmt	3
AJ 182	Transportation and Border Security	3
<b>TOTAL</b>		<b>13</b>

#### Criminal Justice Addictions Professional Certificate of Completion

AJ 101	Introduction to Administration of Justice	3
AJ 131	Ethics in Public Services	1
AJ 150	The Correctional Process	3
Subs 140	Individual Substance Abuse Counseling	3
Subs 268	Survey of Substance Abuse Problems	3
Subs 132	STDs and Confidentiality	1
Subs 245	Group Counseling	3
Subs 270	12 Core Functions Subs Abuse Counseling	3
Subs 294	Substance Abuse Practicum I	3
<b>TOTAL</b>		<b>23</b>

Credits in ( ) are optional

\*\* Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting one 3-credit general elective course from each of three areas: Cultural Env., Natural Env., Social Env.

Electives - The following courses will be accepted:

- AJ 103, 104, 150, 170, 180, 181, 182, 193V, 208, 233, 234, 250, 256, 285, 290B, 290C, 290D
- Subs 140, 141, 245, 248, 262, 268, 270, 275, 280, 294, 295



## Agriculture (AG)

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

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Plan and manage projects and cultivate horticultural crops using legal; sustainable; safe; and ecologically, biologically, and technologically sound practices.
- Design gardens that demonstrate the aesthetic principles of unity, repetition, balance, color, and texture congruent with the customers' desires.
- Operate and maintain tools and equipment.
- Set-up and manage a business enterprise.
- Interact with customers and co-workers in ways that effectively support the work to be accomplished.

First Semester		CA	AAS
Ag 33	Greenhouse Construction	3	3
Ag 40	Plant Identification	3	3
Ag 54A	Tropical Agriculture Production I	6	6
Reading	Eng 21 (or higher)	3	-
** Writing	Eng 100 (or higher)	-	3
<b>TOTAL</b>		<b>15</b>	<b>15</b>

Second Semester		CA	AAS
Ag 31	Farm Equipment, Machinery and Power	3	3
Ag 46	Landscape Maintenance	3	3
Ag 54B	Tropical Agriculture Production II	6	6
** Math 50	Technical Math or higher	3	-
** Math 100	Survey of Math or higher (not Math 120)	-	3
<b>TOTAL</b>		<b>15</b>	<b>15</b>

Third Semester		CA	AAS
Ag 122	Soil Technology	-	3
Ag 200	Principles of Horticulture	-	4
Ag 230	Agriculture Business Management	-	3
Elective	Natural Environment †† (numbered 100 or above)	-	3
Elective	Social Environment †† (numbered 100 or above)	-	3
<b>TOTAL</b>		-	<b>16</b>

Fourth Semester		CA	AAS
Ag 141	Integrated Pest Management	-	3
Ag 157	Marketing of Agriculture Products	-	3
Ag 250	Sustainable Crop Production	-	3
Ag 250L	Sustainable Crop Production Lab	-	1
Ag 260	Tropical Landscape Horticulture	-	3
Elective	Cultural Environment †† (numbered 100 or above)	-	3
<b>TOTAL</b>		-	<b>16</b>
<b>TOTAL</b>		<b>30</b>	<b>62</b>

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### Landscape Worker Certificate of Completion

Ag 31	Farm Equipment, Machinery and Power	3
Ag 33	Greenhouse Construction	3
Ag 40	Plant Identification	3
Ag 46	Landscape Maintenance	3
** Math	Math 50 or higher	(3)
Reading	Eng 21 or higher	(3)
<b>TOTAL</b>		<b>12</b>

### Farm Worker Certificate of Completion

Ag 31	Farm Equipment, Machinery and Power	3
Ag 33	Greenhouse Construction	3
Ag 54A	Tropical Agriculture Production I	6
Ag 54B	Tropical Agriculture Production II	6
<b>TOTAL</b>		<b>18</b>

Credits in ( ) are optional

\*\* Meets competency requirement in mathematics or communications

†† Earn 9 credits total by selecting one 3-credit general elective course from each of three areas: Cultural Env., Natural Env., Social Env.

## Architectural, Engineering and CAD Technologies (AEC)

**Faculty:** G. Cho D. Deluz

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

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate entry-level skills for accuracy in drawing geometric shapes, axonometric pictorials, orthographic projections, and identify the relationship of features to demonstrate visualization proficiency.
- Identify or describe the characteristics and uses of construction materials, building products, and systems, as well as research these materials for use based on a prescribed design project requirement.
- Use with reasonable competence HawCC's two-dimensional and three-dimensional CAD programs to create architectural and engineering drawing documents for use in the Construction Technology Capstone DHHL Model Home Project.
- Use with reasonable competence HawCC's surveying hand tools/equipment, theodolite, total stations, and GPS Garmin's safely on campus and at the DHHL Model Home Project site.
- Formulate, design, revise, and construct projects of knowledge and comprehension based on design criteria requiring recall of past courses/experiences and be able to defend, explain, and discuss designs.
- Demonstrate communication, critical thinking, research, and problem-solving skills.
- Understand the balance between cultures, community, and the environment.
- Demonstrate computation and reasoning skills.

### Entry Requirements

- Proficiency levels in both reading and mathematics are required to register for some or all of the Program courses:

<u>Subject Area</u>	<u>Placement into course</u>
Mathematics	Math 66 and Math 100
Reading	Eng 102
Writing	Eng 100

First Semester		CA	AAS
AEC 80	Basic Drafting	3	3
AEC 110B	Basic AutoCAD	3	3
AEC 115	Introduction to Architecture	2	2
AEC 117	Introduction to Surveying	1	1
AEC 118	Construction Materials	3	3
** Math 66	Trig & Alg Topics for Draft/Electronics	4	4
** Math 100	Survey of Math or higher (not Math 120)	-	3
<b>TOTAL</b>		<b>16</b>	<b>19</b>

Second Semester		CA	AAS
AEC 120	Introduction to Construction Drawings	3	3
AEC 123	Residential Planning and Design	3	3
AEC 126	Sustainable Architecture	3	3
AEC 127	Civil Engineering Drawing	3	3
** Eng 100	Expository Writing (Fall 2013) Composition I (Spring 2014)	3	3
Elective ††	Cultural Environment	-	3
<b>TOTAL</b>		<b>15</b>	<b>18</b>

Third Semester		CA	AAS
AEC 130	Residential Working Drawings	3	3
AEC 131	Construction Codes	2	2
AEC 133	Basic Arch Studio A	4	4
AEC 134	CAD Options I	1	1
AEC 137	Surveying II	1	1
AEC 138	Structural Drawing	1	1
Elective ††	Natural Environment	-	3
<b>TOTAL</b>		<b>12</b>	<b>15</b>

Fourth Semester		CA	AAS
AEC 110C	Basic AutoCAD II	1	1
AEC 140	Commercial Working Drawings	3	3
AEC 141B	Building Services	1	1
AEC 142	Basic Arch Studio B	4	4
AEC 144	CAD Options II	1	1
AEC 147	Surveying III	2	2
Elective ††	Social Environment (ICS 100 recommended)	-	3
<b>TOTAL</b>		<b>12</b>	<b>15</b>
<b>TOTAL</b>		<b>55</b>	<b>67</b>

\*\* 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:** G. Fujioka 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.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate entry-level knowledge and skills required for the safe operation of tools and equipment necessary to perform repairs on modern automobiles.
- Apply proper safety procedures and regulated compliance standards applicable to the auto collision and refinish industry.
- Demonstrate structural panel repair techniques and advanced welding skills.
- Demonstrate competence in refinish procedures.
- Employ industry standard operating procedures and repair techniques.
- Utilize research, communication, and problem solving skills to evaluate and operationalize repair tasks.
- Model professional conduct and practice desirable work habits and attitudes for successful employment in the auto repair industry.

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 and Corrosion Protection	2	2
ABRP 25	Metal Straightening Techniques	3	3
** Eng	Eng 21 or Eng 22/ESL 15 or higher	3	-
** Eng 102	College Reading Skills or higher	-	3
** Math 50	Technical Math or higher	3	-
** Math 100	Survey of Math or higher (not Math 120)	-	3
<b>TOTAL</b>		<b>18</b>	<b>18</b>

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 Env., Natural Env., Social Env.	-	6
<b>TOTAL</b>		<b>12</b>	<b>18</b>

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 Env., Natural Env., Social Env.	-	3
<b>TOTAL</b>		<b>12</b>	<b>15</b>

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

\*\* 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 Refinish Certificate of Completion

ABRP 30	Preparation & Refinish Safety	3
ABRP 31	Refinish Equipment & Preparation	1
ABRP 32	Refinish Application & Color Matching	2
ABRP 33	Paint Problems	2
ABRP 34	Color Blending	3
<b>TOTAL</b>		<b>11</b>

### Basic Auto Body Repair Certificate of Completion

ABRP 20	Intro to Auto Body Repair & Painting	1
ABRP 21	Oxyacetylene Welding & Cutting	2
ABRP 22	Gas Metal Arc Welding Techniques	3
ABRP 24	Rust Repair and Corrosion Protection	2
ABRP 25	Metal Straightening Techniques	3
<b>TOTAL</b>		<b>11</b>

## 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 or a specialist on engine tune-ups or electrical systems.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Identify and demonstrate proper work readiness skills and respect for cultural differences.
- Apply safety measures at all times.
- Maintain proper use of shop tools and equipment.
- Demonstrate access and use of online repair manuals.
- Diagnose and repair typical problems encountered by owners of vehicles.
- Perform routine maintenance functions on vehicles.

### Entry Requirements

- Possess a valid driver's license
- Proficiency levels in both reading and mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 22 or Math 50
Reading	Eng 21

First Semester		CA	AAS
AMT 20	Intro to Auto	1	1
AMT 23	Lubrication	1	1
AMT 30	Engines	7	7
AMT 40B	Fuel System	3	3
Electives ††	Cultural Env., Natural Env., Social Env.	-	6
	<b>TOTAL</b>	<b>12</b>	<b>18</b>

Second Semester		CA	AAS
AMT 40C	Electrical System	6	6
AMT 46	Power Train	4	4
AMT 57	Emission	2	2
** Eng 100	Expository Writing (Fall 2013) Composition I (Spring 2014)	-	3
** Math 100	Survey of Math or higher (not Math 120)	-	3
	<b>TOTAL</b>	<b>12</b>	<b>18</b>

Third Semester		CA	AAS
AMT 50	Auto Transmission	4	4
AMT 53	Brake Systems	4	4
AMT 55	Suspension and Steering	4	4
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
	<b>TOTAL</b>	<b>12</b>	<b>15</b>

Fourth Semester		CA	AAS
AMT 60H	Diagnostic and Repair: Electrical/Fuel System and Related Components	3	3
AMT 60I	Diagnostic and Repair: Engines & Related Components	3	3
AMT 60J	Diagnostic and Repair: Suspension/Brake and Related Components	3	3
AMT 60K	Diagnostic and Repair: Power Train/ Transmissions & Related Components	3	3
AMT 93V	CVE (optional with instructor approval)	-	-
	<b>TOTAL</b>	<b>12</b>	<b>12</b>
	<b>TOTAL</b>	<b>48</b>	<b>63</b>

\*\* 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

## Business Technology (BTEC)

**Faculty:** G. Ching A. Chung  
R. Yamane

The Business Technology program enables students to communicate clearly through oral and written interactions complying with standard office etiquette. Students will use current and emerging technologies to create and produce quality, mailable office documents, and will learn how to organize and manage multiple organizational tasks and coworkers in an office, making efficient use of time and resources.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

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

First Semester		CC	CA	AAS
* Busn 89	Electronic Calculating	1	1	1
* Busn 123	Word Processing for Business	3	3	3
* Busn 164	Career Success (meets Soc. Env. requirement for A.A.S.)	3	3	3
* Busn 166	Professional Employment Preparation	1	1	1
* Busn 182	Machine Transcription	3	3	3
** Busn 189	Business Mathematics	3	3	3
	<b>TOTAL</b>	<b>14</b>	<b>14</b>	<b>14</b>



Second Semester		CC	CA	AAS
* Busn 150	Intro to Business Computing	-	3	3
* Busn 170	Records and Information Management	-	3	3
Busn 193V	Cooperative Education	-	3	3
** SpCo	SpCo 130 or 151	-	3	3
** Eng	Eng 22 or ESL 15 or higher	-	3	-
Bus 120	Principles of Business	-	-	3
	<b>TOTAL</b>	-	15	15

Third Semester		CC	CA	AAS
* Busn 151	Intermediate Business Computing	-	-	3
Acc 120	College Accounting I (or Acc 124 or 201)	-	-	3
** Eng 100	Expository Writing (Fall 2013) Composition I (Spring 2014)	-	-	3
Elective ††	Cultural Environment	-	-	3
Elective ††	Natural Environment	-	-	3
	<b>TOTAL</b>	-	-	15

Fourth Semester		CC	CA	AAS
* Busn 292	Integrated Office Procedures	-	-	3
* Eng 55	Business Communications	-	-	3
Business	Electives (see below)	-	-	8-9
Elective	General Electives †††	-	-	3
	<b>TOTAL</b>	-	-	17-18
<b>TOTAL (minimum)</b>		<b>14</b>	<b>29</b>	<b>61-62</b>

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

\*\* Meets competency requirement in mathematics or communications

†† Earn 6 credits total by selecting one 3-credit general elective course from each of the areas: Cultural Environment, Natural Environment

††† General elective required only if total credits are less than 60

Business Electives - The following courses will be accepted:

- Acc 124, 125, 126, 130, 132, 134, 150, 155, 201, 202
- Busn 121, 184
- CENT 140, 240B, 240C, 241
- Econ 120, 130, 131
- Ent 120
- HosT 101, 150, 152, 260
- ITS 103, 104, 108, 118, 121, 140, 151, 193, 215, 221, 284
- MedA 107(+)
- Mgt 124
- Mkt 120, 121, 130, 151, 157, 158, 185
- Nurs 110(+)

(+) Required for the Medical Office Assistant CC

## Business Technology Medical Office Assistant (MOA)

This Certificate of Completion provides students with the administrative and clinical skills necessary for an entry level medical office position in the health care field. Working environments include hospitals, medical offices, clinics, and other health care facilities.

### Learning Outcomes

Upon successful completion, students are prepared to:

- Work as a contributing team member to assist in delivery of safe, effective health care.
- Demonstrate professionalism in skill performance, appearance, and attitude appropriate to the health care setting.
- Communicate clearly and effectively using appropriate medical language through oral and written interactions.
- Demonstrate compassion, caring and respect for the health and healing practices, beliefs and values of the individual and the community.
- Apply critical thinking skills to make decisions that reflect legal and ethical standards in health care.
- Use self-reflection to evaluate the effectiveness of learning and personal growth.

### Medical Office Assistant Certificate of Completion

First Semester		CC
* Busn 121	Introduction to Word Processing (or Busn 123)	3
* Busn 164	Career Success	3
* Nurs 110	Introduction to Medical Terminology	2
* Sci 51	Basic Science for Health Occupations	3
	<b>TOTAL</b>	<b>11</b>
Second Semester		CC
* Acc 120	College Accounting I (or Acc 20, or 124 or 201)	3
* Busn 184	Medical Transcription	3
* Busn 150	Intro to Business Computing	3
* MedA 107	Introduction to Medical Office Assisting	3
	<b>TOTAL</b>	<b>12</b>
<b>TOTAL</b>		<b>23</b>

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



## Carpentry (CARP)

**Faculty:** G. Harada

J. Tanabe

The Carpentry program allows students to participate in the “foundation-to-finish” experiences necessary to build a basic residential house while completing the required carpentry coursework. Students will graduate from the Carpentry program with the knowledge and experience necessary to begin employment at the entry level in the construction industry, or enter a four-year apprenticeship program. Credit may be given in the apprenticeship program for work completed at Hawai‘i Community College.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Understand and utilize math computations, formulas, and measurements required in the carpentry field.
- Understand the properties of wood, its sustainability and how it dictates the fundamental principles and procedures involved in carpentry.
- Demonstrate safe practices concerning, personal safety, hand and power tool usage, and all aspects of fabrication/construction.
- Use appropriate tools, materials/fasteners and current building technology to complete projects.
- Practice good work ethics and quality workmanship with regard to industry standards.
- Construct projects by interpreting drawings, applying building code requirements where applicable.
- Synthesize principles, procedures and objectives using critical thinking, appropriate materials, tools/equipment and procedures to construct a residential dwelling.
- Demonstrate awareness of environmental and cultural impacts at the community and global level during planning and construction phases.

### Entry Requirements

- Proficiency levels in both reading and mathematics are required to register for some or all of the Program courses:

<u>Subject Area</u>	<u>Minimum placement into course</u>
Mathematics	Math 22 or Math 50
Reading	Eng 21

<b>First Semester</b>		<b>CA</b>	<b>AAS</b>
Carp 20A	Basic Carpentry I	3	3
Carp 21A	Basic Carpentry II	9	9
Blpr 30F	Blueprint Reading for Carpenters	3	3
** Math 50	Technical Math I (or higher)	3	-
** Math 100	Survey of Math or higher (not Math 120)	-	3
<b>TOTAL</b>		<b>18</b>	<b>18</b>

<b>Second Semester</b>		<b>CA</b>	<b>AAS</b>
Carp 22	Concrete Form Construction	12	12
Blpr 40	Blueprint Reading and Estimates	3	3
** Eng	Eng 21 or Eng 22 or ESL 15 (or higher)	3	-
Eng 102	College Reading Skills (or higher)	-	3
<b>TOTAL</b>		<b>18</b>	<b>18</b>

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

<b>Fourth Semester</b>		<b>CA</b>	<b>AAS</b>
Carp 42	Finishing	12	12
Math 55	Technical Math II	1	1
Elective ††	Cultural Env., Natural Env., Social Env.	-	3
Carp 93V	CVE (optional)	-	-
<b>TOTAL</b>		<b>13</b>	<b>16</b>
<b>TOTAL</b>		<b>61</b>	<b>70</b>

\*\* 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 (CNA)

**Faculty:** M. Higa

Cisco Networking Academy (CNA) is a global educational program that teaches students how to design, build, troubleshoot, and secure computer networks for increased access to career and economic opportunities in communities around the world. Networking Academy provides online courses, interactive tools, and hands-on learning activities to help individuals prepare for ICT and networking careers in virtually every type of industry. Since its inception in October 1997, more than a million students each year have been reached through more than 7,000 Cisco Academies in all 50 states, Washington D.C., Guam, American Samoa, and in 165 other countries.

### The Cisco Certified Networking Associate (CCNA)

series of 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:

CENT 140: Network Fundamentals

CENT 240B: Routing Protocols and Concepts

CENT 240C: LAN Switching and Wireless

CENT 241: Accessing the WAN

For more information about the CNA and courses, contact:

Jim Yoshida jamesyos@hawaii.edu (808) 934-2508

Melanie Higa higaml@hawaii.edu (808) 934-2686

or visit <http://cisco.netacad.net>

## Cooperative Vocational Education (CVE)

**Faculty:** See individual program faculty

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.

## Culinary Arts (CULN)

**Faculty:** P. Heerlein

A. Okuda

S. Barr Rivera

B. Saiki

**Cafeteria Manager:**

S. Dubczak

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. Accredited by the American Culinary Federation since July 2005.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Apply appropriate ethics for purchasing and receiving in the culinary industry.
- Demonstrate proper work attitudes and work habits.
- Demonstrate general knowledge of culinary departmental functions and their relationship.
- Demonstrate an understanding of the culinary industry business operations.
- Demonstrate entry-level proficiency in technical skills required in the culinary industry according to the American Culinary Federation.
- Choose an appropriate career path based on industry knowledge or requirements.
- Apply appropriate etiquette, appearance, and hygiene as required by industry standards.
- Demonstrate skills necessary for acquiring a job in the culinary field.
- Integrate their knowledge of Hawai'i's culture and food into cuisine.
- Apply nutritional concerns to the creation of menus.

First Semester		CC	CA	AAS
Culn 111	Introduction to the Culinary Industry	2	2	2
Culn 112	Sanitation and Safety	2	2	2
Culn 120	Fundamentals of Cookery	6	6	6
Culn 170	Food and Beverage Purchasing	3	3	3
Culn 160V	Dining Room Service/Stewarding (WH students only)	-	-	1
** Math 50H	Technical Math: Culinary Arts	-	3	-
** Math 100	Survey of Mathematics or higher (not Math 120)	-	-	3
TOTAL		13	16	17

Second Semester		CC	CA	AAS
Culn 115	Menu Merchandising	(1)	1	1
Culn 131	Short Order Cookery	3	3	3
Culn 140	Cold Food Pantry	4	4	4
Culn 150	Fundamentals of Baking	4	4	4
Culn 160V	Dining Room Service/Stewarding (WH students only)	-	-	1
** Eng	Eng 21 or Eng 22/ESL 15 or higher	-	3	-
** Eng 100	Expository Writing (Fall 2013) Composition I (Spring 2014)	-	-	3
TOTAL		11	15	16

Third Semester		CC	CA	AAS
Culn 130	Intermediate Cookery	-	7	7
Culn 270	Food and Beverage Cost Control	-	5	5
Culn 185††	Culinary Nutrition	-	-	3
HosT 290	Hospitality Management	-	-	3
	<b>TOTAL</b>	-	12	18

Fourth Semester		CC	CA	AAS
Culn 160V	Dining Room Service/Stewarding (Hilo students only)	-	-	(2)
Culn 220	Advanced Cookery	-	-	6
Culn 240	Garde Manger	-	-	4
Culn 252	Patisserie	-	-	4
Elective††	Cultural Environment (HwSt course recommended)	-	-	3
Culn 93V†	CVE (optional)	-	-	-
	<b>TOTAL</b>	-	-	17
	<b>TOTAL</b>	24	43	68

Credits in ( ) are optional

\*\* Meets competency requirement in mathematics or communications

† Optional with instructor's approval

†† Meets requirements in Cultural, Natural, or Social Environment



## Diesel Mechanics (DISL)

Program undergoing revisions.

**Faculty:** M. Soares

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.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Function safely in a heavy equipment shop environment.
- Demonstrate ability to communicate effectively to gather and convey information.
- Apply theory and principles for proper diagnosis, repair, and maintenance in the heavy-duty truck equipment industry.
- Practice the minimum essential mental, physical, and behavioral skills necessary to maintain professional proficiency.
- Work collaboratively with others as well as independently.

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

Second Semester		CA	AAS
DiMc 30	Introduction to Electrical Systems	2	2
DiMc 31	Starting Systems and Circuits	1	1
DiMc 32	Charging Systems and Circuits	2	2
DiMc 33	Introduction 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
	<b>TOTAL</b>	12	18

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



Fourth Semester		CA	AAS
DiMc 50	Brakes	-	2
DiMc 51	Suspension and Steering	-	2
DiMc 52	Engine Lubricant and Lubrication Systems	-	2
DiMc 53	Engine Coolants and Cooling Systems	-	2
DiMc 54	Air Intake and Exhaust Systems	-	2
DiMc 55	Hydraulics/Pneumatics	-	3
DiMc 93V	CVE (optional)	-	-
	<b>TOTAL</b>	-	<b>13</b>
	<b>TOTAL</b>	<b>36</b>	<b>64</b>

\*\* 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

### Digital Media Arts (DMA)

Faculty: M. Hu V. Murakami

This certificate prepares students for work in the fields of digital media design and production. It gives necessary education and training to students seeking entry-level positions as digital media artists. It provides professionals already in the field with updated technology training.

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

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Use technology effectively to create visual artworks.
- Gather, analyze, and evaluate information visually.
- Apply knowledge of aesthetics to the needs of the community.
- Demonstrate professionalism with a digital portfolio.

### Digital Media Arts Requirements CC

Required courses:

Art 112	Introduction to Digital Arts	3
Art 115	Foundation Studio: 2-D Design	3
Art 202	Digital Imaging	3
Art 209	Image in Motion Studio	3
Art 293	Internship	3
or		
Art 294	Practicum in Digital Arts	(3)
Ent 120	Starting a Small Business	3

(continued on next column)

Elective courses (choose one):		3
Art 107	Intro to Photography	(3)
Art 107D	Intro to Digital Photography	(3)
Art 125	Introduction to Graphic Design	(3)
Art 126	3D Computer Graphics I	(3)
Art 159	History of Communication Design	(3)
Art 212	Digital Animation	(3)
Art 225	Graphic Design II	(3)
Art 226	3D Computer Graphics II	(3)
Art 238	Interface Design	(3)
Art 246	3D Computer Graphics III	(3)
Art 248	Digital Post-Production	(3)
Art 249	Interface Design II	(3)
Art 257	Motion Graphic Design	(3)
Art 259	Narrative Game Design	(3)
Art 293	Internship	(3)
	(if not taken as a required course)	
Eng 105	Reading Film	(3)
	<b>TOTAL</b>	<b>21</b>

Credits in ( ) are optional

### Early Childhood Education (ECED)

Faculty: M. Wong  
Children's Center Staff: C. Babagay  
J. Puniwai B. Pavao

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 are required to complete fingerprinting and pass the criminal history record checks.

This degree is fully articulated with the Bachelor of Arts in Social Science (with a concentration in Early Childhood Education) offered through the University of Hawai'i West O'ahu via Distance Education. Student interested in pursuing the BA degree with UH West O'ahu are encouraged to meet with an Early Childhood Education advisor their first semester.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Use knowledge of child development and individual children to create healthy, challenging learning environments, and experiences.
- Observe, document, and assess all children's development and learning in partnerships with families.
- Build positive relationships and guide children through supportive interactions.
- Use content knowledge and appropriate pedagogy to create/design, implement, and assess learning experiences.
- Use reflective practice to demonstrate professionalism.
- Build respectful partnerships with children, families, and their communities.

## General Education Requirements

### Certificate of Achievement:

- Eng 21 or 102 or higher
- Eng 22 or 100 or ESL 15
- SpCo 51 or 151
- Math 22 or higher

### Associate of Science Degree:

- Eng 100
- Eng 102 or higher
- SpCo 151
- Phil 110 or Math 100 or higher (Math 115 recommended)
- 3 credits Natural Environment electives (100 level or higher)
- 6 credits Social Environment electives (100 level or higher)
- 3 credits Cultural Environment electives (100 level or higher)
- 3 credits (Ed 252 or Ed 255 or Cultural electives 100 level or higher)
- 3 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	Introduction to Early Childhood	3	3	3
* Ed 110	Developmentally Appropriate Pract.	3	3	3
* Ed 131	Early Childhood Development: Theory to Practice	3	3	3
GenEd	General Education Requirements	-	6	6
TOTAL		9	15	15

Second Semester		CC	CA	AS
(Certificate of Completion requires Ed 115 or 140 or 245)		3	-	-
Ed 115	Health, Safety, and Nutrition for the Young Child	(3)	3	3
Ed 140	Guidance of Children in Groups	(3)	3	3
Ed 263	Language and Creative Curriculum	-	-	3
or				
Ed 264	Inquiry and Physical Curriculum	-	-	(3)
GenEd	General Education Requirements	-	6	6
TOTAL		3	12	15

Third Semester		CC	CA	AS
* Ed 190 †	Early Childhood Laboratory	4	4	4
Ed 245	Child, Family, and Community	(3)	3	3
Ed 263	Language and Creative Curriculum	-	-	(3)
or				
Ed 264	Inquiry and Physical Curriculum (whichever was not taken previously)	-	-	3
GenEd	General Education Requirements	-	-	6
TOTAL		4	7	16

Fourth Semester		CC	CA	AS
* Ed 291	Early Childhood Practicum II	-	-	4
GenEd	General Education Requirements	-	-	9
Elective	General Elective	-	-	3
TOTAL		-	-	16
TOTAL (minimum)		16	34	62

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

† Ed 191 - Early Childhood Practicum I may be substituted for Ed 190 only when Ed 190 is not available and with instructor's consent.

**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 18 months to 5 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. The Center is accredited by the National Association for the Education of Young Children.

## Electrical Installation and Maintenance Technology (EIMT)

**Faculty:** R. Dela Cruz P. Pajo

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.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Accurately demonstrate entry-level skills in residential, commercial, and industrial electrical installation and maintenance.
- Practice safety on the job and recognize potential hazards.
- Interpret and comply with the National Electrical Code NFPA 70 book and local codes.
- Read and interpret all sections of blueprints and draft electrical circuits.
- Integrate carpentry, masonry, plumbing, and HVACR systems with electrical installation and maintenance.
- Produce take-off lists, perform layout, and install new materials for existing and new projects.
- Think critically, do research, calculate minimum requirements, and solve problems.
- Demonstrate the qualities of an apprentice electrician: positive attitude and behavior, discipline, promptness and attendance, ability to work alone or with others, with cultural awareness, and good communication skills.

## Entry Requirements

- Proficiency levels in both reading and mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 51 (or "C" or better in 22)
Reading	Eng 21

First Semester		CA	AAS
* EIMT 20	Interior Wiring	12	12
Blpr 22	Blueprint Reading and Drafting	3	3
** Math 51	Algebra Topics for Electricity	3	3
	<b>TOTAL</b>	<b>18</b>	<b>18</b>

Second Semester		CA	AAS
* EIMT 22	Electricity Theory and Practice	12	12
** Eng	Eng 21 or ESL 15/Eng 22 or higher	3	3
Blpr 30C	Blueprint Reading for Electricians	3	3
Eng 102	College Reading Skills	-	3
	<b>TOTAL</b>	<b>18</b>	<b>21</b>

Third Semester		CA	AAS
* EIMT 41	Commercial Wiring	12	12
Elective ††	Natural Environment (numbered 100 or above Phys recommended)	-	3
** Math 100	Survey of Mathematics or higher (not Math 120)	-	3
	<b>TOTAL</b>	<b>12</b>	<b>18</b>

Fourth Semester		CA	AAS
* EIMT 43	Industrial Wiring	12	12
Elective ††	Cultural Environment	-	3
Elective ††	Social Environment	-	3
	<b>TOTAL</b>	<b>12</b>	<b>18</b>
	<b>TOTAL</b>	<b>60</b>	<b>75</b>

\* 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:** M. Higa

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.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Specify, design, build, install, program, operate, troubleshoot, analyze, and modify electronics systems, automated test, and manufacturing control systems.
- Specify, install, program, operate, troubleshoot, and modify computer systems.
- Have effective written, interpersonal, presentation, and team building skills.
- Have the necessary leadership and management skills to effectively complete a project.
- Have a well-developed sense of work ethics and personal discipline to succeed in their chosen profession.
- Have attitudes, abilities, and skills required to adapt to rapidly changing technologies and a desire for life-long learning.

## Entry Requirements

- Proficiency levels in both reading and mathematics are required to register for some or all of the Program courses:

Subject Area	Minimum placement into course
Mathematics	Math 24 or 66
Reading	Eng 21

First Semester		CA	AAS
Etro 120	Electronics I	5	5
Etro 120L	Electronics I Lab	2	2
Etro 121	Electronics Fabrication and Assembly	2	2
Etro 121L	Electronics Fabrication and Assembly Lab	-	2
** Eng	Eng 21 or Eng 22/ESL 15 or higher	3	-
** Math 66	Trig & Alg Topics for Drafting/Electronics	4	-
** Math 100	Survey of Math or higher (not Math 120)	-	3
	<b>TOTAL</b>	<b>16</b>	<b>14</b>

Second Semester		CA	AAS
Etro 122	Electronics II	5	5
Etro 122L	Electronics II Lab	2	2
Etro 143	Digital Electronics	3	3
Etro 143L	Digital Electronics Lab	1	1
Etro 160	Laser Safety and Applications	1	1
Etro 161	Introduction to Optics and Photonics	3	3
Elective ††	Social Environment	-	3
	<b>TOTAL</b>	<b>15</b>	<b>18</b>

Third Semester		CA	AAS
Etro 257	RF Communications	2	2
Etro 280	Microprocessor Arch, Prog & Interfacing	3	3
CENT 140	Network Fundamentals	-	3
CENT 240B	Routing Protocols and Concepts	-	3
** Eng 100	Expository Writing (Fall 2013)	-	3
	Composition I (Spring 2014)	-	3
Elective ††	Natural Environment	-	3
	<b>TOTAL</b>	<b>5</b>	<b>17</b>

Fourth Semester		CA	AAS
Etro 166	Introduction to Fiber Optics	3	3
Etro 287	Computer Systems and Networking	3	3
Etro 287L	Computer Systems and Networking Lab	1	1
CENT 240C	LAN Switching and Wireless	-	3
CENT 241	Accessing the WAN	-	3
Elective ††	Cultural Environment	-	3
	<b>TOTAL</b>	<b>7</b>	<b>16</b>
<b>TOTAL</b>		<b>43</b>	<b>65</b>

\*\* 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

#### Optics Technology Certificate of Competence

Etro 160	Laser Safety and Applications	1
Etro 161	Introduction to Optics and Photonics	3
Etro 166	Introduction to Fiber Optics	3
	<b>TOTAL</b>	<b>7</b>

#### Network Technology Certificate of Completion

CENT 140	Network Fundamentals	3
CENT 240B	Routing Protocols and Concepts	3
CENT 240C	LAN Switching and Wireless	3
CENT 241	Accessing the WAN	3
	<b>TOTAL</b>	<b>12</b>

## Environmental Studies Academic Subject Certificate (ASC-ENVS)

**Faculty:** P. Scheffler

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.

### 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 16 credits is required to receive the ESASC.
2. Earn a "C" or better in each course.

### Core Requirements (7 credits)

- Sci 124 Introduction to Environmental Science
- Sci 124L Intro to Environmental Science Lab
- Ag 190V Internship
- or
- SSci 250 Environmental Issues

### Subject Areas (9 credits)

Plus one (1) course from each of the subject areas below:

#### Life Sciences (3 credits)

- BioC 241 Fundamentals of BioChemistry
- Biol 101 General Biology
- Biol 156 Natural History of the Hawaiian Islands
- Biol 171 Introductory Biology I
- Bot 101 General Botany
- Bot 130 Plants in Hawaiian Environment
- Zool 101 Principles of Zoology

#### Physical Sciences (3 credits)

- Chem 100 Chemistry for Non-Science Majors
- Chem 151 Elementary Survey of Chemistry
- Geog 101 Geography and the Natural Environment
- Geog 122 Geography of Hawai'i
- Ocn 201 Science of the Sea
- Ocn 205 Intermediate Oceanography

(continued on next page)



### Social Sciences (3 credits)

- Econ 120 Principles of Economics
- Geog 102 World Regional Geography
- Phil 120 Science, Technology and Values
- PolS 110 Introduction to Political Science
- Soc 100 Survey of General Sociology
- Soc 218 Social Problems and Social Issues
- SSci 111 Humanity, Society, and Technology
- SSci 150 Ecology and Society

### **Fire Science (FS)**

**Faculty:** J. Minassian

The Fire Science Program prepares individuals with the academic knowledge for entry employment in the Fire Service field as well as meeting the needs of in-service professionals.

Upon completion of this program, students will have the knowledge to prepare for a career with federal, state and local fire and emergency service agencies, with an emphasis on Structural Fire Fighting, Wildland Fire Suppression, Hazardous Materials Incidents, Fire Prevention and Investigation, Crash and Rescue, Fire Management and Administration, and the Incident Command System.

After earning the Associate in Science (A.S.) Degree, students have the opportunity to pursue a Bachelor's Degree in Fire Administration from Colorado State University (CSU) through distance learning. See Program Faculty for a list of courses that will transfer to CSU.

Health and physical requirements vary with different employers in the Fire Service field, so prospective students should seek advice before enrolling.

### **Program Learning Outcomes**

Upon successful completion, students are prepared to:

- Meet the minimum academic training requirements of the National Fire Protection Association's (NFPA) Standard 1001, Standard for Fire Fighter Professional Qualifications (Fire Fighter I).
- Perform as fully qualified wildland firefighters (FFT2) in accordance with National Wildfire Coordinating Group PMS 310-1 standards.
- Utilize the Incident Command System to manage a wide variety of planned and un-planned incidents.
- Demonstrate knowledge of modern fire service strategies, tactics, and management for both structural and wildland fire incidents.
- Meet the requirements for National Fire Protection Association's (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents for the Awareness and Operational Levels.
- Apply the principles of interpersonal communication, cooperative teamwork, supervision, and management for leadership in the fire service.
- Apply the theoretical principles of the chemistry of fire and hydraulics to solve water supply problems.

First Semester		CA	AS
Fire 101	Essentials of Fire Suppression	3	3
Fire 101L	Essentials of Fire Suppression Lab	1	1
Fire 151	Introduction to Wildland Fire Control	3	3
Fire 156	Incident Command System	3	3
** Eng 100	Expository Writing (Fall 2013) Composition I (Spring 2014) (or Eng 215)	-	3
** Math or Phil 110	Math 100 or higher Introduction to Logic	-	3 (3)
TOTAL		10	16

Second Semester		CA	AS
Fire 153	Advanced Wildland Firefighting	3	3
Fire 157	Intermediate Wildland Fire Behavior	3	3
Chem 100	Chemistry for Non-Science Majors (or Chem 151)	-	3
Chem 100L	Chemistry for Non-Science Majors Lab (or Chem 151L)	-	1
ICS 100	Computing Literacy and Applications (or ICS 101)	-	4
Nurs 110	Introduction to Medical Terminology	-	2
TOTAL		6	16

Summer		CA	AS
Student Temporary Employment Program (Optional)		-	-
TOTAL		-	-

Third Semester		CA	AS
Fire 202	Fire Hydraulics	3	3
Fire 212	Firefighting Strategies and Tactics	3	3
Fire 215	Wildland/Urban Interface Operations	3	3
Bot 101	General Botany (or Bot 130 ††)	-	3
Bot 101L	General Botany Lab (or Bot 130L ††)	-	1
Biol 100	Human Biology	-	3
TOTAL		9	16

Fourth Semester		CA	AS
Fire 207	Hazardous Materials Awareness/Operations	3	3
Fire 217	Firefighter Life Safety	3	3
Fire 210	Fire Administration	3	3
SpCo 251 ††	Public Speaking (or SpCo 260 ††)	-	3
Elective †	Social Environment	-	3
TOTAL		9	15
TOTAL		34	63

\*\* Meets competency requirement in mathematics or communications

† Any Social Environment elective numbered 100 or above.

†† Meets Cultural Env. or Natural Env. requirement.

## Hawai'i Life Styles Academic Subject Certificate (ASC-HLS)

The Hawai'i Life Styles ASC supports students interested in exploring and experiencing Native Hawai'i Life Styles. Learners may specialize in the Subject Certificate while fulfilling the program requirements for any major at HawCC. The curriculum provides a strong, functional Hawai'i Life Styles foundation.

### General Information

Students seeking the HLS ASC must receive a grade of "C" or better in all courses. The listed requirements are subject to change. For the latest information, please visit the website, [www.hawaii.hawaii.edu/humd/iolahaloa/haloa.html](http://www.hawaii.hawaii.edu/humd/iolahaloa/haloa.html) or contact the main HLS office at (808) 934-2600. Students may also contact an advisor:

Kekuhi Keali'ikanaka'ole	(808) 934-2616
Taupouri Tangarō	(808) 933-0577/934-2575
Kamaka Gunderson	(808) 934-2614
Leialoha Ilae-Kaleimamahu	(808) 934-2605
Manaiakalani Kalua	(808) 934-2606
Kanoe Lambert	(808) 934-2613
Melanie Marciel	(808) 934-2607
Ryan McCormack	(808) 934-2735
Noe Noe Wong-Wilson	(808) 934-2610
Kara Dumaguin	(808) 969-8825 (West HI)
E. Kalani Flores	(808) 969-8875 (West HI)
Blossom Lincoln Maielua	(808) 969-8875 (West HI)

### Requirements

1. **Credits Required:** A minimum of 17 credits is required to receive the HLS ASC.
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 Elementary Hawai'i Language I
- Haw 102 Elementary Hawai'i Language II

#### Group Option 2

- Haw 201 Intermediate Hawai'i Language I
- Haw 202 Intermediate Hawai'i Language II

### Core Requirements (9 credits)

#### Required (3 credits)

- HwSt 100 Piko Hawai'i

#### Plus choose two from the following (6 credits)

- HwSt 101 Hawai'i Culture I: 'Aikapu
- HwSt 102 Hawai'i Spirituality
- HwSt 104 Hawai'i Myth Culture
- HwSt 105 Hawai'i Plant Culture

## Hawai'i Life Styles (HLS)

<b>Faculty:</b>	E. Flores (WH)	K. Gunderson
	L. Ilae-Kaleimamahu	M. Kalua
	K. Keali'ikanaka'ole	T. Tangarō
	M. Wong-Wilson	
	B. Lincoln Maielua (WH)	
<b>Staff:</b>	M. Burnett	S. Chin
	K. Lilly	T. Samio
	K. Sibayan	N. Tagab-Cruz
	U. Van Blarcom	

The Hawai'i Life Styles (HLS) Associate of Applied Science (A.A.S.) degree focuses on particular native Hawaiian occupations that supported a vibrant, sustainable, highly scientific, and spiritually balanced island population years prior to Western contact.

### Program Learning Outcomes

The HLS degree prepares students to quantify and qualify their relationship to their community. The program educates students to promote, with confidence, the uniqueness of this land, the ocean, and its people. The HLS student learner outcomes encapsulate the ideals and philosophy of HawCC's Liberal Arts program student learner outcomes.

Upon successful completion, students are prepared to:

- Kāhoeuli/Connections - Articulate personal connections and interactions with people, communities, and environments to establish one's place, responsibilities, and purpose in the world.
- Kā'iewe/Sense of Place - Reflectively evaluate a sense of place and an awareness of the delicate balance necessary to maintain healthy life systems for generations to come.
- Kā'imo'o/Sustainability - Actively engage in the maintenance, preservation, and conservation of Hawai'i's and other global communities' landscapes and resources.
- Ka'imaka/Perspective - Demonstrate multi-sensory perspectives in natural, cultural, and social environments to interact appropriately.
- Kā'ikoi/Identity - Apply cultural knowledge, practices, career skills, and experiences to strengthen and sustain one's life style and identity.
- Kāimua/Leadership - Advance leadership skills towards sound and creative decision-making that inspires balance in mind, body, spirit, and environment.
- Kā'ipono/Excellence - Foster a life-long desire to seek knowledge, wisdom, and experiences to enhance communities, family, and self.

## Hula Track (HLS-HULA)

The A.A.S. Degree in Hula prepares students to understand the depth and breadth of Hula that encompasses an interdisciplinary local and global knowledge base. This experience will allow students to consider a wide variety of potential careers including, but not limited to: environmental science, forestry, astronomy, anthropology, archeology, biology, agriculture, art, music, education, social services, business, development, planning, and politics with an increased knowledge in traditional and contemporary Native Hawaiian ideology and practice.

This degree is not designed for transfer directly into a Baccalaureate program; however, it does include many transfer level general education courses. To earn this degree, students must:

- Complete the required courses
- Earn a cumulative GPA of at least 2.0 as well as a 2.0 in each of the major courses
- Earn 12 semester hours at HawCC
- Earn the Hula-specific course credits (HwSt 130, 131, 230, and 231) in residency
- Meet with an HLS advisor/counselor (highly recommended)

First Semester		ASC	AAS
Haw 101	Elementary Hawai'i Language I	4	4
HwSt 100	Piko Hawai'i	3	3
HwSt 105 †	Hawai'i Plant Culture	3	3
HwSt 130	Hula I: 'Aihā'a	-	3
** Math	Math 100 or Phil 110	-	3
TOTAL		10	16

Second Semester		ASC	AAS
Haw 102	Elementary Hawai'i Language II	4	4
HwSt 101 †	Hawai'i Culture I: 'Aikapu	3	3
HwSt 104 †	Hawai'i Myth Culture	(3)	3
HwSt 131	Hula II: 'Olapa	-	3
** Comm	Eng 100 or 102 or SpCo 151	-	3
TOTAL		7	16

Third Semester		ASC	AAS
Haw 201	Intermediate Hawai'i Language I	(4)	4
HwSt 102 †	Hawai'i Spirituality	(3)	3
HwSt 103	Hawai'i Art Culture	-	1
HwSt 103	Hawai'i Art Culture (different topic)	-	1
HwSt 230	Hula III: 'Auana	-	3
History	Hist 153 or Hist 154	-	3
TOTAL		-	15

Fourth Semester		ASC	AAS
Haw 202	Intermediate Hawai'i Language II	(4)	4
HwSt 103	Hawai'i Art Culture (different topic)	-	1
HwSt 201	Hawai'i Culture II: 'Ai Noa	-	3
HwSt 231	Hula IV: Hu'eipo	-	4
Elective	Natural Environment (Bot 130 or Biol 156 recommended)	-	3
TOTAL		-	15
TOTAL		17	62

Credits in ( ) are optional

\*\* Meets competency requirement in mathematics or communications

† The ASC requires any two of the following: HwSt 101, 102, 104, 105

## Lawai'a Track (HLS-LAWA)

The A.A.S. Degree in Lawai'a prepares students to understand the depth and breadth of Lawai'a that encompasses an interdisciplinary local and global knowledge base. This experience will allow students to consider a wide variety of potential careers including, but not limited to: marine biology, aquaculture, environmental science, oceanography, astronomy, navigation, anthropology, archeology, biology, agriculture, art, music, education, social services, business, development, planning, and politics with an increased knowledge in traditional and contemporary Native Hawaiian ideology and practice.

This degree is not designed for transfer directly into a Baccalaureate program; however, it does include many transfer level general education courses. To earn this degree, students must:

- Complete the required courses
- Earn a cumulative GPA of at least 2.0 as well as a 2.0 in each of the major courses
- Earn 12 semester hours at HawCC
- Earn the Lawai'a-specific course credits (HwSt 150, 151, 250, 251) in residency
- Meet with an HLS advisor/counselor (highly recommended)

First Semester		ASC	AAS
Haw 101	Elementary Hawai'i Language I	4	4
HwSt 100	Piko Hawai'i	3	3
HwSt 105 †	Hawai'i Plant Culture	3	3
HwSt 150	Lawai'a I: Ku'ula Kai	-	3
** Math	Math 100 or Phil 110	-	3
TOTAL		10	16

Second Semester		ASC	AAS
Haw 102	Elementary Hawai'i Language II	4	4
HwSt 101 †	Hawai'i Culture I: 'Aikapu	3	3
HwSt 104 †	Hawai'i Myth Culture	(3)	3
HwSt 151	Lawai'a II: Kaneloa	-	3
** Comm	Eng 100 or 102 or SpCo 151	-	3
TOTAL		7	16

Third Semester		ASC	AAS
Haw 201	Intermediate Hawai'i Language I	(4)	4
HwSt 102 †	Hawai'i Spirituality	(3)	3
HwSt 103	Hawai'i Art Culture	-	1
HwSt 103	Hawai'i Art Culture (different topic)	-	1
HwSt 250	Lawai'a III: Loko I'a	-	3
History	Hist 153 or Hist 154	-	3
TOTAL		-	15

Fourth Semester		ASC	AAS
Haw 202	Intermediate Hawai'i Language II	(4)	4
HwSt 103	Hawai'i Art Culture (different topic)	-	1
HwSt 201	Hawai'i Culture II: 'Ai Noa	-	3
HwSt 251	Lawai'a IV: Kipapalauulu	-	4
Elective	Natural Environment (Bot 130 or Biol 156 recommended)	-	3
TOTAL		-	15
TOTAL		17	62

Credits in ( ) are optional

\*\* Meets competency requirement in mathematics or communications

† The ASC requires any two of the following: HwSt 101, 102, 104, 105

## Mahi'ai Track (HLS-MAHI)

The A.A.S. Degree in Mahi'ai prepares students to understand the depth and breadth of Mahi'ai that encompasses an interdisciplinary local and global knowledge base. This experience will allow students to consider a wide variety of potential careers including, but not limited to: agriculture, agroforestry, environmental science, forestry, astronomy, anthropology, archeology, biology, art, music, education, social services, business, development, planning, and politics with an increased knowledge in traditional and contemporary Native Hawaiian ideology and practice.

This degree is not designed for transfer directly into a Baccalaureate program; however, it does include many transfer level general education courses. To earn this degree, students must:

- Complete the required courses
- Earn a cumulative GPA of at least 2.0 as well as a 2.0 in each of the major courses
- Earn 12 semester hours at HawCC
- Earn the Mahi'ai-specific course credits (HwSt 140, 141, 240, 241) in residency
- Meet with an HLS advisor/counselor (highly recommended)

First Semester		ASC	AAS
Haw 101	Elementary Hawai'i Language I	4	4
HwSt 100	Piko Hawai'i	3	3
HwSt 105 †	Hawai'i Plant Culture	3	3
HwSt 140	Mahi'ai I: Kanu'ai	-	3
** Math	Math 100 or Phil 110	-	3
	<b>TOTAL</b>	<b>10</b>	<b>16</b>

Second Semester		ASC	AAS
Haw 102	Elementary Hawai'i Language II	4	4
HwSt 101 †	Hawai'i Culture I: 'Aikapu	3	3
HwSt 104 †	Hawai'i Myth Culture	(3)	3
HwSt 141	Mahi'ai II: 'Au'ai	-	3
** Comm	Eng 100 or 102 or SpCo 151	-	3
	<b>TOTAL</b>	<b>7</b>	<b>16</b>

Third Semester		ASC	AAS
Haw 201	Intermediate Hawai'i Language I	(4)	4
HwSt 102 †	Hawai'i Spirituality	(3)	3
HwSt 103	Hawai'i Art Culture	-	1
HwSt 103	Hawai'i Art Culture (different topic)	-	1
HwSt 240	Mahi'ai III: Huki'ai	-	3
History	Hist 153 or Hist 154	-	3
	<b>TOTAL</b>	<b>-</b>	<b>15</b>

Fourth Semester		ASC	AAS
Haw 202	Intermediate Hawai'i Language II	(4)	4
HwSt 103	Hawai'i Art Culture (different topic)	-	1
HwSt 201	Hawai'i Culture II: 'Ai Noa	-	3
HwSt 241	Mahi'ai IV: Ku'i'ai	-	4
Elective	Natural Environment (Bot 130 or Biol 156 recommended)	-	3
	<b>TOTAL</b>	<b>-</b>	<b>15</b>
	<b>TOTAL</b>	<b>17</b>	<b>62</b>

Credits in ( ) are optional

\*\* Meets competency requirement in mathematics or communications

† The ASC requires any two of the following: HwSt 101, 102, 104, 105

## Hawaiian Studies (AA-HWST) Associate in Arts Degree

A two-year Baccalaureate direct transfer liberal arts degree consisting of 62 semester credits at the 100 and 200 levels. The Associate in Arts in Hawaiian Studies is designed for students who are preparing to transfer to a four-year college or university and who have an interest in achieving a qualification that would be beneficial in the workforce or other areas of study where a foundational knowledge of the Native Hawaiian host culture can complement their worldview.

### General Information

Students interested in transferring or enrolling in the AA-HWST program are encouraged to meet with a Counselor:

Native Hawaiian Program Counselor

Melanie Marciel (808) 934-2607

Halaulani Transfer and Career Guidance Counselor

Kanoe Lambert (808) 934-2613

Counseling Office (808) 934-2720

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Describe aboriginal Hawaiian linguistic, cultural, historical, and political concepts.
- Apply aboriginal Hawaiian concepts, knowledge, and methods to the areas of science, humanities, arts, and social sciences, in academics and in other professional endeavors.
- Engage, articulate, and analyze topics relevant to the aboriginal Hawaiian community using college-level research and writing methods.

To earn the Associate in Arts in Hawaiian Studies Degree from HawCC, a student must meet the following requirements:

1. Credits Required: A total of 62 credits earned at or transferred to HawCC in 100-200 level courses
2. A minimum of 12 HawCC credits must be completed
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 or 251†

*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

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.



## Hawaiian Language and Hawaiian Studies Requirements (14 credits)

*Hawaiian Language* (8 credits):

- Haw 101, 102

*Hawaiian Studies* (6 credits):

- HwSt 104, 107

## Area Requirements (30 credits)

**Humanities:** (17 credits):

- HwSt 100, 103, 130, 131, 230, 231

**Natural Science:** Seven (7) credits: six (6) credits with one course from Group 1, and the other course from either Group 2 or Group 3. One of these courses must be accompanied by a one (1) credit *Natural Science* lab course.

### Group 1: Biological Sciences

- Ag 200
- Biol 100/L, 101/L, 141/L, 142/L, 156/L, 171/L, 172/L
- Bot 101/L, 105/L, 130/L
- Micr 130/L
- Zool 101/L

### Group 2: Physical Sciences

- Astr 110, 281
- BioC 241
- Chem 100/L, 151/L, 161/L, 162/L
- Geog 101/L
- GG 101/L
- Phys 100/L, 105

### Group 3: Other Sciences

- Geog 122, 170/L, 180/L
- Ocn 201, 205
- Phrm 203
- Sci 124/L

**Social Sciences:** Six (6) credits from at least two different alphas:

- AJ 101, 210, 256† (see HSer/WS 256), 280
- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Econ 120, 130, 131
- Ed 105, 131
- FamR 230
- Geog 102
- HSer 110, 140, 141† (see Subs 141), 248† (see Subs 248), 256† (see AJ/WS 256)
- IS 101
- PolS 110
- Psy 100, 170, 214, 230, 270, 275† (see Hum 275)

- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 260
- SSci 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268
- WS 151, 256† (see AJ/HSer 256)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

NOTE: Students may not use Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

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



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## Hospitality and Tourism (HOST)

**Faculty:** J. Lightner (WH)

The Hospitality and Tourism 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 Hawai'i. Additionally, making a career path possible to local workers strengthens the human assets of our community. The program was established 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.
- Provide job upgrading skills necessary for career advancement in the hospitality/visitor industry.
- Develop skills in verbal and written communication.
- Develop skills in distance learning that will promote life-long learning.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

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

First Semester		CC	CA	AAS
HosT 100	Career & Customer Service Skills	3	3	3
HosT 101	Intro to Hospitality and Tourism	3	3	3
HosT 150	Housekeeping Operations	3	3	3
HosT 152	Front Desk Operations	3	3	3
** SpCo 151	Intro to Speech & Communication	3	3	3
TOTAL		15	15	15

Second Semester		CC	CA	AAS
HosT 154	Food and Beverage Operations	3	3	3
HosT 193V	Cooperative Education	-	3	3
HosT 258	Hospitality Marketing	-	3	3
HosT 260	Hospitality Law	-	3	3
HosT 290	Hospitality Management	-	3	3
TOTAL		3	15	15

Third Semester		CC	CA	AAS
** Acc 130	Hospitality Accounting I (or Acc 124 or 201)	-	3	3
Eng 100	Expository Writing (Fall 2013) Composition I (Spring 2014)	-	3	3
HwSt 101	Hawai'i Culture I: 'Aikapu (or any 3-credit HwSt class)	-	3	3
HosT 265	Tourism and Destination Planning	-	-	3
HosT 261	Meeting, Convention Management	-	-	3
** Math 100	Survey of Mathematics (or higher, not Math 120)	-	-	3
TOTAL		-	9	18

Fourth Semester		CC	CA	AAS
Bus 120	Principles of Business	-	-	3
Computer Literacy				
	ICS 100, ICS 101, or Busn 150	-	-	3
HosT 293V	Cooperative Education	-	-	3
HosT 295	Hospitality Capstone	-	-	3
Elective	Social Environment †† (numbered 100 or higher)	-	-	3
Elective	Natural Environment †† (numbered 100 or higher)	-	-	3
TOTAL		-	-	18
TOTAL		18	39	66

\*\* Meets competency requirement in mathematics or communications

†† Meets Cultural Env. or Natural Env. requirement.

## Human Services (HSER)

**Faculty:** S. Claveria

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.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Portray a respectful attitude harmonizing with place, culture, and diverse perspectives, through a reflection of values and self awareness.
- Evaluate employment and educational opportunities through a comprehensive awareness of the function of Human Services in the community.
- Utilize communication skills and implementation strategies to assess the multiple causes of social issues and concerns.

To receive a certificate, HSER majors must earn a “C” or better in each HSER course.

<b>Human Services Requirements</b>			<b>CC</b>
HSer 110	Introduction to Human Services		3
HSer 193	Human Services Practicum I		3
HSer 293	Human Services Practicum II		3
Psy	Psy 100 or 170		3
Eng	Eng 22 or ESL 15 or higher		3
Soc. Env. option courses approved by HServ. Coordinator			6
<b>TOTAL</b>			<b>21</b>

## Information Technology (IT)

**Faculty:** A. Brown

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.

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.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Information Systems - Plan, develop, and implement the hardware, software, and procedural components of a data processing system in a business environment.
- Networking - Plan, develop, and implement the hardware, software, and procedural components of a data communications system in a business environment.
- Programming - Plan, develop, implement, and document computer programs that meet the data processing requirements of a business organization.
- Productivity - Work independently and cooperatively to deliver reports, programs, projects, and other deliverables that document a business organization's information technology requirements.
- Legal/Ethical/Professional - Base decisions and actions on the legal, ethical, and professional guidelines and practices of the information technology field.
- Explore - Demonstrate the ability to search, analyze, and synthesize current information and solutions in the rapidly changing information technology profession.

### Entry Requirements

- Proficiency levels in both reading and mathematics are required to register for some or all of the Program courses:

<u>Subject Area</u>	<u>Course Completion</u>	or	<u>Placement into course</u>
Mathematics	Math 22 or 24		Math 26
Reading	Eng 21		Eng 102

<b>First Semester</b>		<b>CA</b>	<b>AS</b>
ICS 101	Digital Tools for the Information World	4	4
ITS 103	Introduction to the Programming Process	4	4
ITS 104	Computer Hardware Support	4	4
Acc 201	Elementary Accounting I	3	3
** Eng 102	College Reading Skills	3	3
<b>TOTAL</b>		<b>18</b>	<b>18</b>

<b>Second Semester</b>		<b>CA</b>	<b>AS</b>
ITS 108	Computer Software Support	3	3
ITS 118	Visual Basic Programming for Business Applications	4	4
ITS 121	Computing Topics	3	3
** Eng 100	Expository Writing (Fall 2013) Composition I (Spring 2014)	3	3
** Math 100	Survey of Mathematics (or higher)	3	3
<b>TOTAL</b>		<b>16</b>	<b>16</b>

<b>Third Semester</b>		<b>CA</b>	<b>AS</b>
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 Communication	-	3
Elective ††	Cultural Env., Natural Env., Social Env.†	-	3
<b>TOTAL</b>		-	<b>17</b>

<b>Fourth Semester</b>		<b>CA</b>	<b>AS</b>
ITS 293	IT Program Internship	-	3
ITS 221	Advanced Computing Topics	-	3
ITS 284	Data Communications Fundamentals	-	3
Electives ††	Cultural Env., Natural Env., Social Env.†	-	6
<b>TOTAL</b>		-	<b>15</b>
<b>TOTAL</b>		<b>34</b>	<b>66</b>

### 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 Social Environment elective other than ICS 100.

†† Earn 9 credits total by selecting one 3-credit general elective course from each of the three areas: Cultural Env., Natural Env., Social Env. All elective courses must be numbered 100 or above.

### Computer Support Certificate of Completion

ICS 101	Digital Tools for the Information World	4
ITS 104	Computer Hardware Support	4
ITS 108	Computer Software Support	3
<b>TOTAL</b>		<b>11</b>

## Liberal Arts (AA-LBRT) Associate in Arts Degree

<b>Faculty:</b>	M. Bader	R. Brashear-Kaulfers
	L. Brezinsky	M. Carmichael
	S. Claveria	S. Cline (WH)
	T. Cravens (WH)	T. Dean (WH)
	D. D'Haenens-Luker	E. Flores (WH)
	R. Gartner	S. Giordanengo
	M. Goya	C. Hoffman (WH)
	M. Hu	P. Hudson
	L. Ilae-Kaleimamahu	J.G. James
	L. Jones (WH)	D. Kalei
	M. Kalua	K. Keali'ikanaka'ole
	G. Kimura	M. Larish
	B. Laurich	B. Lincoln Maielua
	A. Maeda	C. Marlow
	J. Marlow	D. Moore
	C. Mospens	V. Murakami
	C. Naguwa	T. Nahm-Mijo
	N. Rodriguez	J. Ryan
	D. Salvador	K. Sato
	J. Savage	P. Scheffler
	J. Schumaker	K. Sims (WH)
	O. Steele	W. Sugikawa
	J. Stradtman-Carvalho	T. Tangarō
	F.D. Uchima	J. Wilcox (WH)
	C. Wilcox-Boucher	M. Wong
	M. Wong-Wilson	L. Zitnik

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.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Communication - Speak and write to communicate information and ideas in professional, academic and personal settings.
- Critical Reading - Read critically to synthesize information to gain understanding.
- Critical Thinking - Make informed decisions through analyzing and evaluating information.
- Information Competency - Retrieve, evaluate, and utilize information.
- Technological Literacy - Employ computer technology to perform academic and professional tasks.
- Quantitative Reasoning - Apply mathematical concepts, methods, and problem-solving strategies to analyze, synthesize, and evaluate real-world problems in quantitative terms.
- Areas of Knowledge - Utilize methods, perspectives and content of selected disciplines in the natural sciences, social sciences, and humanities.
- Self and Community - Engage in activities demonstrating understanding of one's relationship with one's communities and environments.
- Cultural Diversity - Articulate and demonstrate an awareness and sensitivity to cultural diversity.
- Ethics - Behave in an informed and principled manner.

To earn the Associate in Arts Degree in Liberal Arts (LBRT) from HawCC, 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 12 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 or 251†

*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
- Hist 123, 153†, 154†, 241, 242, 284, 288
- HwSt 100, 101, 102, 103, 104, 105, 106, 107, 119, 130, 131, 140, 141, 150, 151, 160, 161, 180, 201, 204, 206, 230, 231, 232, 233, 240, 241, 250, 251, 260, 261, 280, 281, 282
- Phil 102
- Rel 152
- SpCo 233

(continued on next page)



**Humanities (3 credits):**

- Art 101, 105B, 105C, 107, 107D, 108, 111, 112, 113, 114, 115, 120, 123, 125, 126, 159, 202, 207, 209, 212, 214, 217, 223, 225, 243, 244, 246, 248, 249, 257, 269C, 294, 295, 296
- Dnce 153, 185, 190V, 256† (see Ed 256), 285, 290V
- Ed 256† (see Dnce 256)
- Eng 103, 105, 204, 205†, (see Jour 205), 215, 255, 256, 257E
- Haw 101, 102, 201, 202
- Hist 120, 151†, 152†, 274, 281, 282
- Hum 100, 160† (see SSci 160), 275† (see Psy 275)
- Jour 205† (see Eng 205)
- Jpns 101, 102
- Ling 102, 121† (see Anth 121), 235† (see Anth 235)
- Mus 102
- Phil 100, 101, 120, 211, 213, 255
- Rel 150, 151, 153
- SpCo 231, 251†

**AND** three (3) credits from any other course listed in either Asian/Pacific or Humanities.

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

**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 200
- Biol 100/L, 101/L, 141/L, 142/L, 156/L, 171/L, 172/L
- Bot 101/L, 105/L, 130/L
- Micr 130/L
- Zool 101/L

**Group 2: Physical Sciences**

- Astr 110, 281
- BioC 241
- Chem 100/L, 151/L, 161/L, 162/L
- Geog 101/L
- GG 101/L
- Phys 100/L, 105

**Group 3: Other Sciences**

- Geog 122, 170/L, 180/L
- Ocn 201
- Phrm 203
- Sci 124/L

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

- AJ 101, 210, 256† (see HSer/WS 256), 280
- Anth 121† (see Ling 121), 150, 200, 235† (see Ling 235)
- Asan 120†, 121†, 122†
- Econ 120, 130, 131
- Ed 105, 131
- FamR 230
- Geog 102
- HSer 110, 140, 141† (see Subs 141), 248† (see Subs 248), 256† (see AJ/WS 256)
- IS 101
- PolS 110
- Psy 100, 170, 214, 230, 270, 275† (see Hum 275)
- Soc 100, 208, 218, 251, 265, 289, 290
- SpCo 260
- SSci 150, 160† (see Hum 160), 250
- Subs 141† (see HSer 141), 248† (see HSer 248), 268
- WS 151, 256† (see AJ/HSer 256)

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only 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 Independent/Directed Studies courses (marked 199 or 299) to meet area requirements unless prior permission is given by the advisor and the Vice Chancellor for Academic Affairs.

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 and the AA-HWST 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 Writing Intensive courses at HawCC.

## Liberal Arts/Associate in Arts with a Business Emphasis (LBRT)

A Memorandum of Understanding (MOU) exists between the University of Hawai'i at Hilo - College of Business and Economics (COBE) and Hawai'i Community College (HawCC) to allow students who have earned the Liberal Arts (Associate in Arts) Degree with a Business emphasis to transfer to COBE to earn a baccalaureate degree in Business.

Students declare LBRT as a major and follow the basic requirements for the LBRT degree with the exception of certain prescribed classes listed below.

### Core Requirements (18 credits)

*Communication* (9 credits):

- Eng 102 (Reading) and 100 (Writing)
- SpCo 251†

*Logical Reasoning* (3 credits):

- Math 135 or 205 or 206

*World Civilization* (6 credits):

- Hist 151† or 153†; and Hist 152† or 154†

*Writing Intensive*:

- One WI course with a "C" or better grade

† Cross-listed courses (appearing in multiple areas or listed as different alphas) count only once for graduation requirements.

### Area Requirements (31 credits)

**Humanities:** Nine (9) credits total from the following groups (see complete LBRT listing):

- *Asian/Pacific Culture* (3 credits)
- *Humanities* (3 credits)
- **AND** three (3) credits from any other course listed in either Asian/Pacific or Humanities.

**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 (see complete LBRT listing):

- *Group 1: Biological Sciences* (3 credits)
- *Group 2: Physical Sciences* (3 credits)
- *Group 3: Other Sciences*

**Social Sciences:** Twelve (12) credits from at least three different alphas (see complete LBRT listing):

- Econ 130 and 131 (6 credits)
- Anth 200 or Psy 100 or Soc 100 (3 credits)
- One additional course with a different alpha (3 credits)

### Business Emphasis Electives (11 credits)

- Acc 201 and Acc 202 (6 credits)
- Math 115 (3 credits)
- Busn 150 or ICS 101 or Bus 240 (UHH) or Eng 209W (UHH)

## Machine, Welding and Industrial Mechanics Technologies (MWIM)

**Faculty:** D. Miyashiro

This program prepares the student for employment in the metalworking and mechanical/maintenance trades. Employment may be in construction, food processing, manufacturing, utilities, astronomical observatories, or related industries. The job requires good physical health, above average eye/hand coordination, mechanical reasoning, and good form perception and spatial relationship. Job responsibilities may include fabricating, repairing, or maintaining metal products on equipment, buildings, and systems.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Demonstrate mechanical reasoning; form perception and spacial relations; numerical reasoning and communication skills as a part of the basic entry-level skills and knowledge to gain employment in the Machining, Welding, Industrial Mechanics or related fields.
- Demonstrate the attributes of a good employee; good safety practices; positive work ethics; working collaboratively or independently under supervision; an awareness of hazardous materials and a responsibility for the orderliness and cleanliness of the workplace.
- Demonstrate eye and hand coordination and dexterity in the proper set-up and use of the basic machine tools and equipment; metalworking equipment; the common welding and cutting processes; industrial mechanics equipment; material handling equipment and related machinery.
- Demonstrate the applications of and the ability to use the common hand tools; layout tools; measuring tools; precision measuring tools; common cutting and forming tools, tools used with the common fasteners and specialty tools, and the common metalworking and mechanic tools.
- Demonstrate form perception and spatial relations in the applications of geometric construction; the three common methods of pattern development; industrial practices in framing and structural fabrication; practices in welding joint design and joint preparation and the common machine shop operations and practices.
- Demonstrate the skills of a life-long learner; the ability to read blueprints; knowledge of metals and the common materials and supplies; the ability to do the work related math; and the ability to communicate and read technical resources.

First Semester		CC	CA	AAS
MWIM 42	Intro to Machine and Welding	8	8	8
MWIM 45	Intro to Arc Welding	4	4	4
** Eng	Eng 21 or Eng 22/ESL 15 or higher	-	3	-
** Math 50	Technical Math I or higher	-	3	-
** Eng 100	Expository Writing (Fall 2013)	-	-	3
	Composition I (Spring 2014)	-	-	3
** Math 100	Survey of Mathematics or higher (not Math 120)	-	-	3
TOTAL		12	18	18

Second Semester		CC	CA	AAS
MWIM 55	Intern Welding & Qual Procedures	4	4	4
MWIM 52	Sheet Metal Machining	-	8	8
Blpr 30D	Blpr Reading for Machine Trades I	-	3	3
Elective	Cultural, Natural, Social Env. ††	-	-	3
TOTAL		4	15	18

Third Semester		CC	CA	AAS
MWIM 62	Lathe Facing and Knurling	-	4	4
MWIM 65	Advanced Welding	-	8	8
Blpr 30B	Blueprint Reading for Welders	-	3	3
Elective	Cultural, Natural, Social Env. ††	-	-	3
TOTAL		-	15	18

Fourth Semester		CC	CA	AAS
MWIM 72	Intro to CNC Milling	-	4	4
MWIM 75	Special Process Welding & Rigging	-	8	8
Elective	Cultural, Natural, Social Env. ††	-	-	3
TOTAL		-	12	15
TOTAL		16	60	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

### Marketing (MKT)

Faculty: A. Chan D. Kawa'auhau

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 sales associate, stock clerk, display person, account assistant, assistant buyer, marketing assistant, and assistant manager and to provide basic training for possible advancement to management positions.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Synthesize principles and concepts of marketing in developing a marketing plan.
- Devise marketing campaigns/presentations in diverse formats that are adaptable to different target markets and stakeholders.
- Use customer relationship management strategies within any business or retail organization.
- Use management and organizational behavior principles and skills for any marketing occupation.
- Develop the ability to think strategically as an individual and effective team member.
- Demonstrate work attitude and appearance consistent with professional practices.
- Develop current technology skills and the ability to utilize those skills in real world situations.
- Develop an understanding of evolutionary globalization and the technological advancements associated with the dynamic business environment.

First Semester		CA	AAS
Mkt 120	Principles of Marketing	3	3
Busn 121	Introduction to Word Processing (or Busn 123)	3	3
Busn 150	Intro to Business Computing (or ICS 101)	-	3
Elective	Cultural Environment	-	3
** SpCo	SpCo 130 or 151	-	3
TOTAL		6	15

Second Semester		CA	AAS
Mkt 130	Principles of Retailing	3	3
Busn 89	Electronic Calculating	1	1
Busn 164	Career Success	3	3
ECom 100	Introduction to E-Commerce	3	3
Elective	Choose one of the following: Busn 170, Ent 120, Mkt 158, or Mkt 292 (if not taken as a required course)	-	3
Eng 100	Expository Writing (Fall 2013) Composition I (Spring 2014)	-	3
TOTAL		10	16

Third Semester		CA	AAS
Mkt 151	Principles of Customer Service	3	3
Mkt 157	Principles of Web Design I	3	3
Bus 120	Principles of Business	-	3
** Busn 189	Business Mathematics	-	3
Mgt 124	Principles of Supervision	-	3
TOTAL		6	15

Fourth Semester		CA	AAS
Mkt 185	Principles of E-Marketing	3	3
Mkt 193V	Cooperative Vocational Education (or Mkt 292)	3	3
Busn 166	Professional Employment Preparation	1	1
Mkt 121	Marketing Topics	-	3
Acc 120	College Accounting I (or Acc 124 or Acc 201)	-	3
Elective	Natural Environment	-	3
TOTAL		7	16
TOTAL		29	62

\*\* Meets competency requirement in mathematics or communications

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 and Allied Health Programs

<b>Faculty:</b>	L. Boehm	E. Cremer
	T. Fry	K. Giraud
	J. Hamasaki	J. Jeffery
	K. Kotecki	L. Miguel
	S. Moran	E. Ojala
	P. Pieron	H. Reece
	J. Sherwood	D. Van Hoose

### How to Apply for Admission to the Nursing Programs

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

1. Complete the Intent to Apply to a Nursing Program form that can be found on the Nursing website at [www.hawaii.hawaii.edu/nursing](http://www.hawaii.hawaii.edu/nursing)  
Mail, fax, or hand deliver the form to the Director of Nursing Programs at the Nursing and Allied Health Division office (building PB6-103 on the Upper Campus) by March 1st. Forms that are submitted after the March 1st deadline will be considered late. Late applications are considered for admission after all other applications only if there is space in the program. Applicants will receive written acknowledgment that their Intent to Apply form has been received.
2. Arrange to take the Test of Essential Academic Skills V (TEAS V) examination. Preregistration for the TEAS V exam is required. Information regarding registration, cost, and testing dates and times for the TEAS V is available on the nursing website at [www.hawaii.hawaii.edu/nursing](http://www.hawaii.hawaii.edu/nursing)  
Applicants for both the A.S. in Nursing, and the C.A. in Practical Nursing must submit TEAS V test scores as part of the application process. TEAS V scores must be available by March 1st. For more information call the Division Office at (808) 934-2650.
3. Students not currently enrolled at HawCC or another University of Hawai'i system campus 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. All courses intended to be used to meet proficiency requirements and prerequisite courses must be approved by the College. All courses for the degree must be taken for a letter grade. HawCC and other University of Hawai'i system students should refer to their STAR Degree check via their MyUH account to determine whether they have met the proficiency and/or prerequisite requirements. Refer to the Associate of Science in Nursing or Practical Nursing general information and requirements for more information.
5. Transfer students are those who were previously enrolled at a college or university other than HawCC (including UHH). Non-HawCC students currently attending another UH system institution do not need to submit an official transcript from that UH system school. However, the stu-

dent must submit to the HawCC Admissions and Records Office the "Authorization Form to Access UH System Credits per Campus" form found at [www.hawaii.hawaii.edu/records/forms.php](http://www.hawaii.hawaii.edu/records/forms.php)

Arrange to submit this form prior to the March 1 deadline. For assistance, contact a Nursing counselor in: East Hawai'i at (808) 934-2720, or West Hawai'i at (808) 969-8816.

6. Non-HawCC students who have ever attended a college/university outside of the UH system (even those currently at a UH system school), must arrange to have an official transcript, printed in English, be sent to the Admissions and Records Office directly from all non-HawCC institutions. For all institutions outside of the UH System, students must keep in their possession a course catalog or course description for all courses. Do not send this information to the Admissions and Records Office. The materials submitted become the property of HawCC.
7. Students needing assistance with transferring courses from non-HawCC institutions and with completing course waiver/substitutions should contact a Nursing counselor in: East Hawai'i at 934-2720, or West Hawai'i at (808) 969-8816. The course transfer process must be completed by the March 1st deadline.

### Admission Requirements to the Associate in Science Degree Program

1. Test of Essential Academic Skills V (TEAS V) test scores
2. 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 and evidence of math proficiency by completion of Math 25 or Math 26 or COMPASS placement into Math 27
3. Applicants are selected for admission to the Associate of Science in Nursing Program using a point system based on grades earned (by March 1st) in the required nursing support courses and TEAS V scores. Additional points are awarded to applicants who are Licensed Practical Nurses
4. Qualified applicants who are deemed as Hawai'i residents for tuition purposes are considered first for acceptance into the Associate in Science Degree Nursing Program; after which, qualified, non-resident applicants are considered on a space available basis
5. Licensed Practical Nurses who have graduated from a state accredited LPN program, have full time equivalent employment as an LPN for at least one year, and have experience in an acute or long term care setting within the past 5 years may be eligible for advanced placement in the Associate of Science nursing program. In order to be considered for advanced placement in the LPN Transition Track, applicants must apply and be accepted into the ADN program and meet all the standard admission requirements. Upon



acceptance into the ADN program, qualified LPNs will be offered the option of taking the NLN Nursing Acceleration Challenge Exam (NACE) - Foundations of Nursing. LPNs with a decision score of 70 or above on the NACE Exam will be offered the option of bypassing Nursing 153 (Nursing Concepts & Skills - 8 credits) during the first semester of nursing courses. Students in the LPN Transition Track will need to complete all other associate degree nursing courses. LPNs who are accepted into the nursing program and who are interested in the LPN Transition Track will need to submit a current nursing license and proof of employment.

6. Applicants for the nursing program need to be aware of the following regarding clinical agency requirements: Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. Failure of a student to complete the prescribed clinical practice shall be deemed as not satisfying health care academic program requirements. It is the responsibility of the student to satisfactorily complete affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility.

### Admission Requirements to the Practical Nursing Program

1. Test of Essential Academic Skills V (TEAS V) test scores
2. Cumulative college GPA of 2.0 by the end of the Spring semester prior to entry, if attended college previously
3. Proficiency in reading, writing, and mathematics as evidenced by completion of courses or COMPASS placement test scores
4. Applicants are selected for admission to the Practical Nursing Program using a point system based on TEAS V scores
5. Qualified applicants who are deemed as Hawai'i residents for tuition purposes are considered first for acceptance into the Practical Nursing Program; after which, qualified, non-resident applicants are considered on a space available basis
6. Applicants for the nursing program need to be aware of the following regarding clinical agency requirements: Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. Failure of a student to complete the prescribed clinical practice shall be deemed as not satisfying health care academic program requirements. It is the responsibility of the student to satisfactorily complete affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility.

## Nursing, Associate in Science Degree in Nursing (NURS)

This program prepares students to take the National Council Licensure Exam for Registered Nursing (NCLEX-RN). 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.

**All courses required for the degree must be taken for a letter grade.**

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Retrieve, integrate, and apply relevant and reliable information, concepts from multiple disciplines and standards of nursing as the basis for evidenced based nursing care.
- Utilize the nursing process as an ongoing framework for critical thinking to assess, plan, prioritize, implement, and evaluate safe and effective nursing care for healthy individuals and individuals with complex disorders who need the expert care of a professional nurse.
- Demonstrate compassion and caring by developing and maintaining therapeutic relationships based upon mutuality and respect for the health and healing practices, beliefs, and values of the individual and community.
- Demonstrate the ability to function and communicate in a collaborative manner as a member of a multidisciplinary health care team to effectively manage care for individuals, families, and groups of individuals in a variety of settings.
- Demonstrate the ability to plan and deliver effective health education as an integral part of promotion, maintenance and restoration of health, management of chronic conditions, and end of life care.
- Demonstrate professional behaviors and practice within the legal and ethical framework of professional nursing.
- Utilize self reflection to analyze personal practice and experiences for ongoing learning and professional growth.

### Entry Requirements

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 25 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
Anth 200†	Cultural Anthropology	3
Biol 141	Human Anatomy and Physiology I	3
Biol 141L	Human Anatomy and Physiology I Lab	1
Biol 142	Human Anatomy and Physiology II	3
Biol 142L	Human Anatomy and Physiology II Lab	1
Eng 100	Expository Writing (Fall 2013)	
	Composition I (Spring 2014)	3
FamR 230	Human Development	3
Micr 130	Microbiology	3
Micr 130L	Microbiology Lab	1
Phrm 203	General Pharmacology	3
Psy 100	Survey of Psychology (Introductory)	3
SpCo 151	Intro to Speech & Communication	3
	<b>TOTAL</b>	<b>30</b>
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
	<b>TOTAL</b>	<b>11</b>
Spring Semester		AS
Nurs 157	Adult Health Nursing	10
	<b>TOTAL</b>	<b>10</b>
Year 3		
Fall Semester		AS
Nurs 254	Family Health Nursing Care I	5
Nurs 255	Family Health Nursing Care II	5
	<b>TOTAL</b>	<b>10</b>
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
	<b>TOTAL</b>	<b>11</b>
	<b>TOTAL</b>	<b>72</b>

+ Bypass on LPN Transition Track

† Corequisite support course that may be taken either prior to admission or during the nursing program.

The Associate in Science Degree program is approved by the Hawai'i Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN); formerly NLNAC. The ACEN may be contacted at [www.nlnac.org](http://www.nlnac.org) or (404) 975-5000, or by writing to 3343 Peachtree Rd, NE, Suite 850, Atlanta, Georgia 30326. 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)

The Certificate of Achievement in Practical Nursing Program prepares students to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) to become Licensed Practical Nurses (LPNs). Licensed Practical Nurses work in a variety of health care settings under the supervision of a physician or registered nurse. More information about Licensed Practical Nursing can be accessed at [www.onetonline.org/crosswalk](http://www.onetonline.org/crosswalk)

The Certificate of Achievement requires 6 semester credits of non-nursing support courses and 34 semester credits of nursing courses; 40 semester credits in all. The program is 40 weeks long and includes 2 semesters and a summer session.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Retrieve, integrate, and apply relevant and reliable information, concepts from multiple disciplines, and standards of nursing as the basis for evidenced based nursing care.
- Use the nursing process as a framework for critical thinking to assess, plan, prioritize, implement, and evaluate safe and effective nursing care for those who have predictable nursing needs.
- Demonstrate compassion and caring by developing and maintaining therapeutic relationships based upon mutuality and respect for the health and healing practices, beliefs, and values of the individual and community.
- Communicate and function as a member of a multi-disciplinary health care team.
- Demonstrate the ability to plan and deliver effective health teaching as an integral part of promotion, maintenance, and restoration of health, management of chronic conditions, and end of life care in structured settings.
- Demonstrate professional behaviors and practice within the legal and ethical framework of licensed practical nursing.
- Use self-reflection to evaluate their nursing effectiveness and personal experiences for ongoing learning and growth.

### Entry Requirements

- Proficiency in reading, writing and mathematics is recognized as essential for a successful nurse.
- Proficiency levels in reading, writing, and mathematics are required to register for some or all of the Program courses:

Subject Area	Course Completion	or Placement into course
Mathematics	Math 25 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
	<b>TOTAL</b>	<b>16</b>

<b>Spring Semester</b>		<b>CA</b>
Nurs 122	Practical Nursing II	14
FamR 230	Human Development	3
	<b>TOTAL</b>	<b>17</b>
<b>Summer</b>		<b>CA</b>
Nurs 128	Maternity Nursing	3
Nurs 126	Child Health	3
Nurs 101	Personal Vocational Relations	1
	<b>TOTAL</b>	<b>7</b>
	<b>TOTAL</b>	<b>40</b>

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 to remain in the nursing program.

† Biol 141 and 142 may be substituted for Sci 51

### Nursing, Adult Residential Care Home Operator (ARCH)

*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 courses. Upon completing the prescribed ARCH course work, students will be eligible for licensure by the State Department of Health as an Adult Residential Care Home Operator.

- Nurs 12 - Common Diseases, Nutrition, Making Medications Available, Effective Communication with Health Care Providers (2)
- Nurs 13 - Helping Therapies and Behavior Management (1)
- Nurs 14 - ARCH Regulations, Accounts, Community Resources (1)

Interested Registered Nurses and Licensed Practical Nurses can enroll in the Nurs 15 course to prepare for licensing as Care Home Operators.

- 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) 934-2700 for further information.

### Substance Abuse Counseling (SUBS)

A 20-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 additional studies and/or fieldwork hours that can apply towards obtaining a State Substance Abuse Counseling Certificate as required by the State of Hawai'i Department of Health Alcohol and Drug Abuse Division (ADAD), 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.

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Satisfy the addiction studies educational requirements for Hawaii State Department of Health Alcohol and Drug Abuse Division's (ADAD) Certified Substance Abuse Counselor (CSAC) and/or Certified Drug Prevention Specialist (CDPS).
- Identify and articulate medical, social, and/or psychological aspects of addiction.
- Apply the Twelve Core Functions of the Alcohol and Drug Abuse Counselor, and practice within the legal and ethical parameters of the substance abuse counseling profession.
- Perform basic individual or group counseling and interviewing/facilitation skills, and reflect on personal values and issues that may enhance or interfere with effectiveness as a counselor.
- Develop career plans for entry-level positions in substance abuse, criminal justice, and human services organizations that service substance abusing populations, or transfer to a 4-year college to continue education in SUBS related fields.

### Entry Requirements

- Proficiency levels in both reading and writing are required to register for some or all of the Program courses:

<u>Subject Area</u>	<u>Course Completion</u>	or	<u>Placement into course</u>
Reading	Eng 21		Eng 102
Writing	Eng 22 or ESL 15		Eng 100

Substance Abuse Counseling Requirements			CC	First Semester		CA	AS
<b>First Semester</b>				Busn 150	Intro to Business Computing	3	3
				or			
Subs 131	Ethics in Public Services	1		ICS 101	Digital Tools for the Information World	(4)	(4)
Subs 140	Individual Substance Abuse Counseling	3		Eng 102	College Reading Skills	3	3
Subs 230	Prevention Specialist (optional)	(3)		Ag 175	Agroforestry	3	3
Subs 268	Survey of Substance Abuse Problems	3		Ag 175L	Agroforestry Lab	1	1
Subs 294	Substance Abuse Practicum I	3		** Math 120	Trigonometry for Surveying	4	4
	<b>TOTAL</b>		10		<b>TOTAL</b>	14-15	14-15
<b>Second Semester</b>				<b>Second Semester</b>		CA	AS
Subs 132	STDs and Confidentiality	1		** Eng 100	Expository Writing (Fall 2013)		
Subs 245	Group Counseling	3			Composition I (Spring 2014)	3	3
Subs 270	12 Core Functions of Subs Abuse Counseling	3		Chemistry	Chem 100 or higher	3	3
Subs 295	Substance Abuse Practicum II	3		Geog 170	Forest Ecosystem Surveying, Inventorying, and Monitoring	3	3
	<b>TOTAL</b>		10	Geog 170L	Forest Ecosystem Surveying, Inventorying, and Monitoring Lab	1	1
				HwSt 105	Hawai'i Plant Culture	3	3
				Biol 156	Natural History of the Hawaiian Islands	3	3
				Biol 156L	Natural History of Hawaiian Islands Lab	1	1
					<b>TOTAL</b>	17	17
<b>Prevention Specialist Certificate of Competence</b>				<b>Summer</b>		CA	AS
Subs 131	Ethics in Public Services	1		Ag 190V	Internship	-	1-4
Subs 230	Prevention Specialist	3					
Subs 268	Survey of Substance Abuse Problems	3					
	<b>TOTAL</b>		7				

Credits in ( ) are optional

## Tropical Forest Ecosystem and Agroforestry Management (TEAM)

**Faculty:** O. Steele

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 call (808) 934-2623, or e-mail [forteam@hawaii.edu](mailto:forteam@hawaii.edu) or check the website at [www.hawaii.hawaii.edu/forestteam](http://www.hawaii.hawaii.edu/forestteam)

### Program Learning Outcomes

Upon successful completion, students are prepared to:

- Apply basic ecosystem concepts to natural resource management.
- Use an understanding of general scientific concepts in design of forestry systems.
- Use knowledge of applicable laws and regulations to make decisions about managing ecosystems.
- Apply effective interpersonal and communication skills.
- Recognize, collect, and interpret field data.
- Apply effective management practices to commercial or conservation efforts.

Third Semester		CA	AS
Biol 101	General Biology (or Biol 171 or Bot 101 or Zool 101)	-	3
Biol 101L	General Biology Lab (or Biol 171L or Bot 101L or Zool 101L)	-	1
Ag 130	Agroforestry Business Management	-	3
Sci 124	Introduction to Environmental Science	-	3
Sci 124L	Intro 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
	<b>TOTAL</b>	-	15
Fourth Semester		CA	AS
Ag 291	Forest Restoration Ecology and Ecosystem Management Practicum	-	3
SpCo 151	Introduction to Speech & 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
	<b>TOTAL</b>	-	14
<b>TOTAL</b>		31-32	61-65

\*\* Meets competency requirement in mathematics or communications



## Program Advisory Councils

The Career and Technical Education (CTE) 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 advise their respective programs of training needs and new developments in the field. Councils include employers, alumni, and others knowledgeable about the field.

### Accounting

Yvonne Egdamin, Manager, James M. Yoshiyama, CPA, Inc.  
Sherri-Ann Ha-Ahu, Corporate Controller, HPM Building Supply  
Randy Hu, Banking Officer, First Hawaiian Bank  
Duquesne "Duke" K. Hulihee, Tax Auditor, State Department of Taxation  
Sharon Ibarra, Controller, Ludwig Construction  
Keith Marrack, Financial Advisor, Edward Jones  
Le Pomaski, Controller, Heartwood Pacific, LLC.  
Amy Yanagihara, Accountant, Taketa, Iwata, Hara and Associates

### Administration of Justice

Melvin H. Fujino, Judge, Hawaii State Third Circuit Court  
Charlene Iboshi, Prosecuting Attorney, Office of the Prosecuting Attorney, Hawai'i County  
William "Billy" Kenoi, Mayor, Hawai'i County  
Harry S. Kubojiri, Police Chief, Hawaii Police Department  
Pete MacDonald, Warden, Hawaii Community Correctional Center  
Mary Jane Taylor, Program Graduate

### Agriculture

Michael DuPonte, Extension Agent, UH Manoa, CTAHR  
Reggie Hasegawa, Location Manager, Crop Production Services CPS  
Erin Lee, Director of Landscape, Hualalai Resort  
Ken Love, President, Hawaii Tropical Fruit Growers Association  
John Mood, Owner, Ninole Orchards  
William Sakai, Professor of Horticulture, UHH College of Agriculture, Forestry and Natural Resource Management  
Eric Tanouye, Vice President, Green Point Nurseries  
Marcel Tsang, Professor of Agricultural Engineering, UHH College of Agriculture, Forestry and Natural Resource Management  
Alex Wood, Vineyard Manager, Volcano Winery

### Architectural, Engineering and CAD Technologies

Jordanah Ah Puck, Fleming & Associates, Program Graduate  
Rodney Chinen, Owner/Manager, Hubs Hawaii Inc.  
Alan Inaba, License Land Surveyor, Inaba Engineering Inc.  
James M. McKeague, AIA, James M. McKeague Architect & Associates

### Auto Body Repair and Painting

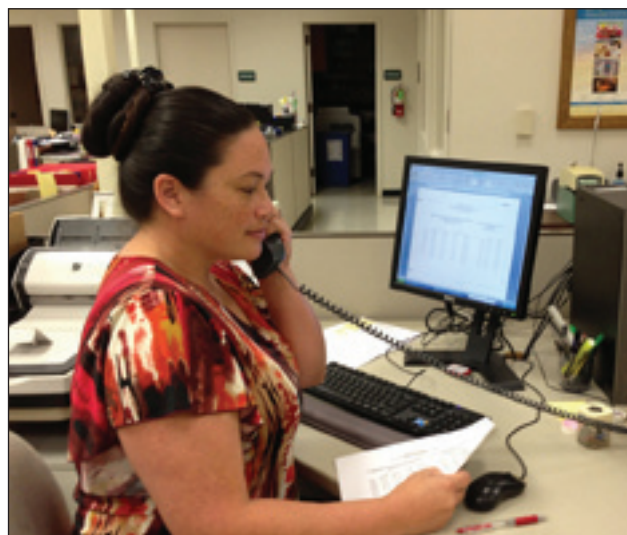
John Florek, Owner, Kraftsman Auto Body  
Garrett Fujioka, Owner, Concept Auto Refinishing  
Albert Haa, III, Extreme Auto Refinishing  
Harriet Hamada, Claims Representative, State Farm Insurance  
Gary Nakamura, Owner, Ron's Auto Body & Paint  
Debbie Omori, Owner, Bob's Fender Shop, Inc.  
Randall Yoneda, Paint Department Supervisor, Automotive Supply Center

### Automotive Mechanics Technology

Stacy Akao, City Maintenance Manager, Hertz Rent-A-Car  
Wesley Ferreira, Senior Sales/Marketing Executive, Automotive Supply Center  
Thomas Haraguchi, Retired Service Manager, Big Island Toyota  
Kent Inouye, Owner/Manager, Bayside Chevron Services  
Mark Nishioka, Service Manager, Orchid Isle Auto Center  
Louis Perreira, III, Owner, Louie's Auto Repair  
Jeffrey Quebral, Service Manager, Kona Auto Center

### Business Technology

Doris Chang, Secretary to the Chancellor, Hawai'i Community College  
Ann Kikuta, Vice President/Secretary/Treasurer, Watanabe Insurance Services, Inc.  
Gabriella Cabanas, Human Resources Manager, Department of Human Services, County of Hawai'i  
Art Taniguchi, Vice President/Regional Manager, Bank of Hawai'i  
Paulette Cainglit, Secretary to the Mayor, County of Hawai'i  
Sheri Kojima, Business Academy Teacher, Waiakea High School  
Teri L. Apana, Medical Transcription Supervisor, Hilo Medical Center  
Holly Ka'akimaka, Director, Human Resources East Hawaii Region, HHSC  
Nadine Nakamura, Office Manager, Hilo Family Medicine  
Marcia Yoshiyama, Administrative Assistant, Department of Research and Development, County of Hawai'i



## **Carpentry**

Dean Au, Carpenter's Union Local 745  
Conrad Hokama, Alumside Products, Inc.  
Joy Matsumoto, Building Inspector Supervisor, Building Department, County of Hawai'i  
Glenn Ogawa, Stan's Contracting Inc.  
Robert Shirai, Island Survey, Inc.  
Craig Takamine, Takamine Construction

## **Culinary Arts - Hilo**

Pat Dacanay, Retired Culinary Instructor, Hawai'i Community College  
Soontaree Gervais, Owner, Soontaree's Deli  
Richard Ha, CEO/President, Hamakua Springs Country Farms  
Sherri Holi, Chief Operating Officer, Big Island Candies  
Steve Marquard, Distributor/Sales Consultant, Bargreen Ellingson-Hawaii  
John Nakashima, Department of Health  
Jim O'Keefe, Master Baker  
Sylvia Respicio, Distributor/Sales Consultant, Suisan Co.  
Ivan Yamamoto, Director, Hale Anuenue Restorative Care Center

## **Culinary Arts - West Hawai'i**

James Babian, Executive Chef, Four Seasons Resort Hualalai  
Jean Hull, CCE, AAC, Hospitality Consultant, Prior Chef Instructor Coordinator, Hawai'i Community College (WH)  
Patti Kimball, Caterer/Retired Chef Instructor, Kimball Catering, Program Graduate  
Curtis Lea, Cook, The Fairmont Orchid Resort, Program Graduate  
Ken Love, Director, Tropical Fruit Growers Association, Owner, Love Family Farms  
Rob Love, Pastry Cook, Mauna Kea Beach Resort, Program Graduate  
Devin Lowder, Chef/Owner, Makalii Catering  
Ilona Obrien, Island Gourmet Catering  
Stephen Rouelle, Executive Sous Chef, The Fairmont Orchid Resort

## **Diesel Mechanics**

Sam Gray, Owner, Precision Fuel Injection, Inc.  
Kelvin Kohatsu, Fleet Manager, HELCO Inc.  
Eugene Lyman, Service Manager, A & B Fleet  
Dennis Rose, Owner, Power Generation Services  
Lloyd Tsue, General Service Manager, Hawthorne Pacific Corp.

## **Digital Media Arts**

Cody Anderson, Bolo Graphics  
GB Hajim, Screaming Wink Productions  
Dawn Hawkins, Web Developer, Surrounded by Blue  
John Mason, Big Island Film Office  
Daniel Morii, Daniel Morii Production  
Jensen Nihei, Five by Five LLC, Rapid Technology LLC  
Steve Parente, Parente Studios  
Susan Yugawa, Graphics Coordinator/Media Design Specialist, Graphics Services, University of Hawai'i at Hilo

## **Early Childhood Education**

Monica Cantyne, Teacher, Head Start  
Michele Costa, Special Education Teacher, Easter Seals  
Michelle Kitagawa, Director, Hilo Hongwanji Preschool  
Tia Revilla, Student, Program Graduate  
Christy Zimmer, Teacher, Kamehameha Preschool Early Childhood Division

## **Electrical Installation and Maintenance Technology**

Donn Dela Cruz, Business Agent, IBEW #1186  
Wayne Fukunaga, President, Fukunaga Electrical  
Troy Haspe, Inspector, Public Works Department, County of Hawai'i  
John Mattos, Manager, Wesco Distribution Inc.  
Clyde Nagata, Retired Manager, Engineering Dept., HELCO  
Dave Okamura, Manager, Hawaii Electric Light Company, Inc.  
Karen Uemura, Human Resources Administrator, Hawaii Electric Light Company, Inc.  
Gene Villaruel, Electrical Contractor

## **Electronics Technology**

Serena Chamberlain, Human Resources, Cellana  
Stephen Hatada, Hatada's TV Inc.  
James R. Kennedy, Consultant, Science, Technology Management  
David Okamura, HELCO  
Kent Tsutsui, County of Hawaii, Division of Public Works  
Darryl Y. Watanabe, Electronics/Instrumentation Technician, Institute for Astronomy  
Mark Willman, Institute for Astronomy  
John Wong, Verizon Hawaii

## Fire Science

Wayne F. Ching, Fire Management Officer, State Division of Forestry and Wildlife  
Ben Fuata, Director, Hawai'i County Civil Defense  
Andrew H. Kikuta, Maintenance Supervisor, Hakalau National Wildlife Refuge, U.S. Fish and Wildlife Service  
Denise Laitinen, Firewise Community Coordinator  
Joe Molhoek, Pacific Island Fire Management Officer, National Park Service  
Eric Moller, Fire Chief, Pohakuloa Military Training Area, U.S. Army  
Miles Nakahara, President, Hawai'i Wildfire Management Organization  
Darren Rosario, Fire Chief, Hawai'i Fire Department



## Hawai'i Life Styles

Mehanaokala Hind, Native Hawaiian Resource  
Kainani Kahaunaele, Lecturer, Hawaiian Studies, Ka Haka 'Ula O Ke'elikelani  
Herring Kalua, Keaukaha Community Resource  
Sherry Kalua, Keaukaha Community Resource  
Ana Kon, Instructor, Kulukulukumuhana O Puna  
Gail Makuakane-Lundin, Kīpuka Native Hawaiian Student Center, University of Hawai'i at Hilo  
Kalei Nu'uhiwa, Native Hawaiian Resource  
William Mahealani Pai, Native Hawaiian Fishing and Heiau Restoration  
Lacy Purdy, Program Graduate

## Hospitality and Tourism

Barbara Anderson, Owner, Shipman House  
Annie Howes, Owner, Butler Service with Aloha  
Jean Hull, CCE, AAC, Hospitality Consultant, Prior Chef Instructor Coordinator, Hawai'i Community College (WH)  
Kendel Kelson, Front Office Manager, Hilo Hawaiian Hotel  
Adi Kohler, Former General Manager, Mauna Kea Resort  
Carrie Phipps, Health Educator, Native Hawaiian Health Care  
Steven Schwartz, General Manager, Kings Shops at Waikoloa  
Mitch Sipiala, Senior Director of Human Resources, Four Seasons Resort at Hualalai  
Cathy Smoot-Barrett, Owner, Kailua Candy Co.  
Aaron Whiting, Reservations Manager, Uncle Billy's Hilo Bay Hotel  
Scott Wiitala, Assistant Director of Human Resources, Hilton Waikoloa

## Human Services

Anthony Angel Keola Birano, Jr., Native Hawaiian Transfer and Retention Specialist - Kīpuka  
Mary Correa, Complex Area Superintendent, Department of Education, Hawaii District Office  
Marlene Fernandez, Program Graduate  
Carla Kurokawa, Employment and Training Manager II, Alu Like - Hawaii Island Center  
Kathleen McGilvray, Chief Executive Officer, Hawai'i Island YWCA  
Amy Mahealani Jones, Admissions Specialist, Student Affairs, University of Hawai'i at Hilo

## Information Technology

Paul J. Agamata, IT Manager, Suisan Company, Ltd.  
Don Jacobs, Information Systems Analyst V, County of Hawai'i  
Jim Kennedy, Consultant, Eljay Services, Inc.  
Tim Minick, ISG Manager, AURA-Gemini Observatory  
Linda Nako, Retired Information Systems Analyst V  
Kelvin Ono, Information Systems Analyst, Office of the Prosecuting Attorney, County of Hawai'i  
Lon Taniguchi, Vice President of Information Technology, KTA Superstores

## Machine, Welding & Industrial Mechanics Technologies

Dave Block, General Manager, Big Island Mechanical and Construction, LLC.  
Leonard Cardoza, Owner, Leonard's Auto Repair dba Orchid Isle Hauling and Rental  
Mark Devenot, Supervisor, KECK WM Observatory  
Andrew "Andy" Ho, Maintenance Supervisor, HELCO Keahole Power Plant  
Steve Kirsch, Industrial Account Manager, Airgas/Gaspro  
Brian Ninomoto, President/Owner, Hawaii Sheet Metal and Mechanical, Inc.  
Francis Rickard, Operations Manager, Hilo Hawaiian Hotel  
Arnold Tengan, Owner, Hilo Steel Works

## Marketing

Jade Jenkins, Manager, Starbucks

Benjamin Rosette, Jr., Account Manager, New West Broadcasting

Susan Yugawa, Graphics Coordinator/Media Design Specialist,  
Graphics Services, University of Hawai'i at Hilo

## Nursing and Allied Health

Allyson Andrews-Nelson, Director of Nursing, Life Care Center  
of Hilo

Dan Brinkman, Regional Chief Nurse Executive, Hilo Medical  
Center

Susan Hunt, Beacon Project Director, Hawai'i Island Beacon  
Community

Shaina Kaku, Program Graduate

Pat Kalua, Chief Nurse Executive, Kona Community Hospital

Lori Mortenson, Interim Vice President, Patient Care Services,  
North Hawai'i Community Hospital

Carmella Rice, Director of Nursing, Hale Ho'ola Hamakua

Janet Schmidt, Chief Nurse Executive, Kohala Hospital

Kelly Silva, Director of Nursing, Hale Anuenue Restorative  
Care Center



## Substance Abuse Counseling

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

Brandee Menino, CEO, Hope Services Hawaii, Inc.

Valerie Poindexter, Personnel Director, Hamakua Health Center

Jamal Wasan, CEO, Lokahi Treatment Services

Dr. Stephen Zuniga, CEO, Big Island Substance Abuse Council

## Tropical Forest Ecosystem and Agroforestry Management

Paul Banko, USGS Scientist, Pacific Island Ecosystems Research  
Center

Dr. J.B. Friday, Extension Forester, UH CTAHR Coop. Extension  
Service

Katie S. Friday, Associate Pacific Islands Forester USFS, PIFI

Lisa Hadway, Natural Areas Specialist, DOFAW, DLNR

Leila Kealaloha, Teacher, Kua O Ka La Charter School

Nicholas Koch, Research Forester, Forest Solutions, Inc.

Yi Qing Li, Professor, UHH College of Agriculture, Forestry  
and Resource Management

Reese Libby, Geographer/GIS Specialist, NRCS

Rhonda Loh, Chief Resources Manager, HAVO NP

Bruce Mathews, Interim Dean, UHH College of Agriculture,  
Forestry and Resource Management

Rebecca Ostertag, Professor, Department of Biology, UH Hilo

Noe Punawai, Coordinator, UH Pacific Internship Programs  
for Exploring Science

Mike Robinson, Land Management Division, Department of  
Hawaiian Home Lands

Deborah Ward, Retired 4-H County Extension Agent, CTAHR  
Extension Service

Aileen Yeh, Hawaii Agricultural Research Center



## Notes



# Non-Credit Course Listings

## Intensive English Program (IEP)

The Intensive English Program (IEP) at Hawai'i Community College provides comprehensive support services to non-native English learners. The IEP offers 20 hours a week of academic English language instruction in reading, writing, listening, speaking, and grammar skills. Grading for these courses is mandatory pass/no-pass (P/NP).

Students learn the skills they need to study in an American university. Students who complete the IEP can enter credit classes at Hawai'i Community College without a TOEFL score.

For more information about the IEP and tuition, contact the Coordinator at (808) 934-2699. Or view information online at [www.hawaii.hawaii.edu/iep](http://www.hawaii.hawaii.edu/iep)

## How to Read the Non-Credit Course Listings

The listing of courses adheres to the following format:

### Alpha Number—Course Title (Units)

*PreReq:* Courses required before enrolling in this course

Description of course. (number of lecture and/or lab hours class meets per week for 8 weeks.)

## English For Speakers of Other Languages

### ESOL 10A—Writing/Grammar 1 (0)

This is a beginning-level course focusing on the basic structures of academic writing at the sentence and paragraph level. Students will also be introduced to the basics of English grammar using a variety of written and oral exercises and tasks. (6 hrs.)

### ESOL 10B—Writing/Grammar 2 (0)

*PreReq:* ESOL 10A

This is a high beginning-level course focusing on the basic structures of academic writing at the paragraph level. Students also refine the basics of English grammar using a variety of written and oral exercises and tasks. (6 hrs.)

### ESOL 10C—Writing/Grammar 3 (0)

*PreReq:* ESOL 10B

This is a low intermediate-level course focusing on the building of strong foundations in academic writing, from sentence structure to essay writing. Students also practice recognizing and using the grammatical structures needed to function in an academic environment. (6 hrs.)

### ESOL 10D—Writing/Grammar 4 (0)

*PreReq:* ESOL 10C

This is an intermediate-level course designed to introduce and practice the structure of academic writing commonly found in American colleges and universities. Students will also review and practice the grammatical structures they will need to function in an academic environment. (6 hrs.)

### ESOL 20A—Reading/Vocabulary 1 (0)

This is a beginning-level course designed to help students develop basic reading skills and vocabulary. Students practice basic reading comprehension skills and learn strategies to build vocabulary. (6 hrs.)

### ESOL 20B—Reading/Vocabulary 2 (0)

*PreReq:* ESOL 20A

This is a high beginning-level course designed to improve reading comprehension skills and build a basic-level vocabulary. Students are introduced to extensive reading, and reading for pleasure. (6 hrs.)

### ESOL 20C—Reading/Vocabulary 3 (0)

*PreReq:* ESOL 20B

This is a low intermediate-level course designed to enhance academic reading skills. Students practice reading for a variety of reasons, such as reading for specific information, general information, and pleasure. This course also focuses on vocabulary-building and the skills needed to make students independent readers. (6 hrs.)

### ESOL 20D—Reading/Vocabulary 4 (0)

*PreReq:* ESOL 20C

This is an intermediate-level course in which students build the reading skills they need to access academic and other authentic texts. This course continues to focus on vocabulary-building and the skills needed to make students independent readers. (6 hrs.)

### ESOL 30A—Listening/Speaking 1 (0)

This course is designed to develop students' ability to communicate and conduct daily affairs in an English-speaking environment. It focuses on developing fundamental language skills and developing the ability to speak and understand a variety of subjects with some accuracy and fluency. In addition, students meet with conversation partners once a week outside of class time. (6 hrs.)

### ESOL 30B—Listening/Speaking 2 (0)

*PreReq:* ESOL 30A

This is a high beginning-level course designed to develop the ability to communicate and conduct daily affairs in an English-speaking environment. It focuses on integrating fundamental language skills and expanding the ability to speak and understand a variety of subjects with accuracy and fluency. In addition, students meet with conversation partners once a week outside of class time. (6 hrs.)

### ESOL 30C—Listening/Speaking 3 (0)

*PreReq:* ESOL 30B

This is a low intermediate-level course designed to develop the skills necessary to function in an academic environment. The class introduces the basics in note-taking and outlining. Students are asked to give formal and informal speeches. In addition, students meet with conversation partners once a week outside of class. (6 hrs.)

### ESOL 30D—Listening/Speaking 4 (0)

*PreReq:* ESOL 30C

This is an intermediate-level course designed to develop complex listening skills necessary to function in an academic environment. Students are exposed to college and community lectures during which they practice taking notes. They summarize information and give verbal reports. There are a number of group projects included. Students are asked to give formal and informal speeches. In addition, students meet with conversation partners once a week outside of class. (6 hrs.)

# Credit Course Listings

## Cooperative Vocational Education

### Course Numbers: 93V, 193V, 293V (Variable)

*PreReq: Consent of program faculty*

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/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. Forms are available online at [www.hawaii.hawaii.edu/records/forms.php](http://www.hawaii.hawaii.edu/records/forms.php)

The form must be completed prior to registration. Independent/Directed Studies require:

- 1) sponsorship of the appropriate instructor;
- 2) a description of the work to be undertaken;
- 3) approval of the appropriate division chairperson; and
- 4) permission of the Vice Chancellor for Academic Affairs.

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 Vice Chancellor for Academic Affairs. (Policy Haw 5.602)

## 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: Eng 20R or ESL 9 or placement in Eng 21*

Basic principles of accounting; the accounting cycle; journals, ledgers, worksheets and financial statements. Utilizes forms and procedures predominant in manual bookkeeping and accounting systems. (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/maintain accounting records using publisher's manual practice sets and integrated accounting software. Topics include processing journal entries, general ledger, accounts receivable, accounts payable, inventory, payroll, financial statement analysis, conversion to an automated system. (3 lec hrs.)

**Acc 120—College Accounting I (3)**

*PreReq:* Eng 20R or ESL 9 or placement in Eng 21

*CoReq:* Eng 21 (or prior completion) or placement in Eng 102; and Busn 189 (or prior completion)

*Recommended:* Busn 89

An introduction to the accounting profession and basic principles of accounting; emphasis on the accounting cycle through the use of journals, ledgers, worksheets and financial statements. Utilizes forms and procedures predominant in manual bookkeeping and accounting systems. (3 lec hrs.)

**Acc 124—Principles of Accounting I (3)**

*PreReq:* "C" or better in Acc 20 or "C" or better in Acc 120; and Eng 21 or placement in Eng 102; and Busn 189

Accounting theory and methods used to record and report financial information for services and merchandising businesses. Topics include steps in the accounting cycle and use of basic financial statements. This is first in a series of accounting courses (ACC 124, 125, 126) that include subject matter customary to introductory financial accounting courses numbered at the 200-level. (3 lec hrs.)

**Acc 125—Principles of Accounting II (3)**

*PreReq:* "C" or better in Acc 124 or "C" or better in Acc 201; and Busn 189

A continuation of financial accounting methods used to record and report financial information. Topics include a detailed study of balance sheet accounts, preparation of the statement of cash flows, and financial statement analysis. This is second in a series of accounting courses (ACC 124, 125, 126) that include subject matter customary to introductory financial accounting courses numbered at the 200-level. (3 lec hrs.)

**Acc 126—Principles of Accounting III (3)**

*PreReq:* "C" or better in Acc 125 or "C" or better in Acc 201; and Busn 189

Introduction to managerial accounting and methods used to report and analyze financial performance to decision makers internal to the firm. Topics include cost accounting, budgeting, standard cost systems, breakeven analysis, and ratio analysis. Third in a series of accounting courses (ACC 124, 125, 126) that includes subject matter customary to introductory managerial accounting courses numbered at the 200-level. (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 100 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 132—Payroll and HI Gen Excise Taxes (3)**

*PreReq:* "C" or better in Acc 20 or "C" or better in Acc 120; and "C" or better in Eng 21 or placement in Eng 102

Introduction to preparation and maintenance of payroll and personnel records and the Hawaii General Excise and Use Tax. Emphasis is on the principles and basic rules and regulations governing the preparation and filing of Federal and Hawaii state payroll and General Excise and Use forms. Course is offered Fall only. (3 lec hrs.)

**Acc 134—Income Tax Preparation (3)**

*PreReq:* "C" or better in Acc 20 or "C" or better in Acc 120; and "C" or better in Eng 21 or placement in Eng 102

Introduction to preparation of federal and state of Hawaii individual income tax returns with an emphasis on tax principles and their application to the proper and effective preparation of tax return forms. Course is offered Spring only. (3 lec hrs.)

**Acc 150—Using Computers in Accounting (3)**

*PreReq:* "C" or better in Acc 20 or "C" or better in Acc 120; and "C" or better in Eng 21 or placement in Eng 102

A practical "hands-on" accounting course designed to apply the student's knowledge of fundamental accounting principles in a computerized environment. Emphasis will be placed on the application of a computerized general ledger package to the accounting cycle, including processing journal entries, general ledger, accounts receivable, accounts payable, payroll, and financial statement analysis. Students will maintain accounting records on the computer using a commercial or educational accounting software package. (3 lec hrs.)

**Acc 155—Spreadsheets in Accounting (3)**

*PreReq:* "C" or better in Acc 20 or "C" or better in Acc 120; and "C" or better in Eng 21 or placement in Eng 102

A hands-on accounting course designed to help students apply the knowledge of the accounting process to a computerized environment using an electronic spreadsheet. (3 lec hrs.)

**Acc 193A—Accounting Practicum I (2)**

*PreReq:* Busn 121 and Busn 189

*CoReq:* Acc 124 (or prior completion)

This is a capstone for students completing coursework in basic business skills. It provides students an opportunity to gain experience in a business environment as they use skills and knowledge from coursework to perform meaningful productive tasks. (2 lec/lab hrs., 3 prac hrs.)

**Acc 193B—Accounting Practicum II (3)**

*PreReq:* "C" or better in Acc 124 and "C" or better in Acc 150 and "C" or better in Acc 155

*CoReq:* Acc 126 or Acc 202 (or prior completion of either)

*Recommended:* Acc 132

Provides accounting majors with the opportunity to integrate the knowledge and skills they have acquired into the work environment as they complete meaningful productive tasks. Additionally, students will complete a capstone project that requires them to utilize their critical thinking skills in synthesizing previous course work and extend and develop their own original ideas. (1 lec hr., 6 prac hrs.)

**Acc 193V—Cooperative Vocational Education (variable)**

*PreReq:* Consent of program faculty

Provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. (variable hours)



## Valid through Fall 2013

### 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 100 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.)

## Effective Spring 2014

### Acc 201—Introduction to Financial Accounting (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 100 or placement in Eng 102

*Recommended:* Busn 189 or equivalent

An introduction to accounting principles and practices used to record and communicate financial information. Analyze methods for valuating assets, liabilities, and equity of an organization. (3 lec hrs.)

## Valid through Fall 2013

### 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.)

## Effective Spring 2014

### Acc 202—Introduction to Managerial Accounting (3)

*PreReq:* "C" or better in Acc 201

An introduction to managerial accounting methods for evaluating performance including cost accounting, budgeting, break-even analysis, ratio analysis, standard cost systems, and reporting for internal decision making. (3 lec hrs.)

### Acc 255—Using Spreadsheets in Accounting II (3)

*PreReq:* "C" or better in Acc 155

*CoReq:* Acc 202 (or prior completion); and Busn 150 or ICS 101 (or prior completion of either)

*Recommended:* Busn 189

Provides hands-on training in the use of spreadsheet software on computers to solve accounting problems. Applies previously acquired accounting skills and knowledge. Emphasizes financial and managerial accounting. (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 also explored. (3 lec hrs.)

### AJ 103—Criminal Investigations I (3)

*PreReq:* Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100

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 104—CSI: Violent Crime Forensics (3)

*PreReq:* AJ 103

Advanced course work in forensic science (Legal Scientific Investigation), with its contributions to both Crime Scene Investigations and Laboratory Analysis. Specific field and laboratory investigative techniques in violent crimes and other major felonies will be explored. (3 lec hrs.)

### AJ 131—Ethics in Public Services (1)

Cross-listed with HSer 131 and Subs 131

*PreReq:* Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100

Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance abuse counseling will be explored, analyzed, and discussed. (1 lec hr.)

### 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 180—Introduction to Homeland Security (3)

*PreReq:* AJ 101

An examination of the history of terrorism, focusing on the terrorists, who they are, and how they operate. Responses to domestic and international terrorism will be discussed along with analyzing future trends. (3 lec hrs.)

### AJ 181—Intelligence Analysis and Security Management (3)

*PreReq:* AJ 180

Examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks and other threats. Explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of the Homeland Security measures implemented by the United States and explore the operations of the intelligence community and first responders involved in security management and public safety at the local, state, and national levels. (3 lec hrs.)

**AJ 182—Transportation and Border Security (3)**

*PreReq:* AJ 180

Provides a foundational overview of modern border and transportation security of the United States. Specific topics include security for seaports, ships, aircraft, trains, trucks, pipelines, buses, etc. Focuses on the technology needed to detect terrorists and their weapons as well as includes discussion on legal, economic, political, and cultural aspects of the problem. (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 230—Prevention Specialist (3)**

Cross-listed with HSer 230 and Subs 230

*PreReq:* Eng 22 or ESL 15 or placement in Eng 100; and Eng 21 or placement in Eng 102

*Recommended:* AJ 210 or HSer 110 or HSer/Subs 245

This course provides education and training for students interested in pursuing careers as community-based Prevention Specialists, and for in-service administration of justice, human services and substance abuse counseling professionals seeking to upgrade their knowledge and skills in community-based prevention programs for youth and families. Students who successfully complete AJ/HSer/Subs 230 with a "C" or better grade are eligible to receive 45 hours of prevention studies education from the State of Hawai'i Department of Health - Alcohol and Drug Abuse Division towards Prevention Specialist Certification. (3 lec hrs.)

**AJ 233—Police Organization and Management (3)**

*PreReq:* Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100

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:* Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100

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 AJ 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 256—Domestic Violence and Child Abuse (3)**

Cross-listed as HSer 256 and WS 256

*PreReq:* Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100

This course focuses on domestic violence and child abuse. The cycle of violence, causes, effects and symptoms of child abuse will be explored. Legal, public policy, criminal justice, health and social services responses and interventions to family, child and intimate partner abuse will be examined. (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 and how it affects change within American society and the world. 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—AJ Practicum I (3-6)**

*PreReq:* AJ 101 and (AJ 210 or AJ 256)

*CoReq:* AJ 280 (or prior completion)

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. For AJ majors only.(variable hours)

**AJ 290C—AJ Practicum II (3-6)**

*PreReq:* AJ 290B

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. (variable hours)

**AJ 290D—AJ Practicum III (3-6)**

*PreReq:* AJ 290C

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. (variable hours)

## Agriculture

### 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 40—Plant Identification (3)

Identification of imported and native flora, beneficial and detrimental, and their uses. (6 lec/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 54A—Tropical Agriculture Production I (6)

An introduction to the culture of various horticultural enterprises commonly grown in Hawai'i 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 Hawai'i 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 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 Hawai'i 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 25 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 placement 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 25 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 Forest Ecosystem Management (1)**

*PreReq:* Eng 21 or placement in Eng102; and Math 25 or Math 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 24

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 students to agricultural business management practices. Roles such as managing, decision processes, records, budgeting, financial statements, ratio analysis, cash flow analysis and computer literacy are expected. Web based research and business planning are explored and 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 260—Tropical Landscape Horticulture (3)**

*PreReq:* Eng 22 or ESL 15 or placement in Eng 100; and Math 22 or placement in Math 24

Introduces the student to the elements of landscape design, planning, and plan implementation. The areas covered include design principles, functional aesthetics, reading and development of landscape plants, and cost estimates. (6 lec/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 25 or "C" or better in Math 26 or placement in Math 100

*CoReq:* AG 275L

Designed for students in Forest TEAM and related careers. 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 an 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 and related careers. 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. (6 lec/lab hrs.)

## **Anthropology**

### **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 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 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.)

### **Anth 235—Intermediate Linguistic Analysis: Regional Survey of Austronesian Languages (3)**

Cross-listed as Ling 235

*PreReq: "C" or better in Anth 121 or "C" or better in Ling 102 or "C" or better in Ling 121; and "C" or better in Eng 100; and "C" or better in Eng 102*

Building on skills acquired in Linguistics 102 or Ling/Anth 121, this course emphasizes intermediate phonological, morphological, syntactic, and historical-comparative analyses of language; it typologically surveys the Austronesian (AN) language family (including several Polynesian languages), focusing on its geographical distribution, major languages, the branching of its family tree, and its linguistic/cultural diversity. Data from non-AN Southeast Asian and Indo-European languages will be included to introduce key concepts and provide contrast. (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 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. 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 includes 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. 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 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 AEC 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 126—Sustainable Architecture (3)**

*PreReq:* AEC 80, AEC 110B, AEC 115, AEC 117, and AEC 118; and Eng 22 or ESL 15 or placement in Eng 100; and Eng 21 or placement in Eng 102

*CoReq:* AEC 120 and AEC 123

*Recommended:* Internet research skills and word processing skills.

Involves the study of natural environmental issues, the National Green Building Standard developed by the National Association of Home Builders (NAHB), and how it applies to the development of residential projects. Topics also include introduction to other nationally recognized organizations such as the U.S. Green Building Council and their Leadership in Energy and Environmental Design (LEED) program regarding building certification and credentials. Also includes an introduction to green building materials, systems, and terminology. Involves research, written assignments, drawings, and presentations. (3 lec hrs.)

**AEC 127—Civil Engineering Drawing (3)**

*PreReq:* AEC 117; and Math 66; and 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 "Sketch Up" will be substituted.) (2 lec/lab 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.)

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**Art**

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**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. (6 lec/lab hrs.)

**Art 105C—Introduction to Ceramics - Wheel Throwing (3)**

*PreReq: Art 105B*

Three dimensional concepts in clay through wheel throwing techniques. (6 lec/lab hrs.)

**Art 107—Intro to Photography (3)**

*Recommended: Art 101*

Introductory course in the elements, principles, and techniques of black and white photography. No prior knowledge of photography is required. (2 lec hrs., 4 lab hrs.)

**Art 107D—Intro to Digital Photography (3)**

*CoReq: Art 112 (or prior completion)*

*Recommended: Knowledge of the use of computers.*

An introduction to digital photography. Students will learn basic camera techniques and how to convert their images to digital ones. Will provide the student with basic aesthetic principles as well as an extensive range of practical photographic techniques needed for entry into the photographic workplace and/or for artistic expression. It provides experience in traditional and contemporary photographic techniques for Art and Multimedia Design. (6 lec/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. (6 lec/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*

*Recommended: Art 115 and/or basic computer competency*

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. (6 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. (6 lec/lab hrs.)

**Art 114—Foundation Studio: Color (3)**

A studio course in aspects and theories of color and their practical applications. (6 lec/lab hrs.)

**Art 115—Foundation Studio: 2-D Design (3)**

Basic two-dimensional designs, concepts, elements and principles of organization. (6 lec/lab hrs.)

**Art 120—Intro to Typography (3)**

*PreReq: "C" or better in Art 112 and "C" or better in Art 115*

Explores letterforms and word compositions in the context of designing with type. Projects and lectures include traditional terms and classifications through contemporary digital typesetting technology. (6 lec/lab hrs.)

**Art 123—Introduction to Painting (3)**

*PreReq: Art 113*

Theory and practice of painting: basic material and technical procedure will be addressed. Oil or acrylic. (6 lec/lab hrs.)

**Art 125—Introduction to Graphic Design (3)**

*CoReq: Art 112 (or prior completion with a "C" or better) or Art 115 (or prior completion with a "C" or better)*

Introduces various ways of organizing visual elements in page design and examines the conceptual meaning of text and image in combination. Structural systems such as grids; modules; and the design principles of emphasis, balance, rhythm, scale and unity are used to organize visual information. Photographs, illustrations and text are integrated using page layout software. (6 lec/lab hrs.)

**Art 126—3D Computer Graphics I (3)**

*PreReq: "C" or better in Art 112*

Provides introductory studio experience in 3D computer graphic concepts with MAYA. Emphasis will also be placed on developing an aesthetic criterion for evaluation. (6 lec/lab hrs.)

**Art 159—History of Communication Design (3)**

*PreReq: "C" or better in Art 112 and "C" or better in Art 115*

*Recommended: Art 101*

A chronological survey of design and media art history with an emphasis on work from the Victorian Period through the present. International, political, social, and technological issues are addressed in relationship to visual arts and design disciplines. A studio component integrates research with design projects. (6 lec/lab hrs.)

**Art 202—Digital Imaging (3)**

*PreReq: Art 112*

*CoReq: Art 115 (or prior completion)*

A studio course in digital imaging concepts and techniques including image capture, manipulation, and output. Emphasis will also be placed on developing an aesthetic criterion for evaluation. (6 lec/lab hrs.)

**Art 207—Intermediate Photography (3)**

*PreReq: Art 107*

Focuses on black and white photography emphasizing communication and self expression. Lectures, demonstrations, and projects. Students must supply camera and materials. (2 lec hrs., 4 lab hrs.)

**Art 209—Image in Motion Studio (3)**

*PreReq: Art 112*

*CoReq: Art 115 (or prior completion)*

A studio course in digital video production that provides students with the basic theory, practice, and techniques for digital video with sequential digitized imagery and synchronized sound. (6 lec/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 212—Digital Animation (3)**

*PreReq: "C" or better in Art 112*

Studio experience in digital animation concepts. Emphasis will also be placed on developing an aesthetic criterion for evaluation. (6 lec/lab hrs.)

**Art 214—Introduction to Life Drawing (3)**

*PreReq: Art 113*

An introductory life drawing course. Anatomical construction, light, space, diagrammatic analysis and thematic content will be studied through the drawing process. May be repeated for credit, up to 6 credits. (6 lec/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. (6 lec/lab hrs.)

**Art 225—Graphic Design II (3)**

*PreReq: Art 125*

An intermediate graphic design class which focuses on the refinement of design skills as tools for effective visual communication. It aims to further develop the awareness and investigation of the forms, techniques, and concepts of graphic design. May be repeated for credit, up to 6 credits. (6 lec/lab hrs.)

**Art 226—3D Computer Graphics II (3)**

*PreReq: Art 126*

*CoReq: Art 212 (or prior completion with a "C" or better) and Art 202 (or prior completion with a "C" or better)*

Provides intermediate studio experience in 3D computer graphics concepts with Autodesk MAYA. Builds upon knowledge learned in Art 126 (3D Computer Graphics I) and applies that knowledge to learn more advanced 3D animation techniques. Emphasis placed on developing an aesthetic criterion for evaluation. (6 lec/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. (6 lec/lab hrs.)

**Art 238—Interface Design (3)**

*PreReq: Art 125*

Explores the design and programming of audience specific interfaces. Students learn basic programming and screen design skills in combination with basic Web page production technique. May be repeated for credit, up to 6 credits. (6 lec/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. (6 lec/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. (6 lec/lab hrs.)



**Art 246—3D Computer Graphics III (3)**

*PreReq:* Art 226 and "C" or better in Art 212

Provides advanced studio experience in 3D computer graphics concepts with Autodesk MAYA. Builds upon the knowledge learned in ART 226, 3D Computer Graphics II and applies that knowledge to learn more advanced 3D animation techniques. Emphasis will also be placed on developing an aesthetic criteria for evaluation. (6 lec/lab hrs.)

**Art 248—Digital Post-Production (3)**

*PreReq:* "C" or better in Art 209

A course on the theory and art of video and audio sound design and editing for various output formats. Emphasis will also be placed on developing aesthetic criteria for evaluation purposes. (6 lec/lab hrs.)

**Art 249—Interface Design II (3)**

*PreReq:* "C" or better in Art 238

Builds upon interface design skills learned in Art 238. Students plan, design, and build web sites and audience specific interfaces for the Internet on a more comprehensive level. Students create their own original web assets: e.g. images, drawings, audio, video, animations, and other elements. Technical emphasis placed on learning Dynamic Hyper Text Markup Language (DHTML) and Cascading Style Sheets (CSS). (6 lec/lab hrs.)

**Art 257—Motion Graphic Design (3)**

*PreReq:* "C" or better in Art 209 and "C" or better in Art 212

Course introduces projects that incorporate typography, shape, and image within time-based presentations. Students will creatively employ and integrate the elements of time, sound, motion, typographic effects, layering, and transition to focus on interactive and sequential organization of information. (6 lec/lab hrs.)

**Art 259—Narrative Game Design (3)**

*PreReq:* "C" or better in Art 226

Introduction to the process of designing interactive narrative computer games. Emphasis will be placed on developing an aesthetic criterion for evaluation purposes. (6 lec/lab hrs.)

**Art 269C—Study Abroad - Japan (3)**

*PreReq:* Consent of instructor

This is an on-site study of art/architecture of a designated location(s). This course will visit several animation studios in Japan, including Studio Ghibli - the studio that created "Spirited Away." There will be lectures and discussions which will be used as a tool to analyze, understand, and appreciate the development of this region's unique art. (45 total hrs.)

**Art 293—Internship (3)**

*PreReq:* "C" or better in Art 202 and "C" or better in Art 209

*Recommended:* A portfolio of previous student work acceptable by the instructor.

Provides supervised work experience in multimedia production. This course enables students to apply the knowledge and skills acquired in the classroom to the work environment. (6 lec/lab hrs.)

**Art 294—Practicum in Digital Arts (3)**

*PreReq:* Art 202 and Art 209

This practicum provides a supervised work experience environment where advanced students in the DMA program can engage in real production activity. Course enables students to apply the knowledge and skills acquired in the classroom to the work environment. (6 lec/lab hrs.)

**Art 295—Design Portfolio (3)**

*PreReq:* "C" or better in Art 225 and "C" or better in Art 249

Guides students through the process of compiling their work into a professional design portfolio. Students will devise a strategy to focus their work to best market their skills through an interactive portfolio, hard copy portfolio materials, and a resume and business card in a unified presentation. Free-lance and contracting issues will be covered to better prepare students for entry into the job market and a review of submitting portfolios for university/college transfer. (6 lec/lab hrs.)

**Art 296—Demo Reel Development (3)**

*PreReq:* "C" or better in Art 248

Guides students through the process of compiling their work onto a demo reel that is representative of student interest, strength, and skill for entry into Digital Video and multimedia fields, professional schools, or baccalaureate institutions. Students will devise a strategy to best edit, package, and market their videos which could include tape, DVD, interactive portfolio, a hard copy portfolio, and resume. (6 lec/lab hrs.)

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**Asian**

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**Asan 120—Japanese Culture I (3)**

An introduction to study of common and distinctive aspects of the Japanese culture. 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.)

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**Astronomy**

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**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.)

**Astr 281—Astrobiology (3)**

*PreReq:* Astr 110

Astronomical, physical, chemical, geological, and biological perspectives of the origin and continued existence of life on Earth and of the possibility of extraterrestrial life. Exploration of Mars and the Jovian moons. Search for extrasolar planets and extraterrestrial intelligence. (3 lec hrs.)

## Auto Body Repair and Painting

### **ABRP 20—Introduction to Auto Body Repair & Painting (1)**

*CoReq: ABRP 21, ABRP 22, ABRP 23, ABRP 24, and ABRP 25*

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, ABRP 22, ABRP 23, ABRP 24, and ABRP 25*

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, ABRP 21, ABRP 23, ABRP 24, and ABRP 25*

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, ABRP 21, ABRP 22, ABRP 24, and ABRP 25*

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, ABRP 21, ABRP 22, ABRP 23, and ABRP 25*

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, ABRP 21, ABRP 22, ABRP 23, and ABRP 24*

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)**

*PreReq: ABRP 20, ABRP 21, ABRP 22, ABRP 23, ABRP 24, and ABRP 25*

*CoReq: ABRP 31, ABRP 32, ABRP 33, ABRP 34, and ABRP 35*

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, ABRP 32, ABRP 33, ABRP 34, and ABRP 35*

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, ABRP 31, ABRP 33, ABRP 34, and ABRP 35*

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, ABRP 31, ABRP 32, ABRP 34, and ABRP 35*

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, ABRP 31, ABRP 32, ABRP 33, and ABRP 35*

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, ABRP 31, ABRP 32, ABRP 33, and ABRP 34*

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)**

*PreReq: ABRP 30, ABRP 31, ABRP 32, ABRP 33, ABRP 34, and ABRP 35*

*CoReq: ABRP 41, ABRP 42, ABRP 43, ABRP 44, and ABRP 45*

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, ABRP 42, ABRP 43, ABRP 44, and ABRP 45*

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, ABRP 41, ABRP 43, ABRP 44, and ABRP 45*

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, ABRP 41, ABRP 42, ABRP 44, and ABRP 45*

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, ABRP 41, ABRP 42, ABRP 43, and ABRP 45*

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, ABRP 41, ABRP 42, ABRP 43, and ABRP 44*

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)**

*PreReq: ABRP 40, ABRP 41, ABRP 42, ABRP 43, ABRP 44, and ABRP 45*

*CoReq: ABRP 51, ABRP 52, ABRP 53, and ABRP 54*

Course covers proper procedures for diagnosing structural collision damage and use of various types of measuring systems to identify extent of damage. (6 lec/lab hrs.)

**ABRP 51—Straightening Structural Components (3)**

*CoReq: ABRP 50, ABRP 52, ABRP 53, and ABRP 54*

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, ABRP 51, ABRP 53, and ABRP 54*

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, ABRP 51, ABRP 52, and ABRP 54*

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, ABRP 51, ABRP 52, and ABRP 53*

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.)

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**Automotive Mechanics**

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+ Valid driver's license required.

**+ AMT 20—Intro to Auto (1)**

*PreReq: "C" or better in Eng 20R or "C" or better in ESL 9 or placement in Eng 21; and "C" or better in Math 1ABCD or placement in Math 22 or placement in Math 50*

*CoReq: AMT 23, AMT 30, and AMT 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, AMT 30, and AMT 40B*

Lubricant theory; selection, use and practice in using lubrication equipment. (2 lec/lab hrs.)

**+ AMT 30—Engines (7)**

*CoReq: AMT 20, AMT 23, and AMT 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, AMT 23, and AMT 30*

The characteristics, operation, construction, design, service and repair of fuel systems. (6 lec/lab hrs.)

**+ AMT 40C—Electrical System (6)**

*PreReq: AMT 20*

*CoReq: AMT 46 and AMT 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)**

*PreReq: AMT 20*

*CoReq: AMT 40C and AMT 57*

The theory, construction, design, service and repair of standard transmissions and clutches. (8 lec/lab hrs.)

**+ AMT 50—Auto Transmission (4)**

*PreReq: AMT 20*

*CoReq: AMT 53 and AMT 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)**

*PreReq: AMT 20*

*CoReq: AMT 50 and AMT 55*

The maintenance and repair of the hydraulic and power brake system. (8 lec/lab hrs.)

**+ AMT 55—Suspension and Steering (4)**

*PreReq:* AMT 20

*CoReq:* AMT 50 and AMT 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 (3)**

Theory, design, and construction of steering systems, suspension systems and alignment for non-major students. (2 lec hrs.)

**+ AMT 57—Emission (2)**

*PreReq:* AMT 20

*CoReq:* AMT 40C and AMT 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, AMT 23, AMT 30, AMT 40B, AMT 46, AMT 57, AMT 53, and AMT 55

*CoReq:* AMT 60I, AMT 60J, and AMT 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, AMT 23, AMT 30, AMT 40B, AMT 57, AMT 53, and AMT 55

*CoReq:* AMT 60H, AMT 60J, and AMT 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, AMT 23, AMT 30, AMT 40B, AMT 46, AMT 57, AMT 53, and AMT 55

*CoReq:* AMT 60H, AMT 60I, and AMT 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: PowerTrain/Transmissions and Related Components (3)**

*PreReq:* AMT 20, AMT 23, AMT 40B, AMT 46, AMT 57, AMT 53, and AMT 55

*CoReq:* AMT 60H, AMT 60I, and AMT 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.)

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## 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.)

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## 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)**

*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 100 or placement in Eng 102

*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 microscopy, in photomicrographs, and in Human models. Dissection of animal 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.)

**Biol 171—Introductory Biology I (3)**

*CoReq:* Biol 171L

*Recommended:* BioC 241

Covers principles of cell structure, replication, metabolism, classical and molecular genetics, as well as evolution. Also, biodiversity of prokaryotes, virus, fungi, and plants including plant structure and function. (3 lec hrs.)

**Biol 171L—Introductory Biology I Laboratory (1)**

*CoReq:* Biol 171

*Recommended:* High school Biology

Laboratory exercises will cover microscopy and cell structure, replication, and metabolism. Also exercises in classical and molecular genetics, and biodiversity of prokaryotes, virus, fungi and plants. (3 lab hrs.)

**Biol 172—Introductory Biology II (3)**

*PreReq:* Biol 101 or Biol 171

*CoReq:* Biol 172L

Students will explore the biodiversity of animal-like protists, invertebrates, and vertebrates. Animal tissues, sensory reception and integration, endocrine system, support and movement, circulation, immunity, digestion, kidney function, reproduction, and development. Population and community ecology, energy flow, and biogeochemical cycles. (3 lec hrs.)

**Biol 172L—Introductory Biology II Laboratory (1)**

*CoReq:* Biol 172

*Recommended:* High school Biology

Exercises will cover structure, function, and natural history of animal-like protists, invertebrates, and vertebrates; structure and function of animal tissues, reproduction, development, and community ecology. (3 lab hrs.)

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## Blueprint Reading

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**Blpr 20—Mechanical Drawing (3)**

A basic mechanical drawing course in the care and use of drafting instruments, orthographic projections, methods of dimensioning, pictorial 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 projection 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, structural shapes, various types of views, preferred and nonpreferred welding symbols and abbreviations, and blueprints using metric measurements. (3 lec hrs.)

**Blpr 30C—Blueprint Reading for Electricians (3)**

*PreReq:* Blpr 22 and Elec 24

Reading of specifications and blueprints of residential dwellings to extract information that may affect the wiring of the structure. Designing and sketching of wiring diagrams of branch circuits which are in compliance 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 drawings. The terminology and nomenclature, interpretation of working drawings, 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 symbols, untrue projections, special views, symbology for geometric dimensioning and tolerances, screw thread representations, material designations, structural shapes and apparatus used for achieving certain mechanical outcomes and advantages. (3 lec hrs.)

**Blpr 30F—Blueprint Reading for Carpenters (3)**

A basic course in construction drawing and sketching using orthographic, isometric and oblique projection systems. Reading of blueprints and specifications including the interpretation of symbols, abbreviations, notes, types of lines, scales, and various dimensioning methods. Extracting of information from the various plan views, elevations, 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 construction. The course covers the reading and interpretation of blueprints and specifications, preconstruction details, making of material takeoff, and making of working drawings and sketches. (3 lec hrs.)

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## Botany

**Bot 101—General Botany (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*

*CoReq: Bot 101L*

This is an introductory course in plant biology. Topics include cell structure and function, plant tissues and organs, reproduction and genetics. (3 lec hrs.)

**Bot 101L—General Botany Lab (1)**

*PreReq: "C" or better in Eng 21 or "C" or better in Eng 22 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 105—Introduction to Ethnobotany (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 100 or placement in Eng 102*

Plants and their influence upon cultures: with special emphasis on Pacific Islander uses of cultivated and wild plants. (3 lec hrs.)

**Bot 105L—Introduction to Ethnobotany Lab (1)**

*CoReq: Bot 105*

An introductory laboratory course emphasizing hands-on learning about the cultural roles and uses of plants. Lab exercises are conducted in a garden setting as much as possible using examples from the various cultures and plants common in the Pacific Islands. (3 lab hrs.)

**Bot 130—Plants in Hawaiian Environment (3)**

*PreReq: Eng 21 or Eng 22 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 common 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 Laboratory will focus on applications of the material learned in the lecture through laboratory exercises and field trips. (3 lab hrs.)

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## Business (Bus)

**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 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 the American business enterprise. Examines the foundations and responsibilities of accounting, business, management, finance, marketing, and the business environment. (3 lec hrs.)

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## Business (Busn)

**Busn 84—Medical Transcription (3)**

*Recommended: Ability to keyboard 40 wpm*

An introduction to medical office transcription in order to prepare medical 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.)

**Busn 86—Legal Transcription (3)**

*Recommended: Ability to keyboard 40 wpm*

An introduction to legal office transcription in order to familiarize students 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.)

**Busn 89—Electronic Calculating (1)**

This course gives students practice with real world skills used in the modern business environment; emphasizes proper technique and speed with the ten-key pad found on calculators, computer keyboards, and cash registers; develops the ability to work with numbers and use of a calculator to perform business computations. (1 lec hr.)

**Busn 121—Introduction to Word Processing (3)**

*Recommended: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

Covers proper keyboarding techniques; word processing concepts (Microsoft Word); and document formatting of letters, memos, tables, reports, and e-mail. Basic file management and operating system functions are included. Keyboarding speed and accuracy are emphasized. (3 lec hrs.)

**Busn 123—Word Processing for Business (3)**

*PreReq:* "C" or better in OAT 21BCD or "C" or better in BUSN 121

*Recommended:* Ability to type 35 gwm; and Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102

Uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Integrates knowledge of the Internet and the computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments. (3 lec hrs.)

**Busn 150—Intro to Business Computing (3)**

*PreReq:* "C" or better in Eng 20R or "C" or better in ESL 9 or placement in Eng 21

*Recommended:* OAT 21BCD or Busn 121 or keyboarding ability

An introduction to computers and the components of a business computer system, including "hands-on" exposure to elementary applications, and learning how computer technology can be applied to satisfy business needs. (3 lec hrs.)

**Busn 151—Intermediate Business Computing (3)**

*PreReq:* "C" or better in Bus 104 or "C" or better in Busn 150 or "C" or better in ICS 101

Expands the concepts of business computing introduced in Busn 150. Develops greater proficiency in creating, modifying, and printing documents, spreadsheets, database queries, reports and forms. Broadens knowledge of word processing, spreadsheet, database, and presentation software utilizing intermediate and advance level features of the software. Provides experience with typical business applications that utilize Intranet and Internet technologies. (3 lec hrs.)

**Busn 160—Telephone Techniques and Communication (1)**

*Recommended:* Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102

An introduction to various communication systems, particularly the telephone, e-mail, telecommunications, and mail systems. Emphasis will be on answering and using the telephone efficiently and courteously and taking messages for others. Identifying communication barriers and steps for overcoming them will be introduced. (1 lec hr.)

**Busn 164—Career Success (3)**

*PreReq:* Eng 20R or ESL 9 or placement in Eng 21; and Eng 20W or ESL 13 or placement in Eng 22 or placement in ESL 15

*CoReq:* Eng 21 (or prior completion) or placement in Eng 102; and Eng 22 or ESL 15 (or prior completion of either) or placement in Eng 100

*Recommended:* Computer experience using a word processing program

Presents concepts and theories relating to workplace behavior; managing one's attitude and relationships for workplace effectiveness. (3 lec hrs.)

**Busn 166—Professional Employment Preparation (1)**

*Recommended:* Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102. Ability to keyboard and knowledge of word processing.

Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews. (1 lec hr.)

**Busn 170—Records and Information Management (3)**

*PreReq:* Eng 20R or Eng 20W or ESL 9 or ESL 13 or placement in Eng 21 or placement in Eng 22 or placement in ESL 15

Studies principles and procedures for organizing and operating Records and Information Management (RIM) programs. Topics include: selection of filing systems, equipment, and supplies; procedures for storage, retrieval, transfer, retention, and disposal of records; records inventory and analysis; records protection and disposition; study and application of ARMA (Association of Records Managers and Administrators) rules for alphabetic, alphanumeric, geographic, numeric, and subject methods. Help a business or organization meet its fiscal, legal, governmental, requirements by managing its information systems. (3 lec hrs.)

**Busn 182—Machine Transcription (3)**

*PreReq:* Eng 20R or Eng 20W or ESL 9 or ESL 13 or placement in Eng 21 or placement in Eng 22 or placement in ESL 15

*Recommended:* Ability to keyboard 35 wpm and knowledge of word processing

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 communication from familiar and unfamiliar dictation. (3 lec hrs.)

**Busn 184—Medical Transcription (3)**

*PreReq:* "C" or better in Busn 121; and "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 100

*CoReq:* Nurs 110 (or prior completion)

*Recommended:* Ability to type at least 45 gwm (gross words a minute)

An introduction to medical office transcription in order to prepare medical 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.)

**Busn 189—Business Mathematics (3)**

*PreReq:* Eng 20R or ESL 9 or placement in Eng 21; and Math 1ABCD or placement in Math 22

Introduces various accounting and finance computational procedures utilizing the calculator as a tool. Surveys concepts in algebra, logical structure, numeration systems, and statistics. Develops critical thinking skills in making personal and business decisions. (3 lec hrs.)

**Busn 193V—Cooperative Vocational Education (variable)**

*PreReq:* Consent of program faculty

Provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. (variable hours)

**Busn 292—Integrated Office Procedures (3)**

*PreReq:* Busn 123, Busn 151, Busn 166

*CoReq:* Busn 170 (or prior completion)

Emphasis is on office procedures for the administrative professional. Includes advanced word processing, spreadsheet, database, integration of applications, and critical thinking applications. Designed to bring together within a portfolio all elements of learning from the Business Technology program. (3 lec hrs.)

## Carpentry

### Carp 20A—Basic Carpentry I (3)

*PreReq: Eng 20R or ESL 9 or placement in Eng 21; and Math 1ABCD or placement in Math 22 or placement in Math 50*

*CoReq: Carp 21A*

Students will learn and practice shop safety and the safe use, care and maintenance of hand tools. Identification of basic construction materials and fasteners, adherence to good work ethics, quality workmanship and customer satisfaction is also emphasized. (6 lec/lab hrs.)

### Carp 21A—Basic Carpentry II (9)

*PreReq: Eng 20R or ESL 9 or placement in Eng 21; and Math 1ABCD or placement in Math 22 or placement in Math 50*

*CoReq: Carp 20A (or prior completion)*

Students will develop basic carpentry skills required by industry. Covers the use, safety and maintenance of hand and power tools, identification and application of materials, joint construction and layout techniques. Lab work involves practice and construction of basic woodworking projects with emphasis placed on safety, good work ethics, conservation, accuracy, and overall craft professionalism. (18 lec/lab hrs.)

### Carp 22—Concrete Form Construction (12)

*PreReq: Carp 21A*

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 21A*

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*

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.)

### Chem 161—General Chemistry I (3)

*PreReq: "C" or better in Math 27 or placement in Math 110 or placement in Math 115 or placement in Math 135 or higher*

*CoReq: Chem 161L*

Basic principles of inorganic chemistry with an emphasis on problem solving. First course of a two-course sequence designed to meet the one-year general chemistry requirement for Pre-med, Science, and Engineering majors. Topics include chemical calculations, electronic structure, chemical bonding, states of matter, and solutions. (3 lec hrs.)

### Chem 161L—General Chemistry I Laboratory (1)

*PreReq: "C" or better in Math 27 or placement in Math 110 or placement in Math 115 or placement in Math 135 or higher*

*CoReq: Chem 161*

Laboratory to accompany Chem 161. Experiments illustrate fundamental principles of Chemistry. (3 lab hrs.)

### Chem 162—General Chemistry II (3)

*PreReq: Chem 161*

*CoReq: Chem 162L*

Second course of a two-course sequence designed to meet the one-year general chemistry requirement for Pre-med, Science, and Engineering majors. Topics include thermochemistry, kinetics, acid-base equilibrium, and electrochemistry. Emphasis on problem solving. (3 lec hrs.)

### Chem 162L—General Chemistry II Lab (1)

*PreReq: Chem 161 and Chem 161L*

*CoReq: Chem 162*

Laboratory to accompany Chem 162. Experiments illustrate fundamental principles of Chemistry. (3 lab hrs.)

## Computing, Electronics, and Networking Technology

### CENT 140—Network Fundamentals (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 100 or placement in Eng 102*

*Recommended: Basic knowledge and use of PCs*

Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. Uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Principles and structure of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Students use a model of the Internet to analyze real data without affecting production networks. (2 lec hrs., 2 lec/lab hrs.)

### CENT 240B—Routing Protocols and Concepts (3)

*PreReq: CENT 140*

Course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols. RIPv1, RIPv2, EIGRP, and OSPF. This course uses the Cisco Exploration curriculum and with other courses in the series, helps prepare students for the Cisco CCENT, CCNA and CompTIA Network+ industry certification examinations. (2 lec hrs., 2 lec/lab hrs.)



### **CENT 240C—LAN Switching and Wireless (3)**

*PreReq: CENT 140*

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Beginning with a foundational overview of Ethernet, this course provides detailed explanations of LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. (2 lec hrs., 2 lec/lab hrs.)

### **CENT 241—Accessing the WAN (3)**

*PreReq: CENT 240B and CENT 240C*

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Students learn about user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Concludes with a discussion of the special network services required by converged applications and an introduction to quality of service (QoS). (2 lec hrs., 2 lec/lab hrs.)

## **Culinary Arts**

### **Culn 111—Introduction to the Culinary Industry (2)**

*CoReq: Culn 112, Culn 120, Culn 170*

Provides an overview of the culinary industry within the aspects of the entire hospitality industry. It provides students with an introduction to the historical, social, and cultural forces that have affected and shaped the industry of today. Students will identify job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry. (2 lec hrs.)

### **Culn 112—Sanitation and Safety (2)**

*CoReq: Culn 111, Culn 120, Culn 170*

The study and application of the principles and procedures of sanitation and safety in the hospitality industry. Includes the study of food-borne illnesses, biological, chemical, and physical hazards, and cross-contamination as they may occur during the flow of food. An introduction to HACCP (Hazard Analysis Critical Control Point) and other sanitation and safety programs will also be presented. Safety issues and OSHA (Occupational Safety and Health Administration) guidelines and standards will be covered as they apply to the hospitality industry. (2 lec hrs.)

### **Culn 115—Menu Merchandising (1)**

*PreReq: Culn 111, Culn 112, Culn 120, and Culn 170*

*CoReq: Culn 131, Culn 140, and Culn 150*

A study of the factors involved in planning effective menus for a variety of food service operations. The course includes the design, format, selection, costing, pricing, and balance of menu items based on an understanding of the needs of various target markets. (1 lec hr.)

### **Culn 120—Fundamentals of Cookery (6)**

*CoReq: Culn 111, Culn 112, and Culn 170; and Math 50*

An introduction to the fundamental concepts, skills, and techniques of cooking principles. Culinary skills addressing food preparation, presentation, and service in a safe and sanitary environment are emphasized. A combination of theory and hands-on experiences allow students to gain competencies in cooking methods for meat, poultry, fish, vegetables, fruits, salads, starches, sauces, and soups. Includes care and correct use of knives, tools, and equipment for professional kitchens. Interpreting standardized recipes, recognition of food cost factors, storage techniques, culinary terms, and other factors as they apply to standards expected of a food service worker for an entry level position are significant objectives covered. (3 lec hrs., 9 lab hrs.)

### **Culn 130—Intermediate Cookery (7)**

*PreReq: Culn 111, Culn 112, Culn 120, and Culn 170*

*CoReq: Culn 270*

Provides the application and reinforcement of basic concepts, skills, and techniques introduced in Culn 120 (Fundamentals of Cookery) to the operation of the campus dining service with the emphasis on fresh, locally produced foods prepared in a healthful and attractive manner. Menu development, recipe standardization and conversion, mise en place of correct quantity, freshness, and completeness are stressed, along with correct, coordinated, and timely a la minute service. Teamwork, personal and station organization, consistency, and patron satisfaction are cultivated. (3 lec hrs., 12 lab hrs.)

### **Culn 131—Short Order Cookery (3)**

*PreReq: Culn 111, Culn 112, Culn 120, and Culn 170*

*CoReq: Culn 115, Culn 140, and Culn 150*

Students apply skillful manipulative methods in the preparation (Mise en place is emphasized), presentation, and service of foods requiring a short cooking time. Experience will be gained in production techniques for short order cookery. Regional and/or ethnic foods and cuisines of various countries will be incorporated into menu format. Includes preparation of hot appetizers for specific events. (1 lec hr., 6 lab hrs.)



**Culn 140—Cold Food Pantry (4)**

*PreReq: Culn 111, Culn 112, Culn 120, and Culn 170*

*CoReq: Culn 115, Culn 131, and Culn 150*

Focus on theory, laboratory, and production of cold food items such as types of salads, salad dressings, sandwiches, canapés, hors d'oeuvres, cold appetizers, desserts, and beverages as are produced and/or assembled in the pantry department of a food service establishment. Students gain additional experience in creating and developing recipe adaptations for cold food menu items from different cuisines and regions of the country. Emphasis on nutritional awareness and the preparation of menu items to assure maximum freshness. (1 lec hr., 9 lab hrs.)

**Culn 150—Fundamentals of Baking (4)**

*PreReq: Culn 111, Culn 112, Culn 120, and Culn 170*

*CoReq: Culn 115, Culn 131, and Culn 140*

An introduction to the fundamentals of basic baking: concept, skills, and techniques, for application in a commercial food service establishment. Emphasis on the study of ingredient functions, product identification, scaling, weights, measures, recipe formulas, use and maintenance of bake shop tools and equipment. Students produce bakery items such as: yeast breads, other yeast products, quick breads, cookies, pies, cakes, pastries, and desserts. Also incorporates the study of cost controls and pricing. (2 lec hrs., 6 lab hrs.)

**Culn 160V—Dining Room Service/Stewarding (1-2)**

*CoReq: Culn 120 or Culn 131 or Culn 240*

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)

**Culn 170—Food and Beverage Purchasing (3)**

*CoReq: Culn 111, Culn 112, and Culn 120*

Work experience and lecture course whereby students study, observe, and participate in storeroom operations in a hotel or food service establishment. Provides experience in ordering, receiving, pricing, storing, distributing, and controlling the flow of food, beverages, supplies, and equipment. Purchasing policies, handling requisitions, and the organization of a steward's department are also included. (1 lec hr., 6 lab hrs.)

**Culn 185—Culinary Nutrition (3)**

Provides basic overall nutrition education, including functions of nutrients, vitamins and minerals, metabolic and other physiological processes, diet-related health concerns, and global health issues. Designed specifically for Culinary students as a Natural Science elective. (3 lec hrs.)

**Culn 220—Advanced Cookery (6)**

*PreReq: Culn 111, Culn 112, Culn 120, Culn 130, Culn 170, and Culn 270*

*CoReq: Culn 240*

This capstone course is designed to integrate previous culinary training and academic studies using fundamental cooking techniques, food science, aesthetics, managerial principles, and sensory perception in the operation of the dining room. Student teams will create menus with instructor input, organize production and service, define and staff kitchen stations and develop systems for efficient operation. Opportunity for more complex offerings and the experience of cooking with a broad variety of seasonings and higher end foods. Plated service will strengthen timing and a la minute cooking skills. (3 lec hrs., 9 lab hrs.)

**Culn 240—Garde Manger (4)**

*PreReq: Culn 111, Culn 112, Culn 120, Culn 130, Culn 170, and Culn 270*

*CoReq: Culn 220*

A study of the basic Garde Manger principles, techniques, and skills in the preparation of specialty items such as: aspic, chaud-froid, forcemeats, pâtés, terrines, galantines, mousses, hot and cold hors d'oeuvres, and canapés. Buffet service will also be highlighted, emphasizing buffet menu planning, portion considerations, presentations, and line logistics. (2 lec hrs., 6 lab hrs.)

**Culn 252—Patisserie (4)**

*PreReq: Culn 150*

Expands upon the baking skills and techniques learned in Culn 150 (Fundamentals of Baking) for preparing quality commercial products. Cakes, pastries, petit fours, chocolate, cookies, and other bakeshop items will be included in the laboratory practice. Emphasis on baking as a science dependent upon exact measurements, functions of ingredients, the proper tools, and increased manipulative skills required to assure consistent results in producing fine pastry items. (2 lec hrs., 6 lab hrs.)

**Culn 270—Food and Beverage Cost Control (5)**

*PreReq: Culn 111, Culn 112, Culn 120, and Culn 170*

*CoReq: Culn 130*

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 operating decisions, and to identify problems in achieving cost and quality control in a food and beverage system. A field experience to include computer generated information for a food service plan is a major requirement. (3 lec hrs., 6 lab hrs.)

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**Dance**

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**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 190V—Aerial Dance I (2-3)**

*Recommended: Dnce 185*

An introduction to technical skills/creative processes in beginning aerial dance utilizing the single point low flying trapeze. (variable hours)

**Dnce 256—Creative Movement (3)**

Cross-listed as Ed 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*

An introduction to 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. 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.)

**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.)

**Dnce 290V—Aerial Dance II (2-3)**

*PreReq: Dnce 190V*

*Recommended: Dnce 185*

A continuation of Introduction to Aerial Dance in which the student learns more difficult technical skills and creative processes in aerial dance utilizing the single point low flying trapeze. (variable hours)

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## Diesel Mechanics

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**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)**

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)**

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)**

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.)

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**E-Commerce**

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**ECom 100—Introduction to E-Commerce (3)**

*PreReq: Eng 21 or placement in Eng 102; and Mkt 157*

*Recommended: Basic experience with computer usage and the Internet. Basic knowledge of Marketing. Basic knowledge of Web design.*

Presents the basics of conducting business online and the technological issues associated with constructing an electronic commerce Web site. Students will learn how to implement an actual transaction-capable Web site, including various strategies and solutions available for the administration of E-Commerce sites and the integration of data into existing business infrastructure. (3 lec hrs.)

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**Economics**

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**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 25 or Math 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 25 or Math 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.)

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## Education

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**Ed 105—Introduction to Early Childhood (3)**

*PreReq: Eng 22 or ESL 15 or placement in Eng 100*  
 Introduces and explores the historical roots and fundamental principles of early childhood care and programs, the variety and scope of programs in the community, issues confronting the field, and career options. (3 lec hrs.)

**Ed 110—Developmentally Appropriate Practices (3)**

*PreReq: Eng 22 or ESL 15 or placement in Eng 100*  
 Provides a practical guide and overview of the basic awareness, attitudes, knowledge and skills necessary for working with children birth through age eight. Introduces concepts of developmentally appropriate practices, the importance of play, and inclusion of 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*  
 Introduces theories and practices for creating and maintaining a safe, healthy learning environment for young children and adults in group settings. Introduces guidelines and practices for providing for the nutritional needs of young children and adults in group settings. (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 human 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 152—Early Literacy Development (3)**

*PreReq: Eng 22 or ESL 15 or placement in Eng 100*  
 This course begins with a survey of the history and contemporary issues and trends in early literacy development. It includes an in-depth exploration of how young children learn to read and write and what teachers and caregivers need to know and be able to do to support literacy development from birth through the primary years. (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*  
 Develops communication skills in establishing effective partnership relationships with diverse families and other adults. Introduces students to the local resources available for family referral. (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*

An introduction to 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. 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 263—Language and Creative Curriculum (3)**

*PreReq: Ed 110 and Ed 131*

Theoretical foundation and practice in the planning, implementation and assessment of the language arts and creative expression curriculum. Students must have regular contact with preschool children for implementation of course assignments in a setting approved by the instructor. (3 lec hrs.)

**Ed 264—Inquiry and Physical Curriculum (3)**

*PreReq: Ed 110 and Ed 131*

Theoretical foundation and practice in the planning, implementation and assessment of the inquiry and physical curriculum. Students must have regular contact with preschool children for implementation of course assignments in a setting approved by the instructor. (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 (EIMT)**

**EIMT 20—Interior Wiring (12)**

*PreReq: Eng 20R or ESL 9 or placement in Eng 21*

*CoReq: Math 51 and Blpr 22*

Covers safety regulations and procedures practiced in the construction trade and industry; the use of related hand tools and power equipment; basic interior wiring of electrical devices and equipment, lighting apparatus and low voltage equipment; electrical blueprints and symbols of residential wiring; various wiring methods and materials used; installation of temporary service pole stands; and the interpretation of current national and local electrical codes. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

**EIMT 22—Electricity Theory and Practice (12)**

*PreReq: "C" or better in EIMT 20*

*CoReq: Eng 21 (or ESL 15) or higher (or prior completion); and Blpr 30C*  
Covers basic Electron Theory; Ohm's Law; Power Law; series and parallel circuits; AC and DC circuits; magnetism; grounding; introduction to the basics of Photovoltaic principles; installation of permanent electrical services; and the introduction of electrical conduit bending. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

**EIMT 41—Commercial Wiring (12)**

*PreReq: "C" or better in EIMT 22*

Covers the installation of various types of electrical conduits in classified hazardous and non-hazardous locations; the installation of electrical services; blueprint reading and interpretations; and related duties of the electrical trade such as carpentry, masonry, plumbing, and refrigeration. (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

**EIMT 43—Industrial Wiring (12)**

*PreReq: "C" or better in EIMT 41*

Covers power generation, transmission, and distribution; step-up and step-down power transformers; buck/boost transformers; electromagnetism; single-phase and three-phase motors; motor controls; and photovoltaic systems (off-grid & grid-tie). (6 lec hrs., 15 lab hrs., 2 lec/lab hrs.)

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## Electronics Technology

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**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 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 120—Electronics I (5)**

*PreReq: Eng 20R or ESL 9 or placement in Eng 21*

*CoReq: Math 66 (or prior completion); and Etro 120L*

The basics of electron physics, Ohm's Law, direct and alternating current, network analysis, sinusoidal and non-sinusoidal voltage and current analysis of R,L,C passive components in passive filters. Also covers the proper care, use, and hands-on operation of test instruments such as DMMs, oscilloscopes, power supplies, function generators as used in voltage, current, resistance, and power measurements. (5 lec hrs.)

**Etro 120L—Electronics I Lab (2)**

*PreReq: Eng 20R or ESL 9 or placement in Eng 21*

*CoReq: Math 66 (or prior completion); and Etro 120*

Provides students with hands-on experience to what is presented in the Etro 120 lectures. Additionally, a software simulation program that accompanies the required textbook is used to correlate the respective lecture to support the confidence level of the student before physically accomplishing the hands-on lab experiments. (6 lab hrs.)

**Etro 121—Electronics Fabrication and Assembly (2)**

*CoReq: Etro 120 and Etro 120L (or prior completion of either); and Math 66 (or prior completion); and Etro 121L*

This introductory electronics fabrication and assembly course covers general shop safety using hand and machine tools, printed circuit board design, and manufacture using manual, CAD, and CNC milling techniques. Covers printed circuit board assembly and repair processes and techniques practiced in industry. Also covers sheet-metal fabrication and assembly techniques for box build through project enclosures. (2 lec hrs.)

**Etro 121L—Electronics Fabrication and Assembly Lab (2)**

*CoReq: Etro 120 and Etro 120L (or prior completion of either); and Math 66 (or prior completion); and Etro 121*

Provides students with a direct application to what is presented in the Etro 121 lectures. Also provides hands-on experience in the use of basic hand and machine tools along with CAD, CAM, and CNC PC board milling techniques using industry techniques. Students will use fabrication tools used in industry in the fabrication of box build through for project enclosures. (6 lab hrs.)

**Etro 122—Electronics II (5)**

*PreReq: Etro 120 and Etro 120L*

*CoReq: Etro 122L*

Provides the basic principles of vacuum tubes, semiconductor devices, integrated circuits (ICs), measurement and analysis of linear and switching power supplies, single and multi-stage analog amplifiers, and oscillator circuits. (5 lec hrs.)

**Etro 122L—Electronics II Lab (2)**

*PreReq: Etro 120 and Etro 120L*

*CoReq: Etro 122*

Provides students with hands-on experience to what is presented in the Etro 122 lectures. Prior to constructing the lab experiments, students will use a software circuit simulation program called "Multisim", along with "Visual Calculator" created by the author of the lab manual. (6 lab hrs.)

**Etro 143—Digital Electronics (3)**

*PreReq: Etro 120 and Etro 120L*

*CoReq: Etro 122 and Etro 122L (or prior completion of either); and Etro 143L*

An introductory course in digital circuit fundamentals. Topics include numbering systems, IC logic gates, Boolean Algebra in addition to the study of flip-flops, registers and counters, decoders, and multivibrators, A/D and D/A interfacing principles which will be applied to understanding the concepts of microprocessors. A follow-up study on these topics are covered in Etro 280: Microprocessor Architecture, Programming, and Interfacing. (3 lec hrs.)

**Etro 143L—Digital Electronics Lab (1)**

*PreReq: Etro 120 and Etro 120L*

*CoReq: Etro 122 and Etro 122L (or prior completion of either); and Etro 143*

This course demonstrates the principles studied in Etro 143 by means of laboratory experiments. Digital electronics concepts presented in the lectures are verified and reinforced using simulations programs before building and testing digital logic and microprocessor circuits. (3 lab hrs.)

**Etro 160—Laser Safety and Applications (1)**

*PreReq: Eng 20R or ESL 9 or placement in Eng 21; and "C" or better in Math 66 or placement in Math 26*

Introduces students to laser applications and safety. Topics covered: physical properties of light and how it is used to generate laser beams for industry use; effects of laser radiation on the anatomy and physiology of the eyes and other human organs and protective measures to use; calculations and measurement of laser beam intensities to determine necessary safety measures. Hands-on experiments will familiarize users with proper use of lasers and safety practices. (1 lec hr.)

**Etro 161—Introduction to Optics and Photonics (3)**

*PreReq: "C" or better in Etro 160*

Introductory photonics course covering the physics of light, geometric optics, lenses, mirrors, polarizing lenses, interference/diffraction waves, laser physics, optical imaging and bio-photonics. Lab experiments and projects reinforce the theory and provide practical experience for those interested in pursuing a career in this field. (6 lec/lab hrs.)

**Etro 166—Introduction to Fiber Optics (3)**

*PreReq: Eng 20R or ESL 9 or placement in Eng 21; and "C" or better in Math 66 or placement in Math 26*

An introduction to fiber optic communications providing basic background information. Features hands-on training using industry standard termination tools/procedures and test equipment in installation, testing, and maintenance of fiber optic cabling systems. Provides a comprehensive overview of fiber optics as used in communications systems including telephone, CATV, and computers. Serves as a preparation course for the certified fiber optics installer or technician certification exam. Covers basics of the technology and its components for fiber optic communications; types of fiber, cabling, connectors and splices, couples and other passive components, transmitters and receivers, optical switches, modulators, tools, and test equipment. (3 lec hrs.)

**Etro 257—RF Communications (2)**

*PreReq: Etro 122 and Etro 122L*

Covers the basics of electronics circuits used in RF and digital communications, navigation, microwave, radar, oceanography, industrial, medical, and consumer line products. Includes the field of wireless communications that has come into its own with the overwhelming use of cellular, wireless LANs, and wireless sensor networks. (2 lec hrs.)

**Etro 280—Microprocessor Architecture, Programming, and Interfacing (3)**

*PreReq: Etro 143 and Etro 143L*

Provides the students with training on various microprocessor trainers to introduce their architecture, machine language programming, and the interfacing to the various I/O devices for industrial and automation applications. (3 lec hrs.)

**Etro 287—Computer Systems and Networking (3)**

*PreReq: Etro 143 and Etro 143L*

*CoReq: Etro 287L*

Course prepares students for work in maintaining, servicing, troubleshooting, and repairing PCs, peripheral devices, operating systems, communication systems and networks. Students will build, upgrade, install, maintain, and troubleshoot computer and networking hardware. Topics include cabling of voice and data networks, LANs and WANs architecture and protocols, networking devices, wireless networking, and network security. (3 lec hrs.)

**Etro 287L—Computer Systems and Networking Lab (1)**

*PreReq: Etro 143 and Etro 143L*

*CoReq: Etro 287*

A lab to reinforce content of the Etro 287 lecture. Students gain hands-on experience working with computer hardware, peripheral devices, operating systems, and with wired and wireless networks by working on a series of laboratory assignments. Students will build, upgrade, install, maintain, and troubleshoot computer and networking hardware. Operating system installation, optimization, and troubleshooting also included. (3 lab hrs.)

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**English**

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*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*

A reading fundamentals course designed to develop reading comprehension, vocabulary acquisition, and study skills. Some activities will include building vocabulary skills through phonics, word structure, the dictionary, and context clues; improving comprehension by finding the main ideas, supporting details, and making inferences; and developing study skills by practicing time management and taking organized notes. (3 lec hrs.)

**Eng 19—Writing Essentials (3)**

*PreReq: Placement in Eng 19*

Course concentrates on constructing effective sentences with correct sentence structure, grammar, word choice, punctuation, and spelling. Students will practice writing and editing paragraphs based on personal experiences. Students will also be introduced to a variety of study skills as a tool to increase their academic success. (3 lec hrs.)

**Eng 20R—Reading and Learning Skills (3)**

*PreReq: "C" or better in 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 notetaking, textbook reading, independent lab work, and learning/study skills necessary for academic success. Writing will be used to promote reading and study skills. (3 lec hrs.)

**Eng 20W—College Writing and Grammar (3)**

*PreReq: "C" or better in Eng 19 or 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 Eng 20R or "C" or better in ESL 9 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: Eng 20R or placement in Eng 21; and "C" or better in Eng 20W or placement in Eng 22*

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 55—Business Communications (3)**

*PreReq: "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 100; and "C" or better in Busn 121 or "C" or better in Busn 123*

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.)



## 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.

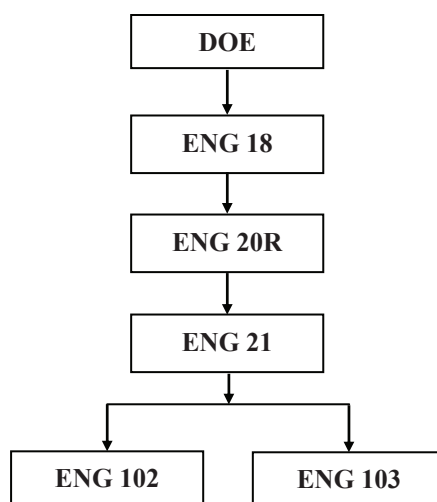
Placement testing is required for all Eng courses. Other HawCC courses may have Eng prerequisites too, so closely check the prerequisites for each course to see what must be taken *before* enrolling in that course. For example, Psy 100 requires Eng 21 or placement in Eng 102; *and* Eng 22 or ESL 15 or placement in Eng 100.

Also, carefully review the Eng requirements for your major. See your program advisor if you have any questions.

\* DOE-AEP: classes offered through the Department of Education - Academic Enhancement Program

\*\* IEP-ESOL: classes offered by HawCC's Intensive English Program - English for Speakers of Other Languages

### *Reading Progression*



Valid Through Fall 2013

#### **Eng 100—Expository Writing (3)**

*PreReq: Eng 21 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.)

Effective Spring 2014

#### **Eng 100—Composition I (3)**

*PreReq: "C" or better in Eng 21 or "C" or better in ESL 21 or placement in Eng 102; and "C" or better in Eng 22 or "C" or better in ESL 15 or ("C" or better in ESL 22W and "C" or better in ESL 22G) or placement in Eng 100*

*Recommended: Eng 102*

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: "C" or better in Eng 21 or placement in Eng 102; and Eng 20W or ESL 13 or placement in Eng 22 or placement in ESL 15*

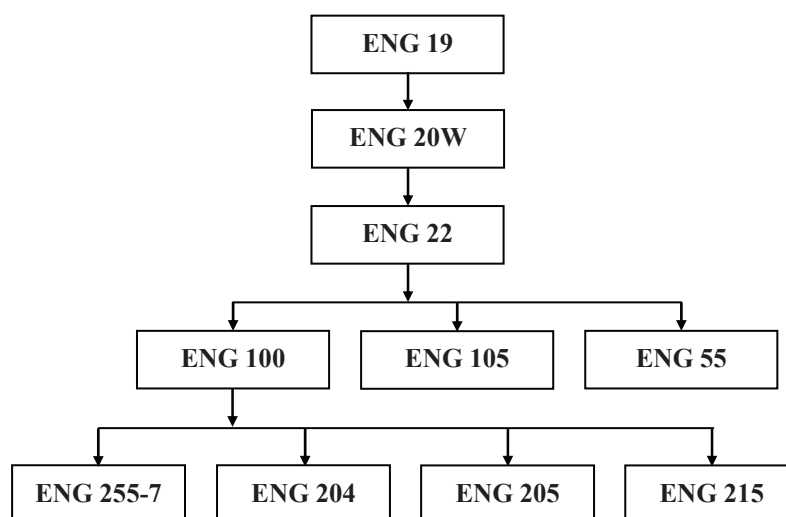
Emphasis on reading college-level materials, including improvement in the following areas: problem solving skills, reading and interpreting literature, college vocabulary, study skills, library research skills, and speed reading skills to become a flexible reader. (3 lec hrs.)

#### **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.)

## Writing Progression



### Eng 105—Reading Film (3)

*PreReq: "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 100*

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. Includes creative writing assignments and discussions of each student's writing. May be repeated for credit, up to 9 credits. (3 lec hrs.)

### Eng 205—News Writing (3)

Cross-listed as Jour 205

*PreReq: "C" or better in Eng 100; and "C" or better in Eng 102*

*Recommended: Knowledge of word processing*

An introductory course in writing, newsgathering, editing, and journalistic ethics. Covers the basics of writing for publication in newspapers, magazines, and the Internet. (3 lec hrs.)

### Eng 215—Research Writing for Humanities and Social Sciences (3)

*PreReq: "C" or better in Eng 100; and "C" or better in Eng 102*

*Recommended: Students should have experience in using computers for research and writing.*

Building on reading and writing skills acquired in English 100 and English 102, course emphasizes academic reading, writing, and research skills for students in Humanities and Social Sciences. Focuses on blending at least two or three rhetorical modes, using MLA and APA documentation styles, in writing informative, analytical, and argumentative essays supported by research. (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*

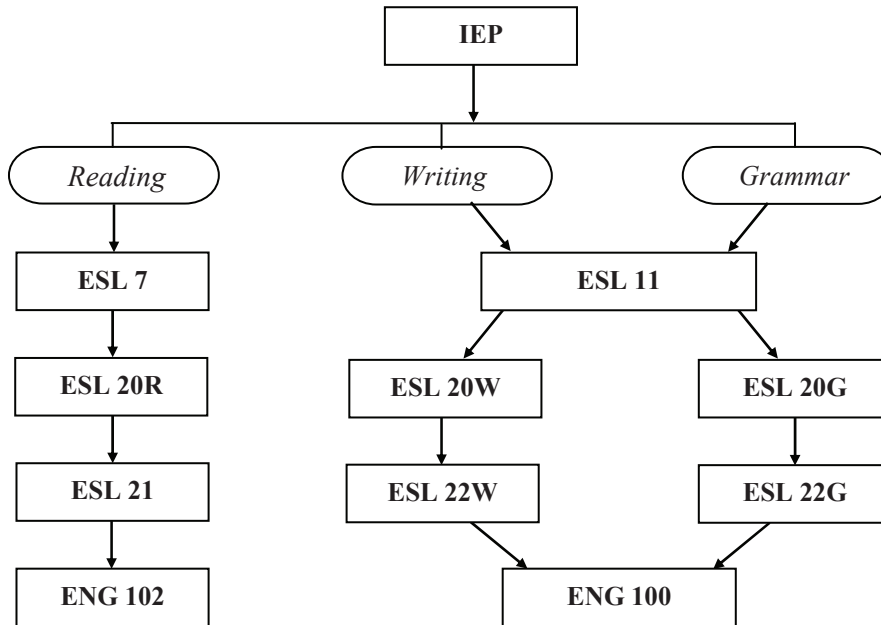
This course introduces students to persistent themes that appear in the English language literature of 19th and 20th century Hawai'i. Literary contributions from a wide range of sources representative of Hawai'i's rich cultural and ethnic diversity will be studied in their historical and cultural context. 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.)

## ESL Progression Chart



### English as a Second Language

#### ESL 7—Reading and Study Skills I (3)

*PreReq:* Placement in ESL 7 and placement in ESL 11

*CoReq:* ESL 11 and ESL 25 (or prior completion of either)

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. *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

*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. *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 7 or ESL 25 (or prior completion of either)

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. *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. *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

*Recommended:* ESL 25

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. *Additional time in the ESL lab is required.* (5 lec hrs.)

#### ESL 20G—College Grammar

*PreReq:* “C” in ESL 7 or placement in ESL 20R; and “C” in ESL 11 or (placement in ESL 20G and placement in ESL 20W)

ESL 20G focuses on the skills needed to become a proficient writer of English. In this course, students build upon skills that they already have by developing sentence structure, grammar, word choice, punctuation, and spelling. *Additional time in the ESL lab is required.* (3 lec hrs.)

#### ESL 20R—Reading and Learning Skills

*PreReq:* “C” or better in ESL 7 or placement in ESL 20R

ESL 20R focuses on the skills needed to become a proficient reader of English. This course concentrates on strategies that facilitate reading comprehension and vocabulary development. *Additional time in the ESL lab is required.* (4 lec hrs.)

## ESL 20W—College Writing

*PreReq:* “C” in ESL 7 or placement in ESL 20R; and “C” in ESL 11 or (placement in ESL 20G and placement in 20W)

ESL 20W offers instruction and practice in writing varied and effective sentences, paragraphs, and basic essays. Students will learn to utilize the writing process and apply it to writing well-organized paragraphs and essays. Students will participate in peer review sessions in order to receive feedback to enable them to further review, edit, proofread, and revise their paragraphs and essays. Additional time in the lab is required. (3 lec hrs.)

## ESL 21—Developmental Reading

*PreReq:* “C” or better in ESL 20R or placement in ESL 21

ESL 21 is an advanced-level course designed to help students develop essential college-level reading skills. The focus is to provide strategies that will help students understand what they read and to give them confidence in identifying the central points, main ideas, and important details of academic readings; drawing inferences, and developing critical reading skills. Students will use vocabulary strategies to assist them in becoming fluent readers. Additional time in the ESL lab is required. (4 lec hrs.)

## ESL 22G—Grammar for Expository Writing

*PreReq:* “C” or better in ESL 20R or placement in ESL 21; and “C” or better in ESL 20G or placement in ESL 22G; and “C” or better in ESL 20W or placement in ESL 22W

ESL 22G is an advanced-level course in which students acquire knowledge of grammar essential for successful academic writing. As grammar points are presented, students apply the grammar they learn by editing passages from varied texts, including student writing and their own drafts. The class focus is to help students develop a greater awareness of language usage, identify patterns of errors, and learn to independently and systematically use editing skills. Class activities include practice and focus on identifying various sentence patterns; writing clear, effective sentences; and expanding independent editing skills. Additional time in the ESL lab is required. (3 lec hrs.)

## ESL 22W—Introduction to Expository Writing

*PreReq:* “C” or better in ESL 20R or placement in ESL 21; and “C” or better in ESL 20G or placement in ESL 22G; and “C” or better in ESL 20W or placement in ESL 22W

ESL 22W emphasizes writing essays on academic topics. The focus is on reading-based writing, paraphrasing, summarizing, expanding student knowledge of the writing process, and applying these skills to write well-organized essays. Students participate in small group discussion(s), review, editing, proofreading, and revising activities. Student writing reflects fluency in constructing clear, correct sentences with accurate word choice and control of varied sentence structures. Additional time in the ESL lab is required. (3 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. (3 lec hrs.)

## Entrepreneurship

### Ent 120—Starting a Small Business (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 100 or placement in Eng 102

This course is a practical approach to planning and starting a business in Hawai‘i. The student will prepare a comprehensive business plan. Topics covered are market analysis, site selection, suppliers, product and price mix, transportation, advertising and promotion, record keeping, and financial statements. (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.)

## Fire and Environmental Emergency Response

### Fire 101—Essentials of Fire Suppression (3)

*PreReq:* Eng 21 or placement in Eng 102

*CoReq:* Fire 101L, Fire 151, and Fire 156

Provides students with a comprehensive initial introduction to suppression of structural fires. Introduces definitions, terminology, and a brief history of structural fire suppression. Provides students with a basic knowledge of fire behavior, how and what materials burn, extinguishment systems, and basic methods of suppression. (3 lec hrs.)

### Fire 101L—Essentials of Fire Suppression Laboratory (1)

*PreReq:* Eng 21 or placement in Eng 102

*CoReq:* Fire 101, Fire 151, and Fire 156

A lab to accompany the Fire 101 lecture. Students will be provided with hands-on experience and instructed in the safe and proper handling of equipment used in the suppression of structural fires. (3 lab hrs.)

### Fire 151—Introduction to Wildland Fire Control (3)

*PreReq:* Eng 21 or placement in Eng 102

*CoReq:* Fire 101 and Fire 156

Introduces definitions, concepts, theories, and principles of modern wildland fire control. Provides students with an overall introduction to theory and application in basic wildland fire suppression, fire behavior, wildland fire operations, suppression methods, tools, and equipment. An emphasis on safety. Completion of this course meets current NWCG 310-1 standards for Firefighter Type 2, and the required training for issuance of a Red Card. (3 lec hrs.)

### Fire 153—Advanced Wildland Firefighting (3)

*PreReq:* Fire 151

Designed to meet the training needs for both Advanced Firefighter/Squad Boss and Incident Commander Type 5 positions. Covers how to: properly document the appropriate information during fire suppression activities; incorporate and maintain open lines of communication with all appropriate fire suppression personnel; apply LCES (Lookouts, Communications, Escape Routes, and Safety Zones) to fire line tactics; and demonstrate the steps required to properly size up a fire situation and determine appropriate tactics. (3 lec hrs.)



**Fire 156—Incident Command System (3)**

*PreReq: Eng 21 or placement in Eng 102*

*CoReq: Fire 101 and Fire 151*

Course describes the Incident Command System (ICS). Collectively, these features identify the unique quality of ICS as a management system for all emergency and planned event incidents. Principle features are: management by objectives, chain of command, transfer of command, organizational flexibility, integrated communications, common terminology, and developing an Incident Action Plan. In addition, Homeland Security Presidential Directive-5 requires all federal, state and local agencies to adopt the National Incident Management System (NIMS) which ICS is part of. (3 lec hrs.)

**Fire 157—Intermediate Wildland Fire Behavior (3)**

*PreReq: Fire 151*

Designed to instruct prospective fireline personnel in wildland fire behavior for effective and safe fire management operations. Fire behavior is not an independent phenomenon - it is the product of the environment in which the fire is burning. Certain types of fire behavior are considered unusual or unexpected only because of the failure to evaluate properly the conditions, influences, and forces that are in control. To predict fire behavior, and to control and use fire effectively and safely, one must understand and use the interactions of fire with its environment. Examines the fire environment: what it is, how it varies and why, and how fire itself alters the total picture. (3 lec hrs.)

**Fire 202—Fire Hydraulics (3)**

*PreReq: Fire 101; and "C" or better in Math 25 or "C" or better in Math 26 or placement in Math 100*

Introduces terminology, definitions, and basic and complex formulas involved in fire service hydraulics. Helps students gain an understanding of the complexities involved in modern apparatus pumping and water delivery systems. Focuses on commonly used equipment and applying simple and complex mathematical formulas (theory), plus standard rules applied in fire service to gain an overall understanding of hydraulics and hydraulics application. (3 lec hrs.)

**Fire 207—Hazardous Materials Awareness and Operations (3)**

*PreReq: Fire 153*

Students are introduced to initial response for Hazardous Material Incidents. Upon completion, the student will meet the training requirements of the National Fire Protection Association (NFPA), Office of Safety and Health Administration (OSHA), and the Office of Domestic Preparedness (ODP) to perform at the Awareness and Operations level. Topics include: personal safety, regulations, toxicology, Incident Command System, decontamination, chemical resources, initial response, assessment, and strategic and tactical options for HAZMAT incidents. (3 lec hrs.)

**Fire 210—Fire Administration (3)**

*PreReq: Fire 153 and Fire 157*

Provides the student with an overall understanding of the science, leadership, and modern management in the fire service. Topics include: developing a game plan for personal success, the principles of leadership and management, leadership ethics, managing emergency services, analytical approaches to public fire protection, and community disaster planning. (3 lec hrs.)

**Fire 212—Firefighting Strategies and Tactics (3)**

*PreReq: Fire 153 and Fire 157*

Introduces essential elements, definitions, and terminology involved in analyzing the nature of fire, and determining needs and requirements to extinguish fires. Students develop an understanding of complexities involved in suppressing fires. Students will learn manpower, equipment, and practices with an emphasis on pre-planning, study of conflagration problems, and fire ground organization. This is a building block for future tactics and strategy classes taught by State and Federal fire programs. (3 lec hrs.)

**Fire 215—Wildland/Urban Interface Operations (3)**

*PreReq: Fire 153 and Fire 157*

An introduction to the strategies, tactics, techniques, tools, and safety considerations related to fire operations in the wildland/urban interface. Involves aspects of suppression and prevention. (3 lec hrs.)

**Fire 217—Firefighter Life Safety (3)**

*PreReq: Fire 212*

This course was developed through the National Fire Academy's Fire and Emergency Services Higher Education (FESHE) initiative. Firefighting is one of the nation's most hazardous occupations. The National Fallen Firefighter Foundation's 16 Firefighter Life Safety Initiatives provide a framework within which fire and emergency response personnel can identify and address the issues that constitute risks of both injury and loss of life. (3 lec hrs.)

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**Food Science and Human Nutrition**

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**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. (3 lec hrs.)

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**Food Service**

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**FSer 80—Supervisory Management (3)**

Application of principles of supervision in the hospitality industry. (3 lec hrs.)

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**Geography**

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+ 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 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 and Geophysics**

### **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*

A study of the earth, with emphasis on 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 Hawai'i Language I (4)**

Study of basic structures of Leo Hawai'i or Hawai'i Language. Emphasis on listening, speaking, reading, and writing skills within a Hawai'i cultural context. (5 lec hrs.)

### **Haw 102—Elementary Hawai'i Language II (4)**

*PreReq: "C" or better in Haw 101*

Continuation of the study of basic structure of Leo Hawai'i or Hawai'i Language. Emphasis on listening, speaking, reading, and writing skills within a Hawai'i cultural context. (5 lec hrs.)

### **Haw 201—Intermediate Hawai'i Language I (4)**

*PreReq: "C" or better in Haw 102*

A continuation of Haw 102 to further develop intermediate level sentence structures. Emphasis on speaking, reading, writing, and listening skills in Leo Hawai'i or Hawai'i Language through a Hawai'i cultural context. (5 lec hrs.)

### **Haw 202—Intermediate Hawai'i Language II (4)**

*PreReq: "C" or better in Haw 201*

The final Hawai'i Language course in the series is a continuation of Haw 201 further developing more complex sentence structures, vocabulary, and concepts. Hawai'i Language speaking, writing, reading, and listening skills are heightened. Expanded learning may include transcribing and translating recordings, investigating Hawai'i poetry, Hawai'i newspapers, and stories. (5 lec hrs.)

## **Hawaiian Studies**

### **HwSt 100—Piko Hawai'i (3)**

This introductory course provides the learner with a first hand opportunity to develop a relationship with the sacred geography of Hawai'i Island. To develop an environmental kinship with the places and people of Hawaii Island embeds the idea of belonging to the landscape. This concept is central to Hawai'i Life Styles. (3 lec hrs.)

### **HwSt 101—Hawai'i Culture I: 'Aikapu (3)**

Examines the cultural traditions of Hawai'i that flourished before the abolition of the kapu system in 1819. Covers foundations of the early society in Hawai'i that evolved with the arrival of various Polynesian voyagers along with their family traditions, distinct customs, and cultural practices. (3 lec hrs.)

### **HwSt 102—Hawai'i Spirituality (3)**

Investigates aspects of spirituality that connect with the belief and practices of Kanaka Maoli (Native Hawai'i people). Examines cultural knowledge and practices linked to perspectives of creation accounts, spiritual realms, deities, 'aumakua kahuna, places of worship, and other facets of native Hawai'i spirituality. (3 lec hrs.)



#### **HwSt 103—Hawai'i Art Culture (1)**

A hands on approach to learning Hawai'i cultural art forms. Emphasis is on process and protocol. Lab fee may be required. May be repeated for credit provided that a different topic is studied, up to 6 credits. (1 lec hrs.)

#### **HwSt 104—Hawai'i Myth Culture (3)**

A survey course of Hawai'i myth culture. Focus is on the examination of traditional Hawai'i myths and their mythological themes. (3 lec hrs.)

#### **HwSt 105—Hawai'i Plant Culture (3)**

An introductory course to the study of Hawai'i plants, and their functions and uses within a Hawai'i cultural context. Learners are expected to participate in multi-sensory learning. (3 lec hrs.)

#### **HwSt 106—Mele Hawai'i (3)**

An introductory course in the study of mele Hawai'i or Hawai'i oral arts. Students are expected to participate in all learning opportunities by learning and performing mele. (3 lec hrs.)

#### **HwSt 107—Hawai'i: Center of the Pacific (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

An introduction to the unique aspects of the Native Hawaiian point of view in Hawai'i and the larger Pacific with regards to origins, language, religion, land, art, history, and modern issues. (3 lec hrs.)

#### **HwSt 119—Hawai'i Island Trail Culture (3)**

Explore trails, wahi pana (noted places), cultural sites, and stories connected with Hawai'i Island traditions. Activities include moderate hiking with most classes in the field. May be repeated for credit provided that a different topic is studied, up to 12 credits. (3 lec hrs.)

#### **HwSt 130—Hula I: 'Aihua (3)**

An introductory course in hula. Studies the foundations of hula chants and dances as a sacred dance form. Through traditional hālau hula (hula school) traditions, structure, rituals, and belief, this course prepares the learner for public demonstration. (3 lec hrs.)

#### **HwSt 131—Hula II: 'Olapa (3)**

*PreReq: "C" or better in HwSt 130; and Eng 18 or (ESL 7 and ESL 11) or placement in Eng 20R or placement in Eng 20W or placement in ESL 9 or placement in ESL 13; and Math 1ABCD or placement in Math 22*

This second course in the hula series introduces the learner to the evolution and practice of hula culture of the mid to late 19th century. Through traditional hālau hula (hula school) traditions, emphasis is placed on the development of personal hula etiquette and public demonstration and articulation of learning. (3 lec hrs.)

#### **HwSt 140—Mahi'ai I: Kanu'ai (3)**

The first mahi'ai course in a series of four in Hawai'i cultivation practices. Covers the history, lore, and geographically specific methods of mahi'ai. Emphasis on the cultivation of kalo and related staple foods. (3 lec hrs.)

#### **HwSt 141—Mahi'ai II: 'Au'ai (3)**

*PreReq: "C" or better in HwSt 140; and Eng 18 or (ESL 7 and ESL 11) or placement in Eng 20R or placement in Eng 20W or placement in ESL 9 or placement in ESL 13; and Math 1ABCD or placement in Math 22*

The second mahi'ai course in a series of four in Hawai'i cultivation practices. It continues the look at the history, lore, and methods of mahi'ai. The emphasis on cultivation of kalo and related staple foods continues. (3 lec hrs.)

#### **HwSt 150—Lawai'a I: Ku'ula Kai (3)**

The first in a series of courses in traditional Hawai'i marine resource knowledge. Will engage the learner in traditional Hawai'i thought and practice concerning the subsistence and environmentally respectful practice of fishing. (3 lec hrs.)

#### **HwSt 151—Lawai'a II: Kaneloa (3)**

*PreReq: "C" or better in HwSt 150; and Eng 18 or (ESL 7 and ESL 11) or placement in Eng 20R or placement in Eng 20W or placement in ESL 9 or placement in ESL 13; and Math 1ABCD or placement in Math 22*

The second in a series of courses in traditional Hawai'i marine resource knowledge, or Lawai'a. Course continues to engage the learner in traditional Hawai'i thought and practice concerning fishing with an added emphasis on wai (fresh water resources) and kai (sea water resources). (3 lec hrs.)

#### **HwSt 160—Kahu Ku'una I: Introduction to Hawai'i Stewardship (3)**

An introduction to Hawai'i stewardship methods as practiced through Hawai'i Island perspectives and traditions. The first in a series that will initiate the learner to the practice and profession of cultural and natural resource stewardship. (3 lec hrs.)

#### **HwSt 161—Kahu Ku'una II: Foundations of Hawai'i Stewardship (3)**

*PreReq: "C" or better in HwSt 160; and Eng 18 or (ESL 7 and ESL 11) or placement in Eng 20R or placement in Eng 20W or placement in ESL 9 or placement in ESL 13; and Math 1ABCD or placement in Math 22*

The second in a series of four classes providing learners with opportunities to broaden their understanding of Hawai'i stewardship practices. With a focus on a historical timeline, this course explores the foundations of Hawai'i stewardship practices pre- and post-1819 and its evolution. (3 lec hrs.)

#### **HwSt 180—Hawai'i Leadership (3)**

*PreReq: "C" or better in HwSt 101 or higher (minimum 3 credits); and "C" or better in Haw 101 or higher; and consent of instructor*

Introduction to principles of Hawai'i leadership. Course requires active participation in a specific leadership opportunity. May be repeated for credit, up to 9 credits. (3 lec hrs.)



**HwSt 201—Hawai'i Culture II: 'Ai Noa (3)**

A study of the significant historical events in Hawai'i, from the abolition of the kapu system in 1819 to the present, that transformed its native people and their culture. Examines the issues facing Native Hawaiians in today's society. (3 lec hrs.)

**HwSt 204—Ka'ao: Epic Foundations (3)**

*PreReq: HwSt 104; and Haw 102 or higher*

Examines in depth and complexity the indigenous Hawai'i national epics or Ka'ao. Course will delve deeply into Hawai'i mythic images and their impact on Hawai'i poetry, beliefs, practices, philosophy, and world view. (3 lec hrs.)

**HwSt 206—Hawai'i Oral Arts (3)**

*PreReq: "C" or better in HwSt 106; and "C" or better in Haw 102 or higher*  
An in-depth, experiential study and application of Hawai'i oral arts through poetics, myth, and chant. (3 lec hrs.)

**HwSt 230—Hula III: 'Auana (3)**

*PreReq: "C" or better in HwSt 131; and Eng 20R or Eng 20W or ESL 9 or ESL 13 or placement in Eng 21 or placement in Eng 22 or placement in ESL 15; and Math 22 or placement in Math 24*

This third course in the hula series introduces the learner to the practice of hula termed "modern hula". Through the traditional hālau hula (hula school) traditions, emphasis is placed on individual and group mastery of hula for public demonstration and articulation of learning. (3 lec hrs.)

**HwSt 231—Hula IV: Hu'elepo (4)**

*PreReq: "C" or better in HwSt 230; and Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and "B" or better in Math 22 or Math 24 or placement in Math 26; and consent of instructor*

*Recommended: A valid passport will be required if travel is to a foreign country.*

The final course in the hula series. Prepares the learner for the debut of their comprehensive learning through a hula exchange with another hula community. (4 lec hrs.)

**HwSt 232—Ho'opa'a I: Ipu Heke (3)**

*PreReq: "C" or better in HwSt 231; and "C" or better in Haw 102 or higher; and consent of instructor*

An advanced course that will provide a fundamental extension from dancer to chanter/instrumentalist. The primary instrument of the course is the ipu heke or double gourd drum. Making of the ipu heke and its use as an instrument to accompany chants and dances are the primary foci. Designed to accompany the instructor in the introductory hula courses of the Hawai'i life Styles degree program. May be repeated for credit, up to 12 credits. (3 lec hrs.)

**HwSt 233—Ho'opa'a II (3)**

*PreReq: "C" or better in HwSt 232; and "C" or better in Haw 201 or higher; and consent of instructor*

An advanced course, second in a series, that will provide a fundamental extension from dancer to chanter/instrumentalist. Instruments of foci may include: pahu (drum), lapaiki (small drum), puniu (knee drum), papa hei (treadle board), kala'au (percussion sticks), or similar. Designed to accompany the instructor in the introductory hula course of the Hawai'i life Styles degree program. May be repeated for credit, up to 12 credits. (3 lec hrs.)

**HwSt 240—Mahi'ai III: Huki'ai (3)**

*PreReq: "C" or better in HwSt 141; and Eng 20R or Eng 20W or ESL 9 or ESL 13 or placement in Eng 21 or placement in Eng 22 or placement in ESL 15; and Math 22 or placement in Math 24*

The third in a series of four courses in Hawai'i cultivation practice. Emphasis on the harvest of kalo and related staple foods and preparation of mala'ai (dryland) and lo'i (wetland) patches for replanting. (3 lec hrs.)

**HwSt 241—Mahi'ai IV: Ku'i'ai (4)**

*PreReq: "C" or better in HwSt 240; and Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and "B" or better in Math 22 or Math 24 or placement in Math 26; and consent of instructor*

The capstone mahi'ai course in a series of four in Hawai'i cultivation practices. Review of previously learned material. Emphasis on the preparation of kalo and related staple foods for consumption. (4 lec hrs.)

**HwSt 250—Lawai'a III: Loko I'a (3)**

*PreReq: "C" or better in HwSt 151; and Eng 20R or Eng 20W or ESL 9 or ESL 13 or placement in Eng 21 or placement in Eng 22 or placement in ESL 15; and Math 22 or placement in Math 24; and consent of instructor*

The third in a series of four courses in traditional Hawai'i marine life knowledge and practice. Focus is on practice of traditional Loko I'a from the construction to harvest. Special emphasis on the varieties of Loko I'a found island/state wide. (3 lec hrs.)

**HwSt 251—Lawai'a IV: Kipapalauulu (4)**

*PreReq: "C" or better in HwSt 250; and Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and "B" or better in Math 22 or Math 24 or placement in Math 26; and consent of instructor*

The capstone course in a series of four courses in the Lawai'a track. Course is a culmination of all previous work in the Lawai'a track with the specific focus on the learner's active engagement in the community. Learners will be expected to apply all previously learned material in an active, participatory project in their communities. (4 lec hrs.)

**HwSt 260—Kahu Ku'una III: Protocols (3)**

*PreReq: "C" or better in HwSt 161; and Eng 20R or Eng 20W or ESL 9 or ESL 13 or placement in Eng 21 or placement in Eng 22 or placement in ESL 15; and Math 22 or placement in Math 24; and consent of instructor*

The third in a series of four classes in Hawai'i stewardship which focuses on the development and preparation of protocols necessary for the engagement of fieldwork. (3 lec hrs.)





### **HwSt 261—Kahu Ku'una IV: Application of Hawai'i Stewardship (4)**

*PreReq: "C" or better in HwSt 260; and Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and "B" or better in Math 22 or Math 24 or placement in Math 26; and consent of instructor*

The capstone course in a series of four classes providing learners with opportunities to extend their understanding and demonstrate their proficiency in Hawai'i stewardship. (4 lec hrs.)

### **HwSt 280—Hawai'i Leadership II (3)**

*PreReq: "C" or better in HwSt 180; and consent of instructor*

Advanced principles of Hawai'i leadership. Requires active participation in a specific leadership opportunity with expanded focus on coordination and facilitation of a community event. May be repeated for credit, up to 9 credits. (3 lec hrs.)

### **HwSt 281—Hawai'i Pamamao I (3)**

*PreReq: "C" or better in HwSt 230 or "C" or better in HwSt 240 or "C" or better in HwSt 250 or "C" or better in HwSt 260; and consent of instructor*

*Recommended: Students should be able to commit to raising funds for travel, and have the ability to travel during the class dates. A valid passport will be required if travel is to a foreign country.*

Provides an opportunity for expanding learners' world view. Grounded in Hawai'i cultural practice, ritual, and protocol. Learners will engage in a cultural/educational exchange between Hawai'i culture and another region or country in Oceania and the World. Students should be prepared to register for the companion course, HwSt 282 Hawai'i Pamamao II, in the following semester. May be repeated for credit, up to 12 credits. (3 lec hrs.)

### **HwSt 282—Hawai'i Pamamao II (3)**

*PreReq: "C" or better in HwSt 281; and consent of instructor*

*Recommended: Students should be able to commit to raising funds for travel, and have the ability to travel during the class dates. A valid passport will be required if travel is to a foreign country.*

Provides advanced students an extended learning opportunity to travel to another region or country in Oceania and the World to engage in a cultural and educational exchange with other communities. Course is highly performance-based in areas of Hawai'i cultural practice, protocol, language, and social conduct. May be repeated for credit, up to 12 credits. (3 lec 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 129—Step Aerobics (1)**

Introduction to bench stepping as a means to developing cardiovascular fitness. (2 lec/lab hrs.)

## **History**

### **Hist 120—National Cinemas (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

An in-depth look at classics from cinematic productions of various countries based in a cultural and historical context. Includes a selection of films by a variety of directors and genres from the silent era into the present. Students will consider films that have been affected by culture and films that have affected culture. Any nation that has a broad film history can be showcased. May include but not limited to: American, British, Chinese, Dutch, French, German, Indian, Italian, Japanese, Country chosen varies by instructor. (3 lec hrs.)

### **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—Hawai'i 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 Hawai'i from the earliest times until the reign of Kamehameha within the context of world history. (3 lec hrs.)

### **Hist 154—Hawai'i 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 Hawai'i 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 274—Writing Personal History (3)**

*PreReq: Hist 151 or Hist 152 or Hist 153 or Hist 154; and Eng 100*

A 'personal history' course focusing on the study and writing of biography/autobiography, family/genealogy, local/ahupua'a, and regional history. (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 Hawai'i (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 Hawai'i 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.)

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## Hospitality and Tourism

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**HosT 100—Career and Customer Service Skills (3)**

Focuses on the strategies and skills related to career success and customer satisfaction in the Hospitality and Tourism industry. (3 lec hrs.)

**HosT 101—Introduction to Hospitality and Tourism (3)**

*Recommended: ESL 25 for English as a Second Language students*  
Provides an overview of the travel industry and related major business components. Analysis of links between hotel, food, transportation, recreation, and other industries comprising tourism. (3 lec hrs.)

**HosT 150—Housekeeping Operations (3)**

Studies the professional management of housekeeping operations including the planning, organizing, staffing, and control techniques required to assure quality service. (3 lec hrs.)

**HosT 152—Front Desk Operations (3)**

*PreReq: Placement in Eng 20R or placement 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.)

**HosT 154—Food and Beverage Operations (3)**

Introduces students to the principles of marketing, menu planning, service styles, nutrition, sanitation and safety, purchasing, and control systems as they apply to food and beverage management in an operational setting. Includes the study and practical application of food and beverage management techniques to effectively manage resources: money, personnel, food and beverage products, and time. (3 lec hrs.)

**HosT 193V—Cooperative Vocational Education (variable)**

*PreReq: Consent of program faculty*

A supervised field experience that is related to the student's major or career goals. The experience will enable the student to apply knowledge and skills learned in coursework to the work environment. (variable hours)

**HosT 258—Hospitality Marketing (3)**

*CoReq: HosT 101 (or prior completion)*

*Recommended: Completion of 2 semesters of study in the Hospitality and Tourism program.*

A study of modern marketing techniques and concepts for the Hospitality industry, including human factors, consumer demand, and planning. (3 lec hrs.)

**HosT 260—Hospitality Law (3)**

*PreReq: "C" or better in HosT 101; and "C" or better in Eng 22 or "C" or better in Eng 55 or "C" or better in ESL 15 or placement in Eng 100*

Course will outline the different points of law as it relates to the Hospitality Industry. It alerts operator of hotels and restaurants to a number of potential legal problems and pitfalls. (3 lec hrs.)

**HosT 261—Meeting, Convention Management (3)**

*CoReq: HosT 101 (or prior completion)*

Prepares students to plan and administer successful meetings and conventions. Students explore topics such as: marketing, sales and service, channels of distribution, and organization, as well as catering and meeting technology. (3 lec hrs.)

**HosT 265—Tourism and Destination Planning (3)**

*CoReq: HosT 101 (or prior completion)*

Exposes students to planning, developing, implementing, and managing tourism within a destination. Presents tourism development as a process with its own organizational structures and its own responses to the economic cycle of supply and demand. Students study various destinations in order to analyze and identify the components of successful tourism programs. (3 lec hrs.)

**HosT 290—Hospitality Management (3)**

*CoReq: HosT 101 or Culn 111 (or prior completion of either)*

A study of the management process in hospitality operations, focusing on the managerial functions of planning, organizing, coordinating, staffing, directing, controlling, and evaluating to bring about organizational effectiveness. Scenarios, case studies, and role playing exercises typical of the hospitality industry have been developed to reinforce principles. (3 lec hrs.)

**HosT 293V—Cooperative Vocational Education (variable)**

*PreReq: Consent of program faculty*

A supervised field experience that is related to the student's major or career goals. The experience will enable the student to apply knowledge and skills learned in coursework to the work environment. (variable hours)

**HosT 295—Hospitality Capstone (3)**

*PreReq: HosT 101, HosT 258, HosT 265, and HosT 290*

*Recommended: Proficiency in Microsoft Word, Excel, and researching online*

Integrates all the course work required for the HOST degree program. Explores a work-related management issue or operational problem in the hospitality industry. Analyzes, researches, and develops an in-depth strategy to resolve the issue or problem. (3 lec hrs.)

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## Human Development

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### HD 234—Aging (3)

The emotional, physical, and social processes of aging. (3 lec hrs.)

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## Human Services

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### HSer 110—Introduction to Human Services (3)

Designed to provide students with an overview of the human services field, including history and perspectives on strategies of intervention and prevention. Emphasizes self-awareness, and examines the attitudes, knowledge, and skills necessary for a career in Human Services. Provides a diverse group of students with a basic understanding of cultural awareness through place based pedagogy. Guest speakers and visits to various agencies in the local community give students insight into the Human Service profession. (3 lec hrs.)

### HSer 131—Ethics in Public Services (1)

Cross-listed with AJ 131 and Subs 131

*PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100*

Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance abuse counseling will be explored, analyzed, and discussed. (1 lec hr.)

### HSer 140—Individual Counseling (3)

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

*CoReq: HSer 110 (or prior completion)*

Designed to upgrade the understanding and counseling skills of people interested in the helping professions by study and evaluated practice in: establishing a trust relationship; interviewing; empathetic listening; values clarification; and problem solving. (3 lec hrs.)

### HSer 141—Introduction to Ho'oponopono (3)

Cross-listed as Subs 141

This is an experiential course that focuses on counseling and resolving conflict among families, individuals and other groups using Hawaiian cultural methods of Ho'oponopono (family) and Ho'oku'u Ka Hewa (individuals and other groups). Students will examine Hawaiian historical foundations, spiritual principles, values and beliefs, protocol and rituals; ancient and modern processes; and levels of involvement and responsibility among participants. (3 lec hrs.)

### HSer 193—Human Services Practicum I (3)

*PreReq: HSer 110*

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 230—Prevention Specialist (3)

Cross-listed with AJ 230 and Subs 230

*PreReq: Eng 22 or ESL 15 or placement in Eng 100; and Eng 21 or placement in Eng 102*

*Recommended: AJ 210 or HSer 110 or HSer/Subs 245*

This course provides education and training for students interested in pursuing careers as community-based Prevention Specialists, and for in-service administration of justice, human services and substance abuse counseling professionals seeking to upgrade their knowledge and skills in community-based prevention programs for youth and families. Students who successfully complete AJ/HSer/Subs 230 with a "C" or better grade are eligible to receive 45 hours of prevention studies education from the State of Hawai'i Department of Health - Alcohol and Drug Abuse Division towards Prevention Specialist Certification. (3 lec hrs.)

### HSer 245—Group Counseling (3)

Cross-listed as Subs 245

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

Provides theoretical and experiential training in facilitating groups. Examines the process of facilitation and group membership. Exploring task facilitation, psycho-educational counseling, and psychotherapy groups. Addresses ethical issues and self-care of the group facilitator. (3 lec hrs.)

### HSer 248—Case Management (3)

Cross-listed as Subs 248

*PreReq: HSer 110 or Subs 268; and Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100*

Provides knowledge and practical skills to become competent case managers in human services agencies. Develops professional skills in order to teach those who need assistance to manage their own lives within the scope of their resources and abilities. Presents culturally sensitive strategies and strength-based model of case management. Special attention given to diverse populations utilizing case management systems. (3 lec hrs.)

### HSer 256—Domestic Violence and Child Abuse (3)

Cross-listed as AJ 256 and WS 256

*PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100*

This course focuses on domestic violence and child abuse. The cycle of violence, causes, effects and symptoms of child abuse will be explored. Legal, public policy, criminal justice, health and social services responses and interventions to family, child and intimate partner abuse will be examined. (3 lec hrs.)

### HSer 262—Adolescent Counseling (3)

Cross-listed as Subs 262

*PreReq: HSer 110 or Subs 268; and Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100*

Focus on interpersonal skills needed in counseling adolescents (ages 12-18 years). Topics include developing effective substance abuse prevention and treatment approaches; screening and assessment; case management; individual, group, and family therapy; treatment in the juvenile justice system; and legal and ethical issues. (3 lec hrs.)

### HSer 293—Human Services Practicum II (3)

*PreReq: HSer 110 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.)

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## Humanities

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### 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

*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.)

**Hum 275—Psychology and the Expressive Arts (3)**

Cross-listed as Psy 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.)

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## Industrial Education, Building and Construction

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**IEdB 20—Careers in Building and Construction (3)**

*Recommended: Eng 20R or ESL 9 or placement in Eng 21; and computer literacy*

Introduction to construction/construction careers using the Contextual Model. Students will be asked to think and solve problems related to construction projects, from origination of an idea through actual completion of the construction process. Students are required to sequence the project; identify by career the people involved with the project; and identify permits, licenses, and organizations with jurisdiction over various aspects of the project including relevant city, county, state and national codes and regulations that apply to the project. Introduction to safety, common materials, hand and limited power tool application, current construction techniques, and blueprint reading. (6 lec/lab hrs.)

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## Information and Computer Science

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**ICS 100—Computing Literacy and Applications (4)**

*PreReq: Eng 20R or ESL 9 or placement in Eng 21; and "C" or better in Math 1ABCD or placement in Math 22 or placement in Math 50*

An introductory survey of computers and their role in the information world emphasizing computer terminology, hardware, and software. Opportunities for hands-on experience using applications software may include spreadsheets, word processing, presentations, communications, and databases. (3 lec hrs., 2 lec/lab hrs.)

**ICS 101—Digital Tools for the Information World (4)**

*PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100; and "B" or better in Math 22 or Math 24 or placement in Math 26*

Hands-on computer class with emphasis on producing professional-level documents, spreadsheets presentations, databases, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system. Meets requirements for College of Business (UHM and UHH) and UHM's Biology program and Botany Department. (3 lec hrs., 2 lec/lab hrs.)

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## Information Technology

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**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)*

A first course in computer support intended to provide the skills needed to prepare the student to support personal computer hardware. The course prepares students 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 or ICS 101*

*CoReq: ICS 101 (or prior completion)*

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 Hawaii'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 215—Network Administration (4)**

*PreReq: ITS 108*

The setup and operation of a local area network utilizing Microsoft Windows Server network operating system. 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 218—Help Desk Support (3)**

*PreReq: ITS 108*

Provides an introduction to the wide range of topics required of an entry-level user support specialist. The responsibilities of support positions vary widely, and with the broad foundation of topics covered in this course, specialists entering the support industry will be ready to meet employer needs. Emphasizes the knowledge, skills and abilities commonly found in user support position descriptions and on the tasks employers expect support staff to be able to perform. (3 lec 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.)

**ITS 293—IT Program Internship (3)**

*PreReq: "C" or better in ITS 151 and "C" or better in ITS 215 and "C" or better in ITS 218; 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.)

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**Interdisciplinary Studies**

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**IS 55—In Focus: Template for Success (3)**

*Recommend: Eng 20R or ESL 9 or placement in Eng 21; and computer literacy*

This course teaches practical life skills that will empower you to create your own success in life. Activities are designed to help you excel in college, succeed in the workplace, learn to solve real-life problems, and make wise choices. Additional topics include effective money management, stress management, and using technology for success. (3 lec hrs.)

**IS 100V—Introduction to Student Government (1-3)**

Deleted.

**IS 101—Building Bridges to Self, College, and the Community (3)**

*Recommended: Placement in Eng 21*

This course builds the academic, technological, social, and personal skills needed to succeed in college and the work world, including goal setting and teamwork. Self reflection and community engagement support the development of problem solving, critical thinking, stress management, and global understanding skills. Course builds a foundation for any first year student to succeed in the college environment as well as explore applications to social science disciplines including psychology, sociology and political science which underpin personal and social change. (3 lec hrs.)

**IS 105B—Self Awareness and Decision Making (1)**

Deleted.

**IS 105C—Personal Enhancement (1)**

Deleted.

**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.)

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**Japanese**

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**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.)

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**Journalism**

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**Jour 205—News Writing (3)**

Cross-listed as Eng 205

*PreReq: "C" or better in Eng 100; and "C" or better in Eng 102*

*Recommended: Knowledge of word processing*

An introductory course in writing, newsgathering, editing, and journalistic ethics. Covers the basics of writing for publication in newspapers, magazines, and the Internet. (3 lec hrs.)

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**Learning Skills**

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**LSK 30—College Study Skills (3)**

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)**

Deleted.

**LSK 102—College Success Strategies (1)**

*PreReq: Eng 20R or Eng 20W or ESL 9 or ESL 13 or placement in Eng 21 or placement in Eng 22 or placement in ESL 15*

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 "C" or better in 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 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.)

### Ling 235—Intermediate Linguistic Analysis: Regional Survey of Austronesian Languages (3)

Cross-listed as Anth 235

*PreReq: "C" or better in Anth 121 or "C" or better in Ling 102 or "C" or better in Ling 121; and "C" or better in Eng 100; and "C" or better in Eng 102*

Building on skills acquired in Linguistics 102 or Ling/Anth 121, this course emphasizes intermediate phonological, morphological, syntactic, and historical-comparative analyses of language; it typologically surveys the Austronesian (AN) language family (including several Polynesian languages), focusing on its geographical distribution, major languages, the branching of its family tree, and its linguistic/cultural diversity. Data from non-AN Southeast Asian and Indo-European languages will be included to introduce key concepts and provide contrast. (3 lec hrs.)

## Machine Technology

### Mach 20—Introduction to Machine Shop Technology (1)

Deleted. (See MWIM 42)

### Mach 21—Measurement and Layout (1)

Deleted. (See MWIM 42)

### Mach 22—Hand Tools and Bench Work (1)

Deleted. (See MWIM 42)

### Mach 23—Basic Machine Tools (1)

Deleted. (See MWIM 42)

### Mach 24—Lathe I: Facing and Turning (2)

Deleted. (See MWIM 52)

### Mach 25—Shape Altering and Tapering on the Lathe (2)

Deleted. (See MWIM 52)

### 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 accuracy 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*

An introduction to common milling operations, including the nomenclature, functions, lubrication, maintenance, setup, and safety in milling operations. Basic machining operations commonly done on the vertical milling machine include 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 applications of the Digital Read Out (DRO). Emphasis on the use of the CNC function in the shop floor mode and 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 concurrently 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

### MWIM 42—Introduction to Machine and Welding (8)

*CoReq: MWIM 45*

Introductory theory and instruction in the areas of oxygen-acetylene and welding, machine technology, measurement and layout, hand tools, bench work, basic machine tools and plasma cutting, proper equipment, hand tools, and portable and stationary equipment. Also covers tools and procedures used in making precise layouts. (16 lec/lab hrs.)

### MWIM 45—Introduction to Arc Welding (4)

*CoReq: MWIM 42*

A theory and practice course in shielded metal arc welding (SMAW) safety and set-up; electrical principles and terminology; basic manipulative techniques in flat and horizontal welding; common SMAW power sources, electrodes identification, selections, application, and manipulative techniques; basic materials, their identification, and weldability; and an introduction to the evaluation of welds and shop tests to determine weld quality, common joints, and fit-up in structure steel plate. (8 lec/lab hrs.)

### MWIM 52—Sheet Metal Machining (8)

*PreReq: MWIM 42 and MWIM 45*

*CoReq: MWIM 55*

A beginning course in machine technology that covers occupational outlook, job descriptions for a machinist, and other careers in metal related trades. Introduction to machine shop operations, common machine tools, engine lathe, and general shop and personal safety. An introductory course in linear measurement; application of mathematical calculations on practical shop projects using common measuring and layout tools; direct measurement and simple layout using basic geometric construction and principles of squaring; blanking and procedures for development of simple patterns with allowances for common edges and seams; use of common three-factor equation and application on cylindrical objects and rectangular objects with edges and seams; and emphasis on accuracy in linear and angular measurement, squaring, and direct measurement layout. (16 lec/lab hrs.)

## **MWIM 55—Intermediate Welding and Qualification Procedures (4)**

*CoReq: MWIM 52*

A theory and practical course in shielded metal arc welding (SMAW), 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 mid-steel and low hydrogen-type electrodes in horizontal, vertical, and overhead positions; emphasis on proficiency in vertical up-welding with mild steel and low hydrogen-type electrodes; and preparation for the American Welding Society's structural welding limited certification in the vertical position. (8 lec/lab hrs.)

## **MWIM 62—Lathe Facing and Knurling (4)**

*PreReq: MWIM 52 and MWIM 55*

*CoReq: MWIM 65*

A course on the use of the turning machine Lathe. Topics covered are methods of mounting work, cutting tool shapes and preparation, turning, facing, knurling, speeds, and feeds. (8 lec/lab hrs.)

## **MWIM 65—Advanced Welding (8)**

*CoReq: MWIM 62*

Manual and machine processes 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 fitting; and radial line development of patterns and sheet metal processes. Theory and practice course in shielded metal arc welding (SMAW); joint designs, preparation, and fit-up; mild steel electrodes and low hydrogen-type electrode applications and weld techniques; development of manipulative skill on common welding joints with mild steel and low hydrogen-type electrodes in the horizontal, vertical, and overhead positions; and preparation for the American Welding Society's structural welding limited certification. (16 lec/lab hrs.)

## **MWIM 72—Introduction to CNC Milling (4)**

*PreReq: MWIM 62 and MWIM 65*

*CoReq: MWIM 75*

An introduction to the common milling operations including the nomenclature, functions, lubrication, maintenance, setup, and safety in milling operations. Basic machining operations commonly done with 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 applications 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.)

## **MWIM 75—Special Process Welding & Rigging (8)**

*CoReq: MWIM 72*

Special processes of pipe joint preparation and pattern development for basic fittings for heating and air-conditioning type work; all-position electric pipe welding; aluminum and stainless steel welding with Tungsten Inert Gas (TIG) and Metallic Inert Gas (MIG); advanced arc welding techniques of vertical and overhead weld positions for the guided Tensile Bend Weld Tester Machine; test preparation for Welding Certification American Welding Society's D1.1-68 Structural Codes; rigging procedures and safety; types of rigging, common materials, and methods; basic characteristics: size, weight, and center of gravity; and use of rigging sling type and hitches: vertical, bridle, basket, and chokers. (16 lec/lab hrs.)

## **Management**

### **Mgt 20—Introduction to Management (3)**

*PreReq: Eng 20R or ESL 9 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 124—Principles of Supervision (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

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 120—Principles of Marketing (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

Introduction to marketing concepts and the application to the process of marketing products, services, and ideas to provide value and benefits to both for-profit and non-profit organizations. Students will develop an understanding of the marketing process, analyze marketing opportunities, and develop strategies to fulfill the needs of target markets. (3 lec hrs.)

### **Mkt 121—Marketing Topics (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

Marketing topics varying semester to semester to maintain currency with the dynamic nature of a global marketplace. Topics may include marketing research, fundamentals of purchasing, fundamentals of inventory management and control, international marketing, and other marketing topics deemed relevant. (3 lec hrs.)

### **Mkt 130—Principles of Retailing (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

An introduction to principles and practices in retailing and its impact on the economy. Emphasis on different retail venues, career opportunities, retail operations, and merchandise management. (3 lec hrs.)

### **Mkt 151—Principles of Customer Service (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

Course builds and maintains the critical skills and understanding necessary to be a dynamic and successful member of today's rapidly growing service economy. Students will gain insight into customer behavior and attitudes and will develop strategies to create positive customer relationships encountered in various situations on the job. (3 lec hrs.)

### **Mkt 157—Principles of Web Design 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 100 or placement in Eng 102*  
*Recommended: Basic knowledge of and experience with PCs, application software, and the Internet.*

Introduces students to the basic design and construction of a Web site in relation to best practices. Review of Internet history, concepts, and terminology. Hands-on activities include exposure to asset creation tools, but will focus on Web elements, layout and design, production tools, and user interface. Students will be taken through the process of constructing a Web site from start to finish. (3 lec hrs.)

**Mkt 158—Principles of Web Design II (3)**

*PreReq: Mkt 157*

A continuation of Principles of Web Design I expanding on design and construction principles. Exposure to additional best practices, and hands-on activities will focus on accessibility and internationalization, audio/video asset editing tools, interactivity, testing, and implementation. Students will design and construct a Web site as a capstone project. Basic Web server setup and maintenance will be introduced. (2 lec hrs., 2 lec/lab hrs.)

**Mkt 159—Principles of PHP and MySQL (3)**

*PreReq: Mkt 158*

Introduces students to PHP and MySQL to develop an interactive Web site. Students will install PHP and create a basic MySQL database in a Web server then create applications such as, but not limited to, a simple product catalog and customer or member only sites that require visitors to register and log in with a password. (2 lec hrs., 2 lec/lab hrs.)

**Mkt 185—Principles of E-Marketing (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

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 193V—Cooperative Vocational Education (variable)**

*PreReq: Consent of program faculty*

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)

**Mkt 292—Integrated Marketing Projects (3)**

*PreReq: Mkt 120, Mkt 157, and Mkt 185*

Reinforces skills, theories, and concepts learned in Marketing courses. Provides students with the opportunity to apply their skills, knowledge, and understanding to develop and complete selected Marketing situation simulations and projects. (3 lec hrs.)

## Mathematics

*All students are required to take a math placement test before enrolling in any math class at HawCC.*

**Math 1A—Basic Mathematics A (1)**

*PreReq: Placement in Math 1*

*CoReq: Math 1B and Math 1C and Math 1D*

Students will review the procedures used to solve problems involving whole numbers. Covers addition, subtraction, multiplication, and division of whole numbers; exponential notation; and order of operations. Other topics included are estimations, factorization, divisibility, and determining least common multiples. (1 lec hr.)

**Math 1B—Basic Mathematics B (1)**

*PreReq: Placement in Math 1*

*CoReq: Math 1A and Math 1C and Math 1D*

Students will review the procedures used to solve problems involving fractions. Covers addition, subtraction, multiplication, and division of fractions; concepts of fractions; order; exponentiation; and order of operations. (1 lec hr.)

**Math 1C—Basic Mathematics C (1)**

*PreReq: Placement in Math 1*

*CoReq: Math 1A and Math 1B and Math 1D*

Students will review the procedures used to solve problems involving decimals. Covers addition, subtraction, multiplication, and division of decimals; concepts of decimals; rounding decimals; converting fractions to decimals; converting decimals to fractions; and order of operations. (1 lec hr.)

**Math 1D—Basic Mathematics D (1)**

*PreReq: Placement in Math 1*

*CoReq: Math 1A and Math 1B and Math 1C*

Students will review the procedures used to solve problems involving ration and proportion and percents. (1 lec hr.)

**Math 22—Pre-Algebra Mathematics (4)**

*PreReq: "C" or better in Math 1ABCD or placement in Math 22*

Designed to prepare students for an elementary algebra course as well as various technical math courses. Topics include: operations with integers and rational numbers, use of variables, algebraic expressions, the process of solving single- and multi-step equations, introduction to graphing linear equations, ratios, proportions, and percents. Optional topics may include geometry, mensuration, and polynomials. (4 lec hrs.)

**Math 24—Elementary Algebra I (3)**

*PreReq: "C" or better in Math 22 or placement in Math 24*

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, evaluation of expressions, and simple algebraic modeling. Students will solve and graph linear equations and inequalities. (3 lec hrs.)

**Math 25—Elementary Algebra II (4)**

*PreReq: "C" or better in Math 24*

This course is the second half of a standard one-year course in elementary algebra. Topics to be covered include polynomials, products and factors, solutions and graphs of quadratic equations, rational expressions and equations, and radical expressions and equations. (5 lec hrs.)

**Math 26—Elementary Algebra (5)**

*PreReq: "B" or better in Math 22 or placement in Math 26*

Topics include: operations with real numbers, linear equations and inequalities in one variable, polynomials, factoring, rational numbers and rational expressions, linear equations and inequalities in two variables, linear systems of equations and inequalities in two variables, roots and radicals, and quadratic equations. (5 lec hrs.)

**Math 27—Intermediate Algebra (3)**

*PreReq: "C" or better in Math 25 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: "C" or better in Math 1ABCD or 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.)



## Which Math Course Should I Take?

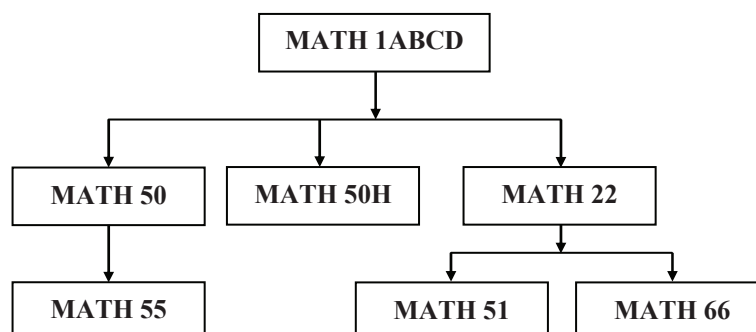
Mathematics (Math) courses cover two different areas: Vocational and Liberal Arts. If you have any questions, see an advisor or counselor.

Placement testing is required for all Math courses. Other HawCC courses may have Math prerequisites too, so closely check the prerequisites for each course to see what must be taken *before* enrolling in that course. For example, Chem 100 requires 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.

Also, carefully review the Math requirements for your major. See your program advisor if you have any questions.

\* DOE-AEP: classes offered through the Department of Education - Academic Enhancement Program

### *Vocational Math Progression*



#### **Math 50H—Technical Math: Culinary Arts (3)**

**PreReq:** "C" or better in Math 1ABCD or placement in Math 50H  
Designed to develop the knowledge and skills of mathematics that are necessary for the Culinary Arts Program. Related instruction in the fundamentals of whole numbers, fractions, decimals, ratios, proportions, and percent to food trades problems. Topics include mensuration, converting recipes, price markup, food cost problems, and preparation of various business forms related to the food industry. (3 lec hrs.)

#### **Math 51—Algebra Topics for Electricity (3)**

**PreReq:** "C" or better in Math 22 or placement in Math 51  
Application of algebraic principles in solving practical problems concerning simple DC electrical circuits. Topics will include: Ohm's Law; series, parallel, and combination circuits; power and efficiency. (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 66—Trig & Algebraic Topics for Drafting and Electronics (4)**

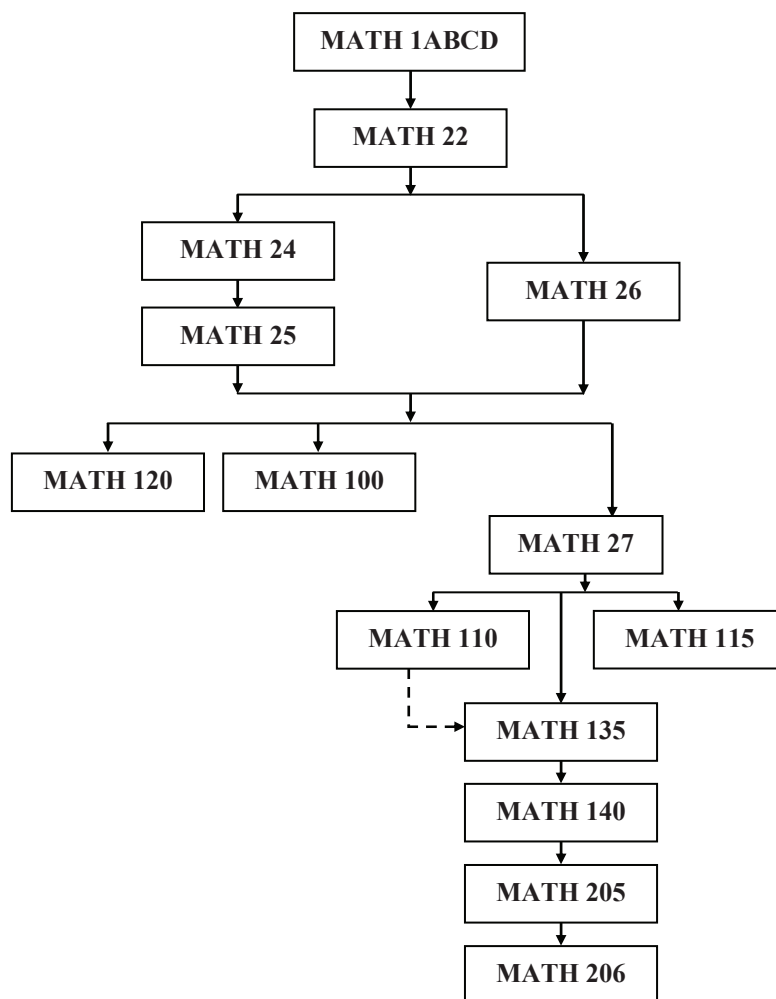
**PreReq:** "C" or better in Math 22 or placement in Math 24  
A course covering the fundamental concepts of arithmetic, algebra, geometry, and trigonometry, including application problems. (4 lec hrs.)

#### **Math 100—Survey of Mathematics (3)**

**PreReq:** "C" or better in Math 25 or "C" or better in 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

Designed to acquaint non-science majors with mathematical reasoning and problem solving, and to expose students to the power and utility of mathematics through its relationship to the world. Foundation topics covered are problem solving, elementary logic, and numeration systems; additional topics may include one or more of the following areas: algebra, business math, counting theory, geometry, probability, statistics, and voting methods. Proofs and historical perspectives are included as appropriate. (3 lec hrs.)

## Liberal Arts Math Progression



### Math 110—College Algebra (3)

*PreReq:* “C” or better in Math 27 or placement in Math 110; and Eng 21 or placement in Eng 102

A continuation from Intermediate Algebra. Topics include: algebraic equations and inequalities, absolute value, polynomials, 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 115—Statistics (3)

*PreReq:* “C” or better in Math 27 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 25 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 135—Pre-Calculus: Elementary Functions (4)

*PreReq:* “C” or better in Math 27 or placement in Math 135; and “C” or better in Eng 21 or placement in Eng 102

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.)

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**Math 140—Pre-Calculus: Trigonometry and Analytic Geometry (4)**

*PreReq:* "C" or better in Math 135 or placement in Math 140

Properties of trigonometric functions, analytical geometry, polar coordinates, conic sections, and vectors. (4 lec hrs.)

**Math 205—Calculus I (4)**

*PreReq:* "C" or better in Math 140 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.)

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**Medical Assisting**

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**MedA 107—Introduction to Medical Office Assisting (3)**

*PreReq:* Sci 51; and Busn 121

*CoReq:* Nurs 110 (or prior completion); and Busn 84 and Busn 150 (or prior completion of either)

An introduction to the role of the medical office assisting through basic knowledge of administrative and clinical skills including ethical and legal issues, communication skills, infection control, assisting with patients, office laboratory and diagnostic procedures, nutrition and pharmacology. Clinical experiences occur in campus laboratory and ambulatory care settings. (2 lec hrs., 2 lec/lab hrs.)

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**Microbiology**

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+ 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 placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100

*CoReq:* Math 25 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.)

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**Music**

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**Mus 102—Introduction to Sound Recording (3)**

*PreReq:* Eng 21 or placement in Eng 102

Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. (3 lec hrs.)

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**Nursing, Adult Residential Care Home Operator**

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**Prerequisite—Nurse's Aide OBRA Certification****NURS 12—Common Diseases, Nutrition, Making Medications Available, Effective Communication with Health Care Providers (2)**

*PreReq:* Nurse's Aide OBRA Certification

*CoReq:* Nurs 13 and Nurs 14

Purposes and provisions of Chapter 11-100.1 (Hawaii Administrative Rules) with focus on nutrition, medication, and documentation. Body systems, normal aging, chronic disease and observation of residents for signs and symptoms of common diseases are covered. The role and lines of responsibility of the care home operator in provision of health maintenance and screening, nutrition, medications, and prescribed medical treatments for the residents is also covered. Communication with health care providers is included. (2 lec hrs.)

**Nurs 13—Helping Therapies and Behavior Management (1)**

*PreReq:* Certified Nurses' Aide Certificate

*CoReq:* Nurs 12 and Nurs 14

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:* Certified Nurses' Aide Certificate

*CoReq:* Nurs 12 and 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.)

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**Nurses' Aide**

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**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.)

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**Nursing, Practical**

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**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. Offered during summer session only. (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 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)**

Deleted.

**Nurs 110—Introduction to Medical Terminology (2)**

*PreReq: "C" or better in Eng 21 or placement in Eng 102*

*Recommended: 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 and "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)**

Deleted.

**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)**

Deleted.

### **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 25 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.)

### **Pharmacology**

#### **Phrm 203—General Pharmacology (3)**

*PreReq: Biol 141 and Biol 141L; and Math 25 or Math 26 or placement in Math 27*

Drugs discussed with emphasis on sites and mechanism of action, toxicity, fate and uses of major therapeutic agents. Intended for undergraduates 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 existence 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 contemporary 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, Confucian 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 understanding of principles and concepts involved in critical thinking. Emphasis on logical validity, deductive and inductive reasoning, 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 development of astronomy, evolution and atomic theory. Understanding the impact of cognitive and other values on world views. (3 lec hrs.)

### **Phil 211—History of Western Philosophy I (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

An introduction to the history of philosophy based on translation of text originally written in classical Greek or Latin, from the Pre-Socratics, to Plato, Aristotle and the Roman thinkers. (3 lec hrs.)

### **Phil 213—History of Western Philosophy III (3)**

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

Introduction to the history of philosophy based on texts or translations of 'modern' works, that is, works originally written in a modern European language from the Renaissance to 19th century. (3 lec hrs.)

### **Phil 255—Cosmology (3)**

*PreReq: "C" or better in Eng 100*

An interdisciplinary general survey of modern science and philosophy from the humanistic perspective. A scientific description of the Universe as a whole and the implication for human life will be studied. The primary philosophical problems of cosmology will be discussed along with the problem of understanding the world and our place in it, as well as our knowledge of it as a part of the Universe. (3 lec hrs.)

## Physics

### **Phys 25—Measurements Toolbox (3)**

Using a combination of methods and actual measuring tools, the measurement 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 24*

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. Emphasis 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 magnetism, 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.)

### **Phys 105—Energy Systems and Sustainability (3)**

*PreReq: Math 22 or placement in Math 24; and Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

A natural science course for non-science majors. Focuses on the fundamental understanding of the physical, chemical, technical, and environmental aspects of the generation, and the use of energy on a global, regional, local, and individual level. Renewable energy sources and technologies are discussed. (3 lec 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 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 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 270—Intro to Clinical Psychology (3)

*PreReq: Psy 100*

An introduction to the scientific and professional aspects of clinical psychology. Basic concepts related to assessment, treatment and clinical models will be explored and examined. (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.)

## Refrigeration and Air Conditioning

### RAC 121—Basic Refrigeration, Heating, Ventilating, and Air Conditioning (12)

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102; and "C" or better in Math 1ABCD or placement in Math 50 or placement in Math 22*

Basic physics covering the vapor compression cycle including: heat energy, heat transfer, changes of state in matter, pressure temperature, and thermodynamics as applicable to the refrigeration cycle. Students will learn the various components and purposes of the refrigeration cycle, basic tools used in refrigeration/HVAC, application of tools to various types of equipment, and refrigeration safety. Students will braze, solder, flare, and bend copper tubing. (2 lec hrs., 20 lec/lab 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*

Introduction to the World's Major Religions: Primal Religions (Shamanist/Animist), Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and New Modern Religious Movements (Bahai, Rastafarianism, etc.). (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, Shinto, Islam in Asia, Primal Religions (Shamanist/Animist), and New Modern Asian Religious Movements. (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 Western Religions: Ancient Religions of the Mediterranean, Primal religions of America and the Pacific, Judaism, Christianity, and Islam. Focus is on modern versions of Christianity and new Religious Movements in the United States. (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 25—An Introduction to the Environment through Film (3)

An exploration of environmental issues through film. Explores natural phenomena as well as human/environment interactions and possible solutions to environmental problems. (2 lec hrs., 2 lec/lab 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.)

## Social Science

### SSci 25—Issues in Ecology (3)

Deleted.

### 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)

Deleted.

### 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*

Examines how the relationship between the individual and the natural environment is mediated through society. Involves learning to identify systems of culture and political economy in terms of institutionalized relationships to nature. Students 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

*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.)

### 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 265—Community Development (3)

*PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100*

Course introduces students to the theory, methods, and practical application of community development studies. The course will review diverse types of successful community organizing projects with concern for the ethics, strategies and means available for successful community development. The course will involve significant participation in organizing community groups. (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 233—Oral Traditions: Story Telling (3)**

*PreReq: "C" or better in Eng 22 or "C" or better in ESL 15 or placement in Eng 100*

*CoReq: Eng 102 (or prior completion)*

An introduction to a variety of Oral Traditions from different cultural groups along with the skills required to perform storytelling successfully. Half the content of this course will be dedicated to Hawaiian/Pacific/Asian cultures. Audience, context and outcome analysis form the basis of all public communication planning, and form the core of the theoretical foundation. In addition, course will pose special questions related to the origin and intent of particular literature. Students will select, analyze, rehearse and perform three types of storytelling presentations such as ancient mythology, folktales, wisdom tales, and modern genres. Students will be encouraged to invent and compose their own stories in some appropriate genre. Students will be encouraged to perform one of the three options in the community at an appropriate function of their choice. All performances are critiqued orally and with a written instrument. (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 and 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.)

## Substance Abuse

**Subs 131—Ethics in Public Services (1)**

Cross-listed with AJ 131 and HSer 131

*PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100*

Professional codes of ethics, its legal perimeters, and the concepts of values, boundaries, morals, and confidentiality within public services professions of criminal justice, human services, and substance abuse counseling will be explored, analyzed, and discussed. (1 lec hr.)

**Subs 132—STDs and Confidentiality (1)**

*PreReq: Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100*

Sexually transmitted diseases (STDs) and Hawaii State and U.S. Federal laws governing the confidentiality of patients and their records, including 42CFR, Part 2, will be explored, analyzed, and discussed. Emphasis is on treatment and confidentiality of individuals, who abuse or are addicted to alcohol and other drugs. (1 lec hr.)

**Subs 140—Individual Substance Abuse Counseling (3)**

*CoReq: Subs 268 (or prior completion)*

Focuses on theoretical approaches and interviewing skills used in counseling chemically dependent individuals. This course also examines ethical issues and self-care in substance abuse counseling utilizing didactic and experiential learning. (3 lec hrs.)

**Subs 141—Introduction to Ho'oponopono (3)**

Cross-listed as HSer 141

This is an experiential course that focuses on counseling and resolving conflict among families, individuals and other groups using Hawaiian cultural methods of Ho'oponopono (family) and Ho'oku'u Ka Hewa (individuals and other groups). Students will examine Hawaiian historical foundations, spiritual principles, values and beliefs, protocol and rituals; ancient and modern processes; and levels of involvement and responsibility among participants. (3 lec hrs.)

**Subs 230—Prevention Specialist (3)**

Cross-listed with AJ 230 and HSer 230

*PreReq: Eng 22 or ESL 15 or placement in Eng 100; and Eng 21 or placement in Eng 102*

*Recommended: AJ 210 or HSer 110 or HSer/Subs 245*

This course provides education and training for students interested in pursuing careers as community-based Prevention Specialists, and for in-service administration of justice, human services and substance abuse counseling professionals seeking to upgrade their knowledge and skills in community-based prevention programs for youth and families. Students who successfully complete AJ/HSer/Subs 230 with a "C" or better grade are eligible to receive 45 hours of prevention studies education from the State of Hawai'i Department of Health - Alcohol and Drug Abuse Division towards Prevention Specialist Certification. (3 lec hrs.)

**Subs 245—Group Counseling (3)**

Cross-listed as HSer 245

*PreReq: Eng 21 or Eng 22 or ESL 15 or placement in Eng 100 or placement in Eng 102*

Provides theoretical and experiential training in facilitating groups. Examines the process of facilitation and group membership. Exploring task facilitation, psycho-educational counseling, and psychotherapy groups. Addresses ethical issues and self-care of the group facilitator. (3 lec hrs.)

**Subs 248—Case Management (3)**

Cross-listed as HSer 248

*PreReq: HSer 110 or Subs 268; and Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100*

Provides knowledge and practical skills to become competent case managers in human services agencies. Develops professional skills in order to teach those who need assistance to manage their own lives within the scope of their resources and abilities. Presents culturally sensitive strategies and strength-based model of case management. Special attention given to diverse populations utilizing case management systems. (3 lec hrs.)

**Subs 262—Adolescent Counseling (3)**

Cross-listed as HSer 262

*PreReq: HSer 110 or Subs 268; and Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100*

Focus on interpersonal skills needed in counseling adolescents (ages 12-18 years). Topics include developing effective substance abuse prevention and treatment approaches; screening and assessment; case management; individual, group, and family therapy; treatment in the juvenile justice system; and legal and ethical issues. (3 lec hrs.)

**Subs 268—Survey of Substance Abuse Problems (3)**

*PreReq:* Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100

This course provides students with a general and basic understanding of substance use, abuse, and dependency. Students will explore the historical and societal perceptions of substance use, patterns and trends of use, and societal and legal responses to drugs and alcohol. Methods of ingestion, effects on the individual, prevention, intervention, and treatment will be identified and analyzed. (3 lec hrs.)

**Subs 270—Twelve Core Functions of Substance Abuse Counseling (3)**

*PreReq:* Subs 268

This course focuses on the treatment process including intervention and prevention issues as it applies specifically to the substance abuser. 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 Functions of a Substance Abuse Counselor. (3 lec hrs.)

**Subs 275—Families and Addiction (3)**

*PreReq:* Subs 268

Identifies the effects of chemical use and abuse on the family from the systemic, disease, and addiction perspectives. Includes developmental stages and task of family recovery and current treatment approaches, including family psychoeducation group counseling. (3 lec hrs.)

**Subs 280—Co-occurring Disorders (3)**

*PreReq:* Subs 268

*CoReq:* Subs 270 (or prior completion)

Encompasses the relationship between chemical dependency and mental illness. This course examines the identification and assessment of individuals diagnosed with co-occurring disorders, current treatment approaches, case management, and challenges that arise in the treatment of individuals with substance abuse and mental illness. (3 lec hrs.)

**Subs 294—Substance Abuse Practicum I (3)**

*CoReq:* Subs 140 and Subs 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 students to the practical experience of the Twelve Core Functions of a Substance Abuse Counselor by observation and practice when appropriate. (3 lec hrs.)

**Subs 295—Substance Abuse Practicum II (3)**

*PreReq:* Subs 294

*CoReq:* Subs 270 (or prior completion)

Course provides advanced fieldwork experience in the same agency selected for Practicum I, or in another agency. Students will design and implement more advanced personal objectives than those for Subs 294, while continuing practical experience and training in the Twelve Core Functions. Students will be required to attend classroom seminars to process and discuss field placement experiences. (3 lec hrs.)

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## 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.)

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## 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 accessories, 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 welding equipment, care and use of tools and machines, flat position welding 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 Layout (2)**

Deleted. (See MWIM 52)

**Weld 25—Metal Fabrication I Sheet Metal (2)**

Deleted. (See MWIM 52)

**Weld 26—Basic Arc Welding (2)**

Deleted. (See MWIM 45)

**Weld 27—Metalworking Lab I (2)**

Deleted. (See MWIM 45)

**Weld 28—Metalworking (2)**

Deleted. (See MWIM 42)

**Weld 29—Oxy-acetylene Welding, Brazing, and Cutting (2)**

Deleted. (See MWIM 42)

**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)**

Deleted. (See MWIM 55)

**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)**

Deleted. (See MWIM 65)

**Weld 35—Metalworking Lab II (2)**

Deleted. (See MWIM 62)

**Weld 36—Gas Metal Arc Weld (GMAW) (2)**

Deleted. (See MWIM 65)

**Weld 37—Flux Cored Arc Weld (FCAW) (2)**

Deleted. (See MWIM 65)

**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)**

Deleted. (See MWIM 55)

**Weld 41—Advanced Welding (8)**

Deleted. (See MWIM 65)

**Weld 43—Sheet Metal Pattern Development & Fabrication (4)**

Deleted. (See MWIM 65)

**Weld 50—Special Processes in Welding (8)**

Deleted. (See MWIM 75)

**Weld 53—Pattern Development (4)**

Deleted. (See MWIM 75)

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**Women's Studies**

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**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.)

**WS 256—Domestic Violence and Child Abuse (3)**

Cross-listed as AJ 256 and HSer 256

*PreReq:* Eng 21 or placement in Eng 102; and Eng 22 or ESL 15 or placement in Eng 100

This course focuses on domestic violence and child abuse. The cycle of violence, causes, effects and symptoms of child abuse will be explored. Legal, public policy, criminal justice, health and social services responses and interventions to family, child and intimate partner abuse will be examined. (3 lec hrs.)

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**Zoology**

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**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.)







**Kekuhi Keali'ikanaka'ole and Taupōuri Tangarō**

Recipients, Native Hawaiian Education  
Association's Educators of the Year



**Robert Yamane**

Recipient, Hawai'i Business Education  
Association's Outstanding Postsecondary  
Business Educator of the Year



**Allan Okuda**

Recipient, Honorary Fellow,  
American Academy of Chefs



**Larissa Leslie and Rachel Louis**

Wo Learning Champions



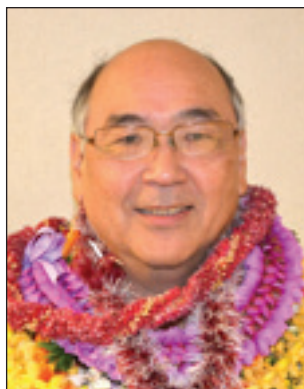
**James Lightner, Paul Heerlein, Betty Saiki, and Jean Hull**

Recipients, Presidential Medallion Service Award,  
Kona Kohala Chefs Association

**Jean Hull** Recipient,

American Culinary Federation's  
Western Region Cutting Edge Award





**James Yoshida**

Recipient, University of Hawai'i's  
Willard Wilson Award for  
Distinguished Service to the University



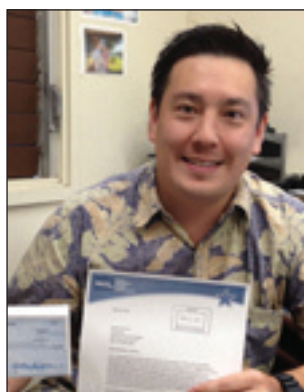
**Kenoa Dela Cruz**

Recipient, 2013 Faculty Scholar,  
Phi Theta Kappa



**Pamela Scheffler**

Recipient, Fulbright Scholarship,  
J. William Fulbright Foreign  
Scholarship Committee



**Tony Kent**

5th Place Winner, National Association  
for Community College  
Entrepreneurship Video Contest



**Grace Funai**

Recipient,  
Chancellor's 'A'ali'i Award



**Greg Barber**

Recipient, University of Hawai'i's  
President's Award for Excellence in  
Building and Grounds Maintenance



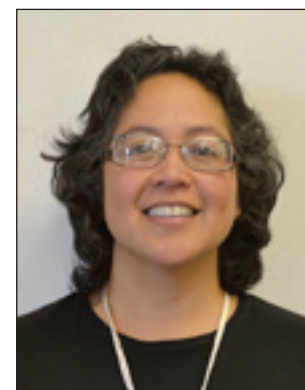
**Shawn Sumiki**

Recipient,  
Outstanding Lecturer Award



**Patti Kimball**

Recipient,  
Chef of the Year & Member of the Year,  
Kona Kohala Chefs Association



**Dorinna Manuel-Cortez**

Community College Leadership  
Champion

# Faculty and Staff

The University of Hawai'i is an Equal Opportunity/Affirmative Action Employer.

## **ADAMS, LISA M.**

Lab Coordinator, Science Lab  
B.A. 2004, M.S. 2009, University of Hawai'i at Hilo

## **ADVIENTO-TURNER, JODY A.**

Financial Aid Specialist, Financial Aid Office  
A.S. 1995, Hawai'i Community College

## **AFFONSO, WILLIAM G.**

Auxiliary and Facilities Services Manager, Planning, Operations and Maintenance  
B.A. 1967, University of Hawai'i at Mānoa  
M.B.A. 1979, University of Arizona  
Chancellor's Award for Outstanding Service to the College, 2012

## **ALAOAN, EMELDA S.**

Account Clerk, University of Hawai'i Center, West Hawai'i  
B.A. 1998, University of Hawai'i at Hilo

## **ALVAREZ-MARTINEZ, JACQUELINE S.**

Office Assistant, Office of Continuing Education and Training  
B.A., University of Hawai'i at Hilo

## **AMANA, TIFFANI K.**

Student Services Specialist, Financial Aid Office  
B.A. 2011, San Diego State University

## **ANDRADA, TEODORICO P.**

Purchasing Technician, Business Office

## **ARITA, CATHY K.**

Secretary, Office of Continuing Education and Training  
Campus Award for Outstanding Staff Member, 2007

## **ASATO, MARIS**

Office Assistant, Liberal Arts Division  
C.A. 1986, A.A. 1988, Hawai'i Community College  
Campus Award for Outstanding Staff Member, 2003

## **ATKINS, JENNIFER**

Office Assistant, Planning, Operations and Maintenance  
A.A., Portland Community College  
B.A., Marylhurst University

## **AU, KAREN L.**

Educational Specialist, University of Hawai'i Center, West Hawai'i  
B.A. 1998, University of Hawai'i at Hilo

## **AYUDAN, MELANY P.**

Secretary, Vice Chancellor for Student Affairs

## **BABAGAY, CHANNEL K.**

Child Care Center Teacher, Children's Center  
A.S. 1998, Hawai'i Community College

## **BADER, MARILYN H.**

Professor, Mathematics  
B.S. 1972, University of Hawai'i at Mānoa  
M.S. 1973, University of Illinois  
Provost's Award for Outstanding Service to the College, 2001

## **BARBER, GREG A.**

Building Maintenance Worker, Planning, Operations and Maintenance  
Campus Award for Outstanding Staff Member, 2012

## **BERNABE, LEANDA MAMO**

Office Assistant, Applied Technical Education Division  
A.S. 1984, Hawai'i Community College

## **BOEHM, LAURA B.**

Instructor, Nursing  
B.A. 1980, Marquette University  
M.S. 2007, Walden University

## **BRASHEAR-KAULFERS, ROBERTA**

Assistant Professor, Biological Sciences  
B.S. 1978, M.S. 1980, Montclair State College  
M.S. 1985, University of Hawai'i at Mānoa

## **BREZINSKY, LAURA**

Associate Professor, Biology  
B.S. 1980, University of Massachusetts at Amherst  
M.S. 1984, Ph.D. 1990, University of Hawai'i at Mānoa

## **BROWN, ANNIE Y.**

Associate Professor, Information and Computer Science  
B.A. 1981, University of Hawai'i at Hilo  
M.Ed. 1991, Heritage College, Washington

## **BURGESS-MAE, VAL M.**

Office Assistant, Planning, Operations and Maintenance  
Certificate 1979, Kapi'olani Community College

## **BURNETT, MONICA M.H.**

Educational Specialist, Hawai'i Life Styles  
A.S. 1992, University of Hawai'i at Hilo

## **BURNETT, ROSEMARY K.**

Professor Emeritus, English

## **CANTOR, STANLEY W.**

Instructor, Construction Academy  
A.S. 1978, Hawai'i Community College

## **CARMICHAEL, MISTY D.**

Instructor, English  
B.A. 2005, B.A. 2002, The University of Georgia  
M.A. 2007, Georgia State University

## **CHAN, MUN WAH ANDREY**

Instructor, Marketing  
B.B.A. 1985, University of Hawai'i at Mānoa  
M.B.A. 1988, Chaminade University of Honolulu

## **CHANG, DORIS J.**

Private Secretary, Chancellor's Office  
A.S. 1974, Hawai'i Community College  
Campus Award for Outstanding Staff Member, 2002

## **CHANG, MARI RAE S.**

Human Resources Manager, Human Resources  
B.B.A. 1980, University of Hawai'i at Mānoa

## **CHIN, STEVEN K.**

Educational Specialist, Hawai'i Life Styles  
B.A. 2000, Certificate 2001, University of Hawai'i at Hilo

## **CHING, GORDON T.H.**

Professor, Business Technology  
B.S. 1963, Xavier University  
M.B.A. 1966, University of Dayton  
M.Ed. 1973, University of Hawai'i at Mānoa

## **CHO, GAYLE H.**

Professor, Architectural, Engineering, and CAD Technologies  
A.S. 1980, Honolulu Community College  
Campus Award for Awareness, Personal Involvement, Encouragement (A.P.E.), 2011

## **CHUNG, ANNE R.**

Instructor, Business Technology  
B.A. 1992, Certificate 1993, University of Hawai'i at Hilo  
M.A. 2000, California State University at Long Beach  
Wo Learning Champion, 2010  
Community Colleges Leadership Champion, 2011

**CIFRA, JASON S.**

Vice Chancellor for Student Affairs  
B.A. 1999, University of Hawai'i at Hilo  
M.A. 2002, Argosy University, Hawai'i

**CLAVERIA, SANDRA**

Assistant Professor, Human Services  
Certificate 1991, Hawai'i Community College  
B.A. 1995, M.Ed. 2005, University of Hawai'i at Hilo  
Outstanding Lecturer Award, 2006  
Regents' Award for Excellence in Teaching, 2010

**CLEMENTS, STEVEN C.**

Instructional and Student Support Specialist,  
Office of Continuing Education and Training  
B.A. 1987, The Union Institute

**COLOBONG, RABECA L.L.**

Educational Specialist, Hawai'i Life Styles  
B.A. 2008, University of Hawai'i at Hilo

**CONNORS, CHARLES**

Media Specialist, University of Hawai'i Center, West Hawai'i

**CRAVENS, TONI A.**

Instructor, Mathematics, University of Hawai'i Center, West Hawai'i  
B.S. 2007, University of California at Davis  
M.A. 2009, California State University, Sacramento

**CREMER, ERICK T.**

Instructor, Nursing  
B.S. 1973, University of California at Davis  
Certificate 1987, University of Hawai'i at Hilo  
A.S. 1994, Hawai'i Community College  
M.S. 1997, University of Hawai'i at Mānoa  
M.S. 2011, Gonzaga University

**CROWELL, KAREN J.**

Instructor/Counselor, Student Services  
Certificate 2002, B.A. 2002, M.A. 2007, University of Hawai'i at Hilo

**DAY, BRIANNA K.**

Instructor, Biological Science, University of Hawai'i Center, West Hawai'i  
B.S. 1998, University of Maryland, College Park  
M.S. 2000, Illinois State University

**DEAN, TANYA**

Instructor, English, University of Hawai'i Center, West Hawai'i  
B.A. 1993, M.A. 1994, Stanford University

**DELA CRUZ, KENOALANI C.K.**

Associate Professor/Counselor, Student Services  
B.A. 1997, M.Ed. 2001, University of Hawai'i at Mānoa  
Wo Learning Champion, 2007  
Chancellor's Award for Outstanding Service to the College, 2009

**DELA CRUZ, RENEE A.K.**

Instructor, Electrical Installation and Maintenance  
A.S. 1992, Hawai'i Community College

**DELUZ, DONNA M.**

Instructor, Drafting Technology  
A.A.S. 2001, Hawai'i Community College

**DeMARCO, MARLA A.**

Instructor, Accounting  
B.S. 1972, California Polytechnic State University  
CPA 1976, California  
CPA 2008, Hawai'i

**DeMELLO, GERALD**

Professor Emeritus, Sociology

**D'HAENENS-LUKER, DENISE**

Assistant Professor, Mathematics  
A.A., A.A. 1988, Fullerton College  
B.S. 1994, California State Polytechnic University  
M.S. 2002, California State University - Long Beach

**DOWNS, ALYSIA H.**

Academic Support Specialist, University of Hawai'i Center, West Hawai'i  
B.A. 1993, Southern Methodist University

**DUBCZAK, SANDRA M.**

Cafeteria Manager, Culinary Arts  
A.S. 1997, Certificate 1997, Hawai'i Community College

**DULEY, ROBERT A.**

Associate Professor/Counselor, Student Services  
Certificate 1987, Humboldt State University  
B.A. 1988, Humboldt State University  
M.A.Ed. 1992, Humboldt State University

**DUMAGUIN, JANINE K.**

Instructor/Counselor, University of Hawai'i Center, West Hawai'i  
B.A. 2001, Brigham Young University Hawaii  
M.Ed. 2010 Utah Valley University

**DUYAO, ANDREA A.A.**

Administrative and Fiscal Support Specialist, Business Office  
B.B.A. 1990, University of Hawai'i at Hilo  
Campus Award for Outstanding Staff Member, 2008

**ENOKI, LYNNE A.**

Professor Emeritus, English

**FERNANDEZ, DANIEL P.**

Web Developer, Academic Support  
A.S. 1994, Hawai'i Community College

**FERREIRA, DIANE S.C.**

Professor Emeritus, English

**FLOOD, SHAWN**

Institutional/Policy Analyst, Academic Support  
A.A.S. 1998, Linn-Benton Community College  
B.S. 2001, University of Phoenix

**FLORES, ERIK KALANI**

Associate Professor, Hawai'i Life Styles, University of Hawai'i Center, West Hawai'i  
B.A. 1982, University of Hawai'i at Hilo

**FLORES, LORI ANN L.**

Educational Specialist, Hale Kea Advancement and Testing Center  
A.A. 2005, A.A.S. 2008, Hawai'i Community College  
B.A. 2010, University of Hawai'i at Hilo

**FRY, TAMBRA L.**

Instructor, Nursing  
A.S. 2003, Hawai'i Community College  
M.S. 2011, Grand Canyon University







**FUJII, HAROLD H.**

Associate Professor, Automotive Mechanics Technology  
A.S. 1973, University of Hawai'i at Hilo  
BOR Excellence in Teaching Award, 1997

**FUJIOKA, GARRETT S.**

Instructor, Auto Body Repair and Painting  
A.S. 1996, Hawai'i Community College

**FUJITA, SHERRI L.**

Assistant Professor, Office of Continuing Education and Training  
B.A. 1985, University of Westminster  
M.Sc. 1986, Imperial College London  
Certificate 1989, University of Cambridge  
M.A. 2006, University of Birmingham  
Innovation Award, 2009  
Community College Leadership Champion, 2009

**FUKUI-STOOS, LORIANNE L.**

Financial Aid Specialist, Financial Aid Office  
B.A. 1995, University of Hawai'i at Hilo

**FUNAI, GRACE M.**

Assistant Professor/Counselor, Student Services  
B.S. 1997, University of Arizona  
M.Ed. 1999, Seattle University

**GALI, DARNETTE**

Office Assistant, Counseling and Support Services  
A.S. 1993, Hawai'i Community College

**GARNETT, ROBERT C.**

Instructor, Construction Academy  
A.A.S. 2004, Hawai'i Community College

**GARTNER, ROBYN A.**

Assistant Professor, English  
B.A. 1999, M.A. 2005, California State University - Stanislaus

**GIEL, MARI M.I.**

Instructor/Counselor, Student Services  
B.A. 2000, University of Northern Colorado  
M.A. 2002, Argosy University  
MHRM 2011, University of Hawai'i at Mānoa

**GIORDANENGO, SAMUEL P.**

Instructor, History  
B.A. 1993, The University of Portland  
M.A. 1997, Central Washington University  
Community College Leadership Champion, 2012

**GIRAUD, KATHLEEN L.**

Instructor, Nursing  
B.S. 1980, University of Oregon  
A.S. 1982, Lane Community College  
M.S.N. 2011, University of Phoenix

**GRACE, LILINOI K.**

Educational Specialist, University of Hawai'i Center, West Hawai'i  
B.A. 2003, Chaminade University of Honolulu

**GREGORY, LAUREL A.M.**

Associate Professor/Librarian, University of Hawai'i Center, West Hawai'i  
B.A. 1972, M.L.S. 1973, University of Washington  
BOR Excellence in Teaching Award, 2006

**GUERRERO, BARRY J.**

Professor Emeritus, English

**GUNDERSON, GERTRUDE KAKAPIOPIOWIWO'OLE**

Instructor/Coordinator, Hawai'i Life Styles  
M.A. 2002, Graceland University

**HAALILIO, PEARLA L.**

Student Services Specialist, University of Hawai'i Center, West Hawai'i  
B.A. 2000, University of Hawai'i at Hilo  
M.A.Ed./CI 2007, University of Phoenix

**HALE, ALAN W.**

Media Specialist, University of Hawai'i Center, West Hawai'i  
B.A. 1980, Northern Arizona University

**HALEMAU-KAM, RAYNETTE**

Assistant Professor/Counselor, University of Hawai'i Center, West Hawai'i  
B.A. 1992, University of Hawai'i at Hilo  
M.Ed. 2004, University of Hawai'i at Mānoa  
Chancellor's Award for Outstanding Service to the College, 2008  
Wo Learning Champion, 2008

**HAMASAKI, JOYCE E.**

Associate Professor, Nursing  
Interim Dean of Career and Technical Education  
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.**

Professor, Carpentry  
A.S. 1975, University of Hawai'i at Hilo  
Provost's Award for Outstanding Service to the College, 1995  
Chancellor's 'A'ali'i Award, 2007  
Regents' Award for Excellence in Teaching, 2011

**HEERLEIN, PAUL E.**

Assistant Professor/Coordinator Culinary Arts, University of Hawai'i Center, West Hawai'i

**HIGA, MELANIE L.**

Instructor, Electronics  
B.S. 2003, University of San Diego

**HIGA, SHELDON Y.**

Account Clerk, Business Office  
A.S. 1982, University of Hawai'i at Hilo  
A.S. 1984, B.S. 1985, Mount Marty College

**HIRAKAWA, KEAHILANI C.**

Janitor, Planning, Operations and Maintenance  
Certificate 1987, Hawai'i Community College

**HORIMOTO, SUSAN M.**

Fiscal Manager, Business Office  
B.B.A. 1986, University of Hawai'i at Hilo

**HUI, MEIDOR**

Assistant Professor, Art  
B.A. 1997, University of Hawai'i at Hilo  
M.F.A. 1999, San Francisco Art Institute

**HUDSON, PAMELA J.**

Professor Emeritus, English



**IIDA, JANE Y.**

Professor Emeritus, Mathematics

**ILAE KALEIMAMAHU, LEIALOHA T.**

Instructor, Hawai'i Life Styles

A.A. 1996, Hawai'i Community College

B.A. 2000, M.Ed. 2005, University of Hawai'i at Hilo

**IMAI, CAROLYN K.**

Janitor, Planning, Operations and Maintenance

Diploma 1968, Hawai'i Technical School

**IMANAKA, DENNIS T.**

Groundskeeper, Planning, Operations and Maintenance

**ISHII, LUANE KELLEY**

Secretary, Dean of Career and Technical Education

C.C. 1998, A.A. 2008, Hawai'i Community College

Campus Award for Outstanding Staff Member, 2011

**JACOBSEN, CHRISTOPHER**

Instructor, Agriculture

B.S. 1996, University of Hawai'i at Hilo

Wo Learning Champion, 2011

Campus Award for Awareness, Personal Involvement, Encouragement (A.P.E.), 2011

Frances Davis Award for Excellence in Undergraduate Teaching, 2012

**JAMES, JOHN-GABRIEL H.**

Instructor, History

B.A. 1995, University of Hawai'i at Hilo

M.A. 2004, University of Hawai'i at Mānoa

**JEFFERY, JANENE C.**

Instructor, Nursing

B.S. 1969, Texas Christian University

M.S.N. 1984, The University of Texas at Austin

**JONES, LUCY L.**

Assistant Professor, Human Services, University of Hawai'i Center, West Hawai'i

B.A. 1965, M.A. 1966, California Western University

M.A. 1986, Fuller Theological Seminary

Ph.D. 1992, United States International University

**KA'AU'A, GRANT K.**

Instructor, Construction Academy

B.A. 2002, University of Hawai'i at Hilo

**KAHALE, KYLE-FRANCOIS K.**

Assistant Professor, Construction Academy

A.A.S. 1999, Hawai'i Community College

B.A. 2005, University of Hawai'i at Hilo

**KAHUMOKU, NADINE N.**

Account Clerk, Business Office

A.S. 1999, Maui Community College

A.A.S. 2004, Hawai'i Community College

**KALEI, DONNALYN N.**

Assistant Professor, Administration of Justice

B.A. 1996, University of Hawai'i at Hilo

M.Ed. 1999, Heritage College - Washington

C.S.A.C. 1999, Hawai'i Department of Health

M.A. 2001, American School of Professional Psychology/Argosy University

Community College Leadership Champion, 2005

BOR Excellence in Teaching Award, 2007

Hung Wo and Elizabeth Lau Ching Faculty

Service to the Community Award, 2007

Wo Learning Champions - Community

Building Award, 2010

**KALUA, MANIAKALANI N.**

Instructor, Hawai'i Life Styles

B.A. 2002, University of Hawai'i at Hilo

**KAMA, SANDRA A.**

Secretary, Vice Chancellor for Academic Affairs

**KANOHO, NOZOMI K.**

Contract and Grant Specialist, Administrative Affairs

A.A. 2001, Hawai'i Community College

B.A. 2004, University of Hawai'i at Hilo

**KAWA'AUHAU, DONALA K.**

Instructor, Marketing

B.B.A. 2002, University of Hawai'i at Hilo

M.B.A. 2004, Hawai'i Pacific University

**KEALI'IKANAKA'OLEOHAILILANI,****KEKUHI K.**

Assistant Professor/Coordinator, Hawai'i Life Styles Programs

B.A. 1995, University of Hawai'i at Hilo

M.Ed. 1997, Heritage College, Washington

**KENT, ANTHONY M.**

Educational Specialist, Office of Continuing Education and Training

B.S. 2003, University of Nevada Las Vegas

**KILEY, JAMES K.**

Institutional Assessment Coordinator, Academic Affairs

B.S. 1987, University of Phoenix

Ed.S. 1995, University of Wisconsin

M.A. 1990, University of Colorado

**KIMURA, GUY Y.**

Professor/Coordinator, The Learning Center Interim Dean of Liberal Arts and Public Services

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

Interim Coordinator, The Learning Center

B.Ed. 1977, M.Ed. 1981, University of

Hawai'i at Mānoa

BOR Excellence in Teaching Award, 1993

**KINZIE, EDWARD K.**

Groundskeeper, Planning, Operations and Maintenance

A.S. 1993, Kapi'olani Community College

**KLUNDER, BERT A.**

Educational Specialist, Digital Media Arts

A.A. 1998, Community College of Vermont

M.A. 2004, Goddard College

**KOGA, TIANA A.M.**

Educational Specialist, Office of Continuing Education and Training

B.S. 2010, Central Washington University

**KOJIRO, SHANA M.**

Human Resources Specialist, Human Resources

B.A. 2005, University of Hawai'i at Hilo

**KOTECKI, KATHLEEN J.**

Associate Professor, Nursing

B.A. 1977, Mills College

M.N. 1996, University of Phoenix

**KUALII-NEAL, APRIL D.**

Office Assistant, Financial Aid Office

A.A.S. 2001, Hawai'i Community College

**KUWAYE, GLENN-DEE N.P.**

Student Services Specialist, Student Services

B.A. 2012, University of Hawai'i at Hilo

- LA MOTHE, VIVIANE D.**  
Financial Aid Manager, Financial Aid Office  
B.A. 1973, San Jose State College
- LAMBERT, MICHELLE M.**  
Instructor/Counselor, Hawai'i Life Styles  
B.A. 2005, University of Hawai'i at Hilo  
M.Ed. 2009, Chaminade University
- LARISH, MICHAEL D.**  
Associate Professor, English  
B.A. 1982, Certificate 1983, University of Hawai'i at Hilo  
M.A. 1989, Ph.D. 1999, University of Hawai'i at Mānoa
- LARMONY, ANGELA K.**  
Student Services Specialist, Student Services  
B.A. 2009, New Jersey City University  
M.A. 2012, Seton Hall University
- LAURICH, BERNHARD K.**  
Assistant Professor, Physical Sciences  
B.S. 1977, M.S. 1981, Ph.D. 1986, University of Stuttgart
- LEE HONG-MAUGA, JOSEPHINE KEHAULANI**  
Office Assistant, Chancellor's Office  
A.S. 1992, Hawai'i Community College  
B.A. 1994, University of Hawai'i at Hilo  
Certificate, 1998, Hawai'i Community College
- LERMA, JESSICA M.G.**  
Instructor, Philosophy  
A.A. 2002, Irvine Valley College  
B.A. 2005, University of California at Los Angeles  
M.A. 2009, California State University at Los Angeles
- LESLIE, LARISSA K.M.**  
Student Life Advisor, Student Services  
B.A. 2002, University of San Francisco  
M.A. 2005, Santa Clara University
- LIGHTNER, JAMES M.**  
Associate Professor, Hospitality, University of Hawai'i Center, West Hawai'i  
B.S. 1961, U.S. Coast Guard Academy  
M.B.A. 2002, University of Hawai'i
- LILLY, AUGUSTIN KEALII**  
Educational Specialist, Hawai'i Life Styles  
B.A. 1992, University of Hawai'i at Hilo
- LINCOLN MAIELUA, BLOSSOM PUALANI**  
Instructor, Hawai'i Life Styles, University of Hawai'i Center, West Hawai'i  
B.A. 2005, University of Hawai'i at Mānoa
- LOEDING, DAVID R.**  
Graduation Pathways and Data Facilitator, Student Services  
BES 1978, St. Cloud State University
- LOSALIO-WATSON, JOEANNE K.**  
Secretary, University of Hawai'i Center, West Hawai'i
- LOUIS, RACHEL**  
Administrative Officer, University of Hawai'i Center, West Hawai'i  
B.B.A. 2000, University of Hawai'i at Hilo  
M.H.R.M. 2009, University of Hawai'i at Mānoa
- MADRID, DONNA H.**  
Educational Specialist, Administration of Justice  
B.A. 2009, University of Hawai'i at Hilo
- MAEDA, ANNETTE Y.**  
Professor, English  
B.A. 1975, 5th Year Certificate 1977, M.A. 1978, University of Hawai'i at Mānoa  
Wo Learning Champion, 2008
- MANDALONIZ, BRADLEY J.**  
Janitor, Planning, Operations and Maintenance
- MANUEL-CORTEZ, DORINNA H.**  
Registrar/Admissions and Records Manager, Student Services  
B.A. 1992, Pomona College  
M.B.A. 2011, Western Governors University
- MARCIEL, MELANIE L.**  
Native Hawaiian Counselor  
B.A. 2006, M.Ed. 2009, 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.**  
Professor, Speech  
B.A. 1973, San Diego State University  
M.A. 1981, University of Hawai'i at Mānoa
- MCCORMACK, RYAN M.S.**  
Instructor/Coordinator, Hawai'i Life Styles  
B.A. 2004, Stanford University
- MCGRATH, CRYSTAL P.**  
Office Assistant, Admissions and Records Office
- MEDEIROS, LORI K.**  
Secretary, Dean of Liberal Arts and Public Services  
A.S. 1976, Hawai'i Community College
- MEDEIROS, MARVIN**  
Janitor, University of Hawai'i Center, West Hawai'i
- MEDEIROS, PAULA M.**  
Secretary, Liberal Arts Division  
C.A. 1991, C.A. 1991, Hawai'i Community College
- MEDEIROS, WENDELIN T.**  
Office Assistant, University of Hawai'i Center, West Hawai'i  
Campus Award for Outstanding Staff Member, 2004
- MEDINA, ARTHUR JR.**  
Building Maintenance, Planning, Operations and Maintenance  
Certificate 1974, Trade School Tucson Arizona  
Diploma 1989, Milwaukee School of Engineering
- MEOLA, KALYAN V.**  
Educational Specialist, The Learning Center  
A.A. 2003, Hawai'i Community College  
B.A. 2006, University of Hawai'i at Hilo
- MIDEL, CHRISTOPHER N.**  
Instructor, Construction Academy  
A.A.S. 1998, A.A.S. 2000, Hawai'i Community College
- MIGUEL, LUZVIMINDA B.**  
Instructor, Nursing  
A.S. 2002, Kapi'olani Community College  
M.S.N. 2012, Walden University
- MIMAKI, JAMES**  
Professor Emeritus, English
- MINASSIAN, JACK M.**  
Instructor, Fire Science/Fire and Environmental Emergency Response  
B.S. 1973, Northern Arizona University
- MINE, JODI A.K.**  
Budget Analyst, Administrative Affairs  
B.B.A. 1992, University of Hawai'i at Hilo  
Chancellor's Award for Outstanding Service to the College, 2011
- MITCHEL, REBECCA J.**  
Account Clerk, Business Office  
B.Ed., 5th Year Certificate 1990, University of Hawai'i at Mānoa
- MIYASHIRO, DARRELL S.**  
Instructor, Machine, Welding and Industrial Mechanics Technologies  
A.S. 1988, University of Hawai'i at Hilo



**MOATS, THATCHER J.P.**

External Affairs/Relations Coordinator,  
Chancellor's Office  
B.A. 2002, Ithaca College

**MOORE, DONNA J.**

Associate Professor, English  
B.A. 1971, M.A. 1981, California State  
University, San Francisco

**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  
M.S.N. 2005, Samuel Merritt College-  
California

**MOSPENS, CARRIE B.**

Instructor, English  
B.A. 1999, M.A. 2002, University of Hawai'i  
at Mānoa

**MUKAI, IRIS M.**

Fiscal Specialist, Business Office  
B.S. 1974, University of Hawai'i at Mānoa  
Campus Award for Outstanding Staff  
Member, 2006

**MURAKAMI, VIOLET S.**

Associate Professor, Art  
B.A. 1977, University of Hawai'i at Mānoa  
M.F.A. 1992, San Francisco State University

**NACIS, MARISSA C.**

Account Clerk, Business Office  
A.S. 1996, A.S. 1997, A.A.S. 2001, Hawai'i  
Community College  
B.B.A. 2006, University of Hawai'i at Hilo

**NAGATA, IRENE M.**

Professor Emeritus, Mathematics

**NAGUWA, CAROLINE R.**

Assistant Professor, English  
B.A. 1995, Barnard College  
M.F.A. 2001, Emerson College -  
Massachusetts

**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, 2007  
Wo Learning Champions - Community  
Building Award, 2008

**NAKAGAWA, APRIL H.**

Secretary, Applied Technical Education  
Division  
A.S. 1983, Hawai'i Community College  
Campus Award for Outstanding Staff  
Member, 2010

**NAKO, KORYN S.**

Office Assistant, Business Office  
A.S. 1986, Hawai'i Community College

**NARIMATSU, SARA S.**

Professor Emeritus

**NATHANSON, ESTHER S.S.**

Continuing Education Specialist, Office of  
Continuing Education and Training  
B.S. 2001, University of Iowa

**NIEMEYER, ELIZABETH S.**

Instructor/ Counselor, Student Services  
B.A. 2000, Otterbein College  
M.Ed. 2010, The University of Akron

**NISHIE, CATHY S.**

Office Assistant, Academic Support Unit  
B.A. 1981, University of Hawai'i at Hilo

**NISHIMOTO, HELEN C.**

Assistant Professor/Counselor, Student  
Services  
A.A. 1997, Hawai'i Community College  
B.A. 1999, University of Hawai'i at Hilo  
M.A. 2002, Saybrook Graduate School  
Community College Leadership Champion,  
2006  
Wo Learning Champions - Innovation of the  
Year Award (Second Honorable Mention),  
2009  
Innovation Award, 2010

**OJALA-HIPSHER, ELIZABETH**

Director, 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**

Office Assistant, The Learning Center  
Certificate 1967, Hawai'i Community College  
Campus Award for Outstanding Staff  
Member, 2003

**OKAJIMA, BRETT I.**

IT Specialist, Academic Support Unit  
B.S. 2006, University of Hawai'i at Hilo

**OKAJIMA, MARSHA**

Administrative and Fiscal Support Specialist,  
Office of Continuing Education and  
Training  
A.A. 1981, University of Southern Colorado

**OKUDA, ALLAN K.**

Professor/Coordinator Culinary Arts (Hilo)  
A.S. 1978, A.S. 1979, A.A. 1980  
B.A. 1989, University of Hawai'i at Hilo  
BOR Excellence in Teaching Award, 1999

**OKUMA, ELLEN K.**

Professor, Academic Support  
 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, Dominguez Hills  
 Certificate 1992, University of Hawai'i at Mānoa  
 Innovation Award, 1997, 2004  
 Chancellor's 'A'ali'i Award, 2008

**OKUMA, MITCHELL S.**

Educational Specialist, Academic Affairs  
 B.S. 1993, University of Hawai'i at Hilo

**OLSON, STEVEN D.**

Instructor, Construction Academy  
 B.S. 2001, Certificate 2002, University of Hawai'i at Hilo

**ONISHI, JONI Y.**

Professor, Accounting  
 Vice Chancellor for Academic Affairs  
 B.B.A. 1978, University of Hawai'i at Hilo  
 M.Ed. 1983, University of Hawai'i at Mānoa  
 Provost's Award for Outstanding Service to the College, 1996  
 Innovation Award, 1997  
 Wo Learning Champion, 2001  
 BOR Excellence in Teaching Award, 2004  
 Chancellor's 'A'ali'i Award, 2010

**OROPALLO, TIMOTHY J.**

Instructor, Construction Academy

**PAJO, PATRICK C.**

Assistant Professor, Electricity  
 A.S. 1981, Hawai'i Community College  
 Wo Learning Champion, 2004

**PAVAO, BERNADETTE**

Child Care Center Teacher, Children's Center  
 B.S. 1977, University of Oregon  
 A.S. 1991, Hawai'i Community College

**PENISTEN, JOHN E.**

Professor Emeritus, English

**PERALTO, JOEL C.**

Professor, Accounting  
 B.B.A. 1973, University of Hawai'i at Mānoa  
 M.B.A. 1982, Chaminade University of Honolulu  
 CPA 1986, Hawai'i  
 CMA 1992

**PERRREIRA, JAY J.**

Janitor, Planning, Operations and Maintenance  
 Certificate 1991, Hawai'i Community College

**PICKENS, ROBERT**

University Security Officer, Planning, Operations and Maintenance  
 A.S. 1996, Hawai'i Community College  
 B.A. 1998, University of Hawai'i at Hilo

**PIERON, PETRI P.M.**

Professor, Nursing  
 B.Sc.N. 1989, University of Saskatchewan  
 M.S.N. 1996, M.P.H. 1997, Ph.D. 2010  
 University of Hawai'i at Mānoa  
 BOR Excellence in Teaching Award, 2005

**PROCTOR, GLENN R.**

IT Specialist, Academic Support Unit  
 B.B.A. 1982, University of Hawai'i at Mānoa

**PUA, NOHEA J.**

Office Assistant, Liberal Arts Division

**PUNIWAU, JUDY A.**

Child Care Center Director, Children's Center  
 B.A. 1983, University of Hawai'i at Hilo  
 Certificate 1988, Early Childhood Education  
 A.S. 1989, University of Hawai'i at Hilo  
 M.Ed. 2005, University of Hawai'i at Mānoa

**QUINTANA, CHRISTINE K.**

Assistant Professor/Counselor, Student Services  
 B.A. 1996, University of Hawai'i at Hilo  
 M.A. 2006, Central Michigan University  
 Wo Learning Champions - Community Building Award (Second Honorable Mention), 2007  
 Community College Leadership Champion, 2010  
 Wo Learning Champion, 2011

**QUINTANA, KALEOPONO S.**

Instructor/Counselor, Student Services  
 B.F.A. 1997, University of Hawai'i at Mānoa  
 M.Ed. 2005, Heritage University, Washington

**RAMOS, PAUL G.**

Janitor, Planning, Operations and Maintenance

**REECE, HAZEL C.**

Nursing Learning Resource Center Coordinator, University of Hawai'i Center, West Hawai'i  
 B.S.N. 1979, University of Maryland at Baltimore  
 M.S.N. 2006, University of the Incarnate Word

**RIBAO, GEORGE V.**

Instructor, Construction Academy  
 A.O.S. 1994, Universal Technical Institution  
 A.A.S. 1997, Hawai'i Community College

**RIVERA, SANDRA L. BARR**

Assistant Professor, Culinary Arts  
 B.A. 1970, University of California at Los Angeles

**RODRIGUES-KAIWA, WILLIAM K.**

Janitor, Planning, Operations and Maintenance

**RODRIGUEZ, NOELIE M.**

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

**ROSEHILL, ORDEAN SCOT**

IT Specialist, Academic Support Unit  
 B.S. 1988, Western Oregon University  
 A+ Certificate 2001, Network+ Certificate 2002, CompTIA

**RYAN, JEANNE LOUISE**

Assistant Professor, English  
 B.A. 1992, M.S. 2002, State University of New York at New Paltz

**SAIKI, BETTY JANE N.**

Assistant Professor, Culinary Arts, University of Hawai'i Center, West Hawai'i  
 A.A.S. 2003, Hawai'i Community College

**SALVADOR, DESEREE L.**

Instructor, English  
 B.A. 1988, University of California at Davis  
 M.A. 1996, University of York Heslington

**SAMBUENO, ROBERTA**

Office Assistant, Admissions and Records Office  
 A.S. 1993, A.A. 1999, Hawai'i Community College



**SAMIO, TONI-ANN**

Educational Specialist, Hawai'i Life Styles  
B.A. 1999, University of Hawai'i at Hilo  
M.S. 2009, Walden University

**SANBORN, SANFORD L.**

Associate Professor, Auto Body Repair and  
Painting Technologies  
A.S. 1978, University of Hawai'i at Hilo  
Innovation Award, 1999

**SANDERS, BETH H.**

Professor, Accounting, University of Hawai'i  
Center, West Hawai'i  
B.A. 1974, University of Texas, Pan American  
M.Ed. 2011, Western Governors University  
CPA 1980, Texas, CPA 1989, California, CPA  
1994, Hawai'i  
CFP 1986  
Innovation Award, 1999  
Wo Learning Champion, 2002

**SANTOS, JASON H.**

Database Admin, Academic Support  
B.A. 2006, B.S. 2006, Certificate 2006,  
University of Hawai'i at Hilo

**SATAKE, JERALD M.**

Janitor, Planning, Operations and  
Maintenance  
B.B.A. 2002, University of Hawai'i at Hilo

**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 Hawai'i at Hilo  
M.S. 1990, University of Arizona  
Chancellor's 'A'ali'i Award, 2008

**SCHEFFLER, PAMELA Y.**

Assistant Professor, Science  
B.A. 1990, University of California, Santa  
Cruz  
Ph.D. 2002, The Pennsylvania State  
University

**SCHEIN, NANCY L.**

Educational Specialist, Hale Kea  
Advancement and Testing Center  
B.A. 1994, University of Hawai'i at Hilo  
M.A. 2005, Middlebury College  
Campus Award for Outstanding Staff  
Member, 2005

**SCHULTE, STEPHEN B.**

IT Manager, Academic Support Unit  
Certificate 1989, Marylhurst College  
B.A. 1994, Concordia College  
Provost's Award for Outstanding Service to  
the College, 1999  
Chancellor's 'A'ali'i Award, 2005  
Wo Learning Champion, 2010

**SCHUMAKER, JAMES A.**

Associate Professor, Mathematics  
A.A.S. 1980, Richland College  
B.S. 1983, M.S. 1987, University of Texas  
at Dallas

**SHERWOOD, JANE E.**

Associate 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  
Interim Director, Office of Continuing  
Education and Training  
B.S. 1971, University of Hawai'i at Mānoa  
Provost's Award for Outstanding Service,  
2000

**SHIMABUKURO, AMY S.**

Program Manager, Career and Technical  
Education  
B.S. 2004, University of Hawai'i at Mānoa  
Certificate 2010, University of Hawai'i at Hilo

**SHIMIZU, KENNETH Y.**

Associate Professor, Automotive Mechanics  
Technologies  
A.S. 1980, University of Hawai'i at Hilo

**SIBAYAN, KARLA K.**

Office Assistant, Hawai'i Life Styles

**SIMS, KATHRYN A.**

Associate Professor, English, University of  
Hawai'i Center, West Hawai'i  
B.A. 1980, University of California - Davis  
M.A.T. 1982, University of California -  
Berkeley  
Community College Leadership Champion,  
2008  
Chancellor's 'A'ali'i Award, 2012  
Regents' Award for Excellence in Teaching,  
2012

**SIRIAH, NAVEEN**

System Admin, Student Services/Financial  
Aid Office  
Diploma 1993, ATA Polytechnic  
B.E. 2000, Regional Engineering College  
M.S. 2003, Hawai'i Pacific University

**SOARES, MITCHELL**

Assistant Professor, Diesel Mechanics  
A.S. 1987, Hawai'i Community College

**STEELE, ORLO C.**

Assistant Professor, Science  
B.A. 1986, B.A. 1986, University of California,  
Santa Barbara  
M.S. 1998, Ph.D. 2005, University of Hawai'i  
at Mānoa

**STRADTMANN-CARVALHO, JACQUELINE**

Assistant Professor, Mathematics  
B.A. 1992, University of Hawai'i at Hilo  
M.A. 1994, Johns Hopkins University

**STRASLICKA-WALKER, SHERRIE ANN**

Educational Specialist, Academic Support  
B.A. 1997, B.S. 1997, Certificate 2013,  
University of Hawai'i at Hilo

**SUGIKAWA, WANE M**

Instructor, Mathematics  
M.S. 1991, University of Illinois at Urbana  
- Champaign  
B.A. 1985, University of Hawai'i at Hilo

**TAGAB-CRUZ, NO'EL K.**

Educational Specialist, Hawai'i Life Styles  
B.A. 2007 University of California, Santa  
Cruz

**TANABE, JOEL**

Associate Professor, Carpentry  
A.S. 1976, A.S. 1982, Hawai'i Community  
College  
Campus Award for Awareness, Personal  
Involvement, Encouragement (A.P.E.),  
2011  
Chancellor's 'A'ali'i Award, 2012



- TANAKA, SANDRA C.W.**  
Human Resources Specialist, Human Resources  
B.B.A. 1983, University of Hawai'i at Mānoa
- TANGARŌ, TAUPŌURI**  
Professor, Hawai'i Life Styles  
B.A. 1992, University of Hawai'i at Hilo  
M.Ed. 1995, Heritage College, Washington  
Ph.D. 2004, Union Institute and University, Cincinnati, Ohio  
BOR Excellence in Teaching Award, 2009  
Frances Davis Award for Excellence in Undergraduate Teaching, 2009
- TOM, AMELIA K.**  
Janitor, Planning, Operation and Maintenance
- TOM, MAXWELL K.K.**  
Groundskeeper, Planning, Operations and Maintenance  
UH System President's Award for Excellence in Building and Grounds Maintenance, 2010
- TORIGOE, HELEN H.R.B.**  
Instructional and Student Support Specialist, Academic Affairs  
B.S. 1983, University of Hawai'i at Mānoa
- TSUGAWA, DAVID S.**  
Instructor, English, University of Hawai'i Center, West Hawai'i  
B.A. 1986, University of California, San Diego  
M.A. 1989, Monterey Institute of International Studies
- UCHIMA, FRANCIS-DEAN A.**  
Assistant Professor, Biology  
B.S. 1974, M.S. 1978, Ph.D. 1982, University of Hawai'i at Mānoa
- UEHARA, NEAL M.**  
Media Specialist, Academic Support Unit  
B.A. 1979, Professional Diploma 1989, M.Ed. 1993, University of Hawai'i at Mānoa
- URASAKI, LEANNE**  
Instructor, Instructional Technology Developer  
B.A. 1993, Professional Diploma 1995, M.Ed. 2009, University of Hawai'i at Mānoa
- URBAN, CARL, III**  
Janitor, Planning, Operations and Maintenance
- VAN BLARCOM, JACQUELINE**  
Educational Specialist, Hawai'i Life Styles  
B.A. 2008, University of Hawai'i at Hilo
- VAN HOOSE, DIANE E.**  
Instructor, Nursing  
B.A. 1972, Humboldt State University  
M.S.N. 2009, California State University, Dominguez Hills
- WATANABE, JANICE A.**  
Secretary, Vice Chancellor for Administrative Affairs  
B.B.A. 1978, University of Hawai'i at Mānoa
- WATANABE, WILTON J.**  
Associate Professor/Coordinator, Office of Continuing Education and Training  
B.B.A. 1973, University of Oregon
- WEATHERFORD, JAMES W.**  
Program Specialist, Career and Technical Education  
B.S. 1978, M.S. 1988, Murray State University  
Ph.D. 1992, University of Tennessee, Knoxville
- WEHRSIG, TIMOTHY K.**  
Janitor, Planning, Operations and Maintenance
- WILCOX, JOSEPH F.**  
Instructor, Mathematics, University of Hawai'i Center, West Hawai'i  
B.S. 1967, Brigham Young University  
M.A. 1989, University of Washington
- WILCOX-BOUCHER, CLAUDIA Y.**  
Instructor, Social Sciences  
B.A. 1984, M.S.N. 1985, University of Hawai'i at Mānoa
- WONG, MAI**  
Professor, Early Childhood Education  
B.Ed. 1972, University of Iowa  
M.S. 1979, California State University Hayward  
Frances Davis Award for Excellence in Undergraduate Teaching, 2005
- WONG-WILSON, MICHELLE L. NOE NOE**  
Assistant Professor/Coordinator, Hawai'i Life Styles  
Certificate 2001, Hawai'i Community College  
B.A. 2001, University of Hawai'i at Hilo  
M.A. 2007, University of Hawai'i at Mānoa
- YADA, ELMER I.**  
Groundskeeper, Planning, Operations and Maintenance  
Diploma 1964, Hawai'i Technical School
- YAMADA, KORY KANANI**  
Secretary, Business Education and Technology Division  
A.A. 2013, Hawai'i Community College
- YAMANAKA, MELISSA Y.**  
Outreach Specialist, Student Services  
A.A. 2005, Hawai'i Community College  
B.A. 2008, University of Hawai'i at Hilo
- YAMANE, NOREEN R.**  
Professor, Mathematics  
Chancellor  
B.Ed. 1973, M.Ed. 1980, University of Hawai'i at Mānoa  
BOR Excellence in Teaching Award, 1990  
Chancellor's 'A'ali'i Award, 2004
- YAMANE, ROBERT S.**  
Professor, Business Technology  
B.Ed. 1976, M.Ed. 1981, University of Hawai'i at Mānoa  
Chancellor's Award for Outstanding Service to the College, 2006
- YOSHIDA, JAMES M.**  
Professor, Marketing  
Vice Chancellor for Administrative Affairs  
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  
Chancellor's Award for Outstanding Service to the College, 2006  
Chancellor's 'A'ali'i Award, 2011
- YOSHIYAMA, TYLER T.**  
IT Specialist, Academic Support Unit  
B.S. 2010, University of Hawai'i at Hilo
- ZAPPALA, JOSEPH W.**  
Media Specialist, Academic Support Unit  
B.A. 1972, San Francisco State University
- ZITNIK, LOUIS E., II**  
Professor, English  
B.A. 1975, San Francisco State  
M.F.A. 1992, University of Iowa  
Ph.D. 2001, University of Hawai'i at Mānoa  
Innovation Award, 2003  
Community College Leadership Champion, 2004

# Administration

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Jan Naoe Sullivan

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Vice Chancellor for Student Affairs

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Interim Director, Office of Continuing Education and Training

vacant

Director, University of Hawai'i Center, West Hawai'i

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Joyce E. Hamasaki

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Advisor on Hawaiian Affairs

Linda Johnsrud

Executive Vice President for Academic Affairs/Provost

Howard Todo

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John F. Morton

Vice President for Community Colleges

David Lassner

Vice President for Information Technology/Chief Information Officer

Darolyn Lendio

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James R. Gaines

Vice President for Research

Brian Minaai

Associate Vice President for Capital Improvements

Lynne Waters

Associate Vice President for External Affairs and University Relations

Lui Hokoana

Associate Vice President for Student Affairs

## Hawai'i Community College Instructional Units

### Liberal Arts Division

English

Louis Zitnik

Department Chair

Humanities

Taupouri Tangarō

Department Chair

Math & Natural Sciences

James Schumaker

Department Chair

Social Sciences

Trina Nahm-Mijo

Department Chair

### Hospitality

Robert Yamane

Division Chair

### Nursing & Allied Health

Elizabeth Ojala

Division Chair/Dir. of Nursing

### Business Education & Technology

Robert Yamane

Division Chair

### Applied Technical Education

Joel Tanabe

Division 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.

### Chancellor's Community Advisory Committee

Debbie Baker, Chair, Kona-Kohala Chamber of Commerce

Farahmarie Gomes, Director, NHERC

Matthew Hamabata, Executive Director, The Kohala Center

Blaine Hanagami, Workforce Development

Pua Kanahele, Kanaka'ole Foundation

Wally Lau, Managing Director, County of Hawai'i

Dwayne Mukai, Investment Professional, LPL Financial LLC

Barry Taniguchi, CEO, KTA Super Stores

Eric Tanouye, Vice President, Green Point Nurseries

Ross Wilson, Current Events

### Mahalo Award 2013

The Mahalo Award was established in 1995 to recognize community-based organizations, companies or associations for their support of the educational programs at Hawai'i Community College. The nominees may be civic organizations, clubs, professional associations, or companies in the community. These will usually be organizations located on the Big Island.



The recipient of the 2013 Mahalo Award is Queen Lili'uokalani Children's Center. Since 2004, unit manager Lance Niimi and his community builder/organizer "Aunty" Lucille Chung, of the Queen Lili'uokalani Children's Center, Hilo Unit, have hosted over a thousand students from our HawCC Human Services Program. QLCC's community building philosophy, which is integrated with Native Hawaiian cultural and spiritual values, guides all of their services that they provide to individuals, families, groups and communities. Pictured is Sandi Claveria presenting the award to "Aunty" Lucille Chung.



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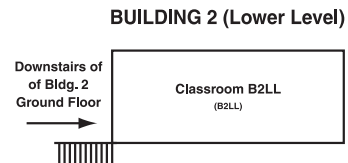
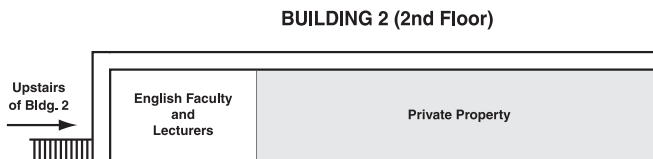
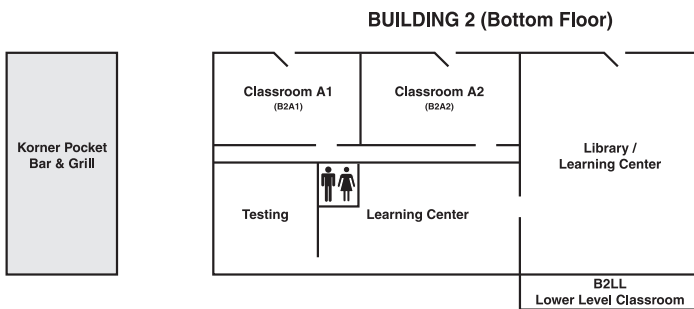
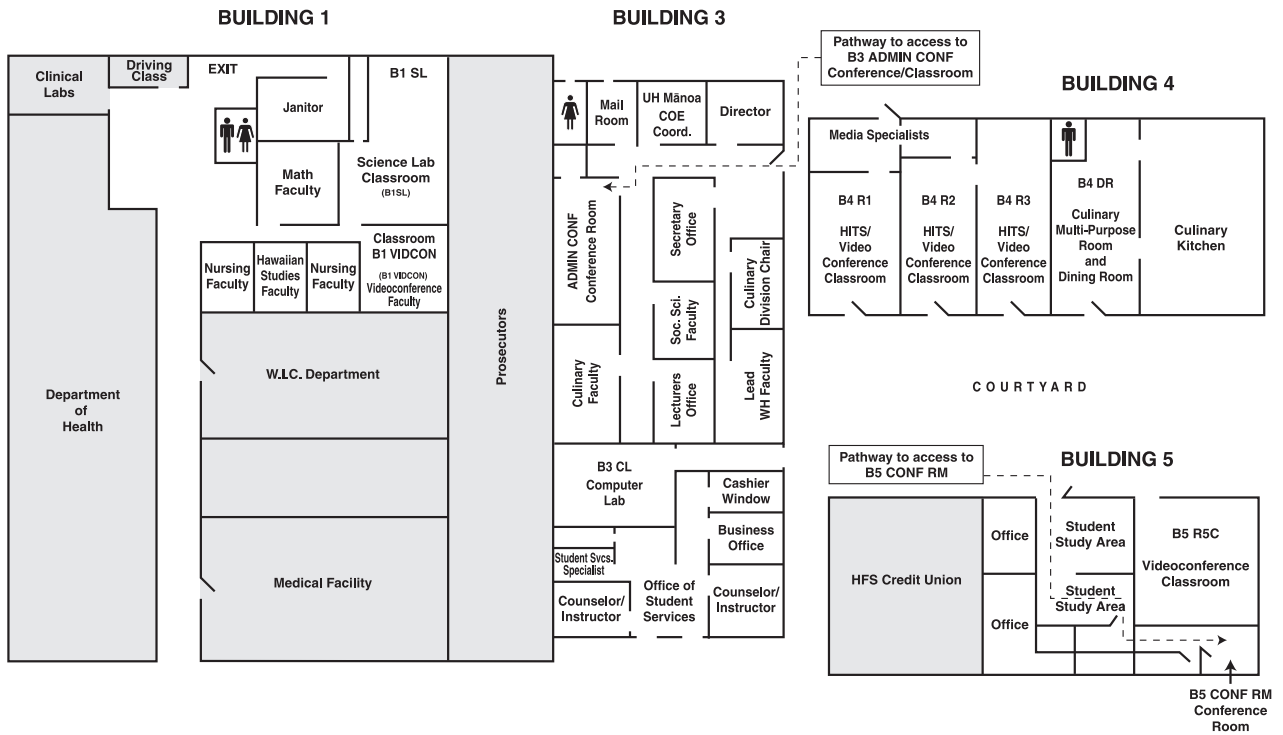
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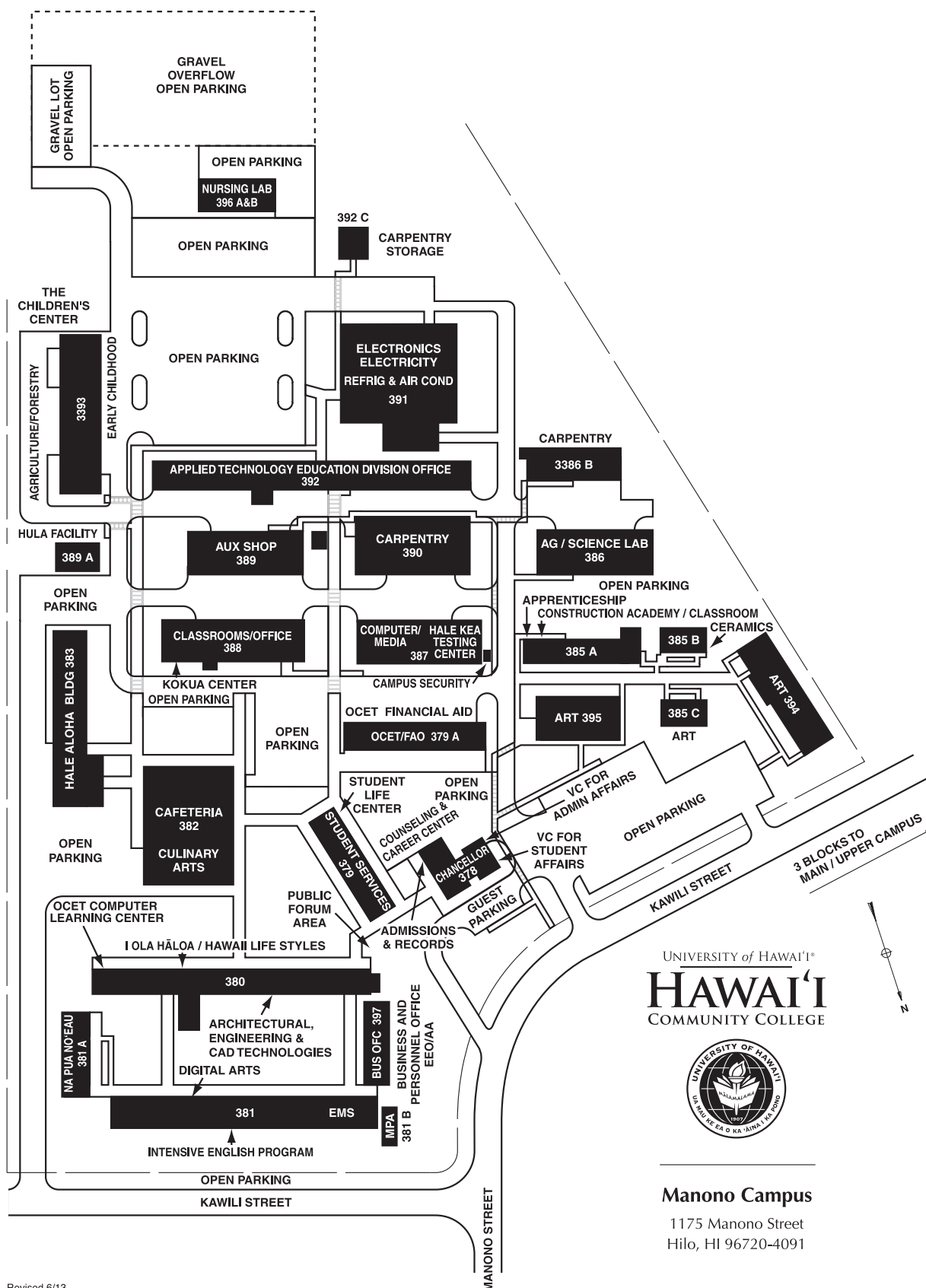


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